

Finance and Operations Committee

Agenda

Date: Wednesday 11 May 2022

Time: 5.30pm

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

The *COVID-19 Omnibus (Emergency Measures) Act 2020* enables councils to hold meetings electronically. This measure is intended to ensure the safety of members of the public, Councillors and Council staff.

The Council Meeting Room has limited capacity for public attendance. Accordingly, members of the public are encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

Any person wishing to participate in Question Time in accordance with Rule 7.2 of the *Governance Rules 2020* should contact the Council by emailing council@benalla.vic.gov.au or telephoning Governance Coordinator Jessica Beaton on (03) 5760 2600.

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

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Agenda

Chair	Councillor Justin King	
Councillors	Councillor Danny Claridge	
	Councillor Peter Davis	
	Councillor Don Firth	
	Councillor Bernie Hearn (Mayor)	
	Councillor Punarji Hewa Gunaratne	
	Councillor Gail O’Brien	
In attendance	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Jane Archbold	Manager Community
	Cathy Fitzpatrick	Manager Finance
	Janine McMaster	Manager People and Performance
	Adam Saddler	Manager Economic Development and Sustainability
	Tom Arnold	Community Development Coordinator
	Jessica Beaton	Governance Coordinator

Acknowledgment of Country

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

Apologies

Recommendation:

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

Confirmation of the Minutes of the Previous Meeting

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

Recommendation:

That the Minutes of the Finance and Operations Committee Meeting held on Wednesday 13 April 2022 be confirmed as a true and accurate record of the meeting.

Governance Matters

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

Recording of Council Meetings

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

Behaviour at Meetings

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

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

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

Disclosures of Conflict of Interest

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

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

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

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

Business

1. Public Question Time

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

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

A question may be on any matter except if it:

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

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

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

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

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

Recommendation:

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

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2. Financial Report For The Quarter Ended 31 March 2022

SF/1519

Cathy Fitzpatrick – Manager Finance
Robert Barber – General Manager Corporate

PURPOSE OF REPORT

The report presents the financial result compared to the budget for third quarter ended 31 March 2022 and presents outcomes from the 2021/22 third quarter budget review.

BACKGROUND

Section 97 of the *Local Government Act 2020* requires that at the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a meeting that is open to the public.

The budget report must include a comparison of the actual and budgeted results to data and an explanation of any material variations. In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

OPERATING RESULT

Year To Date 31 March 2022 Operating Result Compared to Budget

The report contains the Standard Income Statement and Statement of Capital Projects. The operating result for the quarter ended 31 March 2022 was a surplus of \$5.918 million which was \$3.522 million more favourable than the budgeted surplus of \$2.396 million as shown in Table 1 below.

Full Year (30 June 2022) Forecast Operating Result Compared to Budget

The forecast operating result for the year ending 30 June 2022 has been updated to reflect the budget review aligned with the forecast result for the draft Budget 2022/23.

The forecast operating result for the year ending 30 June 2022 is a surplus of \$1.294 million which is an unfavorable variance of \$0.660 million compared to the budgeted surplus of \$1.954 million as shown in Table 1 below.

Table 1 – Net Operating Result For the Period Ended 31 March 2022 and Third Quarter Forecast Compared To Budget As At 30 June 2022

	Notes	2021/22 YTD Actuals (Income) Expense \$'000	2021/22 YTD Budgets (Income) Expense \$'000	2021/22 YTD Variance \$'000	Full Year Budgets (Income) Expense \$'000	Q3 Forecast (Income) Expense \$'000	EOY Forecast to Budget Variance \$'000
Revenue							
Rates and Charges	1	\$19,932	\$19,562	\$370	\$19,575	\$19,878	\$303
User Charges - Statutory Fees and Fines	2	\$590	\$372	\$218	\$493	\$546	\$53
User Charges	3	\$3,816	\$3,121	\$695	\$4,196	\$4,910	\$714
Operating Grants – Recurring	4	\$3,538	\$3,408	\$130	\$4,504	\$8,125	\$3,621
Operating Grants – Non-Recurring	5	\$627	\$198	\$429	\$233	\$469	\$236
Capital Grants - Recurring		\$975	\$975	\$0	\$975	\$975	\$0
Capital Grants – Non-Recurring	6	\$267	\$365	-\$98	\$6,349	\$2,741	-\$3,608
Contributions	7	\$283	\$71	\$211	\$94	\$291	\$197
Proceeds on Sale of Assets		\$0	\$0	\$0	\$25	\$25	\$0
Other Income	8	\$150	\$56	\$94	\$74	\$122	\$48
Unearned Income	9	\$630	\$0	\$630	\$0	\$0	\$0
Total Revenue		\$30,808	\$28,128	\$2,679	\$36,518	\$38,082	\$1,564

