



# **COUNCIL MEETING**

## **AGENDA**

**Wednesday 13 July 2022**

**Commencing at 7:00pm**

**Wycheproof Supper Room**

**367 Broadway, Wycheproof**

**Wayne O'Toole  
Chief Executive Officer  
Buloke Shire Council**

## **ORDER OF BUSINESS**

### **1. COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT**

#### **WELCOME**

The Mayor Cr Daryl Warren will welcome all in attendance.

#### **STATEMENT OF ACKNOWLEDGEMENT**

The Mayor Cr Daryl Warren will acknowledge the traditional owners of the land on which we are meeting and pay our respects to their Elders and to the Elders from other communities who maybe here today.

### **2. RECEIPT OF APOLOGIES**

### **3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **RECOMMENDATION:**

That Council adopt the Minutes of the Council Meeting held on Wednesday, 8 June 2022 and Council adopt the Minutes of the Council Meeting held on Wednesday, 29 June 2022.

### **4. REQUESTS FOR LEAVE OF ABSENCE**

### **5. DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

In accordance with Section 130 (2) of the Local Government Act 2020 Councillors who have a conflict of interest in respect of a matter being considered at this Meeting, must

- a) Disclose the conflict of interest in the manner required by the Council's Governance Rules 2020; and
- a) Exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

Disclosure must occur immediately before the matter is considered or discussed.

### **6. QUESTIONS FROM THE PUBLIC**

NIL

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#### **NEXT MEETING**

THE NEXT MEETING OF COUNCIL WILL BE HELD IN WYCHEPROOF SUPPER ROOM, 367 BROADWAY, WYCHEPROOF ON WEDNESDAY, 10 AUGUST 2022 AT 7:00PM.

**Wayne O'Toole**  
**CHIEF EXECUTIVE OFFICER**

**6. QUESTIONS FROM THE PUBLIC**

Nil



**7. PROCEDURAL ITEMS****7.1 REPORT OF COUNCILLOR ASSEMBLIES**

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/05/04

**RECOMMENDATION**

That the Council note the report of Councillor Assembly Meetings held 1 and 15 June 2022.

- Attachments:**
- 1 [Councillor Briefing Record - 1 June 2022](#)
  - 2 [Councillor Briefing Record - 15 June 2022](#)

**KEY POINTS/ISSUES**

Transparency is a fundamental principle of democratic governance.

The Local Government Act 2020 (The Act) Section 9 (2) (i) provides that the transparency of Council decisions, actions and information is to be ensured.

In accordance with Section 57 of The Act, Council at its September 2020 Ordinary Meeting, adopted a Public Transparency policy, designed to improve public transparency in Council's decision-making processes and to assist the community in understanding the information that is accessible to them.

As per the Council Meeting Schedule adopted 10 November 2021, Councillor Briefings are held for Councillors to meet to consider matters that are likely to be the subject of a Council decision or for the exercise of delegation.

A record of the Councillor Briefings held on 1 and 15 June 2022 is attached for public information.



## Councillor Briefing Record

*Build a Better Buloke – a healthy, connected, inclusive and prosperous community*

<b>Date:</b>	1 June 2022	<b>Time:</b>	5:00pm – 8:00pm
<b>Location:</b>	Birchip District Office Council Chamber		
<b>Distributed To:</b>	Cr Warren, Cr Getley, Cr Pollard, Cr Stewart, Cr Simpson, Cr Milne ,Cr Vis, Wayne O'Toole, Hannah Yu, Travis Fitzgibbon		
<b>Apologies:</b>	Cr David Vis, Cr Caroline Stewart		
<b>Acknowledgement of Country:</b>			
<b>Conflicts of Interest:</b>	Cr Warren - Tourism Grants		

### ITEMS

NO.	MATTER FOR DISCUSSION	Notes
	<b>Councillor only time 5:00pm</b>	
<b>1.</b>	<b>Confirmation of Councillor Briefing Notes – 18 May 2022</b>	
<b>2.</b>	<b>Presentations</b>	
2.1	Birchip Forum – Eddie Rickard and Kylie Walsh <b>5:30pm</b>	
2.2	Tourism Business Innovation Grants - Amber & Kerrie <b>5:45pm</b>	
2.3	Debtor Management Policy and S.181 process – Aileen <b>6:15pm</b>	
2.4	Community Forum Summit Debrief – Travis <b>6:35pm</b>	
2.5	Mt Wycheproof Emu Management Travis – <b>6:50pm</b>	
2.6	Community Grants Program Discussion – Travis – <b>7pm</b>	
<b>3.</b>	<b>Councillor Matters</b>	
<b>4.</b>	<b>CEO Updates</b>	
4.1	Draft Council Meeting Agenda – 8 June 2022	
4.2	Action for Items – 11 May 22 CM	
4.3	Staffing matters	
4.4	Federal election	
4.5	COVID Numbers	
4.6	Asset Plan	
	<b>NEXT MEETING 15 June 2022 - 5:00pm</b> Wycheproof Supper Room	



## Councillor Briefing Record

*Build a Better Buloke – a healthy, connected, inclusive and prosperous community*

<b>Date:</b>	15 June 2022	<b>Time:</b>	5:00pm – 8:00pm
<b>Location:</b>	Wycheproof Hall Supper Room		
<b>Distributed To:</b>	Cr Warren, Cr Getley, Cr Pollard, Cr Stewart, Cr Simpson, Cr Milne, Cr Vis, Wayne O'Toole, Hannah Yu, Travis Fitzgibbon		
<b>Apologies:</b>			
<b>Acknowledgement of Country:</b>	Buloke Shire Council acknowledges the Traditional Owners of the land now known as Buloke. We pay our respects to their Elders past, present and emerging.		
<b>Conflicts of Interest:</b>	7.20pm - Item 2.4 (Donald 2000 submission) – Cr Warren (will not participate in discussion and does not believe there is a need to leave the room)		

### ITEMS

NO.	MATTER FOR DISCUSSION	Notes
	<b>Councillor and CEO only time 5:00pm</b>	
<b>1.</b>	<b>Confirmation of Councillor Briefing Notes – 1 June 2022</b>	Agreed
<b>2.</b>	<b>Presentations</b>	
2.1	Engage - Youth Program 5:30pm Wycheproof P-12 Students Amara Cowell and Isabelle Mulquiny Participants of the Fairfax Youth Initiative Film Festival.	
2.2	Monthly Project Report – Dan and Trevor 5:45pm	
2.3	Local Government (Rating) Bill 2022 – Debtor Management Policy - Aileen 6pm	
2.4	Budget submissions discussions	
	<b>Councillor Matters</b>	
<b>3..</b>	<b>CEO Updates</b>	
	<b>Meeting Closed</b>	8.34pm
	<b>NEXT MEETING</b> 6 July 2022 - 5:00pm Sea Lake Senior Citizens Building	

## 7.2 CORRESPONDENCE INITIATED BY COUNCIL

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/06

### PURPOSE

This report notes and records correspondence initiated by Council and informs the Council of the responses received from this correspondence.

### RECOMMENDATION

That the Council notes the record of correspondence initiated by Council and the responses received.

**Attachments:** Nil

### TABLE OF CORRESPONDENCE

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
Write to local Federal member and State members expressing concern for people who are sitting outside the legal status of vaccination currently in place. Urging for a review.	Ms Louise Staley MLA	20/12/21	23/12/21	Acknowledged Council's proactive work to unite the Shire. Advised that the National Liberals have been calling for consistent National Cabinet approach to mandate vaccines and passports, however the Andrews Government has flagged the retention of vaccine passports until 2023. Will continue to address inequities and call on the State Government to address the issues impacting our community.
Above letter	Mr Stuart Grimley MLC	20/12/21	22/12/21	Acknowledged letter and will look into it further.
Above letter	Mrs Beverley McArthur MLC	20/12/21		
Above letter	Ms Ali Cupper MLA	20/12/21		
Above letter	Dr Anne Webster MP	20/12/21		

Council Initiative	Sent/to be sent to	Sent	Response	Purpose of Letter/Response
<p>Write to Min of Transport Infr, Jacinta Allan and Minister for Roads and Roads Safety, Ben Carroll seeking urgent attention to continue to advocate to the resp auth for upgrade of:</p> <ol style="list-style-type: none"> <li>1. The rail crossing nth of Lalbert on the Donald-Swan Hill Road; and</li> <li>2. The rail crossing north-east of Charlton on the Boort-Charlton Road.</li> </ol>	The Hon Jacinta Allan Minister for Transport Infrastructure	10/3/22 Resent 27/05/22		Nil response received. Letter resent 27/5/2022 seeking urgent response.
Above letter sent to Hon Jacinta Allan	The Hon Ben Carroll MP Minister for Roads and Road Safety	10/3/22 Resent 27/05/22	16/06/22	<p>Nil response received. Letter resent 27/5/2022 seeking urgent response.</p> <p>Response recd 16/06/22. DoT confirm process for upgrades, incl history near-misses, rail operator info, &amp; Aust Lvl Xing Assessment Model. Vic Railway Xing Safety Steering Cttee responsible for endorsing annual program of upgrades. Has asked DoT to provide Council's feedback to VRCSSC for consideration and to share its concerns with relevant Rail Infrastructure Mgr of VLine.</p>

### 7.3 LETTERS OF CONGRATULATIONS AND RECOGNITION OF ACHIEVEMENT/AWARDS

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** CR/13/01

#### PURPOSE

This report acknowledges and congratulates community persons and/or groups for their success in being recognised for a significant achievement or for being a recipient of an honourable award.

The report also informs Council of any letters of congratulations or any particular recognition of achievement that Council has received or been awarded in the past month.

#### RECOMMENDATION

That the Council acknowledge and congratulate the persons and/or groups mentioned in the report for their achievements.

**Attachments:** Nil

#### RECOGNITION OF ACHIEVEMENT ITEMS

Provider	Recipient	Date	Purpose for Recognition
Inaugural Australian Rural Business Awards	Stacey and Wayne Morris Love Shack Giftwear Donald		For being awarded the winner of Bricks and Mortar Business Excellence Award in the Inaugural Australian Rural Business Awards

## 7.4 BUILDING PERMITS - MONTHLY UPDATE

**Author's Title:** Statutory Administration Support

**Department:** Works and Technical Services

**File No:** DB/14/01

### EXECUTIVE SUMMARY

This report provides information on Building Permits approved by staff from 1 June 2022 to 30 June 2022.

The information published in the list provided, is in accordance with the *Privacy and Data Protection Act 2014*.

### RECOMMENDATION

That the Council note information contained in the report on Building Permits approved by staff from 1 June 2022 to 30 June 2022.

**Attachments:** Nil

### LIST OF BUILDING PERMITS APPROVED BY COUNCIL SURVEYOR

Permit No.	BAMS Permit No.	Address	Project Description	Date Approved
20220027	6645067249110	Borong-Charlton Road, Charlton	Machinery Shed	23/06/2022
20220049	4477319351084	Messines Street, Nandaly	Shade Sail Structure	09/06/2022
20220050	6974190581250	Yeungroon-Woosang Road, Yeungroon East	Machinery Shed	16/06/2022
20220051	1259198746104	Mount Street, Wycheproof	Storage Shed	16/06/2022
20220052	5066663473302	Morrison Street, Birchip	Garage/Storage Shed	16/06/2022
20220053	9218939513611	Broadway, Wycheproof	Arbor (Frame to Completion)	16/06/2022
20220054	7358255496167	Elizabeth Street, Donald	Carport	30/06/2022
20220055	5737390072060	Wilkinson Street, Sea Lake	Garage/Storage Shed	30/06/2022

**LIST OF BUILDING PERMITS APPROVED BY PRIVATE SURVEYOR**

<b>Permit No.</b>	<b>Address</b>	<b>Project Description</b>	<b>Date Approved</b>
20220039	Walsh and Arnolds Road, Culgoa	Restump of Dwelling	11/03/2022
20220040	Hillview Street, Wycheproof	Dependent Persons Unit	22/03/2022
20220041	Camp Street, Donald (Donald High School)	Shade Sail Structure (x2)	29/03/2022
20220042	Watson Street, Charlton	Restump of Dwelling	12/04/2022
20220043	Narrewillock-Quambatook Road, Glenloth East	Dwelling and Attached Garage	22/04/2022
20220044	Armstrong Street, Charlton	Dwelling and Attached Garage	03/05/2022
20220045	Bellevilles Road, Watchem	Farm Shed	16/05/2022
20220046	High Street, Charlton	Concrete Slab for Tank Support & Sign (Display Fuel Price)	17/05/2022
20220047	Taylors Road, Ballapur	Dwelling, Garage & Shed	18/05/2022
20220048	Gilmours Road, Cope Cope	Shed	18/05/2022



## 7.5 PLANNING APPLICATIONS RECEIVED - MONTHLY UPDATE

**Author's Title:** Planning Officer

**Department:** Works and Technical Services

**File No:** LP/09/01

### PURPOSE

This report provides information on planning applications under consideration by staff and the status of each of these applications.

### RECOMMENDATION

That the Council note information contained in the report on planning applications under consideration by staff and the status of each of these applications.

**Attachments:** Nil

### LIST OF PLANNING APPLICATIONS

The information published in the list provided, is in accordance with the *Privacy and Data Protection Act 2014* and the *Planning and Environment Act 1987*.

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA962/21		Corack Road, Donald (Lot 1&2 PS216306M)	11/11/2021	Use and development of land for a service station, construct and display a business identification sign and create or alter access to Road Zone, Category 1	Further information request from referral authority
PPA974/22		Sutcliff Street, Sea Lake (CA 26 Sec 1 Parish of Burupga)	01/04/2022	Nine-lot subdivision of land	Permit issued
PPA977/22		Heenans Road, Charlton (Lot 1 PS406136)	10/05/2022	Construction of a single dwelling	Permit issued
PPA978/22		Sutcliff Street, Sea Lake (CA 26 Sec 1 Parish of Burupga)	12/05/2022	Removal of native vegetation	Awaiting report
PPA979/22		Messines Street, Nandaly (CA 2 Sec 3 Parish of Bimbourie)	12/05/2022	Shade sail	Permit issued

Application No	Applicant	Address	Date Rec	Summary of Proposal	Status
PPA980/22		Camp Street, Donald (Lot 7 PS 65368)	12/05/2022	Three-lot subdivision of land containing existing buildings	Notice of application  Referral
PPA981/22		Donald Street, Charlton (PC157596)	18/05/2022	Construction of a single dwelling	Request for further information
PPA962/22		Corack Road, Donald (Lot 1 & 2 LP216306)	11/11/2021	Use and development of land for a service station, construct and display a business identification sign and create or alter access to Road Zone, Category 1	Request for further information, Referral Authority
PPA978/22		Sutcliff Street, Sea Lake (CA 26 Sec 1 Parish of Burupga)	12/05/2022	Removal of native vegetation comprising of 0.310 hectares patch and no large trees	Permit Issued
PPA980/22		Camp Street, Donald (Lot 7 LP 35368)	12/05/2022	Three lot subdivision of land containing existing buildings	Awaiting report
PPA981/22		Donald Street, Charlton (CP 157596)	18/05/2022	Construction of a single dwelling	Request for further information
PPA982/22		McCulloch Street, Donald (CP 101912)	23/05/2022	Construct and display a business identification sign	Notice of application
PPA983/22		Horace Street, Sea Lake (CA 30 sec 1 Parish of Burupga)	31/05/2022	Installation of PV solar system	Awaiting report
PPA984/22		Peel Street, Charlton (Lot 5 LP 8880)	30/05/2022	Removal of a cypress hedge and two palm trees and the construction of a fence	Notice of application
PPA985/22		Milburns Road, Wycheproof (Lot 3 PS 335008)	31/05/2022	Construction of a warehouse	Referral
PPA986/22		High Street, Charlton (Lot 1 TP 193629)	01/06/2022	Construct and display an 18.26m2 double-sided, externally illuminated major promotion sign	Notice of application  Referral

<b>Application No</b>	<b>Applicant</b>	<b>Address</b>	<b>Date Rec</b>	<b>Summary of Proposal</b>	<b>Status</b>
PPA987/22		Donald-Murtoa Road, Laen East (Lot 2 PS744335)	10/06/2022	Create access to a road in Transport Zone 2 for a dwelling	Referral
PPA988/22		McCulloch Street, Donald (Lot 1 LP 116672)	21/06/2022	Subdivision of land (boundary realignment)	Permit Issued
PPA989/22		Industry Drive, Racecourse Road, Donald	24/06/2022	Removal of drainage easement	Referral
PPA990/22		McKenzie Crescent, Wycheproof (CA 28 Parish of Bunguluke)	24/06/2022	Installation of solar PV system	Notice of application

## 7.6 STATUS OF ACTION OF PAST COUNCIL MEETING RESOLUTIONS

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/05/04

### PURPOSE

To provide Council an update on the Status of Action of Council Resolutions commencing from 11 May 2022 Council Meeting. There are no items awaiting action from 11 May 2022 Council Meeting.

### RECOMMENDATION

Council to note the Status of Action Report for Council resolutions from 8 June and 29 June Council Meetings.

**Attachments:** 1 [Status of Action of Council Resolutions 8 June 2022 and 29 June 2022 Council Meetings](#)

### KEY POINTS/ISSUES

The Local Government Act 2020 (The Act) Section 9 (2) (i) provides that the transparency of Council decisions, actions and information is to be ensured.

In accordance with the Council's Governance Rules adopted August 2020, Council decisions are to be made and actions taken in accordance with the relevant law.

The transparency of Council decisions, actions and information is to be ensured and is a fundamental principle of democratic governance.

A list of the Status of Action of Council Resolutions for 8 June 2022 and 29 June 2022 Council Meetings are attached for public information.

## Summary of Action on Council Resolutions – Commencing 11 May 2022 CM

13 July 2022

## Commencing From 11 May 2022 Council Meeting

## Status of Action of Council Resolutions for Councillor's Information

Date	Directorate	Item	Resolution	Actioning Officer/s	Status of Action	Complete or Commenced
29062022	Finance	Debtor Man Policy	That Council: 1. Adopts the Debtor Management Policy; and 2. Places the policy on Council's website and informs the community about the policy.	Mgr Finance		
29062022	Comm Dev	Draft Customer Experience Strategy	That Council adopts the Draft Customer Experience Strategy 2022-2025 for further consultation with Council's Customers.	DCD	Advertised seeking community feedback.	In progress.
29062022	WTS	Asset Plan	Council to adopt the Asset Plan	Mgr Assets	Plan adopted.	Completed.
29062022	Finance	Annual Budget 22 -23 Fin Year	Council to adopt proposed Ann Budget 2022 – 23 document including amendments from draft as resolved.	Mgr Finance		
29062022	Finance	Financial Plan 2022 – 23 through to 2031 - 32	Council to adopt Fin Plan 2022 – 23 to 2031 – 32 including amendments to draft outlined in resolution.	Mgr Finance		
29062022	WTS	C111 2021 – 22 Charlton Streetscape Works	Council to Award the Contract D 111 2021 – 22 as resolved by Council.	A DWTS	Contract awarded.	Completed.
08062022	CEO Office	Letters of Congratulations and Achievement/Awards	Council acknowledge and congratulate the persons and/or groups mentioned in the report for their achievements.	EA.	Letters approved by Mayor and sent.	Completed.

## Summary of Action on Council Resolutions – Commencing 11 May 2022 CM

13 July 2022

Date	Directorate	Item	Resolution	Actioning Officer/s	Status of Action	Complete or Commenced
08062022	WTS	Building Permits - Monthly Update	Council notes information contained in the report on Building Permits approved by staff from May 2022 to 31 May 2022.  Question - Cr Warren regarding Newry St App. CEO took on notice	A DWTS	Answer provided in 14 Jun Councillor Bulletin	Completed.
08062022	CEO Office	Joint Letter to Shire - Buloke Maternal and Child Health Service	Writes to the first signatory of the letter addressing any business contained within the letter that has not been acted upon in accordance with the BSC Governance Rules.	Director Community Development	Letter has been sent.	Completed.
08062022	Comm Dev	Community Grants and Sponsorships	That Council considers the following funding under Community Grants and Sponsorship program:  <b>\$10,000 Sust Fund Grant to Donald Youth Group</b>  <b>\$10,000 Sust Fund Grant to Donald Mothers of Pre Schoolers</b>	Director Community Development	Successful applicants notified. Payment of grants is underway.	Completed.
08062022	WTS	Tourism Bus Innov Grants	That Council:  1. Authorise the Chief Executive Officer to notify the Birchip Cropping Group of their successful application to the Tourism Business Innovation Grants Program, Round One;  2. Authorise the Chief Executive Officer to approve payment of a grant contribution totalling \$30,000 to the Birchip Cropping Group under the Round One of the Tourism	DWTS  DWTS	Notification to all groups complete, PO approved for BCG payment	Completed.

## Summary of Action on Council Resolutions – Commencing 11 May 2022 CM

13 July 2022

Date	Directorate	Item	Resolution	Actioning Officer/s	Status of Action	Complete or Commenced
			Business Innovation Grants Program, Round One;  3. Authorise the Chief Executive Officer to notify unsuccessful applicants of the outcome	DWTS		
08062022	WTS	Draft Asset Plan	That Council acknowledge the release of the Draft Asset Plan for public comment.	DWTS	Noted, AP released for community engagement pre-Council Meeting Date.	Completed.
08062022	Council	NOM – Proposed Culgoa Dump Point	That Council temporally remove the proposed Culgoa Dump Point from the capital works project list until the following information is received;  1. A full annual operational cost of transporting the waste 2. Determine where annual operating expend fits into budget 3. Are there any traffic m'ment issues to access the dump point? 4. How many overflows happen before we receive EPA infringement not & at what cost 5. Are there any environmental issues with the proximity to the waterway (DELWP, CMA)? 6. Is the location beside the hall the best location? Could it be shifted further from the waterway to minimise environmental issues? 7. Design of proposed dump point 8. Has a complete cost Benefit Analysis been prepared? 9. When all the info available, be presented back to future open Council meeting for debate	Mgr Assets	Initial response provided at Briefing 15062022. Report back to Council yet to occur.	In progress.

## Summary of Action on Council Resolutions – Commencing 11 May 2022 CM

13 July 2022

Date	Directorate	Item	Resolution	Actioning Officer/s	Status of Action	Complete or Commenced
08062022	Council	NOM – Sea Lake Off Road Club Inc – Mallee Rally	That Council send a letter of support in principle for the Sea Lake Off Road Club's endeavour to have the Mallee Rally returned to the site of Lake Tyrrell for 2023 and beyond.	EA	Letter approved by Mayor and sent.	Complete.
11052022	Finance	Draft 2022 – 23 Financial Year Annual Budget	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Having prepared the Draft 2022-23 Annual Budget and schedule of fees in accordance with the Local Government Act 2020, gives public notice of its endorsement;</li> <li>2. Ensures the Schedule of Fees 2022 – 2023 and Capital Expenditure Program 2022 – 2023 are included with the Draft Annual Budget 2022 – 2023 document made available for public inspection;</li> <li>3. Invites submissions in relation any proposal contained with the Draft 2022-23 Draft Annual Budget until 12 noon 8 June 2022;</li> </ol> <p>Allows presentations in support of submissions to be heard at the Council Meeting to be held on 8 June 2022.</p>	Mgr Finance	Budget made available for comment and submissions presented to Councillor briefing 15/6/2022.	Complete.
11052022	Finance	Draft 2022 – 23 to 2031 – 32 Financial Plan	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Having prepared the Draft 2022-23 to 2031-32 Financial Plan in accordance with the <i>Local Government Act 2020</i>,</li> </ol>	Mgr Finance	Financial Plan made available for comment and submissions presented to Councillor briefing 15/6/2022	Complete.



**Summary of Action on Council Resolutions – Commencing 11 May 2022 CM****13 July 2022**

Date	Directorate	Item	Resolution	Actioning Officer/s	Status of Action	Complete or Commenced
			<p>gives notice of its endorsement;</p> <p>2. Invites submissions in relation any proposal contained with the Draft 2022-23 to 2031-32 Financial Plan until 12 noon 8 June 2022; and</p> <p>Allows presentations in support of submissions to be heard at the Council Mtg on 8 June 2022.</p>			

**8. GENERAL BUSINESS**

**8.1 POLICY REPORTS**

Nil

## 8.2 MANAGEMENT REPORTS

### 8.2.1 COMMUNITY GRANTS AND SPONSORSHIP

**Author's Title:** Community Development Officer

**Department:** Community Development

**File No:** GS/09/42

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Built and Natural Environment

#### PURPOSE

This report is presented to Council to consider the allocation of funds from the Community Grants and Sponsorship Program.

#### SUMMARY

Presenting one application for the Community Grants and Sponsorship program for the Financial Year 2022/2023.

#### RECOMMENDATION

That Council considers the following funding under the Community Grants and Sponsorship program:

**\$500 Sponsorship to Charlton Golf Club.**

**Attachments:** 1 [Community Grants 20220629](#)

#### DISCUSSION

The following application for funding is being put forth to Council for final decision. This application has been assessed as per the Community Grant Guidelines as accepted by Council. The Senior Leadership Team recommends this grant application for Council's consideration and final decision on the allocation.

Project: Charlton Golf Club Sponsorship	
Organisation:	Charlton Golf Club
Grant Type	Sponsorship
Amount Applied:	\$500
Funding Amount Recommended:	\$500
Full project cost:	\$13,089.20
Project Description:	Project is the annual golf tournament, over 100 players will attend over the 4-day event. It is their primary fundraiser for the season.

Project Benefit:	<p>There will be visitors entering the tournament who will shop and stay in locally. It will also be an opportunity for the attendees to catch up and re-connect with one another.</p> <p>Council will be advertised as a sponsor of the event through a variety of media promotions.</p>
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**2022/2023 Community Grant Fund grants prior to this allocation: \$20,000**

**2022/2023 Sustainability Grant Fund grants prior to this allocation: \$50,000**

#### **RELEVANT LAW**

Not applicable

#### **RELATED COUNCIL DECISIONS**

Not applicable

#### **OPTIONS**

Council has the option not to allocate funds as per recommended or defer for further information.

#### **SUSTAINABILITY IMPLICATIONS**

Not applicable

#### **COMMUNITY ENGAGEMENT**

Community Development Officer engaged with applicant listed.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable

#### **COLLABORATION**

Not applicable

#### **FINANCIAL VIABILITY**

These applications for the 2022/23 Financial Year from the \$20,000 allocation for Community Grants and the Sustainability Fund \$50,000 allocation.

#### **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable

#### **COUNCIL PLANS AND POLICIES**

Buloke Shire Council Plan 2021-2025 and Long-Term Community Vision.  
Community Grant Guidelines.  
Community Engagement Policy.

#### **TRANSPARENCY OF COUNCIL DECISIONS**

Not applicable

#### **CONFLICTS OF INTEREST**

No officers involved in this report have a conflict of interest.

<b>Community Grants, Sponsorship &amp; Sustainability Fund</b>					
<b>2021-2022</b>					
<b>Organisation</b>	<b>Type</b>	<b>Date received</b>	<b>Amount in Application</b>	<b>Recommended \$</b>	<b>Granted by Council</b>
<b>Birchip Playgroup</b>	Project Support Grant	15/11/2021	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>Charlton Golf Club</b>	Sponsorship	8/06/2022	\$ 500.00	<b>\$ 500.00</b>	
<b>2022-2023 Sustainability Fund</b>					
<b>Rex Theatre</b>	Sustainability Grant	18/02/2022	\$ 10,000.00	\$ 10,000.00	\$10,000, on the condition that they are successful with the Small Towns Big Difference Grant application

## 8.2.2 DRAFT GOVERNANCE RULES 2022

**Author's Title:** Acting Director Works and Technical Services

**Department:** Works and Technical Services

**File No:** LA|08|16

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

### PURPOSE

This report presents the Draft Governance Rules 2022 (Draft Rules) for the Council's consideration and endorsement prior to releasing the Draft Rules to the Buloke Shire community in accordance with the Council's Community Engagement Policy.

### SUMMARY

Recent amendments to the *Local Government Act 2020* (Act) require the councils to make provision for virtual attendance at Council Meetings and Delegated Committee Meetings. The Draft Rules have been revised to allow for this attendance and must be presented to the community for consideration prior to being presented to the Council for final adoption.

### RECOMMENDATION

That Council note and endorse the Draft Governance Rules 2022 for release through the Council's Community Engagement Policy.

**Attachments:** 1 [Draft Governance Rules 2022](#)

### DISCUSSION

Amendments to the Act will take effect on 2 September 2022. From this date onwards it is necessary for the Council's Governance Rules to make provision for virtual attendance at Council and Delegated Committee meetings, including a procedure for making and approving requests for virtual attendance.

The Draft Rules have been amended to ensure legislative compliance with these changes and set out the process by which a Council may indicate whether a meeting is intended to be an 'in person' meeting and, if so, how a Councillor or a member of a Delegated Committee may request attendance by electronic means. They provide that consideration must be given to the request, and approval cannot be unreasonably refused.

### RELEVANT LAW

The amendments to the Draft Rules are in accordance with the Act.

### RELATED COUNCIL DECISIONS

The current Governance Rules were adopted by the Council at its February 2021 Council Meeting.

**OPTIONS**

The Council may adopt a different process to provide for virtual attendance at Council Meetings and Delegated Committee Meetings, however the Governance Rules must make provision for virtual attendance requests and approvals in some way.

**SUSTAINABILITY IMPLICATIONS**

Not applicable.

**COMMUNITY ENGAGEMENT**

The Act requires the Council undertake community engagement in accordance with its adopted Community Engagement Policy prior to consideration and adoption of the Governance Rules.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Not applicable.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

Not applicable.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Not applicable.

**TRANSPARENCY OF COUNCIL DECISIONS**

The Governance Rules provide for open and transparent decision making by the Council.

**CONFLICTS OF INTEREST**

I, Hannah Yu, have no conflicts of interest to declare in relation to this report.

## Buloke Shire Council Governance Rules 2022



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## Part 1 – Preliminary

### 1. Purpose

These Governance Rules are made in accordance with section 60 of the *Local Government Act 2020*.

The purpose of these Governance Rules is to provide for:

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of Delegated Committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (e) the appointment of an Acting Mayor;
- (f) an election period policy;
- (g) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee;
- (h) the procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee;
- (i) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- (j) the consideration and making of decisions on any matter being considered by the Council fairly and on the merits;
- (k) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered; and
- (l) any other matters prescribed by the Regulations made under the Act.

### 2. Definitions

In these Governance Rules, the following words are defined to mean:

Words	Meaning
Act	The <i>Local Government Act 2020</i>
Agenda	The notice of a meeting setting out the business to be transacted at the meeting
Business Days	A normal working day of the Council, usually Monday to Friday excluding declared Public Holidays
Chair	The Chairperson
Chairperson	The person who chairs a meeting of the Council, a Delegated Committee or a

	Community Asset Committee, and includes a person acting as Chairperson, a temporary Chairperson or a substitute Chairperson
Chief Executive Officer	The member of Council staff appointed to be its Chief Executive Officer, and includes a person acting as Chief Executive Officer
Clause	A clause of these Governance Rules
Councillor Code of Conduct	The Councillor Code of Conduct approved under section 139 of the Act
Committee Meeting	A meeting of a Delegated Committee
Common Seal	The Common Seal of the Council
Community Asset Committee	A Community Asset Committee established by Council under section 65 of the Act
Confidential Information	As the same meaning as in section 3(1) of the Act
Council	The Buloke Shire Council
Councillor	A person who is an elected member of the Council
Delegated Committee	A Delegated Committee established by Council under section 63 of the Act
Deputy Mayor	A Councillor who has been elected to that position by a vote of Councillors
Division	A formal count and recording of those for and those against a motion
Formal Motion	A motion which relates to a procedural matter only and which is not designed to produce any substantive result but used merely as a formal procedural measure
Mayor	The Mayor of the Council and any person acting as the Mayor.
Meeting	A meeting of Council, a Delegated Committee or a Community Asset Committee
Member	A person who is entitled to vote at a meeting of the Council or a Delegated Committee or Community Asset Committee

Minutes	The record of proceedings of a meeting of the Council, a Delegated Committee or a Community Asset Committee
Municipal District	The area comprising the municipal district of the Council
Notice of Motion	A notice setting out the text of a motion which is proposed to be moved at the next relevant meeting
Procedural Motion	A motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure such as the deferral of an item to a future meeting
Recommendation	The recommendation made in a report to Council forming part of the agenda
Regulations	Any regulations made under the Act
Resident	A person who has a place of residence within the Municipal District
Suspension of Standing Orders	The suspension of the meetings provisions of the Governance Rules to facilitate full discussion on an issue without formal constraints
Written	Includes duplicated, lithographed, photocopied, photographed, printed, typed and emailed

### 3. Role of Council

- 1) The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.
- 2) Council will provide good governance through —
  - a) the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
  - b) the Councillors of the Council performing their roles in accordance with the requirements of the Act.
- 3) In performing its role, Council may—
  - a) perform any duties or functions or exercise any powers conferred on Council by or under the Act or any other Act; and
  - b) perform any other functions that Council determines are necessary to enable Council to perform its role.
- 4) If it is necessary to do so for the purpose of performing its role, Council may perform a



function outside its municipal district.

**4. Overarching governance principles and supporting principles**

- 1) Council will in the performance of its role give effect to the overarching governance principles and supporting principles.
- 2) The following are the overarching governance principles—
  - a) Council decisions are to be made and actions taken in accordance with the relevant law;
  - b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - d) the municipal community is to be engaged in strategic planning and strategic decision making;
  - e) innovation and continuous improvement is to be pursued;
  - f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - g) the ongoing financial viability of the Council is to be ensured;
  - h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
  - i) the transparency of Council decisions, actions and information is to be ensured.
- 3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles—
  - a) the community engagement principles;
  - b) the public transparency principles;
  - c) the strategic planning principles;
  - d) the financial management principles; and
  - e) the service performance principles.

**5. Council decision making**

- 1) Council must consider, and make decisions on, any matter being considered by Council fairly, impartially and on the merits of the matter, by taking into account relevant, factual information.
- 2) In accordance with principles of natural justice, any person whose rights will be directly affected by a decision of the Council is entitled to:
  - a) communicate their views by written submission;
  - b) subsequently speak to their submission or to have a person speak on their behalf; and
  - c) have their interests considered.
- 3) For the purposes of sub-clauses (1) and (2), a decision of Council means the following—
  - a) a resolution made at a Council meeting;
  - b) a resolution made at a meeting of a Delegated Committee; or
  - c) the exercise of a power or the performance of a duty or function of Council by a member

of Council staff or a Community Asset Committee acting under delegation.

#### **6. General power**

Subject to any limitations or restrictions imposed by or under the Act or any other Act, Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

## **Part 2 – The Mayor, Deputy Mayor and Acting Mayor**

#### **7. When is a Mayor to be elected?**

- 1) A Mayor is to be elected:
  - a) no later than one month after the date of a general election; or
  - b) within one month after any vacancy in the office of Mayor occurs.
- 2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- 3) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1 year term as is reasonably practicable.
- 4) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2 year term as is reasonably practicable.
- 5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- 6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a 1 year or a 2 year term serves the remaining period of the previous Mayor's term.

#### **8. Election of Mayor**

- 1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 2) Subject to section 167 of the Act, any Councillor is eligible for election or re-election to the office of Mayor.
- 3) The election of the Mayor must be chaired by the Chief Executive Officer.
- 4) The Chief Executive Officer must open the Meeting at which the Mayor is to be elected and invite nominations for the office of Mayor.
- 5) Every nomination shall require a seconder.
- 6) Any Councillor nominated may refuse nomination.
- 7) If only one Councillor is nominated, the meeting must declare that Councillor to be duly elected as Mayor.
- 8) If there is more than one nomination, the Councillors present must vote for one of the candidates, and the method of voting will be by show of hands.
- 9) The Mayor must be elected by an absolute majority of the Councillors. If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct

the election of the Mayor at a later specified time and date.

- 10) In this clause, **absolute majority** means the number of Councillors which is greater than half the total number of the Councillors of a Council.
- 11) If no candidate receives an absolute majority of votes where there are 3 or more candidates, the candidate with the least number of votes must be eliminated as a candidate and a further poll conducted between the remaining candidates.
- 12) If there are several candidates, the procedure must be repeated until a candidate receives an absolute majority of votes and that candidate shall be declared Mayor.
- 13) If, for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated shall be determined by simple majority vote.

#### **9. Election of Deputy Mayor**

- 1) Clause 7 applies to the election of a Deputy Mayor by the Councillors as if any reference in that clause to the Mayor was a reference to the Deputy Mayor.
- 2) Clause 8, other than subclause (3), applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.

#### **10. Acting Mayor**

- 1) Council must appoint a Councillor to be the Acting Mayor when—
  - a) Neither the Mayor or any elected Deputy Mayor is able for any reason to attend a Council meeting or part of a Council meeting; or
  - b) the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason, including illness; or
  - c) the office of Mayor and Deputy Mayor are vacant.
- 2) An appointment under subclause (1) must be for a period specified by Council.
- 3) If—
  - a) an appointment has not been made under subclause (1) or has expired; and
  - b) any of the circumstances specified in subclause (1)(a), (b) or (c) apply—Council must appoint a Councillor to be the Acting Mayor for a period specified by 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 subclause (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 the Act (except in sections 20 and 23, Division 4 of Part 2 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

## Part 3 – Council Meetings

### Division 1 – Notices and Agendas

#### **11. Notice of dates and times of meetings**

- 1) At the Council Meeting to elect the Mayor, Council must fix the date, time and place of all meetings of Council and Delegated Committees for the following year, which may be amended where the circumstances require.
- 2) In addition to subclause (1) the Mayor may by written notice delivered to the Chief Executive Officer call a meeting of the Council.
- 3) A notice delivered under subclause (2) must specify the date and time of the meeting and the business to be transacted.
- 4) Unless all Councillors are present and unanimously resolve to deal with the another matter at a meeting called by the Mayor, only the business specified in the notice or resolution is to be transacted.
- 5) Council must provide at least 7 days' notice on Council's website of meetings of the Council and Delegated Committees unless urgent or extraordinary circumstances prevent Council from doing so in which case, Council must give notice that is practicable for the circumstances which includes advice of the reasons why the 7 days' notice of the meeting could not be given.

#### **12. Council may alter meeting dates**

- 1) Council may change the date, time and place of any meeting of Council or Delegated Committee which has been fixed and must provide reasonable notice of the changes to the public.
- 2) Where meeting dates are changed, details are to be published on Council's website.

#### **13. Notice of meeting**

- 1) Unless urgent or extraordinary circumstances have necessitated the meeting, a notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be served on every Councillor at least 2 clear business days before the meeting.
- 2) The notice of meeting for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by post, messenger, email or online portal to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.
- 3) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant Councillor is held by the Chief Executive Officer.
- 4) To enable the processes of governance to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

#### **14. Mode of attendance at meeting**

- 1) Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:
  - a) wholly in person;

- b) wholly by electronic means; or
  - c) partially in person and partially by electronic means.
- 2) The indication in the notice of meeting must be consistent with any resolution of Council that has expressed a preference for, or otherwise specified, when Council meetings are to be conducted:
- a) wholly in person;
  - b) wholly by electronic means; or
  - c) partially in person and partially by electronic means.
- 3) If a Council (or Delegated Committee) meeting is to be conducted wholly in person a Councillor (or Committee Member) may nonetheless request to attend by electronic means.
- 4) Any request made under subclause (3) must:
- a) be in writing;
  - b) be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council meeting; and
  - c) specify the reasons why the Councillor is unable or does not wish to attend the Council meeting in person.
- 5) The Chief Executive Officer must ensure that any request received in accordance with subclause (4) and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council meeting.
- 6) Council may approve and must not unreasonably refuse any request for a Councillor to attend by electronic means.
- 7) A Councillor who is attending a Council meeting by electronic means is responsible for ensuring that they are able to access such equipment and are present in such an environment that facilitates participation in the Council meeting.
- 8) Without detracting from subclause (7), a Councillor who is attending a meeting by electronic means must be able to:
- a) hear the proceedings;
  - b) see all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;
  - c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council meeting; and
  - d) be heard when they speak.
- 9) If the conditions of subclause (8) cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:
- a) the Council meeting will nonetheless proceed as long as a quorum is present; and
  - b) the relevant Councillor (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting
- unless the Council meeting has been adjourned in accordance with these Rules.
- 10) Nothing in this clause prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with subclause (8) even if the Council meeting has already commenced or has continued in their absence.

#### **15. Meetings Conducted Electronically**

If a Council meeting is conducted wholly or partially by electronic means, the Chair may, with the consent of the meeting, modify the application of any of these Governance Rules to facilitate the more efficient and effective transaction of the business of the meeting.

#### **16. Leave of absence**

It will not be necessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of their absence and/or a copy of the agenda.

