



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Minutes

Council Meeting  
10 August 2022

Held at 5:30pm  
Virtually via Teams.

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## The Meeting opened at 5:30pm

### 1. Present

#### **Councillors**

Cr Bruach Colliton, Mayor  
Cr Mary-Ann Brown  
Cr Albert Calvano  
Cr Helen Henry  
Cr Greg McAdam  
Cr Katrina Rainsford

#### **Officers**

Mr Tony Doyle, Chief Executive Officer  
Ms Belinda Johnson, Acting Director Community and Corporate Services  
Ms Marg Scanlon, Director Infrastructure  
Mr Peter Brown, Acting Director Planning and Development

### 2. Welcome and Acknowledgement of Country

The Mayor, Cr Colliton read the acknowledgement of country:

*“Our meeting is being held on the traditional lands of the Gunditjmarra, Tjap Wurrung and Bunganditj people.*

*I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today.”*

Please note: All Council meetings will be audio recorded, and may be livestreamed to Council’s social media platform, with the exception of matters identified as confidential items in the Agenda.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be allowed without the permission of Council.

### 3. Prayer

Cr Henry led the meeting in a prayer.

*”Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.*

*Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire.”*

### 4. Apologies

Cr David Robertson, Deputy Mayor

## 5. Confirmation of Minutes

<b>RECOMMENDATION</b>
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That the Minutes of the Council Meeting held on 13 July 2022 be confirmed as a correct record of business transacted.

<b>COUNCIL RESOLUTION</b>
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**MOVED:** Cr Rainsford  
**SECONDED:** Cr McAdam

**That the Minutes of the Council Meeting held on 13 July 2022 be confirmed as a correct record of business transacted.**

**CARRIED**

## 6. Declaration of Interest

## 7. Questions on Notice

There are no Questions on Notice listed on tonight's agenda.

## 8. Public Deputations

There are no Public Deputations listed on tonight's agenda.

## 9. Informal Meetings of Councillors

The Southern Grampians Shire Council Governance Rules require that records of Informal Meetings of Councillors that meet the following criteria:

If there is a meeting of Councillors that:

- a) took place for the purpose of discussing the business of Council or briefing Councillors;
- b) is attended by at least one member of Council staff; and
- c) is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

be tabled at the next convenient Council meeting and recorded in the minutes of that Council meeting.

An Informal Meeting of Councillors record was kept for:

- 14 June 2022
- 27 July 2022

This agenda was prepared on 3 August 2022. Any Informal Meeting of Councillors between that date and the date of tonight's Meeting will appear in the agenda for the next Ordinary Meeting of Council.

## Southern Grampians Shire Council

## INFORMAL MEETING OF COUNCILLORS

ASSEMBLY DETAILS	
<b>Title:</b>	Audit & Risk Committee Meeting
<b>Date:</b>	14 June 2022
<b>Location:</b>	Martin J Hynes and Teams Meeting
<b>Councillors in Attendance:</b>	Cr David Robertson, Deputy Mayor Cr Helen Henry
<b>Council Staff in Attendance:</b>	Mr Tony Doyle, CEO Ms Evelyn Arnold, Director Community & Corporate Services Mr Jason Cay, Financial Sustainability Coordinator Mr Mike Shanahan – Health & Safety Coordinator Ms Nadine Rhook, EA to Director Community & Corporate Services

The Assembly commenced at 1:30pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
<b>1</b>	Welcome	Nil
<b>2</b>	Apologies	Nil
<b>3</b>	Conflict of Interest	Nil
<b>4</b>	Confirmation of Previous Minutes	Nil
<b>5</b>	Governance & Risk Management Disclosures	Nil
<b>6</b>	Summary Table of Outstanding Matters	Nil
<b>7</b>	External Audit - Progress Report of Current Actions	Nil
<b>8</b>	Interim Management Letter	Nil
<b>9</b>	VAGO Audit – Fraud Control over Local Government Grants	Nil



