

Finance and Planning Committee

Agenda

Date: Wednesday 7 February 2024

Time: 6pm

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

Any person wishing to participate in public submissions in accordance with Rule 7.3 of the *Governance Rules 2020* should contact the Council by emailing council@benalla.vic.gov.au or telephoning Governance Coordinator Jess Pendergast on (03) 5760 2600.

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

Members of the public are encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

PO Box 227
1 Bridge Street East
Benalla Victoria 3671
Tel: 03 5760 2600
council@benalla.vic.gov.au
www.benalla.vic.gov.au

Contents

Opening and Acknowledgment of Country	3
Apologies.....	3
Confirmation of the previous Meeting Minutes	4
Business	5
1. <i>Building and Planning Approvals – November and December 2023</i>	<i>5</i>
2. <i>Development Department Activity Report for the Quarter Ended 31 December 2023... 15</i>	<i>15</i>
3. <i>People and Performance Department Activity Report for the Quarter Ended 31 December 2023..... 19</i>	<i>19</i>
4. <i>Councillors’ Expenses For the Quarter Ended 31 December 2023</i>	<i>25</i>
5. <i>CEO Credit Card Report for the Quarter Ended 31 December 2023..... 29</i>	<i>29</i>
6. <i>Urgent Business..... 30</i>	<i>30</i>
Closure of Meeting.....	30

Agenda

Chair Cr Bernie Hearn

Councillors Councillor Danny Claridge (Mayor)
 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
 Janine McMaster Manager People and Performance
 Nilesh Singh Manager Development
 Tom Arnold Community Development Coordinator
 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.

Apologies

Recommendation:
That the apology/ies be accepted.

Governance Matters

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

Recording of Council Meetings

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

Behaviour at Meetings

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

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

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

Disclosures of Conflict of Interest

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

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

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

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

Confirmation of the previous Meeting Minutes

The minutes have been circulated to Councillors and posted on the Council website www.benalla.vic.gov.au pending confirmation at this meeting.

Recommendation:

That the Minutes of the Finance and Planning Committee Meeting held on Wednesday 6 December 2023 be confirmed as a true and accurate record of the meeting.

Business

1. Building and Planning Approvals – November and December 2023

SF/255

Sarah Ford – Building Coordinator
 Joel Ingham – Planning Coordinator
 Nilesch Singh – Manager Development

PURPOSE OF REPORT

The report details planning permit applications and building approvals for November and December 2023.

Planning Permit Applications Determined under Officer Delegation

November 2023

File No	Description	Property Address	Decision	
1	DA7427	Construction of an industrial building	26 Lowens Lane, Benalla	Approved
2	DA7257	Use of the land for a store (storage units)	89-93 Witt Street, Benalla	Approved
3	DA7571	Additions and alterations to the existing dwelling	11 Hiscock Court, Benalla	Approved
4	DA4216	Creation of access to a road in a Transport Zone 2	640 Benalla-Tatong Road, Benalla	Approved
5	DA367	Use of land to sell and consume liquor	28 Bridge Street East, Benalla	Approved
6	DA3942	Use of land for a place of assembly, alterations and additions to the existing hall building, alterations to an existing access to a Transport Zone 2 and to subdivide the land into two lots	83-85 Bridge Street West, Benalla	Approved
7	DA7185	Use and development of land for a dwelling	344 Mitchell Road, Tatong	Approved
8	DA4081	Construction of a shade structure	26 Carrier Street, Benalla	Approved
9	DA7231	Alterations and additions to the existing dwelling	25 Coster Street, Benalla	Approved
10	DA7577	Construction of a shed	50 Wedge Street, Benalla	Approved

December 2023

File No		Description	Property Address	Decision
1	DA5805	Extension to an existing agricultural outbuilding (barn)	3519 Midland Highway, Lima South	Approved
2	DA7584	Construction of a dwelling	14 Thoroughbred Lane, Benalla	Approved
3	DA7431	Construction of a dwelling and outbuilding	315 Mt Samaria Road, Samaria	Approved
4	DA6784	Alterations and additions to the existing dwelling	140 Racecourse Road, Benalla	Approved
5	DA7593	Relocation of the existing dwelling	105 Faithfull Street, Benalla	Approved
6	DA6929	Construction of a garage	18 Russell Street, Benalla	Approved

Planning Permit Amendments Determined Under Officer Delegation**November 2023**

There were no planning permit amendments issued under officer delegation during the month of November 2023.

December 2023

File No		Description	Property Address	Decision
1	DA7247	Construction of a dwelling and outbuilding	683 Goomalibee Road, Goomalibee	Approved

Planning Permits Issued Under VicSmart**November 2023**

File No		Description	Property Address
1	DA7427	Construction of an industrial building	26 Lowens Lane, Benalla

December 2023

File No		Description	Property Address
1	DA5805	Extension to an existing agricultural outbuilding (barn)	3519 Midland Highway, Lima South
2	DA7431	Construction of a dwelling and outbuilding	315 Mt Samaria Road, Samaria

Planning Permit Applications Determined by the Council

November 2023

File No		Description	Property Address	Decision
1	DA7396	Use and development of land for a dwelling and removal of native vegetation	Depot Road/Eversley Street, Baddaginnie	Approved – Notice of Decision

December 2023

File No		Description	Property Address	Decision
1	DA4118	Use and development of land for a contractor's depot	186 Grant Drive, Benalla	Refused

Planning Permit Amendments Determined by the Council

There were no planning permit amendments determined by Council during November and December 2023.

Planning Permit Applications Withdrawn or Lapsed

There were no planning permit applications withdrawn or lapsed during November and December 2023.

Notices of Decision

November 2023

File No		Description	Property Address
1	DA7396	Use and development of land for a dwelling and removal of native vegetation	Depot Road/Eversley Street, Baddaginnie

December 2023

There were no notice of decisions issued during the month of December 2023.

A Notice of Decision (NOD) is issued when Council has decided to grant a planning permit when objection(s) are received regarding the application.

An objector may appeal to Victorian Civil and Administrative Tribunal (VCAT) against the decision to grant the permit within 21 days of a Notice of Decision being issued. After 28 days if no appeal has been lodged Council will issue the Planning Permit.

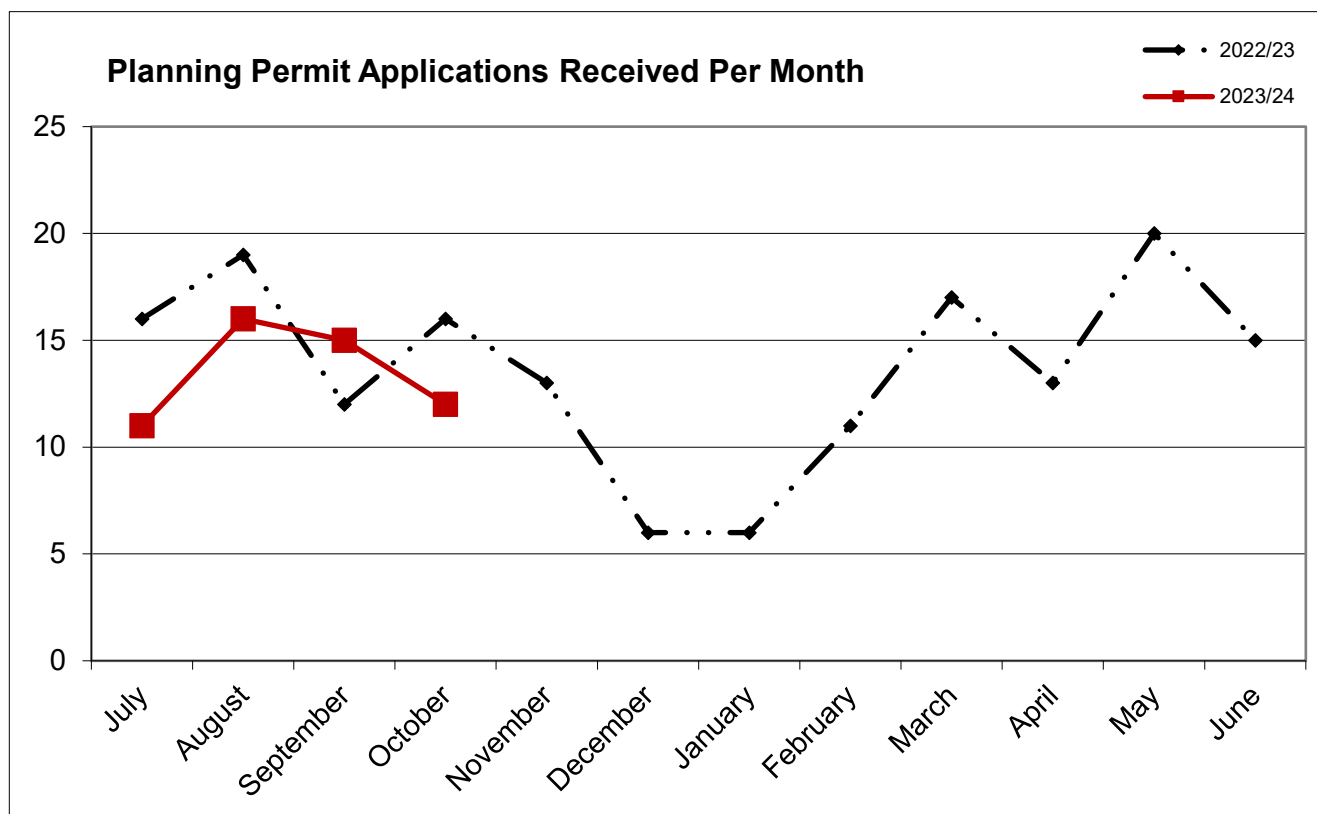
Planning Permit Applications Determined by VCAT

