

# Finance and Operations Committee

## Agenda

**Date: Wednesday 24 August 2022**

**Time: 5.30pm**

**Venue: Civic Centre (Council Meeting Room)  
13 Mair Street, Benalla**

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In accordance with Governance Rule 6.4 an audio recording will be made of the proceedings of the meeting.

PO Box 227  
1 Bridge Street East  
Benalla Victoria 3671  
Tel: 03 5760 2600  
[council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)  
[www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

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# Agenda

<b>Chair</b>	Councillor Justin King	
<b>Councillors</b>	Councillor Danny Claridge	
	Councillor Peter Davis	
	Councillor Don Firth	
	Councillor Bernie Hearn (Mayor)	
	Councillor Punarji Hewa Gunaratne	
	Councillor Gail O’Brien	
<b>In attendance</b>	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Jane Archbold	Manager Community
	Cathy Fitzpatrick	Manager Finance
	Jessica Beaton	Governance Coordinator

## Acknowledgment of Country

*We, the Benalla Rural City Council, acknowledge the traditional custodians of the land on which we are meeting. We pay our respects to their Elders past and present and to Elders from other communities who may be here today.*

## Apologies

**Recommendation:**

**That the apology/ies be accepted and a leave of absence granted.**

## Confirmation of the Minutes of the Previous Meeting

The minutes have been circulated to Councillors and posted on the Council website [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au) pending confirmation at this meeting.

### Recommendation:

**That the Minutes of the Finance and Operations Committee Meeting held on Wednesday 15 June 2022 be confirmed as a true and accurate record of the meeting.**

## Governance Matters

This Committee Meeting is conducted in accordance with the *Local Government Act 2020* and the Benalla Rural City Council *Governance Rules 2020*.

## Recording of Council Meetings

In accordance with the *Governance Rules 2020* clause 6.4 meetings of Council will be audio recorded and made available for public access, with the exception of matters identified as confidential items in the agenda.

## Behaviour at Meetings

Members of the public present at a meeting must remain silent during the proceedings other than when specifically invited to address the Committee.

The Chair may remove a person from a meeting for interjecting or gesticulating offensively after being asked to desist, and the chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.

The Chair may call a break in a meeting for either a short time, or to resume another day if the behaviour at the Council table or in the gallery is significantly disrupting the meeting.

## Disclosures of Conflict of Interest

In accordance with the *Local Government Act 2020*, a Councillor must declare any Conflict of Interest pursuant to Section 130 of the Act in any items on this Agenda.

At the time indicated in the agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest;
- whether their conflict of interest is general or material; and
- the circumstances that give rise to the conflict of interest.

Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor must indicate to the meeting the existence of the conflict of interest and leave the meeting.

## Business

### 1. Public Question Time

The Council's *Governance Rules 2020* provide the opportunity for members of the public to lodge written questions of broad interest to the Council and the community.

Questions of the Council will not be allowed during any period when the Council has resolved to close the meeting in respect of a matter under section 66 (1) of the *Local Government Act 2020* (the Act).

A question may be on any matter except if it:

- is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
- relates to confidential information as defined under the Act;
- relates to the personal hardship of any resident or ratepayer; or
- relates to any other matter which the Council considers would prejudice the Council or any person.

No more than two questions will be accepted from any person at any one meeting.

All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.

Like questions may be grouped together and a single answer provided.

The Chair may nominate a Councillor, the Chief Executive Officer or another member of Council staff to respond to a question.

**Recommendation:**

**That the question(s) and answer(s) be noted.**

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## 2. Biannual Audit and Risk Committee Report

SF/4444-03

Robert Barber – General Manager Corporate

### PURPOSE OF REPORT

The report presents a summary of the Audit and Risk Committee's activities in the 2021/22 financial year.

### BACKGROUND

In accordance with the *Local Government Act 2020* the Audit and Risk Committee is required to prepare a biannual report on the activities of the Committee.

The report covers the period 1 July 2021 to 30 June 2022. In future, the report will be presented to the Council twice a year.

### DISCUSSION

The *Audit and Risk Committee Report To Council* (refer **Appendix 1**) was endorsed by the Committee at its meeting on 26 July 2022.

Audit and Risk Committee Chair Cameron Gray will speak to the report and answer questions from the Council.

### Leadership

- *Good governance.*
- *High performance culture*

### COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that due to administrative nature of the report, community engagement be undertaken at the Inform level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to the used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Report to the Council.</li> <li>▪ Audit and Risk Committee activities reported in the in the Annual Report.</li> </ul>

**FINANCIAL IMPLICATIONS**

Administration costs associated with the Audit Advisory Committee are met from existing budget allocations. Independent committee members are paid an allowance: The Chairperson receives \$500 a meeting and independent members \$400 a meeting.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

**Recommendation:**

**That the report be noted.**



## 8. Audit and Risk Committee Report to Council

SF/4444-03

Robert Barber – General Manager Corporate

### PURPOSE OF REPORT

The report presents a summary of the Audit and Risk Committee's 2021/22 activities.

### BACKGROUND

In accordance with the *Local Government Act 2020* the Audit and Risk Committee is required to prepare a biannual report on the activities of the Committee.

As this is the Committee's first report, it covers the period 1 July 2021 to 30 June 2022. In future, the report will be presented biannually.

### DISCUSSION

#### Meetings

The Committee met four times in 2021/22:

1. 24 August 2021
2. 21 September 2021
3. 23 November 2021
4. 22 March 2022.

#### Attendance

Member	24 August 2021	21 September 2021	23 November 2021	22 March 2022
Cameron Gray	X	X	X	X
Michael Hedderman	X	X	X	X
Rita Ruyters	X	X	X	X
John Stapleton	X	X	X	X
Cr Peter Davis <i>(Term started November 2021)</i>			X	X
Cr Punarji Gunaratne <i>(Term ceased November 2021)</i>	X	X		
Cr Justin King	X	X	X	X

## Activities

Key activities undertaken by the Committee included:

### Financial Performance and Audit

- Half-Year *Benalla Rural City Council Local Government Performance Report of Operations* considered.
- Annual Report 2020-21 presented.
- 2021/22 draft Annual Financial Report and draft Performance Statement presented for in principle approval.

### Internal Control Environment

- Audit and Risk Committee Annual Work Program adopted.

### Risk Management

- Strategic and Operational risk registers regularly reviewed.
- COVID-19 impacts monitored.
- Occupational Health and Safety issues monitored.

### Fraud Prevention Systems and Controls

- Fraud prevention systems and controls discussed and Council's Fraud Prevention Policy reviewed.
- Instances of unethical behaviour, fraud and corruption noted. None reported in 2021/22.

### Internal Audit

- *Business Continuity and Disaster Recovery Internal Audit Project Scope* endorsed.
- *Business Continuity and Disaster Recovery* internal audit considered.
- Appointment of new internal auditor discussed.

### External Audit

- *Interim Management Letter For Year Ending 30 June 2022* considered.
- *2021 Benalla Landfill and Resource Recovery Centre Position Paper* considered.
- *Closing Report and Final Management Letter for the year ended 30 June 2021* considered.
- VAGO reports considered: *Annual Audit Plan 2021-2024, Results of 2019-20 Audits Local Government, Results of 2021-22 Audits: Local Government and Council Waste Management Services,*

## Compliance Management

- Sexual Harassment in Local Government survey results considered.
- **Victorian Ombudsman** reports considered: *Investigation Into How Local Councils Respond To Ratepayers In Financial Hardship* and Investigation into allegations of collusion with property developers.
- **Local Government Inspectorate** reports considered: *Personal interest returns: Encouraging disclosure and increasing transparency.*
- **Independent Broad-Based Anti-Corruption Commission** reports considered: *Corruption risks associated with government funded human services delivered by community service organisations.*
- Staff Code of Conduct discussed with Gifts/Offer of Hospitality register presented.
- *Councillor Gift* policy discussed.
- Gifts, Benefits and Hospitality report reviewed.