### **Division 2 – Open meetings**

#### **17. Meetings open to the public**

- 1) A meeting of Council or a Delegated Committee must be kept open to the public unless Council or the Delegated Committee considers it necessary to close the meeting to the public because a circumstance specified in subclause (2) applies.
- 2) The circumstances are—
  - a) the meeting is to consider confidential information; or
  - b) security reasons; or
  - c) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- 3) If the circumstance specified in subclause (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or Delegated Committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.
- 4) For the purposes of subclause (3), the arrangements may include provision to view the proceedings on the Internet.
- 5) If Council or a Delegated Committee determines that a meeting is to be closed to the public to consider confidential information, the Council or Delegated Committee must record in the minutes of the meeting that are available for public inspection—
  - a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of **confidential information** in clause 6; and
  - b) an explanation of why the specified ground or grounds applied.

#### **18. Councillor Code of Conduct**

During the course of any Council meeting, Councillors must comply with the Councillor Code of Conduct.

### **Division 3 - Quorums**

#### **19. Council meetings**

The quorum required for any Council meeting shall be 4 Councillors.

#### **20. Meetings of Delegated Committees and Community Asset Committees**

The quorum for a meeting of a Delegated Committee or a Community Asset Committee will

be determined by Council for each Committee, but in the absence of Council's determination, the quorum required will be not less than a majority of members.

**21. Urgent or emergency meetings**

In the case of an emergency the quorum required will be 4 Councillors.

**22. Inability to gain a quorum**

- 1) If after 30 minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in their absence, a Senior Officer, may adjourn the meeting for a period not exceeding 7 days from the date of the adjournment.
- 2) If a Council meeting is adjourned, the Chief Executive Officer must ensure that the agenda for such a meeting is identical to the agenda for the meeting which is deemed to have lapsed.
- 3) The Chief Executive Officer must give all Councillors notice of the meeting and every reasonable attempt shall be made to advise the public of the revised meeting date.

**23. Inability to maintain a quorum**

- 1) If during any meeting or any adjournment of the meeting, a quorum cannot be maintained, those Councillors present, or if there are no Councillors present, the Chief Executive Officer, or in their absence, a Senior Officer, may adjourn the meeting for a period not exceeding 7 days from the date of the adjournment.
- 2) If a Council meeting lapses, the unconcluded business must be included in the agenda for the next Council meeting.

**24. Inability to maintain a quorum due to disclosed conflicts of interest**

- 1) This clause applies if Council cannot maintain a quorum because of the number of Councillors who have declared a conflict of interest in relation to an item on the agenda.
- 2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner.
- 3) For the purposes of subclause (2), an **alternative manner** may include—
  - a) resolving to split the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
  - b) making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained.
- 4) Subject to complying with any requirements under any other Act, if Council is unable to use an alternative manner, Council must decide to establish a Delegated Committee to make the decision in regard to the matter consisting of—
  - a) all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
  - b) any other person or persons that Council considers suitable.
- 5) Section 63(2) of the Act applies to a Delegated Committee established under subclause (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter.



## **25. Notice of adjourned meeting**

The Chief Executive Officer may provide written notice of an adjournment but where that is not practicable because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, notice by telephone, email, in person or by some other means will be sufficient.

## **Division 4 – Conduct of business**

### **26. The order of business**

- 1) The order of business of Council meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- 2) The Chief Executive Officer should endeavour to be consistent in preparing any agenda from meeting to meeting. However, this should not preclude the Chief Executive Officer from altering the order of business to enhance the fluent and open process of government of the Council or to take advantage of opportunities which may arise from time to time.
- 3) In determining the agenda, the Chief Executive Officer is required to consult the Mayor and will consider:
  - a) the general attitude of the Council;
  - b) convenience to the community and interested community groups;
  - c) the sensitivity of issue;
  - d) the interest/s of the community and community groups; and
  - e) any other relevant factor which may impact on the fluent and open processes of the government of the Council.
- 4) As a guide, the Chief Executive Officer should list items, giving priority as follows:
  - a) Procedural and protocol matters which may include:
    - An Acknowledgement of Country
    - at the Mayor's discretion, an Opening Prayer
    - Receipt of apologies
    - Confirmation of Minutes
    - Requests for leave of absence
    - Declarations of Conflict of Interest
    - Questions from the public
    - Petitions
    - Planning permits issued under delegated authority
    - Letters of congratulations and recognition of achievements
    - Any other Procedural Matter
  - b) General business may include:
    - Policy reports
    - Management reports



- Financial reports
- Organisational reports
- Reports from Councillors
- c) Other business may include:
  - Notices of motion
  - Questions from Councillors
  - Urgent business
  - Any other business.
- d) Matters which may exclude the public

**27. Change to order of business**

Once an agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council.

**28. Chief Executive Officer may include items on an agenda**

After conferring with the Mayor, the Chief Executive Officer may include any matter on an agenda which they think should be considered by the meeting.

**29. Meetings of Delegated Committees and Community Asset Committees**

The agenda for a meeting of a Delegated Committee will be relevant to the issues which are to be raised at the meeting and any reference to Councillors extends to non-Councillor members of a Delegated Committee and any reference to the Council is to be read as referring to the Delegated Committee.

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a Community Asset Committee is at the discretion of the Community Asset Committee.

**30. Time limit for meetings**

- 1) A meeting must not extend beyond 10.00 pm unless a majority of Councillors present vote in favour to extend the meeting.
- 2) In the absence of such an extension, the meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.
- 3) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

**Division 5 – Disclosure of conflicts of interest**

**31. Procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee**

- 1) If a Councillor or member of a Delegated Committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the Delegated Committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with subclause (2), and if applicable, subclause (3).
- 2) A Councillor or member of a Delegated Committee who has a conflict of interest and is

attending the meeting of the Council or Delegated Committee must make a full disclosure of that interest by either advising:

a) the Council or Delegated Committee at the meeting immediately before the matter is considered at the meeting; or

b) the Chief Executive Officer in writing before the meeting

whether the interest is a general conflict of interest or a material conflict of interest, or a perceived conflict of interest and the nature of the interest, or perceived conflict of interest.

- 3) If the Councillor or member advised the Chief Executive Officer of the details under paragraph (b) of subclause (2), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- 4) The Chief Executive Officer must—
  - a) keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a Delegated Committee who made the disclosure ceases to be a Councillor or member of a Committee; and
  - b) destroy the written disclosure when the 3 year period referred to in paragraph (a) has expired.
- 5) While the matter is being considered, including any vote being taken in relation to the matter, the Councillor or member of a Delegated Committee must—
  - a) leave the meeting (either physically if the meeting is being conducted in person or virtually if the meeting is being conducted electronically) and notify the Mayor or the Chairperson of the Delegated Committee of their departure; and
  - b) remain outside the room and any gallery or other area in view or hearing of the meeting.
- 6) The Mayor or the Chairperson of the Delegated Committee must cause the Councillor or member of a Delegated Committee to be notified that they may return to the meeting after—
  - a) consideration of the matter; and
  - b) all votes have been cast on the matter.
- 7) If a Councillor or member of a Delegated Committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
  - a) the declaration of the conflict of interest; and
  - b) the classification of the interest that has given rise to the conflict, and if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.

**32. Procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee**

- 1) At a meeting under the auspices of Council that is not a meeting of the Council or Delegated Committee, the Chief Executive Officer must ensure that a written record is kept of—
  - a) the names of all Councillors and members of Council staff attending;
  - b) the matters considered;
  - c) any conflict of interest disclosures made by a Councillor attending under subclause (3);

- d) whether a Councillor who has disclosed a conflict of interest as required by subclause (3) leaves the meeting.
- 2) The Chief Executive Officer must ensure that the written record of a meeting held under this clause is, as soon as practicable—
  - a) reported at a meeting of the Council; and
  - b) incorporated in the minutes of that Council meeting.
- 3) If a Councillor attending a meeting held under this clause knows, or would reasonably be expected to know, that a matter being considered by the meeting is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest, the Councillor must, at the time set out in subclause (4), disclose to the meeting that they have a conflict of interest and leave the meeting whilst the matter is being considered by the meeting.
- 4) A Councillor must disclose the conflict of interest either—
  - a) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or
  - b) if the Councillor realises that they have a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that they have a conflict of interest.

**33. Disclosure of a conflict of interest by a member of Council staff**

- 1) A member of Council staff who is providing information to:
  - a) a meeting of the Council, a Delegated Committee or a Community Asset Committee; or
  - b) another member of Council staff exercising a power of delegation or performing a statutory function –and who has a conflict of interest in a matter to which the information relates, must disclose the conflict of interest when providing the information and before the information is considered by the applicable meeting referred to in paragraph (a) or another member of staff referred to in paragraph (b).
- 2) A disclosure made by a person under subclause (1) must be recorded:
  - a) in the minutes of the applicable meeting referred to in paragraph (a); or
  - b) in a conflict of interest disclosure register maintained by the Chief Executive Officer if the information is provided to another member of Council staff referred to in paragraph (b).
- 3) A member of Council staff who has a conflict of interest in a matter in which they also have delegated power, duty or function must—
  - a) not exercise the power or discharge the duty or function; and
  - b) in the case of the Chief Executive Officer, disclose the type of interest and the nature of the interest to—
    - i. the Mayor, in writing, as soon as they become aware of the conflict of interest in the matter; and
    - ii. the Council by no later than the next meeting of the Council; and
  - c) in the case of any other member of staff, disclose the type of interest and the nature of

the interest to the Chief Executive Officer, in writing, as soon as they become aware of the conflict of interest in the matter.

- 4) The Chief Executive Officer does not have a conflict of interest in a matter if the matter only relates to—
  - a) the adoption or amendment of a policy relating to Council staff generally;
  - b) the adoption of a code of conduct for Council staff; or
  - c) a decision to delegate a power, duty or function to a member of Council staff.

#### Division 6 - Minutes

##### **34. Keeping minutes**

- 1) The Chief Executive Officer must ensure that minutes are kept of all meetings of Council, Delegated Committees and Community Asset Committees.
- 2) The minutes of any Council meeting must record:
  - a) the date, place, time, duration and nature of the meeting;
  - b) the names of Councillors present, including the ward they represent;
  - c) apologies and leaves of absence;
  - d) the names of officers present with their organisational title;
  - e) the arrival and departure time of Councillors during the course of the meeting (including any temporary departures or arrivals);
  - f) every motion and amendment moved, including the mover and seconder of any motion or amendment;
  - g) the outcome of every motion that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED;
  - h) procedural motions which should be highlighted;
  - i) where a valid division is called, a table of the names of every Councillor and the way their vote was cast; either FOR, AGAINST or ABSTAINED and the Councillor's stated reason for any abstained vote;
  - j) when requested by a Councillor, a record of their support or opposition for any motion;
  - k) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - l) details of any question directed or taken upon notice;
  - m) details of any deputations made to the Council;
  - n) the time and reason for any adjournment of the meeting or suspension of standing orders;
  - o) details of failure to achieve or maintain a quorum and any adjournment whether as a result or otherwise;
  - p) disclosure by a Councillor of a conflict of interest and the details associated with that disclosure required by section 130 and 131 of the Act; and
  - q) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading the Minutes;

- r) closure of the meeting to members of the public and the reasons for such closure; and,
  - s) any relevant reports or a summary of relevant reports considered by the Council.
- 3) In addition, every page of the minutes should:
- a) be consecutively numbered; and
  - b) contain consecutive item numbers which are clearly headed with a subject, titles and where appropriated sub-title and file references.
  - c) be indexed through a central indexing system established and maintained by the Chief Executive Officer.

### **35. Confirmation of minutes**

- 1) At every Council meeting the minutes of the preceding meeting(s) must be put before the meeting for confirmation in the following manner:
- 2) An appropriate motion to confirm the Minutes would be:  
**"That the minutes of the (Type of Meeting) held on (Date of meeting) be confirmed."**
- 3) If some slight alteration is required to the minutes, then the following words may be added:  
**"subject to the following alteration(s)"**
- 4) If the Confirmation of the Minutes is to be postponed, an appropriate motion would be:  
**"That the Confirmation of Minutes be held over until:"** or  
**"That the Confirmation of Minutes be held over and relisted on the next Agenda."**
- 5) The Chairperson of the meeting at which the minutes were confirmed is required to verify the minutes by initialing each page of the minutes and by signature on the final page.
- 6) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

### **36. Objection to confirmation of Minutes**

If a Councillor is dissatisfied with the accuracy of the minutes, then they must:

- a) state the item or items with which he or she is dissatisfied; and
- b) propose a motion clearly outlining the alternative wording to amend the minutes.

### **37. Deferral of confirmation of Minutes**

Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

### **38. Availability of Minutes**

The Chief Executive Officer will make available confirmed minutes of open meetings of Council and Delegated Committees together with relevant reports on Council's website.

### **39. Recording of meetings**

- 1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with appropriate recording equipment the proceedings of a Council meeting.

- 2) Subject to subclause (1) a person must not operate any visual or sound recording equipment at any Council meeting without first obtaining the consent of Council or the Chairperson. Such consent may be at any time during the course of such meeting be revoked by Council or the Chairperson.

#### Division 6 – Voting at meetings

##### **40. How determined**

To determine a matter before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

##### **41. By showing of hands**

In meetings that are required by the Act to be open meetings, voting on any matter will be by show of hands.

##### **42. When a division is permitted**

- 1) A division may be requested by any Councillor on any matter.
- 2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

##### **43. Procedure for a division**

- 1) Once a division has been requested the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.
- 2) The Chairperson shall name those Councillors voting for the motion, those Councillors voting against the motion, and any Councillor abstaining from voting, and the names shall be recorded in the Minutes of the meeting.
- 3) Any Councillor abstaining from voting must state their reason for doing so to enable the reason to be recorded in the Minutes of the meeting.

##### **44. Between the original vote and a division**

No Councillor is prevented from changing their original vote at the voting on the division, and the voting by division will determine the Council's resolution on the issue.

##### **45. No discussion once declared**

Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion is –

- a) for a Councillor to request that his or her opposition to the motion be recorded in the minutes; or
- b) where a subsequent notice of motion follows a rescission motion.

##### **46. Addressing the meeting**

- 1) Any Councillor or person who addresses the meeting may remain seated and shall direct all remarks through the Chairperson.
- 2) A Chairperson may address a meeting, however if the Chairperson wished to debate a particular motion or move any motion or amendment, on any matter under discussion, the



Chairperson must advise Council of that intention and vacate the Chair on such occasions for the duration of any item under discussion.

- 3) If the Chairperson vacates the Chair pursuant to sub- clause (2), a temporary Chairperson shall be elected by the meeting and shall take the Chair until the item has been voted upon.
- 4) Any person addressing the Chair should refer to the Chairperson as:
  - Madam Mayor; or
  - Mr. Mayor; or
  - Madam Chairperson; or
  - Mr. Chairperson –as the case may be.
- 5) All Councillors, other than the Mayor, should be addressed as Cr. ....(surname).
- 6) All Officers should be addressed as Mrs, Ms., Miss or Mr. ....(surname).

## PART 4 – Delegated Committee Meetings

### 47. Delegated Committee Meetings

Schedule 1 applies to the conduct of Delegated Committee meetings.

## Part 5 – Other meeting Procedures

### Division 1 – Matters not provided for

#### 48. Matters not provided for

Where a situation has not been provided for under these Governance Rules, Council may determine the matter by resolution.

### Division 2 – Motions

#### 49. Form of motion or amendment

- 1) Any motion or an amendment to a motion must:
  - a) be moved and seconded;
  - b) relate to the powers or functions of Council;
  - c) be in writing, if requested by the Chairperson; and
  - d) except in the case of urgent business, be relevant to an item of business on the agenda.
- 2) A motion or amendment must not be defamatory or objectionable in language or nature.
- 3) The Chairperson may refuse to accept any motion or amendment which contravenes this clause.
- 4) A recommendation made in a report that forms part of an agenda item before a meeting has no standing until moved as a motion and seconded. Suggested wording of such a motion may include “**I move the recommendation**”, “**Move the recommendation**” or “**Move that the recommendation be adopted**”.

#### 50. Moving a motion

- 1) The procedure for moving a motion is –
  - a) the mover must state the motion without speaking to it;
  - b) the Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order;
  - c) unless the motion is a formal motion, it must be seconded by a Councillor other than the mover;
  - d) if a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
  - e) if the motion is seconded, the Chairperson must ask: “Is the motion opposed”;
  - f) if no Councillor indicates opposition, and no Councillor wishes to speak to the motion, the motion must be declared to be carried without being voted on and will be treated as being passed unanimously;
  - g) if a Councillor indicates opposition to the motion, then the Chairperson must call the mover to address the meeting;
  - h) after the mover has addressed the meeting the seconder may address the meeting;
  - i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting) the Chairperson may call upon any Councillor who wishes to speak against the motion;
  - j) after a Councillor has spoken against the motion the Chairperson may call upon any other Councillor to speak for or against the motion;
  - k) a Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the meeting for decision;
  - l) a Councillor may be permitted by the Chairperson or by resolution to speak more than once to explain that the Councillor has been misrepresented or misunderstood;
  - m) a Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion or the amendment; and
  - n) motions must be clear and unambiguous and not be defamatory or objectionable in language or in nature.
- 2) Prior to a motion being moved, the Chairperson may request a member of Council staff to introduce the report relevant to the item on the agenda being considered by the Meeting.

#### **51. Agreed alteration to a motion**

- 1) With the leave of the Chairperson, both the mover and the seconder of a motion may agree to an alteration proposed by another Councillor.
- 2) Any such alteration shall not be regarded as an amendment to the motion.

#### **52. Right of reply**

- 1) The mover of a motion which has not been amended may, once debate has been exhausted, have a right of reply to matters raised during debate but cannot introduce any new material.
- 2) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.

#### **53. No right of reply for amendments**



No right of reply is available where an amendment is before the Council.

**54. Moving an amendment**

A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the motion and framed so as to complement it as an intelligible and consistent whole.

**55. Who may propose an amendment?**

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the motion.

**56. Who may debate an amendment?**

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the motion but debate must be confined to the terms of the amendment.

**57. How many amendments may be proposed?**

- 1) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment can be taken into consideration until the previous amendment has been dealt with.
- 2) A Councillor cannot move more than 2 amendments in succession.

**58. An amendment once carried**

If the amendment is adopted it becomes the substantive motion and, as such, shall be put to the vote by the Chairperson but only after Councillors who did not speak to the motion have exercised their right to do so.

**59. Foreshadowing motions**

- 1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the meeting is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- 4) The Chief Executive Officer would not be expected to record foreshadowed motions in the Minutes but may do if it is thought appropriate.

**60. Withdrawal of motions**

Before any motion is put to the vote, it may be withdrawn with leave of the Chairperson.

**61. Separation of motions**

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

**62. Chairperson may separate motions**

- 1) The Chairperson may decide to put any motion to the vote in separate parts.
- 2) Where a motion contains several parts or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

**63. Motions in writing**

- 1) Where a motion is lengthy, complicated or the exact intention of the motion is not clear the Chairperson may require a Councillor to submit their motion in writing.
- 2) The Chairperson may wish to suspend the meeting while the motion is being written or may request the Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

**64. Circulated motions**

- 1) Where:
  - a) Council gives approval in principle to a matter subject to receiving further information; or
  - b) A matter exceeding the Chief Executive Officer's powers of delegation requires a decision or action before the next Council meeting –the Chief Executive Officer may circulate a proposed motion to Councillors to obtain their approval.
- 2) The proposed motion must be in writing and must contain a statement where a Councillor indicates his or her approval or dissent from the proposed motion in writing.
- 3) The proposed motion will not be considered to have been approved by the Council unless all members of the Council unanimously approve the proposed motion.
- 4) At the next meeting of the Council, the Chief Executive Officer must ensure that the agenda contains a report on the motion circulated and the Council's decision which must be recorded in the minutes of the meeting.

**65. Debating the motion**

- 1) Debate must always be relevant to the question before the Chair, and if not, the Chairperson may request the Councillor to confine debate to the subject matter.
- 2) If after being requested to confine debate to the motion before the Chair, the Councillor continues to debate irrelevant matters, the Chairperson may require the Councillor to not speak further in respect of the matter before the Chair.
- 3) Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor should be given an opportunity to debate.
- 4) A motion has not been sufficiently debated if opposing views (where they exist) have not been sufficiently put, not so much the number of those who have spoken, but whether all minority opposing views have been put.
- 5) It may be that several Councillors have addressed the meeting, but their views may be similar. In this case, differing views should be sought by the Chairperson (if they exist).
- 6) On the other hand, if only a few Councillors may have addressed the meeting their views may be representative of the other Councillors, in which case, the debate would be regarded as sufficient.

- 7) While the intention of a motion to adjourn debate is to adjourn debate until the time stated in the motion, debate can be adjourned indefinitely.
- 8) If debate is adjourned indefinitely, some indication should be given to the Chief Executive Officer as to when the matter should be relisted, otherwise it will be relisted at the discretion of the Chief Executive Officer, or upon the subsequent resolution of the Council, whichever occurs first.

**66. When a resolution is acted upon**

- 1) The Chief Executive Officer or other Senior Officer may initiate action or cause action to be initiated on any Council resolution at any time after the close of the meeting at which it was carried.
- 2) A resolution will be considered as having been acted upon once its details have been formally communicated to a person affected by or reliant on the resolution or where a statutory procedure has been actioned.

**67. Suspension of standing orders**

- 1) The provisions of these Governance Rules may be suspended for a particular purpose by resolution of the Council.
- 2) The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.
- 3) An appropriate motion would be:  
    **"That Standing Orders be suspended to enable discussion on ....."**
- 4) Once the discussion has taken place, and before any motion can be put, the resumption of Standing Orders will be necessary. An appropriate motion would be:  
    **"That Standing Orders be resumed."**

**68. No motions may be accepted during the suspension of standing orders**

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of standing orders.

**69. Interruption for point of order**

A Councillor who is addressing the meeting must not be interrupted unless called to order when they must remain silent until the Councillor raising the point of order has been heard and the point of order determined by the Chairperson.

**Division 3 – Speaking times**

**70. Speaking times**

Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- a) the mover of a motion - 3 minutes;
- b) the mover of a motion when exercising his or her right of reply - 3 minutes;
- c) any other Councillor - 3 minutes.

**71. Extension of speaking times by resolution of Council**

An extension of the speaking time may be granted by resolution of Council but only one extension is permitted for each speaker on any question.

**72. When an extension can be proposed**

A motion for extension of speaking time must be proposed:

- a) immediately before the speaker commences debate;
- b) during the speaker's debate; or
- c) immediately after the speaker has concluded debate.

**73. No extension after next speaker has commenced**

A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced their debate.

**74. Length of extension**

Any extension of speaking time must not exceed 3 minutes.

**Division 4 – Points of order and other procedural matters**

**75. Points of order**

A point of order is an objection that the motion, amendment or statement made is:

- a) contrary to these Governance Rules or the provisions of Act;
- b) defamatory or disloyal;
- c) irrelevant;
- d) improper;
- e) obscene; or
- f) outside Council's legal powers.

**76. Procedure for a point of order**

A Councillor may make a point of order by stating, "**Point of Order**", at which time the Chairperson must suspend the debate and request the Councillor to state the point of order as follows:

- a) identify the point of order; and
- b) the reason for bringing it to the attention of the Chair.

**77. Consideration of point of order**

- 1) If called to order, a Councillor must remain silent until the point of order is decided unless they are requested by the Chairperson to provide an explanation.
- 2) The Chairperson may adjourn the meeting to consider a point of order otherwise the Chairperson must rule on it as soon as it is raised.
- 3) The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

**78. Disagreeing with the Chairperson's ruling on a point of order**

- 1) The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present vote in favour of a motion of dissent.
- 2) A motion of dissent on a point of order must contain a provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- 3) A motion of dissent in relation to a point of order is not a motion of dissent in the Chair and the Chairperson must at all times remain in the Chair and they will maintain their right to a second vote.
- 4) A motion of dissent on a point of order will take precedence over all other business and if carried will be acted on instead of the ruling given by the Chairperson.

**79. Adjournment and resumption of meeting**

- 1) The Chairperson or the Council may adjourn any meeting until a time and place to be determined at the time of the adjournment.
- 2) For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

**80. Procedural motions**

- 1) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
- 2) Procedural motions are not required to be seconded.
- 3) The mover of a procedural motion must not have moved, seconded or spoken to any motion before the Chair or any amendment of it.
- 4) A procedural motion cannot be moved by the Chairperson.
- 5) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- 6) Unless otherwise provided, a procedural motion cannot be amended.

**81. The closure**

- 1) A motion **"That the motion be now put."**:
  - a) is a procedural motion which if carried to an original motion, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment; and
  - b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
  - c) if lost, allows debate to continue unaffected.
- 2) The Chairperson has the discretion to reject such a motion for closure if the motion upon which it is proposed has not been sufficiently debated.

**82. Adjourning the debate**

A motion **"That the motion and amendments now before the meeting be adjourned**

until.....”:

- a) is a procedural motion which cannot be moved while any person is speaking or during the election of a Chairperson; and
- b) may be debated but may only be amended in relation to the time, date and place of the proposed adjournment.

### **83. Urgent or other business**

- 1) Business which has not been listed on the Agenda may only be raised as urgent or other business by resolution of the Council.
- 2) Notwithstanding anything to the contrary in these Governance Rules, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
  - a) substantially affect levels of Council service; or
  - b) commit Council to significant expenditure not included in the adopted budget; or
  - c) establish or amend Council Policy; or
  - d) commit Council to any contractual arrangement; or
  - e) require, pursuant to any policy determined by Council from time to time, the giving of prior notice.
- 3) Business must not be admitted as urgent business unless it:
  - a) relates to or arises out of a matter which has arisen since distribution of the agenda; and
  - b) cannot safely or conveniently be deferred until the next Council meeting.

### **84. Petitions and joint letters**

- 1) All petitions or joint letters must be tabled at the next meeting following receipt, unless the matter which is the subject of the petition or joint letter has already been acted upon.
- 2) When presented, Council must resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless Council agrees to deal with it earlier.
- 3) A petition or joint letter must:
  - a) be in legible and permanent writing;
  - b) not be defamatory, indecent, abusive or objectionable in language or content; and
  - c) not relate to matters beyond the powers of Council.
- 4) Every page of a petition or joint letter must bear the whole of the petition or request.
- 5) Joint letters must include the full name, residential address and signature of all signatories to the Joint Letter
- 6) Any signature appearing upon a page, which does not bear the whole of the petition or request, may not be considered by Council.
- 7) Every page of a petition or joint letter, must be a single piece of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper.
- 8) On receipt of a petition or joint letter, the Chief Executive Officer must note on the first page the total number of signatures.

- 9) A copy of the text of the petition or joint letter bearing the note of the Chief Executive Officer in accordance with paragraph (7) must be included on the agenda for the next Council meeting.
- 10) A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated Council may reply to the first or any person whose signature appears on the petition.

#### **85. Councillor presenting petition**

Any Councillor presenting a petition or joint letter will be responsible for ensuring that:

- a) they are familiar with the contents and purpose of the petition or joint letter; and
- b) the petition or joint letter is not derogatory or defamatory.

### **Division 5 – Notice of motion**

#### **86. Must be listed on Agenda**

Councillors may give advance warning of their intention to move a particular motion at a forthcoming meeting by giving a Notice of Motion.

A Notice of Motion cannot be accepted by the Chairperson unless it has been listed on the Agenda for the meeting at which it is proposed to be moved.

#### **87. Procedure**

A Councillor wishing to have a Notice of Motion placed on the agenda must give written notice to the Chief Executive Officer no less than 2 clear working days prior to the meeting at which the Notice of Motion is to be considered.

#### **88. Rejection of a vague notice**

- 1) The Chief Executive Officer may reject any Notice of Motion that is vague, beyond Council's powers or if passed would result in Council acting invalidly, but before rejecting it must give the Councillor who lodged the notice an opportunity to amend it.
- 2) The Chief Executive Officer would regard a Notice of Motion as vague if the intent of the notice is unclear. For example, a mere heading or a motion to the effect "that the matter be discussed", or similar wording, would be insufficient. Therefore, a notice should spell out the action proposed by the motion.
- 3) The Chief Executive Officer must notify the relevant Councillor of any Notice of Motion which has been rejected and the reasons for its rejection.

#### **89. Listing notice on Agenda**

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the Notice of Motion and if more than one, in the order they were received, on the next appropriate meeting agenda.

#### **90. Register of notices**

The Chief Executive Officer must sequentially number every Notice of Motion received and maintain them in a register.

#### **91. May be moved by any Councillor and amended**



A Notice of Motion listed on a meeting agenda, may be moved by any Councillor present and, except where the Notice of Motion is to confirm a previous resolution of the Council, may be amended.

**92. If lost**

If a Notice of Motion is lost, a similar motion cannot be put before the Council for at least 3 months from the date it was last lost, unless the Council resolves that the notice be relisted at a future meeting.

**Division 6 – Notice of amendment or rescission**

**93. Procedure**

A Councillor may propose a motion to amend or rescind a decision of the Council provided:

- a) the decision has not been acted upon; and
- b) a notice signed by 2 Councillors is delivered to the Chief Executive Officer outlining:
  - i. the decision proposed to be amended or rescinded; and
  - ii. the meeting and date when the decision was made.
- c) that in instances where a Notice of Motion has been lodged and accepted, any motion that proposes to rescind or amend shall not be acted upon until such time as Council considers the Notice of Motion.

**94. Listing notice on Agenda**

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.

**95. If lost**

Unless the Council resolves to relist at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council for at least 3 months from the date it was lost.

**96. If not moved**

If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

**97. May be moved by any Councillor**

A notice of amendment or rescission listed on a meeting agenda may be moved by any Councillor present but cannot be amended.

**98. When not required**

- 1) A notice of amendment or rescission is not required where the Council wishes to change a previous decision relating to policy of the Council.
- 2) If the Council wishes to change a policy, a motion of amendment or rescission is not required.
- 3) However, the following standards should apply:



- a) any intention to change a Council policy which may result in a significant impact, should be communicated to those affected and this may require publication and consultations, either formally or informally; and
- b) the Council may determine the extent to which these standards should be followed which will depend upon the circumstances of each case.

**99. Register of notices**

The Chief Executive Officer must cause every notice of amendment or rescission received to be sequentially numbered and to be maintained in a register.

**Division 7 – Public participation**

**100. During meetings**

- 1) At every meeting of Council, at the discretion of the Chairperson, time may be allocated to enable any member of the community to address Council.
- 2) Sub-clause 1) does not apply during any period when Council has resolved to close the meeting in respect of a matter under section 66 of the Act.

**101. Conduct of community members**

Any member of the public or community addressing Council must extend due courtesy and respect to those present and the processes under which Council operates and must take direction from the Chairperson whenever called upon to do so, failing which that person may be directed by the Chairperson to leave the meeting

**102. Public question time**

- 1) There must be a question time at every meeting to enable members of the public present in the gallery to address questions to Councillors.
- 2) Question time may be limited in duration and answers to individual questions may be limited at the discretion of the Chairperson.
- 3) No motions can be moved during question time.
- 4) A Councillor may foreshadow a motion as part of their response to a question during question time but cannot move the motion.
- 5) Any question must be submitted in writing to the Chief Executive Officer (or other person authorised for this purpose by the Chief Executive Officer) by 1.00pm on the day of the meeting using the appropriate form.
- 6) The question should only be read to the meeting if the Chairperson has determined that the question:
  - a) does not relate to a matter of the type described in section 66 of the Act;
  - b) does not relate to a matter in respect of which the Council has no power;
  - c) is not defamatory, indecent, abusive, or objectionable in language or substance;
  - d) is not repetitive of a question already answered (whether at the same meeting or an earlier meeting); and
  - e) is not asked to embarrass a Councillor or member of Council staff.
- 7) If the Chairperson has determined that the question shall not be read to the meeting:

- f) the meeting must be advised accordingly; and
  - a) the question shall be available to Councillors upon request.
- 8) The Chief Executive Officer must read to the meeting the name of the person who has submitted a question.
- 9) The Chief Executive Officer must read the text of the question and the Chairperson may then direct that the question be answered by a nominated Councillor or member of Council staff.
- 10) Questions and answers must be as brief as possible, and must not exceed 2 minutes in duration.
- 11) No debate or discussion of a question or an answer is permitted other than for the purposes of clarification.
- 12) A Councillor or member of staff nominated to answer a question may:
  - a) seek clarification of the question from the person who submitted it;
  - b) seek assistance of another person in answering the question; and
  - c) defer answering the question, so that the answer may be researched and a written response provided within 10 working days following the meeting (the question thereby being taken on notice).

**103. Councillor question time**

- 1) There must be a question time at every meeting of Council to enable Councillors to address questions to members of Council staff.
- 2) Questions may be asked with or without notice.
- 3) No motions can be moved during question time.
- 4) A Councillor may foreshadow a motion as part of their response to a question during question time but cannot move the motion.
- 5) A Councillor may contribute to an answer to a question made by a member of Council staff.
- 6) A member of Council staff is not obliged to answer a question without notice.
- 7) A member of Council staff who elects to answer a question without notice by indicating that they require time to research their answer must ensure that a response is provided to all Councillors within 10 working days following the meeting.
- 8) An answer must only be given to the meeting if the Chairperson has determined that the relevant question:
  - a) does not relate to a matter including operational issues which are outside Council's power or authority;
  - b) is not defamatory, indecent, abusive or objectionable in language or substance;
  - c) is not repetitive of a question already answered (whether at the same or an earlier meeting);
  - d) is not asked to embarrass a member of Council staff or a Councillor; and
  - e) does not raise an issue which might be more appropriately dealt with by way of Notice of Motion.
- 9) Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

**104. Reports from Councillors**

- 1) At each meeting of Council, Councillors, including the Mayor, will have the opportunity to speak on any meetings, delegations, conferences or events which they have recently attended.
- 2) The duration of any report from a Councillor will be limited to 3 minutes.
- 3) If a Councillor requests that details of their activities be recorded in the minutes, they will provide details in writing to the Chief Executive Officer (or the staff member nominated to receive such information) by 12.00pm on the day following the meeting.

**105. Chairperson may remove**

- 1) The Chairperson has the discretion to direct the removal of any person including a Councillor who disrupts the meeting or fails to comply with a direction given by the Chairperson.
- 2) Any member of the Victoria Police Force may remove from the Chamber any person who acts in breach of these Governance Rules.
- 3) The Chairperson may adjourn the meeting for a period considered reasonable by the Chairperson if the disorder at the meeting, caused either by the conduct of a Councillor or member of the public, makes the continuation of the meeting at that time untenable.

**Division 8 – Additional duties of Chairperson**

**106. Chairperson's duties and responsibilities**

In addition to other duties and discretions provided in these Governance Rules, the Chairperson:

- a) must not accept any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public; and
- b) must call to order any person who is disruptive or unruly during any meeting.

**PART 6 – Common Seal**

**107. Use of Common Seal**

The Common Seal of Council must:

- 1) be in a form specified by Council resolution; and
- 2) include the words "Buloke Shire Council".

**108. Signatures accompanying the affixing of the Common Seal**

Every document to which the Common Seal is affixed must be signed by 1 Councillor and the Chief Executive Officer or, in the absence of the Chief Executive Officer, 1 Councillor and any other member of staff acting as Chief Executive Officer or as authorised by Council.

**109. Authority for use of Common Seal**

The Common Seal must be affixed to a document only for the purpose of giving effect to a decision which has been made by resolution at a Council meeting.

**110. Security of Common Seal**

The Chief Executive Officer must ensure the security of the Common Seal at all times.

**111. Common Seal register**

The use of the Common Seal must be recorded in a register maintained by the Chief Executive Officer or a member of Council staff to whom this duty has been delegated.

Discussion Draft

## SCHEDULE 1 – MEETING PROCEDURES FOR DELEGATED COMMITTEES

### 1. Notices and Agendas

- 1) The date, time and place of all Delegated Committee meetings are determined on an annual basis by the Committee and at least 7 days' notice must be provided to the public.
- 2) The Committee may change the date, time and place of any Committee meeting which has been fixed and must provide at least 7 days' notice of the changes to the members.
- 3) The agenda for the meeting will be set by the Chairperson.

### 2. Quorums

- 1) The quorum required for Committee meetings will be not less than half the total number of elected Committee members.
- 2) If after 30 minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Committee members present may adjourn the meeting for a period not exceeding 7 days from the date of the adjournment.

### 3. Minutes

- 1) The Secretary is responsible for the keeping of minutes on behalf of the Committee.
- 2) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- 3) If a Committee member is dissatisfied with the accuracy of the minutes, then they must:
  - a) state the item or items with which they are dissatisfied; and
  - b) propose a motion clearly outlining the alternative wording to amend the minutes.

### 4. Business of the meeting

- 1) The order of business will be determined by the Secretary to facilitate and maintain open, efficient and effective processes of governance and must include the opportunity for members to declare any conflict of interest on items on the agenda.
- 2) Once an agenda has been sent to Committee members the order of business for that meeting may only be altered by resolution of the Committee.

### 5. Voting

- 1) To determine a matter before a meeting, the Chair will first call for those in favour of the motion and then those opposed to the motion, and will declare the result of the motion.
- 2) Unless the Committee resolves otherwise, voting on any matter will be by a show of hands.
- 3) If there is an equality of votes, the Chair has a second casting vote.

### 6. Addressing the meeting

- 1) Except for the Chair, any Committee member or person who addresses the meeting must address all remarks through the Chair.
- 2) A Committee member who is speaking must not be interrupted unless called to order when

they must sit down and remain silent until the Committee member raising the point of order has been heard and the Chairperson has ruled on the point of order.

#### **7. Motions and amendments**

- 1) Any motion or amendment which is–
  - a) defamatory; or
  - b) objectionable in language or nature; or
  - c) outside the powers of the Committee; or
  - d) stated to be an amendment but is not must not be accepted by the Chairperson.
- 2) The procedure for any motion is –
  - a) the mover must state the motion without speaking to it;
  - b) it must be seconded by a Committee member other than the mover;
  - c) if a motion is not seconded, the motion will lapse for want of a seconder; and
  - d) if the motion is seconded the Chair must ask if the mover wishes to address the Committee on the motion and if the seconder wishes to address the Committee on the motion or if they wish to reserve his or her address until later in the debate.
- 3) The Chair will then ask if any Committee member is opposed to the motion and if they wish to speak. Other Committee members for and against the motion can then debate in turn.
- 4) The mover of a motion shall have a right of reply after the debate, after which the motion shall be immediately put to the vote. No right of reply is available where an amendment is before the Committee.
- 5) An amendment may be proposed or seconded by a Committee member, except the mover or seconder to the original motion. An amendment shall not be a direct negative of the motion.
- 6) A Committee member may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- 7) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- 8) If the amendment motion is carried, it then becomes the final motion before the Chair.
- 9) At any time during debate a Committee member may foreshadow a motion to inform the Committee of his or her intention to move a motion at a later stage in the meeting.
- 10) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- 11) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- 12) Debate must always be relevant to the question before the Chair and, if not, the Chairperson will request the speaker to confine debate to the subject motion.
- 13) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair.

14) Unless a motion for an extension of time has been carried, the maximum speaking times will be:

- a) the mover of a motion – 5 minutes;
- b) the mover of a motion when exercising their right of reply – 2 minutes
- c) any other Committee member – 3 minutes

**8. Other matters**

If the Committee is required to deal with:

- a) divisions;
- b) formal motions;
- c) separation of motions;
- d) points of order;
- e) adjournment of meeting;
- f) suspension of standing orders;
- g) a notice of motion;
- h) a notice of rescission motion;
- i) maintenance of order;
- j) suspension; or
- k) removal from the meeting -

these matters should be dealt with in accordance with the relevant Governance Rules applying to a meeting of Council.

## SCHEDULE 2 – QUESTIONS FROM THE GALLERY

### Council meeting question time

- 1) Council sets aside times at its Council meetings to consider written questions submitted by the public. Members of the public who are present at the meeting are permitted to prepare in writing up to 2 questions on any Council matter.
- 2) Members of the public may submit questions by 1.00pm on the day of the meeting on the form printed on the reverse side of this sheet. In most cases, an answer will be given at the meeting.
- 3) Sometimes it may be indicated that further time is required to research an answer. In such cases, the relevant officer will advise the person when an answer will be provided.
- 4) Questions will not be read out and answered if the Chairperson has determined that the relevant question relates to:
  - a) personnel matters
  - b) the personal hardship of any resident or ratepayer
  - c) industrial matters
  - d) contractual matters
  - e) proposed developments
  - f) legal advice
  - g) matters affecting the security of Council property
  - h) any other matter which Council considers would prejudice it or any person
  - i) matters which may disadvantage Council or any personOr is:
  - j) defamatory, indecent, abusive or objectionable in language or substance
  - k) repetitive of a question already answered (whether at the same or an earlier meeting)
  - l) asked to embarrass an Officer or Councillor.
- 5) No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.



