

Contents

1. Apologies	6326
2. Oath or Affirmation of Office	6327
3. Term of the Mayor	6327
4. Election of Mayor	6328
5. Installation of Mayor.....	6329
6. Office of Deputy Mayor or Acting Mayor.....	6330
7. Term of the Deputy Mayor or Acting Mayor (if applicable)	6331
8. Election of Deputy Mayor or Acting Mayor (if applicable).....	6332
9. Installation of Deputy Mayor or Acting Mayor (if applicable)	6332
10. Councillor Nominations to the Audit and Risk Committee	6333
10.1. Audit and Risk Committee Charter and Appointment of Committee Members	6333
11. Close Meeting	6335

Attachments

2. Oath or Affirmation of Office	6336
10. Councillor Nominations to the Audit and Risk Committee.....	6338

Minutes



Minutes of the open section of the eighth Campaspe Shire Council meeting held on Tuesday, 17 November 2020, commencing at 5:03pm at the Council Chambers, Echuca Civic Centre.

Present

Councillors	Officers
Cr Robert Amos Cr Colleen Gates Cr Paul Jarman Cr Daniel Mackrell Cr Anthony Marwood Cr Leanne Pentreath Cr Christine Weller Cr Adrian Weston Cr John Zobec (5:05pm – 5:30pm)	Declan Moore – Chief Executive Officer Fleur Cousins – General Manager Corporate Jason Deller – General Manager Infrastructure Paul McKenzie – General Manager Development Keith Oberin – General Manager Community Sharolyn Taylor – Council Support Officer Andrew Cowin – Manager Governance and Strategy Chris Hawking – Communications Officer

Temporary Chairperson

In accordance with clause 6.4(1) of the Governance Rules the Chief Executive Officer will act as the Temporary Chairperson of the meeting for the election of the Mayor and will have no voting rights and assumes the Chair.

John Zobec entered the Chamber at 5:05pm

Business

1. Apologies

Nil

2. Oath or Affirmation of Office

Local Government Act 2020

30 Oath or affirmation of office

- (1) *A person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations.*
- (2) *The oath or affirmation of office must be —*
 - (a) *administered by the Chief Executive Officer; and*
 - (b) *dated and signed before the Chief Executive Officer; and*
 - (c) *recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council meeting.*

Declan Moore, the Chief Executive Officer, read out the results of the Council elections from the declaration of the poll held on 4 November 2020. Mr Moore then invited to the lectern, in alphabetical order, each Councillor to take the Oath or Affirmation of Office.

Robert Amos took and signed the Oath of Affirmation

Colleen Gates took and signed the Oath of Affirmation

Paul Jarman took and signed the Oath of Office

Daniel Mackrell took and signed the Oath of Affirmation

Anthony Marwood took and signed the Oath of Office

Leanne Pentreath took and signed the Oath of Office

Christine Weller took and signed the Oath of Affirmation

Adrian Weston took and signed the Oath of Affirmation

John Zobec took and signed the Oath of Affirmation

3. Term of the Mayor

Section 26(3) of the *Local Government Act 2020*, states that before a Mayor is elected, the Council must determine by resolution whether the Mayor is to be elected for a one year or a two year term.

The term of office of Mayor will commence on 17 November 2020 upon appointment by Council and become vacant at 6:00am on the date of the November 2021 Council Meeting.

COUNCILLORS PENTREATH / WESTON

That Council resolve that the Mayor be elected for a term of one year.

CARRIED

4. Election of Mayor

The Chief Executive Officer will conduct the election of the Mayor in accordance with the Governance Rules and section 26 of the *Local Government Act 2020*.

Election of Mayor Procedure (Reference Governance Rules)

6.6 Nominations for the Office of Mayor

- (1) The CEO will call for nominations for the position of Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.
- (3) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Mayor will follow rule 6.8 of these Governance Rules.

6.8 Determining the Election of the Mayor and Deputy Mayor

- (1) The process to elect the Mayor and Deputy Mayor is:
 - (a) If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.
 - (b) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by a show of hands.
 - (c) If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- (2) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared:
 - (a) a defeated candidate; or
 - (b) duly elected;

The temporary Chair will have no voting rights (R6.4 Governance Rules), and the result will be determined by lot.