## Committee performance evaluation and review of Committee charter

- Committee's performance evaluated.
- Audit and Risk Committee Charter reviewed.

## CONCLUSION

Committee chair Cameron Gray will present the *Audit and Risk Committee Report To Council* at the Council's Finance and Operations Committee meeting on 24 August 2022.

**Recommendation:**

**That the Audit and Risk Committee Report To Council be endorsed.**



### 3. 2022/2023 Community Sponsorship Program

SF/2857

Tom Arnold – Community Development Coordinator

Jane Archbold – Manager Community

#### PURPOSE OF REPORT

The report presents funding applications under the 2022/23 Community Sponsorship Program.

#### BACKGROUND

The Community Sponsorship Program enables local community groups, clubs and organisations to seek funding to increase their capacity to work in partnership with the Council and others to address local needs and enhance the local community.

The Community Sponsorship Program distributes grants up to \$500 on a monthly basis, allowing local clubs, groups and organisations the opportunity to seek funds when the need arises.

#### DISCUSSION

Applications for consideration under the 2022/23 Community Sponsorship Program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
FCJ College Benalla	FCJ College students and teachers are putting on a school production of Spamalot. The production is being held at BPACC in Benalla on 24 and 25 August 2022. The request for \$500 in funding is to assist in covering the venue costs.	\$500	\$500
<b>Total</b>		<b>\$500</b>	<b>\$500</b>

#### **COUNCIL PLAN 2021-2025** IMPLICATIONS

##### Community

- *A healthy, safe and resilient community.*
- *A connected, involved and inclusive community.*

##### Leadership

- *Engaged and informed community.*

**COMMUNITY ENGAGEMENT**

In accordance with the Council’s *Community Engagement Policy*, it is proposed that, due to administrative nature of the Policy, that community engagement be undertaken at the ‘Inform’ level under the International Association for Public Participation’s IAP2 public participation spectrum.

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Promotion of program via media, website and social media.</li> <li>▪ Program presented in public reports to the Council.</li> <li>▪ Outcomes advised directly to applicants.</li> <li>▪ Outcomes detailed in Annual Report.</li> </ul>

**FINANCIAL IMPLICATIONS**

The *2022/23 Budget* allocates \$15,000 to the Community Sponsorship. To date, \$2000 in Community Sponsorship grant funding has been allocated.

To ensure transparency and accountability, where assistance is provided in meeting the cost of Council facility hire, the payment is reflected in relevant ledger accounts via an internal transaction.

For example, if the Council agrees to meet the hire cost of the Benalla Town Hall a credit would be made to the Town Hall income ledger account and a debit made to the Community Support Program expense ledger account.

In addition, recipients of support throughout the financial year are detailed in the Annual Report.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

**Recommendation:**

**That a \$500 grant from the 2022/2023 Community Sponsorship Program be allocated to FCJ College Benalla.**

#### 4. Community Department Activity Report For The Quarter Ended 30 June 2022

SF/1534

Jane Archbold – Manager Community

##### PURPOSE OF REPORT

The report presents activity for the Community Department for the quarter ended 30 June 2022.

##### Community and Youth Development

- As part of Council's Annual Community Grants program 30 community organisations received Community Grant funding and seven events were funded through the Major Event Funding Program. Five Community Sponsorship applications were also funded over the quarter.
- The \$50,000 Community Infrastructure Grants received 17 applications. Applications are being assessed by the Australian Government. The Community Development Coordinator met with community members and groups in Baddaginnie, Thoona, and Tatong to discuss infrastructure and community priorities.
- The Rural Outreach Worker and Community Development staff supported the delivery of the Federal Government Rural Outreach event held at the Town Hall on 3 May 2022. The event was attended by more than 200 people.
- During the quarter assistance was provided to nine households (13 adults, 20 children and seven pets) who were having to isolate due to COVID-19 restrictions. These people received groceries and medication as required. Referrals were received through the Family Services Team and through the COVID-19 hotline. The program has now ceased, however, the Council still holds some funds if local referrals occur.
- Accessibility Reference Working Group met once over the quarter with the group identifying several potential improvements to access and inclusion around the Benalla township. Representatives from this group have been actively involved with the recently formed Lakeside Precinct Accessibility Access Working Group.
- The Rural Outreach Worker Reference Group met during the quarter continuing to support the work of the Rural Outreach Worker. The group also discussed investigating holding a session for young farmers to come together.
- Three members of the Community Plan Implementation Steering Committee (CPISC) attended the Communities in Control Conference on 23 and 24 May 2022. The CPISC is no longer meeting. Members of the group were thanked for their contributions, with several members having supported the group since it was formed in 2015.

- The L2P program had 28 learner drivers in April, 27 learner drivers in May and 32 learner drivers in June 2022 (averaging 29 learner drivers per month). During the quarter four young people received their probationary license and the program was supported by 21 volunteer mentor drivers.

Volunteers mentor drivers attended a morning tea at the CWA hall on Tuesday 24 May 2022, where they received new hats and t-shirts provided by Department of Transport.



*New sponsor Tyrepower Benalla*

The program secured Tyrepower Benalla as a new sponsor. Tyrepower Benalla have agreed to cover all tyre costs for the L2P vehicles (saving approx. \$2,500 pa).

Council applied for and were successful in maintaining 30 L2P learner driver positions for the 2022/23 financial year. This is recognition of the work done to recover from the disruptions of the previous two years, which is further supported by achieving the L2P monthly target in June 2022. If demand for the program continues, there will be an opportunity in January 2023 to apply for additional learner driver positions. This will be discussed with the steering committee before the end of the year.

- Two successful FReeZA outdoor cinema screenings held at the Benalla Lake foreshore during Easter weekend 2022. More than 100 people attended on the Saturday and more than 300 people on Sunday. Free ice creams were offered to attendees.  
A live band FReeZA event was held at Baddaginnie Hall featuring four young bands with approximately 50 people attending.
- Funding was provided through the Engage program to support the Hands on Trades Day with Council staff also providing support. More than 200 people were in attendance at the event.  
The Engage program were able to offer Responsible Serving of Alcohol (RSA) training at Waminda Community House for 11 young people.
- More than 50 people attended IDAHOBIT Day Celebrations on 17 May 2022.
- The annual Live4Life Benalla Launch event was held on 11 May 2022 with over 100 Year 8 students attending. Year 8 and Year 11 Teen Mental Health First Aid training was completed during the quarter. Fourteen community members attended four Youth Mental Health First Aid training sessions held during June 2022.
- A very successful Rainbow Ball event was held at the Benalla Town Hall on Saturday 25 June 2022 with 200 young people attending from all over the region. The event was for LGBTQIA+ people and their allies. The event was coordinated by Council staff with support from the NE Pride Collective.



- Will Smith was appointed to the Youth Engagement Officer role. Will will support the Youth Development Coordinator with various youth projects and initiatives.
- Youth workers from Benalla Rural City Council and Strathbogie councils joined forces and were able to take four youth bands to Kool Skools in Melbourne. Two bands from Benalla and two bands from Euroa were given the opportunity to professionally record up to four songs over two days in a recording studio. The bands were also provided with the opportunity to create marketing for a CD compilation of their recorded songs.
- The Youth Development Coordinator is participating in the Fairley Leadership program.



*Local youth bands at Kool Skools*

- The draft evaluation report on Age Well in Benalla Info Hub has been completed by an external evaluator. Recommendations are to be considered by the Age Friendly Benalla Reference Group.
- The Child Safe Working Group met monthly over the quarter and is supported by representatives from all Council departments. The group is working towards ensuring Council adheres to the new Child Safe Standards.