<b>QUESTION FORM</b>	
Any question must be submitted in writing to the Chief Executive Officer (or other person authorised for this purpose by the Chief Executive Officer) by 1.00pm on the day of the Council Meeting using this form.	
<b>Meeting Date:</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>Question:</b>	
<b>Signed:</b>	<b>Date:</b>
<b>Office Use Only</b>	
<b>Question answered at Council Meeting:</b>	(tick box) <b>Yes</b> (tick box) <b>No</b>
<b>By Whom:</b>	
<b>Summary of Verbal Response:</b>	
<b>Written Response Prepared By:</b>	
<b>Officer's Signature:</b>	
<b>Position:</b>	

## SCHEDULE 3 – ELECTION PERIOD POLICY

### ELECTION PERIOD POLICY

#### 1. Purpose

This policy has been adopted by the Buloke Shire Council (Council) in compliance with the requirements of Section 69 of the Local Government Act 2020 (Act).

In order to ensure general elections and by-elections for Council are conducted in a manner that is fair and equitable, and is publicly perceived as such, Council affirms the following policy principles.

#### 2. Election Period

The election period means the period that:

- a) starts at the time that nominations close on nomination day; and
- b) ends at 6 p.m. on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- a) all Councillors and members of Council staff are informed of the requirements of this policy, and
- b) a copy of this policy is given to all Councillors.

#### 3. Prohibited decisions

Council is prohibited from making any Council decision:

- a) during the election period for a general election that:
  - iii. relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - iv. commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - v. the Council considers could be reasonably deferred until the next Council is in place; or
  - vi. the Council considers should not be made during an election period; or
- b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

#### 4. What is a Council decision?

For the purposes of clause 3 of this policy, **Council decision** means the following:

- a) a resolution made at a Council meeting;
- b) a resolution made at a meeting of a Delegated Committee; or
- c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

## 5. Caretaker Statement

During the election period, the Chief Executive Officer will ensure a Caretaker Statement is included in every agenda submitted to the Council or to a Delegated Committee of Council for a decision. The Caretaker Statement will appear at the start of the agenda and will state that:

*The recommended decisions in all reports on this agenda are not prohibited decisions as defined in clause 4 of the Election Period Policy.*

Should any report be presented to the Council or a Delegated Committee during an election period, which is considered does constitute a prohibited decision, this will be clearly indicated with a statement both at the commencement of the agenda and at the heading of any such report.

## 6. Council Resources

The Council will ensure due propriety is observed in the use of all Council resources, and members of Council staff are required to exercise appropriate discretion in this regard. In any circumstances where use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Director Corporate Services.

Council resources, including offices, support staff, Mayoral vehicle, meeting facilities, hospitality, equipment, photocopying and stationery will be used exclusively for normal Council business during the election period and will not be used in connection with any election.

Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs incurred in the performance of normal Council duties, and not for expenses which could be perceived as supporting or being connected with a candidate's election campaign.

No Council logos, letterheads or other Buloke Shire Council logos or associated Council material will be used for, or linked in any way to, a candidate's election campaign. The Chief Executive Officer and members of Council staff will not be asked to undertake any tasks connected directly or indirectly with electioneering.

Councillors and members of Council staff are required to comply with section 304(1) of the Act which states:

*A Councillor or member of Council staff must not use Council resources in a way that—*

*(a) is intended to; or*

*(b) is likely to—*

*affect the result of an election under this Act.*

*Penalty: 60 penalty units.*

## 7. Community Engagement

During the election period the Council will undertake procedures to limit community engagement. Whilst community engagement is an integral part of Council's policy development process and operations, Council is concerned to ensure that community engagement is not undertaken close to a general election or a by-election so as to possibly

become an election issue in itself and influence voting. Councillors acknowledge that issues raised through the community engagement and decisions that follow may also unreasonably bind the incoming Council.

No community engagement will be undertaken during the election period unless authorised by a decision made at a Council meeting that acknowledges the application of this policy and justifies to the Buloke community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

## **8. Council Events**

Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by Councillors for electioneering purposes. To this end the Chief Executive Officer will ensure that no Council events will be scheduled during the election period unless there are special or exceptional circumstances making it necessary and justifying how the risks of influencing the election will be mitigated or prevented.

## **9. Information**

The Council recognises all election candidates have rights to information from the Council administration. However, it is important that Councillors continue to receive information which is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from members of Council staff which might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the election period.

Information and briefing material prepared by members of Council staff for Councillors during the election period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters which are the subject of public or election debate or which might be perceived to be connected with a candidate's election campaign.

## **10. Publicity**

It is recognised that Council publicity is intended to promote Council activities and services. Council publicity will not be used in any way which might influence the outcome of a Council election.

Councillors and members of Council staff are required to comply with section 304(2) of the Act which states:

*A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.*

*Penalty: 60 penalty units.*

In addition:

- a) during the election period, no member of Council staff may make any public statement that could be construed as influencing the election;
- b) during the election period, publicity campaigns, other than for the purposes of

conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the election period will be restricted to promoting normal Council activities;

- c) any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer. In any event, no media advice or assistance will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors;
- d) Councillors will not use their position as an elected representative to access members of Council staff and other Council resources to gain media attention in support of an election campaign; and
- e) all Council media releases (which exclude electoral matters) in the election period will be issued in the name of the Chief Executive Officer as appropriate.

#### **11. Assistance to Candidates**

Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

All election related enquiries from candidates, whether Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or Director Corporate Services.

#### **12. Social Media**

During the election period, Councillors standing for re-election must not include in their official Councillor emails any reference to their personal social media accounts, such as Facebook.

#### **13. Public Availability of this Policy**

A copy of this policy is:

- a) available for inspection by the public at the Council's Wycheproof District Office; and
- b) published on the Council's internet website.

## **8.3 FINANCIAL REPORTS**

Nil

## 8.4 ORGANISATIONAL REPORTS

### 8.4.1 2022 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY RESULTS

**Author's Title:** Director Community Development

**Department:** Community Development

**File No:** GS/02/01

**Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Our Council and Community Leadership

#### PURPOSE

To acknowledge the results of the 2022 Local Government Community Satisfaction Survey.

#### SUMMARY

The 2022 Local Government Community Satisfaction Survey Report is attached for Council to note. The report is coordinated on behalf of all Victorian Councils by the Department Jobs Precincts and Regions.

#### RECOMMENDATION

That Council:

1. Notes the results of the 2022 Local Government Community Satisfaction Survey;
2. Considers future actions in response to the results; and
3. Publishes the results of the survey to the community.

**Attachments:** 1 [2022 Local Government Buloke Shire Council Community Satisfaction Results](#)

#### DISCUSSION

The overall performance index score of 55 for Buloke Shire Council represents a significant seven-point decline on the 2021 result, arresting a trend of steady improvement seen since 2016.

Buloke Shire Council's overall performance is rated lower than both the Small Rural group and State-wide averages (index scores of 58 and 59 respectively).

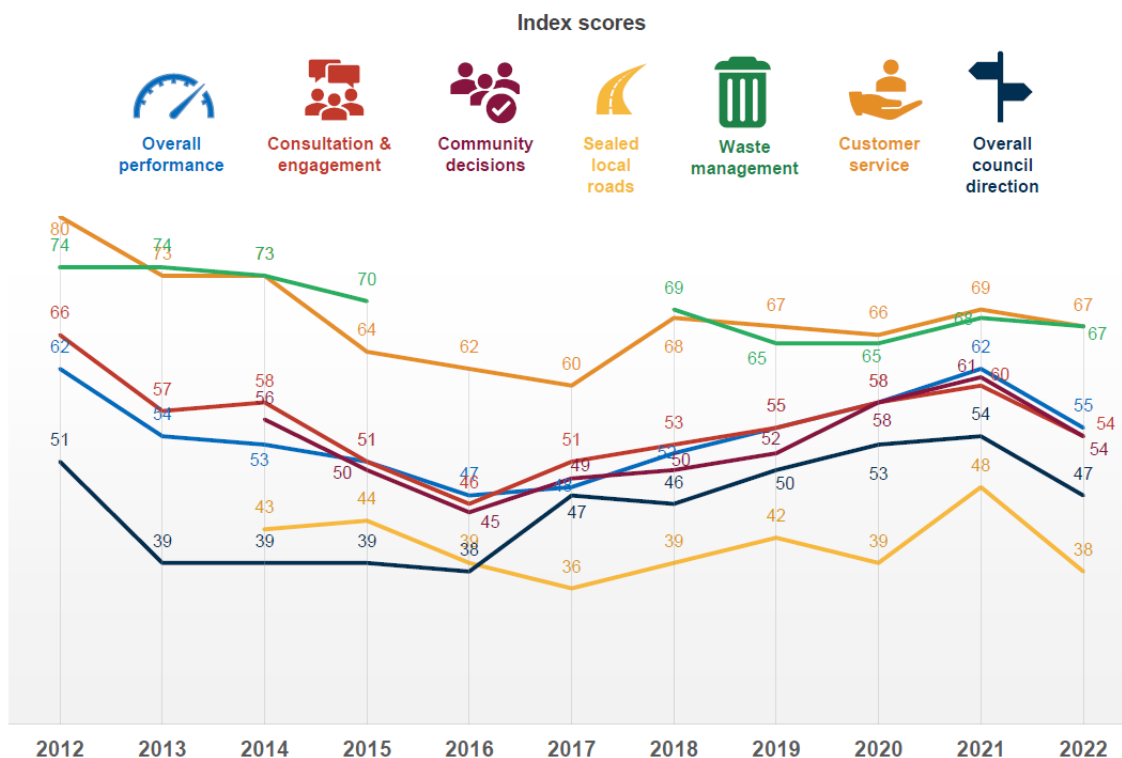
Across the vast majority of service areas, Buloke Shire Council's performance is in line with Small Rural group and State-wide averages. COVID-19 response is the area where Council rates significantly higher than both averages. On both sealed and unsealed roads, Council performs significantly lower than both averages.

Council's best performing areas were Council's COVID-19 Response, Recreational Facilities and appearance of public areas.

Whilst the poorest performing areas were again deemed unsealed roads and sealed roads.

A graphic representation of the summary of core measures, included in the survey report, is included below.

## Summary of core measures



### RELEVANT LAW

Not applicable.

### RELATED COUNCIL DECISIONS

Not applicable.

### OPTIONS

Not applicable.

### SUSTAINABILITY IMPLICATIONS

Results of the survey may be used to inform decisions around sustainability.

### COMMUNITY ENGAGEMENT

A telephone survey was conducted by JWS Research, who contacted random residents on behalf of Council, that were 18 years or above, residing in Buloke Shire. Council advertised the approaching survey in local newspaper advertisements, on radio spots and on social media in the weeks leading up to the survey which was conducted in February of this year.

The results of the survey will be communicated with the public.

### INNOVATION AND CONTINUOUS IMPROVEMENT

In noting this report, Council may consider future actions against results of the survey. Council also received a briefing from JWS Research to review and understand the data that the survey results revealed.



**COLLABORATION**

The Executive Management Team collaborated with the Department Jobs Precincts and Regions and JWS research in preparation of the survey.

**FINANCIAL VIABILITY**

The cost of conducting the survey was as per the budget allocation made in Council's Annual Budget 2021-22.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Not applicable.

**TRANSPARENCY OF COUNCIL DECISIONS**

Participation in the State-wide Local Government Community Satisfaction Survey is optional.

Participating Councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations

**CONFLICTS OF INTEREST**

I, Travis Fitzgibbon, have no conflict to declare in relation to this report.

# **2022 Local Government Community Satisfaction Survey**

## **Buloke Shire Council**

Coordinated by the Department of Jobs,  
Precincts and Regions on behalf of  
Victorian councils





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## Background and objectives

**The Victorian Community Satisfaction Survey (CSS) creates a vital interface between the council and their community.**

**Held annually, the CSS asks the opinions of local people about the place they live, work and play and provides confidence for councils in their efforts and abilities.**

Now in its twenty-third year, this survey provides insight into the community's views on:

- councils' overall performance, with benchmarking against State-wide and council group results
- value for money in services and infrastructure
- community consultation and engagement
- decisions made in the interest of the community
- customer service, local infrastructure, facilities, services and
- overall council direction.

When coupled with previous data, the survey provides a reliable historical source of the community's views since 1998. A selection of results from the last ten years shows that councils in Victoria continue to provide services that meet the public's expectations.

### Serving Victoria for 23 years

Each year the CSS data is used to develop this State-wide report which contains all of the aggregated results, analysis and data. Moreover, with 23 years of results, the CSS offers councils a consistent, long-term measure of how they are performing – essential for councils that work over the long term to provide valuable services and infrastructure to their communities.

Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.



## **Key findings and recommendations**



## Buloke Shire Council – at a glance

### Overall council performance

Results shown are index scores out of 100.



Buloke 55



State-wide 59



Small Rural 58

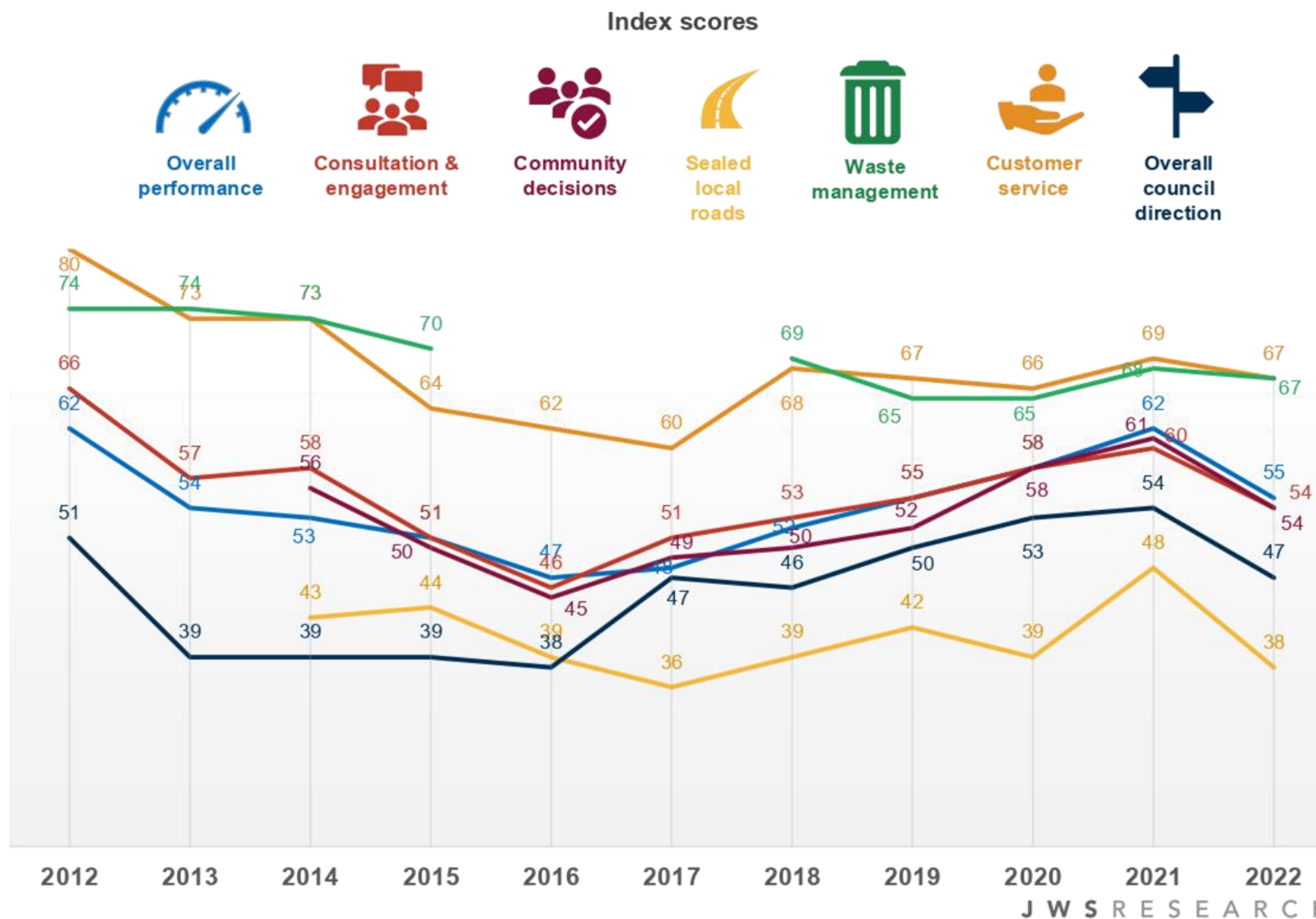
### Council performance compared to State-wide and group averages

	Areas where Council performance is significantly higher	Areas where Council performance is significantly lower
Compared to State-wide average	COVID-19 response	Sealed local roads Unsealed roads Environmental sustainability
Compared to group average	COVID-19 response	Sealed local roads Unsealed roads





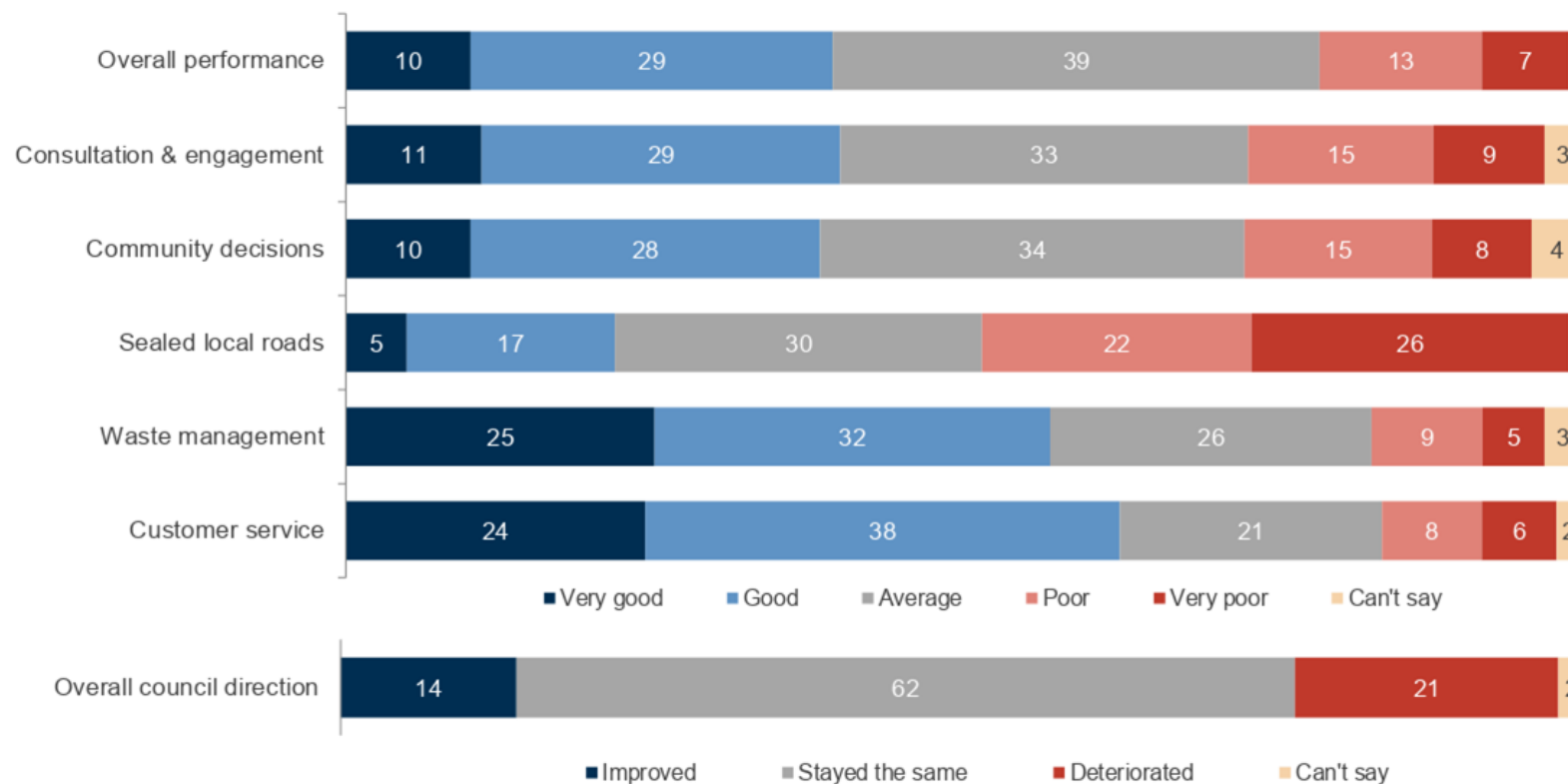
## Summary of core measures





## Summary of core measures










Core measures summary results (%)















## Summary of Buloke Shire Council performance

Services		Buloke 2022	Buloke 2021	Small Rural 2022	State-wide 2022	Highest score	Lowest score
	Overall performance	55	62	58	59	Aged 65+ years	Sea Lake residents, Aged 35-49 years
	Value for money	48	52	51	53	Aged 65+ years	Sea Lake residents
	Overall council direction	47	54	51	50	Aged 18-34 years	Sea Lake residents, Aged 35-49 years
	Customer service	67	69	67	68	Aged 18-34 years, Sea Lake residents	Charlton residents
	COVID-19 response	72	78	69	69	Aged 18-34 years	Aged 50-64 years
	Recreational facilities	71	74	69	69	Aged 65+ years	Aged 35-49 years
	Appearance of public areas	71	75	73	71	Aged 65+ years	Aged 50-64 years
	Elderly support services	69	71	70	67	Aged 18-34 years	Aged 50-64 years
	Waste management	67	68	68	68	Aged 65+ years	Aged 50-64 years

Significantly **higher** / **lower** than Buloke Shire Council 2022 result at the 95% confidence interval.  
Please see Appendix 6 for explanation of significant differences.



## Summary of Buloke Shire Council performance

Services		Buloke 2022	Buloke 2021	Small Rural 2022	State-wide 2022	Highest score	Lowest score
	Bus/community dev./tourism	62	64	63	60	Aged 18-34 years	Aged 50-64 years
	Enforcement of local laws	62	65	62	63	Women	Sea Lake residents
	Environmental sustainability	58	63	59	61	Aged 65+ years	Donald residents
	Consultation & engagement	54	60	54	54	Aged 18-34 years	Sea Lake residents, Aged 35-49 years
	Community decisions	54	61	54	54	Aged 65+ years	Sea Lake residents
	Lobbying	53	58	54	53	Aged 65+ years	Sea Lake residents
	Sealed local roads	38	48	50	53	Aged 65+ years	Aged 35-49 years
	Unsealed roads	31	38	42	41	Sea Lake residents	Aged 35-49 years

Significantly *higher* / *lower* than Buloke Shire Council 2022 result at the 95% confidence interval.  
Please see Appendix 4 for explanation of significant differences.



## Focus areas for the next 12 months

### Overview

Perceptions of Buloke Shire Council's overall performance have declined significantly over the past 12 months (index score of 55, down seven points), arresting a trend of steady improvement seen since 2016. This reflects significantly declining performance in eight of the fourteen service areas evaluated – including core measures of consultation and engagement, community decisions and sealed local roads. While a mixed result for Council, not all of the previous gains achieved over time have been lost.

### Key influences on perceptions of overall performance

Decisions made in the community's interest, consultation and engagement, and lobbying have the strongest influence on overall opinions. Environmental sustainability also exerts a moderate to strong influence on performance. These are all lower rated areas with significantly declining performance in 2022. Improving engagement, and communication around Council decisions and efforts to advance residents' interests – together with promoting sustainability initiatives – will help strengthen overall performance.

### Comparison to state and area grouping

Across the vast majority of service areas, Buloke Shire Council's performance is in line with Small Rural group and State-wide averages. COVID-19 response is the area where Council rates significantly higher than both averages. On both sealed and unsealed roads, Council performs significantly lower than both averages.

### Maintain strengths and improve lower performing areas

In addition to the aforementioned areas, COVID-19 response and recreational facilities have a moderate influence on opinions. As the highest rated areas, Council should look to abate declining COVID-19 response ratings and uphold its strong performance in these areas. Improving perceptions of Council's lowest rated areas – unsealed roads and sealed local roads – should be a priority over the next 12 months. Both have experienced significant declines, with unsealed roads now at its lowest recorded level.

# DETAILED FINDINGS



# Overall performance



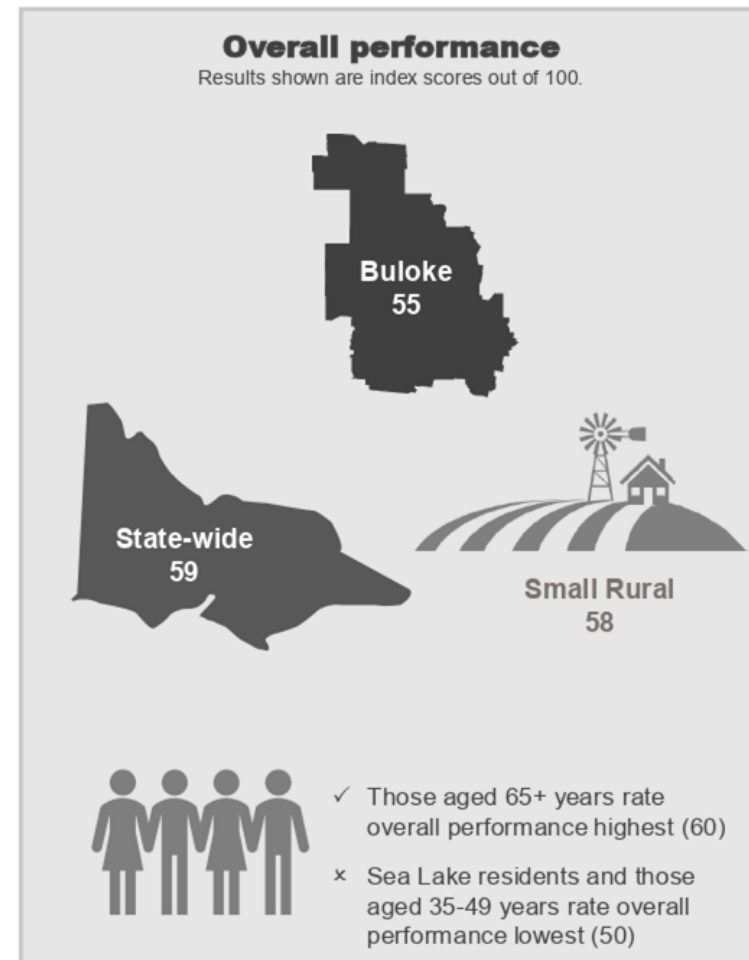
## Overall performance

The overall performance index score of 55 for Buloke Shire Council represents a significant seven-point decline on the 2021 result, arresting a trend of steady improvement seen since 2016.

Buloke Shire Council's overall performance is rated significantly lower than both the Small Rural group and State-wide averages (index scores of 58 and 59 respectively).

- Significant declines in overall performance ratings are seen across the majority of demographic and geographic cohorts in 2022, with the largest drop recorded among those aged 18 to 34 years (down 12 points) and Charlton residents (down nine points).
- Perceptions of overall performance are highest – and significantly higher than average – among residents aged 65+ years (index score of 60, down six points).
- While ratings have remained relatively steady over the past year, perceptions are lowest among Sea Lake residents and those aged 35 to 64 years (although not significantly lower to the average).

Close to three in 10 residents (29%) rate value for money they receive from Council in infrastructure and service as 'very good' or 'good'. This is lower than the 33% rating it as 'very poor' or 'poor'. A further 36% rate Council as 'average' on this measure.

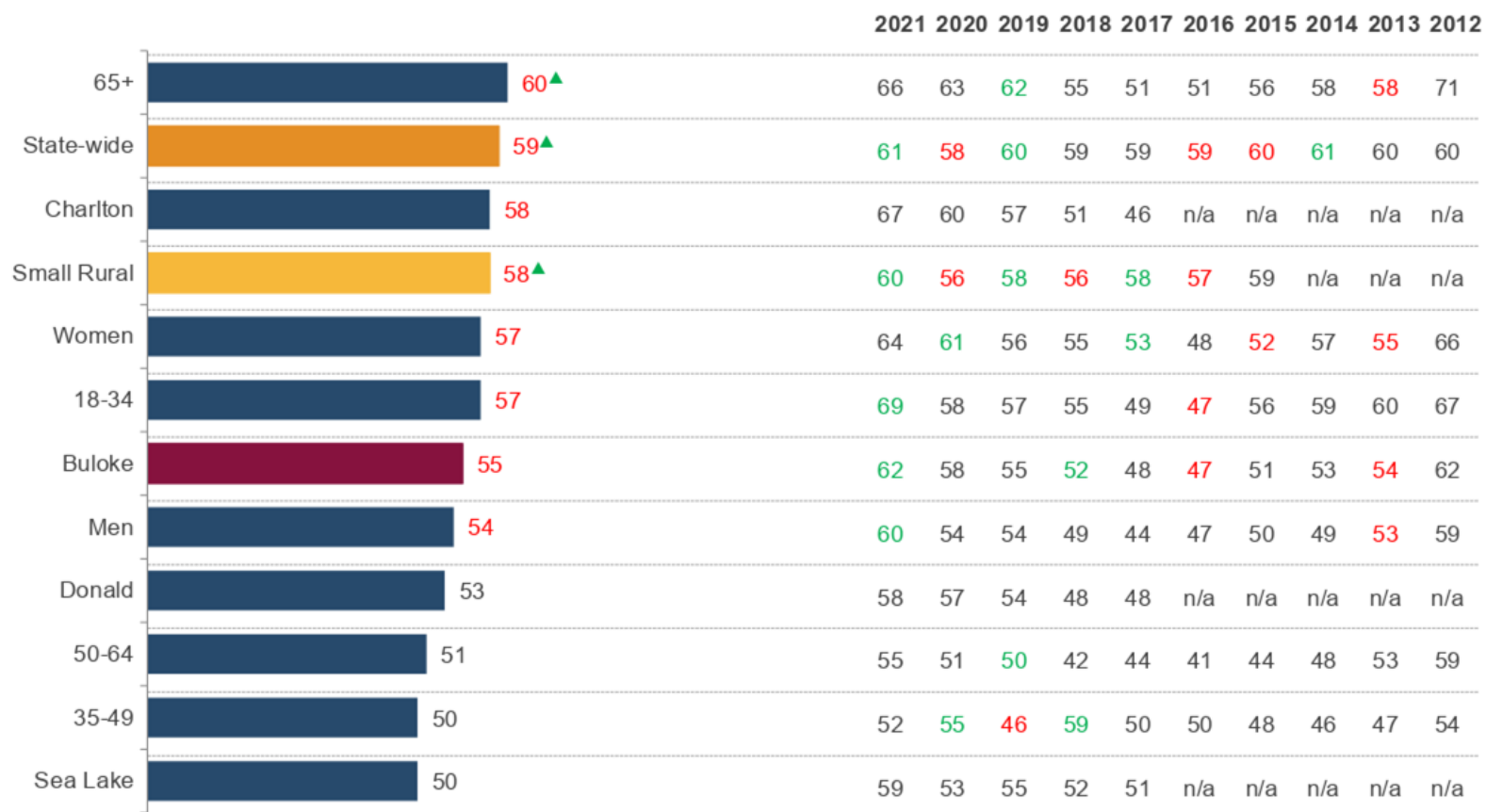






## Overall performance

### 2022 overall performance (index scores)



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Buloke Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

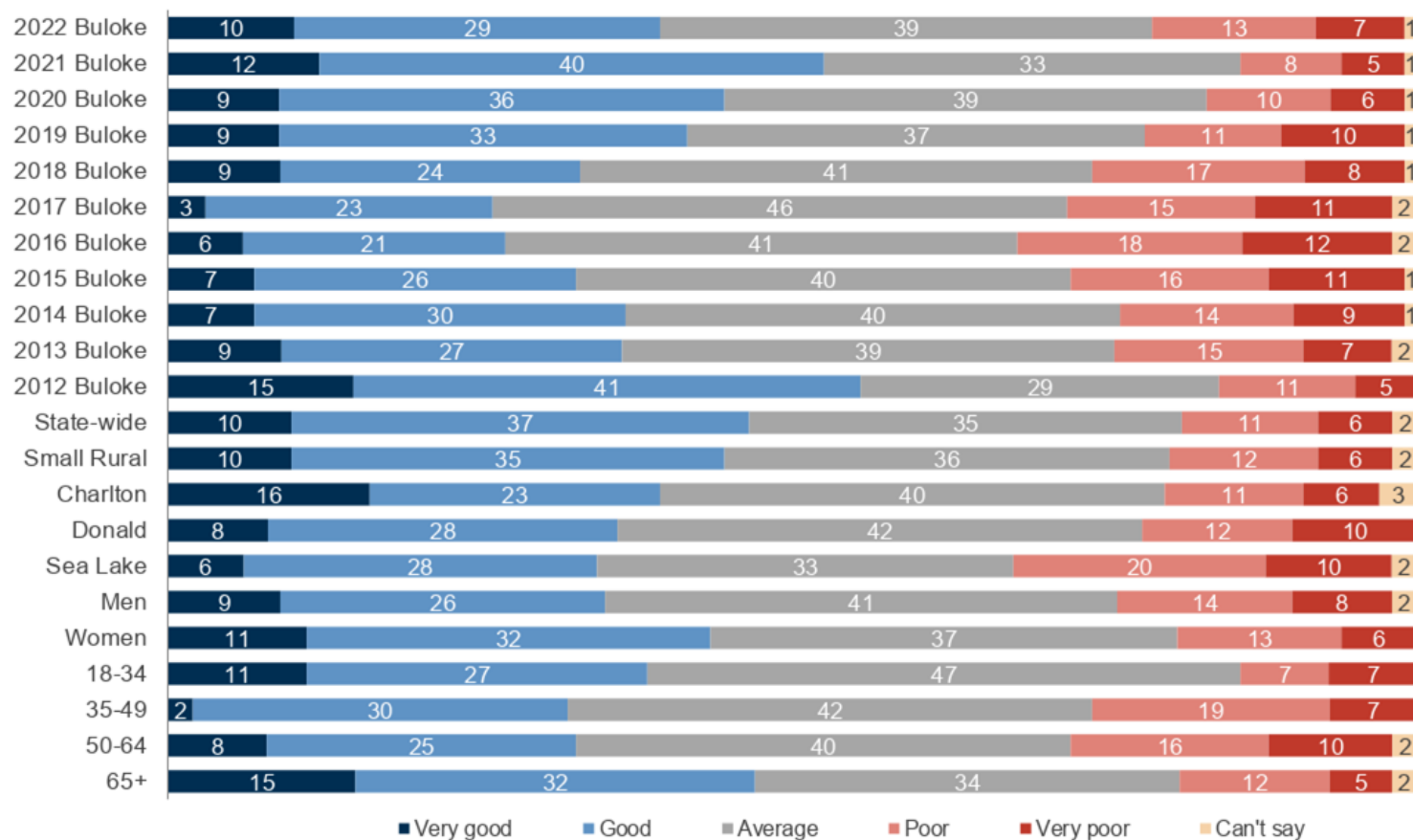
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for evaluation of significant differences



## Overall performance

### 2022 overall performance (%)



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Buloke Shire Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Council asked State-wide: 57 Council asked group: 40

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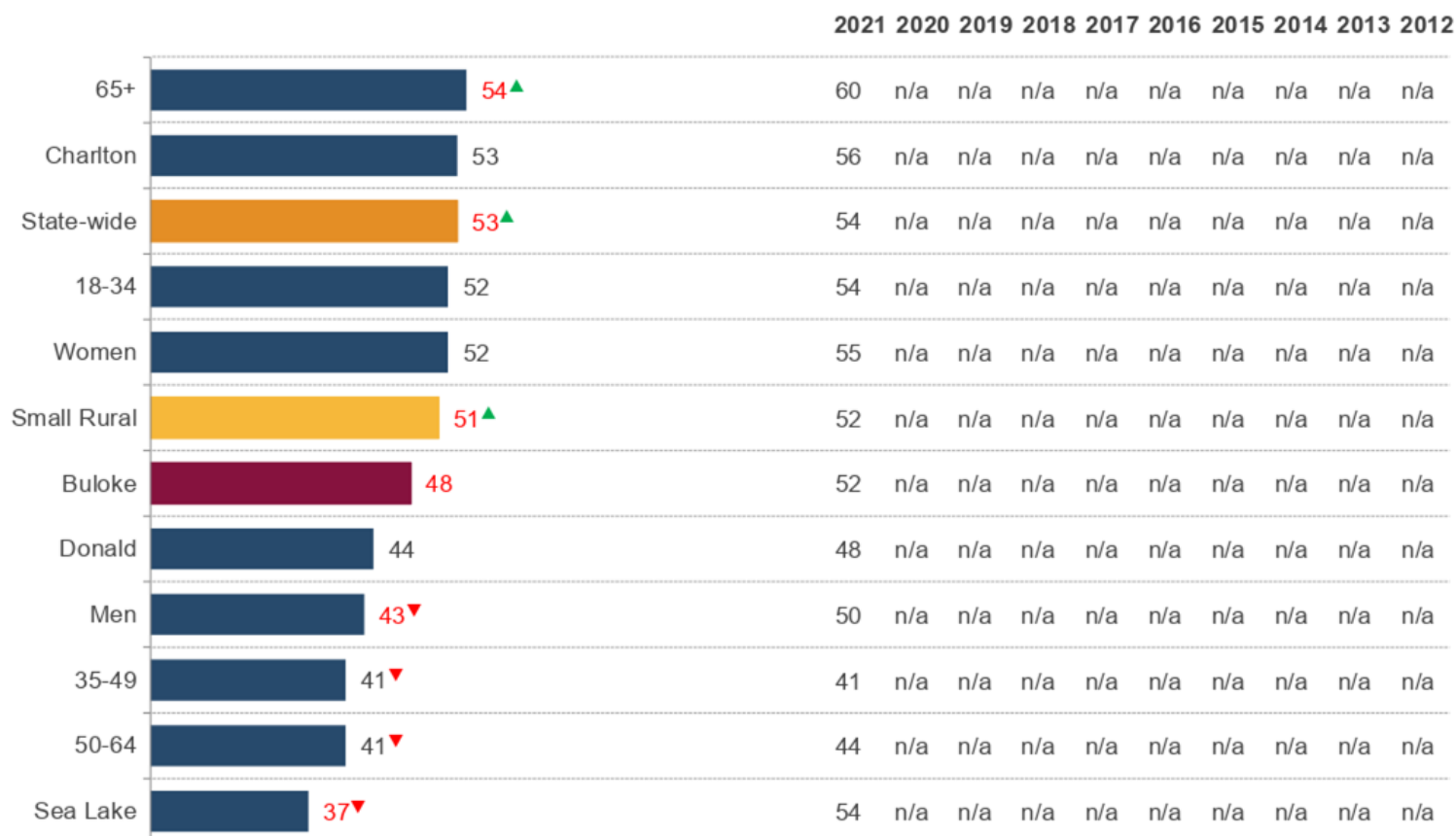
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## Value for money in services and infrastructure

### 2022 value for money (index scores)



Q3b. How would you rate Buloke Shire Council at providing good value for money in infrastructure and services provided to your community?