<b>10</b>	Internal Audit – Progress Overall & Updated Plan 2022-2024	Nil
<b>11</b>	Progress Report of Internal Audit Actions (Interplan) – Customer Service & Complaints, Contract Management, Risk Management & Waste Management, Asset Management & Road Maintenance, Building Maintenance. Depot Management, Purchasing Cards & Data Security Protection (VPDSS), Local Laws, Road Asset Management	Nil
<b>12</b>	Internal Audit – Draft Scope – Service Planning	Nil
<b>13</b>	Internal Audit Progress – Data Analysis – Accounts Payable & Procurement	Nil
<b>14</b>	Excess Leave Update	Nil
<b>15</b>	Implementation of Local Government Act	Nil
<b>16</b>	Compliance Framework	Nil
<b>17</b>	Audit & Risk Committee – Self Assessment Performance Outcomes	Nil
<b>18</b>	Audit & Risk Committee Charter	Nil
<b>19</b>	Integrated Strategic Planning & Reporting Framework	Nil
<b>20</b>	OHS Report	Nil
<b>21</b>	VAGO, Ombudsman & IBAC Reports	Nil
<b>22</b>	Councillor Expenses Quarterly Report	Cr Robertson & Cr Henry declared an indirect conflict at the ARC Meeting at Item 12.2
<b>23</b>	Finance Reports to December 2021	Nil
<b>24</b>	Review Draft Budget & Associated Documents	Nil
<b>25</b>	Next Meeting	Nil

The Assembly concluded at 3.35pm

## Southern Grampians Shire Council

## Informal Meeting of Councillors

<b>ASSEMBLY DETAILS</b>	
<b>Title:</b>	Briefing Session
<b>Date:</b>	27 July 2022
<b>Location:</b>	Virtual Via Teams
<b>Councillors in Attendance:</b>	Cr Bruach Colliton, Mayor Cr David Robertson, Deputy Mayor Cr Mary-Ann Brown Cr Albert Calvano Cr Helen Henry Cr Greg McAdam Cr Katrina Rainsford
<b>Council Staff in Attendance:</b>	Tony Doyle, Chief Executive Officer Belinda Johnson, Acting Director Community and Corporate Services Marg Scanlon, Director Infrastructure Andrew Goodsell, Director Planning and Development Amy Knight, Manager Cultural Arts
<b>External Presenters:</b>	Simon Micmacher, Ryan Beggs, Gareth Hatley, Peter Williams, Mary Holmes, David Harlock, Nicola Smith, Naomi Beck

The Informal Meeting commenced at 11:00am.

<b>MATTERS CONSIDERED</b>		<b>CONFLICTS OF INTEREST DECLARED</b>
<b>1</b>	Councillor and CEO Only Meeting	Nil
<b>2</b>	Matters Raised by Councillors	Nil
<b>3</b>	Lakes Edge Key Worker Housing	Nil
<b>4</b>	NHG Option 3	Nil
<b>5</b>	Arc Charter Review	Nil
<b>6</b>	Small Towns Strategy	Nil

The Informal Meeting concluded at 5:00pm.

## 10. Management Reports

### 10.1 Audit and Risk Committee Charter

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Tony Doyle, CEO  
**Attachments:** Audit and Risk Committee Charter

#### Executive Summary

It is a requirement of the *Local Government Act 2020* (the Act) section 54 that Council adopt an Audit and Risk Committee (ARC) Charter.

#### Discussion

The most recent ARC Charter was adopted by Council on 8 July 2020, this allowed for the charter to be updated to include the changes under the new Local Government Act. At this time the next date of review was not amended to reflect the two-year cycle and hence still remained as December 2021.

To correct this and the charter was presented for review and feedback at our Audit and Risk Committee (ARC) meeting held on 14 June 2022, with the only change being the amendment of the next review date.

The ARC recommended two further changes to be made.

1. Under the heading "Performance", clarity around the timing of both the annual assessment of performance and biannual report of activities.
2. Under Financial and Performance reporting, removal of reference to monthly financial reports – Council and ARC receive quarterly financial reports.

The reviewed charter is now presented for Council adoption.

This ARC Charter's next review will be May 2024.

The purpose of the Audit and Risk Committee Charter is to clearly set out the Audit & Risk Committee's purpose and responsibilities, composition of the Committee, conduct of meetings and reporting to Council.

Changes required in the *Local Government Act 2020* (the Act) included the following:

- Monitor compliance of council policies and procedures with the overarching governance principles outlines in Section 9 of the Act, compliance with the Act, regulations and Ministerial directions.
- ARC must adopt an annual work plan
- Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.
- Provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.
- The CEO must table reports of annual assessments of the ARC at Council meetings when required by the Act and when requested by the chairperson of ARC.

In addition to the changes to the Charter, Section 53 of the Act also provided new requirements in relation to the Audit and Risk Committee, including:

- An Audit and Risk Committee must consist of a majority of members who are not Councillors of the Council.

This requirement was also included in our last review of the Charter.

### **Financial and Resource Implications**

The recruitment cost and meeting fee for the third independent committee member will have a minimal financial impact and is an operational cost provided for in the adopted budget.