	Notes	2021/22 YTD Actuals (Income) Expense \$'000	2021/22 YTD Budgets (Income) Expense \$'000	2021/22 YTD Variance \$'000	Full Year Budgets (Income) Expense \$'000	Q3 Review Forecast (Income) Expense \$'000	EOY Forecast to Budget Variance \$'000
Expenses							
Employee Costs	10	\$10,042	\$10,051	\$9	\$13,627	\$14,195	-\$568
Materials and Services	11	\$9,558	\$9,650	\$92	\$12,837	\$14,272	-\$1,435
Doubtful Debts		\$0	\$0	\$0	\$15	\$15	\$0
Finance Costs	12	\$63	\$83	\$20	\$111	\$88	\$23
Other Expenses	13	\$191	\$282	\$91	\$421	\$421	\$0
Finance Costs Leases	14	\$12	\$25	\$13	\$34	\$34	\$0
Amortisation Intangible Assets	15	\$246	\$431	\$186	\$575	\$575	\$0
Amortisation Right of Use Assets	16	\$214	\$270	\$56	\$360	\$360	\$0
Depreciation	17	\$4,625	\$4,939	\$314	\$6,586	\$6,827	-\$241
Total Expenses		\$24,951	\$25,731	\$781	\$34,566	\$36,787	-\$2,221
Net Operating Surplus (Deficit)		\$5,857	\$2,397	\$3,460	(\$1,954)	(\$1,294)	-\$3,785

Income Statement Notes:

1. Rate and Charges favourable variance due to supplementary rate revenue \$206,000 and additional solar farm revenue in lieu of rates contributions \$152,000. Some objections to valuations are yet to be determined and may impact on the final Rates and Charges revenue as at 30 June.

Forecast favourable variance to 30 June overall \$303,000.

2. User Charges - Statutory Fees and Fines: Favourable variance \$218,000 million significant items:

▪ Permit Fees	\$196,695
▪ Fines	\$6,353
▪ Certificate Charges	\$13,402

Forecast favourable variance to 30 June overall \$52,800 due to Building Approval Service \$45,000 and Environmental Health Services \$11,000 offset by reduced in Swimming Pool Registration income \$7,000 due to legislation changes to payment deadlines.

3. User Charges: Favourable variance \$695,000 due to significant favourable variances:

▪ Landfill Service – Commercial Admission Charges, Gate Fees and Sale of Steel	\$150,994
▪ EPA Levy (collected for State Government)	\$385,338
▪ Planning	\$39,324
▪ Art Gallery Fees and Sales	\$22,503

Unfavourable Variance HACC – Brokerage \$70,286

Forecast results to 30 June are expected to be favourable \$714,241 due to significant favourable variances:

▪ Landfill Service – Commercial Admission Charges, Gate Fees and Sale of Steel	\$220,000
▪ EPA Levy (collected for State Government)	\$505,000
▪ Planning	\$36,099

Unfavourable Variance HACC – Brokerage \$80,000

4. Operating Grants – Recurring: Additional grant funding has increased revenue by \$130,181 due to additional COVID-19 related funded grants for several services.

▪ Youth Programs – L2P Program – funding renewed and increased	\$66,151
▪ Family Support – increase in funding	\$32,965
▪ School Crossing Funding increase in allocation	\$29,763
▪ Municipal Emergency Resources Program increased allocation	\$15,000
▪ FReeZA – Funding renewed and increased	\$11,626
▪ Benalla Library operations	\$5,366
▪ Seniors Festival Week activities	\$3,000

Forecast results to 30 June is \$3.62 million greater than budget due to continued COVID-19 related funding for various community support focussed service areas:

▪ Early payment of FAG grant 22/23 Operations	\$2,215,883
▪ Early payment of FAG grant 22/23 Roads	\$1,281,095
▪ Youth Programs	\$73,150
▪ Family and Children Services - Programs	\$42,030

