

Performance Strategic Reference Group

Date: Thursday 14 July 2022

Time: 5:00pm to 7:00pm

Location: Council Chambers / Boardroom (Shire Hall) and via MS Teams

<i>Members</i>	<i>Present</i>	<i>Apology</i>
Councillor Mathew Deeth (Chair)	✓	
Councillor Matt Gould (Deputy Chair)	✓	
Caroline Argent, Director Customer and Corporate Services	✓	
Rob Seidel, Chief Financial Officer	✓	
Peter Wright, Manager Engagement and Performance	✓	
Eric Imbs, Head of Integrity and Governance	✓	
Simon Adcock, Manager Customer, Information and Technology Service	✓	
Tina Hay, Acting Manager People and Culture		✓
Erin Whiley, People and Culture Support Officer	✓	
Michael Shaw	✓	
Geoff O'Brien	✓	
Ian Lane	✓	
David James	✓	
David Bennett	✓	
David Lazzaro	✓	
Samuel Davis	✓	
Nerida Cunneen		✓
Scott Grey	✓	
Lyn Bright	✓	
Councillor Brandstater	✓	
Councillor Rogers	✓	

Item	Notes	Agreed Actions
1. Acknowledgement of country	Chair gave acknowledgement	
2. Attendance and apologies	As noted above	

3. Disclosure of interests	Chair asked attendees to disclose any conflicts of interest. None stated	
4. Confirmation of previous minutes	NA	
5. Committee Induction <ul style="list-style-type: none"> • Introductions from each member • Overview of the Terms of Reference & Scope • Overview of the Code of Conduct • Meeting Scheduling and timing • Remote Attendance 	<p>Attendees introduced themselves with a brief outline of their background and why they applied to be part of the SRG</p> <p>Mayor Gould highlighted purpose and importance of SRG meeting</p> <p>Peter Wright recapped high level purpose & key focus areas of the SRG</p> <p>Councillor Deeth reminded group that unrelated concerns operational issues be raised in another forum</p> <p>Eric Imbs gave a high-level overview of Council’s Code of Conduct and general conduct expected of advisory group members.</p> <p>Group discussed ongoing timing and frequency of future SRG meetings. General view of community members was that 2 or 3 meetings insufficient and that quarterly would be preferable.</p> <p>Peter Wright confirmed remote attendance via Microsoft teams (hybrid meeting style) will continue.</p>	<p>ACTION: Chair to give consideration to more frequent SRG Meetings in accordance with any requirements of the SRG’s Terms of Reference</p>
6. CSP Strategies and Delivery Plan Actions <ul style="list-style-type: none"> • CSP alignment summary • Delivery Plan Actions 	<p>Peter Wright gave brief overview of the CSP and its 5 pillars with a focus on “Performance”</p> <p>The 4-year Delivery Plan, which outlines proposed projects, funding and timeline, was presented</p> <p>It was acknowledged that there would be no benefit in the SRG monitoring or focusing on all if these projects as Council’s existing project management and reporting processes already do this</p> <p>David Bennett therefore flagged the benefit of the group using a Traffic light system to easily identify what is <u>not</u> on track so committee can further discuss and prioritise.</p>	<p>ACTION: PW to circulate links to final graphic design versions of:</p> <ul style="list-style-type: none"> • Community Strategic Plan • Delivery Program • Resourcing Strategy

	Rob Seidel confirmed that audited financial statements are on website, quarterly budget review statements, and breakdown of revenue (rates, grants, interest), Rob offered to talk to this in more detail at next meeting	<p>ACTION: Peter Wright to circulate link to Council's Financial Statements</p> <p>ACTION: Rob Seidel to present on the Long-Term Financial Plan at next SRG</p>
Meeting close	Councillor Matthew Deeth concluded Meeting at 6:53pm	
Likely agenda items for next meeting	<ul style="list-style-type: none"> • Customer Satisfaction Survey results • Salesforce (and Customer Satisfaction) • Community Engagement Strategy • Long Term Financial Plan 	