### **Maternal and Child Health (MCH)**

- 27 births were recorded for the quarter April to June 2022.
- All client consultations remain face to face with relevant personal protective equipment being worn. Clients who cancel appointments are now being encouraged to engage in a telephone consultation with a follow up face-to-face visit if required.
- Nine new dads attended a First Time Dads Group during the quarter. The four sessions were coordinated by MCH staff and supported by two external male facilitators. Feedback about the sessions has been very positive and it is hoped that funding can be secured in the future to run these sessions again.
- The Sleep and Settling program was only able to be offered to high needs clients due to a lack of capacity within the MCH team. The First Time Parents Group was able to continue to run the 'Infant' sleep talk session.
- MCH staff held a successful planning day in late June 2022.
- The MCH Service was able to recruit a new permanent 0.6 staff member who will commence their role July 2022.
- A successful meeting with MCH and kindergarten staff was held over an informal dinner on 27 April 2022 to work on an action plan for improving preschool engagement in the Benalla community. Nikki James was the guest speaker and spoke about her role as a Koorie Cultural officer at the Winton Wetlands. Nikki shared details of the very successful and engaging Bush Kinder programs that continue to be offered.

### Integrated Family Services (IFS)

- Service hour targets for the quarter finished at 96 per cent, leading to an overall result of 92.68 per cent for the 2021/22 financial year. While this is below the overall target, this is an abnormality for Benalla and can be attributed to the lack of referrals coming through The Orange Door (TOD) since their inception in 2021.
- Benalla Family Services has noted that a number of families are disengaging following allocation through TOD prior to Family Services commencing support. Feedback has been provided to TOD in relation to family's experiences with the TOD assessment process and lengthy timeframes prior to allocation for core services. Suggestions have been made on how this can be improved.
- Family Services welcomed 34 referrals from TOD, however supported 60 families during the 2021/2022 period (families carrying forward support from 2020/2021).
- A total of 16 families received funding through Alliance Flexible Package Funding, as well as five families receiving funding through Department of Fairness, Families and Housing COVID-19 flexible funds packages in 2021/2022.
- Vulnerable families are being seen face to face however COVID-19 screening is occurring before each face-to-face visit. Practitioners are delivering support via phone and video communications tools. IFS teams continue to work in a bubble system (one week from home, one week from the office) with no cross over in office. This is in effort to reduce exposure and impacts of transmission of COVID-19.
- Working collaboratively with Family Services, Family Liaison Officer has supported eight new families over the 2021/2022 period, with eight new families receiving support.
- A Family Liaison program brochure has been created and has been a vital tool in increasing knowledge of the program.
- IFS delivered the first of two sessions of paediatric first aid, facilitated by EmergCare. This project was funded through the Increased Outcomes Project and saw 10 families participate in upskilling their knowledge of child and infant first aid. Participants were also able to take home a personal first aid kit.
- A successful Family Fun Day was held on Friday 27 May 2022 as part of National Reconciliation Week. The event was organised by members of the IFS team in partnership with the Aboriginal Advisory Group and was held at the Benalla Library and Benalla Lake Foreshore area with activities including face painting, giant games, photo booth and DJ, Storytime readings by local elders, craft activities, show bags and information stalls. A BBQ lunch was served by the Benalla Lions Club. Feedback from participants was very positive with the event being attended by Benalla P-12 College, Supported Playgroup families and community members.



*Family fun day participants*

- Supported Playgroup have seen an increase in the families attending this term. Fourteen families are now attending across the two groups. The group has been meeting face to face and attending local community venues. The group have implemented the SmallTalk parenting principles. Discussions with Waminda Community House have commenced in support of a community playgroup to be established in 2023.

### **AGED AND DISABILITY SERVICES**

- A number of transition sessions were held over the quarter for Aged and Disability staff to provide support throughout the redundancy process. Sessions included resume writing, interview techniques, understanding superannuation and Centrelink payments and how to make the most of any redundancy payments. The welfare of the staff was a priority during this time and meetings were held monthly to check in with staff and to identify any other support that could be offered. Feedback received from staff was very positive. Staff found the sessions useful and valued the support provided to them during this period.
- Gateway Health was appointed as the service provider for the Home and Community Care Program for Younger People (HACC PYP) in Benalla. The variation to this funding agreement was completed early 2022.
- Calvary Community Care and Community Accessibility were appointed to provide the Commonwealth Home Support Programme (CHSP).
- Once funding agreements had been signed with the new service providers clients were provided information regarding the future of their services and advised who the new service providers were. Phone contact was made with majority of clients to explain the process.
- Four information sessions were held during June 2022 for clients and interested community members at Benalla Community Care Ray Sweeney Centre and the Benalla Library with over 150 people attending.
- Community Accessibility accepted the funding for the Meals on Wheels service. Council agreed to continue to provide Meals on Wheels for an additional month to allow for a smoother transition to the new provider.
- Home Maintenance services increased during this period, the Gas Heater Service program was popular and a number of clients took advantage of the service. A window cleaning program was also implemented to meet target hours, however, it was difficult to secure a contractor for this service. A contractor was secured that completed all the service requests.
- Social Support Group activities continued to provide weekly contact and activity packs to the clients who did not feel safe to return to group activities in the community.

- A formal farewell for the Aged and Disability Services staff was held at the Benalla Racing Club on 2 July 2022. Service awards were presented to staff by the Mayor and the CEO acknowledged the significant contribution staff had made to our clients and the community.
- A Volunteer function was held at the Benalla Lakeside Community Centre, where the Mayor acknowledged the valuable contribution volunteers had made to the program and community. Volunteers were presented with a certificate of appreciation.

### **REGIONAL ASSESSMENT SERVICE**

- The Regional Assessment team will be continuing their work with Council over the next 12 months. Assessment Officers played a key role in supporting the transition of the Home and Community Care Program for Younger People (HACC PYP) and Commonwealth Home Support Program (CHSP).
- The Assessment team worked with Gateway Health educating the staff with the program guidelines for intake, assessment process and care coordination. Staff also contacted clients to update care plans and provided information to help ensure as smooth a transition as possible for clients.
- The Assessment service has met the KPI's for CHSP with 40 clients assessed and 69 support plan reviews completed.

### **Highlights**

- Council received \$286,799 in funding from a Department of Justice Creating Safer Places grant. The project will increase community use of key public spaces and improve perceptions of safety in the Benalla central business district area.

This project will see installation of lighting along key community footpaths and trails within the Botanic Gardens and around Lake Benalla. The Benalla Library will have colour changing lights and public art installed along with installation of community infrastructure in the adjacent skatepark precinct to encourage broader community use.