### **Legislation, Council Plan and Policy Impacts**

The Charter is a requirement under Section 54 of the *Local Government Act 2020*.

This is supported by the 2021 – 2025 Council Plan in the following priority:

Priority No. 5: Provide Strong Governance & Leadership

### **Risk Management**

The Audit and Risk Committee Charter provides that the Committee has an overview role on the financial risk, organisational risk and compliance elements of Council's operations.

### **Environmental and Sustainability Considerations**

The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and compliance and facilitating the organisation's governance development.

In achieving its primary objective, the Committee in turn ensures that Council achieves its social, economic and environmental objectives in a fair, transparent and open manner.

### **Community Consultation and Communication**

The attachments form part of the Council meeting minutes and are available to the public.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That Council adopt the Audit and Risk Committee Charter under Section 54 of the *Local Government Act 2020*.

**COUNCIL RESOLUTION**

**MOVED:** Cr McAdam  
**SECONDED:** Cr Henry

That Council adopt the Audit and Risk Committee Charter under Section 54 of the *Local Government Act 2020*.

**CARRIED**

## 10.2 Annual Plan Quarterly Report

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Tania Quinn, Acting Governance Coordinator  
**Attachments:** Action and Task Progress Report - 1 April 2022 – 30 June 2022

### Executive Summary

The Action and Task Progress Report for the period 1 April 2022 to 30 June 2022 has been prepared to provide information regarding the performance of the organisation against the Annual Plan.

### Discussion

The Annual Plan is developed each year to assist in the delivery of the Council Plan objectives and to demonstrate to the community the key projects to be delivered that year. The Annual Plan sets out the specific actions and includes a detailed list of Council's activities and initiatives for the upcoming financial year. These initiatives are projects that are undertaken over and above normal service delivery and are intended to attain important outcomes for Council and the community.

Reports on the progress of the Annual Plan are reported to Council quarterly. This allows Council to receive timely, relevant and measurable information about how the organisation is performing. This in turn allows Council an opportunity to raise concerns about performance in a timely manner. The Annual Plan reporting will also help formulate the Annual Report and support the reporting against the Council Plan each year.

There are currently 62 actions reported on from the Annual Plan and Council Plan. Of these 62 actions:

- 38 actions (61%) are on track - at least 90% of the target achieved
- 16 actions (26%) require monitoring –between 70% and 90% of the target achieved
- 7 actions (11%) are off track – less than 70% of target achieved

Details about the specific performance of the Annual Plan actions is detailed in the attached Action and Task Progress Report.

### Legislation, Council Plan and Policy Impacts

Council is required to adopt a Council Plan in accordance with section 90 of the *Local Government Act 2020* and subsequently determine whether any adjustments are required.

This Plan is supported by the development of an Annual Plan which details the actions that will be undertaken to achieve the strategic objectives in the Council Plan.

Reporting on the Annual Plan is to be presented to Council quarterly so that Council can regularly monitor the performance of the organisation.

**Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That Council receive the Action and Task Progress Report for 1 April 2022 – 30 June 2022.

**COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr Brown

**That Council receive the Action and Task Progress Report for 1 April 2022 – 30 June 2022.**

**CARRIED**

## 10.3 Child Safe Policy

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Tania Quinn, Acting Governance Coordinator  
**Attachments:** Child Safety and Wellbeing Policy

### Executive Summary

A review of Council's Child Safe Policy which has been renamed Child Safety and Wellbeing Policy has been undertaken and is attached for consideration.

### Discussion

In response to the *Betrayal of Trust Inquiry*, which was initiated in 2012, the Victorian Parliament passed the *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015* (The Act) to introduce Child Safe Standards into legislation.

The Child Safe Standards commenced in 2016 and consisted of 7 Standards and 3 Principles.

Changes have been made and there are now 11 mandatory Standards which came into force on 1 July 2022.

The new standards provide a greater emphasis on the cultural safety of aboriginal children and young people and a requirement to involve families, children and their communities in decisions that affect them.

Council has a legislated responsibility to implement the eleven Child Safe Standards to help our organisation prevent child abuse, encourage reporting of abuse and increase the effectiveness of our responses to allegations of child abuse.

Council is committed to creating a culture of child safety and recognises that protecting children and preventing and responding to child abuse is an organisation wide responsibility.

The attached Child Safety and Wellbeing Policy reflects Council's legislative responsibility and outlines our commitment to child safety by creating and maintaining a child safe organisation that supports the health and wellbeing of all children in our community in both physical and online environments. This Policy also represents Council's commitment to the community to create and sustain an environment where children are safe and protected from all forms of abuse and harm.

