

# Council Meeting

## Agenda

**Date:** Wednesday 24 May 2023

**Time:** Following the 5.30pm Finance and Planning Committee meeting.

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

Any person wishing to participate in Question Time or Public Submissions in accordance with Rule 7.2 and 7.3 of the *Governance Rules 2020* should contact the Council by emailing [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au) or telephoning the Governance Coordinator Jess Pendergast on (03) 5760 2600.

In accordance with Rule 6.4 of the *Governance Rules 2020* the Council Meeting will be livestreamed via the Council's website and an audio recording will be made of the proceedings.

Members of the public are encouraged to watch the live broadcast of the meeting at [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

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# Agenda

**Chair** Councillor Bernie Hearn (Mayor)

**Councillors** Councillor Danny Claridge  
Councillor Peter Davis  
Councillor Don Firth  
Councillor Punarji Hewa Gunaratne  
Councillor Justin King  
Councillor Gail O'Brien

**In attendance** Dom Testoni Chief Executive Officer  
Robert Barber General Manager Corporate  
Jane Archbold Manager Community  
Courtney Naughton Manager Economic Development and Sustainability  
Jess Pendergast Governance Coordinator

## Opening and Acknowledgment of Country

The Chair will open the meeting and recite the following Acknowledgement 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.*

### **Statement of Commitment**

The Councillors will recite the following Statement of Commitment:

*I declare,*

*that as a Councillor of Benalla Rural City*

*I will undertake on every occasion*

*to carry out my duties in the best interests of the community*

*and that my conduct shall maintain the standards of our Councillor Code of Conduct*

*so that I may faithfully represent*

*and uphold the trust placed in the Council*

*by the people of Benalla and District.*

### **Governance Matters**

This Council 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.

## Apologies

**Recommendation:**

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

## Confirmation of the previous Meeting Minutes

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 Council Meetings held on Wednesday 19 April 2023 be confirmed as a true and accurate record of the meeting.**

## 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.**

## 2. Petitions

### Record of Committees

#### 3.1 Recommendations from Finance and Planning Committee

The recommendations of the Finance and Planning Committee meeting held on Wednesday 5 April 2023 are attached as **Appendix 1**.

**Recommendation:**

**That the recommendations of the Finance and Planning Committee meeting held on Wednesday 5 April 2023 be adopted.**

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**Business****1. Proposed Arthur Baird Memorial Sculpture – Hearing of Submissions**

This report presented the submissions received on the *proposed Arthur Baird Memorial Sculpture*.

It is noted that Mr Barry O'Connor provided a written statement in support of his submission on the item.

**Cr King / Cr Gunaratne:**  
**That submissions be received.**

**Carried**

**2. Financial Report For The Quarter Ended 31 March 2023**

The report presented the financial result compared to budget for third quarter ended 31 March 2023 and presents outcomes from the 2022/23 third quarter budget review.

**Cr Firth / Cr Hearn:**  
**That the report be noted.**

**Carried**

**3. Finance Department Activity Report For The Quarter Ended 31 March 2023**

The report presented an overview of the functions of the Finance Department for the quarter ended 31 March 2023.

**Cr Davis / Cr King:**  
**That the report be noted.**

**Carried**

#### 4. Capital Works Program Update As At 31 March 2023

The report presented an update on the Capital Works Program as at 31 March 2023.

**Cr Hearn / Cr Davis:**

1. That the report be noted.
2. That \$180,000 of capital works expenditure be reassigned from the Rural Councils Transformation Project to the Council Vehicle Fleet Purchase program.
3. That \$40,000 of capital works expenditure be reassigned from Landfill – Gas Extraction to Transfer Station – Green Waste Hardstand.

**Carried**

#### 5. Assets and Infrastructure Department Activity Report For The Quarter Ended 31 March 2023

The report presented the activities of the Assets and Infrastructure department for the quarter ended 31 March 2023.

**Cr Hearn / Cr King:**

**That the Finance and Planning Committee, acting under its delegated authority of the Council, resolve:**

1. That the report be noted.
2. That the proposed *Additional Commercial Customer Access Card* and *Replacement Commercial Access Card* fees of \$30 be placed on public exhibition for a period for at least 28 days.

**Carried**

#### 6. 2022/23 Community Grants Program

The report presented applications recommended for funding under the 2022/23 Community Grant Program.

Councillor Bernie Hearn and Councilor Punarji Hewa Gunarante disclosed a general conflict of interest in the above item.

**Cr Hearn / Cr Firth:**

**That the grant application from Waminda Community House Inc. be excised and considered separately.**

**Carried**

**Cr Gunarante / Cr King:**

**That the grant application from Benalla Migrants Association Inc. be excised and considered separately.**

**Carried**

**Cr Hearn / Cr Firth:**

**That the Finance and Planning Committee, acting under its delegated authority of the Council, resolve:**

- 1. That \$59,916 be allocated from the 2022/2023 Community Grants Program to:**

<b>Applicant</b>	<b>Assistance</b>
Astronomy Benalla Inc	\$2,500
Benalla Agricultural & Pastoral Society Inc	\$2,500
Benalla and District Preschool Partnership	\$628
Benalla and District Preschool Partnership	\$549
Benalla Aviation Museum and Men's Shed	\$2,500
Benalla Bushwalking Club	\$2,025
Benalla Family Research Group Inc	\$1,299
Benalla Garden Club Inc	\$933
Benalla Historical Society Inc.	\$2,216
Benalla Lawn Tennis and Croquet Club Inc	\$2,500
Benalla Men's Shed	\$2,244
Benalla Netball Association	\$2,500
Benalla Saints Past Players and Officials	\$1,507
Benalla Theatre Company Inc	\$2,500
Benalla Yarn Bombers Incorporated	\$1,700
For the Good of Devenish	\$2,500
Goorambat Football Netball Club	\$2,310
Goorambat Public Hall Reserve Committee of Management Inc	\$2,500
Let Us Entertain You Inc (LUEY)	\$2,500
Live Art Benalla and GANEAA	\$2,500

Lurg Hall and Reserve Committee of Management	\$2,500
Moorngag Hall and Recreation Centre	\$1,905
NESAY Inc	\$2,500
Room at the Table Inc	\$1,500
Rotary Club of Benalla Inc	\$1,250
Swanpool Bowling Club Inc	\$2,500
Tatong Community Centre and Recreation Reserve	\$2,500
Thoona Memorial Hall and Public Hall	\$1,100
U3A Benalla	\$1,250
Warrenbayne Recreation Reserve Committee Inc.	\$2,500

**2. That the Community Grants Program Guidelines and assessment criteria be reviewed prior to next years funding round.**

**Carried**

Councilor Punarji Hewa Gunarante left the meeting at 6.56pm.

The grant application from Benalla Migrants Association Inc. was presented.

**Cr Hearn / Cr King:**

**That the Finance and Planning Committee, acting under its delegated authority of the Council, resolve:**

**That a \$2,500 grant from the 2022/2023 Community Grants be allocated to Benalla Migrants Association Inc.**

**Carried**

Councilor Punarji Hewa Gunarante returned to the meeting at 7pm.

Councillor Bernie Hearn left the meeting at 7pm.

The grant application from Waminda Community House Inc. was presented.

**Cr Davis / Cr O'Brien:**

**That the Finance and Planning Committee, acting under its delegated authority of the Council, resolve:**

**That a \$2,500 grant from the 2022/2023 Community Grants be allocated to Waminda Community House Inc.**

**Carried**

Councillor Bernie Hearn returned to the meeting at 7.02pm.

## 7. 2022/2023 Quick Response Grants

The report presented funding applications for 2022/23 Quick Response Grants.

**Cr O'Brien / Cr King:**

**That \$500 grants from the 2022/2023 Quick Response Grant program be allocated to Benalla Heritage Network and CALMKids Yoga.**

**Carried**

## 8. *Child Safety and Wellbeing Policy*

The report presented for consideration the *Child Safety and Wellbeing Policy* and *Child Safe Code of Conduct*.

**Cr Hearn / Cr King:**

- 1. That *Child Safety and Wellbeing Policy* and the *Child Safe Code of Conduct* be adopted.**
- 2. That the *Child Safety and Wellbeing Policy* and the *Child Safe Code of Conduct* be reviewed in May 2027.**

**Carried**

## 9. Facilities and Information Technology Department Activity Report For The Quarter Ended 31 March 2023

The report presented the activities of the Facilities and Information Technology Department for the quarter ended 31 March 2023.

**Cr O'Brien / Cr Gunaratne:**

**That the report be noted.**

**Carried**

### 10. Proposed Fenced Dog Park at Churchill Reserve Benalla

The report discussed the proposed construction of a fenced off-leash dog park at Churchill Reserve Benalla.

**Cr Gunarante / Cr King:**

**That the Council endorses the construction of a fenced off-leash dog park at Churchill Reserve, Benalla.**

**Carried**

### 11. Building and Planning Approvals – March 2023

The report detailed planning permit applications and building approvals for March 2023.

**Cr Hearn / Cr King:**

**That the report be noted.**

**Carried**

### 12. Development Department Activity Report For The Quarter Ended 31 March 2023

The report presented the activities of the Development department for the quarter ended 31 March 2023.

**Cr King / Cr Gunaratne:**

**That the report be noted.**

**Carried**

### 13. Urgent Business

No urgent business was submitted to the meeting.

### 3.2 Assemblies of Councillors, Advisory and External Committees

Under Council's *Governance Rules 2020* the Chief Executive Officer is required to provide a written record of the Assemblies of Councillors at a scheduled Council Meeting.

The record of Assemblies of Councillors since the report presented at the meeting on 19 April 2023 are attached as **Appendix 1**.

Copies of the Minutes from the following meetings have been provided to councillors under separate cover.

#### April 2023

3 April 2023	Benalla Local Safety and Traffic Liaison Committee Meeting
4 April 2023	Accessibility Reference Group Meeting
12 April 2023	Benalla Festival Advisory Committee Meeting
12 April 2023	Assembly of Councillors – Business Review

**Recommendation:**

**That the report be noted.**

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## Record of Assemblies of Councillors, Advisory and External Committees

April 2023

### Benalla Local Safety and Traffic Committee

2pm Monday 3 April 2023, Civic Centre (Council Meeting Room), 13 Mair Street, Benalla.

**Chair:** Adrian Gasperoni Manager Assets and Infrastructure

**Committee:** Councillor Bernie Hearn (Mayor) Council Representative

Councillor Justin King Council Representative

Lisa Aitkinson Victoria Police

Mark Byers Victoria Police

Karlyne Carr Victoria Police

Sean Carter Regional Roads Victoria

Kylie Cotter Benalla P-12 College

Gavin Duncan Victoria Police

David Gillespie Victoria Police

Fran Gottschling Victoria Police

Shaun Hillier Victoria Police

Shaun Mason FCJ College Benalla

David Morrow Cooina Village

Sina Rezadad Regional Roads Victoria

John Stafford Regional Roads Victoria

Cristy Webb Regional Roads Victoria

**In attendance:** Briana Beggs Administration Officer

Melanie Walker Victoria Police

**Apologies:** Councillor Justin King, Mark Byers, Karlyne Carr, Sean Carter, Kerri Croxford, Shaun Hillier, Shaun Mason, David Morrow, Sina Rezadad, John Stafford

**Conflicts of Interest disclosed:** Nil

#### Items discussed:

1. Inland Rail Project Update
2. Review of Action Sheet
3. Project Updates
4. Opportunities to Work Together / General Business

**Accessibility Reference Group**

10.30am Tuesday 4 April 2023, Sir Edward 'Weary' Dunlop Learning Centre Benalla Library

<b>Chair:</b>	Sheryle Stubbs	Community Representative
<b>Committee:</b>	Councillor Bernie Hearn (Mayor)	Council Representative
	Councillor Don Firth	Council Representative
	Councillor Gail O'Brien	Council Representative
	Fiona Ashcroft	Intereach
	Annemarie Broughton	Community Representative
	Amanda Challis	Community Representative
	David Horan	Community Representative
	Cheryl-Anne Menere	Community Representative
	Keith Menere	Community Representative
	Joan Vance	Community Representative
<b>In attendance:</b>	Tom Arnold	Community Development Coordinator
	Janine Brooks	Community Development Officer
<b>Apologies:</b>	Fiona Ashcroft, Annemarie Broughton, David Horan, Amanda Challis	

**Conflicts of Interest disclosed:** Nil

**Items discussed:**

1. Business Arising
2. Snap, Send, Solve Feedback
3. Future Speakers Wish List
4. Changing Places Grants
5. Community Connect – Open Forum Other Business
6. Actions Pending

**Benalla Festival Advisory Committee**

4.30pm Wednesday 12 April 2023, Customer Service Centre (Geoff Oliver Meeting Room), 1 Bridge Street East, Benalla.

<b>Chair:</b>	Councillor Justin King	Council Representative
<b>Committee:</b>	Councillor Don Firth	Council Representative
	Caroll Bolitho	Community Representative
	Stephanie Brack	Youth Development Coordinator
	Vince Branigan	Community Representative
	Di Harper	Community Representative
<b>In attendance:</b>	Sharon Geer	Events Coordinator
	Kirsten Hein	Administration Officer
	Will Smith	Youth Engagement Officer

**Apologies:** Carol Bollitho and Vince Branigan

**Conflicts of Interest disclosed:** Nil

**Items discussed:**

1. Planning for the 2023 Benalla Festival
2. 2023 Sponsorship Opportunities
3. General Business

**Assembly of Councillors**

6pm Wednesday 12 April 2023, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla.

**Councillors**

- Councillor Bernie Hearn (Mayor)
- Councillor Danny Claridge
- Councillor Peter Davis
- Councillor Don Firth
- Councillor Punarji Hewa Gunaratne
- Councillor Justin King
- Councillor Gail O'Brien

**In attendance**

Dom Testoni	Chief Executive Officer
Robert Barber	General Manager Corporate
Cathy Fitzpatrick	Manager Finance

**Apologies:** Councillor Danny Claridge

**Conflicts of Interest disclosed:** Nil

**Items discussed:**

1. Proposed 2023/24 Budget

## **Officer Reports**

### **4.1 Authorisation of Signing and Sealing of Documents**

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## 4.2 Arthur Baird Memorial Sculpture

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability  
Lucy Hansen – Communications and Engagement Officer

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### PURPOSE OF REPORT

This briefing considers submissions received on the *Arthur Baird Memorial Sculpture*.

### BACKGROUND

Mr Arthur Baird was a driving force in the establishment of Australia's aviation industry. In addition to his time with QANTAS, he also assisted Reverend John Flynn establish the Royal Flying Doctors Service in Queensland. Mr Baird modified the first aircraft to be used as an air ambulance that could operate in remote inland conditions.

Mr Baird's legacy has never been formally recognised in Benalla.

A community driven history piece undertaken by Barry O'Conner and Beverly 'Chick' Walker discovered that founding member, Arthur Baird, of QANTAS was born and raised in Benalla. In consultation with a working group, family members and councillors, it was proposed that the acknowledgement of Arthur Baird could be achieved through a contemporary and engaging art installation, such as a sculpture dedicated in his honour.

An expression of interest for a sculpture design was released in January 2020. The EOI process received three submissions.

A submission featuring an aerodynamic sculpture of a flying plane from artist Alex Sanson was chosen. It is proposed that the memorial sculpture, which features an aerodynamic plane flying, be located near the Sir Edward 'Weary' Dunlop Learning Centre.

The proposed location and sculpture concept and design drawings are attached as **Appendix 1**.

The Council at its meeting on 15 March 2023, resolved:

*That the proposed Arthur Baird Sculpture Project be endorsed and placed on public exhibition for a period of at least 28 days.*

Notice of the proposal was given on the Council's website on 24 March 2023 and in the *Benalla Ensign* on 29 March 2023.

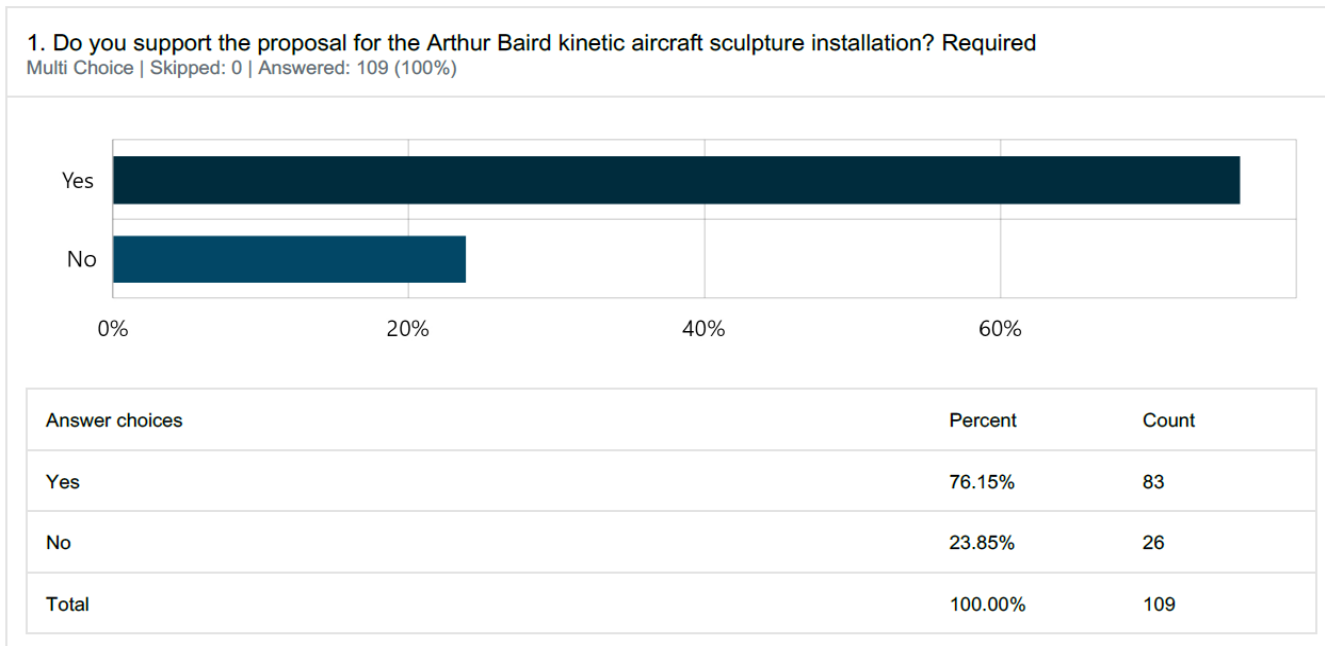
Feedback was sought via the Council's website and promoted on social media.

The submission period closed 5pm Friday 14 April 2023.

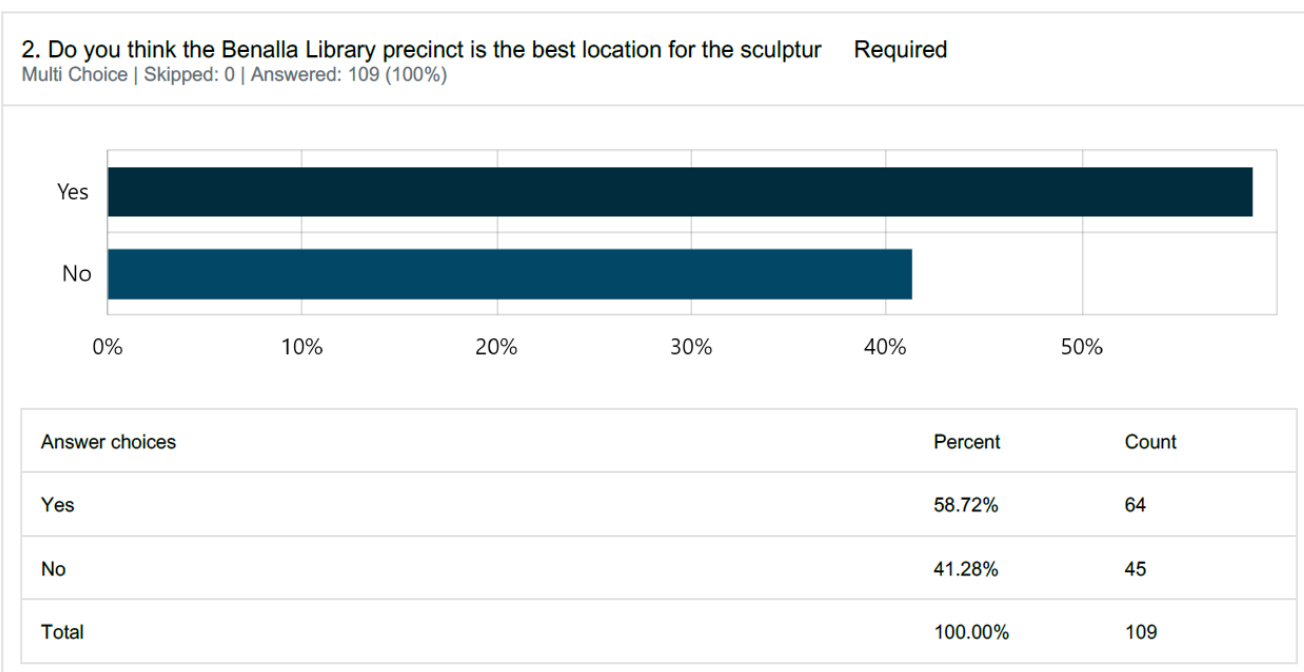
**DISCUSSION**

At the close of the submission period 110 submissions had been received. One written submission and 109 online submissions were received.

An analysis of the submissions showed 76.15 percent of respondents were in favour of the *Arthur Baird Sculpture Project*, with 23.85 percent of respondents not in support of the project.



Direct feedback was sought on the proposed location of the sculpture. 58.72 percent of respondents agreed that the Benalla Library was the best location for the proposed sculpture.



41.28 percent of respondents did not agree with the proposed location at the Benalla Library.



General themes of the submissions included:

Theme	Public Submissions	Officer comments
<p><b>Location alternative suggestions:</b></p>	<ul style="list-style-type: none"> <li>▪ <i>I think the airport and glider precinct would be a much better location. It is where the aviation museum is and could draw more people to both it and the self-guided tour around the migrant camp.</i></li> <li>▪ <i>At the Benalla airport would be more suitable. Airport and his career cannot be separated. This sculpture would be more appreciated by those who use this site.</i></li> </ul>	<p>41.28 percent of respondents didn't agree with the proposed location at the Benalla Library and offered the following location suggestions:</p> <ul style="list-style-type: none"> <li>▪ Benalla Airport</li> <li>▪ Benalla Gardens</li> <li>▪ Benalla Lake foreshore</li> <li>▪ Benalla Lake walking track</li> <li>▪ Witt Street, Benalla roundabout</li> <li>▪ Moorabbin Aviation Museum</li> </ul> <p>The appropriate location was discussed at length by respondents. While many respondents supported the location of the Benalla Library. The other well-supported location was Benalla Airport.</p>
<p><b>Acknowledgement of significant Benalla women.</b></p>	<ul style="list-style-type: none"> <li>▪ <i>Also, a focus on women in history rather than men would be an advancement as Melbourne council has been doing.</i></li> <li>▪ <i>I also feel that we should be looking to honour a female such as Prue Acton or Ellen Kelly, their stories and connection to this area are well known to the wider community.</i></li> </ul>	<p>Eight submissions were received suggesting that sculpture dedication to famous historic women is needed.</p> <p>An emerging theme from the submissions was the need for acknowledgement of significant Benalla women.</p>
<p><b>Acknowledgement of migrant post war period</b></p>	<ul style="list-style-type: none"> <li>▪ <i>No one knows who this person is, so why are we celebrating them with a sculpture. The art trail funding should be directed to recognise someone or something that is truly worthy. Like migration as Benalla Played a significant roll in supporting migrants in the post war period. I just think we could do better.</i></li> </ul>	<p>Two submissions received regarding the acknowledgment of the migrant camp.</p> <p>There were suggestions requesting Council support sculpture dedication to Benalla's early migrants.</p>
<p><b>Lake precinct development</b></p>	<ul style="list-style-type: none"> <li>▪ <i>Benalla's foreshore precinct is highly values for its open space environment.</i></li> <li>▪ <i>The lake is crammed with no consensus on planning.</i></li> </ul>	<p>Five submissions were received regarding the lake precinct.</p> <p>Some of the submissions suggesting that the lake has enough around it, and adding the sculpture would crowd the space. There was also a suggestion for lake precinct planning.</p>

Theme	Public Submissions	Officer comments
<b>Lack of community consultation</b>	<ul style="list-style-type: none"> <li>▪ <i>There has been no consultation at community level about this sculpture up to this point.</i></li> </ul>	10 submissions were received. These submissions discussed the lack of community consultation on this project, and this is the first they have heard of it.

Submissions are attached as **Appendix 2**.

Submissions were received at the Finance and Planning Committee on 10 May 2023.

No submitters spoke in support of their submission.

***COUNCIL PLAN 2021-2025***

**Leadership**

- *Good governance.*
- *High performance culture.*
- *Engaged and informed community.*

**COMMUNITY ENGAGEMENT**

Community engagement on the proposed *Arthur Baird Memorial Sculpture* was undertaken at the ‘consult’ level under the International Association for Public Participation’s IAP2 public participation spectrum.

Notice of the proposal was given on the Council’s website on 24 March 2023 and in the *Benalla Ensign* on 29 March 2023.

Feedback was sought via the Council’s website and promoted on social media.

At the close of the submission period 110 submissions (One written and 109 Online) had been received.

**FINANCIAL IMPLICATIONS**

In November 2020, \$150,000 from the State Government’s \$2.5million Building Works Package funding was allocated to deliver an Art Sculpture Trail.

It is proposed that \$90,000 from this \$150,000 allocation be used to fund the installation and commissioning of the Arthur Baird Memorial sculpture.

## LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

## 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.

## CONCLUSION

The *Arthur Baird Memorial sculpture* recognises Mr Baird's significant contribution to the aviation industry, celebrates Benalla's history and complements other existing public art works such as the Sir Edward 'Weary' Dunlop statue and memorials to Captain Hec Waller and Michael Savage.

The sculpture would also complement Benalla Rural City's existing arts and culture offering.

### Recommendation:

1. That the *Arthur Baird Memorial Sculpture project* be approved.
2. That the *Arthur Baird Memorial Sculpture* be located in the car park of the Sir Edward 'Weary' Dunlop Learning Centre as proposed in the community engagement program.

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The preferred Arthur Baird/QANTAS Memorial location was referred to Benalla Rural City Council staff on 12<sup>th</sup> February 2020. The initial advice was that there were no issues that would prohibit the memorial being located in the preferred location, next to the Sir Edward 'Weary' Dunlop Learning Centre (**Benalla Library**). It is possible that the memorial could be illuminated from the Library building.





Memorial will be located here, between the library and the main southern car park of the shopping precinct. The memorial will have clear 'line of sight' down Nunn Street (B300 Midland Highway)

Image © 2020 CNES / Airbus  
© 2019 Google

Google





# M E T A F O R M

## Proposed concept

### Title

Working title only – *On a wing and a prayer.*

Final title to be determined.