6.9 Determining by Lot

- (1) If a lot is required, the CEO will conduct the lot and the following provisions will apply:
 - (a) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors surnames are identical, the order shall be determined by the alphabetical order of the Councillor's first name;
 - (b) As many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the CEO;
 - (c) Each candidate will draw one (1) lot;
 - (d) If the lot is being conducted to determine which candidate is to be duly excluded, the word "Excluded" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Excluded" written on it shall be declared to have been excluded.
 - (e) If more can one candidate remains, a further drawing of lots will be conducted until one candidate remains and declared the Mayor.

COUNCILLORS WESTON / GATES

That Councillor Christine Weller be nominated for the Office of Mayor.

CARRIED

5. Installation of Mayor

Election of Mayor Procedure (Reference Governance Rules)

6.11 Mayor to Take Chair

- (1) After the election of the Mayor is determined, the Mayor will take the Chair.

6.12 Ceremonial Mayoral Speech

- (1) Upon being elected, the Mayor may make a ceremonial speech to outline the priorities for the year ahead based on the adopted Council Plan.

Newly elected Mayor, Cr Christine Weller assumed the Chair.

6. Office of Deputy Mayor or Acting Mayor

Council can determine whether to establish an office of the Deputy Mayor or appoint an Acting Mayor in accordance with sections 20A, 20B and 21 of the *Local Government Act 2020*.

Local Government Act 2020

20A Office of Deputy Mayor

- (1) A Council may establish an office of Deputy Mayor.
- (2) If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply.
- (3) If a Council has not established an office of Deputy Mayor, section 20B applies.

20B Acting Mayor

- (1) A Council may appoint a Councillor to be the Acting Mayor when —
 - (a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
 - (b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
 - (c) the office of Mayor is vacant.

(2) An appointment under subsection (1) must be for a period specified by the Council.

(3) If —

- (a) an appointment has not been made under subsection (1) or has expired; and
- (b) any of the circumstances specified in subsection (1)(a), (b) or (c) apply—

the Council must appoint a Councillor to be the Acting Mayor for a period specified by the Council.

(4) An Acting Mayor —

- (a) must perform the role of the Mayor; and
- (b) may exercise any of the powers of the Mayor —

until the circumstances specified in subsection (1) no longer apply or the period of the appointment expires, whichever first occurs.

(5) If an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in this Act (except in sections 20 and 23, Division 4 of this Part and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

21 Role and powers of the Deputy Mayor

The Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if —

- (a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- (b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- (c) the office of Mayor is vacant.

COUNCILLORS WESTON / MACKRELL

That Council establish a Deputy Mayor in accordance with sections 20A and 21 of the *Local Government Act 2020*.

CARRIED

7. Term of the Deputy Mayor

The Mayor will conduct the election of the Deputy Mayor or Acting Mayor in accordance with the Governance Rules and section 26 and 27 of the *Local Government Act 2020*. Council may determine by resolution whether the Deputy Mayor or Acting Mayor is to be elected for a one year or a two year term.

The term of office of Deputy Mayor or Acting Mayor will commence on 17 November 2020 upon appointment by Council and become vacant at 6:00am on the date of the November 202_ Council Meeting.

The following recommendation is placed before the Council for its consideration.

COUNCILLORS GATES / JARMAN

That Council resolve that the Deputy Mayor be elected for a term of one year.

CARRIED

8. Election of Deputy Mayor

The Mayor will conduct the election of the Deputy Mayor or Acting Mayor in accordance with the Governance Rules and section 26 of the *Local Government Act 2020*.

Election of Deputy Mayor Procedure (Reference Governance Rules)

6.8 Determining the Election of the Mayor and Deputy Mayor

- (1) The process to elect the Mayor and Deputy Mayor is:
 - (a) If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.
 - (b) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by a show of hands.
 - (c) If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- (2) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared:
 - (a) a defeated candidate; or
 - (b) duly elected;

The temporary Chair will have no second or casting vote, and the result will be determined by lot.

6.9 Determining by Lot

- (1) If a lot is required, the CEO will conduct the lot and the following provisions will apply:
 - (a) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors surnames are identical, the order shall be determined by the alphabetical order of the Councillor's first name;
 - (b) As many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the CEO;
 - (c) Each candidate will draw one (1) lot;
 - (d) If the lot is being conducted to determine which candidate is to be duly excluded, the word "Excluded" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Excluded" written on it shall be declared to have been excluded.
 - (e) If more than one candidate remains, a further drawing of lots will be conducted until one candidate remains and declared the Mayor.