This policy is part of a larger framework which is being developed to embed the prevention of child abuse, discrimination and racism and to include empowerment, participation, equity and inclusion for children and young people into everyday thinking and practice of all Councillors, employees, contractors and volunteers.

### Financial and Resource Implications

There are no financial risks in relation to recommendations made in this report.

The resource implications of adopting the Child Safe Policy are within existing adopted budget and are business as usual in terms of compliance.



## Legislation, Council Plan and Policy Impacts

This Policy meets Council's obligations under Standard 2 of the Child Safe Standards – '*Child Safety and wellbeing is embedded in organisational leadership, governance and culture*' and provides the opportunity for Council to improve their existing processes and practices and enhance the culture of child safety for the Shire of Southern Grampians.

## Risk Management

Southern Grampians Shire Council is responsible for ensuring that appropriate behaviour with children is clearly defined and expectations are accessible and understood by all persons associated with Council.

This policy guides our Councillors, staff, contractors and volunteers on how to behave with children in our organisation. All must agree to abide by Council's *Codes of Conduct*, which includes standards of conduct required when working with children.

## Environmental and Sustainability Considerations

There are no environmental or sustainability considerations in relation to this Policy.

## Community Consultation and Communication

The Child Safety and Wellbeing Policy will be made available on the Council website.

## Disclosure of Interests

All Council Officers in this report affirm that no general or material interests need to be declared in relation to any matters in this Report.

### RECOMMENDATION

That Council adopt the Child Safety and Wellbeing Policy.

### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Brown

**That Council adopt the Child Safety and Wellbeing Policy.**

**CARRIED**

## 10.4 Youth Policy

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Alison Quade, Manager Community Relations  
**Attachments:** Youth Policy

### Executive Summary

Council's Youth Policy was last updated in 2014. The Council Plan 2021-25 outlined a renewed focus on Youth Services for Council and accordingly, a review and redraft of the Youth Policy has been completed.

Council Youth Policy will guide Council decisions and actions regarding young people in the Shire. It aims to provide hope and opportunity for the voice of young people to be considered and heard, to enable them to make positive and informed decisions and access Council and community services, supports and facilities for their enjoyment and ongoing development as valued community members/citizens. It also encourages consultation and engagement with young people on matters that relate to or are likely to significantly impact on or affect them.

The policy is attached for Council's consideration.

This report recommends that the revised Youth Policy be approved by Council.

### Discussion

As part of Council's policy review guidelines, the Youth Policy was due for review. No legislative requirements are attached to this policy or this review. The last policy review was undertaken in 2014.

The purpose of this policy is to outline Council's role in relation to the needs of the young people of the Southern Grampians Shire.

Council recognises that young people are central to the future of Southern Grampians Shire and make significant contributions to community life. Southern Grampians Shire has a strong commitment to the ongoing engagement and support of young people, their ongoing development, health, and wellbeing, creating opportunity for future careers and encouraging active engagement in community and participation in civic life.

The policy will guide Council decisions and actions within the scope of the policy. It aims to provide hope and opportunity for the voice of young people to be considered and heard, to enable them to make positive and informed decisions and access Council and community services, supports and facilities for their enjoyment and ongoing development as valued community members/citizens. It also encourages consultation and engagement with young people on matters that relate to or are likely to significantly impact on or affect them.

Review of the policy allowed for the following proposed changes:

- Provides a definition of what we mean by 'youth' and 'young people'

- Consistent with the Victorian Government Youth Policy: Building Stronger Youth Engagement in Victoria, June 2016, which includes three action areas for youth engagement:
  - Amplifying the voice of Victorian youth in government priority setting
  - Increasing youth participation in youth-focused policy, program, and service design
  - Empowering individual young people in their own care
- Links to Council Plan 2021-25, specifically strategy 1.3.4 - Provide, promote and support appropriate and accessible services, facilities and activities for younger residents.
- Links to the Health and Wellbeing Plan 2021-25 focus on the creation of opportunities to connect, support and enable our younger residents and address barriers to employment and other opportunities for young people.
- Outlines a commitment to ensuring that all youth related programs and initiatives are appropriately resourced and costed.
- Outlines specific measures which will be undertaken to meet the requirement of the policy under the following four categories: Coordination, Contribution and Support of the Youth Services Sector; Increased Leadership, Educational and Employment Opportunities; Engagement, Advocacy, and Influencing/Impacting Council Decisions; Access to Safe Places and Experiences.
- Ensures compliance with Gender Equality Act 2020

### **Financial and Resource Implications**

A number of the measures outlined in the policy are funded for the next three years through the Victorian Government's FreeZa funding allocation. Councils 2022/23 Budget allocated a further \$65,000 to resource a 0.6 FTE to assist in the delivery of these measures.