### Video

Please see video at link below to view how the sculpture may look in motion.

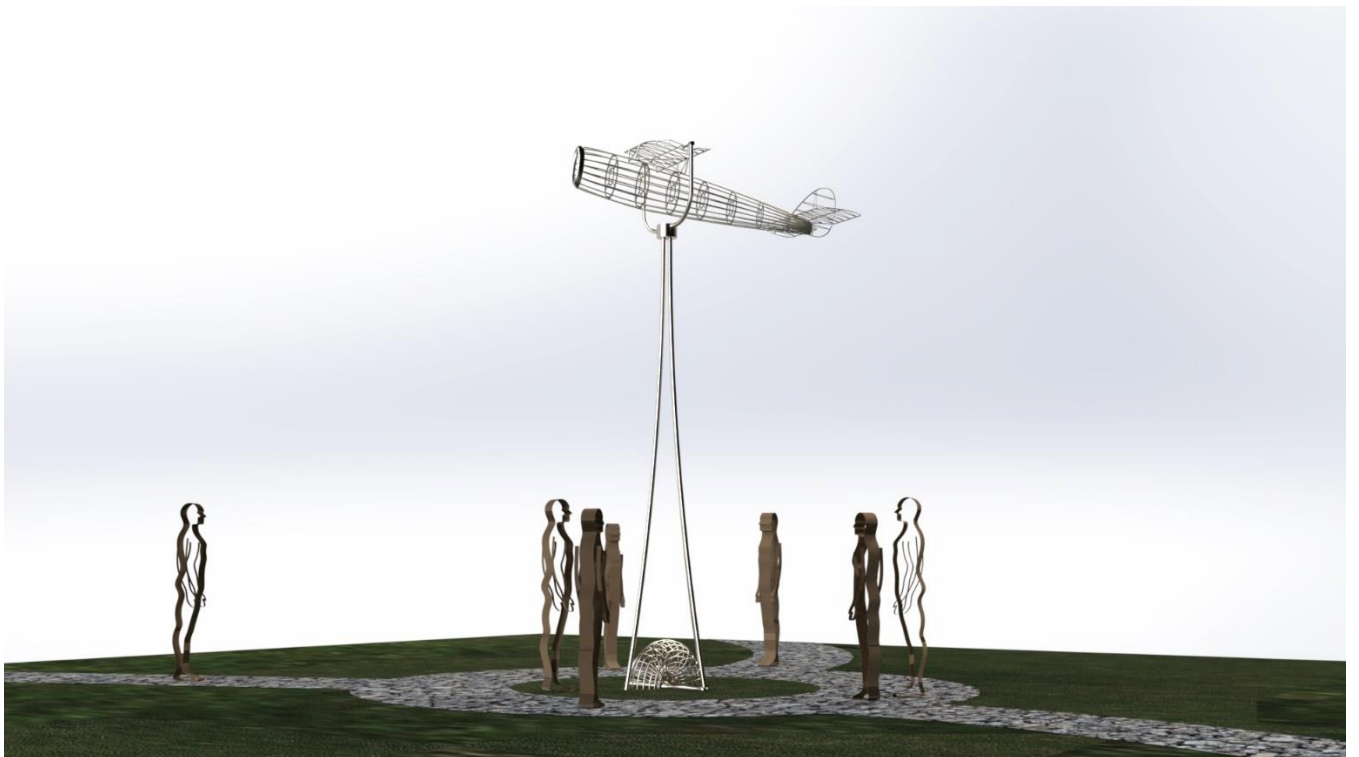
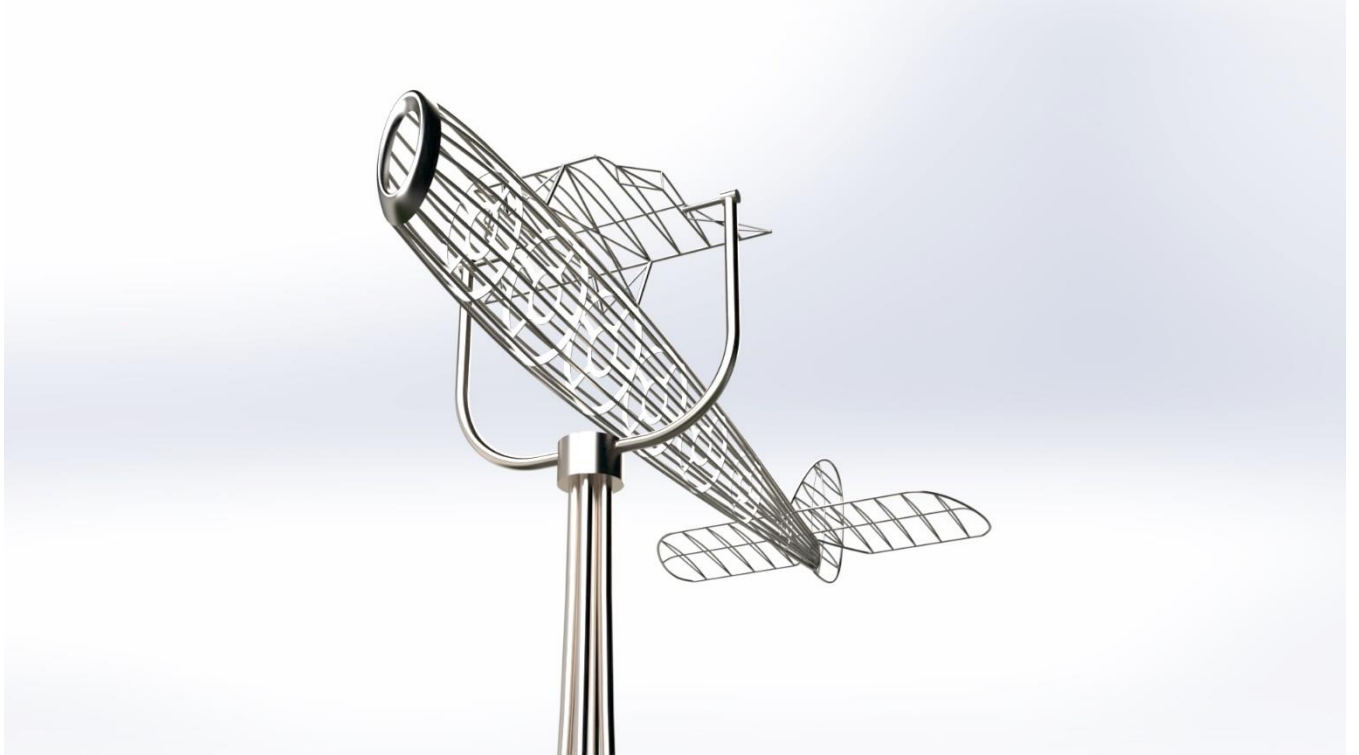
- <https://vimeo.com/380159096>
- Password: Sanson9387

### Images





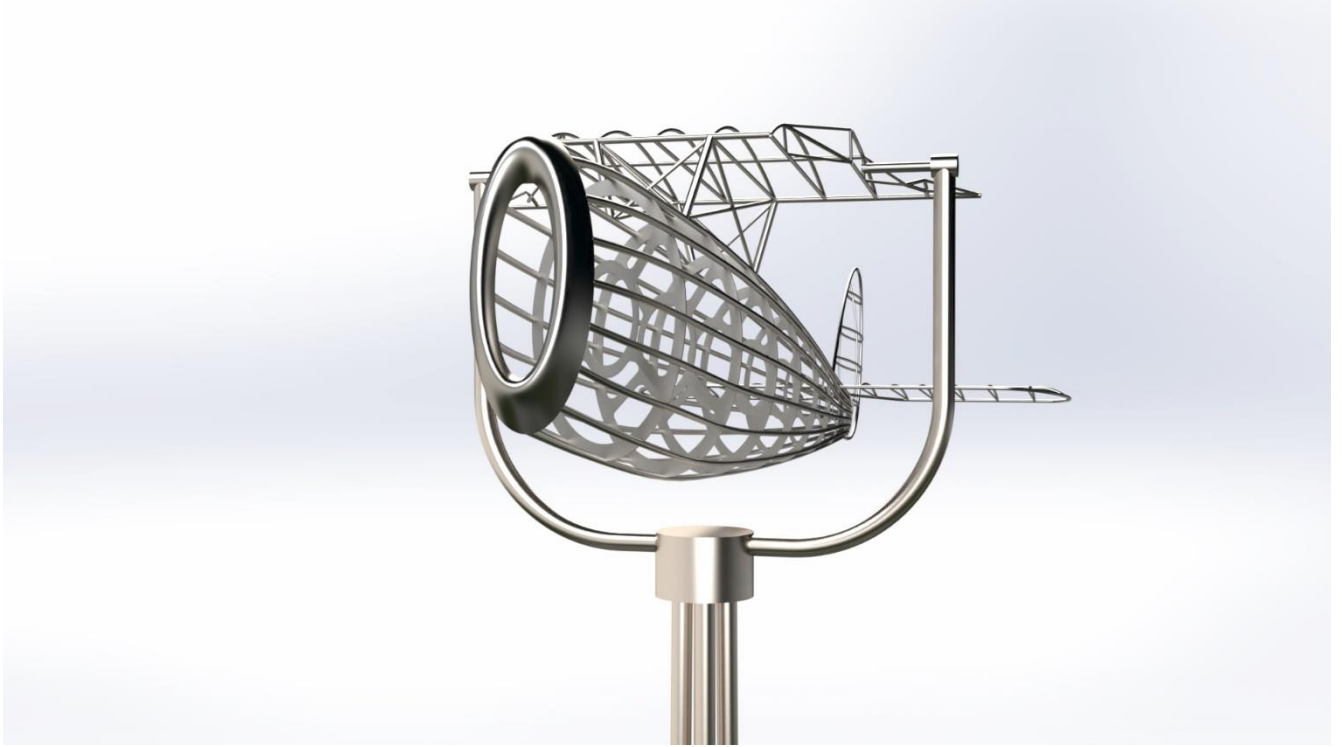
# METAFORM

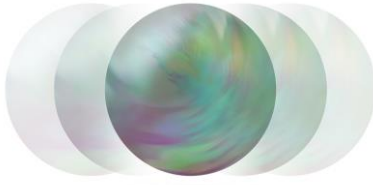






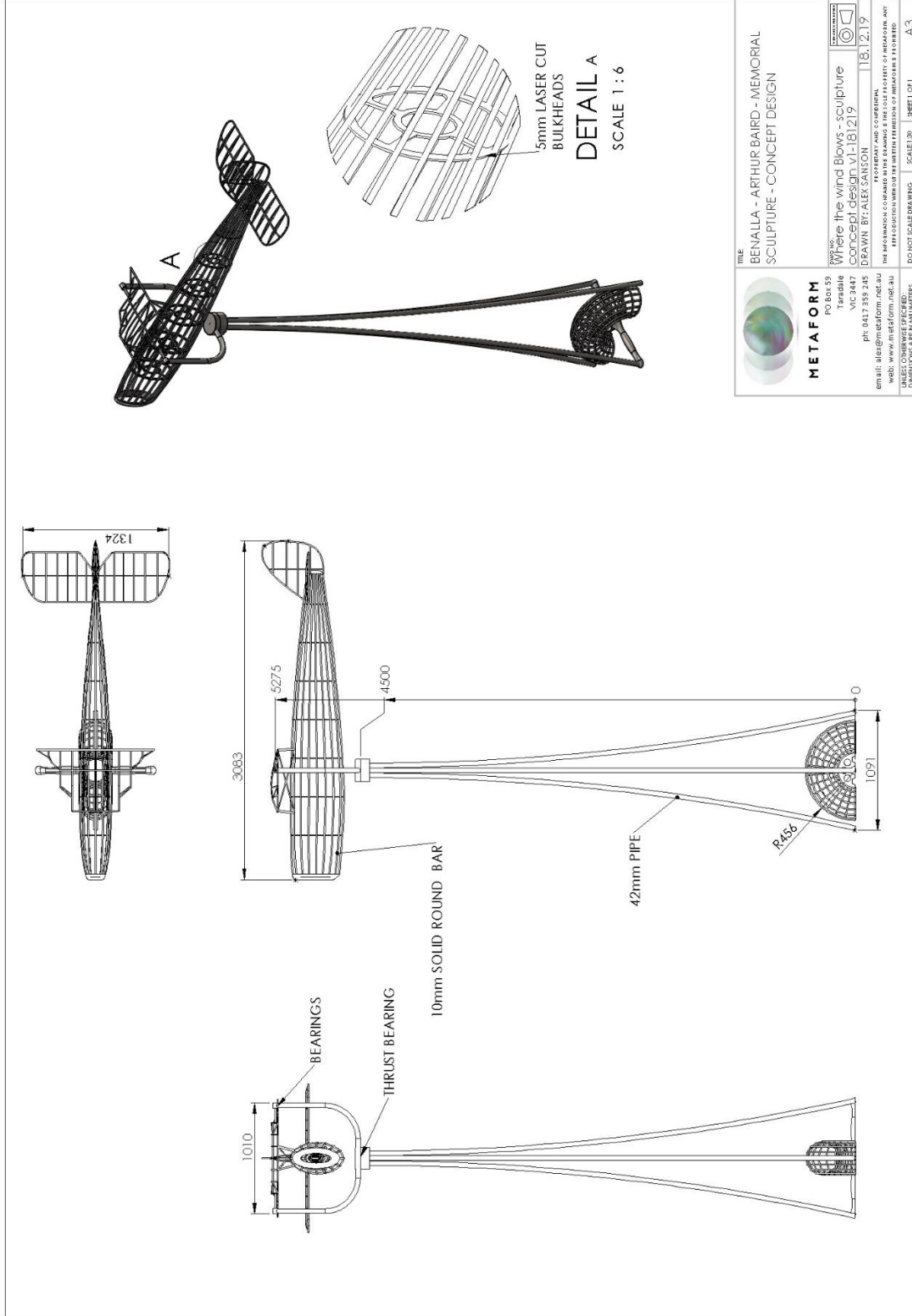
# METAFORM





# METAFORM

## Technical Drawing



Closed

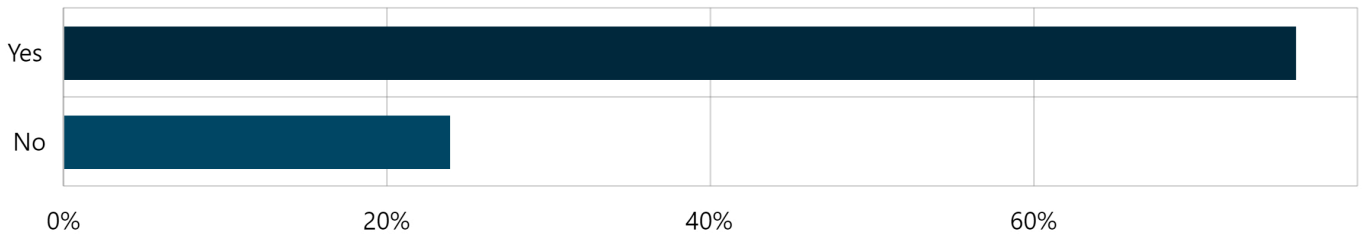
# Proposed Arthur Baird Sculpture

109 Contributions

## Contribution Summary

1. Do you support the proposal for the Arthur Baird kinetic aircraft sculpture installation? Required

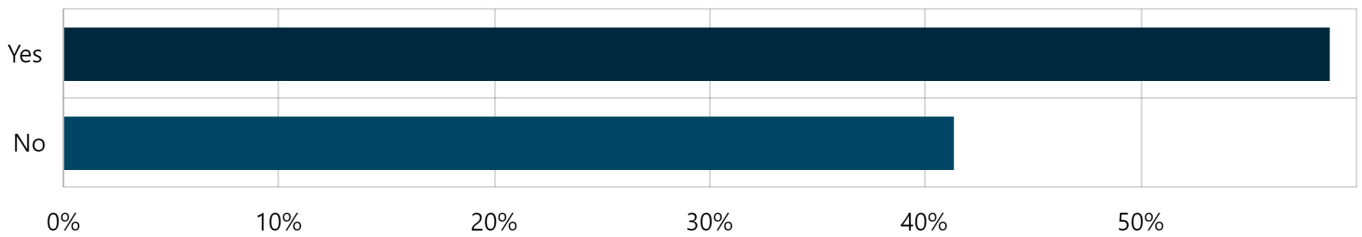
Multi Choice | Skipped: 0 | Answered: 109 (100%)



Answer choices	Percent	Count
Yes	76.15%	83
No	23.85%	26
Total	100.00%	109

2. Do you think the Benalla Library precinct is the best location for the sculptur Required

Multi Choice | Skipped: 0 | Answered: 109 (100%)



Answer choices	Percent	Count
Yes	58.72%	64
No	41.28%	45
Total	100.00%	109

**3. If no, please specify preferred location.**

Long Text | Skipped: 69 | Answered: 40 (38.5%)

No.	Name:	Preferred Location:	Date of Submission:
1	<b>Nigel Bowen</b>	Somewhere on the lake walking track the encourages visitor to get out of the car to see it.	23 March 2023
2	<b>Anonymous</b>	Move the Sir Edward Weary Dunlop sculpture from the gardens to the front of the Sir Edward Weary Dunlop Learning Centre (Library) and put this new statue in the gardens.	23 March 2023
3	<b>Anonymous</b>	The library already has Sir Edward Weary Dunlop portrait and bust and is the Weary Dunlop Learning Weary so makes more sense to move the existing Weary Dunlop Statue to the library and the proposed Arthur Baird statue at the gardens.	23 March 2023
4	<b>Darren Skelton</b>	Benalla Airport precinct	24 March 2023
5	<b>Anonymous</b>	I think the airport and glider precinct would be a much better location. It is where the aviation museum is and could draw more people to both it and the self guided tour around the migrant camp.	24 March 2023
6	<b>Michael Hedderman</b>	It is great to recognise former Benalla resident's achievements. Would such a sculpture be better placed at the Aerodrome? Such a placement would attract visitors and community alike to the other attractions on offer in that precinct.	24 March 2023
7	<b>Anonymous</b>	The proposed spot for the sculpture is not really on the shores of the lake, it might be better served on the other side of the library so that it may be seen from the Monash Bridge.	24 March 2023
8	<b>Anonymous</b>	1) if to be part of sculpture trail, place it between the library and the bridge on the grassy area. 2) alternatively, place at the airport in the vicinity of the Aviation Museum.	24 March 2023
9	<b>Jenny Doxey</b>	At the Benalla airport would be more suitable. Airport and his career cannot be separated. This sculpture would be more appreciated by those who use this sight	24 March 2023
10	<b>Mary-Lou Davis OAM</b>	Like the idea. Location should be at the airport or the aviation museum. Get Qantas to subsidise the sculpture.	24 March 2023
11	<b>Happy Smurf</b>	The airport precinct would be a better place for the sculpture	24 March 2023
12	<b>Elizabeth Lang</b>	The best asset Benalla has is it's lake and surrounding natural environment and green space. Can you please not clutter this beautiful natural space any further?  Sydney road entrance or gliding club would be better.	24 March 2023
13	<b>Lou McCloskey</b>	The Benalla aerodrome/airport	24 March 2023
14	<b>Anonymous</b>	No location suggestion, as I do not support this particular one.	24 March 2023
15	<b>Anonymous</b>	I think it should be in the gardens or along the walking track.	24 March 2023
16	<b>Wendy Baker</b>	I would prefer the location of the sculpture be at the airport. This location seems far more appropriate. Keep the Library as as library and community meeting space. Don't compromise it as an arts space.	24 March 2023

No.	Name:	Preferred Location:	Date of Submission:
17	<b>Kay Anderson</b>	I think a statue of Sir Edward Weary Dunlop would be better near the library given that the library is named after him. Move "Weary" to the library and put this one in the gardens maybe near the rocket park or where "Weary" is now	24 March 2023
18	<b>Anonymous</b>	With the proposed re landscaping of this area, a concept that will clutter our beautiful foreshore and natural landscape a sculpture located here would just get "lost". Even more so with the white structure that has been built to the right of the proposed statue site. Perhaps the airport precinct maybe more appropriate?	25 March 2023
19	<b>Cath Begley</b>	Because I don't support this particular sculpture design I cannot recommend this being the best location.  The entry to Benalla from Melbourne is in need of some development. Why over crowd a natural space that already has a natural beauty such as the lake foreshore near the library	25 March 2023
20	<b>Tom Yates</b>	The roundabout at Witt St and Bridge St intersection , being in close proximity to Benalla airport.	25 March 2023
21	<b>Anonymous</b>	I think somewhere prominent where residents and visitors can enjoy it. It looks like an amazing sculpture.	25 March 2023
22	<b>Regina Laity-Plex</b>	Close to the Art Gallery in the open space between the Gallery and the road.  This location is visited more frequently by visitors. The lake side is a lovely setting for art.  The sculpture in this position will also be visible from the opposite side of the lake, it would be seen while driving over the Bridge, also visible from the splash park and the new Visitor centre balcony.  The Library precinct should be keep open in order to keep it flexible for festival events. A sculpture in this area will not be noticed by as many visitors to our town.	26 March 2023
23	<b>Sharon Edwards</b>	There is no place for it, go back to the drawing board.	26 March 2023
24	<b>L. Harris</b>	Inappropriate sculpture, Inappropriate location.  Better options to represent a Benalla sculpture and why keep impacting on the library space and lake foreshore to make a cluttered mess.  LESS IS MORE.....is very relevant!	28 March 2023
25	<b>Wende Sturgess</b>	I had read the story of Arthur Baird quite some time ago and when I visited Longreach last year, I saw the significance of his contribution to the formation and establishment of QANTAS at the museum there. I am fully supportive of a memorial to him as he was also a Benalla World War 1 veteran. I can provide photos of him at Longreach if required but I'm sure you may already have them from other sources. I know some think the airport may be a good site and I have no problem with that if the majority concur. However I think that near the library is better as the sculpture will be in the precinct near other ones such as Weary Dunlop and can be more readily seen by visitors to our town.	28 March 2023
26	<b>Jenny Monger</b>	It should be at Benalla Aviation Museum where it would be "in context" and information about Arthur Baird would be available in the Museum.	30 March 2023
27	<b>Anonymous</b>	Benalla Aerodrome	3 April 2023
28	<b>Anonymous</b>	Perhaps it should be located at the airfield as more appropriate.	4 April 2023



No.	Name:	Preferred Location:	Date of Submission:
29	Mark Tylinski	Benalla Airport seems a far more appropriate location.	4 April 2023
30	Anonymous	No situation as statue not necessary	4 April 2023
31	Lisa van Kerkwijk	I'm worried about vandalism, the teens will probably climb, damage or spray paint near the library next to the skate park. I propose out the front of the airport museum, it will be much safer, looked after and appreciated by the many pilots and aircraft enthusiasts, as well as attract even more people to visit.	4 April 2023
32	Anonymous	Somewhere near Benalla air field as it is more relevant. Even in the roundabout as you enter Benalla at the turn off to the gliding club.	4 April 2023
33	John Currie	At the Airfield would be more appropriate.	5 April 2023
34	Anonymous	Airport	5 April 2023
35	Sabine Smyth	Benalla Airport near the Gliding Centre or the front of the site.	5 April 2023
36	David Moore	Benalla airport.	7 April 2023
37	Lisa Reade	As I don't live in this area, I cannot comment if this is the best location for the sculpture.	9 April 2023
38	John Hanlon	Benalla Airport is the appropriate site for this sculpture.  Positioned in the vicinity of the Air Museum it would be viewed by the many visitors with an interest in aviation, who would otherwise bypass the proposed site.  The Air Museum could also display a full history of Arthur Baird achievements to compliment the sculpture.	12 April 2023
39	Anonymous	Moorabin Aviation Museum	13 April 2023
40	Anonymous	Not in a carpark. Gardens would align it with Dunlop monument. Could be damaged in the carpark.	13 April 2023

#### 4. Comments

Long Text | Skipped: 54 | Answered: 56 (55%)

No.	Name:	Comments:	Date of Submission:
1	<b>Barry O'Connor</b>	I would suggest that the proposed memorial sculpture is long overdue, as this man appeared to have been very efficient, yet very humble in his outstanding achievements. He not only served the Australian and British forces in an excellent manner during WW1, but then provided and supervised the maintenance operation for QANTAS in its first 28 years of operation. Not only did he supervise the maintenance facilities, he also flew thousands of hours on mail runs during the early years. In fact he logged more hours than some of the official 'pilots'. He came from a family that also made a significant contribution to the Benalla region.	22 March 2023
2	<b>David Beer</b>	Looks like a very worthwhile project.	22 March 2023
3	<b>Doug Brockfield</b>	I've been a member of the QANTAS Founders Museum for many years, and a great lover of the Qantas story. Well done Barry and Chick. About time Arthur Baird got more recognition.	22 March 2023
4	<b>Scott Upston</b>	Fantastic to see this finally may get off the ground (pardon the pun). Arthur has contributed significantly as a serviceman and a key player in the aviation industry. To be able to acknowledge that service and his contribution to the aviation industry would be significant not only to his family but the wider community who would benefit from hearing his story. Who knows it may inspire the next generation of engineers!	22 March 2023
5	<b>Nigel Bowen</b>	No one knows who this person is, so why are we Celebrating them with a sculpture. The art trail funding should be directed to recognise someone or something that is truly worthy. Like migration as Benalla played a significant roll in supporting migrants in the post war period. I just think that we could do better.	23 March 2023
6	<b>Darren Skelton</b>	Benalla's foreshore precinct is highly valued for its open space environment. Sadly, council has approved a number of memorials and other works which have impacted adversely on the foreshore. Recognition, where relevant and warranted, is wonderful. The Weary Dunlop Memorial is a spectacular example. Other recent projects are sadly not. When it comes to the foreshore, one of city's greatest assets, less is more.	24 March 2023
7	<b>Anonymous</b>	Would be interested in knowing exactly how much of the \$150000 this sculpture will use. There is little point securing funding for an 'art trail' and using it all on 1 sculpture.	24 March 2023
8	<b>Anonymous</b>	Whilst Council does not have to fund this, who is responsible for any ongoing maintenance?	24 March 2023
9	<b>Anonymous</b>	I think this is a fantastic idea. Benalla has some great former residents. Not only will this honour Mr Baird it's another great tourism drawcard by the lake.	24 March 2023
10	<b>Millicent Lang</b>	Less is more. Just because you get money it doesn't mean you have to spend it. You will pay to maintain? There are ongoing costs. The lakeside is crammed with no consensus on planning. Just leave the landscape alone. Also, a focus on women in history rather than men would be an advancement as Melbourne council has been doing.	24 March 2023
11	<b>Jenny Doxey</b>	No more crowding out of the Benalla lake and it's open space which is Benalla greatest asset and must be preserved. Otherwise Benalla will end up looking like another poor outer Melbourne suburb.	24 March 2023