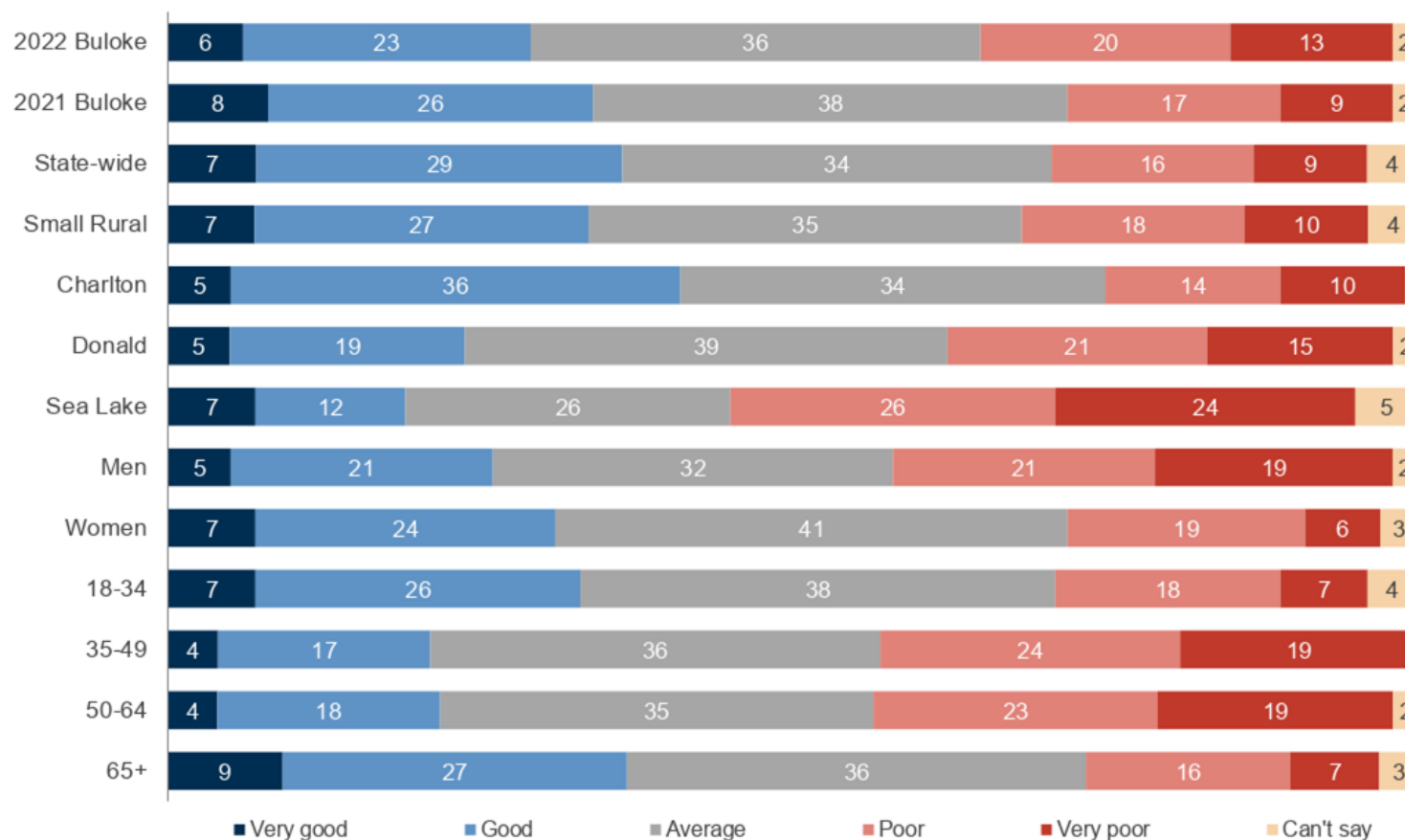
Base: All respondents. Councils asked State-wide: 66 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences



## Value for money in services and infrastructure

2022 value for money (%)



Q3b. How would you rate Buloke Shire Council at providing good value for money in infrastructure and services provided to your community?

Base: All respondents. Council rated State-wide: 66 Council rated group: 40

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## Top performing service areas

COVID-19 response is Council's highest performing area (index score of 72), although ratings declined significantly over the past year (down six points).

Council performs significantly higher than the Small Rural group and State-wide averages in this area.

Recreational facilities and appearance of public areas are Council's next highest rated service areas (index score of 71 for each).

- Ratings of recreational facilities held steady in 2022 (down three index points, which is not a statistically significant decline). Residents aged 65+ years rate this service highest (index score of 77), and significantly higher than average, whereas residents aged 35 to 49 years rate this service the lowest (65).
- Ratings of the appearance of public areas fell significantly over the past year (down four points). Ratings of this area are lowest – and significantly lower than average – among residents aged 50 to 64 years (64).

Council performs in line with the Small Rural group and State-wide averages for both recreational facilities and appearance of public areas.

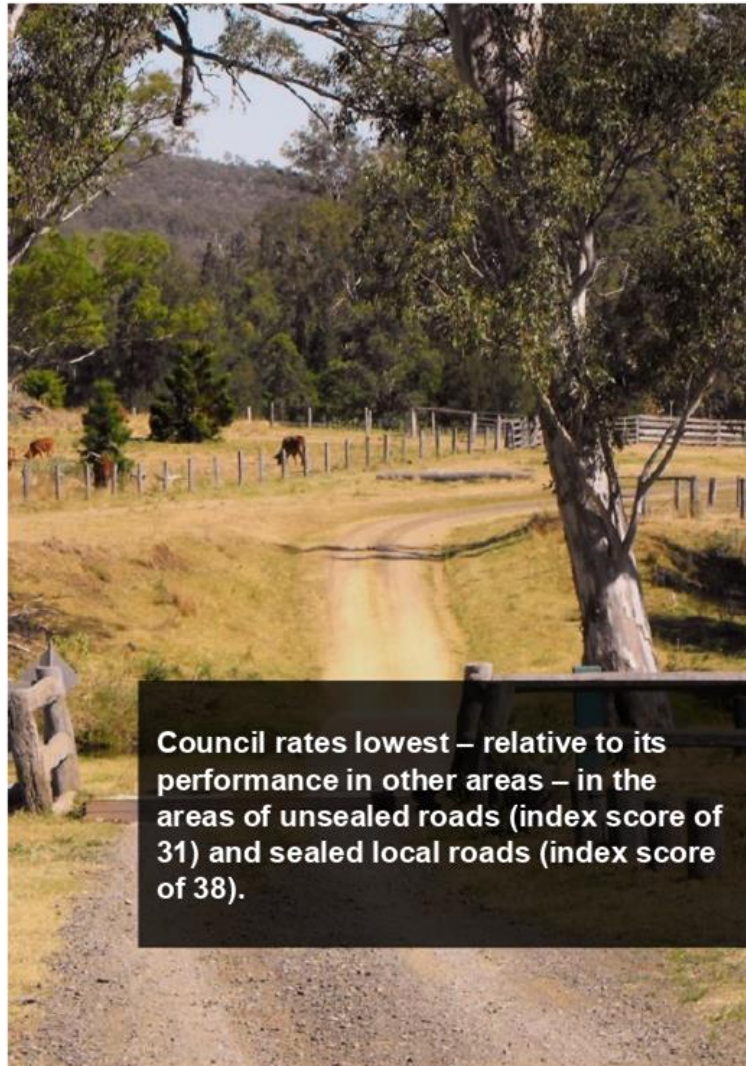
One in ten residents (9%) volunteer recreational and sporting facilities as one of the best things about Buloke Shire Council.







## Low performing service areas



Eight of the 13 service areas evaluated experienced significant declines in performance over the past year.

Council rates lowest in the area of unsealed roads (index score of 31), which fell by a significant seven points in 2022. Council's next lowest rated area, sealed local roads, recorded the largest significant decline (down 10 points to an index score of 38).

- Council rates significantly lower than the Small Rural group and State-wide averages for both of these service areas.
- On unsealed roads, a substantial 55-point gap (up from 48 in 2021) exists between the perceived importance of the service and Council performance in that area.
- Ratings of sealed local roads among Charlton residents, and ratings of unsealed roads among Sea Lake residents are significantly higher than average. This suggests Council should focus on other geographic areas first to lift perceptions.

Consultation and engagement, and community decisions are among lower rated areas experiencing significant and relatively large declines in performance over the past year (each 54, down six and seven points respectively).



## Individual service area performance

### 2022 individual service area performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
COVID-19 response	72	78	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Recreational facilities	71	74	74	69	67	n/a	n/a	63	69	70	72
Appearance of public areas	71	75	71	68	67	n/a	n/a	71	74	74	76
Elderly support services	69	71	69	67	63	n/a	n/a	64	71	71	72
Waste management	67	68	65	65	69	n/a	n/a	70	73	74	74
Bus/community dev./tourism	62	64	62	56	54	n/a	n/a	56	60	58	62
Enforcement of local laws	62	65	62	61	58	n/a	n/a	63	65	63	66
Environmental sustainability	58	63	59	57	58	n/a	n/a	n/a	n/a	n/a	n/a
Consultation & engagement	54	60	58	55	53	51	46	51	58	57	66
Community decisions	54	61	58	52	50	49	45	50	56	n/a	n/a
Lobbying	53	58	54	52	52	49	48	50	54	55	62
Sealed local roads	38	48	39	42	39	36	39	44	43	n/a	n/a
Unsealed roads	31	38	35	37	35	n/a	n/a	40	41	39	43

Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?

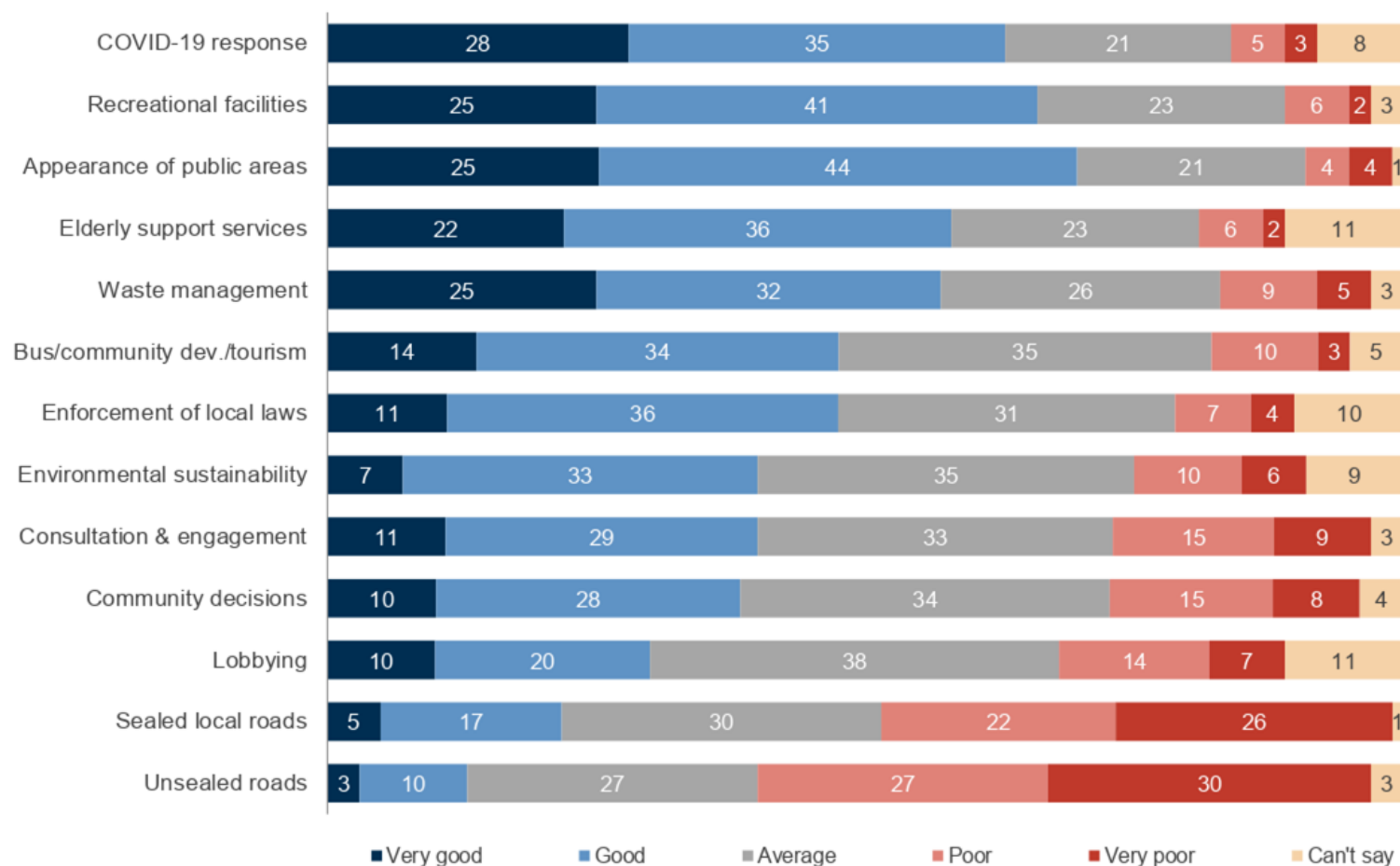
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for evaluation of significant differences



## Individual service area performance

2022 individual service area performance (%)

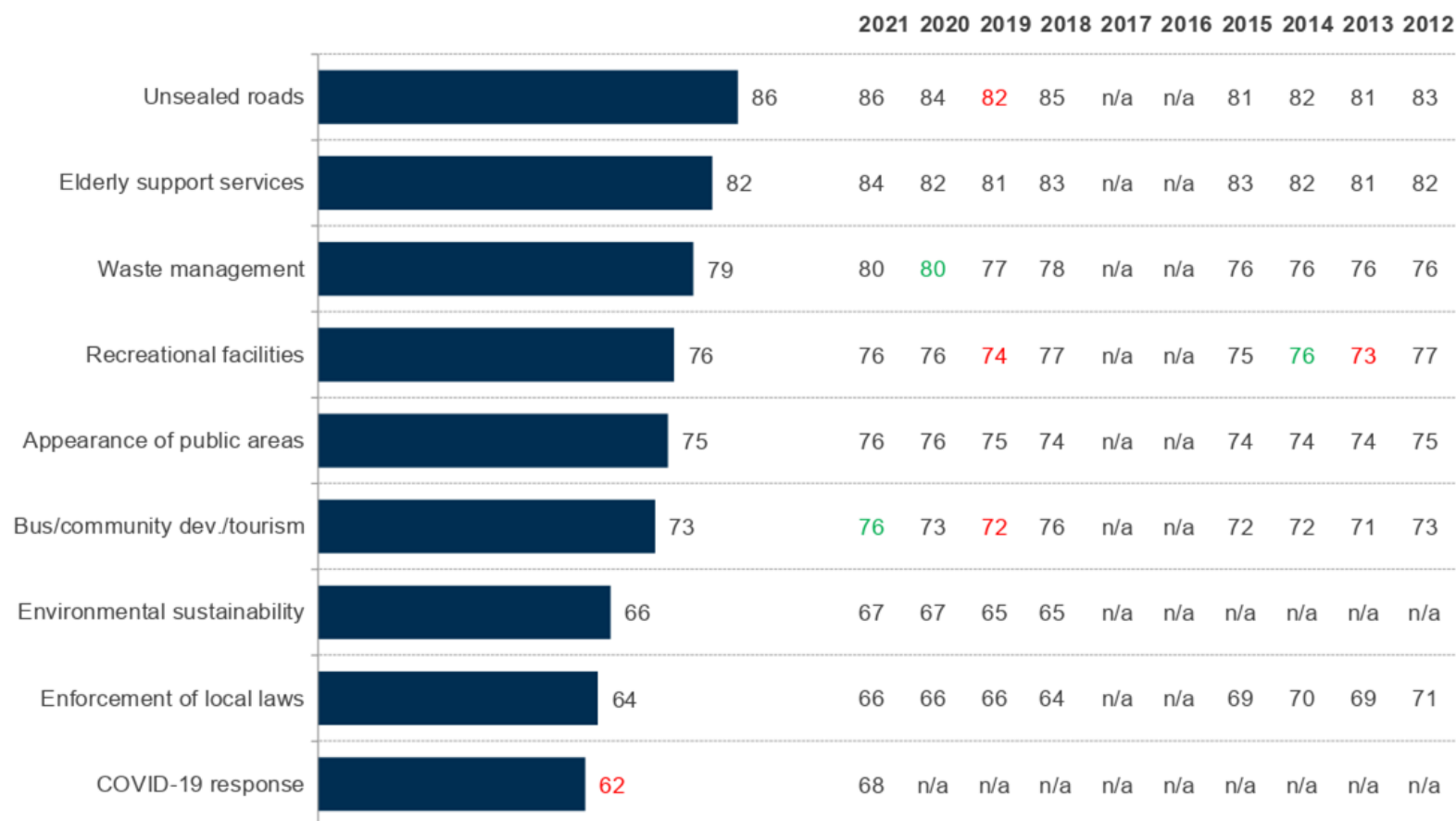


Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Council rated State-wide: 57 Council rated region: 40



## Individual service area importance

### 2022 individual service area importance (index scores)



Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 34 Councils asked group: 8

Note: Please see Appendix A for evaluation of significant differences

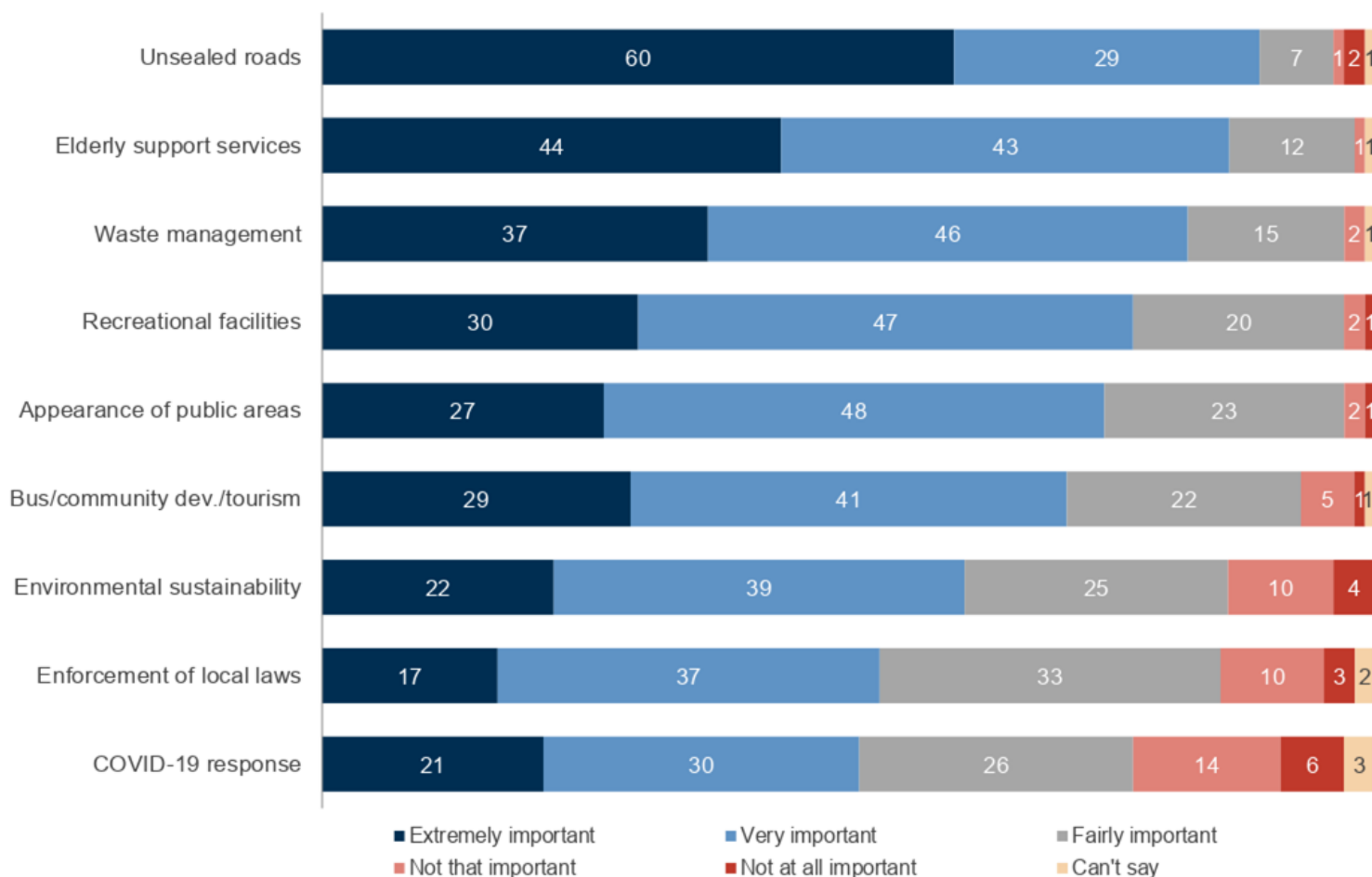
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## Individual service area importance

2022 individual service area importance (%)



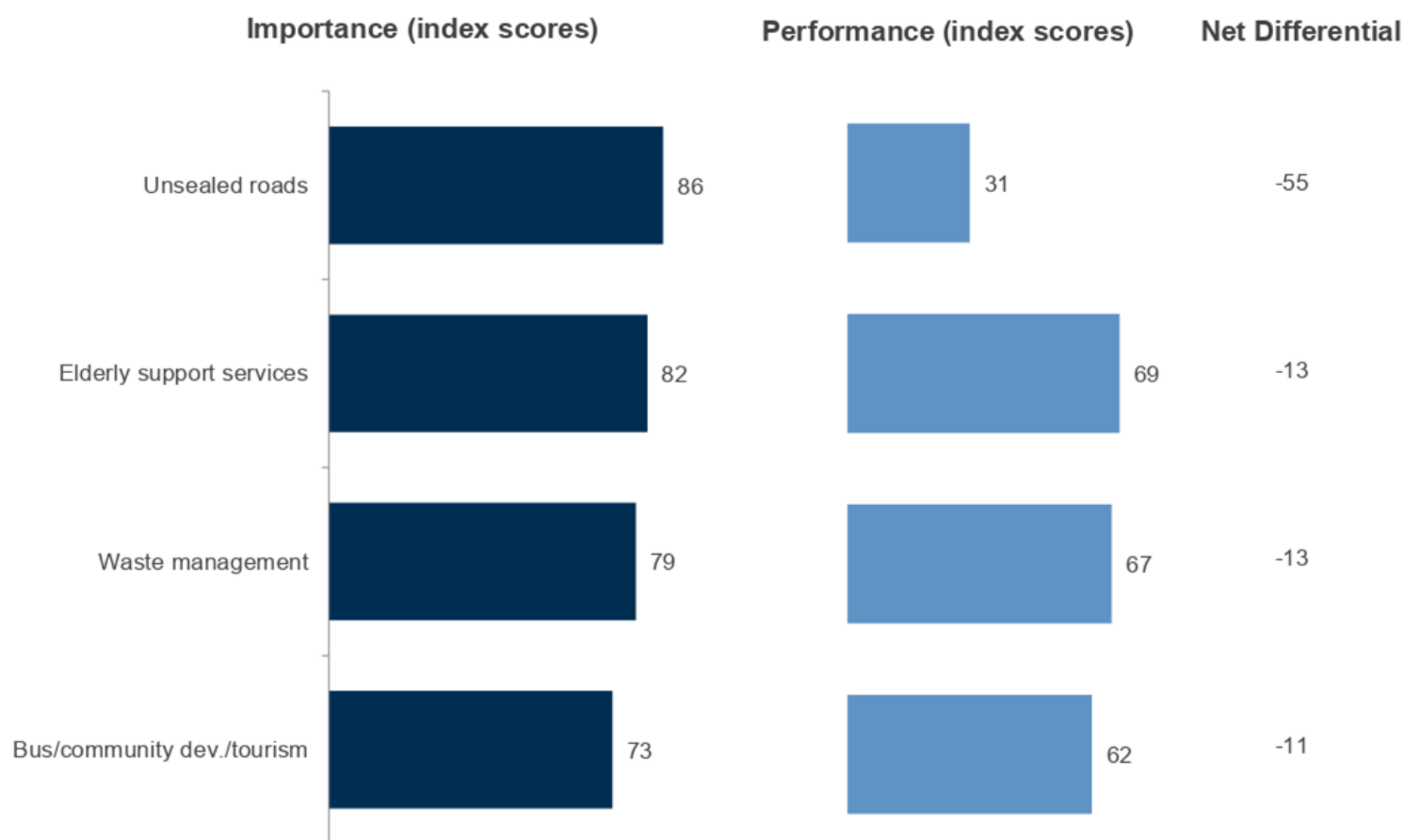
Q1. Firstly, how important should [RESPONSIBILITY AREA] be as a responsibility for Council?  
 Base: All respondents. Council asked. State wide: 34 Council asked from: 8





## Individual service areas importance vs performance

Service areas where importance exceeds performance by 10 points or more, suggesting further investigation is necessary.



Note: Net differentials are calculated based on the un-rounded importance and performance scores, then rounded to the nearest whole number, which may

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## Influences on perceptions of overall performance

The individual service area that has the strongest influence on the overall performance rating (based on regression analysis) is:

- Decisions made in the interest of the community.

**Good communication and transparency with residents about decisions Council has made in the community's interest provides the greatest opportunity to drive up overall opinion of Council's performance.**

Following on from that, other individual service areas with a moderate to strong influence on the overall performance rating are:

- Community consultation and engagement
- Lobbying on behalf of the community
- Recreational facilities.
- Environmental sustainability
- Council's COVID-19 response.

Looking at these key service areas only, Council's COVID-19 response and recreational facilities have a high performance index (72 and 71 respectively) and a moderate influence on the overall performance rating.

Maintaining these positive results should remain a focus – but there is greater work to be done elsewhere.

Other service areas that have a moderate to strong influence on overall perceptions, but perform relatively less well, are lobbying on behalf of the community, community consultation and engagement, and environmental sustainability (performance index of 53, 54 and 58 respectively).

**A focus on consulting local residents and demonstrating Council efforts to advance and defend their interests, as well as promoting Council's sustainability initiatives, can also help shore up overall ratings of Council.**



## Regression analysis explained

We use regression analysis to investigate which individual service areas, such as community consultation, condition of sealed local roads, etc. (the independent variables) are influencing respondent perceptions of overall council performance (the dependent variable).

In the charts that follow:

- The horizontal axis represents the council performance index for each individual service. Service areas appearing on the right side of the chart have a higher performance index than those on the left.
- The vertical axis represents the Standardised Beta Coefficient from the multiple regression performed. This measures the contribution of each service area to the model. Service areas near the top of the chart have a greater positive effect on overall performance ratings than service areas located closer to the axis.

The regressions are shown on the following two charts.

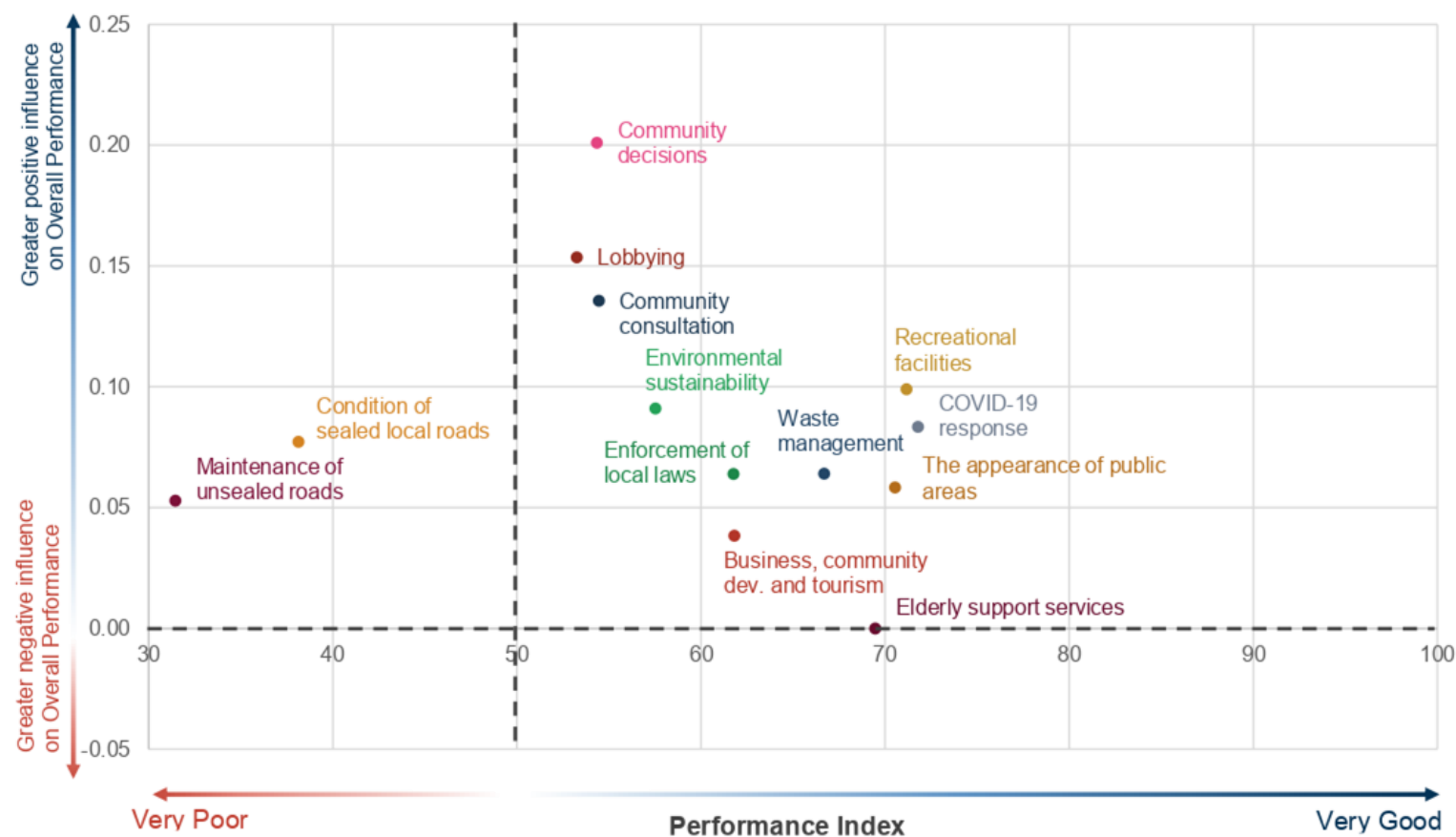
1. **The first chart** shows the results of a regression analysis of *all* individual service areas selected by Council.
2. **The second chart** shows the results of a regression performed on a smaller set of service areas, being those with a moderate-to-strong influence on overall performance. Service areas with a weak influence on overall performance (i.e. a low Standardised Beta Coefficient) have been excluded from the analysis.

**Key insights from this analysis are derived from the second chart.**



## Influence on overall performance: all service areas

2022 regression analysis (all service areas)

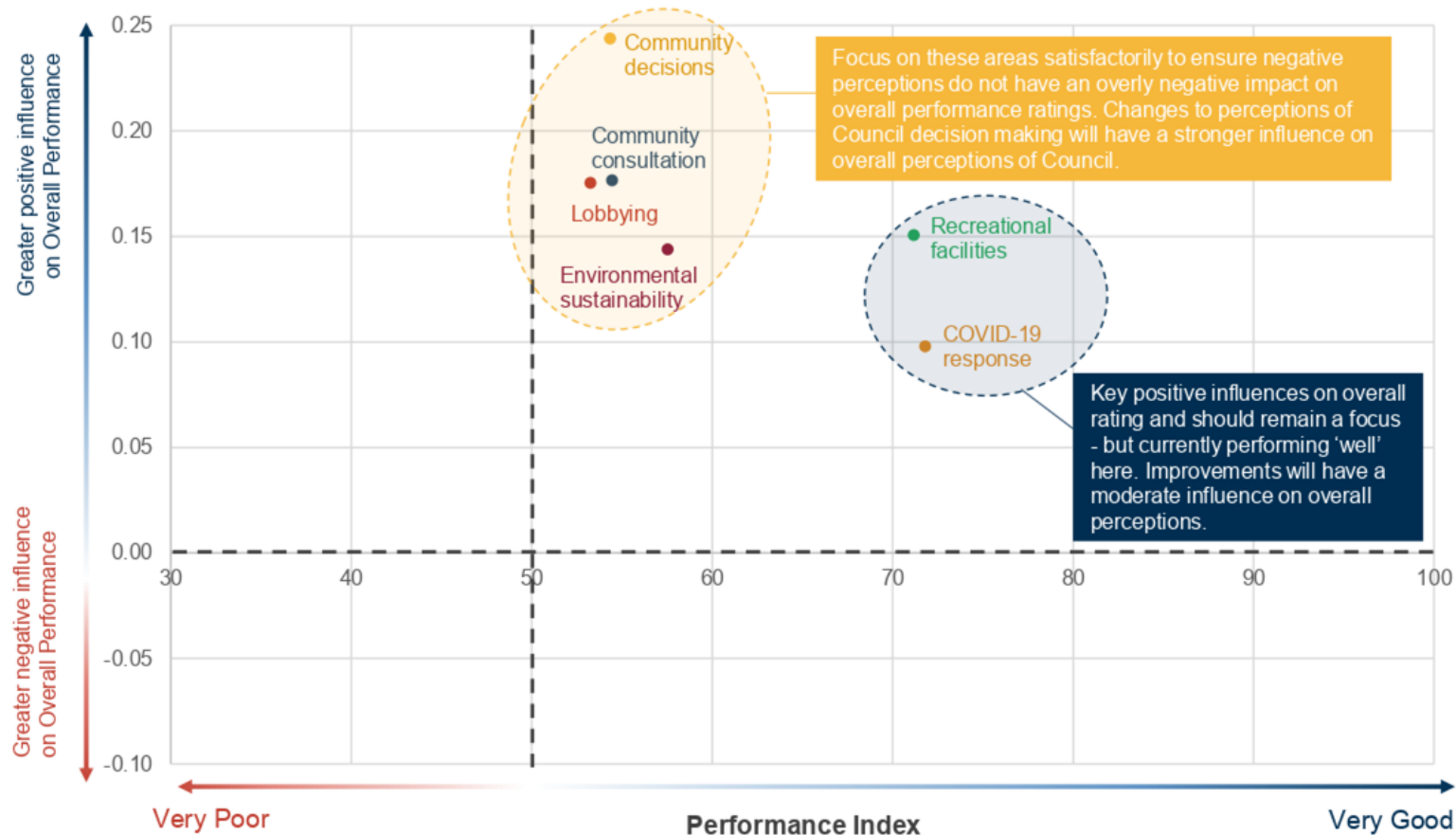


The multiple regression analysis model above (all service areas) has an  $R^2$  value of 0.580 and adjusted  $R^2$  value of 0.566, which means that 58% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at  $p = 0.0001$ ,  $F = 41.05$ . This model should be interpreted with some caution as some data is not normally distributed and not all service areas have linear correlations.



## Influence on overall performance: key service areas

2022 regression analysis (key service areas)

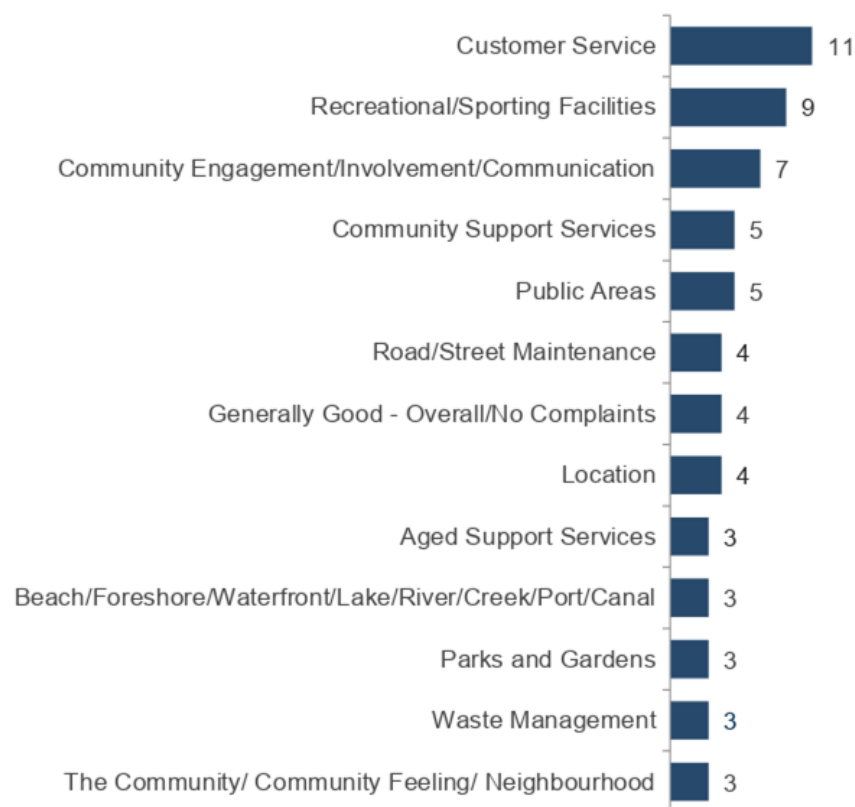


The multiple regression analysis model above (reduced set of service areas) has an  $R^2$  value of 0.556 and adjusted  $R^2$  value of 0.549, which means that 56% of the variance in community perceptions of overall performance can be predicted from these variables. The overall model effect was statistically significant at  $p = 0.000$ ,  $F = 84.00$ .



## Best things about Council

**2022 best things about Council (%)**  
**- Top mentions only -**



Q16. Please tell me what is the ONE BEST thing about Buloke Shire Council? It could be about any of the issues or services we have covered in this survey or it could be about something else altogether?

Base: All respondents. Councils asked State-wide: 30 Councils asked group: 9

A breakdown of responses to this question can be found in the supplementary dashboard



## **Customer service**





## Contact with council and customer service

### Contact with council

Seven in ten residents (69%) have had contact with Council in the last 12 months, a significant increase of 10 percentage points on last year. Rate of contact is highest and has increased significantly among residents aged 18 to 34 years (75%, up 28 percentage points) and women (74%, up 13 percentage points).

Telephone (48%), in-person communications (23%) and email (22%) comprise the main methods of contacting Council. Both telephone and email contact with Council increased by seven percentage points from 2021.



### Customer service

Council's customer service index of 67 is just slightly lower than its 2021 rating (index score of 69). Since 2018, Council's customer service ratings have remained relatively consistent, and continue to be lower than the peak level achieved in 2012 (80).

Customer service is rated in line with the Small Rural group and State-wide averages (index scores of 67 and 68 respectively).

- Perceptions of customer service among residents aged 18 to 34 years declined significantly (70, down 11 points). In 2021, this age group recorded the highest rating for customer service, and despite the significant decline in ratings this year, remain among the groups providing the highest rating.
- Significant declines in perceptions of customer service are also seen among Charlton residents (62, down 15 points) and women (65, down eight points).

Customer service ratings among those having in-person contact with Council have declined significantly (67, down 13 points). Ratings among those communicating via telephone (69, unchanged) and email (58\*, up one point) remain consistent with 2021 results.