5. Operating Grants - Non-Recurring: Favourable variance \$428,951 additional grant funding not budgeted for in the 21/22 year:

▪ Working for Victoria Part 2021/22	\$175,034
▪ Roadside Weeds and Pest Program 21/22 Funding Application – Approved post budget	\$40,746
▪ Local Govt Business Concierge and Hospitality Support Program	\$30,000
▪ Waste Service – programs of standardised four bin service	\$21,122
▪ Premier’s Reading Challenge	\$6,302

Forecast results to 30 June are expected to be favourable \$236,000 recognising additional funding not budgeted for in 2021/22 year and transfer of some grants changing to recurring given renewal of funding agreements.

6. Capital Grants - Non-Recurring: Unfavourable variance \$98,248 caused by delay in commencement of the Visitor Information Centre Redevelopment and Benalla Art Gallery Redevelopment.

End of year unfavourable \$3.608 million attributed to reduction in grant recognition:

▪ Visitor Information Centre Redevelopment	\$936,143
▪ Building Art Gallery Redevelopment	\$2,500,000
▪ Outdoor Activation Funding 20/21	\$90,000

Partly offset by the following new grant unbudgeted grants received:

▪ Outdoor Activation Funding 2021/22	\$300,000
▪ Improvement to Emergency Water Supply Points Instal high-capacity pump upgrade Casey’s Weir	\$42,220

7. Contributions: Favourable variance \$211,809 as additional contribution funding received:

▪ Other Contributions Vic Link Package Program	\$81,859
▪ Public Open Space contribution	\$23,900
▪ Australia Day events contributions	\$15,440
▪ Art Gallery – Community Heritage Grant	\$5,458

Unfavourable variance Benalla Festival sponsorship 2021 \$20,000 as event unable to run.

8. Other Income: Favourable variance of \$94,208 due to reimbursements associated with WorkCover \$54,882.

End of year forecast is expected to be favourable \$48,000.

9. Unearned Income: Favourable variance of \$373,000 attributed to new capital grant, which income cannot be reflected as earned income unless in direct reflection of the project’s percentage complete. All capital projects will be reviewed by the Manager Assets and Infrastructure quarterly and capital grant revenue and unearned income adjusted accordingly.

No variance forecast to 30 June as income will be ‘earned’ under.

10. Employee costs: Overall were favourable by \$8,738 due to COVID-19 requiring the reallocation of staff and additional labour requirements to deliver some services impacted by COVID-19. Several grants were received and recognised in 2020/21 financial year, however, delivery also incurred salary costs in 2021/22.

Reductions in salary costs due to COVID-19 restrictions and facility closures were offset by additional grant funded items unfavourable variances such as:

▪ Business Development - Working for Victoria Project Concierge and Hospitality Support Program	\$254,945
▪ Family and Children’s Services	\$136,633
▪ Maternal Child Health	\$54,096
▪ Aged and Disability Services	\$17,411
▪ Art Gallery	\$15,430
▪ Library	\$12,025
▪ Tourism – Visitor Information Centre	\$9,783

Forecast results to 30 June is expected to be unfavourable \$567,925 impacted by additional labour costs for services many impacted by COVID-19 operational requirements and additional grant projects requiring employee costs variances offset by some services being lower due to COVID-19 closure.

Major variances:

▪ Aged and Disability Services	\$250,759
▪ Business Development – Working for Victoria Project Concierge and Hospitality Support Program	\$196,063
▪ Maternal Child Health	\$142,804
▪ Art Gallery	\$26,893
▪ Compliance Services	\$15,553

Offset by favourable variance in Economic Development and Sustainability \$66,000 due to vacancies and maternity leave, which will be offset by increases in Materials and Services.

11. Materials and Services: Forecast results to 30 June is expected to be unfavourable by \$1.435 million. Impacted by carry forward expenditure items from 2020/21 totalling \$1.122 million for services impacted by closure due to COVID -19 restrictions and grant projects delivery delayed due to limited physical access to locations.