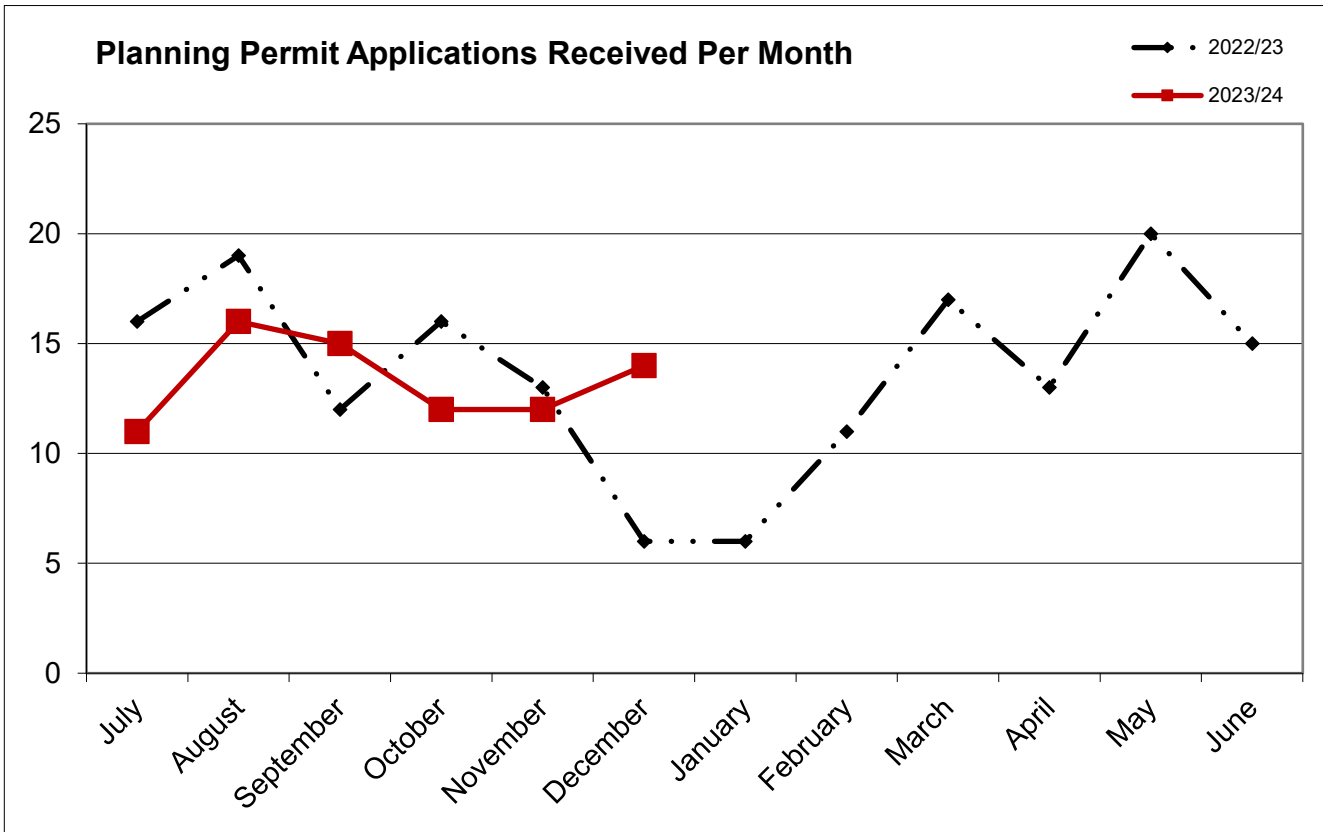
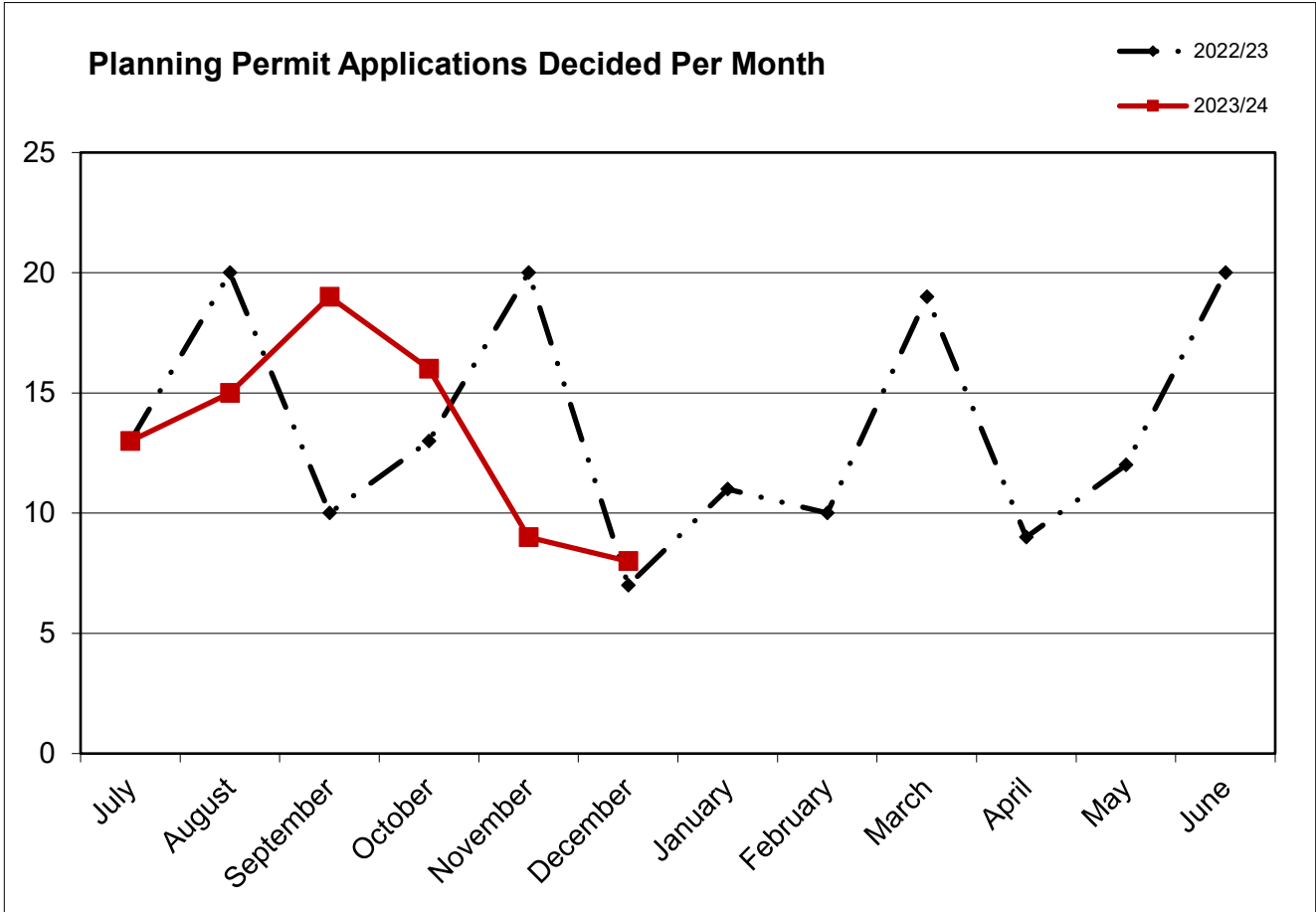
There were no planning permit applications determined by VCAT during November and December 2023.