### **Legislation, Council Plan and Policy Impacts**

This policy aligns with the Southern Grampians Shire Council - Council Plan 2021-2025. In particular:

#### 1.1 An empowered and connected community

1.1.1 Facilitate opportunities for people to participate in community life, through volunteering, civic leadership, social programs, to enable inclusion, social connection and wellbeing

1.2.2 Support and encourage participation in quality arts and cultural, education, leisure, recreation and sporting opportunities.

#### 1.3 Grow a diverse and inclusive community

1.3.4 Provide, promote and support appropriate and accessible services, facilities and activities for younger residents

### **Risk Management**

The policy reduces reputational risk to Council by outlining its intentions in the Youth Services space and providing a framework for the delivery of youth activities.

### **Environmental and Sustainability Considerations**

The adoption of the recommendations in this report do not have any environmental or sustainability impact.

### **Community Consultation and Communication**

Extensive consultation with young people in the Southern Grampians Shire was undertaken as part of the Council Plan 2021-25 and Health and Wellbeing Plan 2021-25 development. This policy has been guided by the thoughts, recommendations and aspirations of the young people as understood through these engagement activities.

Consultation with Council's Youth Coordination Working Group has also been undertaken.

Once adopted, the Policy will be made available on Council's website.

Implementation of the Policy will also include communication to the public on the adoption of the Policy.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

#### **RECOMMENDATION**

That Council adopt the revised Youth Policy.

#### **COUNCIL RESOLUTION**

**MOVED:** Cr Henry  
**SECONDED:** Cr McAdam

**That Council adopt the revised Youth Policy.**

**CARRIED**

## 10.5 Governance Rules

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Tania Quinn, Acting Governance Coordinator  
**Attachments:** Governance Rules 2022

### Executive Summary

Section 60 of the *Local Government Act 2020* (the Act) requires Councils to develop, adopt and keep in force Governance Rules. New provisions to be introduced into the Act require Council to amend their Governance Rules to remain compliant when conducting meetings held by electronic means.

Council first adopted their Governance Rules on 12 August 2020, they were reviewed and adopted again on 13 October 2021 and the Rules have subsequently been reviewed and are attached.

### Discussion

The current Governance Rules include the following -

- Conduct of Council meetings;
- Conduct of meeting of Delegated Committees;
- Form and availability of meeting records;
- Election of the Mayor and Deputy Mayor;
- The appointment of an acting Mayor;
- Election Period Policy;
- Procedures for the disclosure of a conflict of interest by a Councillor and a member of Council staff

Must provide for a Council to –

- Consider and make decisions fairly and on merit; and
- Institute decision-making processes to ensure any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered.

The purpose of the review was to include provisions that will be introduced into the Act that relate to electronic attendance and participation in Council meetings and delegated committee meetings.

The COVID-19 pandemic highlighted the need for a more flexible approach when conducting required local government meetings. Temporary emergency measures were introduced into the Act to provide for the attendance via electronic means of communication. These temporary measures will end on 1 September 2022 and after that date Council may only conduct electronic/virtual Council Meetings in line with their Governance Rules.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* will introduce new provisions into the Act requiring Council to develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committees) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

The Minister has issued a Good Practice Guideline MGPG – 3: Virtual Meetings to assist councils to amend their Governance Rules and comply with the new provisions.

Council's Governance Rules have been revised to include these provisions as well as several practical matters such as:

- determining meeting formats
- defining a councillor's presence when attending electronically
- chairing hybrid meetings
- managing technical difficulties
- managing conflicts of interest
- community access to virtual meetings

### **Legislation, Council Plan and Policy Impacts**

It is a legislative requirement for Council to keep in force Governance Rules.

### **Risk Management**

The adoption of the Governance Rules reduces risks as Council will meet its legislative responsibilities. The Governance Rules provide comprehensive guidance on the way in which Council Meetings and Council auspice meetings are to be conducted. It provides a stronger Governance framework for decision-making processes.

### **Environmental and Sustainability Considerations**

The adoption of the recommendations in this report do not have any environmental or sustainability impact.

### **Community Consultation and Communication**

Under section 60 (5) of the Act, Council is not required to follow a process of community engagement when only adopting a Ministerial Good Practice Guideline issued under section 87.

Once adopted, the Governance Rules will be made available on Council's website.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That Council adopt the Governance Rules under Section 60 of the *Local Government Act 2020*.