Significant additional expenditure on materials and contract payments are also forecast specifically:

▪ Family & Children Services funded programs	\$256,027
▪ Landfill – EPA levy (income collection offsets)	\$235,288
▪ Environmental Projects	\$117,717
▪ Kerbside Waste – Garbage and Recycling costs	\$107,249
▪ Youth Grant Programs	\$93,120
▪ Maternal Child Health	\$90,219
▪ Community Operations Programs	\$87,524
▪ 10GB City Project and Buy from North from East Program	\$63,735
▪ Communications Services	\$61,000
▪ Art Gallery – community consultation project	\$35,730
▪ Library additional projects	\$25,790
▪ Animal Management costs	\$25,000
▪ Transition Plan – Four Bin Service Project	\$25,000

Materials and Services expenditure to 31 March 2022 is detailed in **Appendix 1**.

12. Finance Costs: Favourable variance of \$19,865 due to reduced interest charges.

Forecast to 30 June not expected to alter significantly.

13. Other Expenses: Favourable variance primarily due to delayed internal audits and community contributions to events delayed by COVID-19.

Forecast to 30 June not expected to alter significantly.

14. Finance Costs Leases: Favourable variance of \$13,195 due to reduced interest charges and access to replacement vehicles impacted by COVID-19 supply issues.

Forecast to 30 June not expected to alter significantly.

15. Amortisation Intangible Assets: Favourable variance of \$185,776 as Landfill Cell 2 has extended use until May 2022.

Forecast results to 30 June not expected to alter significantly.

16. Amortisation Right of Use Assets: New Accounting Standard introduced in 2019/20 actual value of lease rates charges are higher than estimated. Unfavourable variance of \$56,090 as required inclusion of new compactor agreement in 2021/22. Several vehicle leases were finalised with the completion of Working for Victoria project.

Forecast results to 30 June is not expected to alter significantly.

17. Depreciation: Favourable variance \$314,000 as some 2021/22 capital works projects were not finalised due to COVID-19 restrictions.

Forecast results to 30 June is unfavorable \$241,000 as capital projects will be finalised in 2022 with additional depreciation costs.

CAPITAL PROJECTS PROGRAM RESULT

The Capital Projects Program result for the six months ended 31 March 2022 was expenditure of \$3.483 million, which was \$6.367 million less than the budgeted expenditure of \$9.851 million as shown in Table 2 below.

Table 2 – Capital Projects Program result for the period ending 31 March 2022 and Third Quarter Forecast to 30 June 2022

Asset By Type	2021/22 YTD Budget \$'000	2021/22 YTD Actuals \$'000	2021/22 YTD Variance \$'000	2021/22 Full Year Budget \$'000	2021/22 Q3 Year Forecast \$'000
Roads	\$2,140	\$1,230	\$911	\$2,141	\$2,383
Footpaths	\$198	\$55	\$143	\$198	\$169
Drainage	\$1,138	\$108	\$1,030	\$1,144	\$494
Buildings	\$2,323	\$65	-\$2,258	\$4,454	\$1,318
Plant, Machinery and Equipment – Capital	\$282	\$14	\$268	\$285	\$327
Fixtures, IT, Fittings and Furniture, Artworks	\$265	\$174	\$91	\$275	\$275
Computers and Telecoms	\$110	\$31	\$79	\$200	\$200
Library Stock	\$96	\$83	\$13	\$96	\$88
Waste Management	\$2,212	\$1,316	\$896	\$3,510	\$2,020
Parks, Open Spaces and Streetscapes	\$356	\$231	\$125	\$356	\$576
Off-Street Car Parks	\$296	\$89	\$206	\$296	\$375
Other	\$435	\$87	\$347	\$435	\$202
Total	\$9,851	\$3,483	\$6,367	\$13,390	\$8,427

An update on the 2021/22 Capital Projects Program will be presented to the Planning and Development Committee on 18 May 2022.

COUNCIL PLAN 2021-2025 IMPLICATIONS**Leadership**

- Good governance
- High performance culture

FINANCIAL IMPLICATIONS

Significant additional operating and capital grant income and contributions have been received throughout 2021/22 year. Materials and Services is significantly higher as a result of carry forward expenditure items from 2020/21 \$1.122 million and the additional expenditure required for grant projects (some income part recognised 2020/21) and others in 2021/22.

The forecast result is based on the Council's status as at 31 March 2022 and the impact of COVID-19 service restrictions and ongoing costs are estimated based on available data.