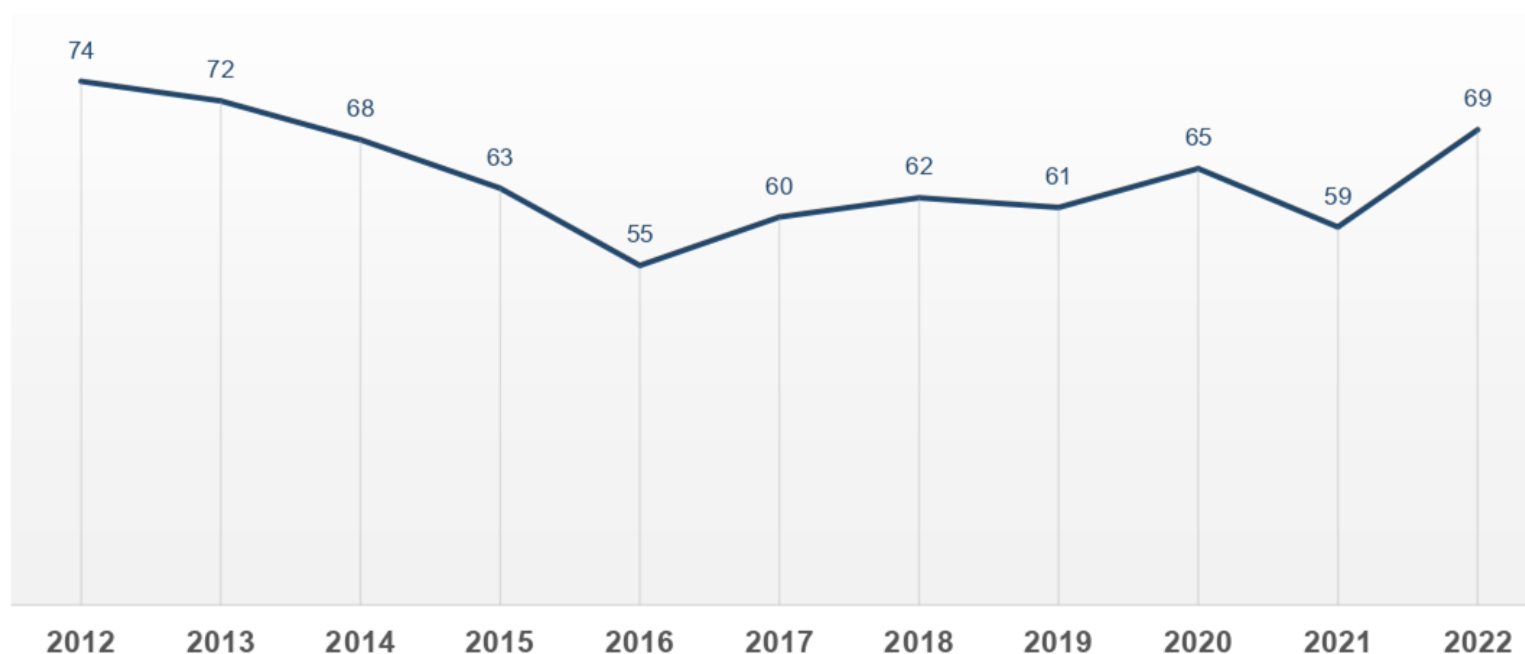
*\* Caution: small sample size.*



## Contact with council



2022 contact with council (%)  
Have had contact



Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?  
Base: All respondents. Council asked State-wide: 95 Council asked region: 4

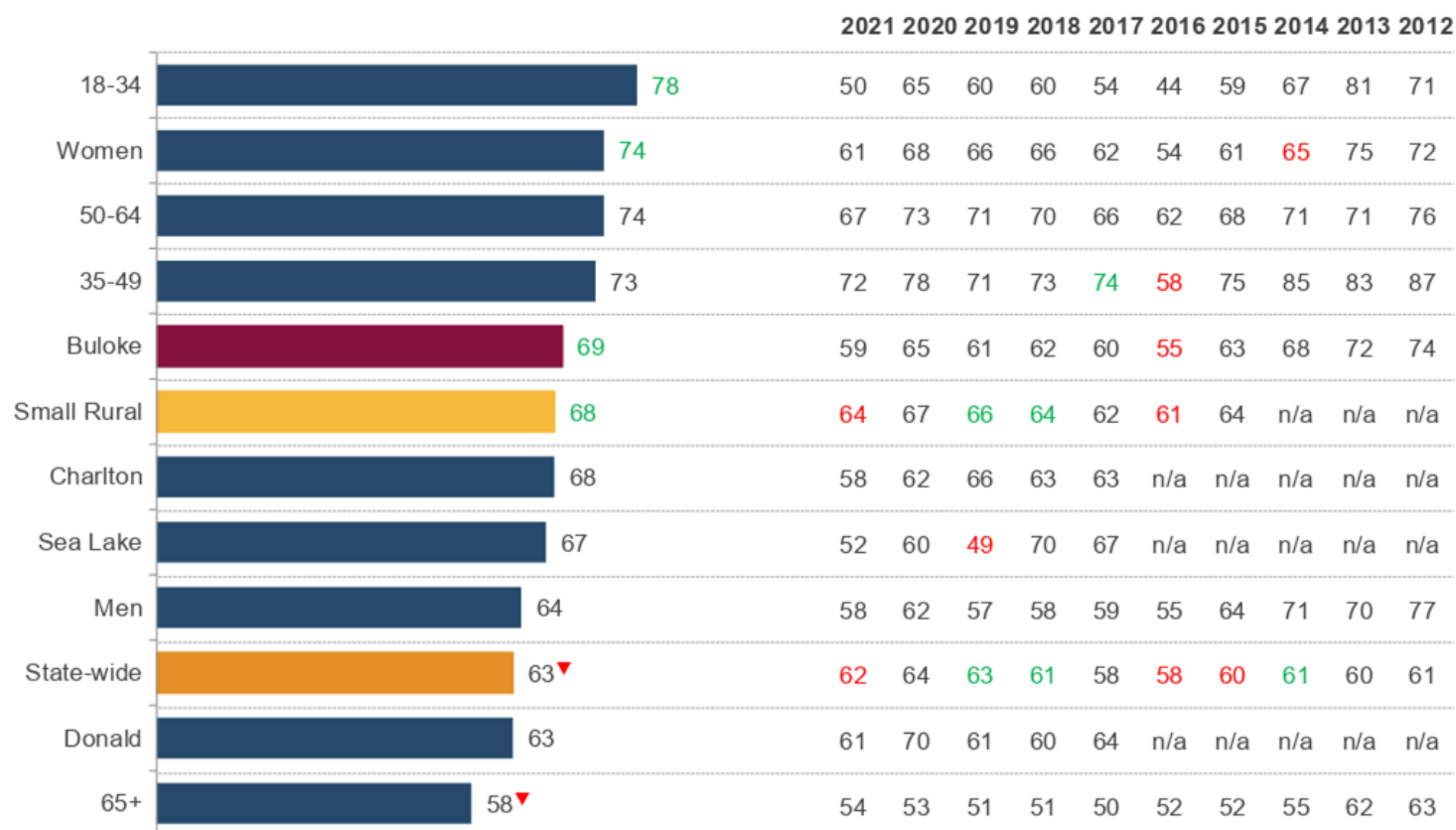
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32



## Contact with council

### 2022 contact with council (%)



Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?

Base: All respondents. Councils asked State-wide: 25 Councils asked group: 4

Note: Please see Appendix A for explanation of significant differences



## Customer service rating

### 2022 customer service rating (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	70	81	77	73	72	63	60	68	81	76	81
Sea Lake	70*	64	76	68	73	60	n/a	n/a	n/a	n/a	n/a
Men	69	65	62	63	64	53	61	58	74	69	79
State-wide	68	70	70	71	70	69	69	70	72	71	71
65+	68	72	66	78	70	58	67	67	75	76	81
Donald	67	66	63	60	63	61	n/a	n/a	n/a	n/a	n/a
Small Rural	67	69	70	70	69	69	69	70	n/a	n/a	n/a
Buloke	67	69	66	67	68	60	62	64	73	73	80
50-64	65	63	60	62	57	61	60	57	69	73	81
Women	65	73	69	72	72	65	62	70	73	77	81
35-49	65	63	65	57	77	59	58	66	71	70	78
Charlton	62	77	71	72	73	62	n/a	n/a	n/a	n/a	n/a

Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 67 Councils asked group: 19

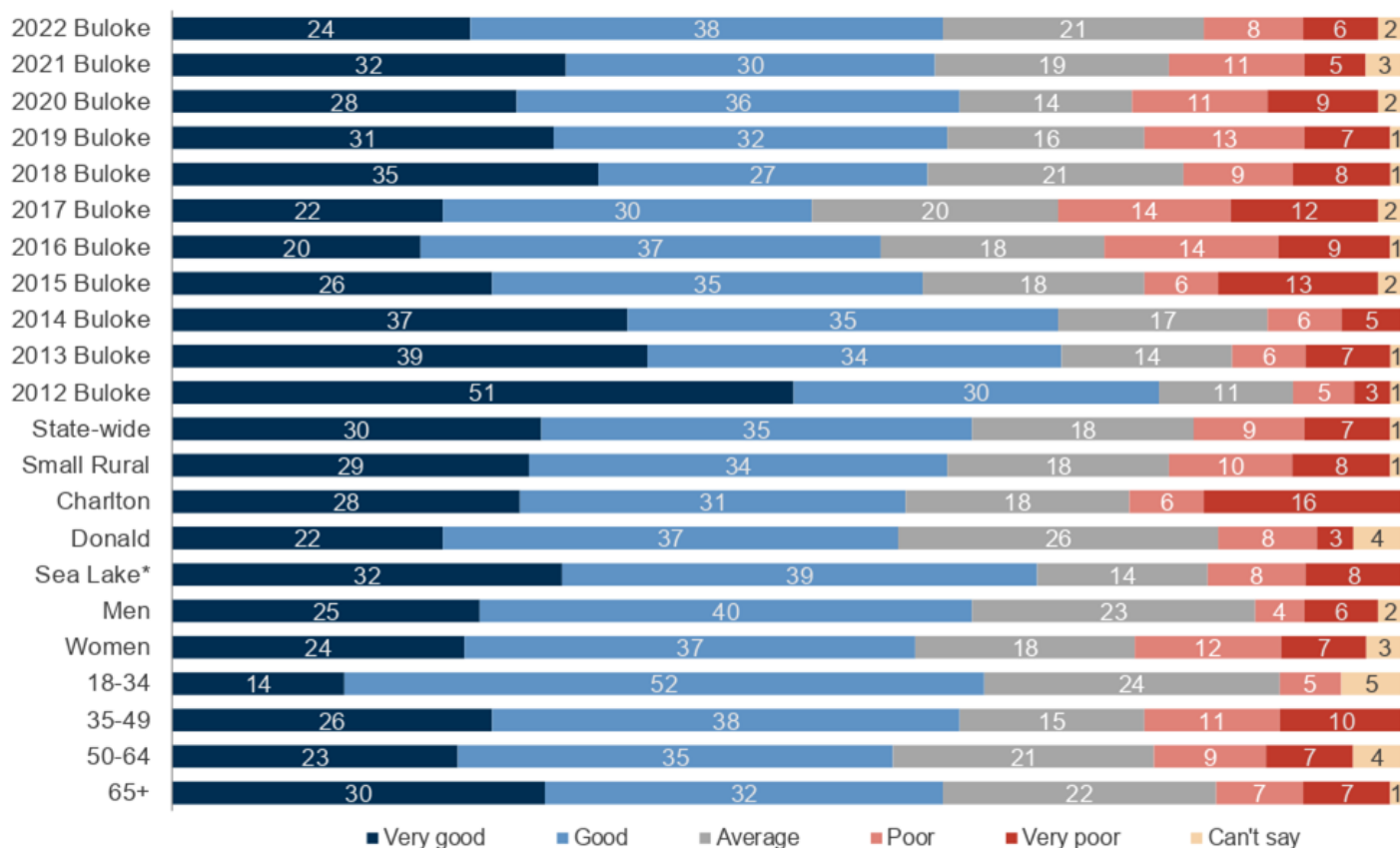
Note: Please see Appendix A for explanation of significant differences.

\*Caution: small sample size < 30



## Customer service rating

### 2022 customer service rating (%)



Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?

Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 67 Councils asked group: 19

\*Caution: small sample size n=20

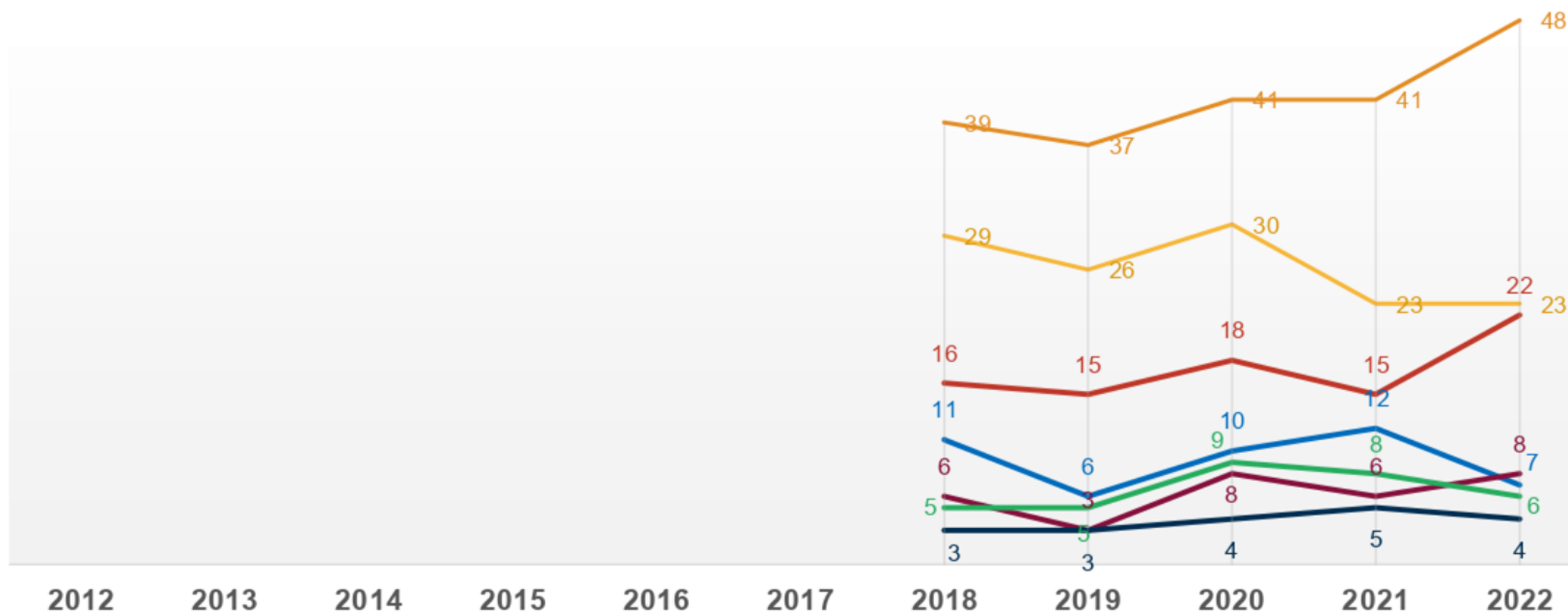
J W S R E S E A R C H

35



## Method of contact with council

2022 method of contact (%)



Q5a. Have you or any member of your household had any recent contact with Buloke Shire Council in any of the following ways?

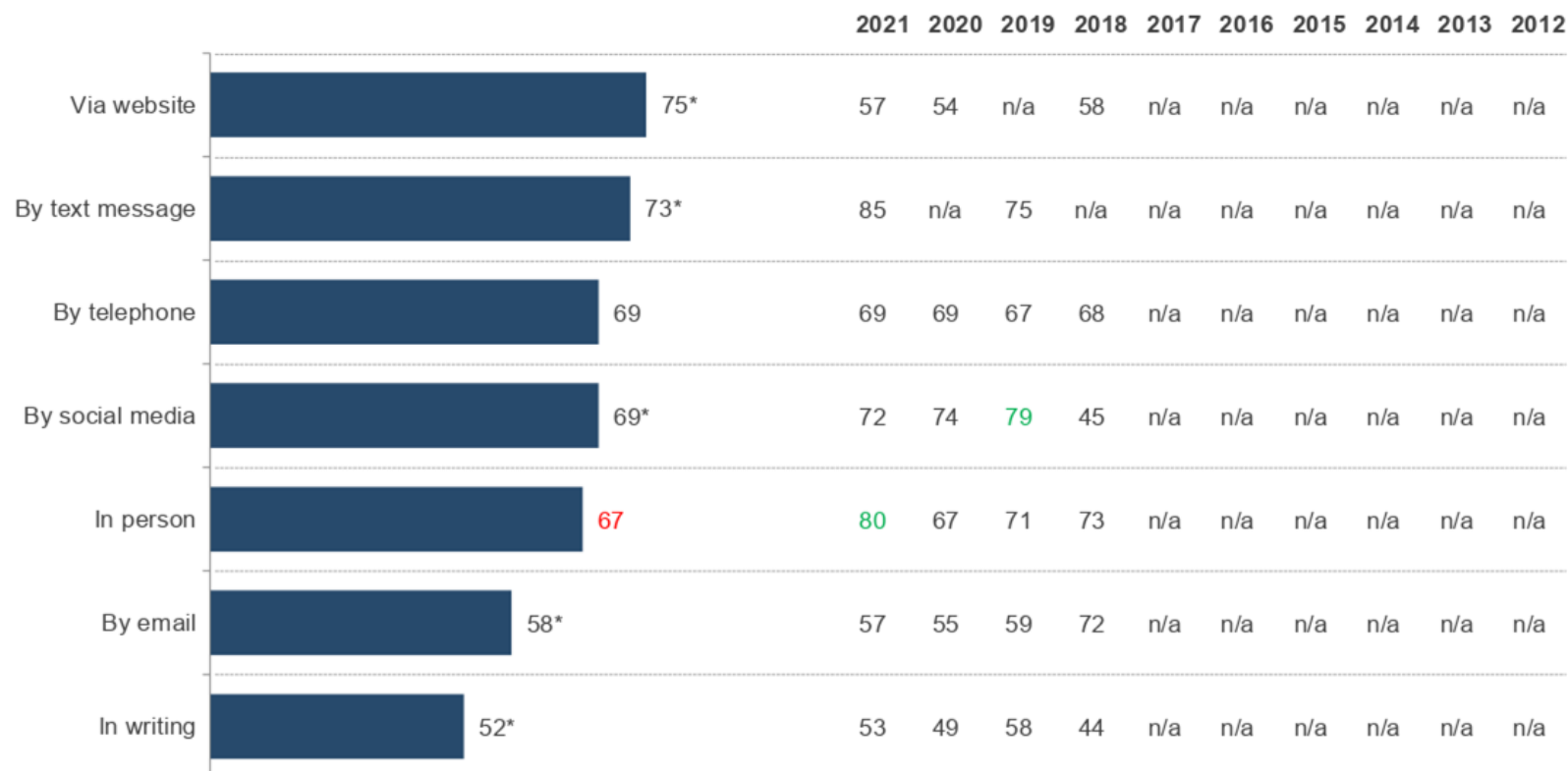
Base: All respondents. Councils asked State-wide: 25 Councils asked group: 4

Note: Respondents could name multiple contact methods so responses may add to more than 100%



## Customer service rating by method of last contact

2022 customer service rating (index score by method of last contact)



Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?

Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 25 Councils asked group: 4

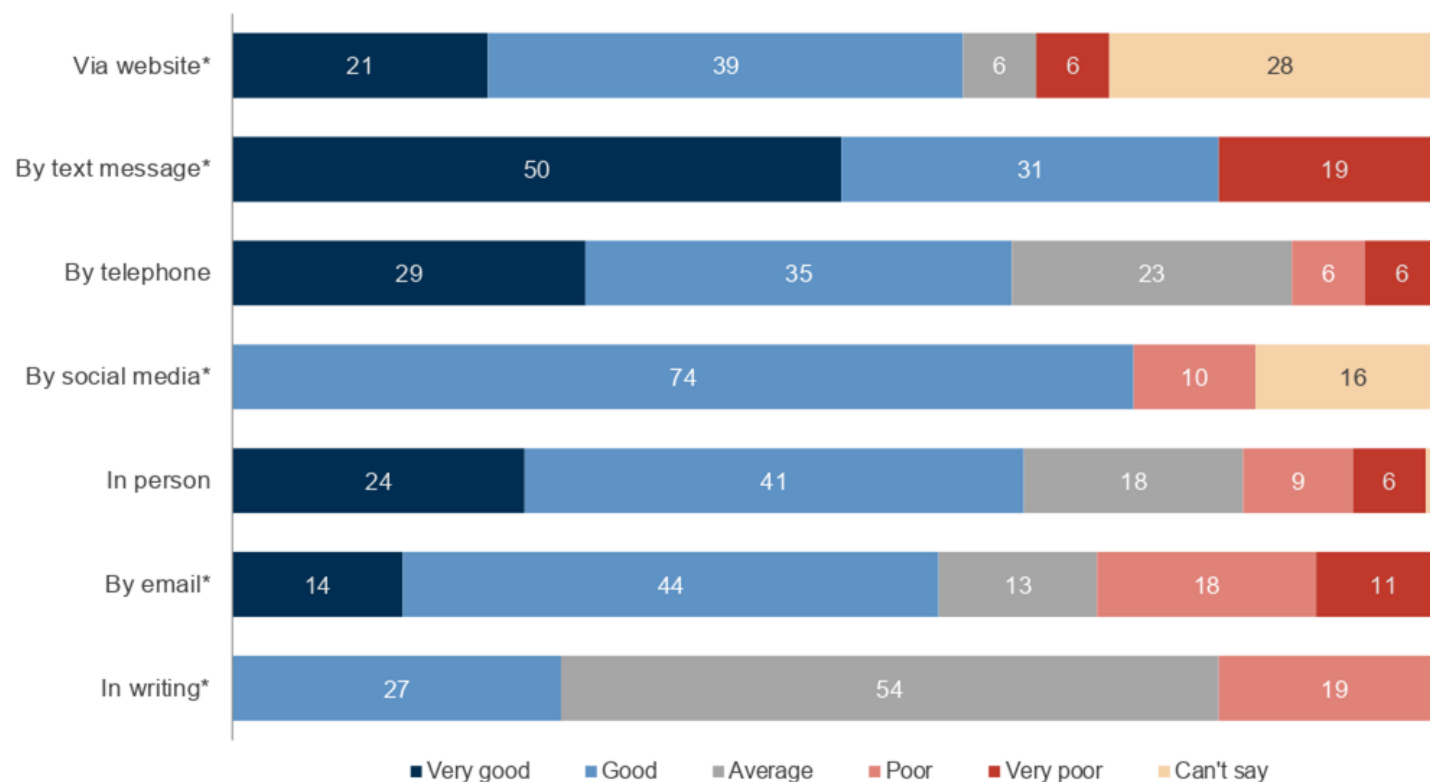
Note: Please see Appendix A for explanation of significant differences.

\*Caution: small sample size < n=30



## Customer service rating by method of last contact

2022 customer service rating (% by method of last contact)



Q5c. Thinking of the most recent contact, how would you rate Buloke Shire Council for customer service?

Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked State-wide: 25 Councils asked group: 4

\*Cautions: small sample size < 30



## **Council direction**



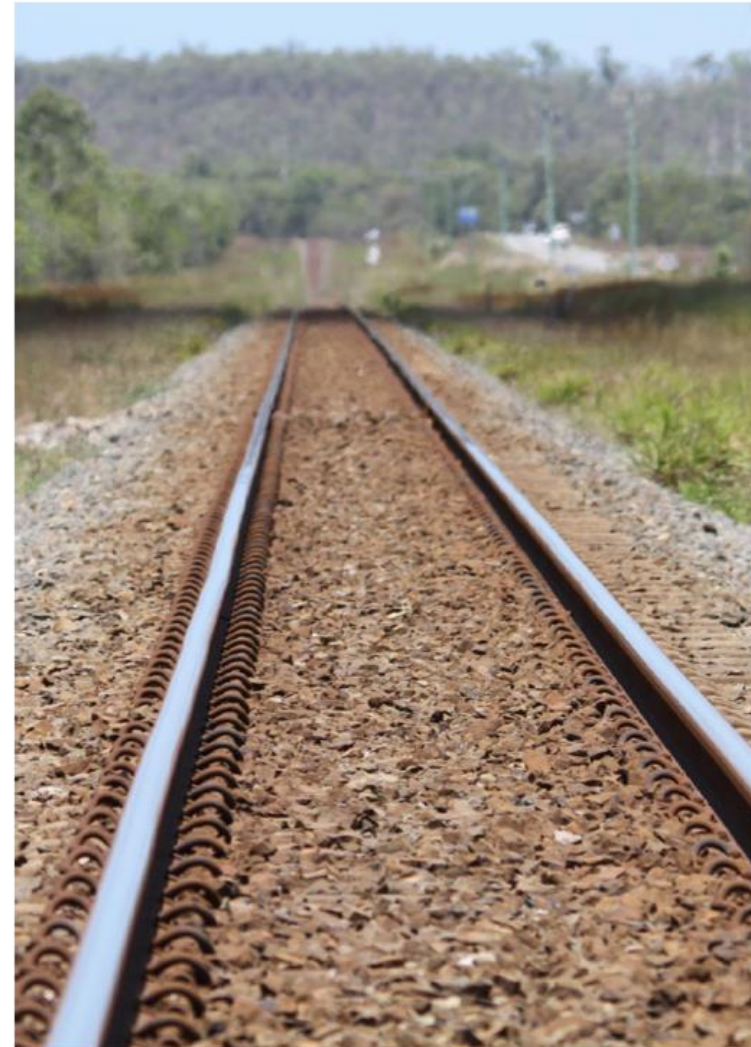


## Council direction

A clear majority of residents (62%, down one percentage point since 2020) believe the direction of Council's overall performance has 'stayed the same' over the past 12 months.

- 14% believe the direction has improved (down six percentage points on 2021).
- Comparatively, 21% believe it has deteriorated, an increase of eight percentage points from 2021.
- The most satisfied with Council direction (and significantly higher than the Council average) are residents aged 18 to 34 years.
- The least satisfied with Council direction are Sea Lake residents and those aged 35 to 49 years (both significantly lower than the average).

Perceptions of Buloke Shire Council's overall direction (index score of 47) are significantly lower than the Small Rural group and State-wide averages (index scores of 51 and 50 respectively).





## Overall council direction last 12 months

### 2022 overall council direction (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	57▲	59	61	47	46	52	35	43	47	49	51
Small Rural	51▲	53	50	53	50	52	50	53	n/a	n/a	n/a
Charlton	51	65	62	54	46	47	n/a	n/a	n/a	n/a	n/a
State-wide	50▲	53	51	53	52	53	51	53	53	53	52
65+	50	55	56	55	50	48	46	39	41	37	56
Men	48	53	49	48	42	42	38	39	37	36	47
Donald	47	47	46	52	42	44	n/a	n/a	n/a	n/a	n/a
Buloke	47	54	53	50	46	47	38	39	39	39	51
Women	46	55	56	51	49	52	38	38	41	42	54
50-64	43	48	45	50	37	40	30	37	36	39	46
35-49	36▼	52	50	42	48	51	37	36	36	33	48
Sea Lake	36▼	51	54	42	42	43	n/a	n/a	n/a	n/a	n/a

Q6. Over the last 12 months, what is your view of the direction of Buloke Shire Council's overall performance?

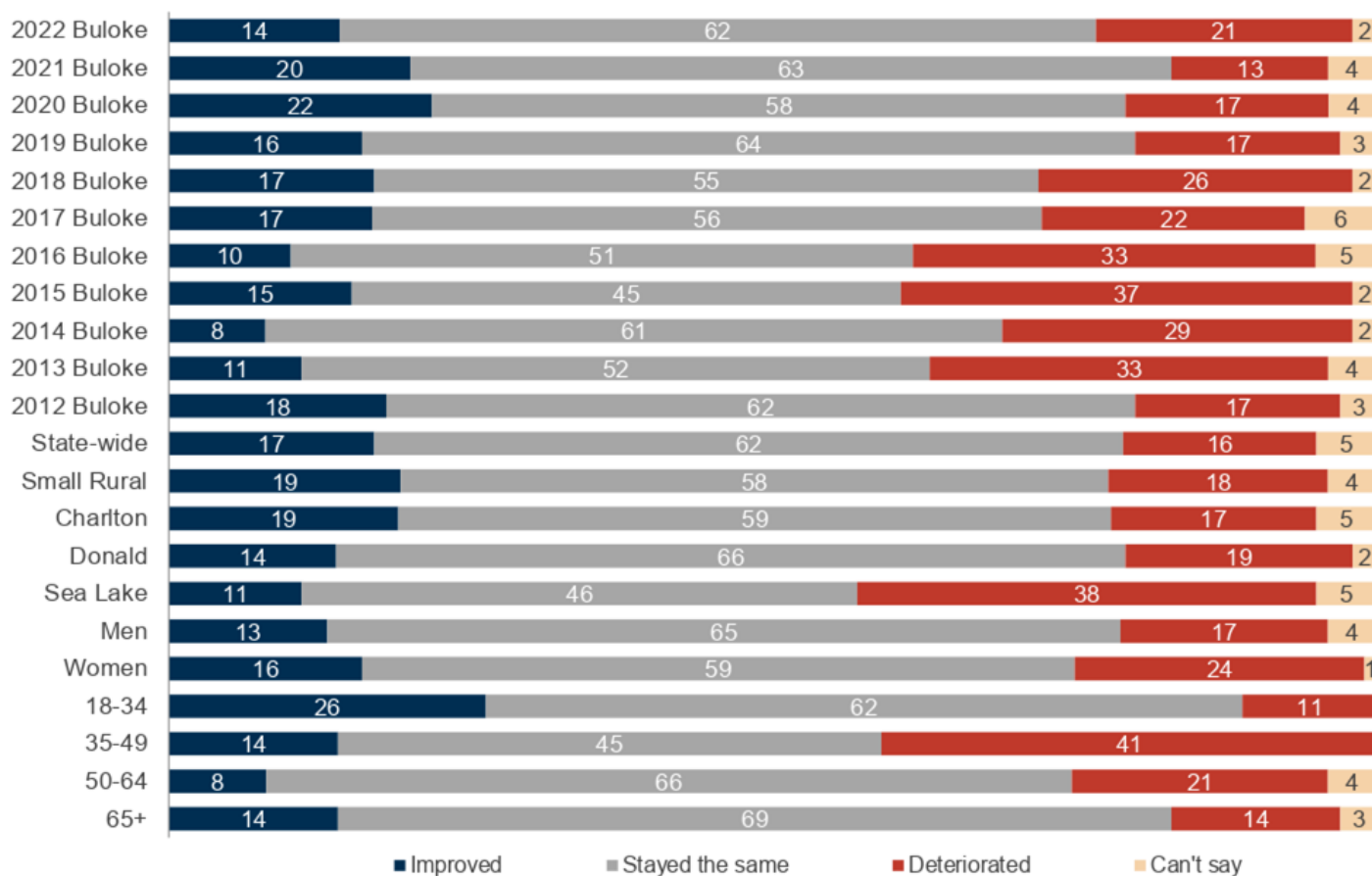
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for evaluation of significant differences



## Overall council direction last 12 months

2022 overall council direction (%)



Q6. Over the last 12 months, what is your view of the direction of Buloke Shire Council's overall performance?  
 Base: All respondents. Council asked State-wide: 67 Council asked from: 40.

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42



## **Individual service areas**



## Community consultation and engagement performance



### 2022 consultation and engagement performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	<div></div> 67▲	66	68	62	59	49	44	58	61	63	66
65+	<div></div> 57	63	59	60	57	52	49	53	61	59	71
Women	<div></div> 56	62	60	56	55	54	48	51	57	59	67
Charlton	<div></div> 55	64	60	50	51	46	n/a	n/a	n/a	n/a	n/a
Buloke	<div></div> 54	60	58	55	53	51	46	51	58	57	66
Donald	<div></div> 54	54	58	57	54	51	n/a	n/a	n/a	n/a	n/a
State-wide	<div></div> 54	56	55	56	55	55	54	56	57	57	57
Small Rural	<div></div> 54	56	54	56	54	55	55	56	n/a	n/a	n/a
Men	<div></div> 53	58	55	53	51	47	44	50	58	56	64
50-64	<div></div> 49	51	49	48	43	45	41	45	55	56	62
35-49	<div></div> 46▼	56	57	50	55	55	50	48	55	50	62
Sea Lake	<div></div> 43▼	58	64	53	48	58	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?

Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences

J W S R E S E A R C H

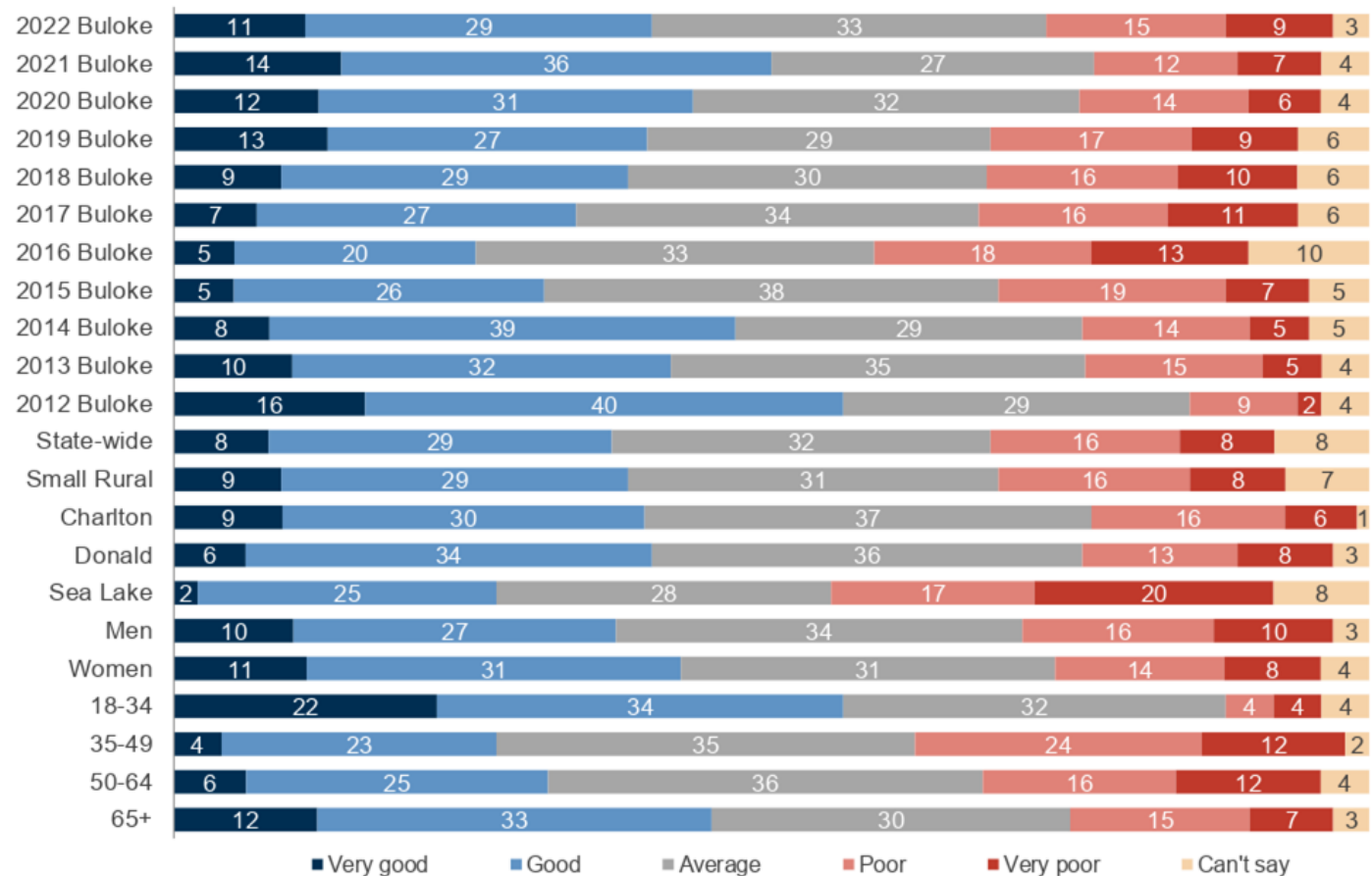
44



## Community consultation and engagement performance



2022 consultation and engagement performance (%)



Q2. How has Council performed on 'Community consultation and engagement' over the last 12 months?  
 Base: All respondents. Council asked State-wide: 57 Council asked again: 40

J W S R E S E A R C H

45



## Lobbying on behalf of the community performance



### 2022 lobbying performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
65+	58	63	55	60	56	53	53	57	59	59	69
Charlton	55	64	61	52	51	46	n/a	n/a	n/a	n/a	n/a
Women	54	61	55	55	54	52	49	52	56	58	63
Small Rural	54	55	52	55	53	55	54	56	n/a	n/a	n/a
18-34	53	59	59	55	56	48	46	49	56	58	62
Buloke	53	58	54	52	52	49	48	50	54	55	62
State-wide	53	55	53	54	54	54	53	55	56	55	55
Men	53	55	53	49	50	46	46	48	52	52	61
Donald	51	56	53	52	49	49	n/a	n/a	n/a	n/a	n/a
50-64	50	52	49	46	42	44	41	45	50	54	58
35-49	48	52	53	44	58	50	48	47	52	48	58
Sea Lake	41	48	47	52	56	48	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Lobbying on behalf of the community' over the last 12 months?

Base: All respondents. Councils asked State-wide: 49 Councils asked group: 13

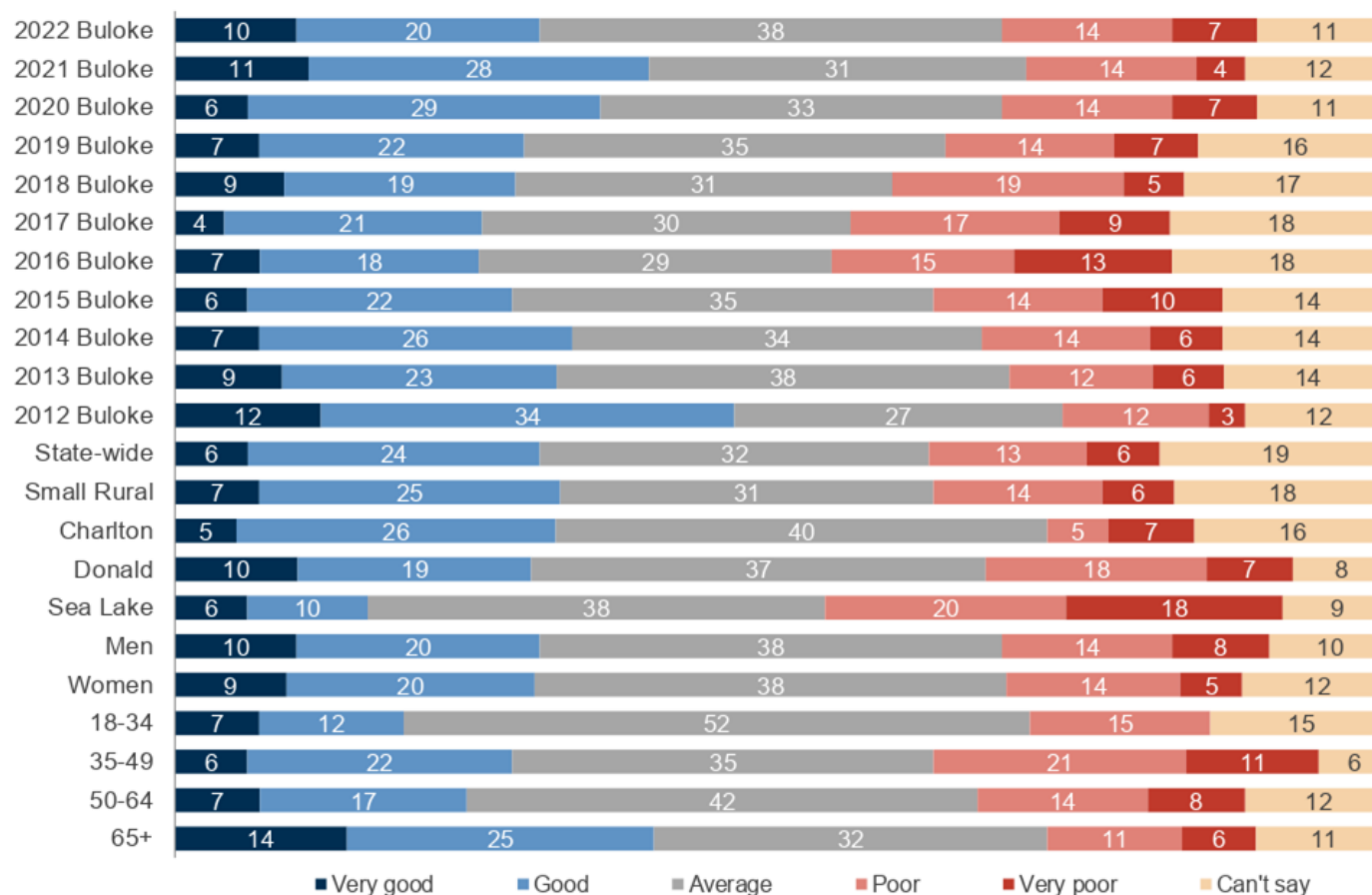
Note: Please see Appendix A for explanation of significant differences



## Lobbying on behalf of the community performance



2022 lobbying performance (%)



Q2. How has Council performed on 'Lobbying on behalf of the community' over the last 12 months?  
Base: All respondents. Council asked: State-wide: 40 Council asked group: 49

J W S R E S E A R C H

47



## Decisions made in the interest of the community performance



### 2022 community decisions made performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
65+	61▲	68	62	59	54	51	49	56	60	n/a	n/a
Charlton	60▲	65	61	52	47	43	n/a	n/a	n/a	n/a	n/a
18-34	58	64	61	58	47	48	43	57	61	n/a	n/a
Women	56	64	59	56	52	52	46	50	57	n/a	n/a
Buloke	54	61	58	52	50	49	45	50	56	n/a	n/a
State-wide	54	56	53	55	54	54	54	55	57	n/a	n/a
Small Rural	54	56	53	55	52	55	53	56	n/a	n/a	n/a
Donald	53	60	58	54	47	51	n/a	n/a	n/a	n/a	n/a
Men	53	59	56	49	48	47	44	50	54	n/a	n/a
50-64	50	52	48	46	41	46	39	42	52	n/a	n/a
35-49	44▼	53	59	43	56	52	48	46	49	n/a	n/a
Sea Lake	44	58	56	52	45	50	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?

Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for evaluation of significant differences

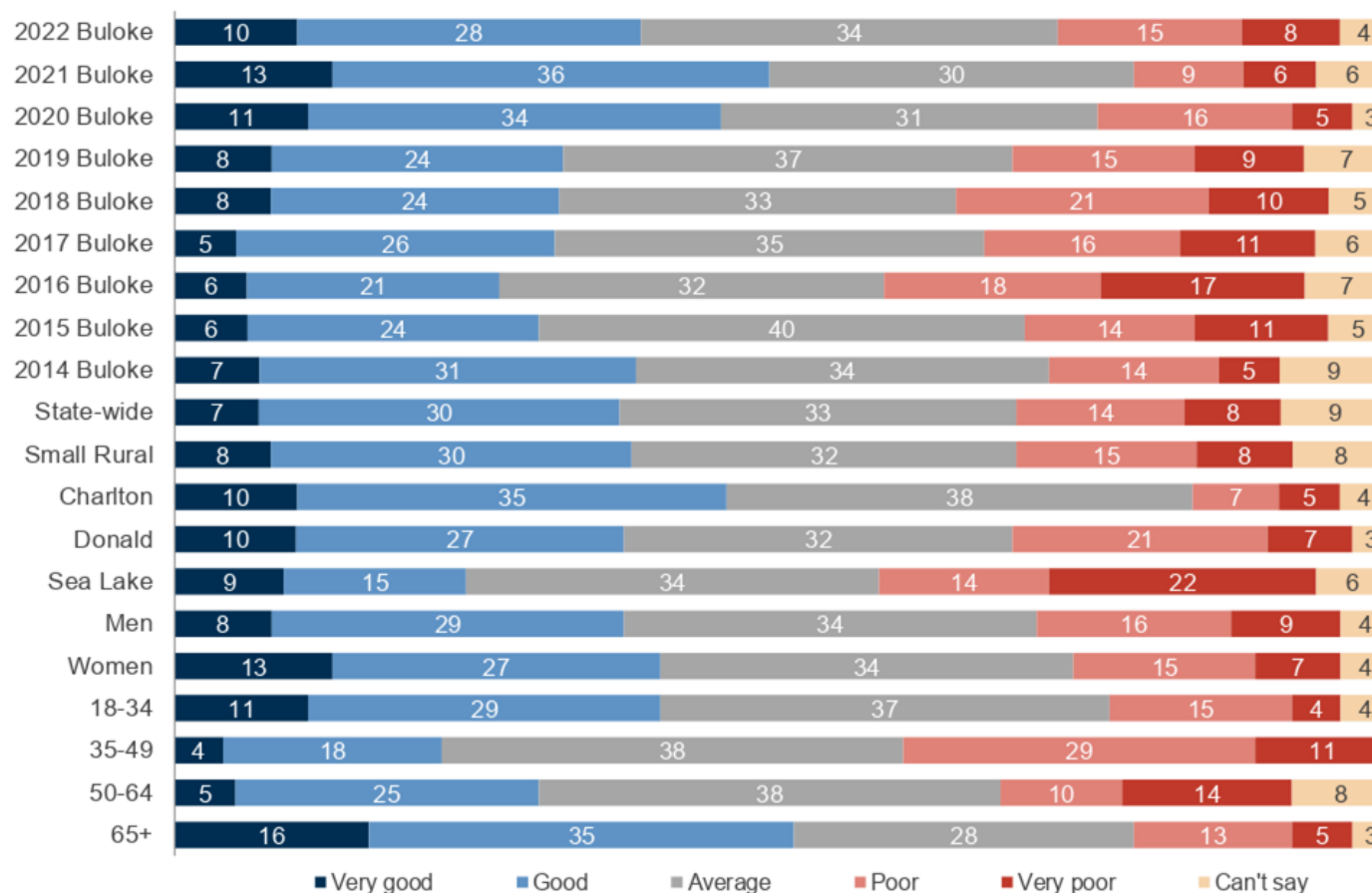
J W S R E S E A R C H

48

## Decisions made in the interest of the community performance



2022 community decisions made performance (%)



Q2: How has Council performed on 'Decisions made in the interest of the community' over the last 12 months?  
Base: All respondents. Council rated State-wide: 57 Council rated poor: 40

J W S R E S E A R C H

49

## The condition of sealed local roads in your area performance



### 2022 sealed local roads performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	53▲	57	54	56	53	53	54	55	55	n/a	n/a
Small Rural	50▲	53	51	53	49	50	52	52	n/a	n/a	n/a
65+	46▲	51	48	51	47	41	46	53	54	n/a	n/a
Charlton	45▲	57	51	51	45	38	n/a	n/a	n/a	n/a	n/a
Women	41	50	39	38	40	39	38	46	44	n/a	n/a
18-34	41	59	35	40	32	39	32	41	40	n/a	n/a
Buloke	38	48	39	42	39	36	39	44	43	n/a	n/a
Donald	38	46	34	36	35	35	n/a	n/a	n/a	n/a	n/a
Men	35	46	40	45	38	34	41	42	41	n/a	n/a
50-64	33	44	35	36	35	33	36	42	41	n/a	n/a
Sea Lake	33	37	34	40	38	38	n/a	n/a	n/a	n/a	n/a
35-49	28▼	36	31	32	36	32	38	34	31	n/a	n/a

Q2. How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?

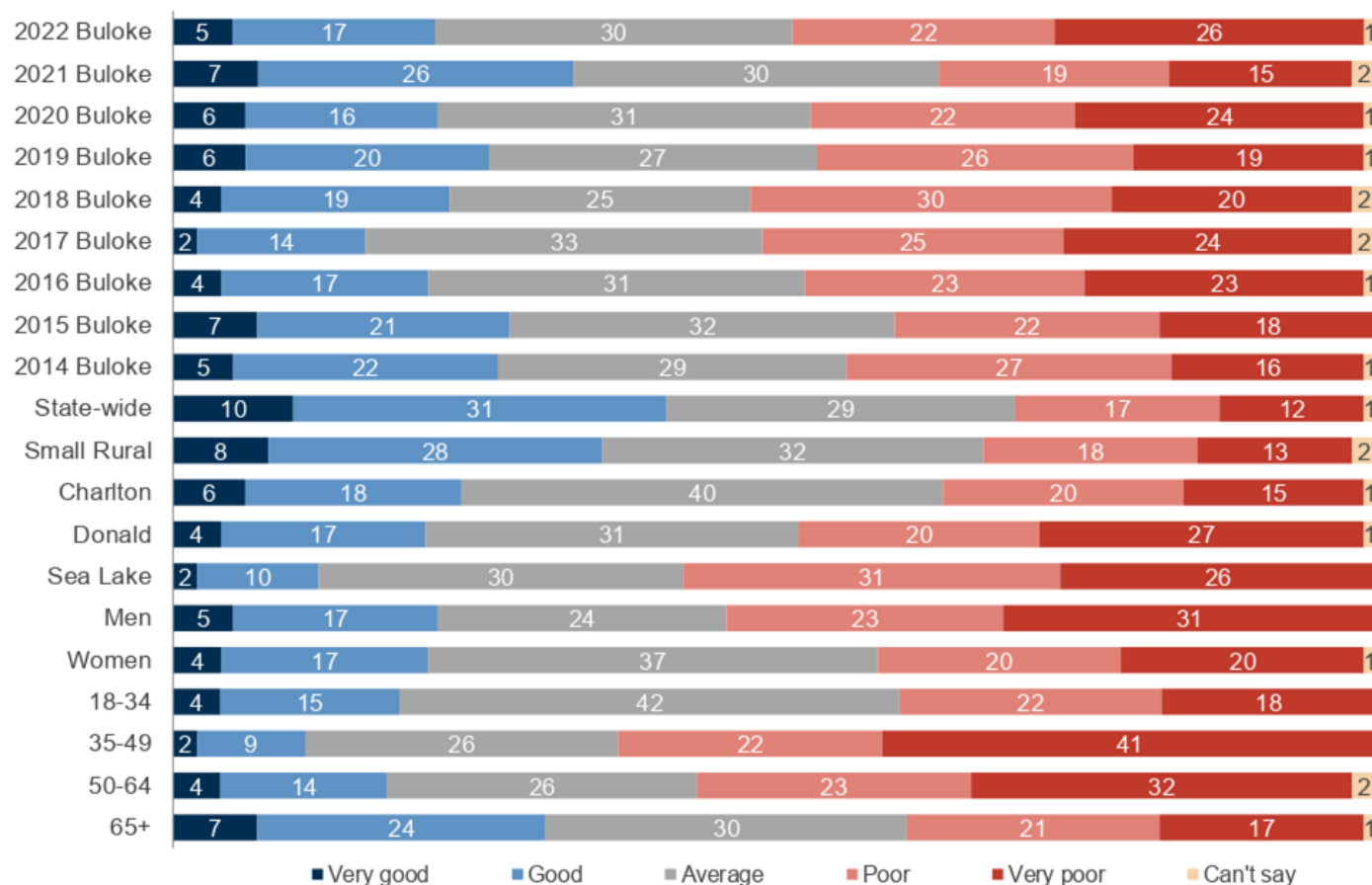
Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Note: Please see Appendix A for explanation of significant differences

## The condition of sealed local roads in your area performance



2022 sealed local roads performance (%)



Q2: How has Council performed on 'The condition of sealed local roads in your area' over the last 12 months?  
 Base: All respondents. Council rated State-wide: 57 Council rated again: 40

J W S R E S E A R C H

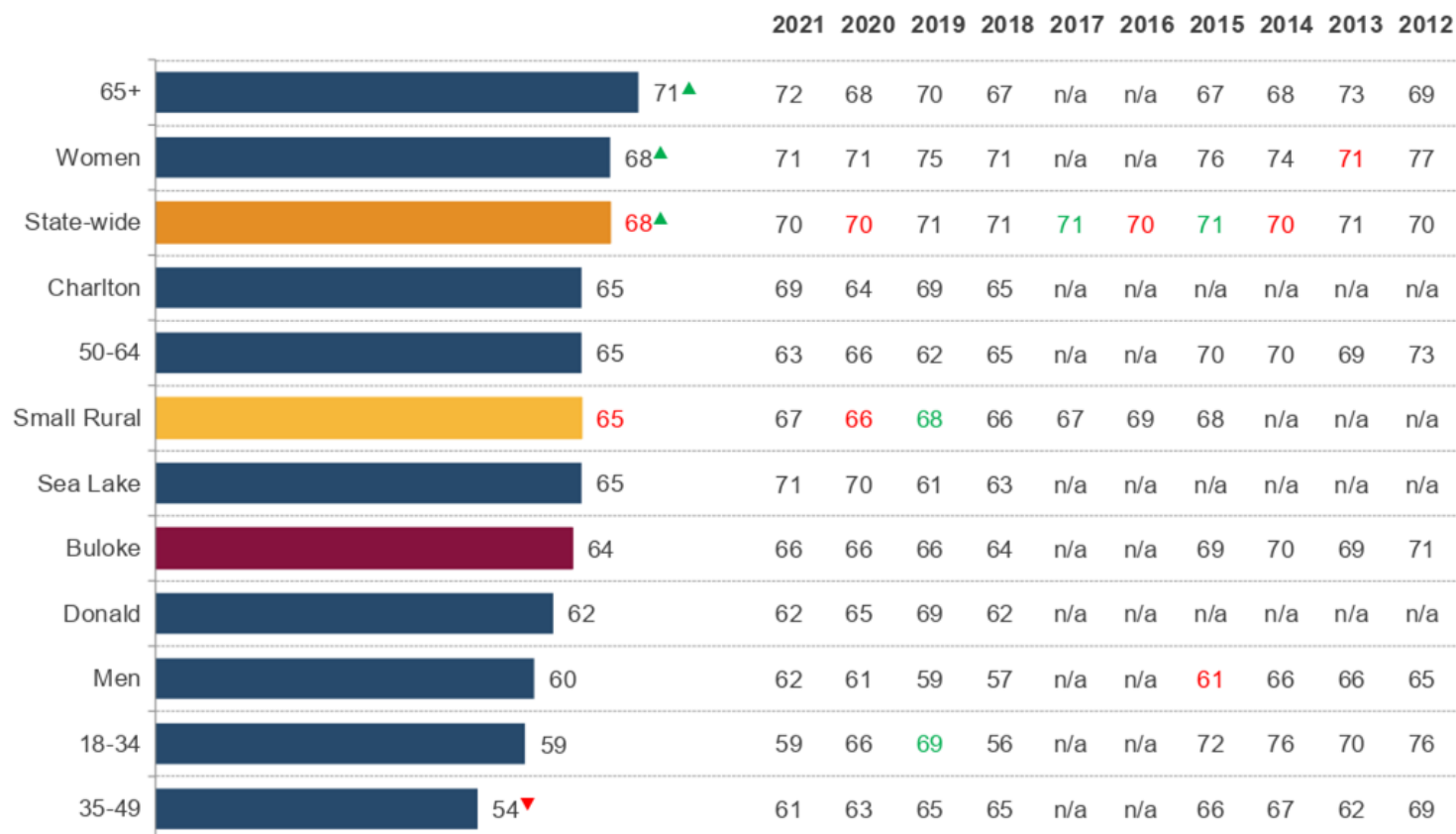
51



## Enforcement of local laws importance



### 2022 law enforcement importance (index scores)



Q1. Firstly, how important should 'Enforcement of local laws' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 24 Councils asked group: 7

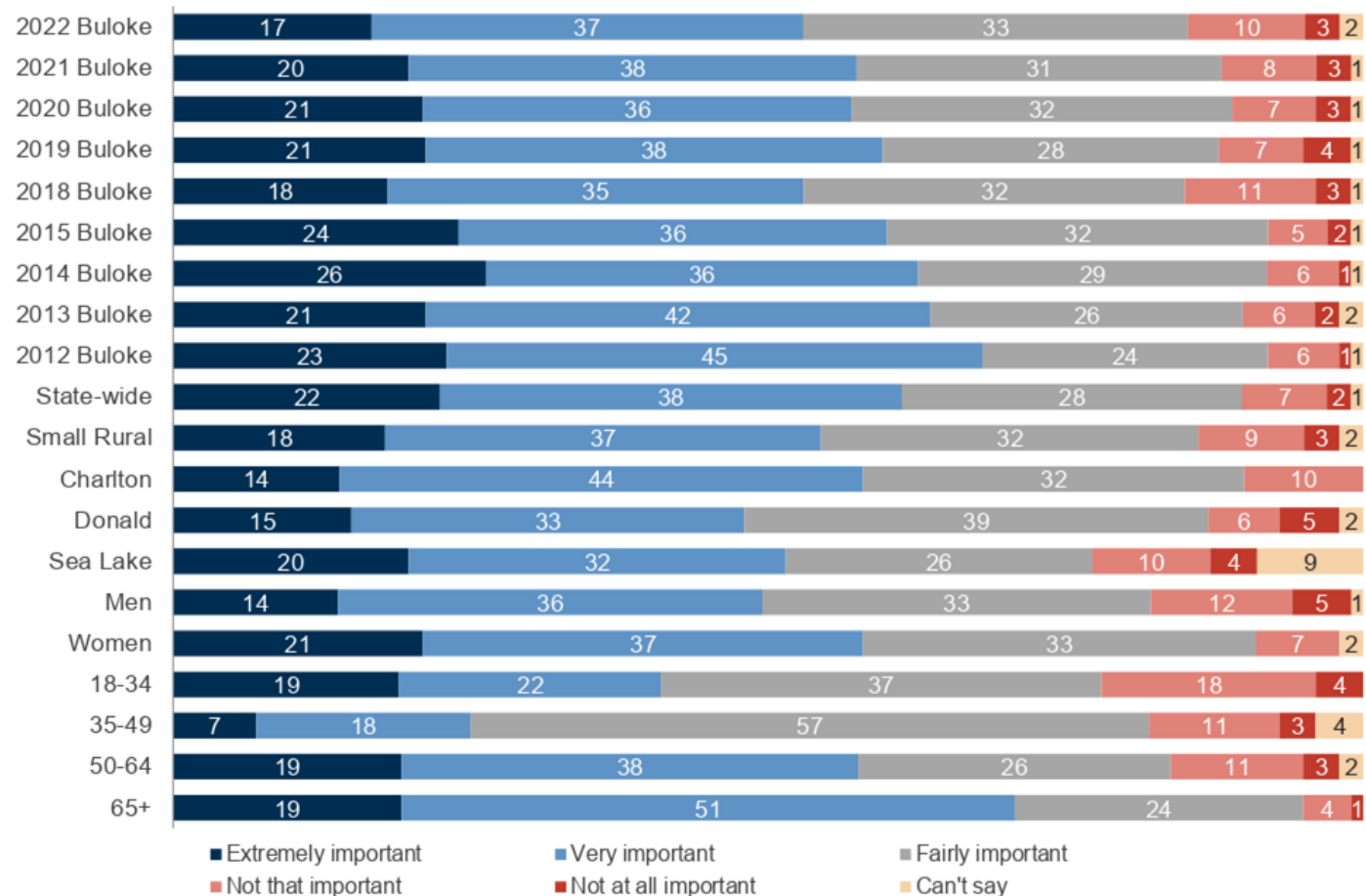
Note: Please see Appendix A for evaluation of significant differences



## Enforcement of local laws importance



2022 law enforcement importance (%)



Q1. Firstly, how important should 'Enforcement of local laws' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 24 Council asked from: 7

J W S R E S E A R C H

53



## Enforcement of local laws performance



### 2022 law enforcement performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Women	66	67	62	63	61	n/a	n/a	66	65	66	68
Charlton	65	61	63	60	50	n/a	n/a	n/a	n/a	n/a	n/a
18-34	65	70	72	63	54	n/a	n/a	72	70	70	73
65+	64	66	63	65	61	n/a	n/a	63	62	66	68
State-wide	63	64	63	64	64	64	63	66	66	65	65
Buloke	62	65	62	61	58	n/a	n/a	63	65	63	66
Small Rural	62	63	62	63	63	65	64	66	n/a	n/a	n/a
Donald	61	68	61	60	61	n/a	n/a	n/a	n/a	n/a	n/a
35-49	59	63	60	57	65	n/a	n/a	61	68	57	61
Men	58	64	63	58	56	n/a	n/a	61	65	60	63
50-64	58	60	57	56	52	n/a	n/a	59	62	62	64
Sea Lake	53	65	62	59	58	n/a	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Enforcement of local laws' over the last 12 months?

Base: All respondents. Councils asked State-wide: 32 Councils asked group: 10

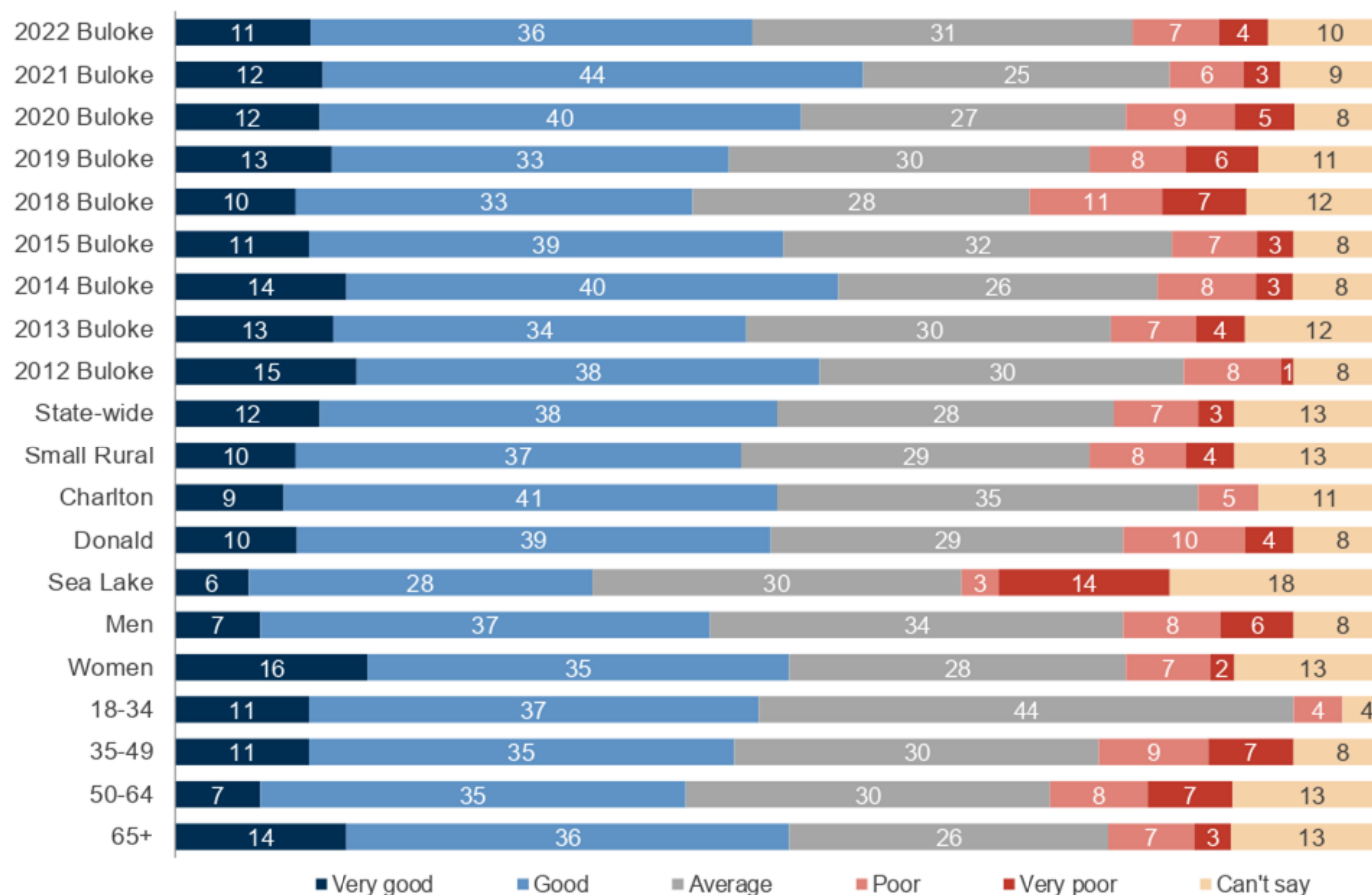
Note: Please see Appendix A for evaluation of significant differences



## Enforcement of local laws performance



2022 law enforcement performance (%)



Q2: How has Council performed on 'Enforcement of local laws' over the last 12 months?  
Base: All respondents. Council asked State-wide: 33 Council asked again: 40

J W S R E S E A R C H

55





## Elderly support services importance



### 2022 elderly support importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Sea Lake	87▲	87	83	80	83	n/a	n/a	n/a	n/a	n/a	n/a
18-34	86	83	73	82	86	n/a	n/a	80	84	84	80
Women	85	87	87	85	87	n/a	n/a	88	87	85	84
50-64	83	86	82	81	83	n/a	n/a	85	82	80	83
Buloke	82	84	82	81	83	n/a	n/a	83	82	81	82
Donald	82	83	81	80	82	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	82	83	81	80	80	79	79	80	n/a	n/a	n/a
Charlton	82	86	80	80	83	n/a	n/a	n/a	n/a	n/a	n/a
35-49	82	88	85	80	85	n/a	n/a	86	84	85	84
State-wide	82	82	80	80	79	78	78	79	79	79	80
65+	81	82	84	80	80	n/a	n/a	81	80	78	79
Men	80	82	77	76	79	n/a	n/a	77	78	78	80

Q1. Firstly, how important should 'Elderly support services' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 20 Councils asked group: 6

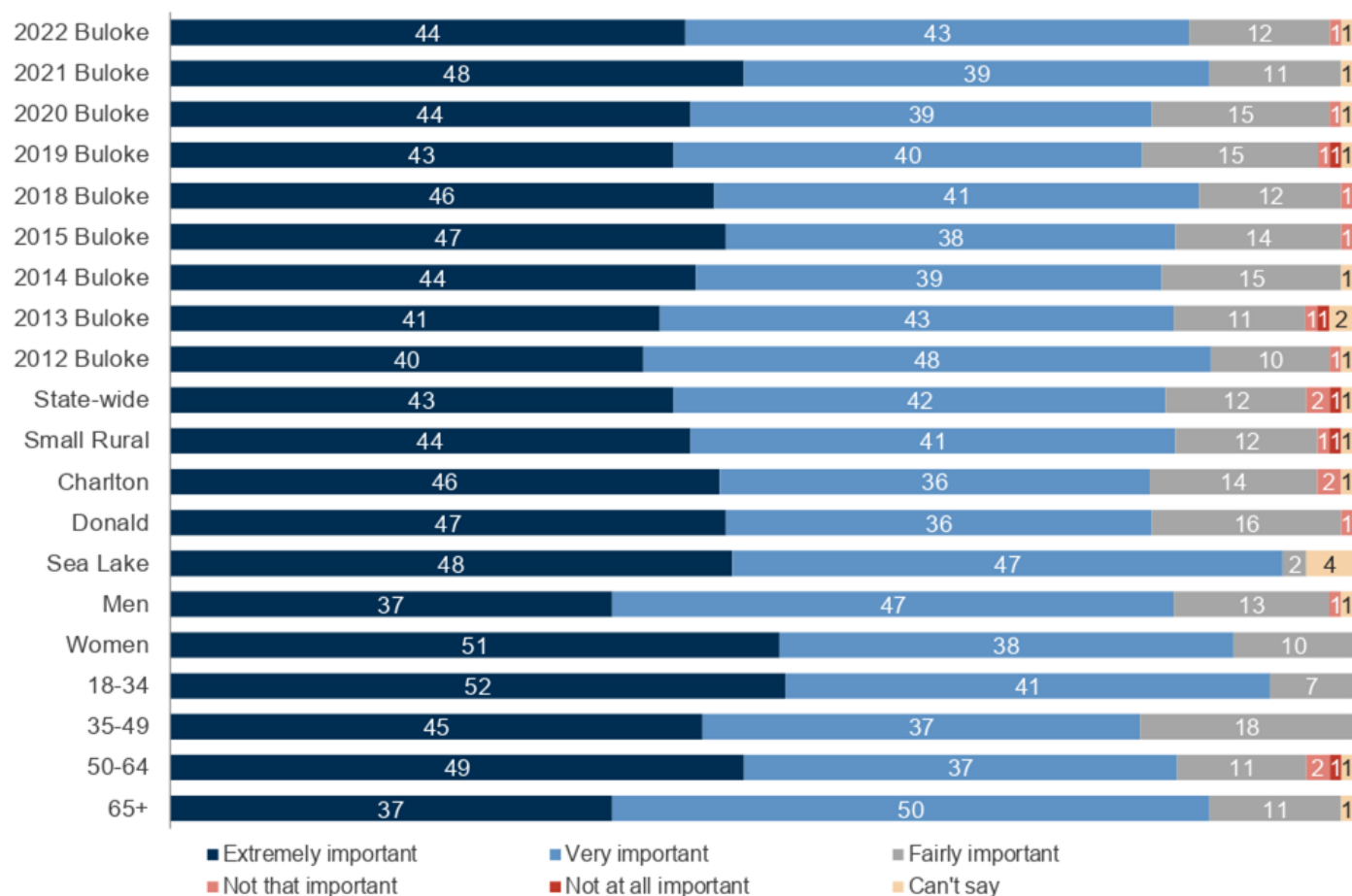
Note: Please see Appendix A for explanation of significant differences



## Elderly support services importance



### 2022 elderly support importance (%)



Q1. Firstly, how important should 'Elderly support services' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 20 Council asked again: 5

J W S R E S E A R C H

57



## Elderly support services performance



### 2022 elderly support performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	74	68	74	66	61	n/a	n/a	73	75	80	69
65+	72	75	74	70	65	n/a	n/a	67	73	75	80
Small Rural	70	72	71	71	69	71	70	72	n/a	n/a	n/a
Women	70	74	69	67	60	n/a	n/a	64	70	71	75
Buloke	69	71	69	67	63	n/a	n/a	64	71	71	72
Men	69	68	69	68	66	n/a	n/a	65	72	71	69
Charlton	68	72	74	66	60	n/a	n/a	n/a	n/a	n/a	n/a
Donald	68	74	73	74	59	n/a	n/a	n/a	n/a	n/a	n/a
35-49	67	67	61	68	70	n/a	n/a	61	69	63	65
Sea Lake	67	63	58	56	66	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	67	69	68	68	68	68	68	69	70	69	69
50-64	64	67	64	64	57	n/a	n/a	58	67	67	71

Q2. How has Council performed on 'Elderly support services' over the last 12 months?

Base: All respondents. Councils asked State-wide: 32 Councils asked group: 11

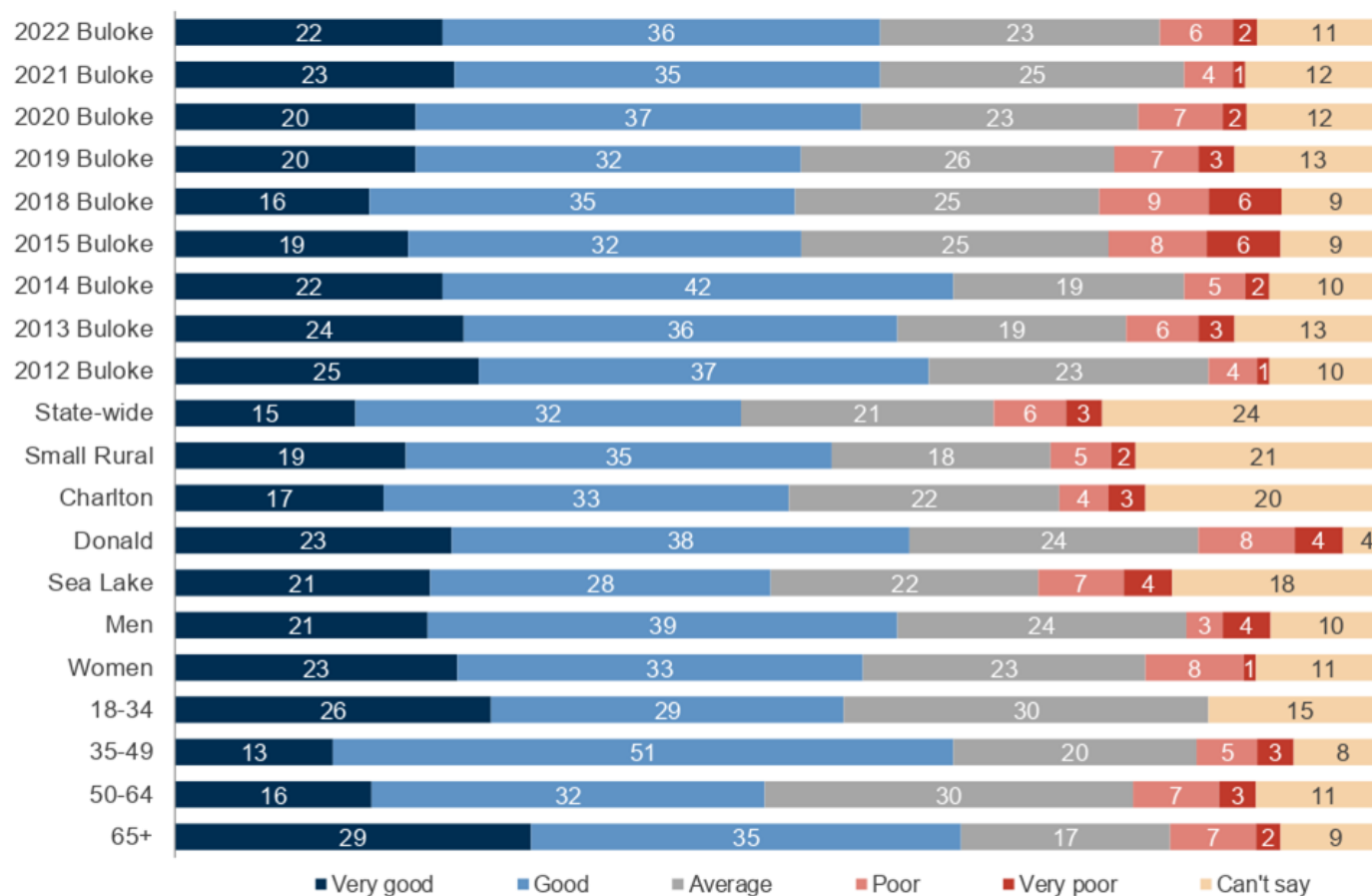
Note: Please see Appendix A for explanation of significant differences



## Elderly support services performance



2022 elderly support performance (%)



Q2: How has Council performed on 'Elderly support services' over the last 12 months?  
Base: All respondents. Council asked. State-wide: 23 Council asked, 11

J W S R E S E A R C H

59



## Recreational facilities importance



### 2022 recreational facilities importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	81▲	72	75	76	82	n/a	n/a	78	76	75	80
Women	78	76	78	77	75	n/a	n/a	78	78	75	80
35-49	78	77	80	80	82	n/a	n/a	80	75	76	79
Donald	76	76	73	77	78	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	76	76	76	74	77	n/a	n/a	75	76	73	77
65+	75	76	74	72	73	n/a	n/a	70	74	70	74
State-wide	74▼	74	72	72	73	72	73	72	72	72	72
Small Rural	74	73	73	72	72	71	72	73	n/a	n/a	n/a
Men	74	75	74	72	78	n/a	n/a	73	73	71	73
Sea Lake	74	77	78	76	76	n/a	n/a	n/a	n/a	n/a	n/a
50-64	74	76	76	72	74	n/a	n/a	77	77	72	75
Charlton	73	72	73	73	74	n/a	n/a	n/a	n/a	n/a	n/a

Q1. Firstly, how important should 'Recreational facilities' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 33 Councils asked group: 8

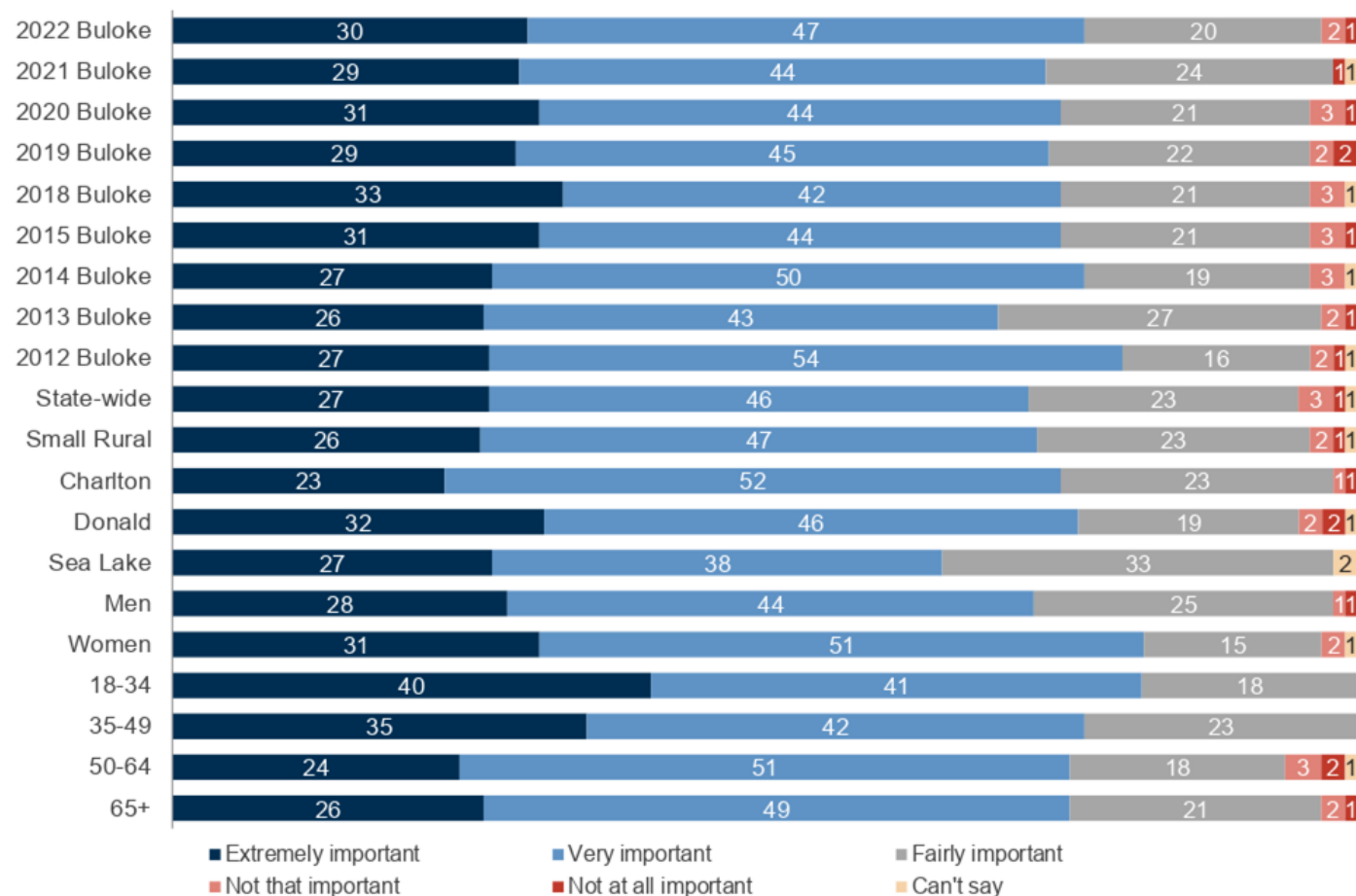
Note: Please see Appendix A for evaluation of significant differences



## Recreational facilities importance



### 2022 recreational facilities importance (%)



Q1. Firstly, how important should 'Recreational facilities' be as a responsibility for Council?  
Base: All respondents. Council asked State-wide: 23 Council asked region: 8

J W S R E S E A R C H

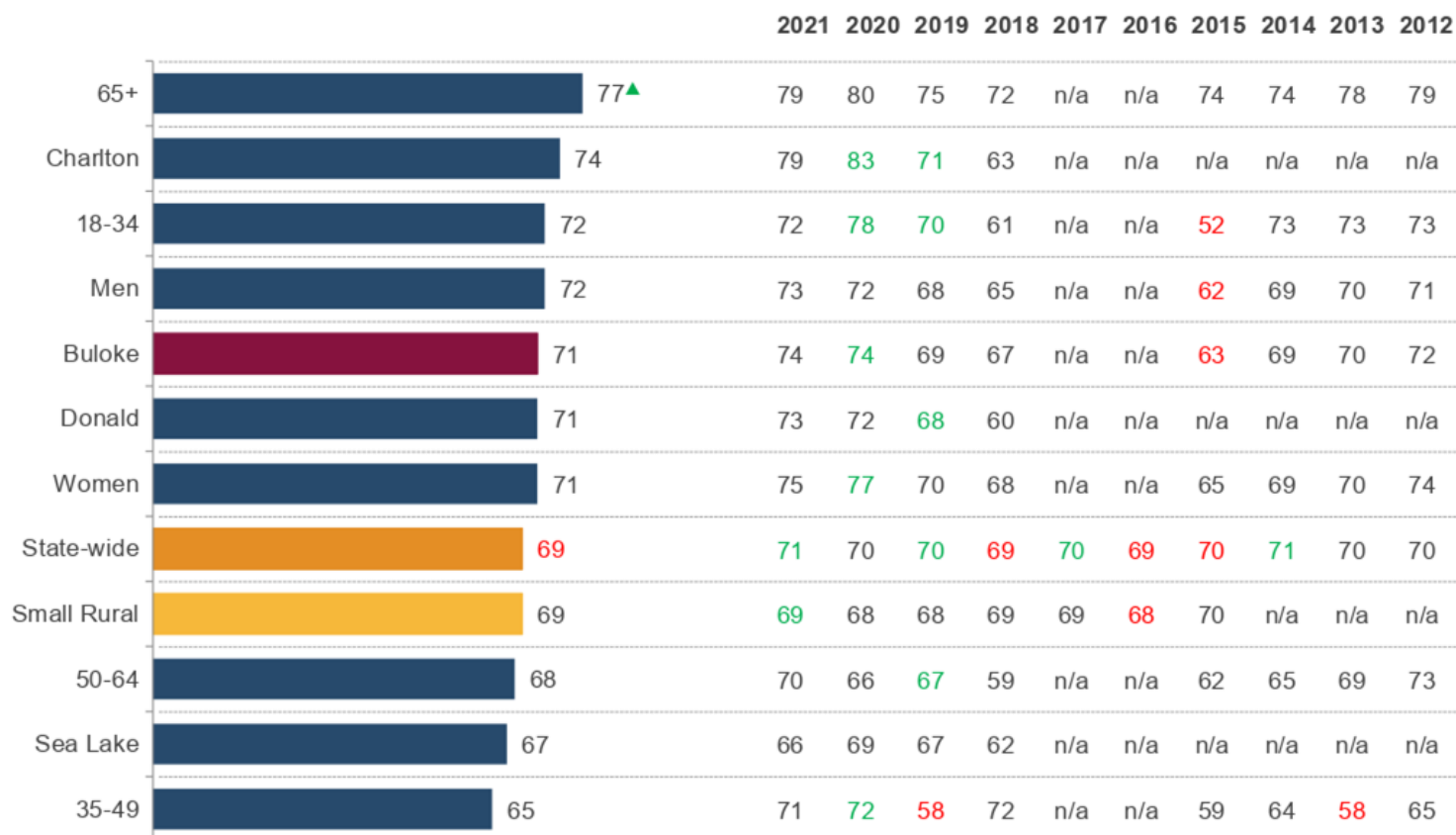
61



## Recreational facilities performance



### 2022 recreational facilities performance (index scores)



Q2. How has Council performed on 'Recreational facilities' over the last 12 months?