12	<b>Mary-Lou Davis OAM</b>	Research further and use the grant for a sculpture of some local famous women or a tribute to all the migrants that have contributed in making this town for what it is today using the location you are considering.	24 March 2023
13	<b>Elizabeth Lang</b>	Please focus on footpaths and support for people in need. Leave the natural environment for us to enjoy.	24 March 2023
14	<b>Andrew Hick</b>	Good work - keep this stuff coming please ?	24 March 2023
15	<b>Anonymous</b>	I feel further research needs to go into a more appropriate "Benalla" person. Surely there is someone in Benalla's history who has given back to the town in a significant way.	24 March 2023
16	<b>Anonymous</b>	I think we could honour many other ppl or things that benalla love. I also think a wood/tree carving would be a better choice you could also honour many ppl in one item.	24 March 2023
17	<b>Wendy Baker</b>	I personally have never heard of Arthur Baird however on reading some of the history he obviously played an important role in Australia's aviation history.  I would prefer to see a smaller sculpture and one that forms part of the proposed sculpture trail. The proposed sculpture does not personally appeal to me.	24 March 2023
18	<b>Steven Edwards</b>	Go back to the start and do proper consultation. This is a terrible idea. Waste of tax and rates money. I watched the council meeting. Why have you been sitting on this money since 2020 and rushing to use it suddenly???? Poor thinking and planning.	24 March 2023
19	<b>Sonia Bourke</b>	As a member of the Benalla community I am disappointed there has been very little consultation about this plan. I have never heard of Arthur Baird before now and struggle to see the connection, his contribution or relevance to Benalla. I also feel that we should be looking to honour a female such as Prue Acton or Ellen Kelly, their stories and connection to this area are well known to the wider community.	25 March 2023
20	<b>Anonymous</b>	Very disappointed at the lack of community consultation around this project. Would it not be more prudent to focus on someone more "connected" relevant and well known to our community?	25 March 2023
21	<b>Cath Begley</b>	I would have preferred consultation with a range of designs not just 1 design.  Perhaps a list of ideas to start with is a better process that enables the public to select there preferred sculpture concept.  I'm an local art teacher so I understand that not everyone will agree to on a single design however there was no consultation with the public for a 'range' of possible concepts to begin with. That would have been a more authentic form of consultation.  Personally I believe this sculpture doesn't reflect the contemporary culture of our community.	25 March 2023
22	<b>Anonymous</b>	In favour but only if 100% funded by Spring Street and not a penny from Council.	25 March 2023
23	<b>Anonymous</b>	We don't need more art we need better inferstructuer. Fix our roads, footpaths and gutters so people can safely get to the art.	25 March 2023
24	<b>Pamela O'Connor</b>	Benalla should be proud of those who have come before us and have contributed greatly in their field of expertise and accomplishment, of which Arthur Baird is truly one of them.  Our Community should acknowledge these accomplishments as they are a foundation for those still to come to achieve and make their own mark in their individual fields. A true Son of Benalla who we should recognize and be very proud of.	25 March 2023



25	<b>Tom Yates</b>	This sculptural piece needs to be site specific , ie in a situation that has some relationship to aviation . In Benalla this is obviously the airport . Tom Yates ...grad diploma in public art , RMIT University .	25 March 2023
26	<b>Anonymous</b>	I really like the idea of more public art in Benalla.	25 March 2023
27	<b>Sharon Edwards</b>	Do it properly or don't do it.	26 March 2023
28	<b>Anonymous</b>	Great to see this great man from Benalla recognised	27 March 2023
29	<b>Katherine Beard</b>	Arthur Baird's legacy, engineering genius and enormous contribution to Australian aviation is well overdue for recognition, noting too the high level of interest in the historical origins of Qantas with the recent release of the Hudson Fysh biography and the 100 year anniversary of Qantas in Nov 2022. Arthur is a credit to the Benalla region and the country at large, and integral to the growth of the nation in the 20th century. A modest man, he was humble and didn't seek the limelight. Hence recognition of his contribution to aviation in Australia has gone largely unremarked, though Qantas' exemplary safety record and reputation would not exist without him! On the 100th anniversary of Qantas, here is an opportunity to celebrate a local  Benalla lad who literally changed the way we travel the country. His engineering smarts saved the day both during the war and afterwards, contributing to the establishment of the Royal Flying Doctors and Qantas - two lynchpins of Australian enterprise and culture. Many members of the Beard family are still resident in the Benalla/Shepparton and northern Victorian area, including Jean Flukely (maiden name Beard), who is Arthur Baird's niece. She is 101 years old and living in Benalla at the Cooina nursing home. She remembers her uncle well and would have a lot to say about him. The family is very proud of Arthur. His intellect, grit and determination, work ethic and problem-solving skills would be a fitting reminder to newer generations of Benalla locals (especially the children who visit the library) that soaring to great heights from Benalla roots is entirely possible.	27 March 2023
30	<b>Susan Pearce</b>	I am ambivalent about the proposed statue. The aviation connection is tenuous. He might have been a 'part' of aviation history but he was not a 'the major contributor' or Qantas would already have honored him in statue form.  I am definite that if created it should not be installed near the Library or Lake Benalla foreshore area.....its huge size would look ridiculous and not compliment anything around it. If created at all, it should only be located near the airport.	27 March 2023
31	<b>Ian Herbert</b>	A fitting memorial and location that fits in well with the aviation history of Benalla and today's 'Glider City' fame. Congratulations to Barry O'Connor and all those involved in this project.	28 March 2023
32	<b>L. Harris</b>	Sadly,..yet again this is an 11th hour token community consultation! Decisions appear to be already determined. Where is the artist tender process? Where is the initial ideation input to the community .with potential options and a thought out thorough process? I question whether a community grant can be spent and implemented in this way the council is going about this.! I also feel that if " community grant" money has to be spent in a certain way, by a certain time it is sensible and in the best interest of council and the community to say thanks anyway but we haven't had time to undertake the NECESSARY community consultation, concept development or Artist tender process, to get this right and follow correct procedure so unless more time is allocated to do the ground work adequately it would be in the best interest of the whole community/ council included to pass up the grant until the process can be undertaken appropriately and legally under community grant protocol.! And we have some incredible artists, designers and creative minds, including landscape designers in our Community let's utilise their input and skills.	28 March 2023

33	<b>Anonymous</b>	From the survey questions, the decision has been made and this survey is to meet the requirements of appeasing the community. I like the concept and the idea of a memorial to Arthur Baird. The sculpture would have to be explained to me as to "what and why" it exists. Don't planes have larger wings?	29 March 2023
34	<b>Anonymous</b>	I think a sculpture of Arthur Baird is wrong. It seems like grappling trying to think of a person born in Benalla for a sculpture. Is it for a sculpture rail, why not Nellie Kelly as suggested, or near the lake a big local turtle and/or platypus. Not just a person nobody has heard about. Total waste of money.	30 March 2023
35	<b>Jenny Monger</b>	I find the sculpture most unattractive but it would be ok at the airfield.	30 March 2023
36	<b>Meg Dillon</b>	Consultation was great idea. Hope this can be the start of a Sculpture Trail round the lake. Great drawcard to the town and starts to mark us as a cultural centre of NE Vic. Chicago has an impressive sculpture trail through its CBD and I gather Dubbo has a nice one too. Our Art Gallery also has a large bronze sculpture of a lurching man which might also be considered as an outdoor sculpture if mounted on a plinth. Great consultation on the Street Art plans for 2023 too.	1 April 2023
37	<b>Maureen Matthews</b>	I welcome the Benalla Rural City Council proposal to recognise a 4th Famous Son of Benalla, in Arthur Baird. As I have a family connection to Arthur Baird, I look forward to a positive result, to this sculpture project.	3 April 2023
38	<b>Anonymous</b>	Arthur Baird certainly achieved notable status as Chief Engineer with Qantas. He was only in Benalla as a child. Need to consider people who have put their time into promoting Benalla and working for the general public.	3 April 2023
39	<b>Caroline Burns</b>	Don't care where it is... it's hideous... no one would have any idea what the hell it is.	4 April 2023
40	<b>Anonymous</b>	It will be seen by many people near the library.	4 April 2023
41	<b>Brendan Beard</b>	I believe it is extremely important to remember Arthur Baird as one of the pioneers of Australian aviation. There is no better place for him to be remembered than where he was born and grew up.	4 April 2023
42	<b>J &amp; R Zajac</b>	A great idea to commemorate a local hero.	4 April 2023
43	<b>Kevin Teasdale</b>	To recognize Arthur Baird a local Benalla man who has been an integral part of Qantas an iconic airline known around the world. This is a great way to honour his contribution to Australia.	4 April 2023
44	<b>Anonymous</b>	What did this man do for Benalla? Why not celebrate someone who has contributed to the betterment of this town. There are many women who fit this category. Why was the community not consulted first for their views? A grant is never free.	4 April 2023
45	<b>Malcolm Sanders</b>	Great achievements need to be recognized and Arthur Baird certainly meets all the honour we can give to him. His family and Benalla citizens can feel proud he was a local. Weary Dunlop and Heck Waller also have made history and Benalla should stand and admire Arthur Baird also as a great Australian. The proposed sculpture is a fitting tribute and we all should support this project. Malcolm Sanders 51yr resident of Benalla	4 April 2023
46	<b>Anonymous</b>	The library is the Sir Edward 'Weary' Dunlop Learning Centre. There should only be a statue of him there to mark his significance in that area. Anyone else would just be confusing and irrelevant.	4 April 2023
47	<b>Anonymous</b>	Also there is no information provided on the figures underneath the Materials, significance. Are the important people in Benalla aviation history.?	5 April 2023

48	Sabine Smyth	<p>I am against a sculpture at this location. This unattractive thing will stick out like a sore thumb and be fully visible from Nunn Street. Please leave the few undeveloped negative green spaces we have left around our lake, for aesthetic reasons. We had a beautiful foreshore before the ill-considered placement of little itzy-bitsy structures everywhere. A sculpture about an aviation guy near the library – why ?</p> <p>I am against a sculpture being selected without there being a transparent process around how Arthur Baird was chosen ahead of other locally significant people (were there any others considered?). It appears to me that Council did not test the community's views on whether or not this person was at all meaningful to them. To me Arthur Baird is meaningless, I had never heard of him and find him unremarkable in comparison to significant local figures. The fact that Qantas does not want to chip in – is that a clue?</p> <p>In all of Australia except Benalla, there seems to be an effort made to acknowledge that a community is not just men. We need to consider a sculpture of a woman.</p> <p>How was this sculpture group permitted to choose the artist if they are not funding the sculpture? I hope due process was followed with such an expensive piece of 'moving metal bits'. From a community viewpoint this whole proposal so far seems to lack due process and transparency.</p> <p>Nothing at all should be placed near the lake, without consulting our Registered Aboriginal Council, the Yorta Yorta Nations Council. Have the Yorta Yorta been consulted or is there once again, no Cultural Heritage Management Plan? This whole area appears to be facing haphazard development. Will you please just hold on and do things professionally!</p> <p>A sculpture committee was formed a few years ago under the guidance of the late Cr Geoff Oliver. The committee was a community committee and got as far as narrowing in on a proposal for a sculpture of Ellen Kelly (when Geoff sadly passed away.) Why has the work this committee did been disregarded in favour of this random proposal? A sculpture of Ellen Kelly would honor Geoff's memory and work harmoniously with our tourism product around the Kelly Story.</p> <p>I encourage you to ask the wider community with a specific survey which they would prefer – a sculpture of Ellen Kelly (Ned's mother) or Arthur Baird. I would guess that you will find Arthur and his 'swinging bits and pieces sculpture' will lose out easily.</p> <p>There has been no consultation at community level about this sculpture up to this point. A topic, a location and an artist appear to have been chosen, and it all once again gives the appearance that our Council, including senior management do not care about the community's views. Hopefully I am wrong?</p>	5 April 2023
49	Ken O'Connor	<p>This is certainly a very worthwhile project to preserve the memory of this great, previously little known, Australian Aviation Pioneer.</p>	6 April 2023
50	David Moore	<ol style="list-style-type: none"> <li>1. The proposal has limited aesthetic merit and appeal.</li> <li>2. It is time for a sculpture representing women.</li> <li>3. Community consultation must occur before a "fait accompli" proposal is presented to the community. This project has not had an open and transparent process.</li> <li>4. Can Council assure the community that awarding State Government Grant monies to a project that has not had open and transparent public tender processes will not expose Council to legal proceedings?</li> </ol> <p>Benalla has several artists who could assist in the development of a public art trail consultation process. This could include an opportunity for the community to participate in a survey to identify notable citizens worthy of memorials. Among these artists are David Laity, Pauline Fraser, Simon Klose, Frank Burgers and Tim Bowtell, all successful artists who exhibit in numerous galleries.</p>	7 April 2023

<b>51</b>	<b>Nick Van Elk</b>	I think money could be spent on more important things than a sculpture. Everything seems to be pointing towards pleasing tourists rather than residents.	7 April 2023
<b>52</b>	<b>Adrian Beard</b>	I am a great nephew of Arthur Baird and would be very pleased to have recognition of his great contribution to air travel. The Library precinct is an excellent place for this.	9 April 2023
<b>53</b>	<b>Anonymous</b>	I think a sculpture of Ellen Kelly and children would be more appropriate.	11 April 2023
<b>54</b>	<b>Milton Grant</b>	A location near the library on the lake side would attract attention of people travelling over the bridge and would perhaps form a walking link from "Weary", the Monash bridge and the sculpture. A good proposal.	12 April 2023
<b>55</b>	<b>Sandra Beard</b>	A fitting memorial to Arthur Baird who was raised in the Benalla area until he went to Melbourne to further his studies. Probably in today's jargon we would say "he thought outside the box" in a brave new industry that has led to the vastness of Australia being more manageable.	13 April 2023
<b>56</b>	<b>Anonymous</b>	Thorough research has been presented by Barry O'Connor, Chick Walker and their team, to undeniably support the recognition of Baird to honour his life's work as a Founding Father of the Australian Aviation industry, in particular, QANTAS and which extended throughout his military service.	13 April 2023

31/03/2023

CEO Dom Testoni and Benalla City Councillors  
Benalla Rural City

### **Proposed Aircraft sculpture to Alfred Baird**

It never ceases to amaze me that the BRCC continues to deliver to the community decisions made behind closed doors without community consultation or research. Pop it in the Ensign Classifieds, and 'have your say' when it's really all decided.

You may dismiss my comments but I am a concerned citizen who for 60 years has watched what made Benalla an attractive and liveable environment rapidly deteriorate from multiple decisions made in recent years by BRCC and this is one of them.

A sculpture with little or no relevance other than date of birth for Arthur Baird hardly qualifies for a \$90,000 investment. The acknowledgement of his contribution to Qantas is appropriately done in the Australian Aviation Hall of Fame and is not appropriate alongside the Benalla library.

The proposed Arthur Baird sculpture is a very poor decision up for consideration as it is a *'fait accompli'*. There has been no previous community consultation and obviously BRCC did not take seriously the rap they received from VCAT that their community consultation was lacking. Neither has there been an open tender process for community consideration. Has this decision involved the local indigenous community and has the Cultural Heritage Management Plan been applied?

Arthur Baird was born in Benalla and made no other contribution to Benalla. There are numerous people both alive and dead who were not only born in Benalla but have left a lasting legacy for the benefit of the community and if you were going to erect a sculpture should rightly be considered.

Let's begin with Alfred Sangwell who was not born in Benalla, but designed our Botanical Gardens in 1886 and were opened in 1886. They have existed since then and given great pleasure to the community of Benalla for more than 140 years. Not to mention the number of tourists who have appreciated his work and contributed to our economy. Where is his sculpture?

Mr Lorry Ledger, who lived his whole life on the outskirts of Benalla and devoted his time and money for the benefit of Benalla, his legacy is a contribution to the Art Gallery in bricks and mortar in the 1970's and an art collection contributing to a gallery collection now valued at 30 million dollars that the community and tourists continually enjoy and add to the economic prosperity of Benalla. Where is his sculpture?

You could argue that Weary Dunlop was a man just born in Benalla in 1907 the home of his boyhood and youth, but his contribution to humanity was outstanding as a soldier, surgeon and subsequently a war hero. I knew people who were at war with him and his compassion and personal integrity was described as outstanding. He deserved a statue and magnificent that it is.

Sculptures are erected to individual people as a show of respect and appreciation for the contribution they made to society in multiple ways, not just because they may have been born in a place. They are also designed to make people reflect on why there is a statue to this person.

Every time I walk past Weary Dunlop I remember my father who fought and died in that war, fighting in the jungle so you and I can live in a free country. Statues need meaning not just fill a space.

I am not in favour of the statue or its location. The foreshore of the lake is being filled with trivia when the grassy slopes leading to the lake, which once was a muddy creek, but thanks to the foresight of others in the 1970's designed and changed the course of the river to make a lake for our enjoyment. The lake was to have grassy banks and a walk in nature which is now becoming a fun park full of badly designed buildings and objects. No architect I know would want his name attached to a building as the ugly black VIC building attached to another building with no reference or synergy at all. Pods, Aboriginal gardens, skate parks, splash parks, sundials totally out of proportion to its site, a caravan park, ugly 'lunch room' outside the library and now meaningless statues. Not to mention other projects not yet for public consumption until a "fait accompli". An Art trail may be great vision but unless professionally done with what would be millions of dollars, will just add to the tackiness of the environment. Now is not the time.

As a council you are alienating yourselves from the community on a daily basis with all your wonderful ideas and no community involvement. Where is the strategy for the future development of Benalla, a socially disadvantaged town, with homeless people, more empty shops, lost banks, lost major stores and coffee shops owned by locals, businesses going broke, some up for sale and will close if they don't sell. Reduction in staff at the concrete factory and as a result Benalla has more houses for rent than any other town in Victoria according to the media. And you want to spend \$90,000 on a sculpture which has no significance other than a birthdate to our community. This doesn't demonstrate a financially robust community but one in decline and with misplaced priorities.

I think it's time the BRCC had a long look at its strategy direction, management, consultation process and include the community that pays your wages. You might be surprised at the outcome if you took this direction and brought the community with you. Let's invest in the real issues in our community.

Yours sincerely

Jane Grimwade

### 4.3 Establishment of the *Benalla Street Art Advisory Committee*

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability  
Catherine Macmillian – Business Development Coordinator  
Jess Pendergast – Governance Coordinator

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#### PURPOSE OF REPORT

The report presents for consideration the establishment of a *Benalla Street Art Advisory Committee*.

#### BACKGROUND

After a three-year hiatus since the latest Wall to Wall festival, members of the community contacted Council expressing interest in restarting the Benalla Street Art Festival.

In March 2023, the Council officers hosted an open community design thinking workshop and an online survey to:

- update, inform and invite people to be part of a reinvigorated Benalla Street Art project in 2024
- build a common vision for Benalla Street Art Festival
- explore how to create a sustainable model for the future.

#### DISCUSSION

Sixty-eight people attended the design thinking workshop at the Lakeside Community Centre on Wednesday 22 March 2023 facilitated by experienced community engagement consultant Mary-Anne Scully.

The workshop showed overwhelming support for a reinvigorated Street Art Festival for 2024.

There were mixed responses as to how often the festival could be held and at what time of year. Feedback was sought on holding the festival in just the CBD or extending it out to rural areas as in the past.

Pleasingly, 80 percent of attendees indicated they would like to be involved on a Street Art committee or subcommittee, and 35 percent were keen to volunteer during the festival weekend itself.

The Benalla Street Art Community Design Thinking Workshop Summary Report is attached as **Appendix 1**.

After the workshop Council extended the consultation about the future of Benalla Street Art via the online '*Have Your Say*' portal. Consultation was open from 28 March to 28 April 2023. Thirty-three submissions were received. Online survey results closely aligned with results from the workshop.

Based on the feedback provided, it is proposed that a skills-based *Benalla Street Art Advisory Committee* (the Committee) be established to facilitate and deliver the Benalla Street Art Festival between 2024 to 2027.

The Committee will comprise of up to nine members:

- Up to two Councillor representatives.
- Up to two Councillor officer nominated by the Chief Executive Officer.
- Community representatives with skills in festivals, events, creative arts, community engagement, marketing, fundraising and governance.
- Representatives from key stakeholder groups.

The Committee will determine the date of the 2024 Benalla Street Art Festival and apply for three-year funding with a staged approach aimed at expanding the festival by 2027.

A draft *Benalla Street Art Advisory Committee Terms of Reference* is attached as **Appendix 2**.

**COMMUNITY ENGAGEMENT**

In accordance with the Council’s *Community Engagement Policy*, it is proposed 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>▪ Report presented to the Council.</li> <li>▪ Membership nominations invited.</li> </ul>

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

**Community**

- *A connected, involved and inclusive community.*

**Livability**

- *Vibrant public spaces and places.*

**Economy**

- *Thriving business and industry.*
- *Flourishing tourism.*

**Leadership**

- *Good governance.*
- *High performance culture.*
- *Engaged and informed community.*



## FINANCIAL IMPLICATIONS

There are no material financial implications with the establishment of the *Benalla Street Art Advisory Committee*.

Costs associated with administering the Committee will be met from existing budget allocations.

The Council has allocated \$15,000 for the re-activation of the Benalla Street Art Festival in the proposed *2023/24 Budget*.

Council staff have been in discussions with Tourism North East about a three-year vision in order to secure a letter of support for Victorian and Australian government funding.

Subject to successful funding outcomes a professional curator could also be appointed to work with and assist the Committee.

## LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

## 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:

1. That the *Benalla Street Art Advisory Committee* be established.
2. That the *Benalla Street Art Advisory Committee Terms of Reference* be adopted.
3. That Cr \_\_\_\_\_ and Cr \_\_\_\_\_ be appointed as the councillor representatives on the *Benalla Street Art Advisory Committee* for the 2022/23 Council year.
4. That an expression of interest process be undertaken to obtain representatives from key stakeholder groups and community representatives to join the Benalla Street Art Advisory Committee.

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# BENALLA

RURAL CITY COUNCIL

## SUMMARY REPORT

### Benalla Street Art Community Design Thinking Workshop

Wednesday 22 March, 2023  
5.30pm-7.30pm  
Lakeside Community Centre

Prepared by Mary-Anne Scully (Facilitator) *Artwork: Adnate*



# Context

## **Benalla is known as the Regional Street Art capital of Australia.**

Its annual Street Art Festival has seen artists from Australia and overseas bring colour and art on an epic scale, with the town and surrounding villages becoming a giant outdoor gallery for one weekend every year.

Established in 2015 and held each year until 2019, Benalla's street art Festival was originally established by the local community.

- The event was first held in 2015 and run by *Benalla Street Art Inc*, Chaired by Jim Myconas (She's Arty) which organized it successfully until 2017.
- In 2018 *Wall to Wall International* formed when a younger breakaway group, Chaired by Roxanne DeMasson & Shannon Tharratt ran the Festival.
- Juddy Roller (Shaun Hossack) curated the artists for all events and managed the marketing.
- Council supported all events, assisting with some funding, permits, tourism & event management, traffic management etc.
- Tourism North East and The Social Crew were involved in 2019-20.
- The State Government has been a major funder since 2016, along with local sponsors.

The annual Street Art Festival was cancelled just weeks before the 2020 event due to COVID lockdowns and has not been held since (ie 2020, 2021 2022, 2023).

This community workshop was to determine if there was interest in reinvigorating the Benalla Street Art Festival in 2024.



*Artwork by Phibs and George-Rose*

# Exploring future directions

After a three year hiatus members of the Benalla community expressed an interest in restarting the Benalla Street Art Festival to ensure the economic and community benefits are maintained and the livability and pride in our town is reignited post COVID.

In March 2023 Benalla Council therefore hosted an open community conversation at the Lakeside Community Centre to:

- update, inform and invite people to be part of a reinvigorated Benalla Street Art project in 2024.
- build a common vision for Benalla Street Art Festival
- explore how to create a sustainable model for the future

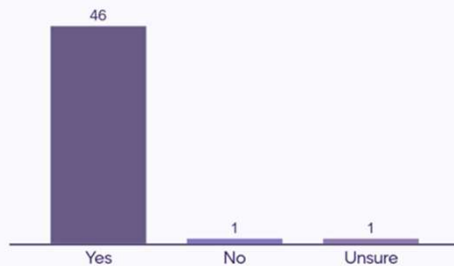
Approximately 70 people engaged in an initial design thinking process during this conversation.

This report summarises the feedback and ideas offered by people who attended this workshop.

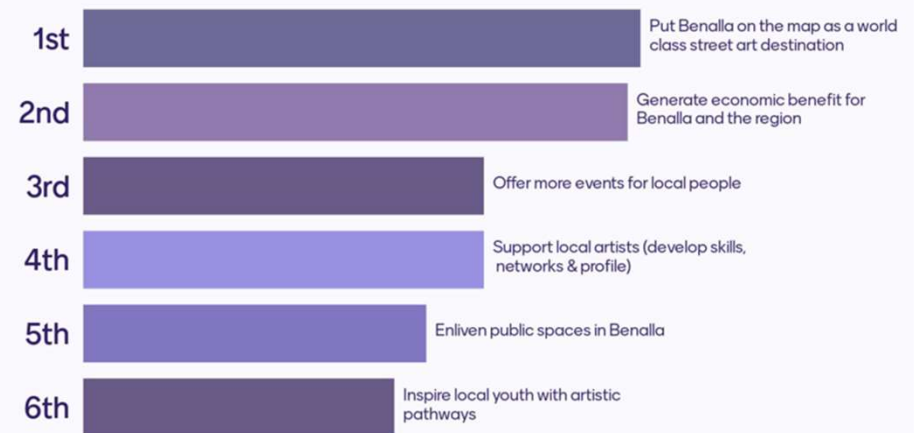


► Workshop participants were invited to individually and anonymously respond to two initial questions using a digital survey website called 'Mentimeter.' The results are shown below.