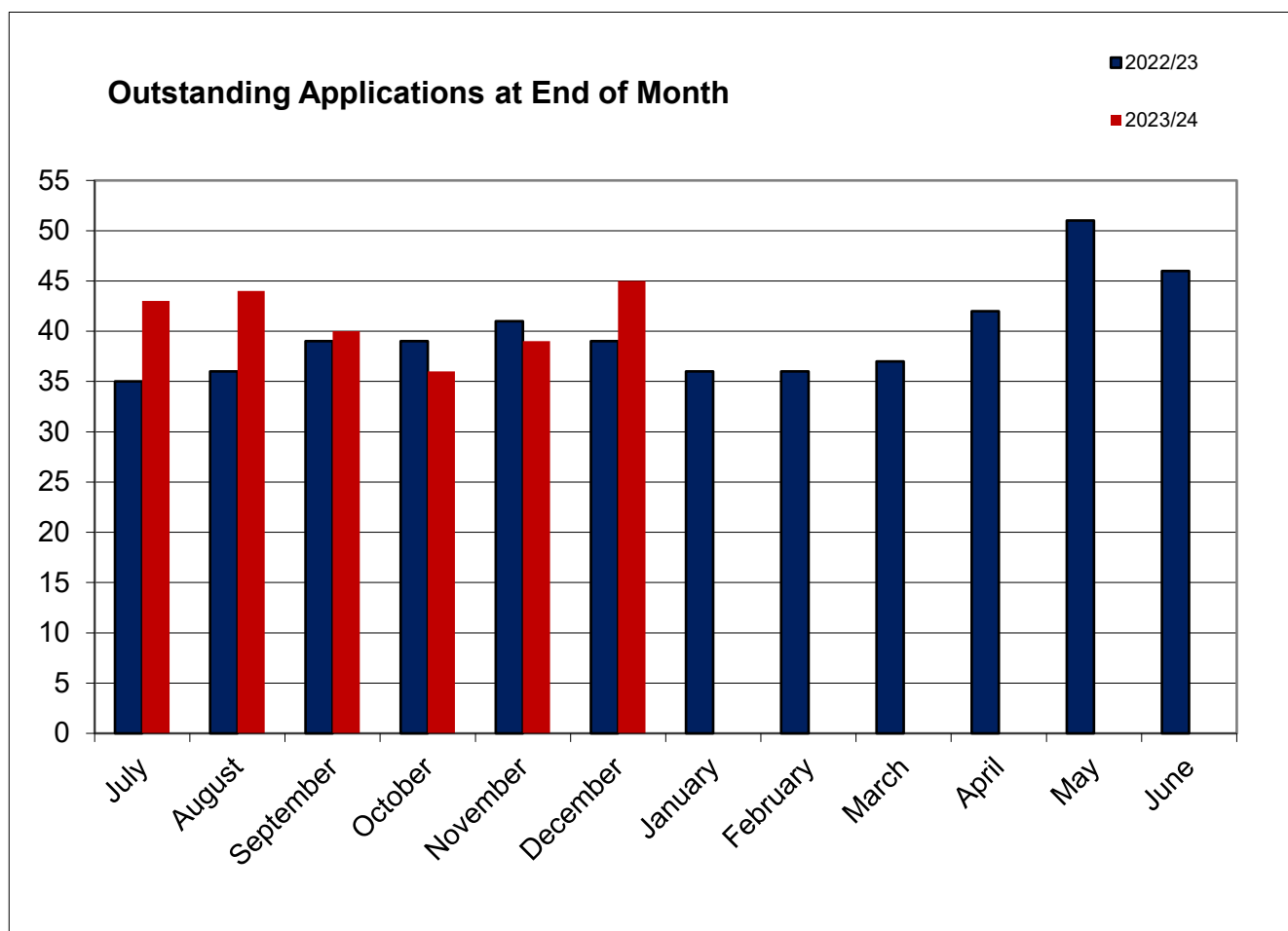
Matters Before VCAT

DA7395	Use and development of land for extractive industry (Sand quarry) at 1726 Dookie Devenish Road, Devenish
Status	<p>At a Council meeting on 19 April 2023 it was resolved that the Council refuse to grant a permit for the use and development of the land for extractive (sand quarry). The applicant has lodged an appeal to VCAT.</p> <p>At a compulsory conference hearing on 3 August the Tribunal allowed Council to seek leave to amend its grounds by the 14 August 2023. Council Officer’s then amended the grounds by this date which was then ratified at a Council Meeting on 11 October 2023.</p> <p>The Tribunal ordered a further Practice Day hearing on 12 October 2023 to hear whether or not to accept the further grounds from Council. The further grounds were accepted, and the main hearing has been adjourned to between the dates of 4 and 8 March 2024.</p>