**COUNCIL PLAN 2021-2025**

**Community**

Strategy	June Quarter Update
<p>With our community and key stakeholders to address some of the priorities of the Victorian Public Health and Wellbeing Plan 2019-2023: healthy eating and active living; mental wellbeing, preventing violence and injury, and climate change and its impact on health.</p>	<p>Resourcing Benalla Health and Wellbeing Partnership and the drafting of Health and Wellbeing plan workshop.</p> <p>Resourcing of Live4Life program, Age Friendly Benalla, FReeZA program, L2P, rural mental health events, Rural Outreach worker, Social Support Groups, Seniors Festival, Supported Playgroup, Family Liaison and Integrated Family Support program, Maternal Child Health.</p>
<p>Act on the prevention of family violence through awareness raising, workplace policy and support for local and regional initiatives.</p>	<p>Benalla Health and Wellbeing Partnership, staff training, 16 Days of Activism, Maram training, integral to work in community services. Family Violence reform/legislation.</p>
<p>Work together with key health, welfare and community organisations and networks to support better learning, development and wellbeing outcomes for community members.</p>	<p>Continued resourcing of the Benalla Health and Wellbeing Partnership Group, Benalla Youth Service Provider Network, Benalla Live4Life Partnership Group and participation in Early Years Network, North East Age Friendly Alliance, Ovens Murray Children and Family Services Alliance.</p> <p>Continue to provide Integrated Family Services, Maternal and Child Health Services, Family Liaison, Rural Outreach, Aged and Disability Services, Regional Assessment and Covid Emergency Relief.</p>
<p>Offer programs, services, activities and events that support, develop and connect community members of all abilities and lead the community in being age friendly and child and COVID safe.</p>	<p>Resource Accessibility Reference Group, Age Friendly Benalla Reference Group.</p> <p>Updating Community Access and Inclusion Plan and Mobility Map are in progress.</p> <p>Implementing Age Friendly Benalla Strategy, finalising Youth Strategy, supporting Early Years Strategic Plan.</p> <p>Offering Supported Playgroup, New Parents Group, Integrated Family Services, Family Liaison, Sleep and Settling, enhanced MCH, Regional Assessment Service, CHSP and HACC PYP, FReeZA, Live4Life programs.</p>
<p>Support and promote opportunities for the community to participate in a range of social, recreational, and arts and cultural programs, activities and events.</p>	<p>Seniors Festival activities, support Age well in Benalla Info Hub, Children’s week activities, rural community get togethers, FReeZA events and activities, Social Support Groups, Supported Playgroup, New Parents Group.</p>



Strategy	June Quarter Update
Build community capacity through supporting community groups to deliver local initiatives that build social connections and enhance health and wellbeing.	Community Sponsorship program, community grants associated with drought and CASI funding, developing CASI directory of local activities, services and programs to be distributed to all households, updating Who What Where Benalla, L2P program, Rural Township Plans, Social Support Groups, Supported Playgroup, First time parents group, Sleep and Settling program, Family Services, Family Liaison, FReeZA, Engage, Live4Life programs.
Create and promote welcoming and inclusive practices and culture, so community members- whatever their age, gender, physical ability, socio-economic status, religious beliefs, sexuality or cultural background feel like they belong and are valued, respected and included.	Resourced the Umbrella group, supported the Rainbow Ball and wider regional networks focusing on LGBTIQ+ Supported Playgroup, New Parents Group, First Time Dads Group, Integrated Family Services, Family Liaison, Sleep and Settling, MCH, Regional Assessment Service, Aged and Disability programs.
Continue to respectfully engage, include, celebrate and promote Aboriginal and Torres Strait Islander culture and people.	Resource Aboriginal Advisory Group, planning for events and activities for NAIDOC week and redevelopment of the Aboriginal Gardens, ongoing consultations with VACCA and Mungabereena.
Promote, support and actively engage with smaller rural communities.	Rural Outreach worker program and reference group, drafting of Rural Township Plans, supporting funding for rural communities, rural mental health events, and support for local community get togethers and social support groups.

### Leadership

Strategy	June Quarter Update
Ensure key community priorities captured in the long-term community vision are reflected in the Council Plan.	Resource Community Plan Implementation Steering committee and investigate ways of reporting back to the community.
Work in partnership with community members, groups and organisations to achieve the aspirations captured within the Benalla Rural City long-term Community Vision.	Drafting 2036 Community Vision document in partnership with CPISC, launch and consider best ways of keeping community informed on progress and assistance provided by CPISC in preparing Community Vision incorporated in Community Plan.
Create opportunities for deliberative engagement prior to decision making and actively improve and enhance Council’s community engagement practices.	Appointment of Communication and Engagement Coordinator. Community Engagement Policy and Toolkit updated. Utilising The Hive platform to seek community engagement on key issues. Community Engagement underpins all of the work undertaken within the Community department.

**FINANCIAL IMPLICATIONS**

	Notes	2021/22 Actuals	2021/22 Budget	2021/22 Variance
Community Operations		\$891,516	\$890,813	-\$704
Youth Programs	1	\$103,875	\$131,269	\$27,394
Rural Outreach	2	\$34,292	\$40,045	\$5,754
Rural Access	3	\$11,585	\$0	-\$11,585
ADS Aged & Disability Services	4	\$787,594	\$608,864	-\$178,730
ADS Assessment	5	(\$63,176)	\$42,207	\$105,383
ADS Social Support		(\$81,478)	\$9,079	\$90,557
FCS Maternal Child Health	6	\$79,981	\$49,130	-\$30,851
FCS Family & Children’s Services		\$119,896	(\$118,229)	-\$238,125
<b>Total</b>		<b>\$1,884,086</b>	<b>\$1,653,177</b>	<b>-\$230,908</b>

**Notes:**

1. Favourable variance primarily due to timing variance in grant payments and inability to expend funds due to impacts of COVID-19.
2. Favourable variance primarily due to staff absences or difficulties with recruiting staff.
3. Unfavourable variance due to carry forward funds for 21/22 being added to financial year forecast and are not reflected in financial year budget, therefore overspend variance relates to carry forward items.
4. Unfavourable variance as carry forward funds for 21/22 were added to financial year forecast and are not reflected in financial year budget, therefore actual overspend variance relates to carry forward items.
5. Favourable variance primarily due to timing variance in grant payments and inability to expend funds due to impacts of COVID-19.
6. Unfavourable variance as carry forward funds for 21/22 were added to financial year forecast and are not reflected in financial year budget, therefore actual overspend variance relates to carry forward items.

**Recommendation:**

**That the report be noted.**

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## 5. Finance Department Activity Report For The Quarter Ended 30 June 2022

SF/1519

Cathy Fitzpatrick – Manager Finance

### PURPOSE OF REPORT

The report presents an overview of the functions of the Finance Department for the quarter ended 30 June 2022.

### Finance

- VAGO fraud warnings on creditor bank account scams – implemented a review of procurement process and creditor alterations processes
- Production of financial reports and detailed rating data for 2022/23 Budget workshops; and preparation of proposed 2022/23 Budget documents
- Reviewed financial data as at 31 March 2022 and undertook Third Quarter Review and forecast for 30 June 2022
- Commenced planning and systems review for 2022 Financial Statements and Performance Reporting
- Commenced review of fair value revaluation of assets groups (Bridges, Land, Land Under Roads, Buildings and Art Collection) as required for 30 June 2022 reporting.

### Sundry Debtors

An analysis of the unpaid sundry accounts as at that date with comparative data for the previous year is as follows:

Debtors Balances:

Date	90 days	60 days	30 days	Current	Total
30/06/22	\$39,404	\$9,579	\$53,089	\$633,443	<b>\$735,515</b>
31/03/22	\$256,068	\$162,834	\$42,295	\$628,796	<b>\$1,089,993</b>
31/12/21	\$38,995	\$83,149	\$154,539	\$192,538	<b>\$469,222</b>
30/09/21	\$27,217	\$11,894	\$47,244	\$518,689	<b>\$605,044</b>
30/06/21	\$64,772	\$18,023	\$119,125	\$714,972	<b>\$916,892</b>

## Investment Portfolio

In accordance with the Investment Policy, details of investments held at 30 June 2022 are provided in the following table.

**Table 1. Investments held at 30 June 2022**

Bank	Short-term credit rating	Investment type	Amount invested ('000)	Interest rate	Term (days)	Maturity date
NAB	A-1+	TD	\$3,050	0.60%	273	08-Nov-22
Westpac	A-1+	TD	\$2,005	0.67%	273	25-Nov-22
NAB	A-1+	TD	\$923	0.60%	275	21-Dec-22
ANZ	A-1+	TD	\$3,900	1.00%	275	24-Dec-22
Westpac	A-1+	TD	\$934	2.37%	277	26-Feb-23
Westpac	A-1+	TD	\$1,053	3.20%	273	23-Mar-23
<b>Subtotal:</b>			<b>\$11,865</b>			
CBA	A-1+	At call	\$4,261	0.20%		
CBA	A-1+	Operating	\$13,463	0.35%		
<b>Subtotal:</b>			<b>\$17,724</b>			
<b>Total:</b>			<b>\$29,589</b>			

\*TD refers to general term deposits where the use of interest earned is not restricted.