### 1. Do you think Benalla should reinvigorate the Street Art Festival in 2024?



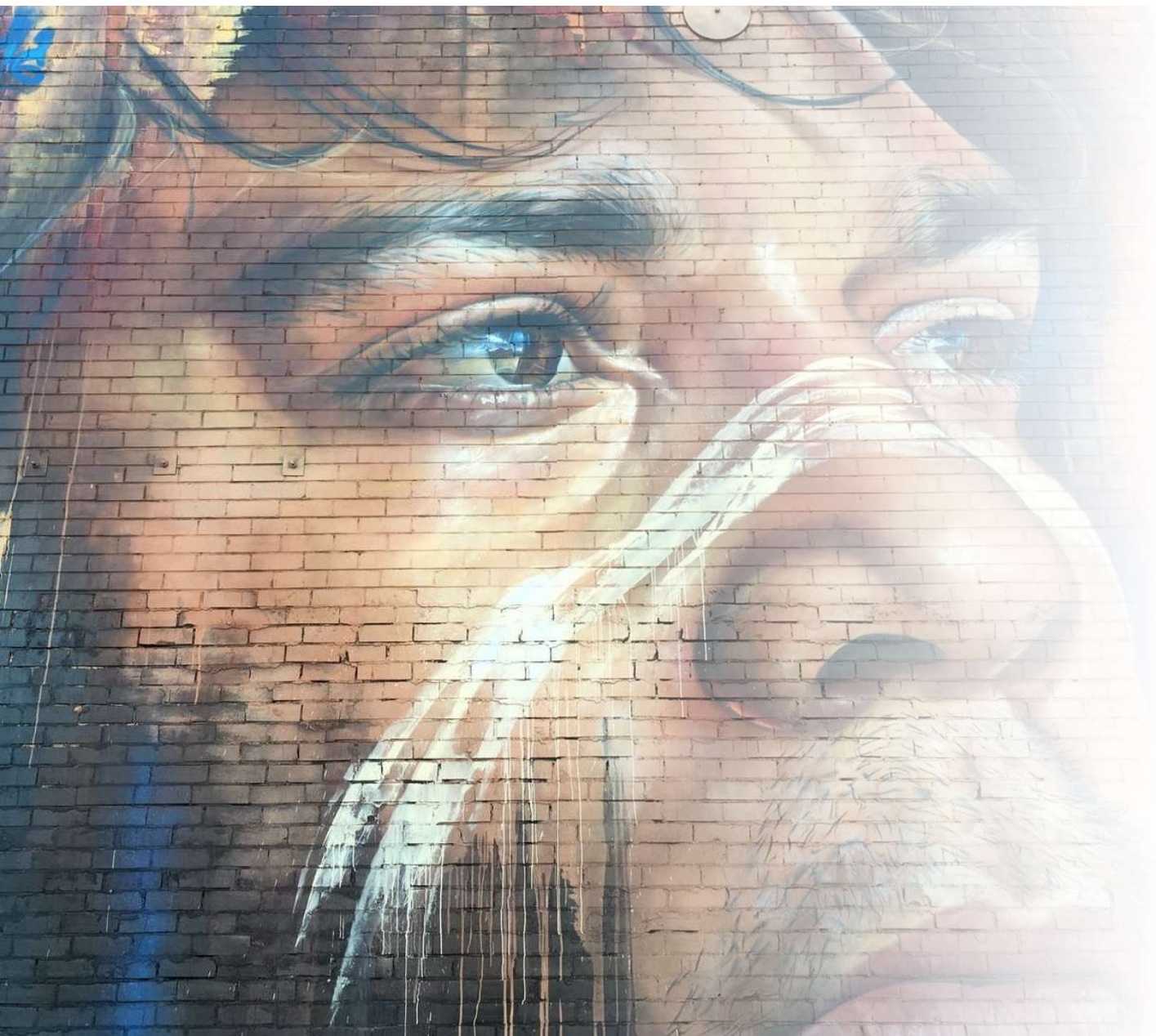
### 2. If Yes, what is the top reason for this?



● Almost all people attending thought the Benalla Street Art festival should return in 2024.

● Profiling/a sense of pride in Benalla plus perceived economic benefits ranked equally as top reasons for supporting a return of the Benalla Street Art Festival.





# Learning from the past

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## What worked? What needs work?

People were then invited to look back over previous Benalla Street Art Festivals and discuss two questions with others on their table.

A representative captured the key points raised.

*Artwork by Adnate*

# What worked?

## Table 1

Location – condensed art  
Inclusion of children – paint by numbers  
Weather  
Visitor attraction  
Human connection  
Opening at Gallery – welcoming  
Talking to artists while working  
Good art  
Over a few days  
Prehistory of artists – countries they are from  
Diversity  
Including local stories  
Media interest  
Youth/youngsters  
Artists want to participate  
Political/ a-political  
Workshops  
Community spirit

## Table 2

Zoned area partitioning off the artists while completing artwork  
Diversity and cultural differences of all the W2W artists  
Connections with the artists at a social event, led at the Gallery (linking our iconic gallery with annual arts event)  
The opportunity for art to open up community conversations long after the paint had dried  
Using ‘ugly’ unused walls to create community conversations and gorgeous pieces of art  
Regular tourists coming through – shop, snap and admire our gorgeous mural collection, great conversation starter and reason to come back

## Table 3

Quality of art  
Maps  
Publicity  
Mini music festival in Denny Street carpark was brilliant  
Worked well with Gallery  
Paint by numbers/inclusion of children  
Friendly atmosphere  
Artists accessible and engaging  
Artists staying with community members  
Bus tours  
Walking tours/artists talks at set times  
Mix of well known, local and youth/student artists

## Table 4

Launch at Gallery  
The art is still here  
Quality of art is excellent  
Festival is well known  
Watching works being done  
Still popular/well visited  
Benalla known for Street Art Festival  
Interaction with artists while painting  
Takes people into other parts of town not just main street  
April timing worked well  
Good community support (then and now)  
Good State Government support  
Participation by volunteers and community  
So many visitors  
Events well attended, even evening ones



# What worked?

## Table 5

Paint by numbers – children’s activities  
Artists well catered for  
Denny Street car park activation  
Great representation of artists  
Schools collaboration  
Youth engaged activities – skate park  
Art Gallery connection/exhibition  
Lighting of murals  
Tours – all through CBD  
Rural village activations  
Sponsorship support  
Volunteers  
Community embracement  
Messaging/brand  
Economic + social benefits

## Table 6

Top artists  
Walking tours  
Community engagement and ownership  
Connection to schools  
Good #s – estimate 6,000 visitors at first  
Local business sponsorship  
Choice of buildings  
Attracted funding  
Promotion  
Generosity of building owners  
Interest from visitors  
Volunteers  
Felt good/sense of pride and achievement  
Youth involvement  
Watching artists on street and gallery  
The format  
Music  
Inspired silo art  
Activation of villages and participation  
One of the first towns to do it (Zoom?)  
Legacy of murals remaining

## Table 7

Community buy in  
Artist interaction  
Variety of artists  
International artists  
Economic impact/sustained  
Tourist attraction  
Town identity/community participation  
Big posters on Triple R in Melbourne  
Following of artists – start for artists  
Business bought in  
Meals for artists, billeted out  
Hubs, music interaction  
Artists dinner/art gallery  
Whole weekend 3 – 4 days  
Artist intimate dinner  
Pavement art  
Pride worked well  
Artist interaction  
Art prevented tagging/respect of other artists work  
Interaction of villages and bus tours  
Entertainment at Denny Street car park

## Table 8

Makes town feel vibrant  
Different artwork around  
Walking tours  
Businesses great ambassadors: very proud – helpful  
Insider knowledge and stories  
Arts supplies and accommodation/meals supplied for artists  
We moved here because of the street art and the art gallery and the lake  
Artists & sponsors private dinner - loved

# What needs work?

## Table 1

Businesses need to remain open  
Greater inclusion of artists  
Town buses/transportation  
All artists to be paid or none  
Equal payment  
Production  
Emerging corporate and creative  
Communication  
More walls painted  
Accessibility  
Access to the walls after (not closed off)  
What murals need to change  
Engage with schools – local artists  
Long timeframe  
Promotion  
Name change  
Creative IP  
Adding performance  
Advertising of local bus  
Walking tours – day/night  
Footpaths – accessible to all – prams, electric scooters  
How does everything tie together

## Table 2

More detailed, exciting interactive maps of Street Art and their location and artists details  
More places to sit/talk/admire art while taking it in  
More food trucks  
Attract more Asian neighbours (China, Hong Kong, Japan visitation)  
More local business investment and keep these local businesses abreast of the project/updates – one email doesn't cut it  
Don't shut down on Saturday @5pm – keep it going, Use Lake to showcase our (?) floats and lights  
Art in all different forms – buskers, musicians, mime artists  
Logistical considerations for artists – a crew to help if they need extra supplies/tents etc , drop off spray cans  
Information tent in a central location with map/artist details  
Bridge the gap between being an 'artists only' festival but also a community/youth/local schools groups involved (ie artists teaching younger kids to paint)

## Table 3

Communication with local stakeholders, accommodation providers  
Access to food – local incentive to stay open, if they won't stay open then bring in outsiders (coordinated by Council)  
Multi-dimensional event – more than just street art  
Program: Friday night welcome/Saturday night/Sunday  
Up market event  
Think outside the business – include the community  
Gallery as central Festival hub/focus point

## Table 4

More learning, interactivity  
QR codes insitu  
More participation from local businesses, stay open each day, full trading  
Spread out food vans  
Guided tours during event  
Hire of scooters, mobility access  
Getting the size right: Festival too big versus a community event  
Longer than a weekend  
Sustainability – financial and environmental  
What is affordable for our return?  
Build on merchandise  
Expand to 3D? Ground? Sky? Light/digital?

# What needs work?

## Table 5

Funding stability

More youth participation – in planning and Festival itself

Sponsorship attraction

Benalla business support

More business engagement

Longer business hours eg hospitality

Streamline wall permissions

Good balance of committee, including skills based

Building capacity within committee to upskill for event elements

Event management /curation – professional

Transparency between tourism industry – build relations with stakeholders

Collaboration with interested stakeholders

## Table 6

Point of difference

Needs to be well funded

Sustainable

Diversity of artists

Well promoted

Attraction of leading artists

Long term strategy

Balance local/visiting

Governance

Budget model/fees

Maintenance of existing assets

Prepared to have controversy

Advertising

Broader purpose than just economic generation

Celebration of success

Definition of street art as 'just wall art' - include gardens /photography

Diversity of where we place the art

Scheduling and programming across the festival – the 'feel'

## Table 7

Not enough elevated scissor lifts/infrastructure

Governance/procurement processes

Accountability

Volunteer operation – too big, exhaustion

Number of shops opening for the weekend – feed venues

Consideration of tourists

Regular guided tours needed

QR codes to link to artist information – virtual interaction, augmented related

Music potentially buskers

Entertainment

Refreshment of the artwork

Energy of Festival

More walls/donation of use

## Table 8

Trail – knowing where all the works are, 24/7

Digital maps and maps in local shops

QR codes linked to stories. GPS located

How working with young people?

Workshops? Hang boards on

Showgrounds fence for youth art works

Walls - more walls, repainting of some

Pokemon/gaming at the artworks

Find ways to keep people here – food, businesses to be open



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# Looking to the future

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## Exploring fundamentals needed to reactivate the Festival

People were asked to reflect on many aspects of the Festival by rotating across stations in the room, adding written responses to key headings.

Responses are shown in the following pages.

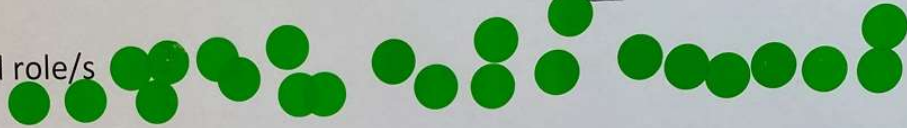
*Artwork: Dvate*

# WHO

## Curation of artworks

Curating involves liaison with artists, selecting, organizing, and presenting artwork for display. If the Benalla Street Art Festival is reinvigorated, how should curation be undertaken?

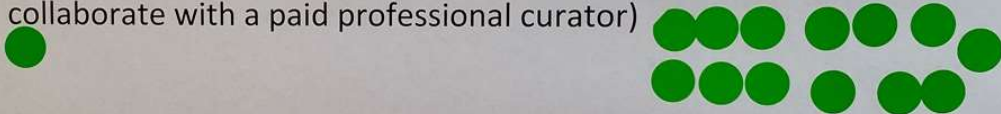
- Paid role/s



w/ SUPPORT FROM B.A.G.

- Volunteer role/s

- Combo (eg Community & Council representatives collaborate with a paid professional curator)



## Summary

- Strong preference for paid curation role.



## Questions/comments

- Curator will work to realise community/s vision
- Curate the artists – NOT the artwork
- All questions depend on funding available



# WHO

## Artists

If the Benalla Street Art Festival is reinvigorated, whose artistic work should feature?

- Local artists only ●
- Visiting artists only (Australian & International) ●



- Mix of local and visiting artists
- International artists only

## Summary

- Strong preference for mix of local and visiting artists.



## Questions/comments

- Nil identified.

# HOW

## Management

Management of a Street Art Festival incorporates planning, governance, financial oversight, grant applications and acquittal, securing sponsorship and in-kind donations, identifying and issuing permits, artist liaison and wellbeing (accommodation/billeting, artists dinner, lunches, hydration), drawing up contracts with artists and wall owners, marketing and promotion, identifying tourism opportunities (e.g QR codes, street art trails, tours) and ongoing upkeep and maintenance of artwork to prevent/eradicate vandalism/graffiti.

If the Benalla Street Art Festival is reinvigorated, how should it be managed to ensure sustainability and success?

- Driven and managed 100% by volunteers ●
- Driven and managed 100% by a paid team ●
- Combo of Council-driven and managed, supported by a volunteer, skills-based Community Advisory Committee ●●●●●●●●●●●●●●●●
- Managed as a project of Benalla Art Gallery, supported by a volunteer, skills-based Community Advisory Committee ●●●●●●●●

## Summary

- Strong preference for combo of Council driven and managed festival, supported by a volunteer skills-based Community Advisory Committee.



## Questions/comments

- Establish a future fund for ongoing upkeep of festival.
- Additional option added – dedicated paid Festival team (staff) supported by volunteers and Benalla Art Gallery.




## WHERE

### Walls

ALL walls require consent of the building owner before painting. Some may have heritage overlays that prevent permits from being granted.

If the Benalla Street Art Festival is reinvigorated temporary structures be installed\*\* in Benalla or surrounding villages (eg prefabricated concrete structures) to ensure sufficient prominent spaces for artists to use?

*\*\*subject to community consultation re suitable locations & permits granted*

- Yes 
- No 
- Maybe 

### Summary

- Strong support for **use of temporary structures** in Benalla or surrounding villages to ensure sufficient prominent spaces for artists to use



### Questions/comments

- Does the temporary structure leave a legacy?

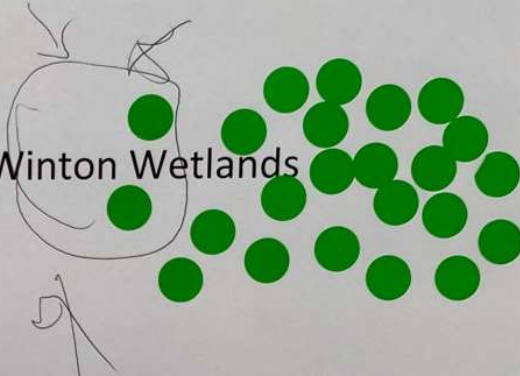


# WHERE

## Festival location

If the Benalla Street Art Festival is reinvigorated, where is the best place to hold the Festival?

- Benalla CBD only ●
- Benalla CBD and nearby villages & Winton Wetlands
- Other ↘



## Summary

- Strong support for holding a reinvigorated **Benalla Street Art Festival in Benalla CBD, nearby villages and Winton Wetlands.**



## Questions/comments

- Ensure interpretive art engagement by community in their community.
- Ensure installations are across **ALL** socio-economic parts of the town.

# WHAT

## Artistic focus

If the Benalla Street Art Festival is reinvigorated, what should be the artistic focus ?

- Retain contemporary murals and/or graffiti style on walls only ●●

- Introduce expanded forms of Street Art such as chalk art, public street installations, sculptures, sticker and poster art, projections, music, complementary art options

Within Reason's  
→ NOT DILUTING  
ACTUAL PURPOSE.

Performance / Dance  
First Nation Arts + Music

## Summary

- Strong support for **introducing expanded forms of Street Art.**
- Addition of performance, dance, First Nations art and music to list provided.



## Questions/comments

- Benalla Gallery proposed as HQ and engine house for diverse festival.
- What would the 'expanded' definition be?
- How do we compete with all the other street/silo art.
- Holistic art/culture – multiply mediums.
- Support 'within reason – not diluting actual purpose of Festival.

# WHEN

## Season

What time of year is best to hold the Benalla Street Art Festival?

- Traditional April timing (week before Easter)

- Other time

## Summary

- Strong support for traditional April timing (week before Easter).






## Questions/comments

- Coordinate with other local Festivals – eg National Heritage Festival in Benalla (usually end April/start May).
- Need to ensure Festival doesn't conflict with Winton Raceway events.
- Separate the Festival. Give more lead time. Create points of difference.
- Can different activations push into different timeframes - that may be quicker?
- Rolling, smaller activations throughout the year?
- During daylight savings?

# WHEN

## Frequency

If the Benalla Street Art Festival is reinvigorated, how often should it be held?

- Annually 
- Every two years 
- Other 3 YEARS 

## Summary

- Mixed views re ideal frequency for future Benalla Street Art Festival – split support between annually and biennial.
- Limited support for every three years.



## Questions/comments

- One suggestion for twice per year.
- Support for annual frequency if Festival is sustainable.
- Frequency depends on budget.
- Preference to focus on quality over quantity.

# WHAT

## Program

If the Benalla Street Art Festival is reinvigorated which of the following could be part of the program? ✓x6

- Pop-up exhibitions in vacant shops ✓x6
- Artist talks ✓x6
- Collaboration with Benalla Art Gallery for major Street Art Exhibition ✓x6
- Street Art Tours ✓x6
- Book/print launches and signings ✓x6
- Augmented reality to activate existing murals ✓x6
- Merchandise ✓x6
- Complementary music offerings/concerts ✓x6
- Community installation ✓x6
- Sculpture ✓x6
- Writing/sustainability activities or other complementary fringe events ✓x6

## Summary

- Mixed views re preferred elements of future Festival program.
- Strong support for:
  - collaboration with Benalla Art Gallery with major Street Art Exhibition.
  - Street Art tours.
  - Pop up exhibitions in vacant shops.



## Questions/comments

- Gallery focus – everything coming from the Gallery as HQ.
- Use empty shops as pop-up galleries.

# WHERE

## Scale

There are now approximately 80 painted street art walls in Benalla CBD plus villages and silo art. In the past, each Street Art Festival involved painting of approx. 20 - 30 walls.

If the Benalla Street Art Festival is reinvigorated, how many walls should be painted each year?

- About the same amount
- A few more
- Less than 20-30
- Paint everywhere, including seats, pergolas, rubbish bins, battery boxes & bollards for maximum impact

Handwritten notes:

- ✓ Sculpture
- ✓ Check
- ✓ Digital
- ✓ Projections
- ✓ Living art
- ✓ Plants
- ✓ Art Performers

Comments + questions

## Summary

- Mixed views re preferred elements of future Festival program.
- Strong support for:
  - collaboration with Benalla Art Gallery with major Street Art Exhibition.
  - Street Art tours.
  - Pop up exhibitions in vacant shops.



## Questions/comments

- Addition of all media attracted some support (sculpture, digital projections, living art).



## NEXT STEPS?

- Council is seeking ideas and feedback from as many people as possible, across a **diverse range of ages and backgrounds**.
- It is inviting additional feedback via the “Have Your Say” Benalla Street Art Community Conversation on Council’s website <https://haveyoursay.benalla.vic.gov.au/>
- This portal will be **open until 28 April 2023**.
- Feedback from the workshop will be combined with ‘Have Your Say feedback’ responses.
- Key findings will be presented to Councillors in early May.
- **Council will host a 2<sup>nd</sup> community meeting in mid May** to:
  - share findings and progress decision-making about the best governance model (ie committee of management structure, the roles required, financial auditing and funding requirements for a Festival in 2024.







## Terms of Reference

# Benalla Street Art Advisory Committee

**MAY 2023**

**Document Control**

<b>Draft terms of reference created:</b>	May 2023
<b>Terms of reference adopted by Council:</b>	
<b>Version number:</b>	V1

## **1. Title**

The advisory committee will be known as the Benalla Street Art Advisory Committee (the Committee).

## **2. Purpose**

The purpose of the Committee is to facilitate and deliver the Benalla Street Art Festival 2024-2027.

## **3. Duties and Functions**

The Committee has the following duties and functions:

- 3.1. Organise and deliver the Benalla Street Art Festival 2024 to 2027 (BSAF).
- 3.2. Develop a *Benalla Street Art Reactivation Strategy* to determine the scope and cost of a similar sized Festival as held in 2019.
- 3.3. Facilitate a BSAF of international standard to establish Benalla Rural City as a world leader in public art.
- 3.4. Deliver a BSAF aimed at attracting increased visitation and generate increased economic benefit to Benalla Rural City.
- 3.5. Engage members of the community to assist in the delivery and promotion of the BSAF.
- 3.6. Ensure the successful engagement of the community and other stakeholders.
- 3.7. Support and facilitate ongoing communication between the Council and local community.
- 3.8. Assist with consultation and evaluation activities as they arise.
- 3.9. Assist with funding sourcing for the BSAF.
- 3.10. The Committee is an Advisory Committee of Council. It has no delegated power from the Council.

## **4. Delegations**

- 4.1. The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.

## **5. Membership**

- 5.1. The Committee will comprise of up to nine members:
  - Up to two Councillor representatives.
  - Up to two Councillor officer nominated by the Chief Executive Officer.
  - Community representatives with skills in festivals, events, creative arts, community engagement, marketing, fundraising and governance.
  - Representatives from key stakeholder groups.
- 5.2. The Council will appoint Councillors and community and key stakeholder representatives.
- 5.3. The members of the Benalla Street Art Advisory Committee are appointed for the term of the project (2024-2027).
- 5.4. The Committee will elect a chairperson.
- 5.5. The committee may seek the involvement of additional members with interests and expertise relevant to the task at hand.
- 5.6. A member of the Benalla Street Art Advisory Committee may resign from their position at any time.
- 5.7. Members are encouraged to attend all meetings of the Benalla Street Art Advisory Committee. If a member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee.

## **6. Frequency of Meetings**

- 6.1. The frequency of meetings will be determined by the Committee.

## **7. Quorum**

- 7.1. The quorum of the Committee will be no less than a majority of the members appointed to the Committee.

## **8. Reporting**

- 8.1. The business of the Committee shall be recorded in proper minutes.
- 8.2. Agendas and notes of each meeting will be distributed to all members.
- 8.3. The Committee will provide reports on its activities as required.
- 8.4. The Council will be responsible for providing administration support to the Committee.
- 8.5. In accordance with *Local Government Act 2020*, committee members must not improperly direct or influence a member of council staff in the exercise of any power or in the performance of any duty or function.

**9. Review of Terms of Reference**

- 9.1. The Committee’s terms of reference will be reviewed in 2027 following the delivery of the 2027 Benalla Street Art Festival.
- 9.2. The Committee’s terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.3. The Council shall consult with the Committee prior to amending the Committees terms of reference.





#### 4.4 Media Policy Review

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability  
Grant Banks – Communications and Engagement Coordinator

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##### PURPOSE OF REPORT

The report presents for consideration the reviewed and updated *Media Policy*.

##### BACKGROUND

The purpose of the *Media Policy* (refer **Appendix 1**) is to ensure that the Council's use of the media is intentional, planned and appropriate and that it is accurate, relevant and accountable.

This Policy applies to all councilors, employees, contractors, service providers and volunteers of Benalla Rural City Council.

The Policy provides an update to the existing Media Policy. It is aligned with industry best practice and has been reviewed against the policy position of other small regional councils.

##### DISCUSSION

The policy is being reviewed in accordance with Council's Administration Policy *Management Guidelines Policy*.

The reviewed *Media Policy* covers proactive media coverage, reactive media responses, official spokes people (Mayor and Chief Executive Officer), employees, volunteers, councillors and advertising.

No material changes were made to the Policy under this review.

The Policy was endorsed by Council's Leadership Team at its May 2023 meeting.

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

###### **Community**

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

###### **Leadership**

- *Good governance.*
- *High performance culture.*
- *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, 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 be used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Policy presented in a public report to the Council.</li> <li>▪ Policy to be published on Councils website.</li> </ul>

**FINANCIAL IMPLICATIONS**

There are no material financial implications with the development or implementation of the Policy.

**LEGISLATIVE AND STATUTORY IMPLICATIONS**

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

The Policy complies with following key statutory legislation:

- *Defamation Act 2005 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Wrongs Act 1958 (Vic)*
- *Protected Disclosure Act 2012*

**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:**

- 1. That the Media Policy be adopted.**
- 2. That the Media Policy be reviewed in May 2027.**

## CP 1 Media Policy

<b>Responsible Officer:</b>	Manager Economic Development and Sustainability
<b>Document Type:</b>	Council Policy
<b>Reference:</b>	CP 1
<b>Endorsed by Leadership Team:</b>	5 May 2023
<b>Adopted by Council:</b>	
<b>Date of next review:</b>	May 2027

### Policy Objective

Benalla Rural City Council recognises the important role of the media in shaping the community's perception and understanding of Council and its work. The intent of this policy is to ensure that Council's use of the media is intentional, planned and appropriate and that it is accurate, relevant and accountable.

### Purpose

Council aims to ensure the community understands its work and the contribution it makes to liveability in Benalla Rural City. It does this by keeping the community informed and providing opportunities for engagement.

The media plays an important role in forming public opinion, reputation management, raising awareness and increasing understanding of Council. The media, an independent reporter and commentator, is important in the role it plays in building accountability, transparency, trust and confidence.

### Scope

This policy applies to all Councillors, employees, contractors, service providers and volunteers of Benalla Rural City Council.

For the purpose of this policy, social media is dealt with separately in CP24 Social Media Policy.

## **Procedure**

### **Proactive Media Coverage**

All Council employees will seek to identify opportunities to proactively obtain media coverage to support the achievements of the Council's goals and objectives, as supported by their Department Manager. The Communications Department will provide advice and support to other departments to create newsworthy opportunities and target media appropriately. The Communications Department will write and seek necessary approvals for media releases and liaise directly with the media to follow up and coordinate opportunities including but not limited to photo opportunities and interviews.

### **Reactive Media Responses**

All media enquiries will be referred to and managed by the Communications Department. This ensures the most appropriate spokesperson and accuracy of information provided to the media. No staff are authorised to speak with the media in any official or unofficial capacity unless explicitly authorised to do so by the Chief Executive Officer.

### **Official Spokespeople**

The Mayor and Chief Executive Officer are the two (2) official spokespersons for the Council and are responsible for making statements to the media on Council decisions, policy issues and matters which affect the community at large.

In this regard, the Mayor forgoes the right to generally engage in public debate on internal issues during the Mayoral term. This protocol is designed to avoid confusion as to whether the Mayor is speaking on behalf of the Council or from a personal perspective.

Generally:

- The Mayor is the primary spokesperson on major issues and decisions made by the Council.
- At the Mayor's discretion the Chief Executive Officer may be designated as spokesperson for Council decisions or policy matters.
- Staff with specialist knowledge may be authorised by the Chief Executive Officer to speak with media on a case-by-case basis. This is generally limited to matters where comment of a technical nature or subject specialisation is required.
- The Communications Department speak to the media for the purpose of facilitating media operations.

It is the responsibility of the Chief Executive Officer to ensure that any formal Council response to the media is a correct representation of the facts. All parties are reminded that under the *Local Government Act 2020*, penalties apply for disclosing information which has been designated in confidence.

### **Employees**

When commenting in the media, employees are reminded of the commitment in the Staff Code of Conduct to uphold standards of conduct and behaviour that protect the reputation of Council both during and outside of work.