Planning Permit Applications







Building Approvals Issued by Council and Private Practitioners

November 2023

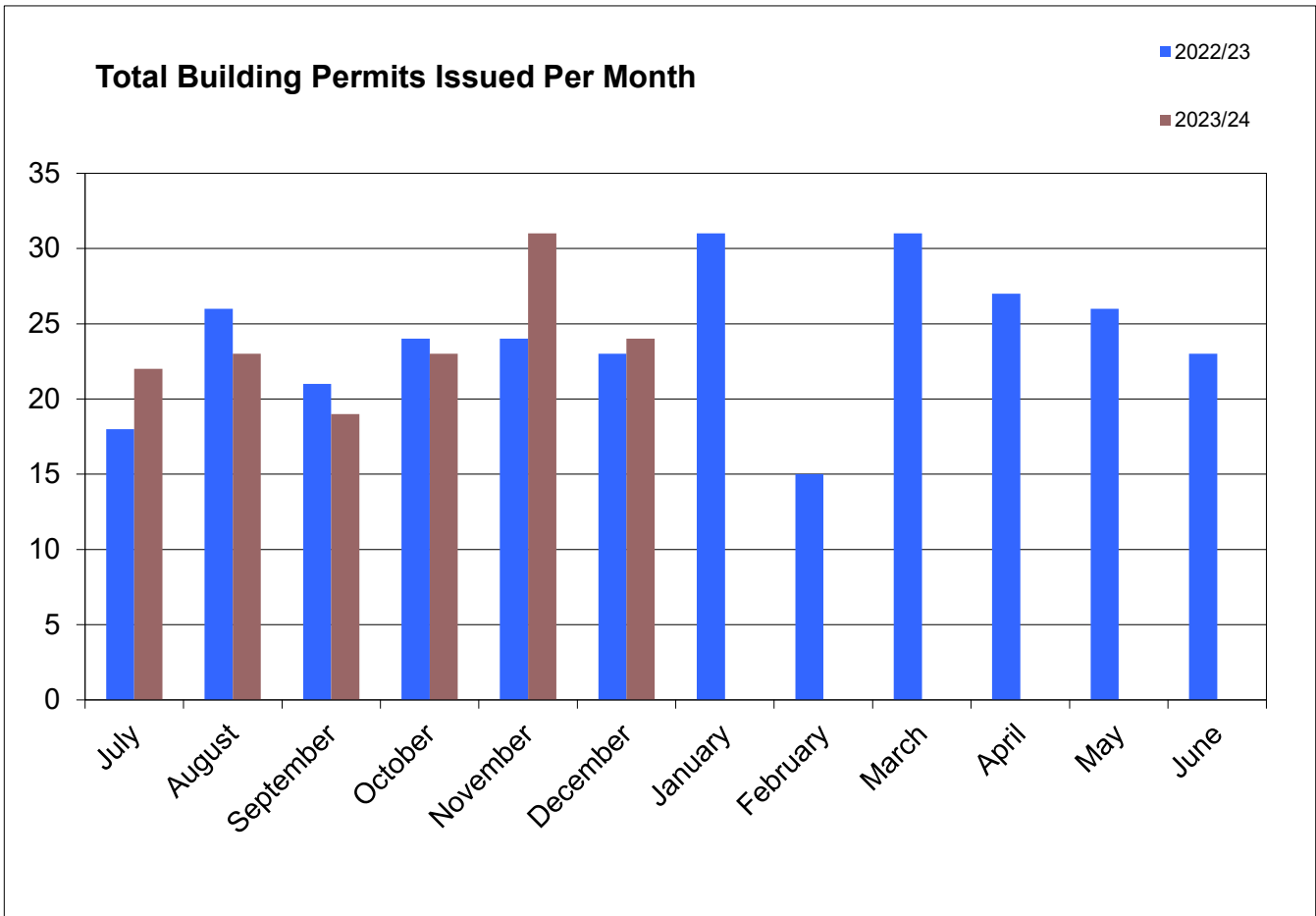
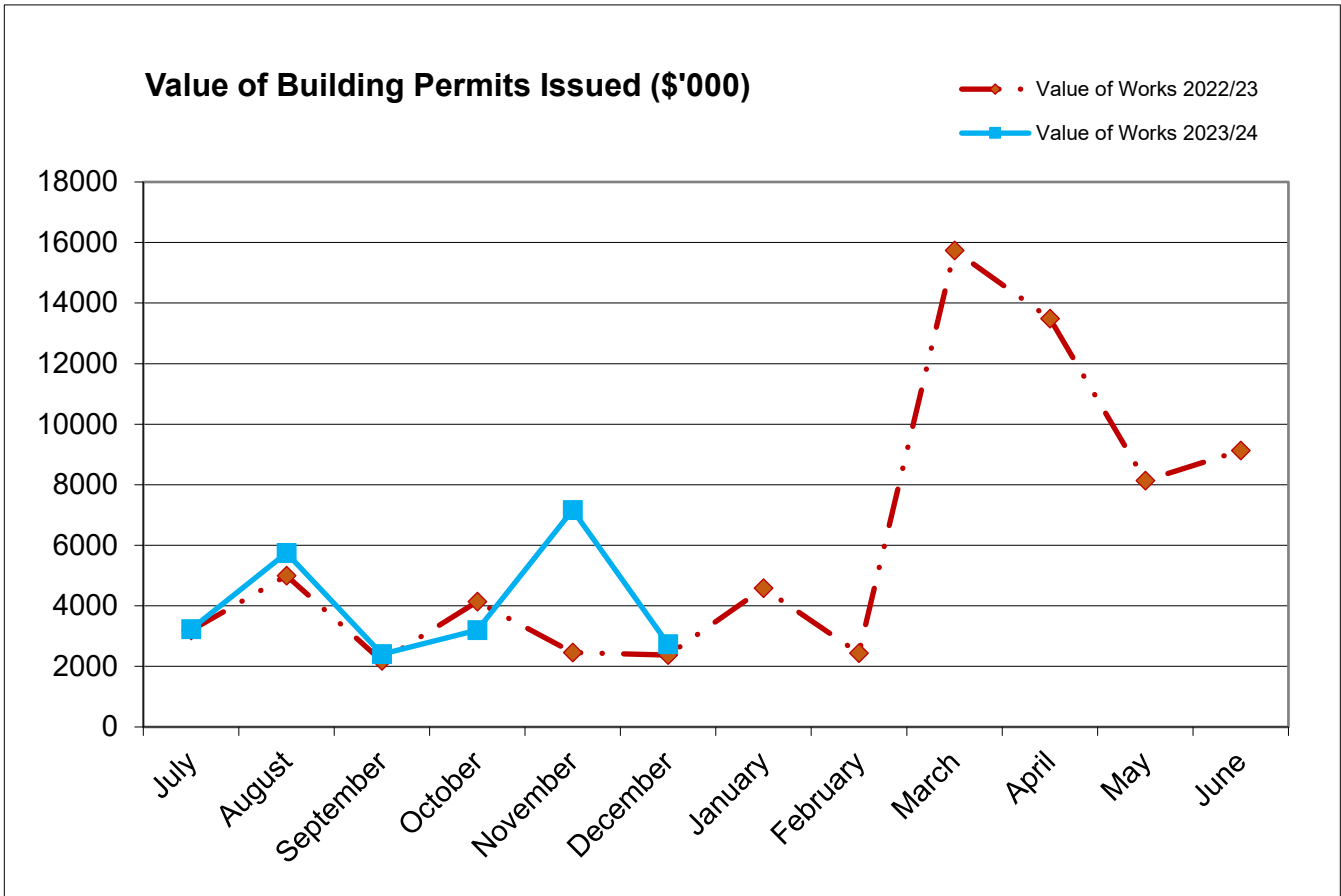
File No	Description	Property Address	Value	
1	DA7353	Construction of a swimming pool and safety barrier	8 Mayfair Drive, Benalla	\$13,816
2	DA4861	Demolition of stables	51 Hairs Lane, Benalla	\$15,000
3	DA7385	Relocatable dwelling	1049 Benalla-Tatong Road, Benalla	\$250,000
4	DA5777	Construction of a farm shed	89 Goorambat-Thoona Road, Goorambat	\$51,000
5	DA7162	Construction of a farm shed	139 Mt Samaria Road, Samaria	\$140,000
6	DA7173	Construction of a dwelling extension, porch and carport	102 Grant Drive, Benalla	\$176,000
7	DA7472	Construction of a farm shed	12 Wattle Creek Road, Winton	\$40,000
8	DA7341	Construction of a garage	2 Piccadilly Court, Benalla	\$15,290