These funds are required to meet the Council's short-term commitments, including capital and operating supplier payments, employee payroll costs and loan repayments.

## Loan Portfolio

Details of existing loans held at 30 June are attached in **Appendix 1**. Loan terms are:

Loan Number	Type	Term
15 to 17	Variable	10 years
18	Fixed – principal and interest	10 years
19	Variable	10 years
20	Fixed	10 years
21	Fixed	10 years
22	Variable	10 Years

### Procurement

- Progress procurement for CAPEX 2022/23 program, additional new grant projects and forward planning for future procurement activities and contract requirements.
- Four procurements initiated.
- Release of four procurement opportunities on e-tender portal.
- Four contracts awarded.
- Online and face-to-face Procurement and Contract Management training ongoing.

### Revenue, Property and Valuations

- Fourth instalment notices issued to all ratepayers.
- Fourth instalment reminder notices issued for overdue balances.
- Finalisation of rate modelling for 2022/23 annual budget
- Fourth instalment remittance return submitted to the State Revenue Office for the Fire Services Property Levy.
- E-notice stats:
  - EzyBill – 232 (+43)
  - BPAY View – 397 (-9)

EzyBill is a method of receiving quarterly rate notices via email. The EzyBill portal allows access to rate notices from any electronic device making payment both easy and convenient.

BPAY is an easy and secure way to pay and manage bills from your online banking.

### Rates and Charges Revenue

Fourth instalment notices were issued on 26 April 2022 with payment due by 31 May 2022. Reminder notices were issued on 8 June 2022. There were 940 notices issued for debts totaling just under \$914,000.

As per quarter three, valuation objections have now been finalised for the 2021/22 rating year. The previously reported large supermarket chain remains with VCAT.

**Appendix 2** details the overall rates and charges generated and collected and apportions the unpaid balance between arrears from previous years of \$421,000 and unpaid charges levied in the current year amounting to \$421,000.

Rate arrears collected in the current year amount to \$604,000. This figure has again decreased significantly on last quarter, but again remains 39 per cent higher than Q4 last year.

Larger rate balances will be referred to Council's debt collection agency in July 2022.

Collections, as a proportion of overall debt, are very similar to Q4 last year (+0.41%). However, the number of properties with outstanding balances has increased to 925 (+241) properties.

**Appendix 3** provides a graph summary comparing the 2021/22 rate instalments due with the total instalments paid as at 1 July 2022.

### Spatial Data Management

The following table includes spatial data management statistics.

Task	June 2022	March 2022	Dec 2021	Sept 2021
Rural Road numbers issued	12	24	8	8
M1s forwarded to the Spatial Information Division of DELWP to update the State mapping datasets with new addresses and Council Property Numbers and rectify anomalies	371	184	212	224
Maintenance and auditing parcels on Mapbase	390	220	245	240

Received new aerial photography for the Benalla urban area, captured via the Coordinated Imagery Program (CIP) through the Department of Environment, Land, Water and Planning (DELWP) northeast group purchase. Uploaded into Spectrum Spatial Analyst (SSA) the corporate GIS viewer.

### **COUNCIL PLAN 2021-2025 IMPLICATIONS**

#### Leadership

Strategy	June Quarter Update
Manage the procurement of goods and services to provide transparency and best value for money.	<ul style="list-style-type: none"> <li>Council on 29 June 2022 adopted BRCC Procurement Policy (revised minor amendments).</li> </ul>
Deliver responsible budget outcomes linked to strategy that maintain financial sustainability and deliver value for money and rating fairness.	<ul style="list-style-type: none"> <li>Council on 29 June 2022 adopted 2022/23 Budget and Financial Plan 2022/23 to 2031/32.</li> </ul>

**FINANCIAL IMPLICATIONS**

	Notes	2021/22 Actuals	2021/22 Budget	2021/22 Variance
Accounting Services	1	(\$2,818,005)	(\$569,047)	\$2,248,958
Property and Valuations	2	(\$16,020,595)	(\$15,580,617)	\$439,978
<b>Total</b>		<b>(\$18,838,600)</b>	<b>(\$16,149,664)</b>	<b>\$2,688,936</b>

**Notes:**

1. Favourable variance due to \$2.2 million prepayment of 2022/23 Financial Assistance Grant program funding.
2. Favourable variance due to supplementary rates and charges more than budgeted.

**Recommendation:**

**That the report be noted.**

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# Loan Schedule

Interest To Be Paid	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/27	2027/28	2028/29	2029/30	2030/31	TOTALS
Loan No.	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	
15A	\$ 4,277.43	\$ 1,550.87									\$ 29,223.58
15B	\$ 9,462.40	\$ 3,371.19									\$ 64,587.96
16	\$ 7,351.74	\$ 8,573.19	\$ 2,861.91								\$ 47,716.77
17	\$ 12,610.83	\$ 8,767.92	\$ 4,860.48	\$ 982.76							\$ 58,042.55
18	\$ 9,543.06	\$ 7,615.00	\$ 5,630.00	\$ 3,561.15	\$ 1,371.71						\$ 52,351.80
19	\$ 3,747.22	\$ 6,111.18	\$ 4,976.56	\$ 3,770.02	\$ 2,547.03	\$ 1,301.97					\$ 35,451.71
20	\$ 13,227.67	\$ 11,385.31	\$ 9,499.21	\$ 7,528.09	\$ 5,394.85	\$ 3,286.35	\$ 1,062.37				\$ 83,144.54
21	\$ 12,810.85	\$ 11,304.34	\$ 9,774.76	\$ 8,142.25	\$ 6,482.57	\$ 4,768.47	\$ 3,005.82	\$ 1,170.03			\$ 87,452.25
22	\$ 21,328.59	\$ 38,438.41	\$ 34,073.53	\$ 29,525.51	\$ 25,069.06	\$ 20,612.61	\$ 16,198.89	\$ 11,699.71	\$ 7,243.26	\$ 2,786.81	\$ 206,976.36
<b>Total Interest Payable</b>	<b>\$ 94,359.80</b>	<b>\$ 97,117.42</b>	<b>\$ 71,676.46</b>	<b>\$ 53,509.77</b>	<b>\$ 40,865.22</b>	<b>\$ 29,969.40</b>	<b>\$ 20,267.08</b>	<b>\$ 12,869.74</b>	<b>\$ 7,243.26</b>	<b>\$ 2,786.81</b>	<b>\$ 664,947.53</b>

Principal To Be Paid	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/27	2027/28	2028/29	2029/30	2030/31	TOTALS
Loan No.	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	
15A	\$ 148,826.29	\$ 105,376.08									\$ 254,202.37
15B	\$ 331,792.15	\$ 230,546.91									\$ 562,339.06
16	\$ 143,507.51	\$ 144,024.50	\$ 128,504.70								\$ 416,036.71
17	\$ 106,363.81	\$ 110,206.72	\$ 114,114.16	\$ 66,462.55							\$ 397,147.23
18	\$ 50,656.66	\$ 52,584.72	\$ 54,569.72	\$ 56,638.57	\$ 58,818.68						\$ 273,268.34
19	\$ 49,111.53	\$ 47,290.30	\$ 48,424.92	\$ 49,631.46	\$ 50,854.45	\$ 72,414.31					\$ 317,726.98
20	\$ 47,925.61	\$ 49,767.97	\$ 51,654.07	\$ 53,625.19	\$ 55,758.43	\$ 57,866.93	\$ 50,060.97				\$ 366,659.18
21	\$ 45,937.63	\$ 47,444.14	\$ 48,973.72	\$ 50,606.23	\$ 52,265.91	\$ 53,980.01	\$ 55,742.66	\$ 57,538.40			\$ 412,488.69
22	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 1,900,000.00
<b>Total Principal Payable</b>	<b>\$ 1,114,121.19</b>	<b>\$ 977,241.33</b>	<b>\$ 636,241.28</b>	<b>\$ 466,964.00</b>	<b>\$ 407,697.46</b>	<b>\$ 374,261.25</b>	<b>\$ 295,803.63</b>	<b>\$ 247,538.40</b>	<b>\$ 190,000.00</b>	<b>\$ 190,000.00</b>	<b>\$ 4,899,868.55</b>