Additional current year capital and operating grants received are forecast to be acquitted in 2021/22.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

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

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Item 2- Appendix 1

Materials and Services as at 31 March 2022	2021/22 YTD Actuals	2021/22 YTD Budgets	2021/22 YTD Variance
04: Vandalism	73	6,183	6,110
05: Contract Staff	140,113	113,387	(26,726)
06: Catering & Refreshments	19,721	17,802	(1,919)
07: Materials	498,657	567,080	68,422
08: Contract Payments	3,180,392	3,006,472	(173,920)
09: Merchandise	41,950	23,103	(18,847)
10: Functions & Receptions	13,453	13,014	(439)
11: Stores Issues	108,459	144,369	35,910
12: Repairs & Maintenance	212,406	288,329	75,923
18: Lease Payments	50,701	84,600	33,899
20: Bank Charges	37,895	37,401	(494)
21: Advertising & Promotion	58,348	42,815	(15,533)
23: Exhibitions	34,841	45,000	10,159
24: Insurance	536,636	680,000	143,364
25: Legal Expenses	84,886	101,111	16,225
26: Consultants General	154,161	125,166	(28,995)
27: Membership & Subscriptions	156,281	136,593	(19,688)
28: Security Expenses	21,902	27,123	5,221
29: Postage & Freight	1,906	27,378	25,472
30: Printing, Copying & Stationery	46,602	88,994	42,392
31: Rent	34,932	26,436	(8,496)
32: Computer Support/Software	471,227	518,992	47,765
33: Internal Plant Hire Expense	192,245	335,885	143,640
35: Travel Expenses	1,756	23,299	21,543
36: Meeting Expenses	277	4,203	3,926
37: Staff Training / Courses	69,015	76,548	7,533
38: Vehicle Expenses	1,887	0	(1,887)
39: Electricity	207,540	307,290	99,750
40: Water Consumption	27,481	59,688	32,207
41: Gas	16,889	22,188	5,299
42: Telephone	69,955	103,314	33,359

Materials and Services as at 31 March 2022	2021/22 YTD Actuals	2021/22 YTD Budgets	2021/22 YTD Variance
43: Contributions & Reimbursements	23,060	24,306	1,246
47: Green Waste Mulching	13,286	15,000	1,714
49: Machine Hire	31,798	82,500	50,702
51: E.P.A. Levy	704,470	536,034	(168,436)
52: Domestic Animals Levy	0	9,798	9,798
53: Management Committees	120,356	101,712	(18,644)
54: Cleaning Expenses	111,221	138,831	27,610
103: Vehicle Fuel	198,119	189,522	(8,597)
104: Vehicle Maintenance - Standard	43,803	64,077	20,274
105: Vehicle Lease Payments	109,992	20,544	(89,448)
109: Canteen Trading Purchases	4,254	3,762	(492)
110: Performing Fees	31,931	22,500	(9,431)
126: Landfill Daily Cover	13,020	18,561	5,541
127: Landfill Rock Supplied	15,780	16,875	1,095
128: Gas Monitoring - Landfill	18,048	13,500	(4,548)
130: PAG Meal Costs	1,619	13,425	11,806
131: Diesel Rebate (Negative Expense)	(39,023)	(30,000)	9,023
140: Carry Forward Expenditure	41,894	0	(41,894)
144: Vehicle Maintenance - Repairs	94,922	86,250	(8,672)
145: Tyres Purchased for Plant	12,030	12,555	525
146: Registrations	21,597	0	(21,597)
16: Services (Non Contract) To Council	682,031	430,290	(251,741)
160: Audit / Monitoring costs Landfill	59,414	101,250	41,836
170: Museum Fees	831	750	(81)
171: Volunteer (Internal Charge) expenses	632	0	(632)
199: Internal Charge - Expense	742,167	678,906	(63,261)
34: Goods Delivered (Contractual)	8,537	45,213	36,676
Grand Total	9,558,378	9,649,924	91,546

3. 2021/2022 Community Sponsorship Program

SF/2857

Tom Arnold – Community Development Coordinator
Jane Archbold – Manager Community

PURPOSE OF REPORT

The report presents funding applications under the 2021/2022 Community Sponsorship Program.