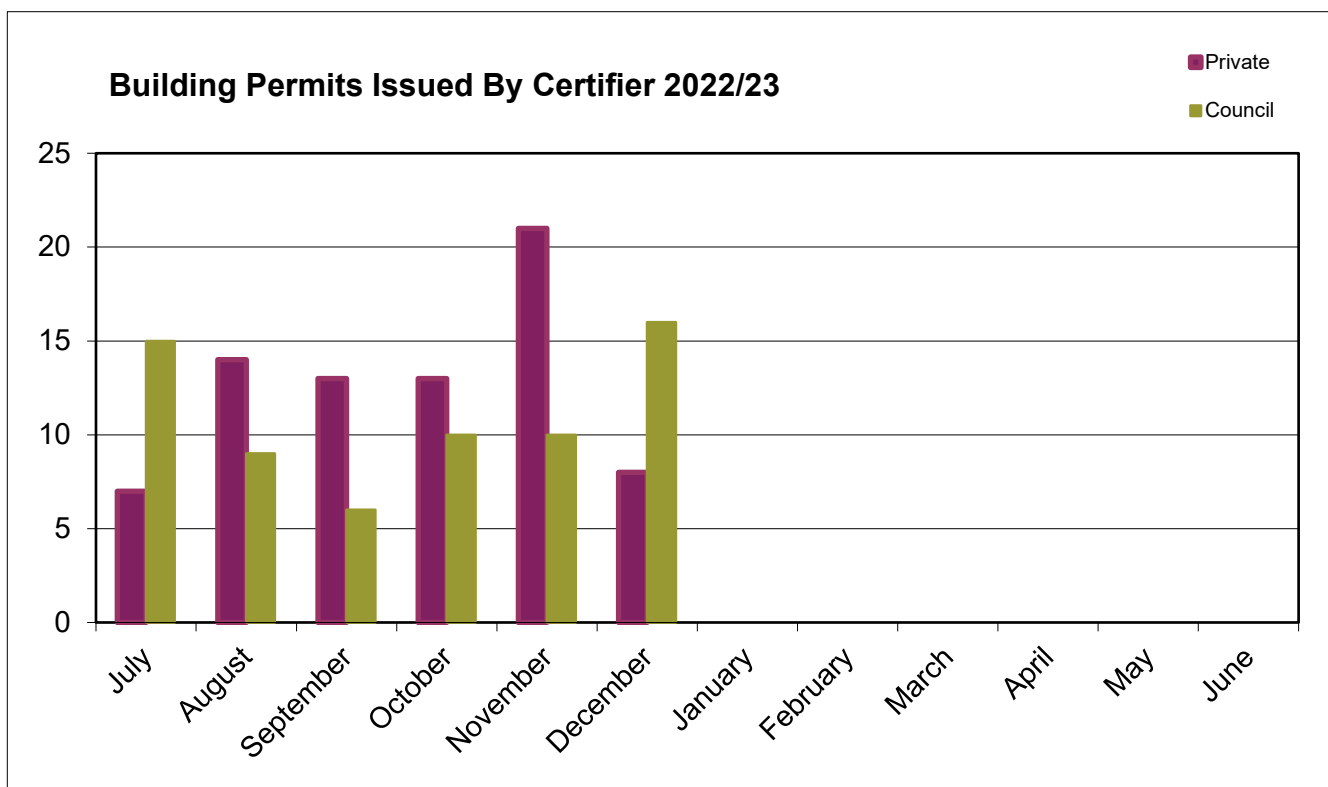
File No		Description	Property Address	Value
9	DA7564	Construction of a shed	30-36 William Street South, Benalla	\$13,476
10	DA6957	Construction of a verandah	9 Mclvor Street, Benalla	\$11,260
11	DA7378	Demolition of a dwelling	52 Faithfull Street, Benalla	\$30,000
12	DA7378	Construction of two units	52 Faithfull Street, Benalla	\$498,000
13	DA7598	Construction of a dwelling and garage	39 Senator Drive, Benalla	\$423,187
14	DA7099	Construction of a shed	7 Tower Road, Benalla	\$68,055
15	DA6953	Construction of a swimming pool and safety barrier	22 Hall Drive, Benalla	\$100,000
16	DA7530	Construction of a dwelling	868 Kelleher Road, Goomalibee	\$315,550
17	DA5256	Construction of a carport	180 Grant Drive, Benalla	\$9,800
18	DA7585	Re-stump dwelling	19 Ryan Street, Benalla	\$12,980
19	DA7596	Construction of a dwelling, garage and shed	171 Grant Drive, Benalla	\$883,125
20	DA7528	Construction of a swimming pool and safety barrier	7 McConnan Street, Benalla	\$58,050
21	DA7549	Construction of a dwelling and garage	16 Mayfair Drive, Benalla	\$540,255
22	DA7240	Construction of a shed	528 Four Mile Road, Benalla	\$15,500
23	DA4739	Construction of a shed (shipping container)	30 Fox Street, Winton	\$10,000
24	DA2406	Construction of an alfresco	10 McConnan Street, Benalla	\$32,046
25	DA7587	Construction of a dwelling and garage	48 Livingstone Boulevard, Benalla	\$446,906
26	DA7218	Construction of a dwelling and garage	184 Baddaginnie-Benalla Road, Benalla	\$502,750
27	DA2154/2	Construction of a police station – stage two	17-19 Bridge Street West, Benalla	\$1,977,655
28	DA6379	Construction of a covered area	668 Lake Mokoan Road, Winton North	\$90,000
29	DA758/6	Demolition of a school building	20 Faithfull Street, Benalla	\$52,000
30	DA5734	Construction of a dwelling	2389 Midland Highway, Swanpool	\$285,000
31	DA6809	Construction of a swimming pool and safety barrier	600 Lima Road, Lima	\$88,250
Total				\$7,164,951

December 2023

File No		Description	Property Address	Value
1	DA7541	Construction of a dwelling and shed	22 Mayfair Drive, Benalla	\$598,300
2	DA4586	Construction of a shed	27 Maud Street, Benalla	\$37,578
3	DA5311	Construction of a carport	9 Olivers Road, Benalla	\$12,292
4	DA4434	Construction of a verandah	6 Dunlop Place, Benalla	\$22,256
5	DA6532	Construction of an alfresco	18 Goomalibee Street, Benalla	\$9,621
6	DA4216	Construction of a farm shed	640 Benalla-Tatong Road, Benalla	\$102,764
7	DA5338	Construction of a farm shed	409 Goorambat-Thoona Road, Goorambat	\$40,000
8	DA7481	Construction of a dwelling extension	16 Crammond Street, Benalla	\$15,370
9	DA7581	Construction of a swimming pool and safety barrier	201 Coach Road, Benalla	\$15,721
10	DA7353	Construction of a swimming pool safety barrier only	8 Mayfair Drive, Benalla	\$2,000
11	DA151/6	Construction of a shade cover	25 Arundel Street, Benalla	\$12,000
12	DA2118	Construction of a carport	14 Braeside Lane, Tarnook	\$5,589
13	DA7084	Construction of a shed	22 Simkin Drive, Benalla	\$14,703
14	DA765	Construction of a shed	Hangar 28 Benalla Airport, Samaria Road, Benalla	\$40,000
15	DA7276	Construction of a dwelling extension	27 Nunn Street, Benalla	\$450,000
16	DA7148	Construction of a dwelling	454 Mitchell Road, Tatong	\$540,000
17	DA7583	Construction of a dwelling and garage	73 Inglis Road, Benalla	\$389,179
18	DA4927	Construction of a swimming pool and safety barrier	2056 Benalla-Tatong Road, Tatong	\$61,900
19	DA7571	Construction of a pergola and verandah	11 Hiscock Court, Benalla	\$30,638
20	DA6929	Construction of a garage	18 Russell Street, Benalla	\$39,174
21	DA6632	Construction of a patio	36 Weary Dunlop Drive, Benalla	\$41,989
22	DA7588	Construction of an outbuilding	5 Benson Street, Benalla	\$32,654
23	DA6061	Construction of a swimming pool and safety barrier	64 Tulley Road, Lima East	\$60,610
24	DA7602	Construction of two enclosed verandahs	32 Farrell Road, Benalla	\$160,394
Total				\$2,734,732

Building Permits Issued by Certifier by Month





COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

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

Livability

- Vibrant public spaces and places.
- Connected and accessible roads, footpaths, transport and parking.

Economy

- Population growth.

Environment

- Healthy and protected natural environment.

Leadership

- Good governance.

Recommendation:

That the report be noted.

2. Development Department Activity Report for the Quarter Ended 31 December 2023

SF/255

Nilesh Singh – Manager Development

PURPOSE OF REPORT

The report presents the activities of the Development department for the quarter ended 31 December 2023.

Strategic Planning

- At a Planning and Development Committee Meeting on 5 October 2022 it was resolved to adopt the engagement plan for the Heritage Study. The engagement plan will now be implemented to obtain as much information as possible to inform the Heritage Study. In the meantime, the Regional Planning Hub has provided Council with the remaining allocated funds to complete the study works (Stage 2). Procurement has been completed to engage a heritage consultant to complete the heritage study. An inception meeting is being organised with the heritage consultant to progress the study. Work is currently being undertaken by Heritage consultants to undertake the heritage study in consultation with key stakeholder groups as outlined in the engagement plan (Stage 1). The Heritage Committee will be commencing its meeting within the following quarter.
- Procurement for technical reports to progress the Benalla Urban Growth Study is in progress. The technical reports will inform how residential growth can be achieved in the area to the west of Mansfield Road and to the northwest of Benalla.