# Rates and Charges Collections Report as at 1 July 2022

# Appendix 2

	Rates	Interest	Legal	Total	Comments
<b>Arrears as at 1/7/2021</b>	\$959,927	\$58,976	\$7,685	<b>\$1,026,588</b>	Unpaid amounts up to and including the 2021/22 rating year
Payments 30/09/2021	-\$185,294	-\$10,255	-\$2,956	<b>-\$198,505</b>	
31/12/2021	-\$199,370	-\$7,902	-\$1,254	<b>-\$208,526</b>	
31/03/2022	-\$102,149	-\$3,421	-\$850	<b>-\$106,420</b>	
30/06/2022	-\$82,490	-\$7,866	-\$899	<b>-\$91,255</b>	
	-\$569,303	-\$29,444	-\$5,960	<b>-\$604,706</b>	
<b>Arrears Rates Balance</b>	\$390,624	\$29,533	\$1,725	<b>\$421,882</b>	<i>Arrears Unpaid as at 01/07/2022</i>

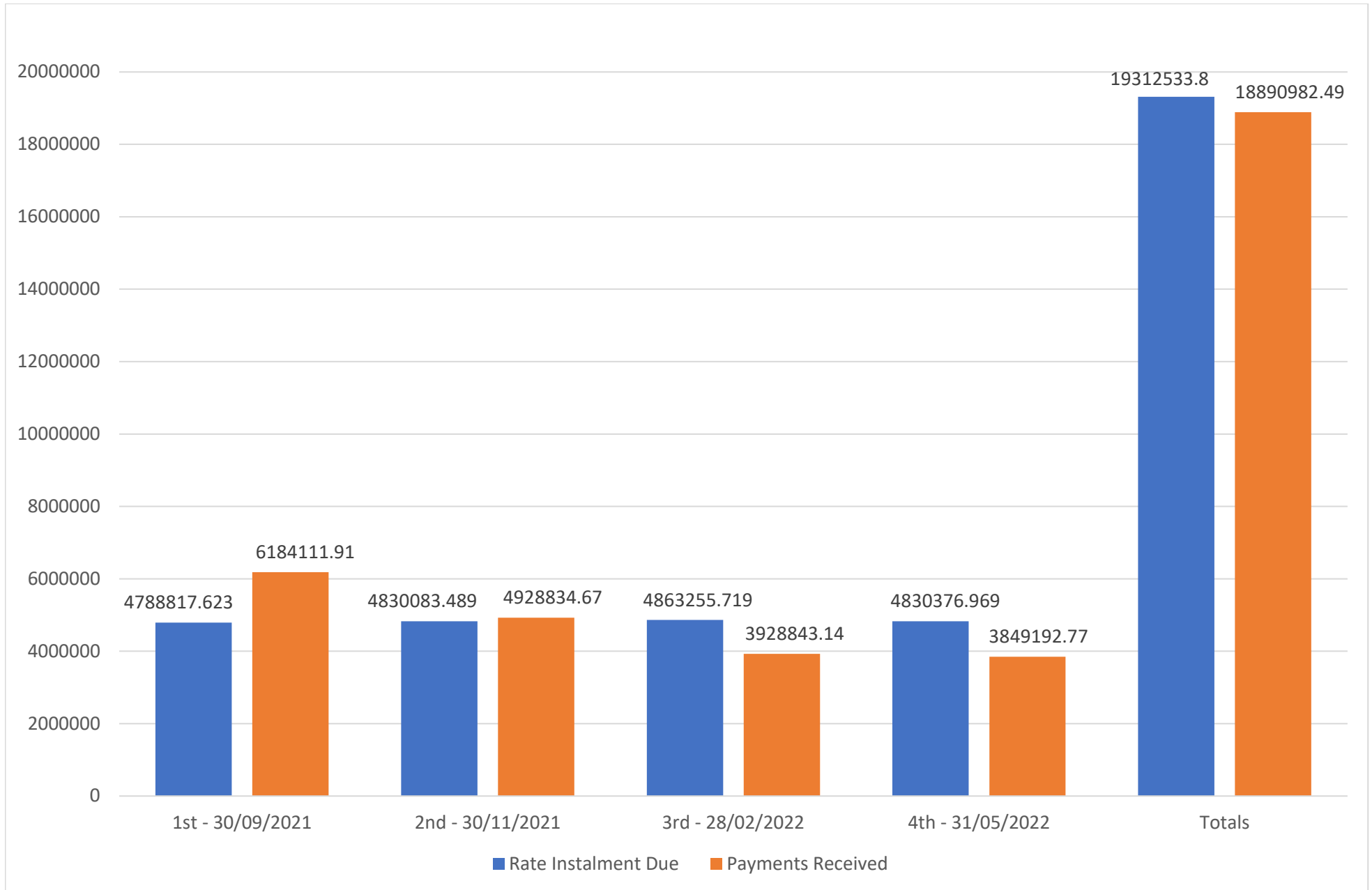
Current Rates/Charges	Rates	Interest	Legal	Total	Comments
Raised 30/09/2021	\$19,536,184	\$8,205	-\$1,454	<b>\$19,542,935</b>	2020/21 Rates including Municipal and Waste Management Charges (includes additional rates levied on new houses and subdivided lands)
31/12/2021	\$82,000	\$21,893	\$25	<b>\$103,919</b>	
31/03/2022	\$65,821	\$20,521	\$4,826	<b>\$91,168</b>	
30/06/2022	-\$8,929	\$5,768	\$2,773	<b>-\$388</b>	
<b>Total</b>	\$19,675,077	\$56,387	\$6,170	<b>\$19,737,634</b>	

Pension Concessions	Rates	Interest	Legal	Total	Comments
30/09/2021	-\$407,918	\$0	\$0	<b>-\$407,918</b>	State Govt - reimbursed by DFFH
31/12/2021	-\$3,705	\$0	\$0	<b>-\$3,705</b>	
31/03/2022	-\$6,333	\$0	\$0	<b>-\$6,333</b>	
30/06/2022	-\$7,144	\$0	\$0	<b>-\$7,144</b>	
<b>Total</b>	<b>-\$425,100</b>	\$0	\$0	<b>-\$425,100</b>	
<b>Net Rates for Collection</b>	\$19,249,977	\$56,387	\$6,170	<b>\$19,312,534</b>	

Payments	Rates	Interest	Legal	Total	Comments
30/09/2021	-\$6,182,810	-\$2,756	\$1,454	<b>-\$6,184,112</b>	Payments received to date for current year rates
31/12/2021	-\$4,917,349	-\$11,486	\$0	<b>-\$4,928,835</b>	
31/03/2022	-\$3,916,221	-\$12,622	\$0	<b>-\$3,928,843</b>	
30/06/2022	-\$3,836,598	-\$9,933	-\$2,662	<b>-\$3,849,193</b>	
<b>Total</b>	<b>-\$18,852,978</b>	<b>-\$36,797</b>	<b>-\$1,208</b>	<b>-\$18,890,982</b>	
<b>Current Rates Balance</b>	\$396,999	\$19,591	\$4,962	<b>\$421,551</b>	<i>Current Unpaid as at 01/07/2022</i>
<b>Balance Remaining</b>	\$787,623	\$49,123	\$6,687	<b>\$843,433</b>	<i>Balance as at 01/07/2022</i>