**COUNCIL RESOLUTION**

**MOVED:** Cr Brown

**SECONDED:** Cr Henry

**That Council adopt the Governance Rules under Section 60 of the *Local Government Act 2020*.**

**CARRIED**

## 10.6 Finance Report

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Jason Cay, Financial Sustainability Coordinator  
**Attachments:** Finance Report to 30 June 2022 - Preliminary

### Executive Summary

The Preliminary Finance Report for the Year to 30 June 2022 is presented for information. It should be noted that this is not the final report which will be audited and the published in Council's Annual Report.

### Discussion

The Finance Report contains the Standard Statements namely:

- Comprehensive Income Statement,
- Balance Sheet,
- Statement of Cash Flows,
- Statement of Capital Work and
- Statement of Human Resources.

The Report also includes information on cash balances, current borrowing ratios and debtor balances.

Detailed narratives accompany each of the statements.

### Legislation, Council Plan and Policy Impacts

#### Council Plan

The finance report provides interim information on the financial progress of the achievement of the Annual Budget. Financial sustainability and compliance with our annual budget are specifically identified as strategies within the Council Plan.

#### Legislation

Section 97 of the Local Government Act 2020 requires that after the end of each quarter, the CEO must ensure that a quarterly budget report is presented to the Council. The report must include a comparison of the actual and budgeted results to date and an explanation of material variations, and any other matters prescribed by the regulations.

In addition, the second quarterly report of a financial year must include a statement by the CEO as to whether a revised budget is, or may be, required.

The June report is indicative only with the final report being Councils official financial report which is audited and then included as part of Council's Annual Report.

Council is also required to implement the principles financial management detailed in Section 101 of the Local Government Act 2020 which states:

- (1) The following are the financial management principles—



- (a) Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
  - (b) Financial risks must be monitored and managed prudently having regard to economic circumstances;
  - (c) Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
  - (d) Accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, **financial risk** includes any risk relating to the following—
- (a) The financial viability of the Council;
  - (b) The management of current and future liabilities of the Council;
  - (c) The beneficial enterprises of the Council

### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

#### RECOMMENDATION

That the Preliminary Finance Report for the year to 30 June 2022, be received.

#### COUNCIL RESOLUTION

**MOVED:** Cr Brown  
**SECONDED:** Cr Rainsford

**That the Preliminary Finance Report for the year to 30 June 2022, be received.**

**CARRIED**

## 10.7 2022 Community Satisfaction Survey

**Directorate:** Belinda Johnson, Acting Director Community and Corporate Services  
**Author:** Tania Quinn, Acting Governance Coordinator  
**Attachments:** 2022 Community Satisfaction Survey Research Report

### Executive Summary

Results of the 2022 Community Satisfaction Survey carried out by independent market research consultancy, JWS Research, have been provided to Council.

Each year the Department of Jobs, Precincts and Regions (DJPR) coordinate this Community Satisfaction Survey throughout Victoria. This coordinated approach allows for far more cost effective surveying than would be possible if Councils commissioned surveys individually.

Participation in the Community Satisfaction Survey is optional and participating Councils have a range of choices as to the content of the questionnaire. However, some of the data required for the Local Government Performance Reporting Framework is only available through this survey.

The main objectives of the survey are to assess the performance of Southern Grampians Shire Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery.

This report outlines the relevant and significant survey results and recommends they be noted by Council.