Statutory Planning

- 38 applications received during the quarter.
- 33 applications decided during the quarter.
- 85.61 per cent of applications were decided within statutory timeframes.
- 246 phone calls received.

Building Surveying

- 186 building inspections.
- 92 building certificates.
- 36 building permits issued.
- 42 private building permits issued.
- 498 phone calls.

Public Health

- A run of several serious outbreaks of viral gastro illness occurred at several aged care, medical care and Council registered premises and facilities. These resulted in extremely high attack rates, ambulances, hospital time and may have unpleasantly contributed to one death.

Numerous Christmas parties, social events and medical procedures were interfered with or cancelled. In one outbreak 72 people including almost all staff came down with the infection.

It takes a week or so to confirm what the causative bug is.

Emergency precautions are taken in case the outbreak is more serious. Testing did indicate there were sometimes other more dangerous organisms also present that needed medical follow up. Very few people have resistance to these new types of post pandemic gastro infections.

Compliance

- The compliance team impounded 61 domestic animals.
- Responded to 93 domestic animal related requests.
- 27 dogs and cats were returned to their homes.

Emergency Management

- The Winton Flood scoping study has been completed.
- Discussions are on-going with GBCMA regarding a 50/50 State Government grant proposal for a full Baddaginnie Flood Study.
- The BRCC Pandemic Plan is nearing completion with the able assistance of Councils EHO, Department of Health and additional input from the MEMPC Community Rep.
- The Municipality has had both fire and flood occurrences, including both on the same day.
- The Fire season appears to be attenuated but there is still the possibility of a short sharp grassfire season.

Manager Development

Septic Tanks

- 15 'Permit to Install' issued.
- 12 'Certificate to Use' issued.
- 74 septic inspections conducted.

Wastewater Referrals for Planning Permit

- 30 applications referred for planning comments to Manager Development for wastewater comments for planning proposals.

Fee Dispensation

The Council supports community groups and not-for-profit organisations through fee dispensation or reduction and responding to other circumstances as warranted.

For the quarter ended 31 December 2023, 6 applications to the value of \$384 in fee dispensations were approved:

Community Events	1
Fundraising	1
Burning Off	1
General	3
Food premises Late Registrations	0
Planning Matters	0
Building Matters	0
Other	0

Applications Received:

Applicant	Permit Type	Value
Benalla Lions Club	Permit to Burn	\$64
Benalla SES Unit	Fundraising Permit	\$64
Benalla Hospital Auxiliary	General Permit	\$64
Benalla RSL Subbranch	General Permit	\$64
Good Friday Appeal	Community Event Permit	\$64
Australian Government Mobile Service Centre	General Permit	\$64
Total		\$384

FINANCIAL IMPLICATIONS

	Notes	2023/24 YTD Actual	2023/24 YTD Budget	2023/24 YTD Variance	2023/24 Full Year Budget	2023/24 Full Year Forecast
Development Operations		\$112,105	\$122,227	\$10,122	\$244,506	\$244,506
Planning	1	(\$35,509)	\$63,954	\$99,463	\$135,970	\$436,342
Building		\$160,510	\$172,236		\$344,458	\$241,264
Compliance		\$305,613	\$312,432	\$6,818	\$693,319	\$690,897
Public Health	3	\$14,087	\$45,372	\$31,285	\$90,751	\$126,851
Emergency Management	4	\$54,250	(\$18,053)	-\$72,303	\$23,910	\$65,191
Total		\$611,057	\$698,168	\$87,110	\$1,532,913	\$1,805,051

Notes:

1. Favourable variance due to income for permit fees and awaiting project consultancy payments (Heritage and Benalla West Growth Plan).
2. Favourable variance due to delay in receiving invoice from immunisation service provider.
3. Unfavourable variance due to delay in receiving payment from Local Government Victoria for the Emergency Management Coordinator position and balance of Winton Flood Study grant funding.

Recommendation:

That the report be noted.

3. People and Performance Department Activity Report for the Quarter Ended 31 December 2023

SF/1538

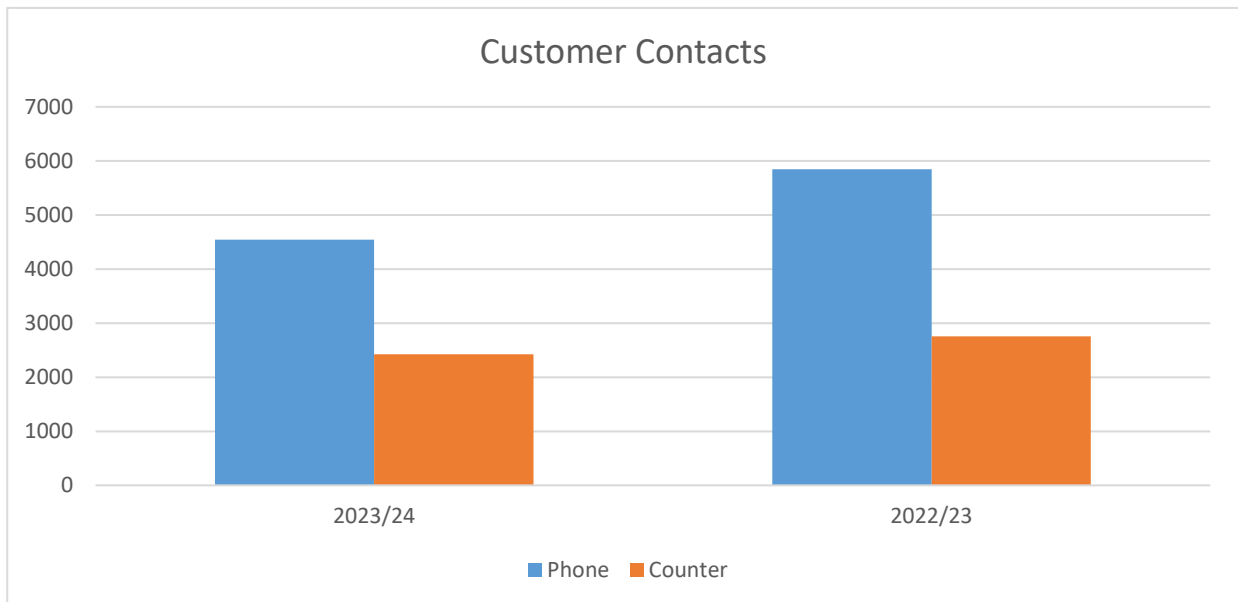
Janine McMaster – Manager People and Performance

PURPOSE OF REPORT

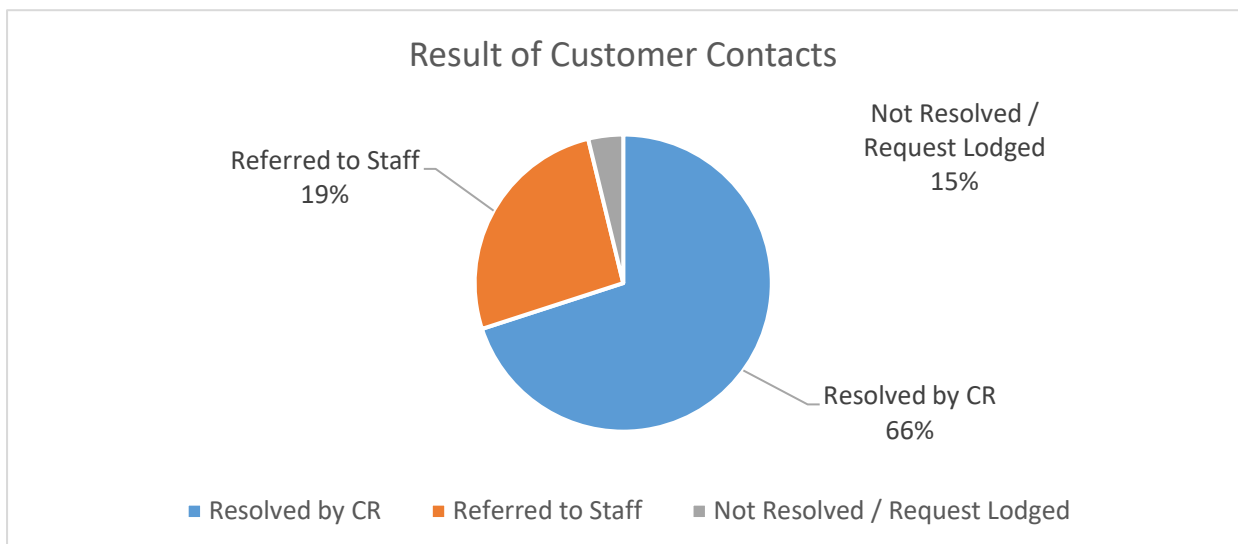
The report presents the activities of the People and Performance Department for the quarter ended 31 December 2023.