Employees are also reminded of their obligation as outlined in the *Local Government Act 2020* to, among other things, act impartially and with integrity, accept accountability for results and provide responsive service.

## **Volunteers**

Volunteers of Council are not authorised to speak on behalf of Council and should make no comment to the media on the work, operations, decisions or role of Council. Volunteers are reminded of their commitment to the Volunteer Code of Conduct.

On a case-by-case basis, the Chief Executive Officer may authorise a volunteer to speak to the media on a specific topic relating to their volunteer role with Council.

## **Councillors**

When commenting to the media, Councillors are reminded of their commitment to the Councillor Code of Conduct 2020, particularly the values and behaviours:

- Respecting differences of opinions during debate but respecting the Council's decision even when in disagreement.
- Where possible avoiding surprises to each other in the public.

In making comments to the media, Councillors should make it clear where their comments reflect their personal views and not the views of the Council on issues that may be contrary to a Council adopted position or on matters not yet considered by the Council.

The following content should not be published under any circumstances:

- Abusive, profane or sexual language.
- Content which is false or misleading.
- Confidential information about Council or third parties.
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation.
- Illegal material or materials designed to encourage law breaking.
- Materials that could compromise Council, employee or system safety.
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks).
- Material that would offend contemporary standards of taste and decency.
- Personal details or references to councillors, Council staff or third parties, which may breach privacy laws.
- Statements which may be considered to be bullying or harassment.
- Publish statements, or opinion pieces on matters relating to an activity by Council that is currently formalised through a community engagement program.

## **Advertising in Media**

All advertising, including commercial partnerships or non-standard advertising arrangements are to be booked through the process outlined in *AP34 Advertising Policy* and Procedure by using the *Advertisement Order Form* template.

## **Review**

This policy may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.

## **Related Documents**

Staff, councillors and agents of Benalla Rural City Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies.

Relevant legislation includes the following:

- *Defamation Act 2005 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Wrongs Act 1958 (Vic)*
- *Protected Disclosure Act 2012*

Council policies and guideline provisions which must be adhered to in relation to dealing with the media include the following:

- *Benalla Rural City Council Councillor Code of Conduct*
- *Benalla Rural City Council Staff Code of Conduct*
- *Benalla Rural City Council employment contracts*
- *Benalla Rural City Council Prevention of Discrimination, Harassment and Victimisation Policy*
- *Benalla Rural City Council Disciplinary Guideline*
- *Benalla Rural City Council Customer Service Policy*
- *Benalla Rural City Council Information Privacy Policy*
- *Benalla Rural City Council Records Management Policy*
- *Benalla Rural City Council Community Engagement Policy*
- *Benalla Rural City Council Social Media Protocol*

## 4.5 Social Media Policy Review

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability  
Grant Banks – Communications and Engagement Coordinator

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### PURPOSE OF REPORT

The briefing presents for consideration the reviewed and updated *Social Media Policy*.

### BACKGROUND

The purpose of the *Social Media Policy* (refer **Appendix 1**) is to:

- Enhance communication and community engagement through effective use of social media.
- Ensure the use of social media is consistent with key policies.
- Define roles and responsibilities across the organisation in the use of social media.
- Set standards of behaviour for staff when interacting with Council-related content on social media, including in personal time.

The Policy applies to the use of social media by Council officers, contractors and volunteers, all official social media accounts managed by the Council and the activities undertaken on a Council social media platform or with a social media tool.

The Policy provides an update to the existing Social Media Protocol. It is aligned with industry best practice and has been reviewed against the Policy position of other small regional Councils.

### DISCUSSION

The Policy defines social media and nominates the Mayor and the Chief Executive as official spokespersons. The Policy also covers the management of assets, accessibility and social media for personal use.

No material changes were made to the Policy under this review.

The Policy was endorsed by Council's Leadership Team at its May 2023 meeting.

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

#### **Community**

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

## Leadership

- *Good governance.*
- *High performance culture.*
- *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 as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Policy presented in a public report to the Council.</li> <li>▪ Policy to be published on Councils website.</li> </ul>

## FINANCIAL IMPLICATIONS

There are no material financial implications with the development or implementation of the Policy.

## LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

The Policy complies with following key statutory legislation:

- *Defamation Act 2005 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Wrongs Act 1958 (Vic)*
- *Protected Disclosure Act 2012*



**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:**

1. That the *Social Media Policy* be adopted.
2. That the *Social Media Policy* be reviewed in May 2027.

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## CP 24 Social Media Policy

<b>Responsible Officer:</b>	Manager Economic Development and Sustainability
<b>Document type:</b>	Council Policy
<b>Reference:</b>	CP 24
<b>Adopted by:</b>	Council
<b>Date adopted:</b>	
<b>Date of next review:</b>	May 2027

### Policy Objective

The purpose of this policy is to:

- Enhance communication and community engagement through effective use of social media to contribute to trust and confidence in Council
- To ensure the use of social media is consistent with key policies, including the Media Policy and the Staff Code of Conduct
- To define roles and responsibilities across the organisation in the use of social media

### What is Social Media

Social media includes web and mobile-based technologies where individuals or organisations comment, contribute, create, forward, post, upload or share content for the purpose of communication.

Forms of social media include, but are not limited to:

- social networking sites (e.g. Facebook, LinkedIn)
- micro-blogging sites (e.g. Twitter)
- photo sharing sites (e.g. Instagram)
- video sharing sites (e.g. YouTube)
- blogs, both personal and corporate
- wikis and other online collaborations (e.g. Wikipedia)
- forums, discussion boards, online social groups
- instant messaging (e.g. Jabber, Messenger)
- that use simple publishing tools or new technologies emerging from the digital environment to communicate with individuals, communities and organisations.

## **Scope**

This policy applies to:

- the use of social media by permanent, part time, casual, volunteer and contracted Council officers.
- all official social media accounts managed by Council and that are the property of Council
- all activities undertaken on a Council social media platform or with a social media tool

This policy does not apply to Councillors.

## **Procedure**

### **Official Spokesperson**

The Mayor and Chief Executive Officer are the two official spokespersons for the Council and are responsible for making and managing public statements on Council decisions, policy issues and matters which affect the community.

### **Day to Day Operations**

The Chief Executive Officer is responsible for ensuring that factual information is provided through all forms of official social media.

Official Council social media accounts are for apolitical use only.

The dissemination of information through Council's official social media platforms must comply with the Social Media Policy.

If a matter requiring Council's attention is raised on social media, a response will be considered by the Chief Executive Officer and the Communications team. The response will be published by the Communications team with the consent of the Chief Executive Officer.

Council staff are not to publish any information on any form of social media without first going through the appropriate approval process, which in every instance, includes as a minimum the approval of the Department Manager.

### **Management of Assets**

All tools, sites and content of Council social media are the property of Council. Each of these Council assets must be administered using Council email addresses ending in @benalla.vic.gov.au. The Communications team is to be a joint administrator on all Council social media assets and is to maintain a current register of logon details.

Council staff are not to attach personal email addresses to the administration of Council assets.

All Council social media assets are to be connected through a central management tool as overseen by the Communications team. This tool is Hootsuite. This is to ensure consistency in reporting, co-ordination in the timing of post and to prevent exclusive administration access to a single Council Officer.

At no time are volunteers, committee members, contractors or any person other than delegated Council staff to have logon or author access to a Council social media asset or to publish to any Council social media asset.

### **Delegations by the Chief Executive Officer**

Council recognises that social media is a proactive and less formal way to communicate with the community. The Chief Executive Officer may delegate the authority to publish on social media to the Council Officers in relation to specific areas within their functional area of expertise including:

- Benalla Art Gallery
- Benalla Performing Arts and Convention Centre
- Benalla Festival
- Benalla Youth (Wots4Me, B-Town Youth, YOUth Matter)
- Enjoy Benalla
- Benalla L2P Program
- Supporting Benalla Business
- Benalla Library

### **Posting to the Benalla Rural City Council social media accounts**

Under delegation from the CEO the MEDAS has the authority to approve posts to be placed on Council's main social media pages. It is the responsibility of the CEC and Communications team to seek MEDAS approval to post content that is informative, accurate and timely.

The Chief Executive Officer may also delegate to the Communications team the authority to share relevant third-party posts. These may include events that are supported by Council, information disseminated by state or federal government bodies, or community groups supported by Council.

### **Responding to comments and direct messages**

Under delegation from the CEO the CEC and MEDAS have the responsibility to respond to all social media direct messages in a timely manner. As this may require coordination with the relevant staff member/s to formulate a response; a reasonable time to action is two working days.

Under delegation from the CEO the CEC and MEDAS are to use their discretion to respond to comments made on Council social media posts in a timely manner. At no time will Council respond to comments or posts made to non-Council-owned social media pages, even if Council is tagged in the post.

When deciding whether to provide a response to a comment on a Council post, the CEC / MEDAS must consider whether the comment is constructive, relevant and able to be answered accurately. If a fair and reasonable question is asked on a Council-owned post or page, the CEC / MEDAS will work with the relevant staff member/s to formulate; a response a reasonable time to action is 24 hours from the time of the comment noting that Council will not respond to comments outside of working hours.

### **Posting sensitive materials**

The CEC should be mindful to not post sensitive or controversial material on Fridays as best practice. Caution in this area will reduce the risk of legitimate comments going unanswered over the weekend and Council social media posts being trolled without moderation.

### **Moderating social media accounts**

Under delegation from the CEO the CEC and MEDAS are to use their discretion to moderate Council's social media accounts. Officers responsible for managing Council-owned social media accounts such as the Benalla Library, Art Gallery etc should consult the CEC on how to effectively deal with problematic users otherwise known as Trolls. The CEC may hide or advise Officers responsible for managing social media accounts to hide abusive, threatening, antisocial or disruptive comments. Should the CEC and MEDAS agree to block a social media user from commenting on a Council-owned account the CEO and GMC must be made aware of the reasons for this action and it be reported to Councillors in their weekly briefing.

All Council Officers who receive delegation from the Chief Executive Officer are to adhere to the Social Media Policy and are not to publish any content regarding policy issues or provide personal interpretations of Council decisions or actions. They are not to express their personal opinions on matters relating to either the Council or anything not related to the Council. The Chief Executive Officer may revoke this delegation at any time.

The Council does not allow excessive tagging in social media posts.

This delegation includes, but is not limited to:

- ensuring that the use of Council's social media accounts is in accordance with the relevant policies of the platform
- ensuring that all social media accounts have suitable recordkeeping and privacy processes in place before posting and that these practices are maintained through the life of the account
- moderating and responding to comments and direct/private messages
- monitoring the social media accounts for inappropriate comments/information reporting any inappropriate comments/information to the relevant Department.

## **Manage Accessibility**

Council is committed to meeting accessibility standards for all online channels and recognises its responsibility to provide access to services and information to all residents and visitors equally regardless of ability, channel of choice and use of assistive technologies.

As a minimum standard, to ensure as many people as possible can access and understand content, all official social media tools will:

- follow the primary principle of simple, clear and fast
- be written in plain English
- use a friendly and informal tone
- use words that the target audience understands
- consider feedback from the community and update content accordingly
- use best practice website and social media content principles
- use shortened URLs to meet character limit restrictions

Best practice website and social media content principles are outlined in the Australian Government Digital Service Standard and the Web Content Accessibility Guidelines (WCAG)

## **Council Elections and Caretaker Period**

Council's official social media channels may continue to provide regular communication with the community during the caretaker period.

Council will not respond to any political comments made or posted during the caretaker period and Council retains the right to remove messages which contravene caretaker conventions, whether from Councillors, candidates or members of the community.

Councillors will not be provided with assistance in social media channels in relation to election campaign matters or publicity. Councillors must not promote their own social media channel or websites via Council's official social media channels.

## **Social Media for personal use**

Council recognise Council staff use personal social media accounts for private purposes. Personal social media use includes any use that is not sanctioned by Council or defined as official work use.

All officers have an obligation to act responsibly and ethically when communicating about matters relating to the Council when using social media. When using social media in a personal capacity, it is important that personal comments are not interpreted as representing the Council. Commenting from personal accounts on Council posts or posts discussing Council matters is strongly discouraged.



Comments made via social media are treated as public comments and will be treated the same as comments made to the media.

The *Local Government Act 2020*, the Staff Code of Conduct and other relevant Council policies apply to the official and personal use of social media during and outside office hours.

### **Monitoring personal social media accounts and usage**

Council respects everyone's privacy. Council does not specifically monitor or moderate personal social media accounts or usage on personal equipment outside work hours.

Complaints received regarding statements on social media which do not follow the above principles or breach policy obligations will be investigated. This includes references to policy, operations, customers, officers, the Mayor and Councillors.

### **Applying for an ongoing or campaign account**

Campaign social media accounts are externally facing social media accounts which are developed and maintained for one specific project or campaign. Campaign channels are intended to be established for a specific purpose, on a specific social media platform and for a specific time period. Once established, campaign accounts are considered an official social media tool and are the property of Council.

Ongoing accounts are externally facing social media accounts which are developed and maintained in an ongoing way and for an indefinite period of time. They are generally related to an area of specialisation within Council and once established, as considered an official social media tool and are the property of Council.

Application for a campaign or ongoing social media account must be made by the Department Manager to the Chief Executive Officer. The application is in the form of a social media business case signed by the relevant Department Manager.

### **Review**

This policy may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.

**Relevant legislation includes the following:**

- *Defamation Act 2005 (Vic)*
- *Freedom of Information Act 1982 (Vic)*
- *Local Government Act 2020 (Vic)*
- *Information Privacy Act 2000 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Wrongs Act 1958 (Vic)*
- *Protected Disclosure Act 2012*

**Council Policies:**

- *Benalla Rural City Council Staff Code of Conduct*
- *Benalla Rural City Council employment contracts*
- *Benalla Rural City Council Prevention of Discrimination, Harassment and Victimisation Policy*
- *Benalla Rural City Council Disciplinary Guideline*
- *Benalla Rural City Council Customer Service Policy*
- *Benalla Rural City Council Information Privacy Policy*
- *Benalla Rural City Council Records Management Policy*
- *Benalla Rural City Council Community Engagement Policy*
- *Benalla Rural City Council Social Media Protocol*

**Other References:**

- Web Content Accessibility Guidelines (WCAG)
- Digital Service Standard, Digital Transformation Agency



## 4.6 Economic Development and Sustainability Department Activity Report For The Quarter Ended 31 March 2023

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability

### PURPOSE OF REPORT

The report presents the activity of the Economic Development and Sustainability Department for the quarter ending 31 March 2023.

### ECONOMIC DEVELOPMENT

#### Economic Diversification Plan (Future of Benalla and District Project)

- Forty-Seven formal interviews have now been completed. Staff are planning to revisit key interviews at the end of April 2023 in conjunction with Bruce Wilson (RMIT) and Chloe Ward (DEECA).
- The Project Coordinator with assistance from communications team and began looking at follow up press releases to appear in the *Benalla Ensign* and Council's social media accounts for a final call to the community to seek interview participants.
- Project Coordinator will be presenting at the *Partnerships for Regional Innovation Conference* in May 2023. The presentation will highlight what staff have learnt about the Benalla region and about the Local Development Strategy process.
- Project Coordinator will attend one day of Australian Manufacturing Week in May. Aiming to understand more about the manufacturing sector.
- Attended the Australian Bureau of Agricultural and Resource Economics and Sciences conference in Canberra. Conference discussed some of the issues that the agriculture sector is facing. Labour shortages and biosecurity are at the top of the list of concerns.

#### Business Seminars and Events

- Sixteen business upskilling events were offered for local businesses in February and March 2023. A mixture of online and face to face sessions were held at Sir Edward 'Weary' Dunlop Learning Centre (Benalla Library) topics included:
  - E-invoicing – the future for small business.
  - Starting a small business.
  - Canva – how to use it and stay consistent with your brand.
  - How to order groceries online.
  - How and why to hotspot your phone.
  - How to make the most of your Social's platforms; Social Media basics; Analysing your Socials data for better engagement.
  - Running a home-based business.
  - Introduction to keeping records.
  - Benalla Accommodation Network 2023 Casual Cuppa
  - Mass email marketing
  - Cashflow for small business success.
  - Hacks, scams and cyber security for small business; How to be safe and who to trust online.

**Benalla Gigabit Project**

- The VicTrack legal agreements for the internet backhaul infrastructure have been signed off by Council for a three-month trial period.
- Trial businesses have been notified of the delay and asked if they're still interested in being involved in the project.

**Buy from Northeast Vic grant (BNEVic)**

Face to face workshops on a variety of digital topics have been held in Benalla over the month of March 2023. Workshops were run by Startup Shakeup and National Broadband Network to help businesses and the community to increase their digital confidence and literacy.

Startup Shakeup is partnering with Telstra to roll out a 'Click Region' trial as a one stop digital skills hub. The trial will be across three Telstra shops in Northeast Victoria in May 2023.

**Benalla Street Art Festival Activation Workshop**

Economic Development and Sustainability working group delivered the Benalla Street Art Community Design Thinking Workshop. The workshop was facilitated by an external facilitator and was a huge success with more than 70 people in attendance.

**Outdoor Activation Fund**

Part A of this funding has now been completed. These projects have been very well received by the community as they have created many new and improved outdoor spaces for everyone to use.

Part B of the funding is expected to be completed by 31 May 2023.

**COMMUNICATIONS AND COMMUNITY ENGAGEMENT****Media Coverage**

Media coverage highlights from the quarter:

- Delivery of four new playgrounds in Benalla Rural City community.
- Council seeking community support for the redevelopment of the Fawckner Drive Precinct.
- Benalla Street Art coverage of workshop and community conversation.
- Call for applications for community grants funding.
- Council announces plans for Tesla charging station.
- New car for L2P program.
- Rural Infrastructure investment valued at \$482,462 from Federal Government.

### Community Engagement Activities

- The Communications and Community Engagement team provided support to facilitate the Benalla Street Art community workshop.
- Benalla Street Art 2024 Community Conversation launched on Have Your Say Benalla on 28 March 2023. Project attracted 11 contributors during the quarter.
- Proposed Arthur Baird Sculpture launched on Have Your Say Benalla 22 March 2023. Project attracted 60 contributions from 57 contributors during the quarter.
- Proposed Tesla Carpark call for submissions launched on Have Your Say Benalla. Project attracted 61 contributions from 60 contributors during the quarter.
- 2023/24 Budget Preparation call for submissions launched 8 February 2023. Project attracted 2 contributors during the quarter.

Other key insights include:

- Have Your Say Benalla (the Hive) achieved a total of 2,175 visits in the quarter.
- This resulted in 302 contributions from 238 individual contributors.
- This is up from 1,248 visits in the previous quarter.

### EVENTS

#### Australia Day

Australia Day events were held in Baddaginnie, Benalla, Devenish, Goomalibee, Goorambat, Lima, Molyullah, Tatong, Thoona and Warrenbayne townships and featured community breakfasts and flag raising ceremonies.

More than 300 people attended the major award presentations at Benalla Performing Arts and Convention Centre on 26 January 2023. Seventeen award nominees were recognised and acknowledged for their achievements and contributions within the community.

#### Major event funding

Facilitated communication to community groups and organisations to promote the major event funding opportunities through the Community Support Program. Six applications for a variety of events were received for the quarter. Major event funding is open year-round.

#### Benalla Air Show

The Benalla Air Show was a new event initiative of the Gliding Club of Victoria. The Benalla Gliding Club celebrated its 70 Anniversary in November 2022 and to celebrate created the Benalla Air Show.

The event was originally scheduled as part of the Benalla Festival on 5 November 2022, but due to flood conditions was postponed to 18 March 2023. Although a blue sky day, it was the hottest March day recorded in many years and declared a heat wave.

Although the weather provided many challenges to the organisers, a first time event of its significance was hailed a success with world renowned Paul Bennett Airshows providing the aerobatic display.

More than 2,500 people attended the event with a mixture of local and outside region visitors.

Council's service departments including events, tourism, operations, facilities and communications provided considerable support to facilitate and support the organisers of the event through event management, traffic management, parking, marketing, visitor servicing and facility maintenance.



*New Marquee with branding at Benalla Air Show*



*Balloon Launch at Benalla Air Show 2023*

## **TOURISM**

### **Accommodation Network Workshop**

The quarterly accommodation network meeting was held at Benalla Bowls Club, Thursday 23 February 2023. This was an opportunity for the accommodation operators to network and hear from Industry and Product Development Manager, Charlie Vincent from Tourism North East to present the latest Accommodation and Dining data.

The workshop was an action from our strategy day with Tourism North East held in November 2022. The workshop was attended by 18 accommodation providers from Benalla and rural areas.

### **Cinema**

- Free cinema screening of *H for Happiness* on Australia Day 2023. Eighty-seven patrons attended the free screening of the film.
- Disney Singalong was screened Sundays during the month of March 2023.



**BENALLA ART GALLERY**

- The Benalla Art Gallery had welcomed 19,097 exhibition visitors, and staged 23 public and education programs for 438 participants during the quarter.
- The Benalla Art Gallery has progressed plans for its major mid-year exhibition, Eamon O'Toole's Hot Lap. Self-confessed revhead, artist and dirt bike rider Eamon O'Toole is fuelled by his life-long passion for all things motorsport — a passion which he turns into sculptural creations of his favourite motorbikes and cars. The exhibition has been purposely scheduled to coincide with the Historic Winton event, and to support the exhibition and attract those audiences, Benalla Art Gallery has worked with Council's tourism and Events staff, and staff at the Austin Seven Club, Winton Raceway, and the Holden HDHR Nationals Committee.
- Benalla Art Gallery staff have presented costed options for projects to 'Strengthen Engagement of Children and Young Families', a grant-funded project being driven by The Council's Community Department, working with external consultant Lisa McCoy of Local Logic Place.
- Benalla Art Gallery continue to deepen relationships within the sector, with Director Eric Nash being invited to join National Exhibitions Touring Support Victoria's Exhibitions Advisory Committee. National Exhibitions Touring Support Victoria is the peak body for visual art, craft and design touring and the State's only full-service visual arts touring organisation.
- The exhibition *Between the Details: Video Art* from the ACMI Collection concluded in this quarter. The exhibition attracted 6,520 visitors, and served to both broaden the audience, and our audience's expectation.
- The type of exhibition experiences presented at the Gallery. The exhibition attracted positive press, including being promoted through Panasonic Oceania's networks; provided impetus for several the Friends of Benalla Art Gallery to become more directly involved in supporting roles; and encouraged a new local corporate partnership with Ray White Benalla specific to this exhibition.

**SUSTAINABLE ENVIRONMENT**

- The review of the *Climate Change Adaptation Action Plan* and *Environment Strategy* was completed. Staff have begun developing a draft *Climate and Environment Strategy*.
- The Roadside Pest and Weed Program for 2022/2023 financial year has continued and is nearing completion.
- RMIT completed a feasibility study and report on a potential Council Microgrid Battery project. The results of the study suggest there could be potential for a solar and battery system installed between the Benalla Library and Community Centre.
- Evie has installed an electric vehicle charger in the Denny Street carpark, Benalla.
- Staff have been working with the Goulburn Murray Catchment Authority and Goulburn Murray Catchment Authority councils on both the Resilient Public Estate project and a Renewable Bulk Buy project.

**COUNCIL PLAN 2021-2025 ACTION PLAN**

**Economy**

<b>Thriving business and industry</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Work together with key stakeholders to engage, support, strengthen, enhance and diversify local business.	Develop the <i>Economic Diversification Plan</i> .	47 formal interviews conducted to date. Interviews held with GoTafe, Thales, Schneider Electric, Local sporting and community groups, Tomorrow Today.
Attract new investment, business and industry to the Benalla Rural City to facilitate business growth and job creation.	Develop the <i>Economic Diversification Plan</i> .	It's too early in the process for this to occur. Currently within the information gathering phase of the project. Investment attraction will be the focus of the project throughout 2024.

<b>Flourishing tourism</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Strengthen the visitor economy through growth of events and promotion of unique assets and experiences and visitor attractions.	Review and update the <i>Events and Tourism strategy</i> .	Development and production of new marketing material for the tourism <i>To See the Art in Everything</i> brand including outdoor shade umbrellas for use at the new Visitor Information Centre, marquee and refresh of town entry event signage.

<b>Sustainable practices</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Work with key stakeholders to improve local learning and employment pathway opportunities that address skills gaps, align with future needs and support lifelong learning.	Develop the <i>Economic Diversification Plan</i> .	Discussions have been had with Tomorrow Today and GoTafe. Interviews will be held with Benalla P-12 College and FCJ College in the next quarter. Project Coordinator attends the Future Work Steering committee facilitated by Tomorrow Today.

**Environment**

<b>Healthy and protected natural environment</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Partner with agencies and the community to manage and enhance our natural environmental assets, water quality and river health across Benalla Rural City and support the Goulburn Broken Catchment Management Authority Regional Catchment Strategy and other regional environmental strategies.	Review and update the <i>Environmental Strategy and the Climate Change Adaptation Plan</i> .	Council officers continues to take part in the Goulburn Broken Catchment Management Authority Biodiversity Roundtable meetings.

<b>Sustainable practices</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Partner with business, industry and community to plan and implement local approaches and initiatives that respond to climate change.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	Council officers have begun developing a draft <i>Climate and Environment Strategy</i> . The Council will look to implement strategies actions to further its response to the changing climate and ensure continued environmental protection and stability for the municipality.
Advocate, promote, support and encourage the use of renewable and clean energy and technology.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	Council officers are working alongside the GMCA towards a community Renewables Bulk Buy project. To allow residents and community groups across most of the GMCA councils the opportunity to acquire renewable energy products at bulk prices.
Improve Council’s sustainability performance through greater use of renewable energy and demonstrating sustainability leadership to the community.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	Following on from a feasibility report completed by RMIT council is continuing to explore the potential of a battery/microgrid system between the Library and Community Centre.

## FINANCIAL IMPLICATIONS

	Notes	2022/23 YTD Actual	2022/23 YTD Budget	2022/23 YTD Variance	2022/23 Full Year Forecast	2022/23 Full Year Budget
<b>Economic Development and Sustainability</b>		\$196,793	\$183,475	-\$13,318	\$496,972	\$257,450
<b>Art Gallery</b>		\$286,127	\$294,251	-\$8,124	\$444,672	\$458,802
<b>BPACC</b>	<b>1</b>	\$152,221	\$207,657	\$55,436	\$261,485	\$276,261
<b>Communications</b>	<b>2</b>	\$179,009	\$217,993	\$38,984	\$289,978	\$289,978
<b>Events</b>		\$166,286	\$163,695	-\$2,591	\$269,185	\$283,792
<b>Tourism</b>	<b>3</b>	\$220,487	\$130,543	-\$89,944	\$258,865	\$188,678
<b>Environmental Sustainability</b>	<b>4</b>	\$90,309	\$61,192	-\$29,117	\$56,110	\$81,644
<b>Business Development</b>	<b>5</b>	\$114,536	\$131,840	\$17,304	\$197,400	\$175,42
<b>Total</b>		<b>\$1,405,769</b>	<b>\$1,390,646</b>	<b>-\$31,371</b>	<b>\$2,274,667</b>	<b>\$2,012,029</b>

1. Favourable variance primarily due to cinema and venue hire revenue being more than budgeted.
2. Favourable variance primary due to “Community Newsletter” and Salaries and Oncosts expenditure being less than budgeted.
3. Unfavourable budget variance due to being \$44,608 less than budgeted and expenditure \$45,336 more than budgeted. More than budgeted expenditure includes Salaries and Oncosts (\$24,251), Memberships and Subscriptions (\$14,392), Merchandise (\$6,554) and delivery of the Benalla Street Art Story Town project (\$10,000), which was funded in 2021/22.
4. Favourable variance in revenue of \$39,762 offset by unfavourable expenditure variances, primarily Contract Payments (\$33,593), Salaries and Oncosts (\$26,037) and Memberships and Subscriptions (\$8,012).
5. Favourable variance primarily due to \$20,000 of unbudgeted revenue from the Buy From The North East program.