## 2021/22 Rates and Charges - Due and Collected to 1 July 2022





**6. People and Performance Department Activity Report For The Quarter Ended 30 June 2022**

SF/1538

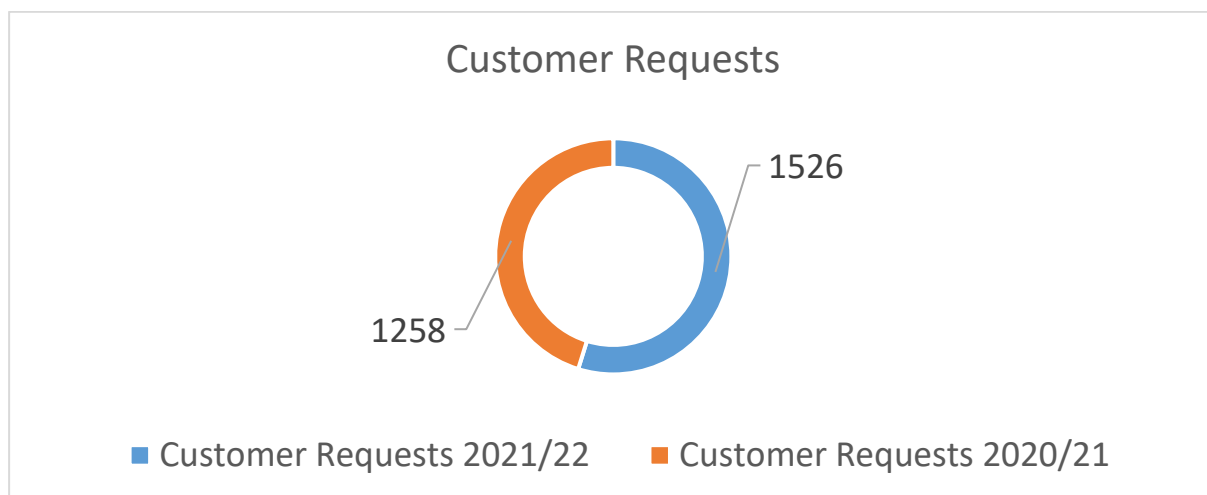
Janine McMaster – Manager People and Performance

**PURPOSE OF REPORT**

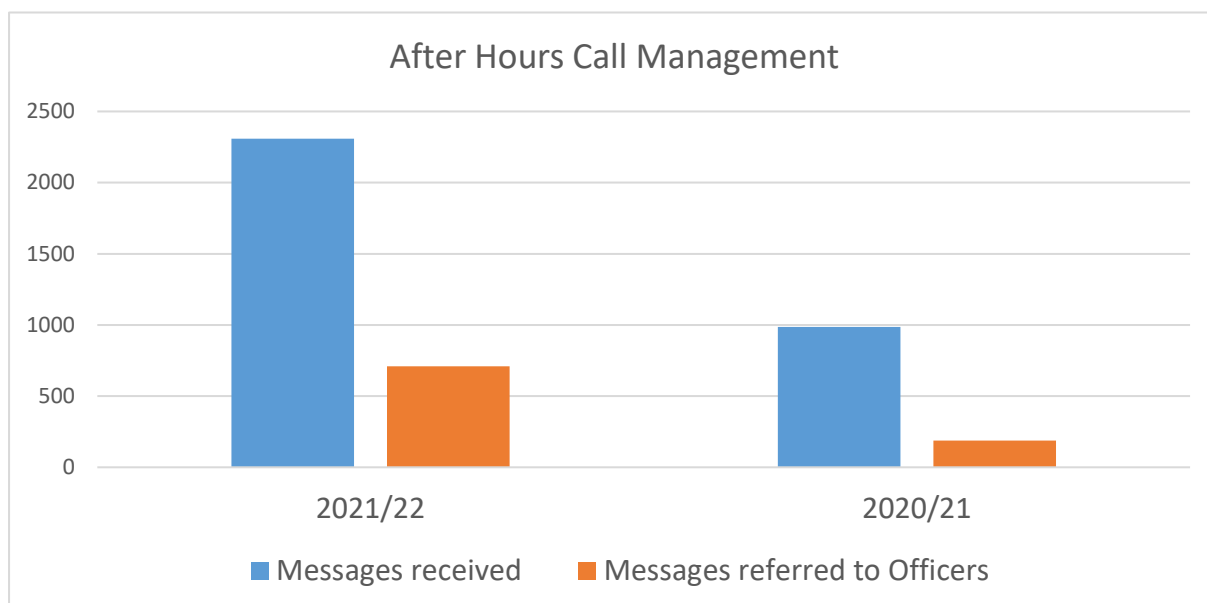
The report presents the activities of the People and Performance Department for the quarter ended 30 June 2022.

**Customer Relations**

- Customer requests (CRMS) increased by 21 per cent for the quarter compared to 2020/21.



- After-hours calls received increased by 134 per cent for the quarter compared to 2020/21 with an increase of 74 per cent of calls referred to staff.



## Human Resources

Service	December 2021	March 2022	June 2022
Recruitment	0	5	5
Turnover	3	5	34
Training Applications	85	20	50
Workplace incidents	16	14	5
WorkCover claims	0	0	0

- Recruitment of two fully funded positions and temporary roles. The turnover figure for June is understandably high due to the cessation of the Aged and Disability Services.
- Ongoing maintenance and administration of the Human Resources functions, including the following areas: recruitment, interviews, inductions, organisational wide training and monitoring the training budget.
- Commenced the role out for the organisational Staff Survey – Your Voice Matters.
- Workplace incidents ranged from equipment use and vehicle use.
- Completed First Aid, CPR and OH&S training for numerous staff.
- Commenced the process of the Workplace Workcover premium.

## Payroll

- Maintained Payforce database in response to changes in employee details and terms of employment.
- Maintained the organisation structure module of Payforce to incorporate resignations, employment of new staff as well as changes to staff terms of employment.
- Responded to internal payroll enquiries.
- Prepared managers' payroll reports each fortnight and other ad hoc reports and costing requests.
- Worked through the finalisation of payments for Aged and Disability Services staff which were payable in early July.

## **Risk Management**

### **COVID-19**

Most restrictions have now eased across all worksites except for Community Services where staff are still required to use the QR code sign in system and wear masks.

## **Occupational Health and Safety**

OH&S continues to be monitored through the following regular:

- workplace inspections
- designated Workplace Group meetings
- incident and hazard reporting and monitoring
- incident and hazard action lists
- reporting to the Leadership Team and OH&S Committee
- reporting at department team meetings.

## **Information Management**

- 19,698 electronic documents were saved into Content Manager during this quarter which was an increase of 3,426 documents from the March quarter.
- Content Manager training inductions were conducted for four new employees and one team.

## **Volunteer Development**

- Jackie Brennan was appointed to the Volunteer Development Coordinator role.
- During May 2022 several small celebratory activities for volunteers were held, including monthly morning and afternoon teas.
- As of 30 June 2022, volunteers from Meals on Wheels, Volunteer Transport and Social Support are no longer required due to the transition of Aged and Disability services. Many of these volunteers were with the Council for between five to 40 years.
- There has been a decrease in volunteers compared to the previous quarter.