BACKGROUND

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

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

DISCUSSION

Applications for consideration under the 2021/2022 Community Sponsorship Program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Tatong Memorial Hall Committee of Management Inc.	<p>On 26 June 2022, Tatong Hall Committee wish to host an afternoon tea for new and old residents and visitors to Tatong.</p> <p>The Tatong Community Historical Display 1905-2022 will showcase memorabilia and displays from the many Tatong community groups and sporting clubs over the decades to all members of Tatong and district. There are more than 30 groups.</p> <p>This historical display is a great way to reminisce and enjoy the chance to welcome and meet new families to Tatong. It will showcase to everyone in the community the history and community pride of the Tatong district from yesteryear, today and beyond.</p>	\$500	\$500
Total		\$500	\$500

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 Program, 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"> ▪ Promotion of program via media, website and social media. ▪ Program presented in public reports to the Council. ▪ Outcomes advised directly to applicants. ▪ Outcomes detailed in Annual Report.

FINANCIAL IMPLICATIONS

The *2021/22 Budget* allocates \$15,000 to the Community Sponsorship. To date, \$6,860 in Community Sponsorship grant funding has been allocated.

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

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

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

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That a \$500 grant from the 2021/22 Community Sponsorship Program be allocated to Tatong Memorial Hall Committee of Management Inc.

4. 2021/2022 Annual Grant Program and Major Event Funding Program

SF/2857

Tom Arnold – Community Development Coordinator

Jane Archbold – Manager Community

PURPOSE OF REPORT

The report presents funding applications under the 2021/2022 Annual Grant Program and Major Event Funding Program.

BACKGROUND

The Community Grants Program is an annual funding allocation designed to encourage not-for-profit community-based organisations to seek funding up to \$2,500 for projects and activities to assist in building healthy, vibrant and sustainable communities across the Benalla Rural City. The Youth Participation Grants Program provides an opportunity for youth-led projects to seek funding of up to \$1,000 to help support eligible projects and events which are planned, driven and delivered by young people for young people.

The Council's Major Event Funding Program enables local community groups, clubs, organisations and external event groups to seek up to \$1,500 in funding to assist in the staging of events that will provide measurable economic benefit and enhance the image and liveability of Benalla Rural City.

In February 2022, the Council invited interested community groups and not-for-profit organisations to apply for assistance under the Community Grants Program, Major Events and the Youth Participation Grants Program.

Applications for all three grant programs were open between 7 February and 25 March 2022.

Grants were promoted in the local media, in the Council's Community News, website and social media and local networks.

DISCUSSION

Community Grants

Thirty-five Community Grant applications were received, requesting more than \$80,000 in funding. Applications were assessed against set criteria by a panel of staff members. The panel has recommended 30 applications receive funding through the program.

Grant application details and proposed funding amounts are presented in Table 1 below:

Table 1 – Community Grant Applications 2021/2022

Applicant	Details	Amount Requested	Proposed Assistance
Astronomy Benalla Inc.	Equipment Acquisition Plan - stage one Telescope Mount - The item is a telescope mount with tripod to provide a sturdy motorised base for existing and future telescopes. It will have a 'go to' function that automatically slews to selected celestial objects and then tracks them for viewing and photography. This is stage one of a proposed five stages of equipment acquisition plan to build a portable, efficient and relatively future proof system.	\$2,420	\$2,420
Benalla & District Junior Football	Youth Mental Health Check In - engage professional speakers to address U17 and U14 age groups in areas of Mental Health, Drugs and Alcohol.	\$1,957	\$1,957
Benalla and District Preschool Partnership	Purchase of low level and multi-level outdoor climbing equipment suitable for three-year-old children.	\$2,500	\$2,500
Benalla Basketball Association Inc	New scoreboard for stadium.	\$2,500	\$2,500
Benalla Bushrangers Cricket Club Inc	Replace ageing practice wicket - replace the surface of the second of the three nets which involves removing the old concrete and laying a new slab which will be covered with new synthetic grass.	\$2,000	\$2,000
Benalla Golf Club Incorporated	Catch Your Breath. Take A Break! - install three new seats at strategic locations around our course- in shaded areas, accessible to both men and women golfers, where congestion occurs, and players wait for preceding groups to clear.	\$2,323	\$2,323
Benalla Lawn Tennis and Croquet Club inc.	Upgrading the front of the Benalla Lawn Tennis and Croquet clubhouse - concrete in the existing steps in front of the clubhouse and put a steel safety rail around the new perimeter (including the steps in the middle).	\$2,500	\$2,500
Benalla Little Athletics Centre	Line marking.	\$2,500	\$2,500
Benalla Migrants Association Incorporated	Australia Citizenship Day Welcome - host a large community event on Australian Citizenship Day in September 2022 to welcome new Australia citizens and migrants living in the Benalla Rural City.	\$2,500	\$2,500
Benalla Netball Association	Safety First - update and replenish its first aid supplies and equipment.	\$1,500	\$1,000