**Recommendation:**

**That the report be noted.**

## 4.7 2022/23 Quick Response Grant Program

SF/2857

Jane Archbold – Manager Community

Tom Arnold – Community Development Coordinator

### PURPOSE OF REPORT

The report presents funding applications for 2022/23 Quick Response Grants.

### BACKGROUND

The Quick Response grant 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 program distributes grants up to \$500 allowing local clubs, groups and organisations the opportunity to seek funds when the need arises.

### DISCUSSION

Applications for consideration under the 2022/23 Quick Response Grant program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Benalla P-12 College	Seeking funding to hold two Debutant Balls for the Benalla P-12 College year 11 and 12 students. Funding will cover the cost of the venue hire for two evenings and assist in financing dance instruction for the students participating.	\$500	\$500
U3A Benalla	U3A Benalla hold their Singing for Fun group at the Hub at Coinda on the 1st, 2nd and 3rd Thursday morning of each month. They also hold Community Singing at the Hub at Coinda on the 4th Thursday morning of each month. The Quick Response Grant will assist in venue hire costs for the year.	\$500	\$500

Applicant	Details	Amount Requested	Proposed Assistance
Benalla Migrants Association Inc.	<p>The Benalla Migrant Association are planning to organise a Pot Luck dinner event where migrants groups, new residents and long-term Benalla residents can bring a dish and share. The event's focus is to provide migrant groups an opportunity to meet and make friendships. We will advertise and encourage wider community members to attend the Pot Luck dinner as well. The event will be open to all Benalla Rural City residents.</p> <p>Requested funding will assist in venue hire and associated event costs.</p> <p>The venue hire component of the application is currently being considered under the Facility Hire Subsidy policy.</p>	\$500	\$230
<b>Total</b>		<b>\$1,500</b>	<b>\$1,230</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 the used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Promotion of program via Council’s 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 Quick Response Grant program. To date, \$12,000 in Quick Response 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 Annual Grant 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:**

- 1. That \$500 grants from the 2022/2023 Quick Response Grant program be allocated to Benalla P-12 College and U3A Benalla.**
- 2. That a \$230 grant from the 2022/2023 Quick Response Grant program be allocated to Benalla Migrant Association Inc.**

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## 4.8 Community Department Activity Report For The Quarter Ended 31 March 2023

SF/1534

Jane Archbold – Manager Community

### PURPOSE OF REPORT

The report presents activity for the Community Department for the quarter ended 31 March 2023.

### Community and Youth Development

- Community Infrastructure grants announced for rural communities, Community Development staff visited all successful communities to discuss their projects.
- Community Grants opened on 6 February and closed 24 March 2023. Community Development team met with community groups to discuss applications. Assessment process commenced.
- Community Development Coordinator (CDC) presented to Benalla Local Safety and Traffic Liaison Committee on current community projects and opportunities for collaboration.
- Accessibility Reference Group (ARG) met in February. Draft Disability Action Plan presented and discussed. Other ARG initiatives discussed included raising awareness within local businesses as to how they can be more inclusive/accessible, recruitment of new ARG members and Snap Send Solve app.
- Fawckner Drive Precinct Plan consultation session, facilitated by Playce consultants held on Saturday 28 January 2023 with young people and their families and interested community members, session also held at Senior Citizens with some members of the Age Friendly Benalla Reference Group to ensure older people had input into the plan. Other consultations included internal stakeholder meetings, and a presentation at U3A AGM.
- CDC facilitated site meetings between local sports clubs and Sports Recreation Victoria representatives.
- Creating Safer Places – Perceptions of Safety survey went live to provide baseline data to Department of Justice.
- The Community Development team continued to support the ‘Coffee with a Cop’ program.
- Quick response Grants and Major Event Funding awarded to; Lima South Hall Committee, Benalla Clydesdale and Heavy Horse Driving Day, Tatong Memorial Hall, Benalla Squash and Racquetball Association, Benalla Indoor Recreation Centre over the quarter.
- Two Aboriginal Advisory Group meetings resourced over the quarter, both well attended with presentations from Vic Police, the Benalla Heritage Network, and representatives from the Local Aboriginal Education Consultation Groups. Membership of the group continues to grow, with most members being Aboriginal community members.

- There was strong representation at the first meeting of the Benalla Health and Wellbeing Partnership Group with guest presenters from the new Mental Health and Wellbeing Local. The Mental Health and Wellbeing Local opened at a temporary location in Cecily Court, Benalla. The service offers one-on-one wellbeing support and advice to anyone 26 years old or above. Walk-ins are welcome. Opening hours, initially 9am-5pm, will be extended to 8pm. Permanent premises to be located at 90-94 Nunn Street, Benalla.
- Four staff and one Councillor joined staff from Benalla Health and Tomorrow Today at Systems Thinking training on 22 and 23 Feb facilitated by Deakin University as the first step in Benalla delivering the Respond Program. Staff from the Community department then partnered with Benalla Health, Tomorrow Today, Deakin University and GV Public Health Unit at the first community forum for the Respond program on Tuesday 28 March 2023. The session focused on gaining community input into how to help children eat well and be physically active. Two further sessions planned over the coming months.
- Manager Community attended a strategic planning session with the Board of Management at Waminda Community House. This facilitated session was partially funded by the Community Department.
- Social Inclusion Action Group (SIAG) guidelines have been developed by the Department of Health and discussed at length with the SIAG Implementation Committee (made up of reps from the five Councils funded and dept reps).
- Successful Responsible Serving of Alcohol (RSA) training held for young people at the Town Hall over the January holidays with 13 young people gaining their RSA certificate. The youth team worked in partnership with The Centre to offer this opportunity to local young people.
- Youth team piloted cinema screenings at Swanpool Cinema three Wednesdays over January 2023, aiming to offer activities for young people in rural areas to complement activities run in Benalla.
- Skate, Scoot and BMX session led by Wodonga's AI Skate Co was held at skate park on Saturday 28 January 2023. Forty young people entered the competition, the event was held on a 38 degrees day.
- The Live4Life crew announced as Community Group of the Year at the Australia Day Awards event at Benalla Performing Arts and Convention Centre with six young crew members in attendance to accept the award. The youth team and the crew worked with the Communications team on a double page spread for the Benalla Ensign to showcase the program to the broader community. More than 40 new crew members were inducted at the Benalla Town Hall on 1 March 2023. This is the largest Live4Life crew since the program began in 2017.
- Through our Engage! funding the Youth Team were able to support a play called *Love Drunk* for Year 9 students at Benalla P-12 College. The play focused on issues such as consent, alcohol, family violence and race issues.
- The Youth Team was successful in receiving \$15,000 in funding from YacVic to increase youth participation after the floods. Over the quarter the Youth team worked in partnership with Tomorrow Today Full Impact Squad to plan for this event.

- The Youth Team participated in Tomorrow Today Come and Try Day on 5 March 2023, young people were encouraged to engage in the dotmocracy on display with different event and activity ideas.
- New funding arrangement for the L2P program commenced 1 January 2023. The funding allows for 50 places in the program for young learner drivers in our community. Five young people gained their licence and an average of 23 volunteers actively drove over the quarter. More than 900 driving hours were completed, and 89 professional driving lessons undertaken during the quarter.
- The third L2P car was launched at Benalla Tyrepower on Thursday 2 February 2023. The additional vehicle is assisting the program in meeting the needs of up to 50 learner drivers participating in the program. The new car provides young people with the opportunity to have experience in a manual vehicle.



- A refresher training course for existing L2P mentors was held on Friday 24 March 2023 and new mentor training held in January and March 2023 resulted in seven new mentors joining the L2P team.
- The 2023 Fairley Cohort had their opening retreat in Benalla this year, the Youth Development Coordinator was asked to facilitate a session at the Town Hall.

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

- Twenty two births were recorded for the quarter.
- Enhanced MCH Support role (commenced November 2023) has proven to be very successful; the role continues to evolve with increasing experience.
- A number of rescheduled or follow up appointments have resulted in the MCH diary becoming very full with wait times for appointments up to 8 weeks. This is not impacting younger babies or vulnerable clients.
- Two MCH nurses attended a preceptor workshop run by Latrobe University to help support MCH Students given the current work force shortage.

- All MCH staff attended the MAV Maternal Child Health Nursing Bi-annual online conference on 3 March 2023.
- MCH staff are working with kindergartens and childcare providers focusing on how best to share data and ensure all families are aware of the value of and pathways to three-year-old kindergarten. General information on kindergarten is being added with links to services through Benalla Who, What, Where online directory. Aiming to streamline how information is organised to reduce confusion and double up. Services are responsible for keeping their own information up to date.

### **Integrated Family Services (IFS)**

- Family Services received 12 allocations during this quarter, and nine closures. Service hour targets for the quarter finished at 78.66 percent, bringing year to date targets achieved to 81.79 percent. Available capacity and projected capacity are reported to The Orange Door weekly, and to the Ovens Murray Child Family Services (OMCFS) Alliance monthly.
- Staff allocations across all three programs are now full, allowing an increase in capacity across all programs.
- Family Services has been in contact with LaTrobe University in relation to a Social Work field placement position commencing in August 2023 for 14 weeks.
- Training opportunities for team members to attend a variety of Family Violence, Parenting, and program specific administrative training and webinars were achieved over the quarter.
- Three families received financial support through materials and resources, funded by OMCFS flexible funding.
- Benalla Family Services has been instrumental in the commencement of the OMCFS TL/Coord Community of Practice which held its first session in March 2023. Benalla Family Services Integrated Team Leader will be co-facilitating the upcoming session in May 2023 with MacKillop.
- Supported Playgroup sessions have kicked off for term 1, using Waminda Community House, Benalla P-12 College Avon St Campus, and Benalla Community Care for session locations.
- Increased networking with key stakeholders such as Waminda Community House, Tomorrow Today and Upper Murray Family Care.
- IFS are working collaboratively with staff from Benalla Art Gallery to ensure the gallery is a family friendly venue and increase access for vulnerable children to participate in programs and activities run by the Benalla Art Gallery.
- Staff preparations occurred for a maintenance audit scheduled for July 2023. This requires staff to undertake internal audits to identify possible issues of concern prior to the maintenance audit.

### Age Friendly Benalla

- Christine Greentree was appointed to the role of Ageing Well Officer.
- The Ageing Well Officer commenced work on developing an up-to-date directory of services and activities available for people aged 55 years and older. This will supplement the *Who, What, Where Directory*.
- The Ageing Well Officer began working with members of the Age Friendly Reference Group to prioritise actions identified in the *Age Friendly Strategy*.

### Regional Assessment Service

- Referrals have steadily increased over the quarter. The Assessment team are focusing on reviewing client support plans.
- Assessment Officers continue to struggle to be able to refer clients to services as there are few openings available on the My Aged Care Portal.
- A trail fortnightly social support group within Benalla was organised at the end of March 2023. More than 20 clients attended the group. Discussions are also taking place with Calvary to reinstate the volunteer transport program. There have been no social groups operating or volunteer transport services available since the end of June 2022 when the Council exited out of the delivery of aged care services.

### Highlights

- Council has registered with Reconciliation Australia to begin work on a Reconciliation Action Plan (RAP) in partnership with the Benalla Aboriginal Advisory Group. An internal working group is being formed to help guide this process over the coming 12 months, meeting monthly at the Benalla Art Gallery. Initial plans are underway for National Reconciliation Week (27 May to 3 June).

## COUNCIL PLAN 2021-2025 ACTION PLAN

### Community

A healthy, safe and resilient community		
Strategy	Action	March Quarter Update
Work closely 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.	Development, implementation and monitoring of <i>Benalla Rural City Municipal Health and Wellbeing Action Plan</i> .	Resourcing Benalla Health and Wellbeing Partnership Working group. Seeking feedback from this network of any programs and activities undertaken that align with the MPHWPB. Meeting held with Department staff to report against the <i>Benalla Rural City Municipal Health and Wellbeing Action Plan</i>



<b>A healthy, safe and resilient community</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
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.	Update and adopt <i>Benalla Rural City Council Community Access and Inclusion Plan</i> .	Resource Accessibility Reference Group, Age Friendly Benalla Reference Group. Draft Disability Action Plan presented to ARG. Internal Child Safe working Group continues to meet. Work well underway in developing Child Safety and Wellbeing Policy and Child safe Code of Conduct.

<b>A connected, involved and inclusive community</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Support and promote opportunities for the community to participate in a range of social, recreational, and arts and cultural programs, activities and events.	Update and adopt <i>Benalla Rural City Council Youth Strategy</i> .	Youth Strategy adopted by Council 29 June 2022, to be supported by annual action plans.
Continue to respectfully engage, include, celebrate and promote Aboriginal and Torres Strait Islander culture and people.	Develop and adopt a <i>Benalla Rural City Council Aboriginal Reconciliation Plan</i> .	Registered with Reconciliation Australia to begin work on the development of a RAP, internal working group set up. Continue to resource Aboriginal Advisory Group.
Promote, support and actively engage with smaller rural communities.	Deliver Township projects.  Develop Rural Township Plans.  Reintroduce Councillor Rural Community Visitation program.	Rural Community Activation grants of up to \$750 were provided to Thoona, Moorngag, Goorambat, Devenish, Tatong, Warrenbayne, Swanpool, Molyullah and Boweya to host community gatherings  Work continues on drafting Rural Township Plans

**Leadership**

<b>Good Governance</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Ensure key community priorities captured in the long-term community vision are reflected in the Council Plan.	Review and update the <i>Long-Term Community Plan</i> .	Updating of community vision completed.

<b>Engaged and informed community</b>		
<b>Strategy</b>	<b>Action</b>	<b>March Quarter Update</b>
Work in partnership with community members, groups and organisations to achieve the aspirations captured within the Benalla Rural City long-term Community Vision.	Review and update the <i>Long-Term Community Plan</i> .	Ongoing work in progress ensuring aspirations of long-term community vision are captured in work undertaken by variety of community groups and organisations
Create opportunities for deliberative engagement prior to decision making and actively improve and enhance Council’s community engagement practices.	Develop and adopt a <i>Benalla Rural City Council Community Engagement Policy and Community Engagement Framework and Toolkit</i> .	Policy adopted and engagement now the responsibility of the Communications Coordinator
Provide timely and effective communications in plain language to the community about Council services, activities and decision making.	Develop and adopt a <i>Benalla Rural City Council Community Engagement Policy and Community Engagement Framework and Toolkit</i> .	Policy adopted and engagement now the responsibility of the Communications Coordinator

**FINANCIAL IMPLICATIONS**

	Notes	2022/23 YTD Actuals	2022/23 YTD Budgets	2022/23 YTD Variance	2022/23 Full Year Forecast	2022/23 Full Year Budget
Community Operations	1	\$379,057	\$172,381	-\$206,676	\$769,617	\$744,399
Youth Programs	2	\$3,074	\$54,917	\$51,843	\$136,908	\$98,259
Rural Outreach		\$27,731	\$32,870	\$5,139	\$15,538	\$42,639
Rural Access		\$11,937	\$0	-\$11,937	\$104,548	\$0
Aged & Disability Services	3	\$27,401	\$91,051	\$63,650	\$59,557	\$121,004
ADS Assessment		\$12,812	\$7,576	-\$5,236	\$11,056	\$9,545
ADS Social Support		\$698	\$0	-\$698	\$698	\$0
FCS Maternal Child Health	4	\$9,703	\$96,861	\$87,159	\$281,910	\$126,317
FCS Family and Childrens Services		\$29,694	\$45,562	\$15,868	\$257,184	\$58,945
<b>Total</b>		<b>\$502,108</b>	<b>\$501,218</b>	<b>-\$889</b>	<b>\$1,637,016</b>	<b>\$1,201,108</b>

**Notes:**

1. Unfavourable variance primarily due to revenue being \$187,499 less than budgeted. Local Roads and Community Infrastructure funding (\$361,845) delayed pending completion of projects. Offset by \$174,346 of unbudgeted revenue, primarily Social Inclusion Action Group funding (\$160,147).
2. Favourable variance primarily due to timing variance in grant payments and additional funds received.
3. Favourable variance with revenue \$11,702 more than budgeted and expenditure \$51,947 less than budgeted, primarily costs for the closure of the Aged and Disability Service \$70,325 less than budgeted.
4. Favourable variance primarily due to staff absences and difficulties with staff recruitment.

**Recommendation:**

**That the report be noted.**

### 4.9 People and Performance Department Activity Report For The Quarter Ended 31 March 2023

SF/1538

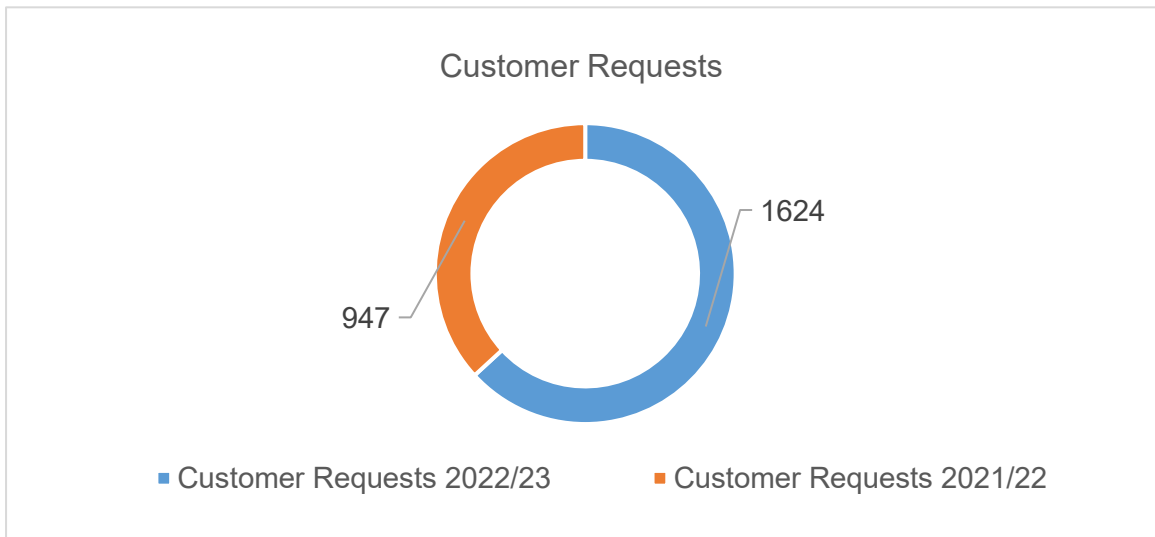
Janine McMaster – Manager People and Performance

#### PURPOSE OF REPORT

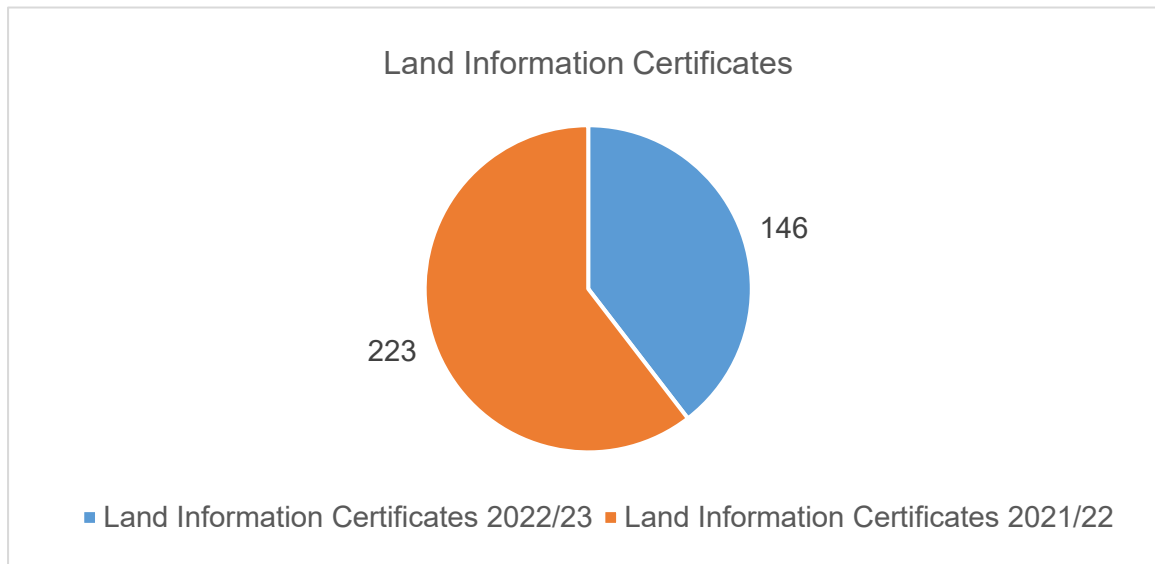
The report presents the activities of the People and Performance Department for the quarter ended 31 March 2023.

#### Customer Relations

- The customer requests (CRMS) decreased by 30 percent for the quarter compared to 2021/22.



- The land information certificates decreased by 35 percent for the quarter compared to 2021/22.



## Human Resources

Service	September 2022	December 2022	March 2023
Recruitment	6	5	11
Turnover	5	5	5
Training Applications	30	50	34
Workplace incidents	10	7	9
WorkCover claims	1	2	1

- Recruitment was slightly higher than in the previous quarters. Of the eleven positions recruited four were casual positions for the Visitor Information Centre, Benalla Performing Arts and Convention Centre and School Crossing Supervisors. Four positions are temporary funded roles within the Community Department.
- The workplace incidents ranged from driving error, equipment use, animals/insect bites, slip, trip or fall. Of the nine incidents there was one work cover claim submitted for a back injury due to equipment and there was a loss of work time. The staff member has since returned to full duties.
- Ongoing maintenance and administration of the Human Resources functions, including the following areas: recruitment, interview, induction, organisational wide training and monitoring the training budget.

## 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.
- Developed payroll policy in preparation for electronic timesheet processes being rolled out.

## RISK MANAGEMENT

### Occupational Health and Safety

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

- workplace inspections - all site inspections were completed in March with no outstanding actions.
- designated Workplace Group meetings
- incident and hazard reporting, monitoring and hazard action lists
- reporting to the Leadership Team, OH&S Committee and department team meetings.

### Information Sessions

The Corporate Risk Coordinator has attended the following training sessions during this quarter:

- Cyber Policy Webinar
- Fundamentals of Managing Incidents and Potential Claims - Workshop
- Contractor Risk Management – Workshop
- Sports and Recreations Ground Inspections – Workshop
- Information session on defibrillator devices being electronically connected and monitored wirelessly.

### Information Management

- Reviewing the Information Management Privacy Policy and the Information Management Strategy
- 16,275 electronic documents were saved into Content Manager during this quarter which was 725 more than the last quarter.
- Ongoing processing of both electronic and hard copy information.

### Volunteer Development

- Commenced the planning for Volunteer Week which is held from 15 to 21 May 2023. This includes the Volunteer’s Years of Service Recognition Function to be held on Thursday 18 May 2023.
- In collaboration with the Communications Coordinator, developed an ‘Engagement of Volunteers’ article for the Benalla Ensign to coincide with Volunteer Week.
- The Volunteer Development Coordinator has met with the Age Friendly Officer to discuss the needs for volunteers in future programs and to provide support if required.

Volunteer Programs	December 2022		March 2023	
	Registered	Active	Registered	Active
Arts and Tourism	54	40	55	40
Events and Festivals	18	10	17	11
Youth Programs	25	18	25	18
L2P Mentors	29	26	36	33
Gardens maintenance and Litter Reduction	36	30	34	28
Specialist Committees and Steering Groups (includes Age Friendly and CASI)	44	35	46	34
RedB4 Bookshop	37	37	65	38
Benalla Library	9	0		
Friends of Groups	54	43	53	41
<b>Total</b>	306	239	331	243

**Sir Edward ‘Weary’ Dunlop Learning Centre (Benalla Library)**

Over this period, Benalla Library has welcomed 14,156 patrons through our doors and loaned a total of 17,125 items.

Activity	January	February	March
Total Visits	4,559	4,692	4,905
Total Loans	5,936	5,342	5,847
Total Members	5,191	5,197	5,175

**January**

Benalla Library jumped into school holidays with weekly “Summer Nights” film sessions for younger audiences, as well as some great school holidays activities. Younger patrons were excited to attend Melbourne Museums “Dinosaurs - Traces of the Past”, while older children enjoyed Origami and Paper Crafts, and teens adventured through our first Dungeons and Dragons event with Room At The Table Inc.

**February**

The Benalla Library’s Kids Corner reopened just in time for a one-week PEEP Take-Over! PEEP held all their events and groups within the Children’s Area during this week and introduced many new faces to our beautiful library. We welcomed a Buhddist Monk to lead us through meditation and started two new programs – Monday Morning Mah-Jong for our older patrons and Bluey Buddies for our patrons aged 2 – 5 years. Staff also completed our first inventory over a Saturday and Sunday, scanning a massive 21,000 items over the two days!



*The new and improved Kid’s Corner at Benalla Library.*



### March

Benalla Library commenced more programs in March, including Family History Search Help sessions, Tween Book Club, NBN Digital Basics, and an Online Services Help Outreach session held at an aged Care facility. We also installed a new projector and AV equipment to help diversify our programs and add a more professional layer to existing events.



Lisa Ireland discussing her new novel.

### COUNCIL PLAN 2021-2025 ACTION PLAN

#### Community

A Connected, Involved and Inclusive Community		
Strategy	Action	March Quarter Update
Encourage, support, value and celebrate volunteering in the community.	Develop and adopt a strategy for engaging new volunteer participation.	The Benalla Rural City Council Volunteer Development and Engagement Strategy 2023-2025 is in draft format and currently under review.

#### Leadership

High Performance Culture		
Strategy	Action	March Quarter Update
Improve customer experience through responsive, timely, efficient, well planned, and accessible services.	Review and update the <i>Customer Relations Strategy</i> .	Strategy under review.
Develop a skilled, efficient, and high performing customer focussed workforce.	Develop a <i>Benalla Rural City Council Workforce Plan</i> .	Workforce Plan was adopted 2021 and is currently under review.

High Performance Culture		
Strategy	Action	March Quarter Update
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.	Develop a <i>Gender Equity Action Plan</i> .	As part of council’s commitment to our <i>Gender Equality Action Plan</i> , Gender Equity training was provided to all staff in March 2023. A follow up session is being held in May 2023.