Activity	December 2021		March 2022		June 2022	
	Current but not active	Active	Current but not active	Active	Current but not active	Active
<b>Aged and Disability Services</b> <i>(includes Rotary MOWs)</i>	64	15	63	15	63	13
<b>Arts and Tourism</b>	13	40	13	40	12	34
<b>Events and Festivals</b>	22	7	10	7	10	7
<b>Youth Programs</b>	6	19	6	19	6	19
<b>L2P (Mentors only)</b>	3	21	2	24	4	23
<b>Gardens maintenance and Litter Reduction</b> <i>(includes airport)</i>	2	37	0	38	1	34
<b>Specialist Committees &amp; Steering Groups</b> <i>(includes Age Friendly and CASI)</i>	6	46	6	46	5	35
<b>RedB4 Bookshop</b>	21	40	21	39	23	37
<b>Benalla Library</b>	8	1	6	3	3	3
<b>Friends of Groups</b>	11	43	10	43	11	40
<b>Totals</b>	156	269	137	274	138	245

**Sir Edward ‘Weary’ Dunlop Learning Centre**

- During this quarter staff made over 300 take-home activity packs to ensure children had access to enriching activities that parents and carers can take home.
- In May 2022 Cr Danny Claridge attended the Benalla Library to read the book Family Tree by Josh Pike to young families for National Simultaneous Story Time. National Simultaneous Story Time helps promote a love of literacy while over one million children across Australia hear the same story, at the same time.

Activity	April	May	June
Total Visits	4,071	4,069	3,950
Total Loans	5,530	4,902	4,690
Total Members	5,320	5,320	5,322

- Over the quarter Benalla Library have welcomed 12,090 patrons through the doors and loaned a total of 15,122 items.



**COUNCIL PLAN 2021-2025****Community**

<b>Strategy</b>	<b>June Quarter Update</b>
Encourage, support, value and celebrate volunteering in the community.	<p>Continue to support our volunteers to resume in their function area, however, being considerate of their caution due to COVID 19 and the personal risk factors.</p> <p>Various end of year celebrations have been held across numerous programs to thank and celebrate the selfless contributions provided by our volunteers.</p>

**Leadership**

<b>Strategy</b>	<b>June Quarter Update</b>
Improve customer experience through responsive, timely, efficient, well planned, and accessible services.	<p>The Customer Relations Team continue to provide a high standard of service which results from their competency and excellent knowledge of all council functions.</p> <p>The team are proactive in their response to customer queries.</p>
Develop a skilled, efficient and high performing customer focussed workforce.	<p>Staff training is always encouraged and available through the formal "Training Application" process. In addition to this, staff and supervisors can identify required training during the Staff Performance and Development Review process.</p> <p>The E-Learning program is available for all staff to access any online training courses for their benefit. Organisation wide compliance and legislative training is allocated when required to ensure the skills and knowledge of all staff remain current.</p>
In collaboration with key community partners support an inclusive and safe workplace, aiming to increase awareness of and access to appropriate training for staff in the prevention of all forms of violence.	<p>As part of council's commitment to our Gender Equality Action Plan, Gender Equity and Bystander training will be allocated to staff within the first year of the plan.</p> <p>Continue to promote and participate in the annual 16 Days of Activism campaign.</p>

**FINANCIAL IMPLICATIONS**

	Notes	2021/22 Actuals	2021/22 Budget	2021/22 Variance
Library	1	\$460,416	\$444,580	(\$15,836)
People & Performance	2	\$563,050	\$618,505	\$55,455
Customer Relations	3	\$373,280	\$394,095	\$20,815
Records Management	4	\$274,851	\$291,824	\$16,973
Volunteer Development	5	\$54,982	\$65,238	\$10,256
Risk Management	6	\$542,107	\$705,000	\$162,893
<b>Total</b>		<b>\$1,895,456</b>	<b>\$2,125,147</b>	<b>\$229,691</b>

**Notes:**

1. Unfavorable variance due to depreciation being higher than anticipated and the cleaning expenses more than budgeted. Utilities expenditure was also more than anticipated by \$2,000.
2. Favorable variance due to a timing difference between the receipt of paid parental leave and the payments made to the employees.
3. Favorable variance due to staff absences and leave.
4. Favorable variance due to temporary staff changes.
5. Favorable variance due to COVID-19 restrictions impacting service delivery.
6. Favorable variance due to reduced insurance costs and claims.

**Recommendation:**

**That the report be noted.**

## 7. Councillor Expenses For The Quarter Ended 30 June 2022

SF/1557

Tracey Beaton – Executive Coordinator

### PURPOSE OF REPORT

The report details expenditure associated with Councillors' mobile phone usage, attendance at professional development courses and conferences and seminars, and reimbursement of expenses incurred during the quarter ended 30 June 2022.

### Councillors' Information and Communication Expenses

Councillors' information and communication expenses for mobile phones and iPads are detailed in the table below:

Councillor	2021/22 Q1	2021/22 Q2	2021/22 Q3	2021/22 Q4
Cr Claridge	\$47.65	\$39.54	\$39.54	\$39.54
Cr Davis	\$39.54	\$39.54	\$39.54	\$39.54
Cr Firth	\$39.54	\$39.54	\$39.54	\$39.54
Cr Gunaratne	(\$2.76)	\$39.54	\$39.54	\$39.54
Cr Hearn	\$17.73	\$39.54	\$39.54	\$39.54
Cr King	\$39.54	\$39.54	\$39.54	\$39.54
Cr O'Brien	\$31.36	\$39.54	\$39.54	\$39.54
<b>Total Inc GST:</b>	<b>\$212.60</b>	<b>\$276.78</b>	<b>\$276.78</b>	<b>\$276.78</b>

### Councillors' reimbursement of expenses

The Council at its meeting on 15 December 2021 adopted the *Councillor Resources and Reimbursement Policy*.

Following are details of Councillors reimbursements.

Date	Councillor	Description	Total Ex GST
20/06/2022	Cr Hearn	Reimbursement for travel expenses: 2022 National General Assembly -Australian Local Government Conference - Canberra	\$168.99
20/06/2022	Cr Hearn	Australian Local Government Women's Association (ALWGA) Breakfast - Canberra	\$92.75

**Councillors' attendance at training courses, conferences and seminars**

The Council at its meeting on 15 December 2021 adopted the *Professional Development for Councillors Policy*. The policy states that a quarterly report be submitted to the Council detailing year to date expenditure on Councillors' attendance at professional development courses or conferences and seminars.

Attendance by Councillors from 1 April 2022 – 30 June 2022:

<b>Date</b>	<b>Councillor</b>	<b>Description</b>	<b>Registration and Accommodation Ex GST</b>
29/04/2022	Cr Claridge	Victorian Local Government Association (VLGA) Global Live Panel Forum	\$45.00
06/06/2022	Cr Hearn	Australian Local Government Women's Association (ALGWA) Conference	\$500.00
06/06/2022	Cr O'Brien	Australian Local Government Women's Association (ALGWA) Conference	\$500.00
19/06/2022	Cr Hearn	2022 National General Assembly - Australian Local Government Conference - Canberra	\$899.09
19/06/2022	Cr Firth	2022 National General Assembly - Australian Local Government Conference - Canberra	\$899.09
19/06/2022	Cr Claridge	2022 National General Assembly - Australian Local Government Conference - Canberra	\$899.09
<b>Total</b>			<b>\$3,742.27</b>

**FINANCIAL IMPLICATIONS**

The *2021/2022 Budget* allocated for Councillors professional development was \$6,225.00.

<b>Professional Development</b>	<b>Total Ex GST</b>
Quarter One	\$655.00
Quarter Two	\$3,300.00
Quarter Three	\$1,200.00
Quarter Four	\$3,742.27
<b>Total spend as at 30 June 2022</b>	<b>\$8,897.27</b>

**Recommendation:**  
**That the report be noted.**

## Closure of Meeting