Customer Relations

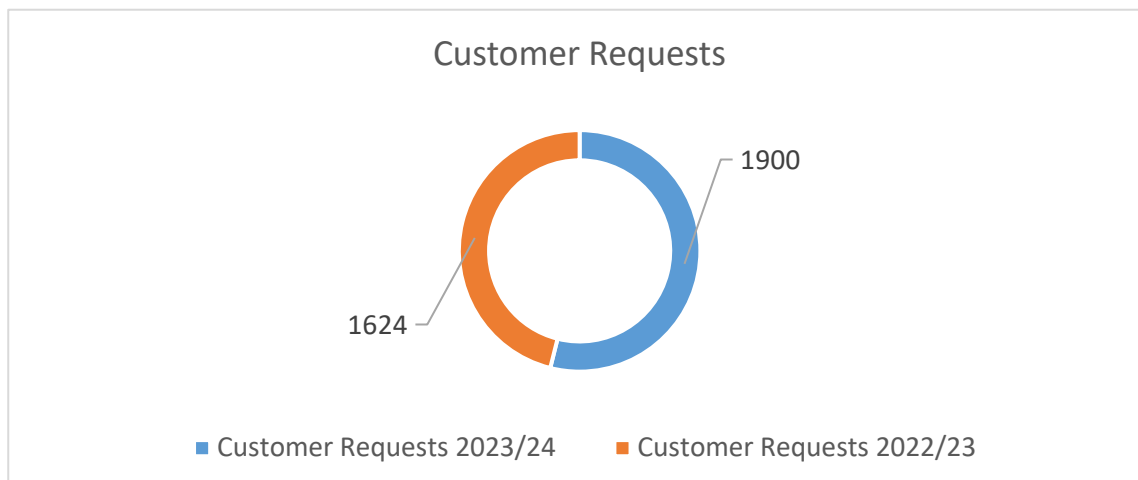
- Customer contacts have decreased by 19 percent for the quarter compared to 2022/23.



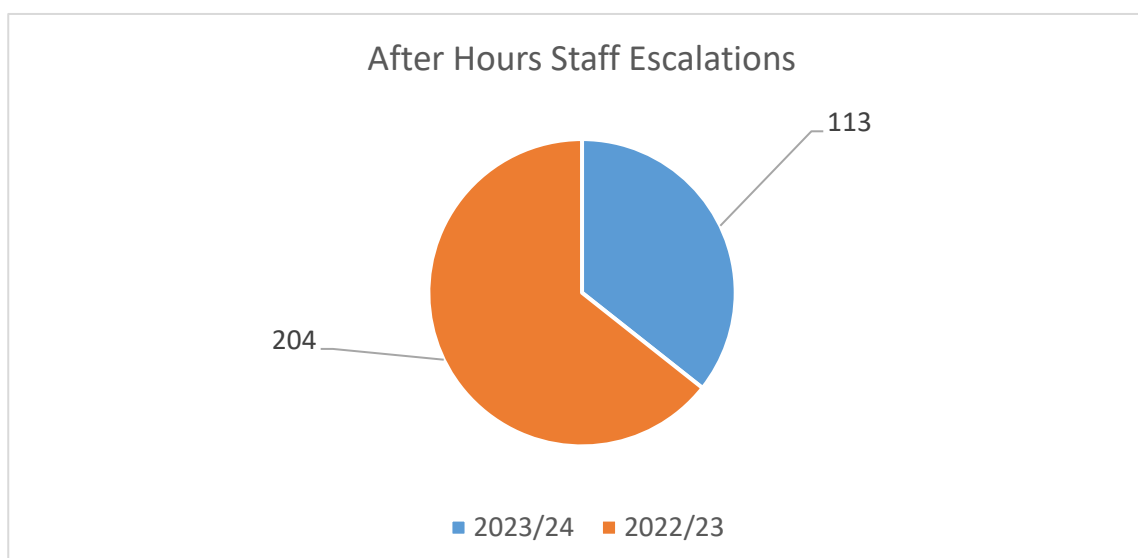
- This quarter has seen a shift in the customer contact categories results, with an increase to CRMS requests logged and enquiries being resolved by Customer Relations.



- Customer requests (CRMS) increased by 17 percent for the quarter compared to 2022/23.



- After hours phone service decreased by 45 percent for staff escalations.



Human Resources

- Workplace incidents are a combination of cut/laceration, slip/trip/fall, moving object, animal and musculoskeletal. One of these incidents resulted in a Workcover claim. The claim was for musculoskeletal which occurred while the staff member was moving a table which resulted in twisting their back. The staff member has returned to full duties and with no further medical issues.
- Ongoing maintenance and administration of the Human Resources functions, including the following areas: recruitment, interview, induction, organisational wide training and monitoring the training budget.
- Commenced working on the development of an Employee Handbook. The book will be a document that provides important information to new employees prior to their commencement.

Service	September 2023	December 2023
Recruitment	6	4
Turnover	3	1
Training Applications	22	74
Workplace incidents	5	6
WorkCover claims	1	1

Payroll

- Maintained Payforce database in response to changes in employee details and terms of employment.
- Responded to internal payroll enquiries.
- Prepared managers’ payroll reports each fortnight and other ad hoc reports and costing requests.
- Continuing the rollout of automated payroll processing (removing timesheets from majority of staff).
- Provide data for reports and surveys as required.

Risk Management

Occupational Health and Safety

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

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

OH&S Committee meeting was held at the end of November, no major issues reported. Work continues on the development of council’s Risk Registers.

In collaboration with the Statcom Group, the Corporate Risk Coordinator has been coordinating the professional review and update of Evacuation Plans for all of council work sites.

The Corporate Risk Coordinator attended the following webinars and training sessions during the month of October for *Health and Safety month*:

- Why Worksafe exists, Hazardous manual handling basics and how to support injured workers back into the workplace safely.
- Safety Health and Environment Group.

Management Information

- 19,249 electronic documents were saved into Content Manager during this quarter, which was 14 less than the last quarter.
- Ongoing processing of both electronic and hard copy information.
- Continuing to work with other stakeholders on the implementation of the joint Information Management solution as part of the Collaborative Digital Innovation (CODI) Project.

Volunteer Development

- During November and December a number of small celebratory activities were held for volunteers. These included morning and afternoon teas, lunches, and dinner.
- Our volunteers were presented with Christmas cards and a small gift of a Bamboo Calendar in appreciation of their work for the year.
- The Dead headers and Litter Gatherers joined together this year for morning tea on the Lake foreshore near the Art Gallery and were joined by a few of the Outdoor staff.
- The Gallery Volunteers enjoyed a morning tea at the Gallery Café.
- The Benalla Visitor Information Centre volunteers enjoyed dinner at Ella Goose Restaurant.
- During this quarter the volunteer numbers have fluctuated and this has been due to losing some volunteers due to ill health or moving from the area. However, we have been fortunate to have also gained some new volunteers.
- 199 surveys regarding volunteer celebrations have been sent out to all active volunteers. This data will be collated in February 2024.