**FINANCIAL IMPLICATIONS**

	Notes	2022/23 YTD Actual	2022/23 YTD Budget	2022/23 YTD Variance	2022/23 Full Year Forecast	2022/23 Full Year Budget
<b>People &amp; Performance</b>		\$521,401	\$544,870	\$23,469	\$723,401	\$720,888
<b>Customer Relations</b>	1	\$245,742	\$284,353	\$38,611	\$378,074	\$378,074
<b>Records Management</b>		\$204,631	\$233,081	\$28,450	\$302,600	\$313,150
<b>Volunteer Development</b>		\$35,999	\$39,897	\$3,898	\$53,072	\$53,072
<b>Risk Management</b>	2	\$567,533	\$765,670	\$198,137	\$791,428	\$790,575
<b>Library</b>	3	\$264,617	\$339,143	\$74,526	\$452,776	\$472,290
<b>Total</b>		<b>\$1,839,923</b>	<b>\$2,207,014</b>	<b>\$367,091</b>	<b>\$2,701,351</b>	<b>\$2,728,049</b>

**Notes:**

1. Favorable variance primarily due to Salaries and Oncosts being \$15,306 less than budgeted and Contract Staff expenditure \$19,777 less than budgeted.
2. Favorable variance primarily due to Insurance expenditure being \$221,972 less than budgeted.
3. Favorable variance due to revenue being \$55,949 more than budgeted and expenditure \$18,577 less than budgeted. Hire fees \$10,077 more than budgeted. Unbudgeted revenue includes Digital Literacy For Seniors (\$14,883), Library AV System (\$10,000) and Premier’s Reading Challenge (\$6,302).

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

#### 4.10 *Related Party Disclosure Policy Review*

SF/797

Robert Barber – General Manager Corporate  
Jess Pendergast – Governance Coordinator

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##### PURPOSE OF REPORT

The report presents for consideration the reviewed and updated *Related Party Disclosure Policy*.

##### BACKGROUND

The *Related Party Disclosure Policy* was adopted by the Council in June 2019.

Related Party Disclosures apply to government entities, including local councils. As a result, the Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, commencing in its annual financial statements.

The purpose of the *Related Party Disclosure Council Policy* (the Policy) is to ensure that Council complies with the disclosure requirements as prescribed in Australian Accounting Standards Board (AASB) Standard 124: Related Party Disclosures.

The objective of AASB 124 is to give visibility to the possibility that the Council's financial position and profit or loss may have been affected by the existence of related parties, and by transactions and outstanding balances, including commitments, with such parties.

The updated *Related Party Disclosure Policy* is attached as **Appendix 1**.

##### DISCUSSION

The policy is being reviewed in accordance with Council's Administration *Policy Management Guidelines Policy*.

No material changes were made to the Policy under this review.

The Policy was endorsed by Council's Leadership Team at its meeting on 21 April 2023.

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

###### Leadership

- *Good governance.*
- *High performance culture.*
- *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 as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> <li>▪ Policy presented in a public report to the Council.</li> <li>▪ Policy to be published on Councils website.</li> </ul>

## FINANCIAL IMPLICATIONS

There are no material financial implications with the development or implementation of the Policy.

## LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

The Policy complies with following key statutory legislation:

- *AASB 10: Consolidated Financial Statement*
- *AASB 11: Joint Arrangements*
- *AASB 124: Related Party Disclosures*
- *Local Government Victoria: Local Government – Accounting for Related Party Disclosures – 2017*

## 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:

1. That the *Related Party Disclosure Policy* be adopted.
2. That the *Related Party Disclosure Policy* be reviewed in May 2027.

## CP 32 Related Party Disclosure Policy

<b>Responsible Officer:</b>	General Manager Corporate
<b>Document Type:</b>	Council Policy
<b>Reference:</b>	CP 32
<b>Adopted by:</b>	Council
<b>Date Adopted:</b>	
<b>Date of Next Review:</b>	May 2027

### Policy Objective

From 1 July 2016, the Australian Accounting Standards Board (AASB) has determined that AASB Standard 124: Related Party Disclosures will apply to government entities, including local councils. As a result, the Council is required to disclose related party relationships, transactions and outstanding balances, including commitments, commencing in its annual financial statements.

The objective of AASB 124 is to give visibility to the possibility that the Council's financial position and profit or loss may have been affected by the existence of related parties, and by transactions and outstanding balances, including commitments, with such parties. AASB 124 is not in place to assess Council's governance or probity issues.

The purpose of this policy is to ensure that Council complies with the disclosure requirements as prescribed in AASB Standard 124: Related Party Disclosures. This includes ensuring that Key Management Personnel (KMP) are aware of their responsibilities to identify and disclose related parties and transactions.

The Benalla Rural City Council Related Party Disclosures Policy is applicable from 26 June 2019.

### Policy Statement

Council in complying with disclosure requirements in AASB 124, will:

- a. identify related party relationships, related party transactions and ordinary citizen transactions
- b. identify information about the related party transactions for disclosure
- c. establish systems to capture and record the related party transactions and information about those transactions
- d. identify the circumstances in which disclosure of the items is required
- e. determine the disclosures to be made about those items in the financial statements for the purpose of complying with AASB 124.

## Policy Scope

The Council is committed to responsible corporate governance, including compliance with laws and regulations governing related party transactions. AASB 124 provides that Council must disclose all material and significant related party transactions and outstanding balances, including commitments, in its annual financial statements.

Related party relationships are a normal feature of commerce and business.

A related party relationship is able to influence the normal business operations of Council even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with the Council because of the significant influence of another.

A **related party** is a person or entity that is related to the entity that is preparing its financial statements.

The Council's related parties are:

- entities related to Council
- Key Management Personnel (KMP)
- close family members of key management personnel
- entities or persons that are controlled or jointly controlled by key management personnel, or their close family members.

A **related party transaction** is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Examples of **related party transactions** are:

- a. purchases or sales of goods
- b. purchases or sales of property and other assets
- c. rendering or receiving of services
- d. rendering or receiving of goods
- e. leases
- f. transfers under licence agreements
- g. transfers under finance arrangements (example: loans)
- h. provision of guarantees (given or received)
- i. commitments to do something if a particular event occurs or does not occur in the future
- j. settlement of liabilities on behalf of Council or by Council on behalf of that related party.

**Key Management Personnel (KMP)** are those persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

Benalla Rural City Council's KMP are identified as:

- Councillors
- Chief Executive Officer
- General Manager Corporate.

Each year, four steps need to be undertaken to ensure complete information is available in order to meet the requirements of *AASB Standard 124: Related Party Disclosures*:

1. On the prescribed form all KMP are to notify Council of their close family members and of entities that they, or their close family members, control or jointly control.
2. On the prescribed form all KMP are to provide details of their transactions with Council and Council entities, made by them, their close family members, or entities that they, or their close family members, control or jointly control.
3. Finance will conduct business system analysis to extract details of Council's transactions with Council entities (for example, subsidiaries, associates, and joint ventures).
4. Finance will review KMP's declarations and verify, where possible, in Council's business systems.

**Exception:**

1. Transactions associated with Benalla Rural City Council Councillor allowances and expenses do not need to be declared as this information is reported within the Statutory Information section of the Council's Annual Report.

Following the collection of all data, Finance will assess this information and make determinations regarding disclosure. Disclosure in the Council's financial statements will only be made where a transaction has occurred between Council and a related party of Council, and this transaction is material in size or nature, when considered individually or collectively. As a guide, transactions, individually or collectively, under \$5,000 will not be disclosed.

Transactions between Council and related parties that are typical to any citizen and undertaken in the normal course of Council operations and at arm's length, such as the payment of rates or other fees and charges, do not require disclosure as related party transactions.

**Higher Duties**

Staff acting in KMP positions are responsible for disclosing related parties transactions for the duration of the higher duties period, including completing the Key Management Personnel (Higher Duties) Declaration Form at the end of their higher duties period.



This Policy requires staff acting in higher duties for a period of at least two weeks to comply with the Related Party Disclosures Policy by providing the information to the Governance Coordinator. Two weeks is 10 days carried out consecutively in the acting position. The declaration is for the time of the acting period only.

### **Register of Related Party Transactions**

The Governance Coordinator will maintain a Register of Related Party Transactions.

### **Timelines**

KMP must provide a completed and signed Key Management Personnel Declaration Form to the Governance Coordinator by 21 July each year. Declarations will be forwarded to KMP on the third Monday of June.

### **Information Privacy**

Information provided by KMP and other related parties will be held for the purpose of compliance with the Council's legal obligations and shall be disclosed where required for compliance or legal reasons only.

### **Related Policies**

*Councillor Code of Conduct*  
*Staff Code of Conduct*

### **Related Legislation**

*AASB 10: Consolidated Financial Statement*  
*AASB 11: Joint Arrangements*  
*AASB 124: Related Party Disclosures*  
*Local Government Victoria: Local Government – Accounting for Related Party Disclosures – 2017*

#### 4.11 Benalla Sports and Equestrian Reserve Committee

SF/1797

Dom Testoni – Chief Executive Officer  
Jess Pendergast – Governance Coordinator

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##### PURPOSE OF REPORT

The report discusses the proposal to establish the *Benalla Sports and Equestrian Reserve Committee* as a Community Asset Committee under s 47(1)(b) of the *Local Government Act 2020* (Act).

##### BACKGROUND

The *Benalla Sports and Equestrian Reserve Advisory Committee* was established by Council as an Advisory Committee in 2008 to advise Council on issues and develop strategies related to the Benalla Sports and Equestrian Centre.

The role of the committee was to:

- advise Council on issues related to the Benalla Sports and Equestrian Centre,
- assist Council implement, monitor and review future development of the Benalla Sports and Equestrian Centre.
- assist Council to accommodate community groups and clubs that wish to permanently or casually use the Benalla Sports and Equestrian Centre.
- assist Council to work with community group and club representatives on initiatives to further develop the Benalla Sports and Equestrian Centre.

The *Benalla Sports and Equestrian Reserve Advisory Committee* has representatives from each user group associated with the center:

- Benalla Bandits Baseball Club
- Benalla and District Adult Riders Club
- Benalla Darts Association
- Benalla Pony Club
- Big Valley Quarter Horse Association

**DISCUSSION**

It is proposed that the Council establishing the *Benalla Sports and Equestrian Reserve Committee* as a Community Asset Committee under s 47(1)(b) of the *Local Government Act 2020* (Act) to replace the *Benalla Sports and Equestrian Reserve Advisory Committee*.

The purpose of a Community Asset Committee is to control, manage and maintain the community asset in an efficient and effective manner, in the best interests of Council, the local community and users of the community asset.

The community asset would refer to the Benalla Racecourse and Recreation Reserve situated at 5809 Midland Hwy, Benalla VIC 3672 on Crown Allotment 33A Section S parish of Benalla.

The *Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees* is attached as **Appendix 1**.

Upon signing the *Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees*:

- The *Benalla Sports and Equestrian Reserve Committee* will be established as a as a Community Asset Committee.

**COUNCIL PLAN 2021-2025 IMPLICATIONS**

**Leadership**

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

**COMMUNITY ENGAGEMENT**

In accordance with the Council’s *Community Engagement Policy*, it is proposed that 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 be used
Inform	We will provide information.	<ul style="list-style-type: none"> <li>▪ Public report presented to the Council.</li> <li>▪ Finance and Planning Review Committee activities reported in the Annual Report.</li> </ul>

**LEGISLATIVE AND STATUTORY IMPLICATIONS**

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

**FINANCIAL IMPLICATIONS**

The implementation of the *Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees* will be accommodated within the existing budget.

An allocation is made each year in the governance program budget for the Council subscription to Maddocks Lawyers Delegations and Authorisations Service. In 2022/23 the cost will be \$3000 ex GST.

**Recommendation:**

In exercise of the powers conferred by s 63 of the *Local Government Act 2020* (the Act), the Council resolves that:

1. That the *Benalla Sports and Equestrian Reserve Committee* be established as a Community Asset Committee.
2. The purposes of the Community Asset Committee are those set out in the *Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees*.
3. The members of the Community Asset Committee be delegated the powers, duties and functions set out in the *Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees*:
  - a. upon the signing of the Instrument; and
  - b. remains in force until the Council determines to vary or revoke it.
4. The powers, duties and functions conferred on the members of the Community Asset Committee by the Instrument must be exercised in accordance with any guidelines or policies Council may from time to time adopt.
5. The instrument be signed by the Chief Executive Officer and the Mayor.

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# BENALLA

## RURAL CITY COUNCIL

BENALLA RURAL CITY

# Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees

May 2023

## Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees

<b>Responsible Officer:</b>	Chief Executive Officer
<b>Adoption Date:</b>	24 May 2023
<b>Version number:</b>	V1
<b>Approved By:</b>	Council



## Instrument of Sub delegation

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020* (Act), I, as Chief Executive Officer of Benalla Rural City Council (the Council), by this instrument of sub-delegation:

1. delegate to each person who is from time to time appointed as a member of a community asset committee, established by resolution of Council passed on 24 May 2023 and set out in Schedule 1 (the committee), each power and/or function and/or duty set out in Schedule 2; declare that this instrument of sub-delegation:
  - 1.1 comes into force immediately upon its execution;
  - 1.2 remains in force until Council resolves to vary or revoke it;
  - 1.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in Schedule 2; and; and
2. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the committee;
3. declare that the delegate must not determine the issue, take action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 47 of the Act or otherwise

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This instrument of sub-delegation is dated 24 May 2023 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer:

\_\_\_\_\_  
Dom Testoni

In the presence of:

\_\_\_\_\_  
Councillor Berine Hearn (Mayor)

## Schedule 1

Committee	Community Asset	User Groups
Benalla Sports and Equestrian Reserve Committee	Benalla Racecourse and Recreation Reserve situated at 5809 Midland Hwy, Benalla VIC 3672 on Crown Allotment 33A Section S parish of Benalla.	<ul style="list-style-type: none"><li>▪ Benalla Bandits Baseball Club</li><li>▪ Benalla and District Adult Riders Club</li><li>▪ Benalla Darts Association</li><li>▪ Benalla Pony Club</li><li>▪ Big Valley Quarter Horse Association</li></ul>



## Schedule 2

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# 1. Powers and Functions

Each committee described in Schedule 1 is to manage the corresponding community asset, set out and for that purpose:

## 1.1 Objective

To control, manage and maintain the community asset in an efficient and effective manner, in the best interests of Council, the local community and users of the community asset.

## 1.2 Administration

The power to do all things necessary or convenient to be done for or in connection with the performance of the following functions, duties and powers:

## 1.3 Management

- a. The duty to manage, operate and control the community asset efficiently and economically in association with Council;
- b. The duty to avoid waste and extravagance;
- c. The duty to act as a coordinating body between Council and the community, clubs, schools, users and potential users of the community asset;
- d. The duty to be the point of contact for the public with respect to the operation of the community asset;
- e. The duty to promote public interest in and support for the management and development of the community asset;
- f. The duty to promote the use of the community asset by the residents of the local community and neighbouring areas, by sporting groups, schools, community organisations, business organisations and other interested bodies;
- g. The duty to promote the use of the community asset as a venue for entertainment, recreational and cultural events, both locally and regionally;
- h. The duty to maintain the highest level of cooperation between Council, the committee and the local community;
- i. The duty to advise and assist Council to maintain all of the assets of the community asset;
- j. The duty to ensure that the decisions and policies of Council are implemented and adhered to without delay;

## **1.4 Community Asset Use**

- a. The power to make and implement policies, terms and conditions for the use and hire of the community asset;
- b. The power to negotiate and enter into agreements with casual hirers of the community asset in accordance with conditions of hire developed by the Committee;
- c. The power to set dates and times for opening and closing the community asset;
- d. The duty to ensure that the community asset is used only for purposes appropriate to the community asset;
- e. The duty to ensure that users of the community asset comply with the policies, terms and conditions for the use and hire of the community asset established by the Committee and relevant Council policies and Local Laws;
- f. The duty to ensure that users of the community asset make good any wilful or accidental damage caused during use;

## **1.5 Maintenance**

- a. The duty to carry out regular inspections of the community asset to identify, report and remedy, if practical, any risk issues, non-compliance with laws and regulations relating to the use and occupation of the community asset and to ensure that relevant maintenance programs are implemented;
- b. The duty to engage qualified personnel, relative to the task being performed, on maintenance tasks;
- c. The duty to forward to Council all certificates of compliance upon completion of maintenance tasks;

## **1.6 Risk**

- a. The duty to protect and maintain the community asset;
- b. The duty to make security arrangements for money collected;
- c. The duty to ensure that all liabilities incurred by the committee are properly authorised;
- d. The duty to maintain a register of keys issued by the committee;
- e. The duty to provide Council with a full set of keys to all external and internal locks;
- f. The power to implement changes to the locking system of the community asset which must be in accordance with Council's general locking system;
- g. The duty to ensure that the community asset is maintained in a manner that meets all legal obligations;



## **1.7 Planning**

- a.** The power to carry out research, investigations, surveys or inquiries into the use and operation of the community asset;
- b.** The power to convene, or arrange to be convened, meetings, seminars, workshops, forums, lectures and other events which will assist the Committee to understand the future needs of the community asset;
- c.** The power to consult with organisations who use the community asset, to consider and recommend on proposals to update facilities or provide new facilities; and ensure that any new facilities are planned and coordinated with existing facilities;
- d.** The power to prepare strategic plans and reports for the future development of the community asset;
- e.** The power to establish working groups of members to advise on the most efficient and effective means of performing its powers, duties and functions and of attaining its objectives;
- f.** The duty to advise Council by 31 March each year on the need and desirability of making capital improvements to the community asset;

## **1.8 Finance**

- a.** The duty to maintain accounts in a form that generally complies with the Australian Accounting Standards;
- b.** The function of recommending to Council a Schedule of Fees and Charges to be levied for the use of the community asset for the following financial year by 31 March each year that will enable the Committee to meet all of its liabilities and to return an annual surplus on its operations;
- c.** The power to institute an efficient and effective system of collection and recording of fees and charges;
- d.** The power to collect, retain and expend all fees paid for the use of the community asset;
- e.** The duty to ensure that moneys due are properly collected;
- f.** The power to accept and retain donations, grants and endorsements made to the Committee and to ensure that the funds are expended for the purposes for which they are provided;
- g.** The duty to recommend to Council items for inclusion in Council's annual budget for the community asset and to advise Council on the budget prior to its being adopted by Council;
- h.** The duty to ensure that the Committee's financial decisions do not affect the integrity of Council's budget;
- i.** The duty to prepare annually a budget of the Committee's operations and to manage expenditure within the limits of that budget which covers the Committee's financial year commencing on 1 July in each year and ending on 30 June in the following year;
- j.** The power to enter into contracts, and to incur expenditure, up to \$5,000;
- k.** The duty to refer any capital works, extensions or additions proposed which materially alter the buildings or surrounds of the community asset or exceed the amount of \$5,000 to Council for approval;

- l.** The power to open and maintain a bank account at a bank and branch approved by Council, into which all monies received by the Committee shall be paid;
- m.** The power to draw all cheques and transactions on the Committee's bank account following authorisation of payments by any two of the following office bearers:
  - Chair;
  - Vice Chair;
  - Secretary; or
  - Treasurer.
- n.** The duty to authorise expenditure correctly and expend money correctly;
- o.** The power to establish reserve funds for capital works, into which can be paid the net surplus of the Committee, obtained in the previous financial year;
- p.** The duty to pay all utility, municipal and water charges incurred in operating the community asset;
- q.** The duty to undergo an annual financial audit;

### **1.9 Meetings**

- a.** The duty to prepare an agenda and record the minutes for each meeting of the Committee;
- b.** The duty to distribute, or arrange to be distributed, copies of the agenda of Committee meetings to members of the Committee and to Council;
- c.** The duty to distribute, or arrange to be distributed, copies of the minutes of Committee meetings to members of the Committee and to Council;
- d.** The duty to ensure that a financial report is included in the agenda of each Committee meeting and recorded in the minutes of each Committee meeting;
- e.** The duty to ensure that the financial report includes a list of accounts for payment for the Committee's approval;
- f.** The duty to hold an Annual General Meeting of the Committee between 1 July and the 31 August each year unless circumstances related to safety and wellbeing do not permit, in which case the annual general meeting should be held as soon as circumstances permit after 1 July;
- g.** The duty to conduct meetings of the Committee in accordance with the Council's *Governance Rules* governing meeting procedures;

## **1.10 Reporting**

- a.** The duty to provide Council with an agenda and minutes of each meeting of the Committee;
- b.** The duty to prepare an annual report and annual statement of accounts of the operations of the Committee in the preceding financial year for presentation at the Annual General Meeting of the Committee prior to 31 August each year. The annual report should include information and commentary regarding:
  - Patronage;
  - User groups;
  - Risk incidents and issues;
  - Maintenance and improvements;
  - Evaluation of effectiveness;
  - Any other matter considered relevant by the Committee;
- c.** The duty to forward to Council a copy of the annual report and annual statement of accounts of the operations of the Committee in the preceding financial year by 31 August each year;

## **1.11 Review**

- a.** The duty to conduct an evaluation of the effectiveness of the operations and management of the committee in the preceding financial year prior to 31 August each year;
- b.** The power to request that Council carry out a special review of this instrument of sub-delegation;

## **2. Exceptions, Conditions And Limitations**

The committee is not authorised by this Instrument to:

- 1.** enter into contracts, or incur expenditure, for an amount which exceeds the approved budget;
- 2.** enter into contracts, or incur expenditure, for an amount which exceeds \$5,000;
- 3.** spend Council funds other than funds expressly allocated by Council to the Committee for Committee purposes;
- 4.** undertake any capital works, extensions or additions to the community asset which materially alter the buildings or surrounds of the community asset or exceed the amount of \$5,000 without Council approval;
- 5.** make and implement policies, terms and conditions for the use and hire of the community asset without Council's approval of such policies, terms and conditions;
- 6.** prepare strategic plans for the future development of the community asset without Council's approval of such strategic plans;
- 7.** promote and undertake research in all matters associated with the planning, marketing and management of the activities of the community asset;
- 8.** employ people without the prior consent of Council;
- 9.** enter into leases without the prior consent of Council;
- 10.** exercise the powers which, by force of section 47 of the Act, cannot be delegated.

## **3. Governance**

### **3.1 Membership**

1. Each committee shall have up to ten members comprising:
  - a. not less than four representatives of the local community that is served by the community asset; and
  - b. up to one representative from each of the user groups of the community asset corresponding to each committee set out in Schedule 1;
2. Any person appointed to the committee shall hold office for a period of three years;
3. Members of the committee shall be eligible for re-appointment for a further term or terms;
4. A member of the committee may resign their position at any time;
5. If a member of the committee resigns, the committee shall follow the procedure as outlined in Clause 3.1(8) of this charter to fill the vacancy;
6. If any member fails to attend more than three consecutive meetings of the committee without leave of the committee, that member may be deemed to have resigned their position on the committee. The committee shall follow the procedure as outlined in Clause 3.1(8) of this charter to fill the vacancy;
7. Any person appointed to fill a vacancy on the committee shall hold office for the unexpired portion of the previous member's term of office;
8. All appointments to the committee will be made by Council in accordance with the Council policy governing appointments to Council committees;
9. If any member representing an organisation specified in Clause 3.1(1) is unable to attend a meeting of the Committee, that organisation may appoint another person to attend the meeting as an observer. The chairperson may permit the observer to speak on matters relating to the organisation he or she represents, but the observer must not move, second or vote upon any motion;
10. Council may at any time remove a member from a committee in accordance with the Council policy governing appointments to Council committees;
11. The Chief Executive Officer of Council may appoint an officer or officers of Council to attend meetings of the committee from time to time. The Chief Executive Officer shall advise the committee of such appointments. The Council officers attending meetings of the committee do not have voting rights;
12. The Chief Executive Officer of Council shall appoint an officer of Council to liaise with the committee on financial and accounting matters;

## 3.2 Office Bearers and Sub-Committees

1. The Committee at each Annual General Meeting shall elect the following office bearers:
  - Chairperson;
  - Vice Chairperson;
  - Secretary; and
  - Treasurer.
2. The role of the President includes the following:
  - a. chair all meetings of the committee which are attended by the chairperson;
  - b. act as the liaison person between the committee and the Council;
  - c. arrange dates for all the committee meetings;
  - d. sign minutes of meetings upon them being confirmed by the committee;
  - e. act as a signatory for the committee's bank account;
  - f. vote on all matters before the chair. Where there is a tied vote, the chairperson has a casting vote; and
  - g. arrange for an annual report of the committee to be prepared for presentation at the Annual General Meeting and to Council.
3. The role of the Secretary includes the following:
  - a. provide notice of each meeting to all Committee members, Council and the public;
  - b. prepare and distribute an agenda for each meeting of the Committee to members of the committee and Council;
  - c. take minutes at each meeting of the committee;
  - d. forward minutes of each meeting of the Committee to Council;
  - e. manage the administration and correspondence of the committee; and
  - f. prepare the annual report and submit to Council the annual report and annual statement of accounts of the operations of the committee;
4. The role of the Treasurer includes the following:
  - a. keep proper books of accounts showing all monies received and paid by, or on account of the committee in the exercise of its functions, duties and powers;
  - b. provide to the committee at the annual general meeting a statement of accounts of the operations of the committee as at 30 June and a full statement of all monies received and paid during the period of twelve months ending on 30 June;
  - c. pay all monies received by the committee into the committee bank account;
  - d. present all accounts received by the committee to the committee which may authorise payment thereof;
  - e. arrange payment of accounts authorised for payment by the committee;
  - f. keep all books of accounts and documents relating to the activities of the Committee open for inspection by the Chief Executive Officer of Council or any other person authorised by the Council;

5. If an office bearer is not present at a meeting of the committee, the committee shall appoint another person to undertake the duties of the person who is absent for that meeting;
6. The committee at each Annual General Meeting may establish any sub-committees which it considers necessary to carry out its functions;

### **3.3 Dissolution**

1. The committee may, at any meeting of the committee, resolve to recommend to Council that the committee be dissolved. In this event the committee must notify Council in writing of the committee's resolution as soon as practicable before dissolution;
2. Council may dissolve the committee at any time in accordance with the Council policy governing Council committees;
3. The President of the committee is obliged to make the following arrangements within one month of dissolution of the committee:
  - a. a statement of accounts must be prepared and presented to Council;
  - b. the committee's bank account must be closed and the balance immediately forwarded to Council;
  - c. books of accounts and minutes of the committee must be forwarded to Council;

### **3.4 Audit**

1. Council shall arrange for the annual audit of the committee's accounts;
2. Council shall bear the costs of the audit;

### **3.5 Insurances**

Council shall arrange and maintain an insurance portfolio to cover risks, including a Personal Accident Policy for members, a Volunteer Worker's Policy and an Indemnity Policy for members of the Committee;

### **3.6 Referenced Documents**

1. The following documents are to be read in conjunction with this Schedule:
  - a. Sections of the Act relevant to community asset committees and members of community asset committees;
  - b. Benalla Rural City Council Governance Rules;







# BENALLA

## RURAL CITY COUNCIL

Benalla Rural City Council  
(Insert Date)

PO BOX 227  
BENALLA VIC 3671

(03) 5760 2600  
council@benalla.vic.gov.au

[www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

## 4.12 Councillors Expenses For The Quarter Ended 31 March 2023

SF/1557

Tracey Beaton – Executive Coordinator

### PURPOSE OF REPORT

The report details expenditure associated with Councillors' mobile phone usage, attendance at professional development courses, conferences and seminars, and reimbursement of expenses incurred.