Base: All respondents. Councils asked State-wide: 43 Councils asked group: 13

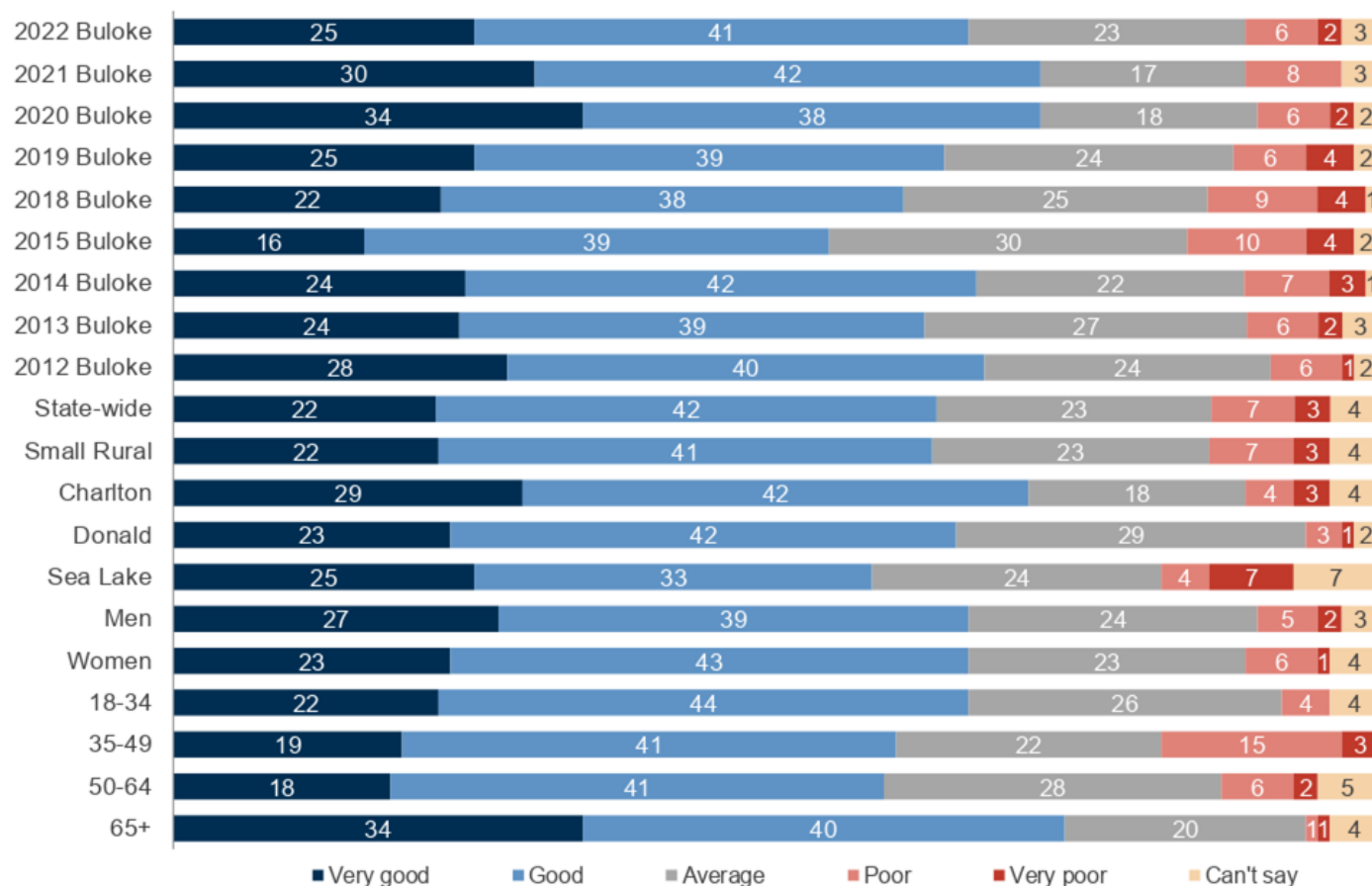
Note: Please see Appendix A for evaluation of significant differences



## Recreational facilities performance



2022 recreational facilities performance (%)



Q2. How has Council performed on 'Recreational facilities' over the last 12 months?  
Base: All respondents. Council rated State-wide: 43 Council rated group: 43

J W S R E S E A R C H

63





## The appearance of public areas importance



### 2022 public areas importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Women	78	78	81	77	76	n/a	n/a	77	77	78	78
Charlton	75	75	77	74	76	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	75	75	80	75	73	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	75	75	74	73	74	74	74	73	73	74	73
18-34	75	73	74	79	73	n/a	n/a	72	71	75	74
50-64	75	77	75	71	74	n/a	n/a	78	77	76	74
65+	75	75	75	76	73	n/a	n/a	73	72	73	74
Buloke	75	76	76	75	74	n/a	n/a	74	74	74	75
Small Rural	74	74	74	74	74	74	74	73	n/a	n/a	n/a
Donald	74	77	74	73	75	n/a	n/a	n/a	n/a	n/a	n/a
35-49	73	79	81	73	79	n/a	n/a	75	78	71	77
Men	72	74	72	73	73	n/a	n/a	72	72	69	72

Q1. Firstly, how important should 'The appearance of public areas' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 32 Councils asked group: 8

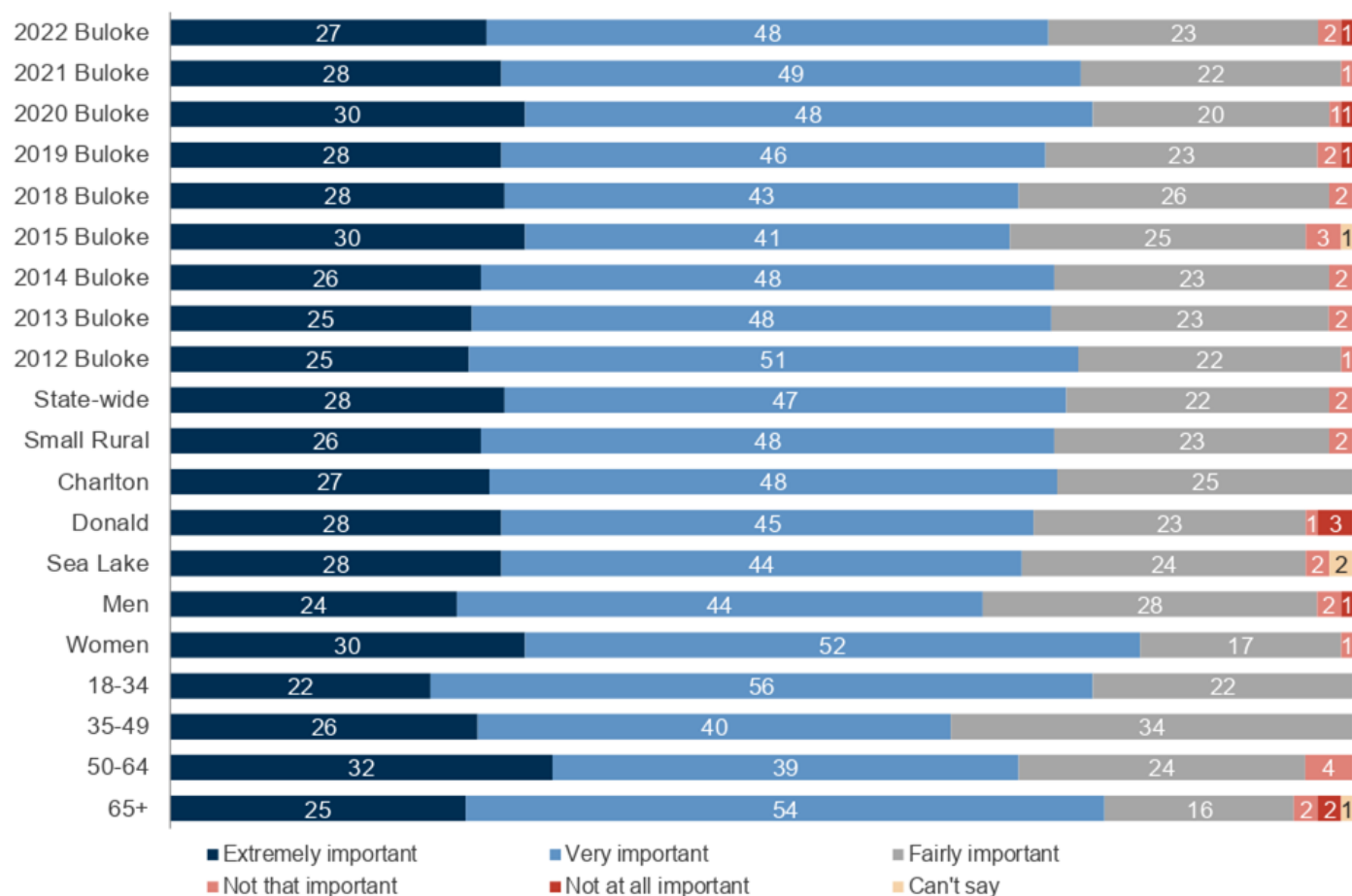
Note: Please see Appendix A for evaluation of significant differences



## The appearance of public areas importance



2022 public areas importance (%)



Q1. Firstly, how important should 'The appearance of public areas' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 23 Council asked region: 8

J W S R E S E A R C H

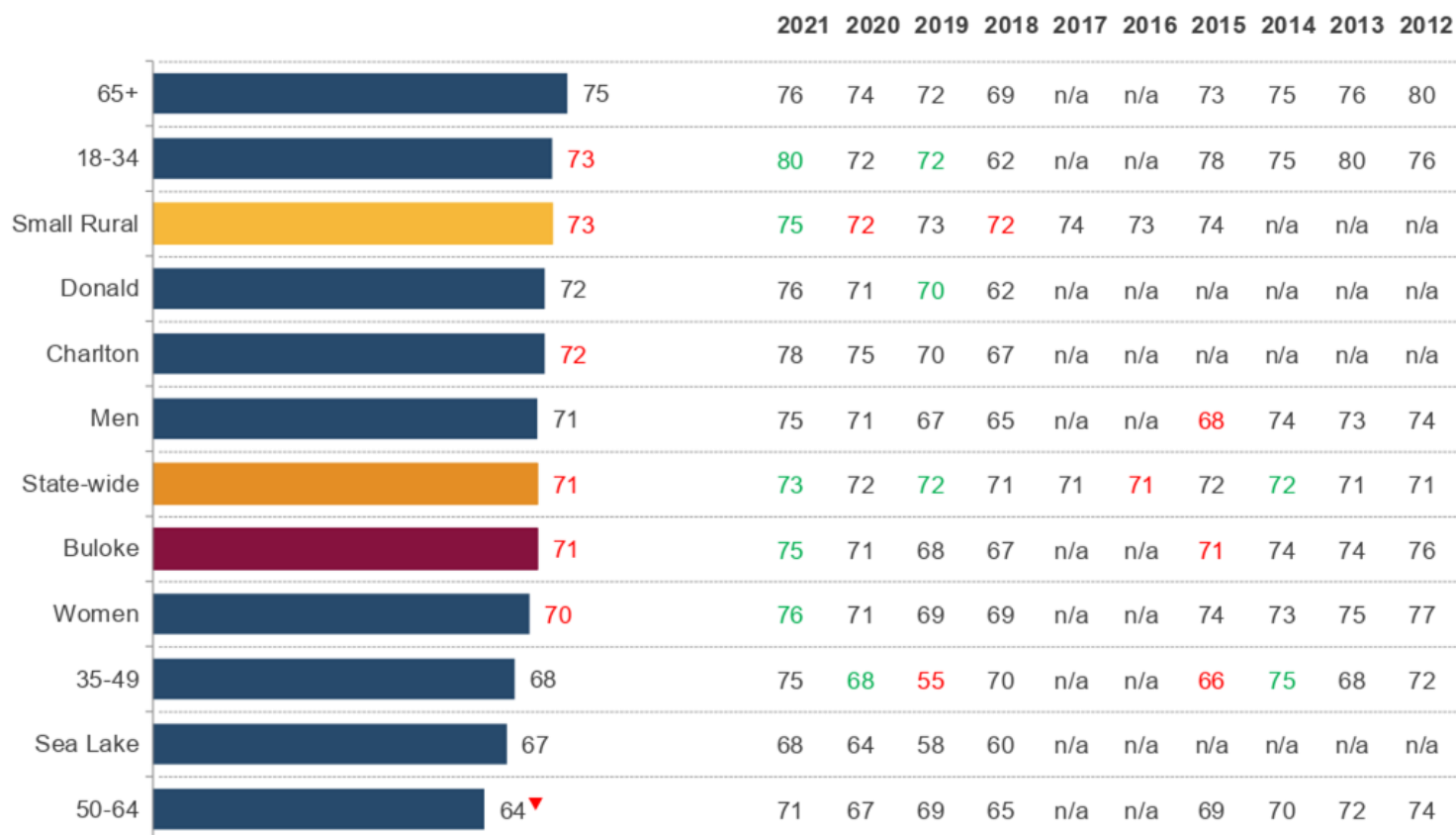
65



## The appearance of public areas performance



### 2022 public areas performance (index scores)



Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?

Base: All respondents. Councils asked State-wide: 43 Councils asked group: 14

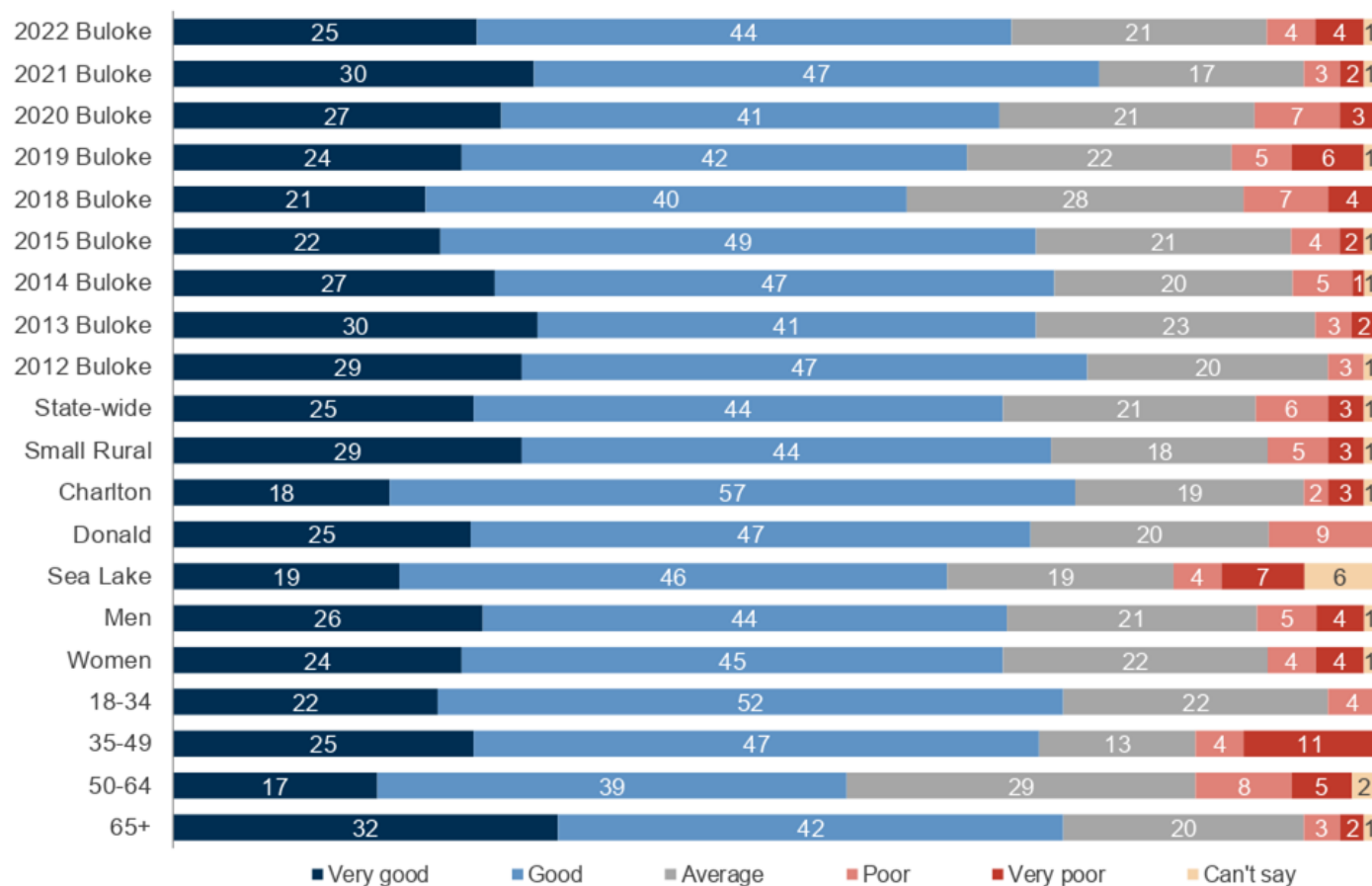
Note: Please see Appendix A for explanation of significant differences



## The appearance of public areas performance



2022 public areas performance (%)



Q2. How has Council performed on 'The appearance of public areas' over the last 12 months?  
Base: All respondents. Council rated State-wide: 43 Council rated poor: 44

J W S R E S E A R C H

67



## Waste management importance



### 2022 waste management importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Women	84▲	83	84	79	82	n/a	n/a	79	81	80	80
18-34	83	74	81	77	78	n/a	n/a	72	77	78	79
State-wide	82▲	82	82	81	81	79	80	79	79	79	78
Sea Lake	81	78	82	70	79	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	80	80	79	79	78	76	79	77	n/a	n/a	n/a
65+	80	80	79	78	79	n/a	n/a	76	75	77	75
Buloke	79	80	80	77	78	n/a	n/a	76	76	76	76
Donald	79	82	80	77	78	n/a	n/a	n/a	n/a	n/a	n/a
50-64	79	80	77	72	78	n/a	n/a	76	77	75	78
Charlton	79	81	78	81	80	n/a	n/a	n/a	n/a	n/a	n/a
35-49	76	82	84	80	79	n/a	n/a	78	75	75	74
Men	75▼	76	75	74	75	n/a	n/a	73	71	72	73

Q1. Firstly, how important should 'Waste management' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 32 Councils asked group: 7

Note: Please see Appendix A for evaluation of significant differences

J W S R E S E A R C H

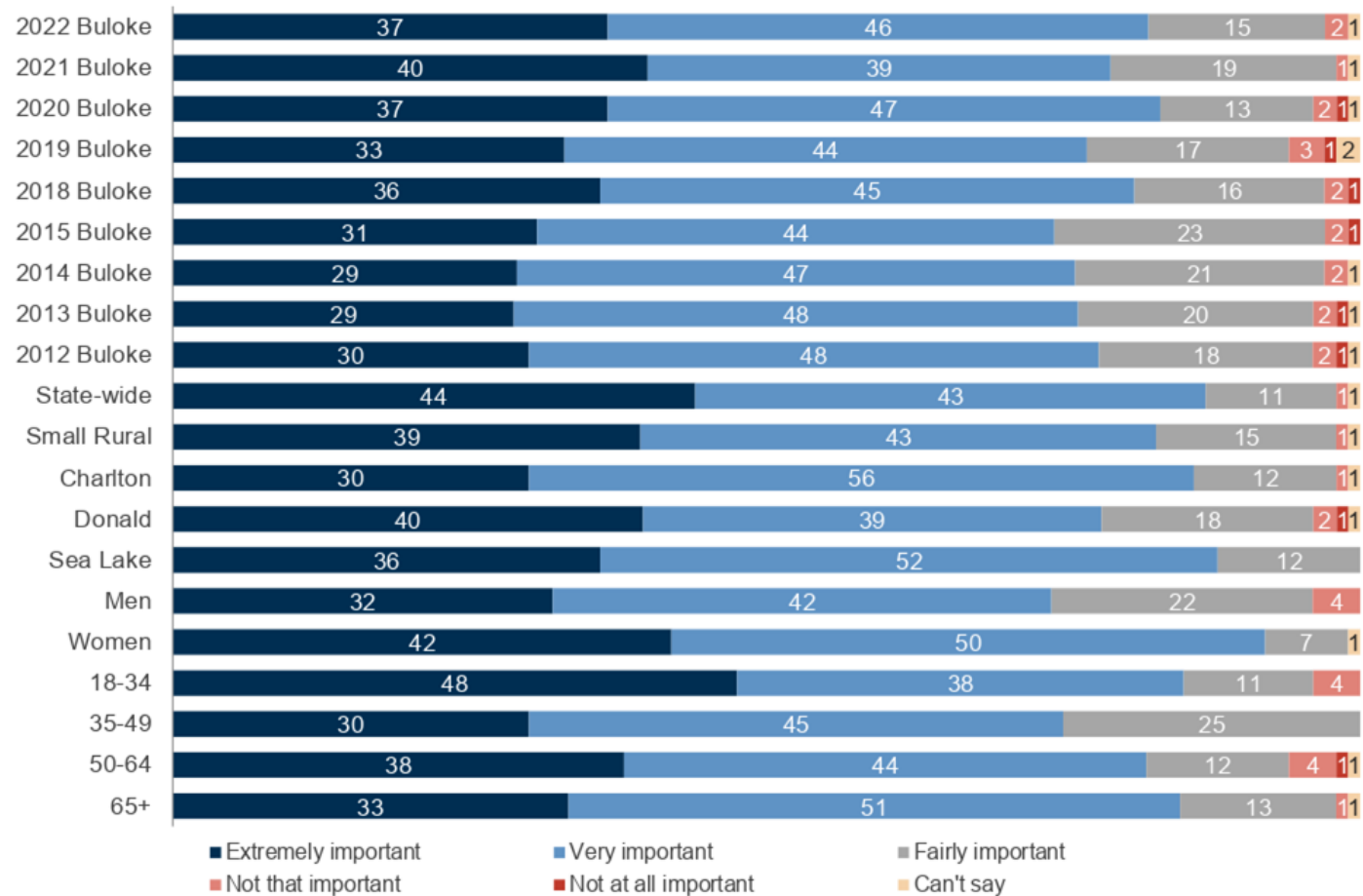
68



## Waste management importance



### 2022 waste management importance (%)



Q1. Firstly, how important should 'Waste management' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 22 Council asked region: 7

J W S R E S E A R C H

69



## Waste management performance



### 2022 waste management performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
65+	73▲	75	72	73	70	n/a	n/a	76	76	79	78
Sea Lake	72	70	64	69	73	n/a	n/a	n/a	n/a	n/a	n/a
18-34	69	67	63	67	74	n/a	n/a	70	76	78	73
Small Rural	68	68	64	66	69	70	69	71	n/a	n/a	n/a
State-wide	68	69	65	68	70	71	70	72	73	71	72
Donald	67	69	66	67	65	n/a	n/a	n/a	n/a	n/a	n/a
Women	67	65	67	65	69	n/a	n/a	71	73	75	76
Buloke	67	68	65	65	69	n/a	n/a	70	73	74	74
Men	67	70	64	66	68	n/a	n/a	68	73	73	73
35-49	66	60	62	58	74	n/a	n/a	65	71	65	71
Charlton	62	66	63	61	71	n/a	n/a	n/a	n/a	n/a	n/a
50-64	57▼	59	59	60	59	n/a	n/a	65	69	73	74

Q2. How has Council performed on 'Waste management' over the last 12 months?

Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

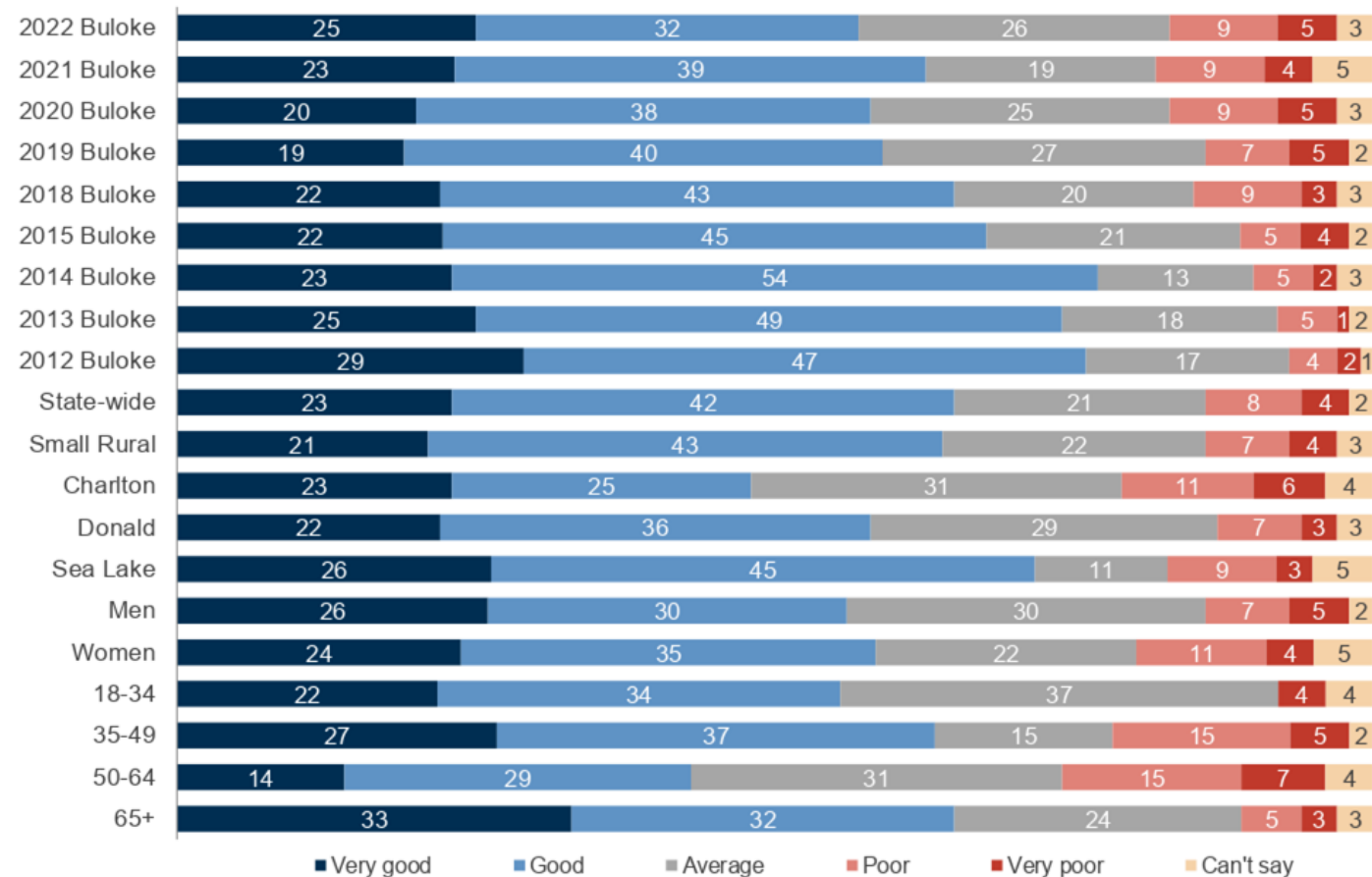
Note: Please see Appendix A for explanation of significant differences



## Waste management performance



2022 waste management performance (%)



Q2: How has Council performed on 'Waste management' over the last 12 months?  
Base: All respondents. Council asked State-wide: 67 Council asked again: 40



## Business and community development and tourism importance



### 2022 business/development/tourism importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	82▲	77	70	71	78	n/a	n/a	71	75	74	68
Women	77▲	78	76	74	78	n/a	n/a	76	75	75	74
Donald	73	78	71	75	77	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	73	76	73	72	76	n/a	n/a	72	72	71	73
50-64	73	75	73	72	75	n/a	n/a	75	75	72	76
35-49	72	81	78	77	78	n/a	n/a	72	73	76	76
Small Rural	72	74	74	71	71	72	71	70	n/a	n/a	n/a
65+	70	75	70	71	74	n/a	n/a	69	67	66	70
Men	69	75	69	70	74	n/a	n/a	67	70	68	72
Charlton	69	78	76	75	78	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	69▼	70	67	65	66	67	67	67	67	67	66
Sea Lake	67	75	75	68	79	n/a	n/a	n/a	n/a	n/a	n/a

Q1. Firstly, how important should 'Business and community development and tourism' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 23 Councils asked group: 6

Note: Please see Appendix A for evaluation of significant differences

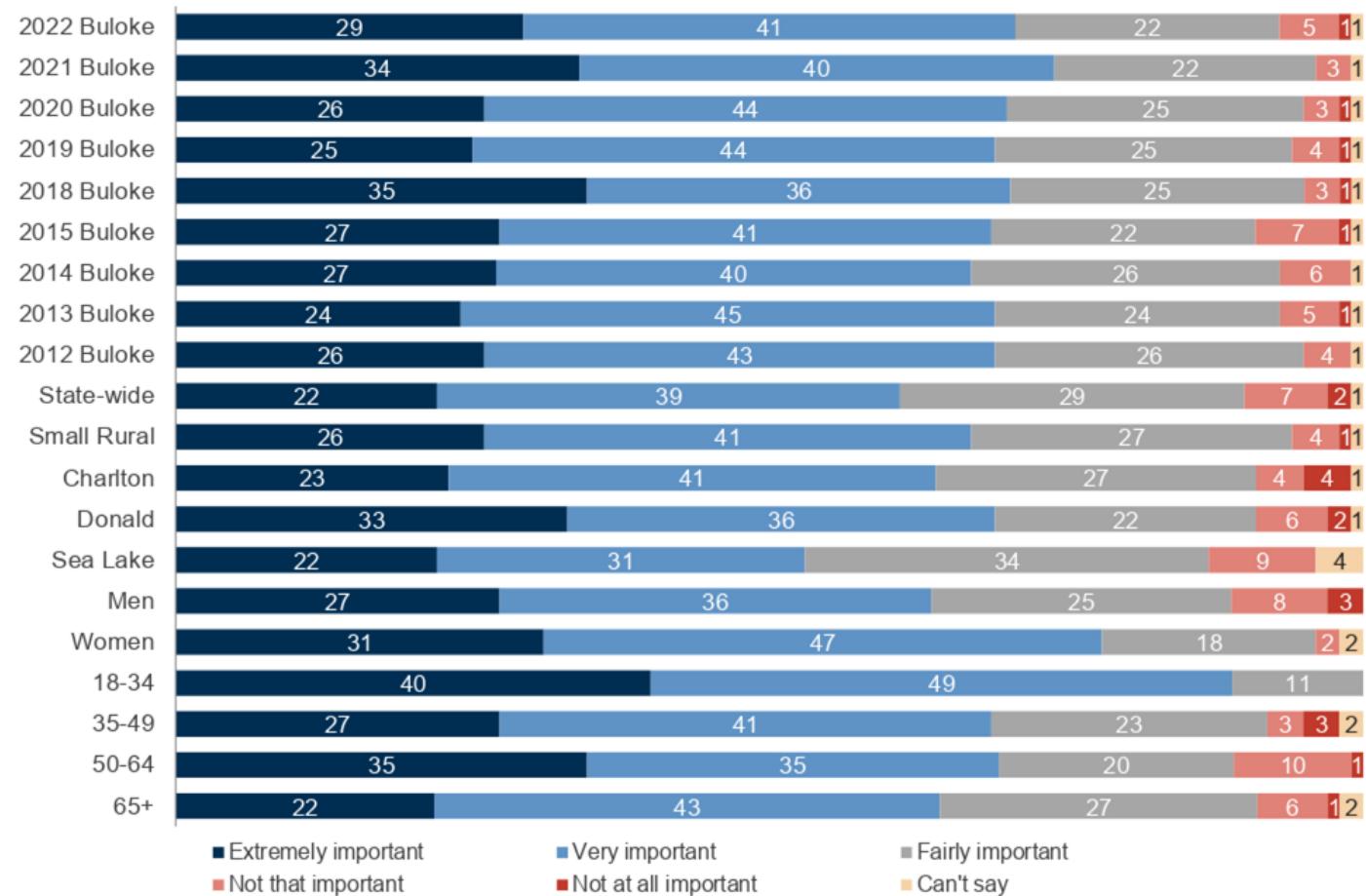
J W S R E S E A R C H

72

## Business and community development and tourism importance



2022 business/development/tourism importance (%)



Q1. Firstly, how important should 'Business and community development and tourism' be as a responsibility for Council?  
Base: All respondents. Council asked State-wide: 23 Council asked from: 5

## Business and community development and tourism performance



### 2022 business/development/tourism performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	67	67	69	53	54	n/a	n/a	57	64	62	65
65+	65	69	66	60	56	n/a	n/a	60	63	65	67
Small Rural	63	62	58	59	59	64	61	63	n/a	n/a	n/a
Men	62	60	59	55	52	n/a	n/a	54	57	57	58
Buloke	62	64	62	56	54	n/a	n/a	56	60	58	62
Women	62	69	65	57	56	n/a	n/a	58	62	60	65
Donald	60	62	61	56	53	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	60	61	59	61	60	61	60	61	62	62	62
35-49	60	59	63	52	60	n/a	n/a	53	57	55	57
Sea Lake	60	68	73	61	60	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	57	65	61	54	46	n/a	n/a	n/a	n/a	n/a	n/a
50-64	56	56	52	56	47	n/a	n/a	52	55	53	58

Q2. How has Council performed on 'Business and community development and tourism' over the last 12 months?

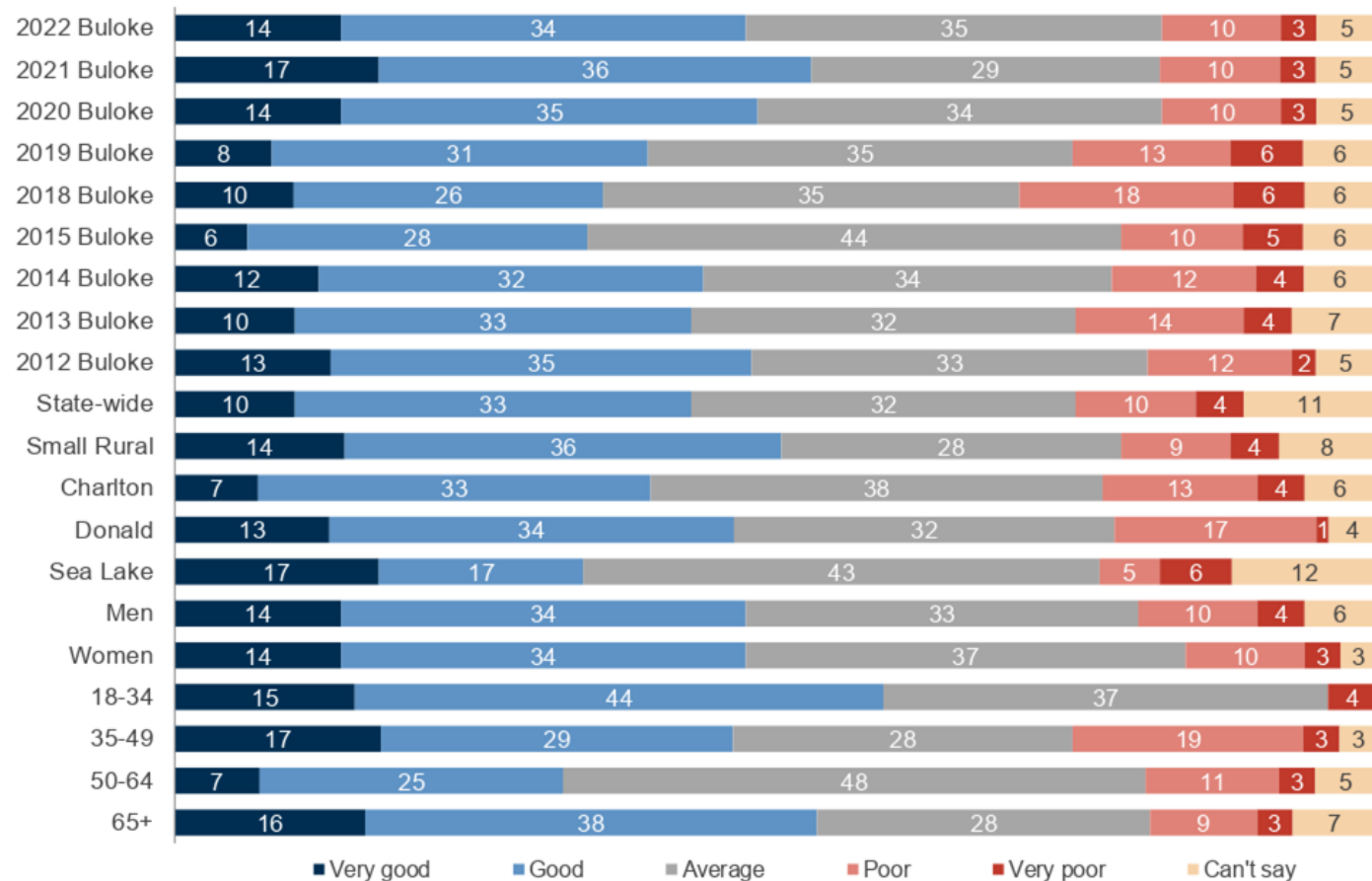
Base: All respondents. Councils asked State-wide: 30 Councils asked group: 8

Note: Please see Appendix A for explanation of significant differences

## Business and community development and tourism performance



2022 business/development/tourism performance (%)



Q2: How has Council performed on 'Business and community development and tourism' over the last 12 months?  
Base: All respondents. Council asked State-wide: 30 Council asked region: 8

J W S R E S E A R C H 75



## Environmental sustainability importance



### 2022 environmental sustainability importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
State-wide	73▲	74	74	74	73	72	73	73	73	72	71
18-34	70	65	71	71	69	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	70▲	71	70	72	70	70	74	77	n/a	n/a	n/a
Women	70	73	72	71	71	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	68	64	66	62	68	n/a	n/a	n/a	n/a	n/a	n/a
35-49	68	71	69	65	72	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	67	69	62	67	66	n/a	n/a	n/a	n/a	n/a	n/a
65+	67	68	66	66	63	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	66	67	67	65	65	n/a	n/a	n/a	n/a	n/a	n/a
Donald	64	65	69	63	66	n/a	n/a	n/a	n/a	n/a	n/a
Men	63	62	61	60	60	n/a	n/a	n/a	n/a	n/a	n/a
50-64	62	63	64	60	62	n/a	n/a	n/a	n/a	n/a	n/a

Q1. Firstly, how important should 'Environmental sustainability' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 27 Councils asked group: 4

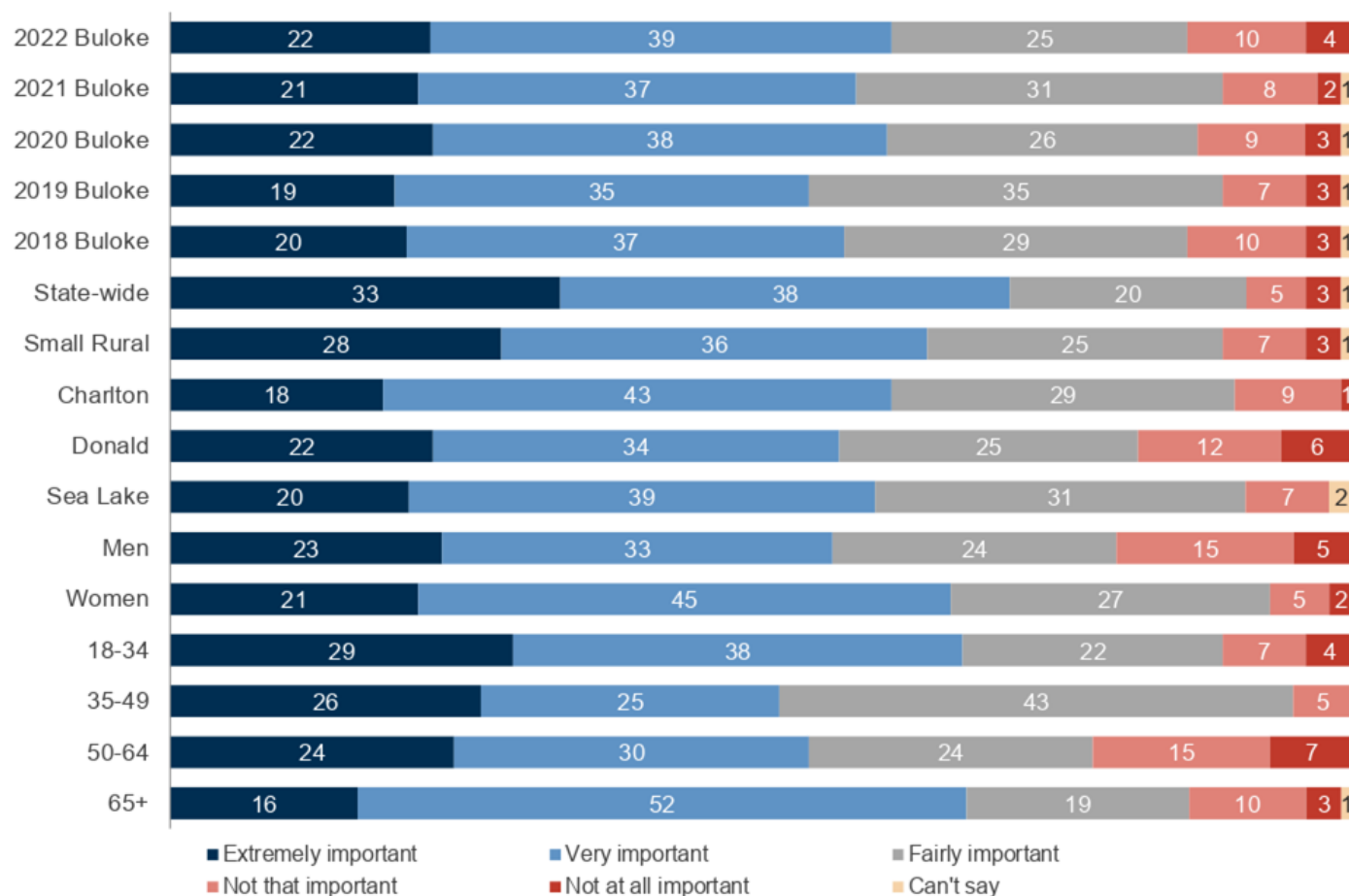
Note: Please see Appendix A for evaluation of significant differences



## Environmental sustainability importance



2022 environmental sustainability importance (%)



Q1. Firstly, how important should 'Environmental sustainability' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 97 Council asked group: 4

J W S R E S E A R C H

77



## Environmental sustainability performance



### 2022 environmental sustainability performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
65+	62	66	64	60	61	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	61▲	62	60	62	63	64	63	64	64	64	64
Charlton	60	61	61	58	55	n/a	n/a	n/a	n/a	n/a	n/a
Women	60	65	63	57	58	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	59	61	57	59	62	63	61	63	n/a	n/a	n/a
18-34	58	58	64	56	57	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	58	63	59	57	58	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	57	61	59	57	55	n/a	n/a	n/a	n/a	n/a	n/a
35-49	56	62	57	53	58	n/a	n/a	n/a	n/a	n/a	n/a
Men	56	61	56	56	58	n/a	n/a	n/a	n/a	n/a	n/a
50-64	52▼	60	51	55	54	n/a	n/a	n/a	n/a	n/a	n/a
Donald	51▼	61	57	57	57	n/a	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'Environmental sustainability' over the last 12 months?