Volunteer activity for the quarter:

Volunteer Activity	Current 2023	
	Registered	Active
Arts and Tourism	60	44
Events and Festivals	18	11
Youth Programs (Live4Life) Not all students currently recorded in Data Sheet	25	18
L2P (Mentors only)	32	31
Gardens maintenance and Litter Reduction	33	21
Specialist Committees & Steering Groups (includes Age Friendly and)	48	41
RedB4 Bookshop Benalla Library	66	39
Friends of Groups	53	41
Total	335	246



Benalla Visitor Information Centre Volunteers enjoyed dinner at Ella Goose.



L2P Christmas celebrations were held in the Benalla Visitor Information Centre.

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

Over this period, Benalla Library has welcomed 13,053 patrons through our doors and loaned a total of 14,087 items.

Activity	October 2024	November 2024	December 2024*
Total Visits	4,674	4,941	3,438
Total Loans	5,100	4,932	4,055
Total Members	3,812	3,831	3,816

* Note: Library closed Sunday 24 December 2023 and reopened Tuesday 2 January 2024

October

- The library welcomed three authors for separate talks – Bronwyn Hall, Jodi Gibson, and Helen Elliot.
- Library staff welcomed a work experience student who assisted with trend identification and ideas for engaging with teenage patrons.
- The Library Coordinator and the Education and Public Programs Officer attended multiple personal development seminars, virtually and in-person.
- The Library Coordinator commenced an eight-week course in “Identifying and Responding to Family Violence Risk” to broaden our knowledge on supporting our community.

November

- Benalla Library held a special themed story-time during the 2023 Benalla Festival and enjoyed welcoming the new faces.
- Staff completed Child Safe Training. A Speech Pathologist attended the library as a part of the *Speechie Library Talks* to help parents develop their children’s language skills through reading out loud.
- A family history author talk was held with Dr Garry Moore, discussing his works focusing on the life and times of his prominent local ancestors.

December

- Benalla Library partnered with Upper Murray Family Care for a special story-time in December for 16 Days of Activism. Darry Fraser held an hilarious author talk, which incited a frenzy of patrons to place her titles on hold, and Catherine Warnock for her first author talk for “Kisses From Granny”.
- The Library Coordinator attended a workshop on “Ending Loneliness Together”, solidifying the importance of the Public Library Victoria’s goal of combatting loneliness within our communities.
- Benalla Library were thrilled to welcome Melanie Trecek-King, Associate Professor of Biology at Massasoit Community College in Brockton, Massachusetts, on her international speaking tour for her program “Thinking Is Power”, a critical-thinking seminar targeted towards educators.

FINANCIAL IMPLICATIONS

	Notes	2023/24 YTD Actual	2023/24 YTD Budgets	2023/24 YTD Variance	2023/24 Full Year Budget	2023/24 Full Year Forecast
People and Performance	1	\$322,781	\$374,223	\$51,442	\$748,515	\$737,170
Customer Relations	2	\$182,589	\$239,075	\$56,486	\$478,181	\$538,181
Records Management	3	\$121,264	\$157,636	\$36,372	\$315,302	\$315,302
Volunteer Development		\$24,891	\$29,228	\$4,337	\$59,917	\$59,917
Risk Management	4	\$534,386	\$681,285	\$146,900	\$754,928	\$754,928
Library		\$169,760	\$154,406	-\$15,354	\$469,901	\$439,783
Total		\$1,355,671	\$1,635,853	\$280,182	\$2,826,744	\$2,845,281

Notes:

1. Favorable variance due to timing difference with staff taking leave entitlements. Staff training reduced over Christmas/New Year period.
2. Favorable variance due to COVID19 RAP grant received in 2023/24, expenditure incurred 2022/23 and Trainee commencing later than budgeted.
3. Favorable variance due to reduced staff costs.
4. Favorable variance due to reduced insurance costs, including less than budgeted claim payments.

Recommendation:

That the report be noted.

4. Councillors’ Expenses For the Quarter Ended 31 December 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	2023/24 Q1	2023/24 Q2
Cr Claridge	\$147.24	\$147.24
Cr Davis	\$147.24	\$147.24
Cr Firth	\$51.81	\$51.81
Cr Gunaratne	\$147.24	\$147.24
Cr Hearn	\$147.24	\$147.24
Cr King	\$147.24	\$147.24
Cr O’Brien	\$147.24	\$147.24
Total Ex GST:	\$935.28	\$935.28

Councillors' reimbursement of expenses

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

Councillors' reimbursements are detailed in the table below:

Date	Councillor	Reimbursement Details	Amount (ex. GST)
24 Nov 23	Cr Hearn	Catering – Assembly of Councillors Meeting - 29 Nov 23.	\$80.00
Total			\$80.00

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.

Date	Councillor	Description	Professional Development (ex. GST)	Conferences & Seminars (ex. GST)
28/07/2023	Cr Hearn, Cr King and Cr O'Brien	MAV Housing Summit	\$0	\$0
01/09/2023	Cr Claridge and Cr Hearn	Victorian Local Government Association - Global Executive Panel: Harmonious council decision making – Setting up councils for Success	\$100	\$0
21/09/2023	Cr O'Brien	Australian Local Government Women's Association - Hands Up for Mayor and Deputy Mayor	\$0	\$0
27/09/2023	Cr Claridge, Cr Hearn and Cr Firth	MAV Conference and Dinner	\$0	\$1,590
12/10/2023	Cr Claridge, Cr Hearn and Cr Firth	MAV Conference – Accommodation	\$0	\$1,110
26/10/2023	Cr O'Brien	Australian Local Government Women's Association – Reset and Refresh	\$0	\$0
16/11/2023	Cr Claridge	MAV Rural and Regional Forum	\$0	\$0
19/12/2023	Cr Claridge	MAV Victorian recycling Infrastructure Plan Briefing Session	\$0	\$0
Total			\$100	\$2,700

FINANCIAL IMPLICATIONS

The *2023/24 Budget* allocated for Councillors’ attendance at professional development courses, conferences and seminars is \$14,700.

Summary	Professional Development (ex. GST)	Conferences & Seminars (ex. GST)
Quarter ended 30 September 2023	\$100	\$1,590
Quarter ended 31 December 2023	\$0	\$1,110
Total spend as at 31 December 2023	\$100	\$2,700

Recommendation:
That the report be noted.

This page intentionally left blank

5. CEO Credit Card Report for the Quarter Ended 31 December 2023

SF/5486

Tracey Beaton – Executive Coordinator

PURPOSE OF REPORT

The report details expenditure associated with the corporate credit card issued to the Chief Executive Officer for the quarter ended 31 December 2023.

BACKGROUND

As part of an audit of the Council's 2017/18 financial statements, the Victorian Auditor General's Office recommended that the Chief Executive Officer's credit card transactions be reviewed and authorised by a Council member.

In response to the recommendation, transactions on the CEOs credit card are reported quarterly to the Council.

CEO Credit Card Transactions for the Quarter ended 31 December 2023

Date	Details	Amount (ex. GST)
14/10/2023	EV Premium Connectivity – EV Charging	\$9.08
23/10/2023	Evie Networks – EV Charging	\$13.55
23/10/2023	Evie Networks – EV Charging	\$19.41
24/10/2023	Evie Networks – EV Charging	\$17.98
25/10/2023	Tesla Inc – EV Charging	\$21.00
27/11/2023	Evie Networks – EV Charging	\$16.11
07/11/2023	Chargefox Pty – EV Charging	\$5.55
11/11/2023	Tesla Inc – EV Charging	\$27.36
14/11/2023	Tesla Inc – EV Charging	\$9.08
04/12/2023	Tesla Inc – EV Charging	\$16.61
14/12/2023	Tesla Inc – EV Charging	\$9.08
Total		\$164.81

Recommendation:

That the report be noted.

6. Urgent Business

Closure of Meeting