Applicant	Details	Amount Requested	Proposed Assistance
Benalla Saints Past Players & Officials	Chiswell Pavilion replacement - rebuild a public shelter at the site for spectators and patrons of events at the reserve.	\$2,500	\$2,500
Benalla Saints Sports Club	Flooring replacement - Player change rooms require flooring replacement. Industrial carpet that was installed 10 years ago is now worn through and presenting safety issues with Trip Hazards.	\$2,500	\$865
Benalla Scout Group	Brighten Lowry Place - Paint the exterior of the Benalla Scout Hall. Rotary Benalla will supply the labour and equipment to prepare and paint the building.	\$2,500	\$2,500
Benalla Sports and Entertainment Centre Inc	Repair and replacement of furniture - repair and replace its ageing furniture.	\$2,500	\$2,500
Benalla Young Sportspeople Trust	Benalla Young Sportspeople Trust	\$2,000	\$2,000
Capability Building Incorporated	Careers Day DJ Opportunity - purchase some equipment that may be utilised on the day and at further events into the future to develop a career pathway for our students	\$2,000	\$2,000
Devenish Public Hall Committee of Management	Disabled Toilet - Devenish Public Hall is in the process of installing a disabled toilet. It is in three stages, first stage completed. This grant is to purchase fittings and fixtures for the disabled toilet as part of stage two.	\$2,000	\$2,000
Goorambat Football Netball Club	Children's Playground Shade Project	\$2,500	\$2,500
Lima South Community Hall Committee of Management	Install energy efficient air-conditioning system - supply and fit of three energy efficient split cycle air-conditioning units	\$2,500	\$2,500
Live Art Benalla and Goulburn and North East Arts Alliance	MURAL MUSIC - an afternoon of free live music and art activities in Benalla. 'Mural Music' is a Free afternoon of local music and art activities at Benalla's iconic Ceramic Mural, featuring musicians Inisheer (Celtic Music), Ellen James (Folk - Singer/songwriter), Chloe Jade (originals and covers) and Dallas Alice (Country), presented on 5 June 2022, from 2.30pm-5pm.	\$2,360	\$2,360

Applicant	Details	Amount Requested	Proposed Assistance
Moira Benalla Club Inc.	Disability Access Pathway - installation of a concrete pathway and 'drop point' from the club's carpark to the front of Moira House where it will meet an existing concrete ramp. The purpose of this pathway is to allow ease of access for people with various mobility restrictions.	\$2,000	\$2,000
Molyullah Recreation & Public Hall Reserve Inc.	Defibrillator for safety.	\$2,500	\$2,500
Moorngag Hall and Recreation Reserve	Outdoor furniture for events - 60 quality stacking chairs and 10 folding tables for outdoor events at the recreation reserve.	\$2,100	\$2,100
North East Artisans	Increasing NEAs capacity for professional display of single dimension works of art - purchase a new and reliable tacking and hanging system.	\$2,496	\$2,496
North East Multicultural Association	Harmony Day Celebration.	\$2,000	\$2,000
Robinson Jiu Jitsu Benalla	Project Max Mats - for growth, safety and hygiene, the gym requires greater mat area.	\$2,500	\$2,500
Room at the Table Inc	RATT Studio - removable customised wallpaper with the RATT logo and other RATT related pictures for the large wall in our main room (where we run most of our sessions) to make the background for filming and livestreaming bigger studio activities look professional and attractive. Other equipment for the RATT Studio could include items such as soundproofing, lighting, internet capacity improvement, extenders, cables, chargers, top-down camera stand	\$2,500	\$2,500
Swanpool Bowling Club Inc	Provision of outdoor seating - purchase of new competitor and spectator outdoor seating.	\$2,500	\$2,500
Tatong Anglers Group Inc	Weather protection equipment for trips and events - purchase two six meter by three meter gazebos with commercial grade covers and lighting to ensure safety at night times.	\$1,345	\$1,345
U3A Benalla Inc	Chairs for extended computer use.	\$1,596	\$800
Total		\$80,097	\$64,666

Youth Participation Grants

No applications were received through the Youth Participation Grants Program.