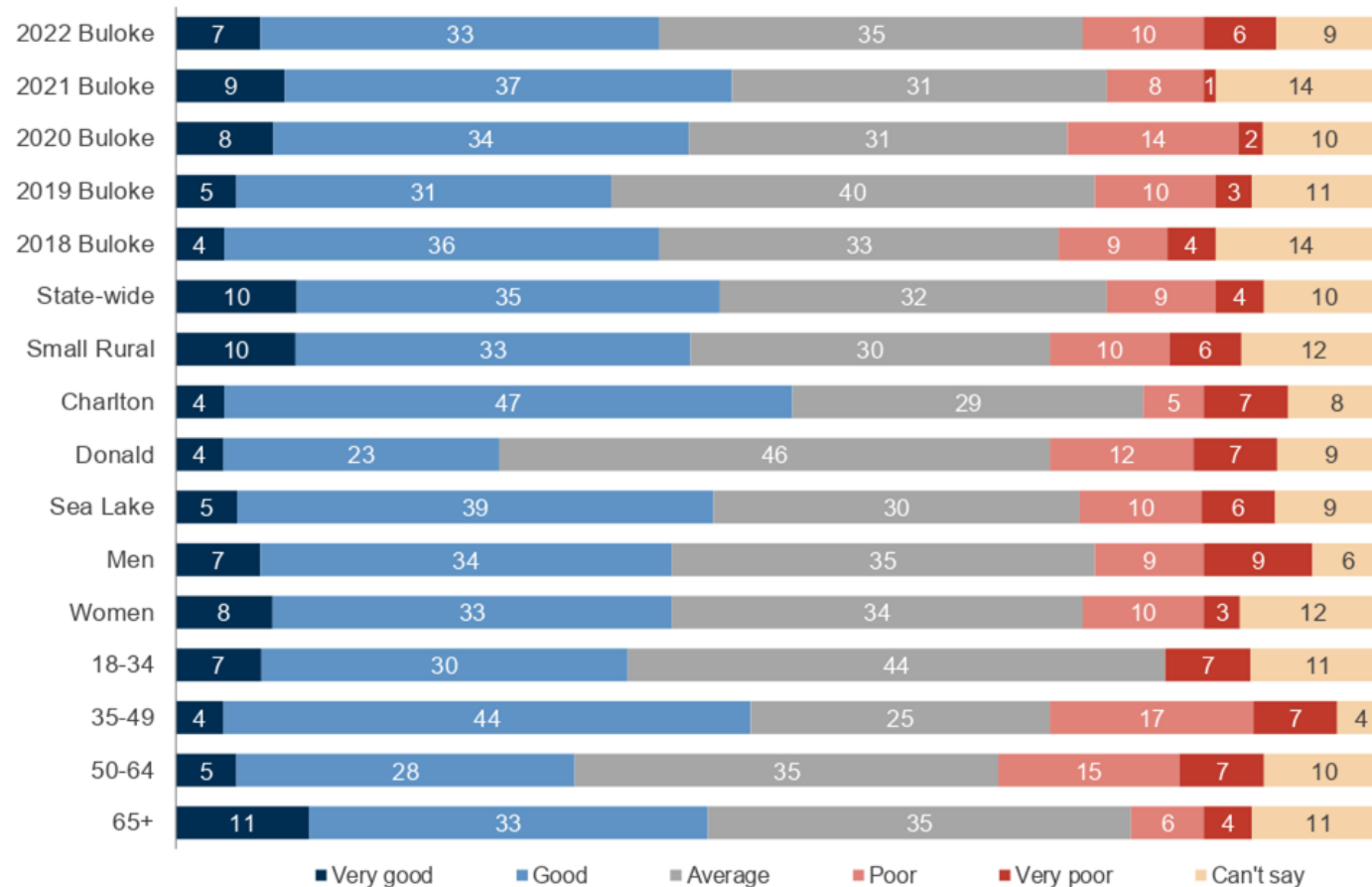
Base: All respondents. Councils asked State-wide: 38 Councils asked group: 8

Note: Please see Appendix A for evaluation of significant differences

## Environmental sustainability performance



2022 environmental sustainability performance (%)



Q2: How has Council performed on 'Environmental sustainability' over the last 12 months?  
Base: All respondents. Council asked State-wide: 98 Council asked region: 9



## Maintenance of unsealed roads in your area importance



### 2022 unsealed roads importance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	91	87	75	88	86	n/a	n/a	83	80	84	83
Women	90▲	89	87	85	85	n/a	n/a	83	84	84	84
35-49	89	91	90	80	87	n/a	n/a	79	87	84	83
Buloke	86	86	84	82	85	n/a	n/a	81	82	81	83
Charlton	86	83	79	80	81	n/a	n/a	n/a	n/a	n/a	n/a
50-64	85	88	85	81	86	n/a	n/a	83	83	80	86
Small Rural	85	84	83	82	84	81	81	82	n/a	n/a	n/a
Donald	84	86	83	82	88	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	83	88	89	81	82	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	83▼	81	80	80	80	79	79	78	78	81	80
65+	83	82	84	80	82	n/a	n/a	78	77	79	79
Men	83	83	81	78	84	n/a	n/a	78	79	79	81

Q1. Firstly, how important should 'Maintenance of unsealed roads in your area' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 15 Councils asked group: 7

Note: Please see Appendix A for evaluation of significant differences

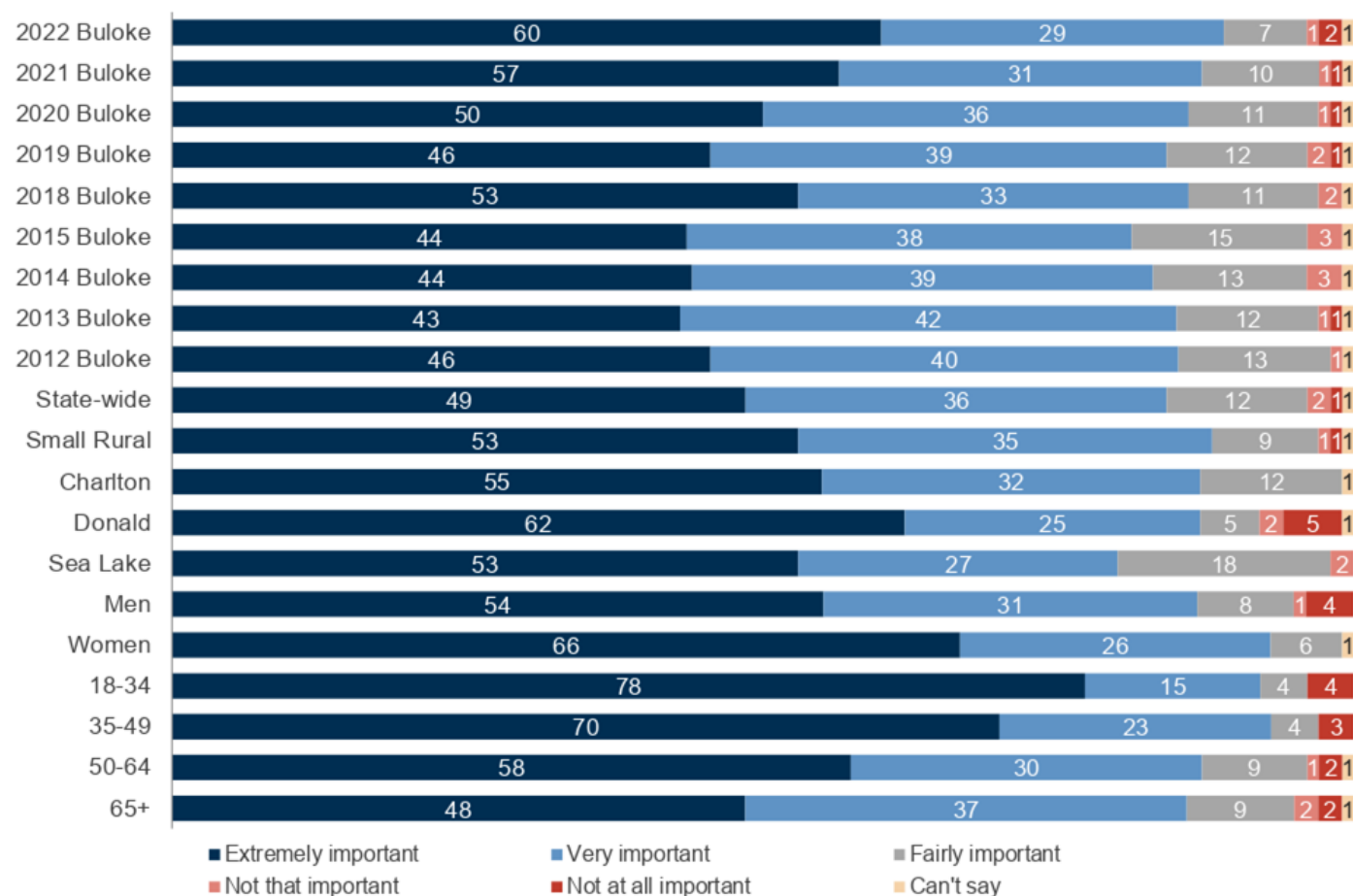
J W S R E S E A R C H

80

## Maintenance of unsealed roads in your area importance



### 2022 unsealed roads importance (%)



Q1. Firstly, how important should 'Maintenance of unsealed roads in your area' be as a responsibility for Council?  
 Base: All respondents. Council asked. State-wide: 45 Council asked group: 7

J W S R E S E A R C H

81

## Maintenance of unsealed roads in your area performance



### 2022 unsealed roads performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Small Rural	42▲	44	43	43	40	43	44	45	n/a	n/a	n/a
State-wide	41▲	45	44	44	43	44	43	45	45	44	46
Sea Lake	40▲	35	29	36	37	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	37	47	41	40	38	n/a	n/a	n/a	n/a	n/a	n/a
65+	36	43	39	44	38	n/a	n/a	44	48	44	52
Women	32	36	36	35	35	n/a	n/a	42	42	41	45
Buloke	31	38	35	37	35	n/a	n/a	40	41	39	43
Men	31	40	35	38	35	n/a	n/a	38	40	36	42
18-34	30	41	37	34	36	n/a	n/a	41	40	41	46
50-64	29	36	33	32	31	n/a	n/a	36	39	38	43
Donald	29	37	34	32	30	n/a	n/a	n/a	n/a	n/a	n/a
35-49	26	26	31	33	35	n/a	n/a	37	34	30	32

Q2. How has Council performed on 'Maintenance of unsealed roads in your area' over the last 12 months?

Base: All respondents. Councils asked State-wide: 24 Councils asked group: 10

Note: Please see Appendix A for explanation of significant differences

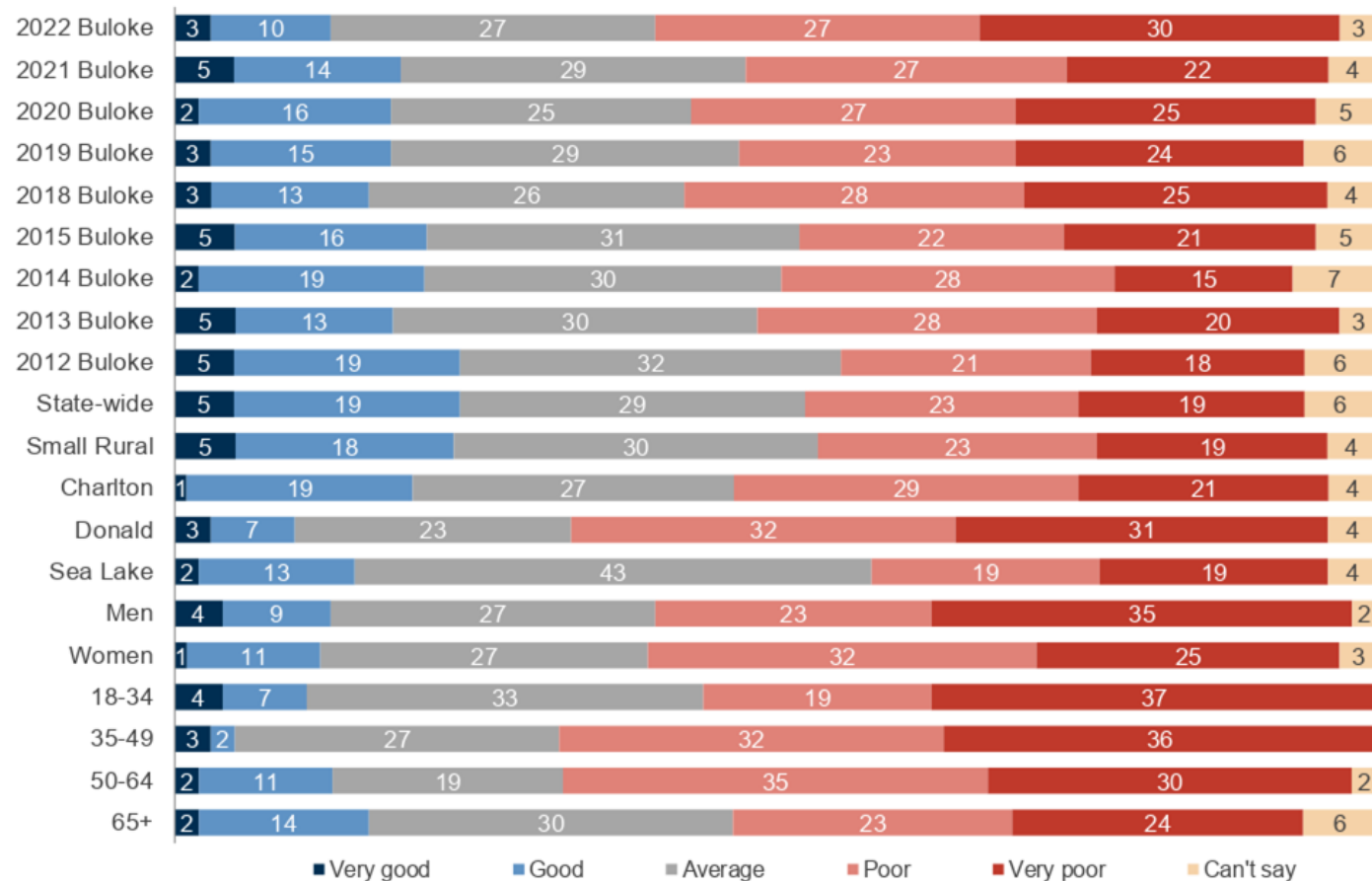
J W S R E S E A R C H

82

## Maintenance of unsealed roads in your area performance



### 2022 unsealed roads performance (%)



Q2. How has Council performed on 'Maintenance of unsealed roads in your area' over the last 12 months?  
 Base: All respondents. Council rated State-wide: 24 Council rated poor: 40

J W S R E S E A R C H

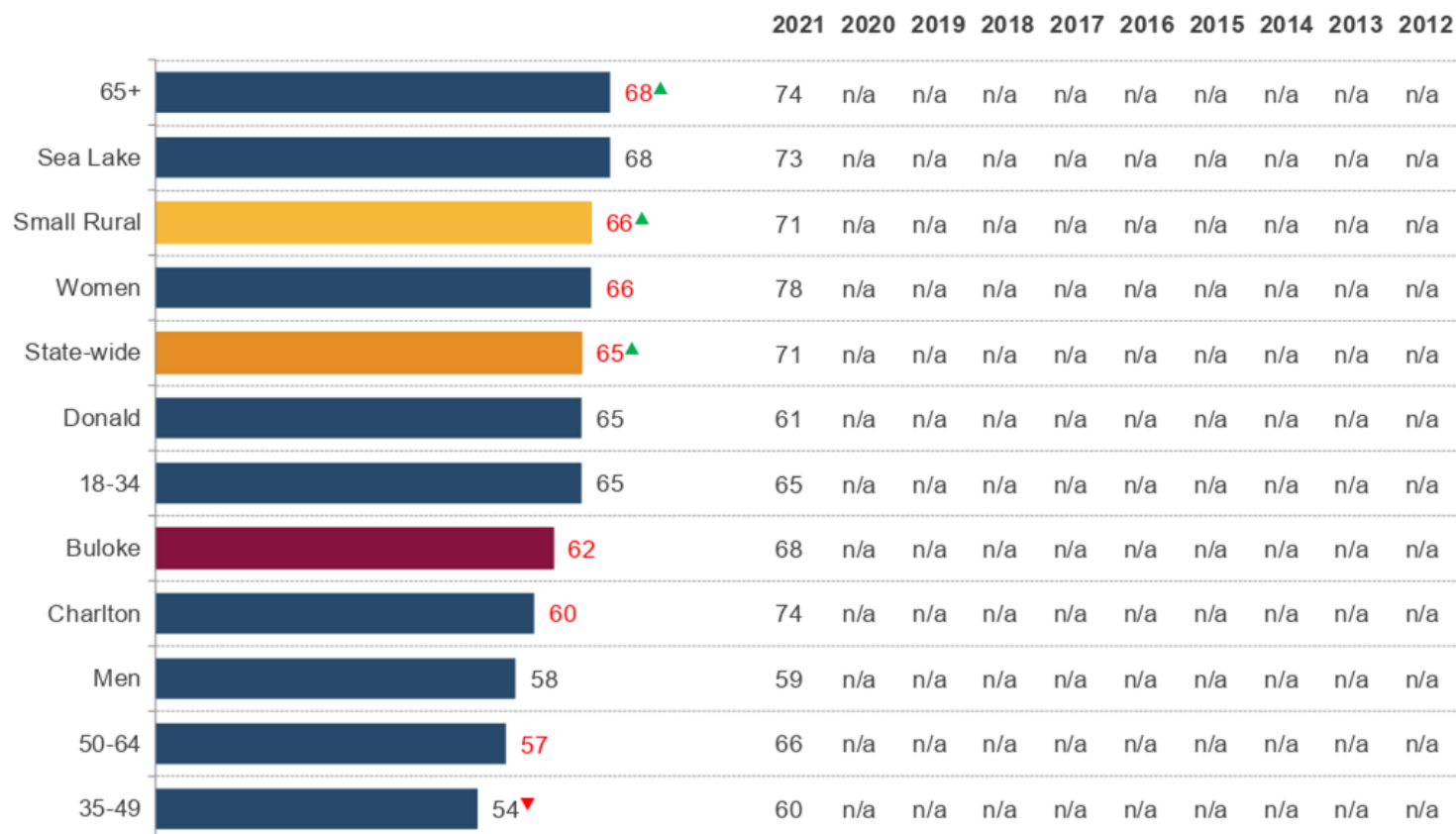
83



## COVID-19 response importance



### 2022 COVID-19 response importance (index scores)



Q1. Firstly, how important should 'COVID-19 response' be as a responsibility for Council?

Base: All respondents. Councils asked State-wide: 16 Councils asked group: 4

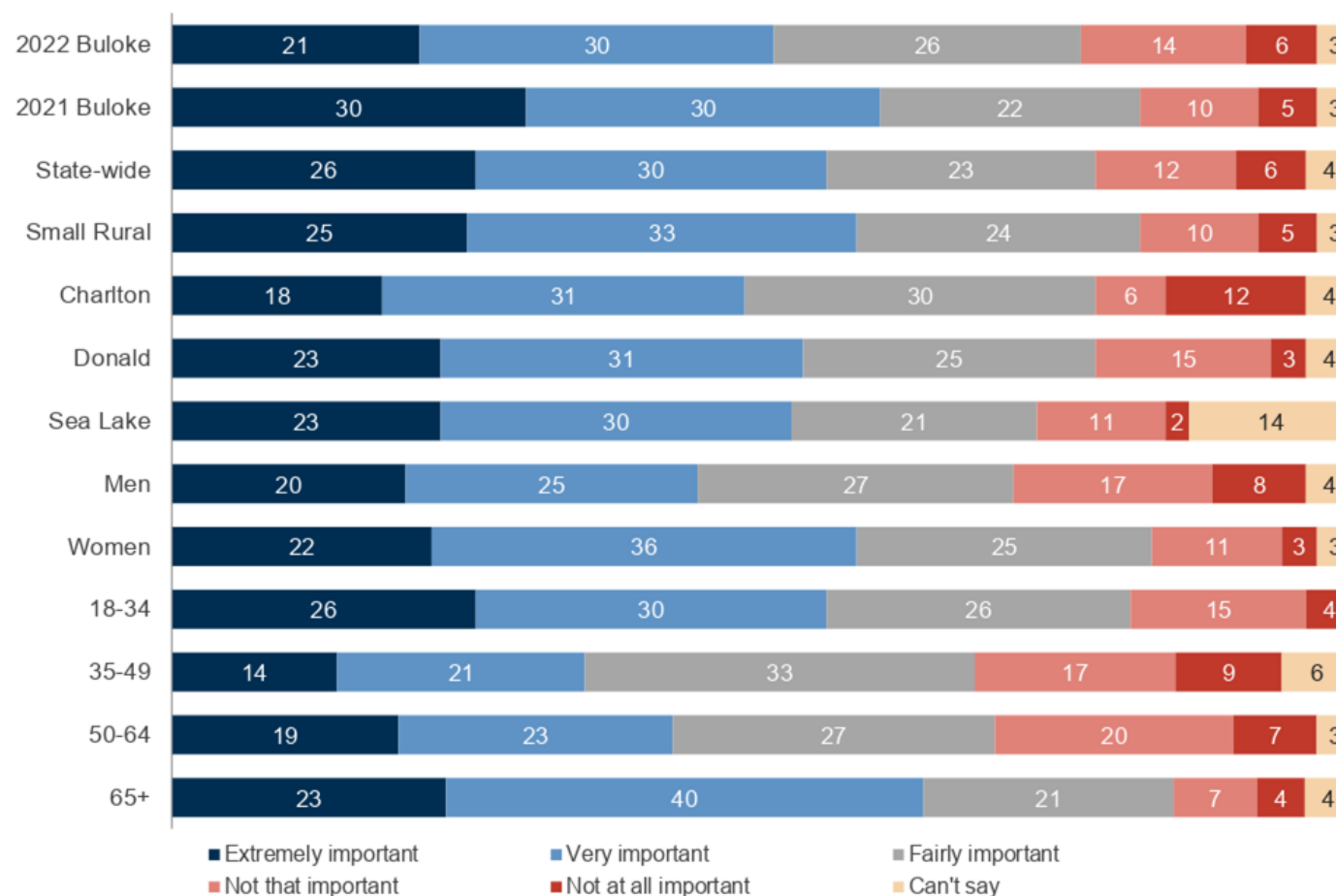
Note: Please see Appendix A for explanation of significant differences



## COVID-19 response importance



2022 COVID-19 response importance (%)



Q1. Firstly, how important should 'COVID-19 response' be as a responsibility for Council?  
 Base: All respondents. Council asked State-wide: 48 Council asked region: 4

J W S R E S E A R C H

85



## COVID-19 response performance



### 2022 COVID-19 response performance (index scores)

		2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
18-34	81▲	83	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
65+	76	81	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Women	73	85	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Charlton	72	80	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Buloke	72	78	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sea Lake	71	83	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Men	71	73	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Donald	70	76	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Small Rural	69▼	75	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
State-wide	69▼	73	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
35-49	66	78	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
50-64	64▼	70	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Q2. How has Council performed on 'COVID-19 response' over the last 12 months?

Base: All respondents. Councils asked State-wide: 30 Councils asked group: 6

Note: Please see Appendix A for evaluation of significant differences

J W S R E S E A R C H

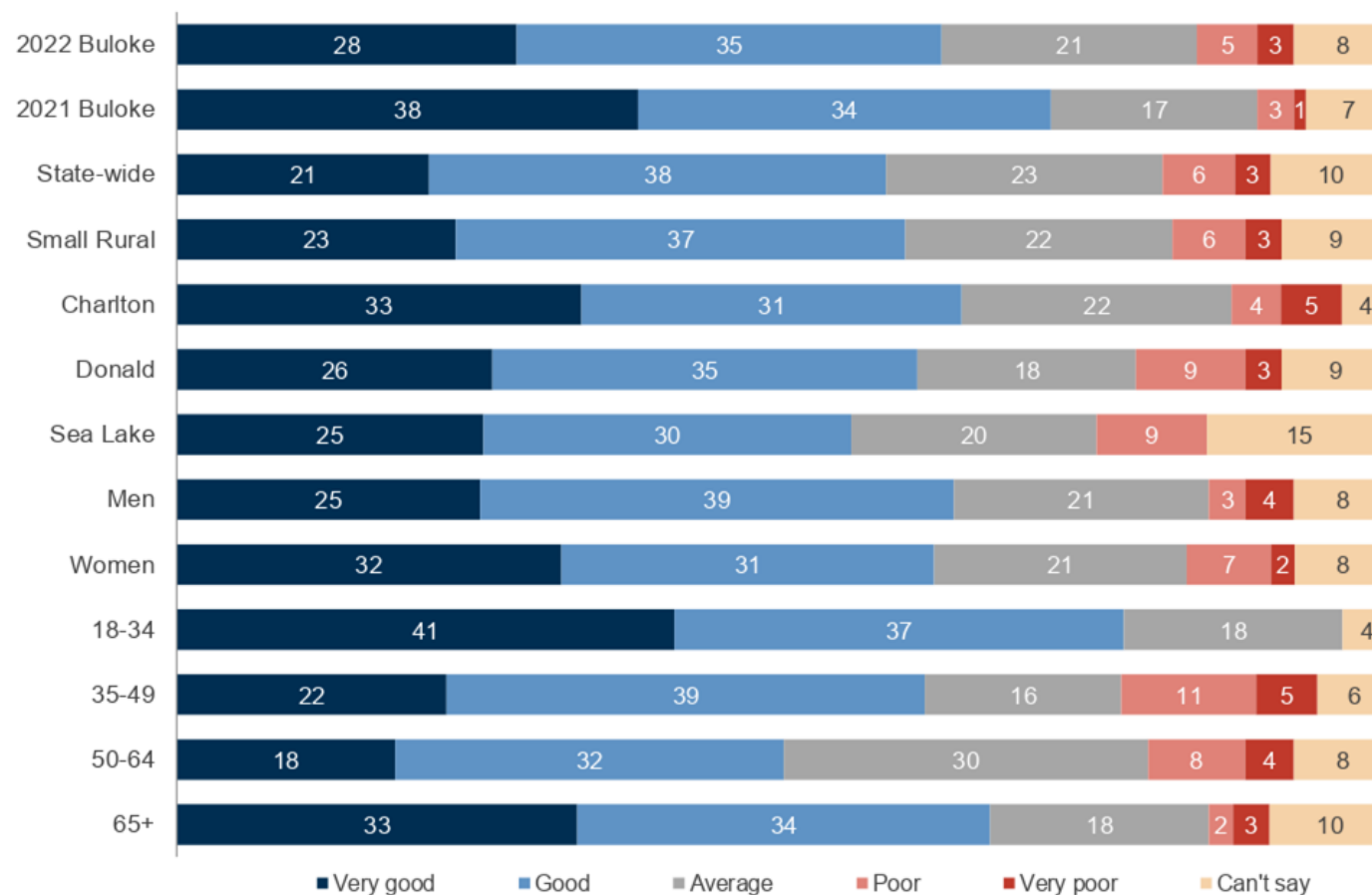
86



## COVID-19 response performance



2022 COVID-19 response performance (%)



Q2: How has Council performed on 'COVID-19 response' over the last 12 months?  
Base: All respondents. Council rated State-wide: 20 Councils rated poorly: 5

J W S R E S E A R C H

87



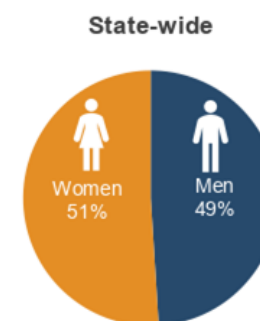
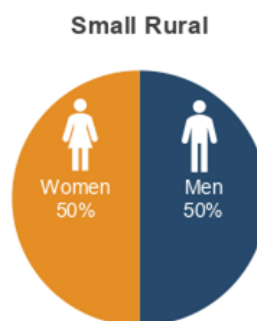
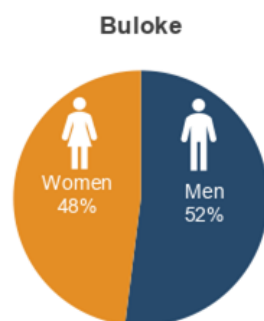


# Detailed demographics

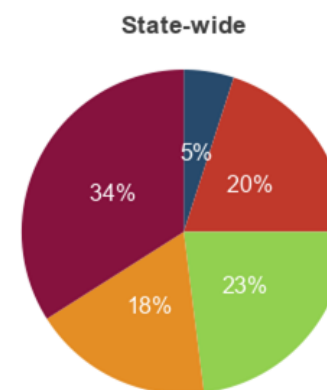
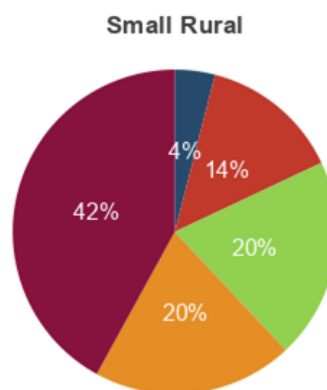
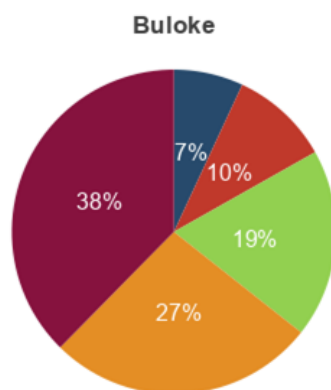


## Gender and age profile

### 2022 gender



### 2022 age



■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+

■ 18-24 ■ 25-34 ■ 35-49 ■ 50-64 ■ 65+


S3. [Record gender] / S4. To which of the following age groups do you belong?

Base: All respondents. Councils asked State-wide: 67 Councils asked group: 19

Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.

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## **Appendix A: Index scores, margins of error and significant differences**

## Appendix A: Index Scores



### Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	INDEX SCORE 60

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	INDEX SCORE 56

## Appendix A: Margins of error



The sample size for the 2022 State-wide Local Government Community Satisfaction Survey for Buloke Shire Council was n=400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately n=400 interviews is +/-4.7% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.3% - 54.7%.

Maximum margins of error are listed in the table below, based on a population of 4,900 people aged 18 years or over for Buloke Shire Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Buloke Shire Council	400	400	+/-4.7
Men	165	207	+/-7.5
Women	235	193	+/-6.3
Charlton	84	83	+/-10.7
Donald	125	119	+/-8.7
Sea Lake	44	41	+/-14.9
18-34 years	27	67	+/-19.2
35-49 years	40	75	+/-15.6
50-64 years	134	107	+/-8.4
65+ years	199	152	+/-6.8

## Appendix A: Significant difference reporting notation



Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing green (▲) and downward directing red arrows (▼).

Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

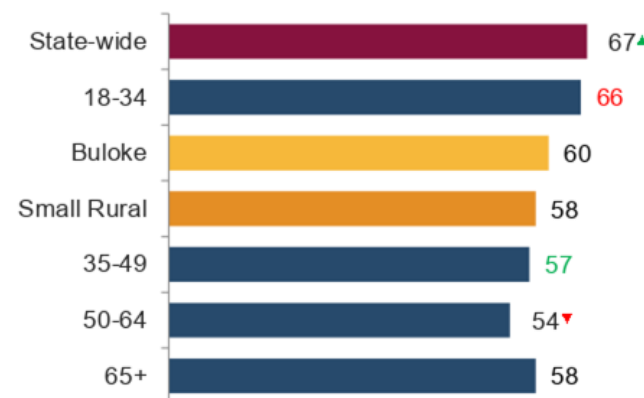
- ▲ The state-wide result is significantly higher than the overall result for the council.
- ▼ The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in green and red indicate significantly higher or lower results than in 2021.

Therefore in the example below:

- The result among 35-49 year olds in the council is **significantly higher** than the result achieved among this group in 2021.
- The result among 18-34 year olds in the council is **significantly lower** than the result achieved among this group in 2021.

**2022 overall performance (index scores)  
(example extract only)**



## Appendix A: Index score significant difference calculation



The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$5^2 / \$3) + (\$6^2 / \$4))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 2
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.





## **Appendix B: Further project information**



## Appendix B: Further information



Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in this section including:

- Background and objectives
- Analysis and reporting
- Glossary of terms

### Detailed survey tabulations

Detailed survey tabulations are available in supplied Excel file.

### Contacts

For further queries about the conduct and reporting of the 2022 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on

(03) 8685 8555 or via email:

[admin@jwsresearch.com](mailto:admin@jwsresearch.com)

## Appendix B: Survey methodology and sampling



The 2022 results are compared with previous years, as detailed below:

- 2021, n=400 completed interviews, conducted in the period of 28<sup>th</sup> January – 18<sup>th</sup> March.
- 2020, n=400 completed interviews, conducted in the period of 30<sup>th</sup> January – 22<sup>nd</sup> March.
- 2019, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2018, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2017, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2016, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2015, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2014, n=400 completed interviews, conducted in the period of 31<sup>st</sup> January – 11<sup>th</sup> March.
- 2013, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 24<sup>th</sup> March.
- 2012, n=400 completed interviews, conducted in the period of 18<sup>th</sup> May – 30<sup>th</sup> June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Buloke Shire Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, '—' denotes not mentioned and '0%' denotes mentioned by less than 1% of respondents. 'Net' scores refer to two or more response categories being combined into one category for simplicity of reporting.

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Buloke Shire Council.

Survey sample matched to the demographic profile of Buloke Shire Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 60% mobile phone numbers to cater to the diversity of residents within Buloke Shire Council, particularly younger people.

A total of n=400 completed interviews were achieved in Buloke Shire Council. Survey fieldwork was conducted in the period of 27<sup>th</sup> January – 24<sup>th</sup> March, 2022.

## Appendix B: Analysis and reporting



All participating councils are listed in the State-wide report published on the DELWP website. In 2022, 67 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2022 vary slightly.

### Council Groups

Buloke Shire Council is classified as a Small Rural council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural.

Councils participating in the Small Rural group are:

- Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, West Wimmera and Yarriambiack.

Wherever appropriate, results for Buloke Shire Council for this 2022 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Small Rural group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

## Appendix B: 2012 survey revision



The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Buloke Shire Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. Comparisons in the period 2012-2022 have been made throughout this report as appropriate.

## Appendix B: Core, optional and tailored questions



### Core, optional and tailored questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2022 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Value for money in services and infrastructure (Value for money)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Waste management

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2022 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

## Appendix B: Analysis and reporting



### Reporting

Every council that participated in the 2022 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the State government is supplied with this State-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed, which is available at:

<https://www.localgovernment.vic.gov.au/our-programs/council-community-satisfaction-survey>

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.



## Appendix B: Glossary of terms



**Core questions:** Compulsory inclusion questions for all councils participating in the CSS.

**CSS:** 2022 Victorian Local Government Community Satisfaction Survey.

**Council group:** One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

**Council group average:** The average result for all participating councils in the council group.

**Highest / lowest:** The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

**Index score:** A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

**Optional questions:** Questions which councils had an option to include or not.

**Percentages:** Also referred to as 'detailed results', meaning the proportion of responses, expressed as a percentage.

**Sample:** The number of completed interviews, e.g. for a council or within a demographic sub-group.

**Significantly higher / lower:** The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

**State-wide average:** The average result for all participating councils in the State.

**Tailored questions:** Individual questions tailored by and only reported to the commissioning council.

**Weighting:** Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.

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**8.5        REPORTS FROM COUNCILLORS**

Nil

**8.6        MATTERS WHICH MAY EXCLUDE THE PUBLIC**

Nil

**9. OTHER BUSINESS****9.1 NOTICES OF MOTION****9.1.1 CR DAVID VIS - RESIGNATION FROM COUNCIL**

**Author's Title:** Councillor

**Department:** Office of the CEO

**File No:** GO/09/01

**PURPOSE**

The purpose of this Notice of Motion is to acknowledge the resignation of Cr David Vis, effective 30 June 2022, and to express Council's appreciation to David for his dedication and service by representing the residents and ratepayers of the Mallee Ward on the Council.

David has been a passionate and valuable link for the people of the Mallee Ward to the Buloke Shire Council.

**RECOMMENDATION**

That Council write to David Vis to acknowledge his resignation effective 30 June 2022 and express Council's appreciation to him for his dedication and service to the Buloke Shire Council and in particular representing the residents and ratepayers of the Mallee Ward.

**Attachments:** Nil

**9.2 QUESTIONS FROM COUNCILLORS**

Nil

**9.3 URGENT BUSINESS**

Nil

**9.4 ANY OTHER BUSINESS****9.4.1 INTERSTATE TRAVEL - CR MILNE**

**Author's Title:** Executive Assistant

**Department:** Office of the CEO

**File No:** GO/06/11

**PURPOSE**

In accordance with Council's Expenses Policy adopted August 2020, proposed interstate travel of Councillors, requires the approval of the Council.

Cr Milne has indicated he is seeking approval from the Council to travel interstate to represent the Wimmera Mallee Tourism Association at the Adelaide Caravan and Camping Show at the end of July 2022.

**SUMMARY**

Cr Milne, at a Statutory Meeting held 10 November 2021, was appointed as a Council delegate for the Wimmera Mallee Tourism Association (WMTA).

Cr Milne has advised of his intention to represent the WMTA at the Adelaide Caravan and Camping show on the days of 29, 30 and 31 of July 2022.

Cr Milne will be a guest of the Limestone Coast for this event and has indicated that all expenses incurred will be covered predominantly by WMTA and the balance by himself.

**RECOMMENDATION**

That Council approve the interstate travel for Cr Milne to attend the Adelaide Caravan and Camping Show on 29, 30 and 31 of July 2022.

**Attachments:** Nil

**10. MEETING CLOSE**