### Discussion

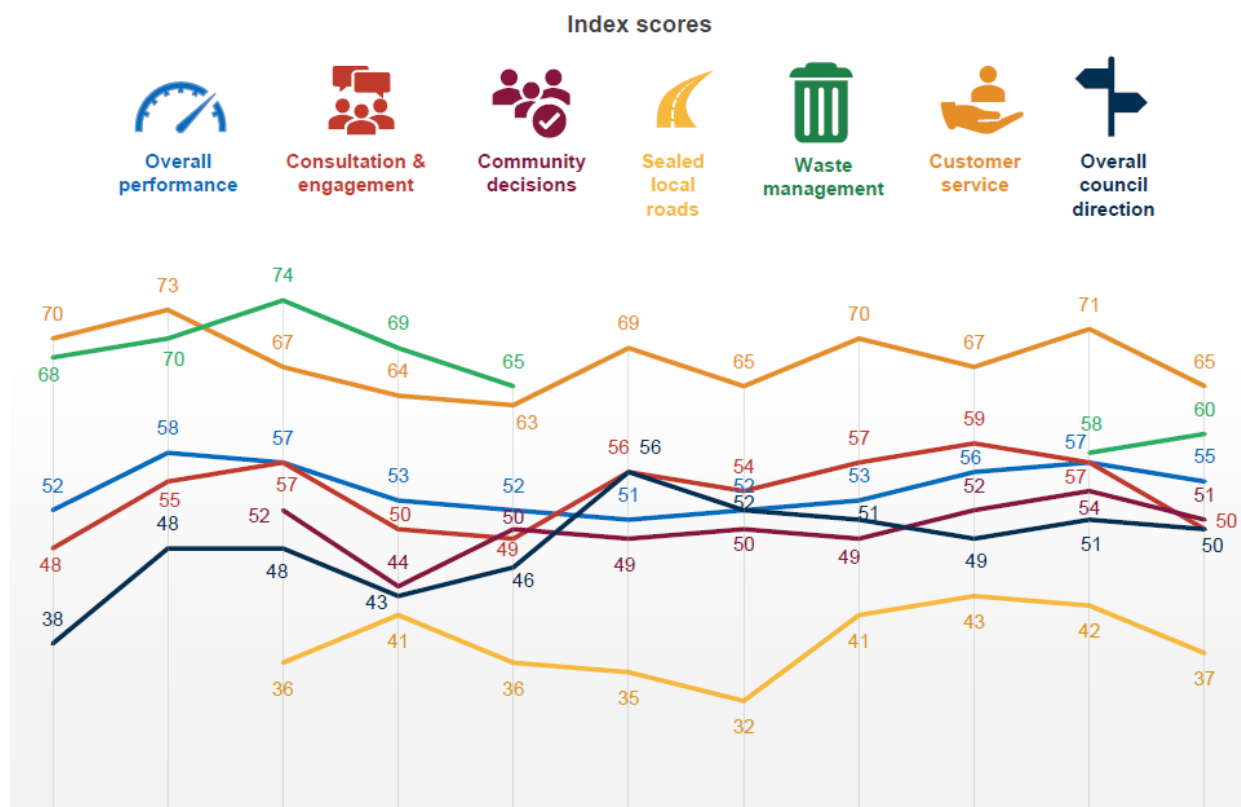
Council's Overall Performance has decreased by two points in 2022 to 55. The Overall Performance score of 55 is the same as the Large Rural average and four points below the State-wide average of 59. Whilst Council's performance had been improving steadily since 2017, this year's decrease is also reflected in the Large Rural and State-wide average which have both decreased by 2 and 3 points respectively.

## Summary of Southern Grampians Shire Council performance



Services	Southern Grampians 2022	Southern Grampians 2021	Large Rural 2022	State-wide 2022	Highest score	Lowest score
Overall performance	55	57	55	59	Aged 65+ years	Aged 18-49 years
Value for money	47	50	48	53	Aged 65+ years	Aged 35-49 years
Overall council direction	50	51	47	50	Women, Aged 35-49 years	Aged 18-34 years
Customer service	65	71	67	68	Aged 18-34 years, Aged 65+ years	Aged 35-49 years
COVID-19 response	70	77	71	69	Aged 65+ years	Aged 35-49 years
Appearance of public areas	61	63	67	71	Women, Aged 35-49 years	Aged 18-34 years
Waste management	60	58	65	68	Aged 65+ years	Aged 35-64 years
Community decisions	51	54	51	54	Aged 65+ years, Women	Men, Aged 18-49 years
Consultation & engagement	50	57	51	54	Aged 65+ years, Women	Aged 35-49 years
Sealed local roads	37	42	45	53	Aged 65+ years	Aged 18-34 years

Council’s Performance Measures in Overall Council Direction (50), Customer Service (65) and Community Decisions (51) Consultation and Engagement (50) and Sealed Local Roads (37) have all decreased from the 2021 scores.



More than half (57%) of residents had contact with Council in the last 12 months, up two percent from 2021. Residents aged 50-64 years had the most contact with Council (65%) in 2022.

Telephone remained the dominant method of contact with Council over the last 12 months (29%, down five points). In person contact declined slightly (24%, down 1 points), whilst contact in writing increased (13%, up four points.).

The area that stands out as being most in need of Council attention is Sealed Local Roads. With a score of 37, this is the area where Council is performing least well and is lower than the Large Rural and State-wide group averages (being 45 and 53 respectively).

Feedback from residents on what they consider Council most needs to do to improve its performance in the next 12 months supports this finding, with Sealed Road Maintenance mentioned by 22% of residents. This area of improvement has not changed since 2021 however the percentage of residents citing this as the area most in need of improvement has increased by 2 points.