COUNCILLORS AMOS / MACKRELL

That Councillor Leanne Pentreath be nominated for the Office of Deputy Mayor.

CARRIED

9. Installation of Deputy Mayor or Acting Mayor

The Mayor welcomed the elected Deputy Mayor, Cr Leanne Pentreath to the position as deputy leader of the Council.

10. Councillor Nominations to the Audit and Risk Committee

10.1. Audit and Risk Committee Charter and Appointment of Committee Members

Author:

Fleur Cousins, General Manager Corporate

Attachments:

10.1 Audit and Risk Committee Charter

1. Purpose

To meet the legislative requirements of the *Local Government Act 2020*, to adopt an Audit and Risk Committee Charter and establish an Audit and Risk Committee.

2. COUNCILLORS JARMAN / WESTON

That Council appoint Cr Amos and Cr Marwood to the Audit and Risk Committee for a period of 12 months commencing 17 November 2020.

CARRIED

3. Conflict of Interest

In accordance with Section 80B of the *Local Government Act 1989*, the officer preparing this report declares no conflict of interest regarding this matter.

4. Charter of Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

5. Instrument of Delegation

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

6. Background

Council has had an Audit and Risk Committee operating since 1997 to provide oversight of Council's discharge of its responsibilities in relation to financial and performance management, risk management, and its internal control environment.

In accordance with section 54(7) of the *Local Government Act 2020* (the Act), Council approved the Audit and Risk Committee Charter at attachment 10.1 and appointed members to the Audit and Risk Committee on 21 July 2020.

7. Content

The Audit and Risk Committee is comprised of three (3) Independent Members and two (2) Councillor Members, with members appointed by Council resolution. Council may also choose to appoint an Independent Affiliate Member.

Based on the approved Audit and Risk Committee Charter, Independent Members are appointed for a four year term and may be appointed for two consecutive terms, an Independent Affiliate Member can be appointed for a two year term and Councillors will be appointed by Council on an annual basis.

The Act stipulates that Independent Members collectively, must have expertise in financial management and reporting and risk management and also have experience in public sector management. The current members of Council's Audit and Risk Committee have been recruited and appointed based on their defined skills and experience and collectively have the required skill set.

Councillors appointed to the Audit and Risk Committee are expected to attend the 5 meetings per annum and to report back to Council on the meetings. Copies of the agendas and minutes are provided to all Councillors.

In accordance with the Audit and Risk Committee Charter, the Mayor can attend any or all meetings and any other Councillors not appointed to the Committee may attend any meeting, however the Mayor and non appointed Councillors do not have any voting rights.

The Audit and Risk Committee formally reports to Council on a bi-annual basis through a report from the Chief Executive Officer.

The Councillors appointed to the Audit and Risk Committee in the previous year were Cr Leanne Pentreath and Cr John Zobec.

8. Issues and Risk Management

The purpose of the Audit and Risk Committee is to provide independent oversight and monitoring of Council's approach to financial and performance reporting, the internal control environment, risk management, fraud prevention systems and controls, internal audit, external audit and compliance management. The appointment of independent members with particular skills and experience is to enable independent advice to be provided to both Council and the administration in the performance of their responsibilities.

The appointment and participation of Councillors in the Audit and Risk Committee enables the oversight functions to be shared with the elected members of Council and ensuring the governance principles of the Act are being met.

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

9. Strategic Planning Environments

Strong and Engaged Communities	No Impact
Resilient Economy	No Impact
Healthy Environment	No Impact
Balanced Services and Infrastructure	No Impact
Responsible Management	An active and diverse Audit and Risk Committee with the right level of skills and abilities, provides the public with the assurance that the operations and risks within the organisation have the appropriate oversight and that the necessary governance practices are being applied.

11. Close Meeting

There being no further business, the meeting concluded at 5:30pm.



A handwritten signature in black ink, appearing to read 'C. Weller', is written over a horizontal dotted line. The signature is fluid and cursive.

CR CHRISTINE WELLER

MAYOR