### Councillors' Information and Communication Expenses

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

Councillor	2022/23 Q1	2022/23 Q2	2022/23 Q3
Cr Claridge	\$118.62	\$118.62	\$118.62
Cr Davis	\$118.62	\$118.62	\$118.62
Cr Firth	\$39.54	\$39.54	\$39.54
Cr Gunaratne	\$118.62	\$118.62	\$118.62
Cr Hearn	\$118.62	\$118.62	\$118.62
Cr King	\$118.62	\$118.62	\$118.62
Cr O'Brien	\$118.62	\$118.62	\$118.62
<b>Total (Inc GST)</b>	<b>\$751.26</b>	<b>\$751.26</b>	<b>\$751.26</b>

### Councillors' reimbursement of expenses

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

There were no Councillor reimbursements for the quarter ended 31 March 2023.

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

The Council at its meeting on 12 October 2022 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, conferences and seminars.

#### Quarter ended 30 September 2022:

Date	Councillor	Description	Professional Development	Conferences & Seminars
10/07/2022	Councillors	The Change Agent Network Pty Ltd	\$2,495	\$0
21/07/2022	Cr Punarji Gunaratne	MAV Community Leadership Training and accommodation	\$722	\$0
<b>Total (Ex GST)</b>			<b>\$3,217</b>	<b>\$0</b>

#### Quarter ended 31 December 2022

Date	Councillor	Description	Professional Development	Conferences & Seminars
01/10/2022	Cr Hearn	Rural Councils Victoria - AICD Foundations of Directorship Course	\$1,249	
13/10/2022	Cr Hearn	2022 MAV Annual Conference		\$695
13/10/2022	Cr Claridge	2022 MAV Annual Conference and accommodation		\$1,150
03/11/2022	Cr Hearn	The Change Agent Network Pty Ltd - Expert Executive Training	\$590	
<b>Total (Ex GST)</b>			<b>\$1,839</b>	<b>\$1,845</b>

#### Quarter ended 31 March 2023:

There was no Councillor attendance at professional development courses, conferences or seminars for the quarter ended 31 March 2023.

**FINANCIAL IMPLICATIONS**

The *2022/23 Budget* allocated for Councillors’ attendance at professional development courses, conferences and seminars is \$14,000.

<b>Summary</b>	<b>Professional Development</b>	<b>Conferences and Seminars</b>
Quarter ended 30 September 2022	\$3,217	\$0
Quarter ended 31 December 2022	\$1,839	\$1,845
Quarter ended 31 March 2023	\$0	\$0
<b>Total spend as at 31 March 2023 (Ex GST)</b>	<b>\$5,056</b>	<b>\$1,845</b>

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

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**4.13 Mayor and Councillor’s Attendance at Committees and Civic Functions**

SF/808-08

Tracey Beaton - Executive Coordinator

The Mayor and Councillors, listed in alphabetical order, attended meetings and events as detailed below during the period from 8 April 2023 to 14 May 2023.

<b>Councillor Danny Claridge</b>	
10 April	Molyullah Easter Sports
12 April	Councillor Only Time
	Additional Council Meeting
	Assembly of Councillors – Business Review
18 April	Benalla Family Research Group Meeting
19 April	Councillor Only Time
	Council Meeting
22 April	Unveiling - Remembering Vivian Bullwinkel plaque as part of the ANZAC Commemorative Service at Devenish
	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
25 April	ANZAC Day March and Service
26 April	Tony's Trek - Raising awareness of the mental impacts on emergency services
27 April	Municipal Association of Victoria Goulburn Ovens Murray Regional Meeting
28 April	Benalla P-12 College whole school ANZAC assembly
	Better Benalla Rail Group Meeting
	Exhibition Celebration: Mike Nicholls – A Bird in the Hand – Benalla Art Gallery
1 May	Audit and Risk Committee Independent Member Interviews
	Lunch with new CEO of The Ian Potter Foundation, Mr Paul Conroy
2 May	Community Information Session - Proposed <i>Budget 2023/24</i>
3 May	Councillor Only Time
	Communications Advisory Committee
	Benalla Historical Society Committee Meeting
	Assembly of Councillors – Business Review
6 May	Benalla Heavy Horse Driving Day at Moorngag
10 May	Councillor Only Time
	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony

<b>Councillor Peter Davis</b>	
12 April	Councillor Only Time
	Additional Council Meeting
	Assembly of Councillors – Business Review
19 April	Councillor Only Time
	Council Meeting
22 April	Unveiling - Remembering Vivian Bullwinkel plaque as part of the ANZAC Commemorative Service at Devenish
	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
1 May	Audit and Risk Committee Independent Member Interviews
3 May	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors – Business Review
10 May	Councillor Only Time
	Volunteer Appreciation at the Benalla Art Gallery
	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony

<b>Councillor Don Firth</b>	
10 April	Molyullah Easter Sports
12 April	Councillor Only Time
	Benalla Festival Advisory Committee Meeting
	Additional Council Meeting
	Assembly of Councillors – Business Review
18 April	Benalla Airshow Review Meeting
19 April	Councillor Only Time
	Council Meeting
22 April	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
25 April	ANZAC Day Service
28 April	Better Benalla Rail Group Meeting
3 May	Councillor Only Time
	Assembly of Councillors – Business Review
6 May	Benalla Heavy Horse Driving Day at Moorngag
9 May	Benalla Indoor Recreation Centre Meeting
10 May	Councillor Only Time
	Finance and Planning Committee Meeting

<b>Councillor Punarji Hewa Gunaratne</b>	
12 April	Additional Council Meeting
	Assembly of Councillors – Business Review
15 April	South Asian New Year Festival
19 April	Council Meeting
3 May	Assembly of Councillors – Business Review
10 May	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony

<b>Mayor Councillor Bernie Hearn</b>	
10 April	Molyullah Easter Sports
12 April	Councillor Only Time
	Additional Council Meeting
	Assembly of Councillors – Business Review
13 April	Benalla Services Australia Branch Meeting
	Benalla Botanical Gardens short film Interview
19 April	Councillor Only Time
	Council Meeting
21 April	Hume Region Mayor's Forum
22 April	Unveiling - Remembering Vivian Bullwinkel plaque as part of the ANZAC Commemorative Service at Devenish
	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
25 April	ANZAC Day March and Service
27 April	Municipal Association of Victoria Goulburn Ovens Murray Regional Meeting
28 April	Australia Day Advisory Committee Meeting
	Benalla P-12 College whole school ANZAC assembly
	Better Benalla Rail Group Meeting
	Exhibition Celebration: Mike Nicholls – A Bird in the Hand – Benalla Art Gallery
1 May	Lunch with new CEO of The Ian Potter Foundation, Mr Paul Conroy
2 May	Community Information Session - Proposed <i>Budget 2023/24</i>
3 May	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors – Business Review
6 May	Benalla Heavy Horse Driving Day at Moorngag
9 May	Benalla Indoor Recreation Centre Meeting
10 May	Councillor Only Time



<b>Mayor Councillor Bernie Hearn</b>	
	Volunteer Appreciation at the Benalla Art Gallery
	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony

<b>Councillor Justin King</b>	
12 April	Councillor Only Time
	Benalla Festival Advisory Committee Meeting
	Additional Council Meeting
	Assembly of Councillors – Business Review
19 April	Councillor Only Time
	Council Meeting
21 April	Hume Region Mayor’s Forum
	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
25 April	ANZAC Day Dawn Service
	ANZAC Day Service
28 April	Benalla P-12 College whole school ANZAC assembly
	Better Benalla Rail Group Meeting
4 May	Benalla Showgrounds and Recreation Reserve Committee Meeting
10 May	Councillor Only Time
	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony

<b>Councillor Gail O’Brien</b>	
10 April	Molyullah Easter Sports
12 April	Councillor Only Time
	Additional Council Meeting
	Assembly of Councillors – Business Review
15 April	South Asian New Year Festival
19 April	Councillor Only Time
	Council Meeting
22 April	Unveiling - Remembering Vivian Bullwinkel plaque as part of the ANZAC Commemorative Service at Devenish
	Pop Up Listening Post - Benalla Lakeside Craft and Farmers Market
25 April	ANZAC Day Dawn Service
	ANZAC Day Service
26 April	Electric Vehicle Charging for Local Government - An Introduction

<b>Councillor Gail O’Brien</b>	
	Tony's Trek - Raising awareness of the mental impacts on emergency services
28 April	Australia Day Advisory Committee Meeting
	Benalla P-12 College whole school ANZAC assembly
	Better Benalla Rail Group Meeting
3 May	Councillor Only Time
	Assembly of Councillors – Business Review
10 May	Councillor Only Time
	Finance and Planning Committee Meeting
11 May	2023 Citizenship Ceremony
12 May	30th Anniversary Celebration of the Friends of Benalla Art Gallery

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

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#### 4.14 Council Actions Pending

Council Actions Pending are detailed in **Appendix 1**.

**Recommendation:**

**That the report be noted.**

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## Council Actions Pending

Action No.	Meeting Name	Item	Action	Officer	Status/notes
1.	F&P Committee 10-May-23	10	<b>Proposed Fenced Dog Park at Churchill Reserve Benalla</b> That the Council endorses the construction of a fenced off-leash dog park at Churchill Reserve, Benalla.	MD	Completed
2.	F&P Committee 10-May-23	8	<b><i>Child Safety and Wellbeing Policy</i></b> 1. That <i>Child Safety and Wellbeing Policy</i> and the <i>Child Safe Code of Conduct</i> be adopted. 2. That the <i>Child Safety and Wellbeing Policy</i> and the <i>Child Safe Code of Conduct</i> be reviewed in May 2027.	MC	1. Completed. 2. Review to be completed in 2027.
3.	F&P Committee 10-May-23	7	<b>2022/2023 Quick Response Grants</b> That \$500 grants from the 2022/2023 Quick Response Grant program be allocated to Benalla Heritage Network and CALMKids Yoga.	MC	Completed

4.	F&P Committee 10-May-23	6	<p><b>2022/23 Community Grants Program</b></p> <p>That the Finance and Planning Committee, acting under its delegated authority of the Council, resolve:</p> <p>1. That \$64,916 be allocated from the 2022/2023 Community Grants Program to:</p> <table border="1" data-bbox="678 331 1491 1437"> <thead> <tr> <th>Applicant</th> <th>Assistance</th> </tr> </thead> <tbody> <tr><td>Astronomy Benalla Inc</td><td>\$2,500</td></tr> <tr><td>Benalla Agricultural &amp; Pastoral Society Inc</td><td>\$2,500</td></tr> <tr><td>Benalla and District Preschool Partnership</td><td>\$628</td></tr> <tr><td>Benalla and District Preschool Partnership</td><td>\$549</td></tr> <tr><td>Benalla Aviation Museum and Men's Shed</td><td>\$2,500</td></tr> <tr><td>Benalla Bushwalking Club</td><td>\$2,025</td></tr> <tr><td>Benalla Family Research Group Inc</td><td>\$1,299</td></tr> <tr><td>Benalla Garden Club Inc</td><td>\$933</td></tr> <tr><td>Benalla Historical Society Inc.</td><td>\$2,216</td></tr> <tr><td>Benalla Lawn Tennis and Croquet Club Inc</td><td>\$2,500</td></tr> <tr><td>Benalla Men's Shed</td><td>\$2,244</td></tr> <tr><td>Benalla Migrants Association</td><td>\$2,500</td></tr> <tr><td>Benalla Netball Association</td><td>\$2,500</td></tr> <tr><td>Benalla Saints Past Players and Officials</td><td>\$1,507</td></tr> <tr><td>Benalla Theatre Company Inc</td><td>\$2,500</td></tr> <tr><td>Benalla Yarn Bombers Incorporated</td><td>\$1,700</td></tr> <tr><td>For the Good of Devenish</td><td>\$2,500</td></tr> <tr><td>Goorambat Football Netball Club</td><td>\$2,310</td></tr> <tr><td>Goorambat Public Hall Reserve Committee of Management Inc</td><td>\$2,500</td></tr> <tr><td>Let Us Entertain You Inc (LUEY)</td><td>\$2,500</td></tr> <tr><td>Live Art Benalla and GANEA</td><td>\$2,500</td></tr> <tr><td>Lurg Hall and Reserve Committee of Management</td><td>\$2,500</td></tr> <tr><td>Moorngag Hall and Recreation Centre</td><td>\$1,905</td></tr> <tr><td>NESAY Inc</td><td>\$2,500</td></tr> </tbody> </table>	Applicant	Assistance	Astronomy Benalla Inc	\$2,500	Benalla Agricultural & Pastoral Society Inc	\$2,500	Benalla and District Preschool Partnership	\$628	Benalla and District Preschool Partnership	\$549	Benalla Aviation Museum and Men's Shed	\$2,500	Benalla Bushwalking Club	\$2,025	Benalla Family Research Group Inc	\$1,299	Benalla Garden Club Inc	\$933	Benalla Historical Society Inc.	\$2,216	Benalla Lawn Tennis and Croquet Club Inc	\$2,500	Benalla Men's Shed	\$2,244	Benalla Migrants Association	\$2,500	Benalla Netball Association	\$2,500	Benalla Saints Past Players and Officials	\$1,507	Benalla Theatre Company Inc	\$2,500	Benalla Yarn Bombers Incorporated	\$1,700	For the Good of Devenish	\$2,500	Goorambat Football Netball Club	\$2,310	Goorambat Public Hall Reserve Committee of Management Inc	\$2,500	Let Us Entertain You Inc (LUEY)	\$2,500	Live Art Benalla and GANEA	\$2,500	Lurg Hall and Reserve Committee of Management	\$2,500	Moorngag Hall and Recreation Centre	\$1,905	NESAY Inc	\$2,500	MC	1. Completed
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Action No.	Meeting Name	Item	Action	Officer	Status/notes																
			<table border="1"> <tr> <td>Room at the Table Inc</td> <td>\$1,500</td> </tr> <tr> <td>Rotary Club of Benalla Inc</td> <td>\$1,250</td> </tr> <tr> <td>Swanpool Bowling Club Inc</td> <td>\$2,500</td> </tr> <tr> <td>Tatong Community Centre and Recreation Reserve</td> <td>\$2,500</td> </tr> <tr> <td>Thoona Memorial Hall and Public Hall</td> <td>\$1,100</td> </tr> <tr> <td>U3A Benalla</td> <td>\$1,250</td> </tr> <tr> <td>Waminda Community House Inc</td> <td>\$2,500</td> </tr> <tr> <td>Warrenbayne Recreation Reserve Committee Inc.</td> <td>\$2,500</td> </tr> </table> <p>2. That the Community Grants Program Guidelines and assessment criteria be reviewed prior to next years funding round.</p>	Room at the Table Inc	\$1,500	Rotary Club of Benalla Inc	\$1,250	Swanpool Bowling Club Inc	\$2,500	Tatong Community Centre and Recreation Reserve	\$2,500	Thoona Memorial Hall and Public Hall	\$1,100	U3A Benalla	\$1,250	Waminda Community House Inc	\$2,500	Warrenbayne Recreation Reserve Committee Inc.	\$2,500		2. Noted
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Warrenbayne Recreation Reserve Committee Inc.	\$2,500																				
5.	F&P Committee 10-May-23	5	<p><b>Assets and Infrastructure Department Activity Report For The Quarter Ended 31 March 2023</b></p> <p>1. That the report be noted.</p> <p>2. That the proposed <i>Additional Commercial Customer Access Card</i> and <i>Replacement Commercial Access Card</i> fees of \$30 be placed on public exhibition for a period for at least 28 days.</p>	MAI	1. Completed 2. In progress																
6.	F&P Committee 10-May-23	4	<p><b>Capital Works Program Update As At 31 March 2023</b></p> <p>1. That the report be noted.</p> <p>2. That \$180,000 of capital works expenditure be reassigned from the Rural Councils Transformation Project to the Council Vehicle Fleet Purchase program.</p> <p>3. That \$40,000 of capital works expenditure be reassigned from Landfill – Gas Extraction to Transfer Station – Green Waste Hardstand.</p>	MAI	1. Completed 2. Completed 3. Completed																



Action No.	Meeting Name	Item	Action	Officer	Status/notes
7.	Council Meeting 19-Apr-23	4.4	<p><b>Climate Change Adaptation Action Plan 2013-2025 and the Environment Strategy 2016-2020 Review</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That a draft <i>Benalla Rural City Council Climate and Environment Strategy</i> be developed.</li> <li>3. That the <i>Benalla Rural City Council Climate and Environment Strategy Communications and Stakeholder Engagement Plan</i> be endorsed.</li> </ol>	MEDAS	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. In progress</li> <li>3. Completed</li> </ol>
8.	Council Meeting 19-Apr-23	4.3	<p><b>Proposed Discontinuance of Roads at Flynns Road and Lee Road Railway Crossings, Winton North</b></p> <p>That the Chief Executive Officer, acting under clause 3 of Schedule 10 of the <i>Local Government Act 1989</i> (Act):</p> <ol style="list-style-type: none"> <li>1. Directs that the required statutory procedures be commenced to discontinue the government roads located at the Flynns Road and Lee Road railway crossings, Winton North.</li> <li>2. Directs that, under sections 207A and 223 of the Act, public notice of the proposed discontinuance be given in the <i>Benalla Ensign</i>.</li> <li>3. Gives public notice required to be given under sections 207A and 223 of the Act should state that if the Roads are discontinued, the Roads will vest in the Crown.</li> <li>4. That the Finance and Planning Committee consider any submissions received pursuant to section 223 of the Act at its meeting on 24 May 2023.</li> </ol>	MAI	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4.</li> </ol>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
9.	Council Meeting 19-Apr-23	4.2	<p><b>Proposed 2023/2024 Budget</b></p> <ol style="list-style-type: none"> <li>1. That the proposed <i>2023/24 Budget</i> be endorsed for public exhibition for a period of at least 28 days from 20 April 2023.</li> <li>2. That submissions relating to the proposed <i>2023/24 Budget</i> be heard at a meeting of the Finance and Planning Committee on 24 May 2023.</li> <li>3. That the Council consider submissions relating to the proposed <i>2023/24 Budget</i> at a Council meeting on 14 June 2023.</li> <li>4. That the Council consider the adoption of the <i>2023/24 Budget</i> at a meeting of the Council on Wednesday 28 June 2023.</li> </ol>	MF	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. In progress</li> <li>3.</li> <li>4.</li> </ol>
10.	Council Meeting 15-Mar-23	4.3	<p><b>Arthur Baird Memorial Sculpture</b></p> <p>That the proposed Arthur Baird Memorial sculpture be endorsed for public exhibition for a period of at least 28 days.</p>	MEDAS	In progress
11.	Council Meeting 15-Mar-23	4.2	<p><b>Proposed Tesla Carpark Lease</b></p> <ol style="list-style-type: none"> <li>1. That submissions be received.</li> <li>2. That in-principle support be given to the installation of an electric vehicle supercharger in the carpark at the rear of 49-59 Smythe Street, Benalla.</li> <li>3. That licence agreement negotiations be finalised with Tesla Motors Australia Pty Ltd for the use and occupancy of land at the rear of 49-59 Smythe Street, Benalla.</li> <li>4. That a report on licence agreement negotiations be presented to the Finance and Planning Committee meeting on 5 April 2023.</li> <li>5. That submitters be advised of the Council's decision.</li> </ol>	MEDAS	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed</li> <li>4. Negotiations are continuing. Report expected in August 2023.</li> <li>5. Completed</li> </ol>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
12.	F&P Committee 1-Mar-23	3	<p><b>Planning Scheme Review Amendment – Benalla Planning Scheme Review</b></p> <p>That Council resolves to:</p> <ol style="list-style-type: none"> <li>Note and forward the <i>Benalla Planning Scheme Review 2022</i> to the Minister for Planning in accordance with Section 12B (5) of the <i>Planning and Environment Act 1987</i>.</li> <li>Seek assistance from Regional Planning Hubs to prepare and exhibit a planning scheme amendment to implement the <i>Benalla Planning Scheme Review 2022</i>.</li> </ol>	MD	<ol style="list-style-type: none"> <li>Completed</li> <li>In progress</li> </ol>
13.	Council Meeting 7-Sep-22	9.2	<p><b>Waste Services Policy Review</b></p> <ol style="list-style-type: none"> <li>That the <i>Waste Services Policy</i> be adopted.</li> <li>That the <i>Waste Services Policy</i> be reviewed in September 2026.</li> <li>That a report on the establishment of a Waste Reduction Working Group be presented to the December 2022 Planning and Development Committee meeting.</li> <li>That Waste Reduction Working Group investigate a cloth nappy rebate initiative and report back to the Council in due course.</li> </ol>	MAI	<ol style="list-style-type: none"> <li>Completed</li> <li>To be completed.</li> <li>Report presented to Finance and Planning Committee on 7 December 2022.</li> <li>Committee to investigate</li> </ol>
14.	F&O Committee 27-Jul-22	2.	<p><b>Presentation: Benalla Centrelink Campaign</b></p> <ol style="list-style-type: none"> <li>That the Council reach out to Centrelink to send a representative to present to the Council.</li> <li>That the Council continue to advocate to the Federal Government for the re-opening of the Benalla Centrelink and National Disability Insurance Agency (NDIA) offices.</li> </ol>	CEO	<ol style="list-style-type: none"> <li>In progress</li> <li>Meeting organised with Minister for NDIS and Minister for Government Services Hon Bill Shorten MP.</li> </ol>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
15.	P&D Committee 22-Jun-22	3.	<p><b>Petition: Declare Churchill Reserve an Off-leash Area</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> <li>2. That the option of a designated fenced dogs-off-leash area within or in proximity of Churchill Reserve be investigated and reported back to the Council.</li> </ol>	MD	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed. Report presented to F&amp;P Committee on 10 May 2023.</li> </ol>
16.	F&O Committee 15-Jun-22	9.	<p><b>Financial Hardship Policy Review</b></p> <ol style="list-style-type: none"> <li>1. That the <i>Financial Hardship Policy</i> be adopted.</li> <li>2. That the <i>Financial Hardship Policy</i> be reviewed once the <i>Local Government legislation Amendment (Rating Reform and Other Matters) Bill 2022</i> becomes legislation.</li> </ol>	MF	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Legislation has been passed. A report will be presented once further clarification has been received.</li> </ol>
17.	Council Meeting 25-May-22	9.2	<p><b>Benalla Central Business District Streetscape Concepts</b></p> <ol style="list-style-type: none"> <li>1. That the draft <i>Benalla Bridge Street Improvements Project</i> be endorsed for public exhibition.</li> <li>2. That the draft <i>Benalla Bridge Street Improvements Project</i> be placed on public exhibition for a period of at least 28 days.</li> </ol>	MD	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Consultation program in progress.</li> </ol>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
18.	Council Meeting 10-Feb-21	11.2	<p><b>Notice of Motion: Hosting of a community and sporting group summit to understand the impact of COVID-19</b></p> <ol style="list-style-type: none"> <li>1. That the Council invite representatives from sporting and community clubs to participate in "round table" discussions to identify the challenges faced during the COVID-19 Pandemic with the intent to better understand the impact of the pandemic with a specific focus on: <ul style="list-style-type: none"> <li>▪ Financial impact</li> <li>▪ Participation rate impact (members/volunteers)</li> <li>▪ Social impact</li> </ul> </li> <li>2. That "round table" (or alternative 'one on one') discussions be facilitated in accordance with COVID-19 requirements by the Waste and Recreation Coordinator, Community Development Coordinator and Volunteer Development Coordinator in the normal cycle of interactions (i.e. Committee of Management meetings) across 3 months. Options of MS Teams and Zoom can be offered as a second means of facilitating discussions if required.</li> <li>3. That the Council use the Summit as an exercise to collect information.</li> <li>4. That the Council draft the information collected in a document that captures the impact of COVID-19 on sporting clubs and community groups within our community.</li> <li>5. That the report be developed and presented to the Council for adoption and be provided to Federal and State members for consideration.</li> </ol>	CEO	<p>1. Pending</p> <p>2. Pending</p> <p>3. Pending</p> <p>4. Pending</p> <p>5. Pending</p>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
19.	Council Meeting 10-Feb-21	11.1	<p><b>Notice of Motion: Seeking development of COVID-19 Support Initiatives</b></p> <p>That the Council develop COVID-19 Support Initiatives (BCSI) that provide advice and support to the Benalla community through 2021/22.</p> <ol style="list-style-type: none"> <li>1. That the Council develop a community 2021/22 BCSI document (directory) that provides current advice and information relating to COVID-19 supports, including local providers and agencies, Government Departments and sectors from across the state.</li> <li>2. That the Council undertake a review to consider local supports for the Benalla community as part of the BCSI.</li> <li>3. That the Council consider the adoption of the final BCSI document upon its completion and the review be considered during the council budget process 2021/22.</li> </ol>	CEO	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. In progress</li> <li>3. Ongoing. COVID-19 impacts considered during 2021/22 and 2022/23 Budget deliberations.</li> </ol>



## 5. Reports by Councillors

**Recommendation:**  
That the report(s) be noted.

## 6. Notices of Motion

## 7. Notices of Rescission Motion

## 8. Urgent Business

Business can only be admitted as urgent business by resolution of the council, and only then if it:

- relates to or arises out of a matter which has arisen since distribution of the agenda; and
- cannot be deferred until the next Council Meeting without having a negative impact on the Council, the municipality or the local community; and
- cannot be addressed through the Customer Request Management System.

A Councillor proposing that a matter be admitted as urgent business must lodge it in writing with the Chief Executive Officer by 4pm on the day of the meeting.

The Chief Executive Officer will advise the Mayor of any matter that the Chief Executive Officer determines appropriate for the Council to consider admitting as urgent business.



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## Confidential Business

It is proposed that the following items be considered in confidential business pursuant to the *Local Government Act 2020* as they contain personal information or private commercial information that would result in the unreasonable disclosure of information about a person, their personal affairs or expose the business, commercial or financial undertaking if released:

- 9.1 Appointment of Independent Member for Audit and Risk Committee
- 9.2 Confidential Reports by Councillors
- 9.3 Confidential Council Actions Pending

**Recommendation:**

**That the meeting be closed to the public for the consideration of the confidential business item noted above pursuant to Sections 3(1) and Section 66(2)(a) of the *Local Government Act 2020*.**

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## 10. Reopening of the meeting to the public

**Recommendation:**

**That the meeting be reopened to the public.**

## Closure of the meeting