The top five mentions from respondents for the 'Best Things about Council' and the 'Areas for Improvement' are as follows:

#### **What is the best thing about Council?**

- |   |    |
|---|----|
| 1. Recreational and Sporting Facilities | 8% |
| 2. Parks and Gardens                    | 7% |
| 3. Community Support Services           | 7% |
| 4. Waste Management                     | 5% |
| 5. Overall Generally Good -             | 4% |

#### **What does Council most need to do to improve its performance?**

- |                                       |     |
|---------------------------------------|-----|
| 1. Sealed Road Maintenance            | 22% |
| 2. Community Consultation             | 11% |
| 3. Financial Management               | 9%  |
| 4. Public Areas – General Maintenance | 7%  |
| 5. Waste Management                   | 7%  |

Staff will continue to review and analyse the report with a view to developing actions to work towards improving customer perceptions of council services.

#### **Financial and Resource Implications**

There are no financial implications in the development of this Report.

There may be some resource implications based on the issues which have been identified in this report. Resources in relation to communication, engagement and service planning may be focused differently to ensure that the issues identified in this Report are a focus of the organisation for the next 12 months.

### **Legislation, Council Plan and Policy Impacts**

Some of the results from this survey are used as part of the reporting under the Local Government (Planning and Reporting) Regulations 2020.

The information is essential to future policy and strategy development and particularly service planning. It gives comparable data for several years over which Council can identify trends and areas which need attention.

### **Risk Management**

There is a risk to Council's reputation if attention is not paid to matters of community concern. Beyond the matters of specific services, the approach to the condition of local sealed roads is of clear concern. Whilst Council takes this feedback seriously regarding our local roads, we also have a strong advocacy role with the State & Federal road network which is arguably in a far worse condition than Council Local Roads and our residents cannot differentiate (nor should not) between local and other roads.

### **Environmental and Sustainability Considerations**

The adoption of the recommendations in this report do not have any environmental or sustainability impact.

### **Community Consultation and Communication**

A total of 400 completed interviews of residents were made in the Shire during the period 27 January 2022 – 24 March 2022.

The Community Satisfaction Survey results for 2022 will be released to the community together with an explanatory media release.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

#### **RECOMMENDATION**

That Council receive the 2022 Local Government Community Satisfaction Survey Southern Grampians Shire Council Research Report.

#### **COUNCIL RESOLUTION**

**MOVED:** Cr Brown  
**SECONDED:** Cr Henry

**That Council receive the 2022 Local Government Community Satisfaction Survey Southern Grampians Shire Council Research Report.**

**CARRIED**

## 10.8 Audit and Risk Committee - Minutes

**Directorate:** Belinda Johnson, Acting Director Community & Corporate Services  
**Author:** Belinda Johnson, Acting Director Community and Corporate Services  
**Attachments:** Minutes – 14 June 2022

### Executive Summary

The Minutes from the June meeting as endorsed by the Audit and Risk Committee (ARC) are presented to Council for adoption.

### Discussion

The Audit and Risk Committee, as an Advisory Committee of Council, fulfils both a statutory and consultative function. It provides feedback, advice, and direction to Council. The intention is not to focus on financial risk, which is adequately addressed by the external auditors, but rather to review internal processes in line with the culture of continuous improvement.

### Legislation, Council Plan and Policy Impacts

The Local Government Act 2020 (Section 53).

### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

### RECOMMENDATION

That the Minutes for the Audit and Risk Committee meeting held on 14 June 2022 be noted.

### COUNCIL RESOLUTION

**MOVED:** Cr Henry  
**SECONDED:** Cr McAdam

**That the Minutes for the Audit and Risk Committee meeting held on 14 June 2022 be noted.**

**CARRIED**

## 11. Notices of Motion

There were no Notices of Motion listed on tonight's agenda.

## 12. Delegated Reports

Reports on external Committees and Representative Bodies for which Councillors have been appointed as a representative by Council.

### 12.1 HAMILTON REGIONAL LIVESTOCK COMMITTEE

Cr Brown and Cr McAdam reported on their attendance at the Hamilton Regional Livestock Committee Meetings.

### 12.2 MUNICIPAL ASSOCIATION VICTORIA (MAV)

Cr Colliton reported on his attendance at the MAV Rural South West Group meeting held on the 24 June.



## 13. Mayors and Councillors Reports

Address from the Mayor and Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

## 14. Confidential Matters

There were no Confidential Matters listed on tonight's agenda.

## 15. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6:30pm

Confirmed by resolution 14 September 2022

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Chairman