Major Event Funding

Seven applications were received for Major Event Funding this year. Applications are assessed against the criteria contained within the Major Event Funding Guidelines. The Council's 2021/22 Budget allocates \$12,000 to the Major Event Funding Program.

Major event funding grant application details and proposed funding amounts are presented in Table 2:

Table 2 – Major Event Funding Grant Applications 2021/2022

Applicant	Details	Amount Requested	Proposed Assistance
Austin 7 Club	Historic Winton - Australia's longest running Historic Race meet for historic cars and motorbikes at Winton Motor Raceway	\$2,000	\$2,000
Benalla Family Research Group Inc.	Heritage Festival – Lone Graves and Other Curiosities. The four day event will run in conjunction with the National Trust Australian Heritage Festival. Program will include speakers, guided tours, exhibition and workshops.	\$2,000	\$2,000
Benalla Migrant Camp Inc.	Benalla Migrant Camp 'Walk of Lights' - former camp residents, locals and visitors will form a procession that will be photographed by a 'light painter' for the Benalla Migrant Camp Exhibition.	\$2,000	\$2,000
Benalla Racing Club	Benalla Gold Cup Spring Carnival - Kids Zone activities	\$2,000	\$2,000
HDHR Club of Victoria	2023 HD/HR Holden Nationals Show and Shine - National HD/HR Nationals Show and Shine. Event includes welcome dinner, static display, presentation dinner and touring within the rural city.	\$2,000	\$2,000
Let Us Entertain You	Benalla Shorts - 8 th National Film Festival open to Australian films of all genres.	\$2,000	\$2,000
Total		\$12,000	\$12,000

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 program, 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"> ▪ Promotion of program via media, website and social media. ▪ Program presented in public reports to the Council. ▪ Outcomes advised directly to applicants. ▪ Grant presentation ceremony. ▪ Outcomes detailed in Annual Report. ▪ Media release.

FINANCIAL IMPLICATIONS

The *2021/22 Budget* allocates \$79,666 to the Annual Grants Program. Up to \$64,666 of this is allocated to the Community Grants Program and Youth Participation Grants. The \$15,000 balance is directed toward monthly Community Sponsorship Grants. The Major Event Funding Program is allocated \$12,000.

In previous years Major Event Funding had allocated grants of up to \$1,500. For this funding round the amount has increased to \$2,000 to reflect the increased cost associated with event delivery.

Recommendation:

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

- 1. That \$64,666, as detailed in Table 1, be allocated from the 2021/2022 Annual Grants Program.**
- 2. That \$12,000, as detailed in Table 2, be allocated from the 2021/2022 Major Event Funding Program.**

5. Economic Development and Sustainability Department Activity Report For The Quarter Ended 31 March 2022

SF/588

Adam Saddler – Manager Economic Development and Sustainability

PURPOSE OF REPORT

The report presents the activity of the Economic Development and Sustainability department for the quarter ending 30 March 2022.

ECONOMIC DEVELOPMENT

Business Development and Support

COVID-19 restrictions eased significantly this quarter with QR code check-ins no longer required from 18 February 2022 in retail venues, schools, childcare and many workplaces. Density limits were removed from all hospitality and entertainment venues and indoor dance floors were permitted. International arrivals no longer needed a permit to enter Australia.

However, Council continues to provide business with up-to-date information on any changes in COVID-19 restrictions and identifies any avenues for support or financial assistance to assist in COVID-19 recovery.

Benalla Gigabit Project

The Benalla Gigabit project is progressing. The project aims to research the design, infrastructure and provide a viable business case to implement a superfast Gigabit community broadband network in Benalla Rural City and assess the feasibility of establishing 1Gigabit to 10Gigabit connections with options for the future.

There have been several delays in the project initially due to network access and legal requirements, which have now been resolved and the trial can go live in May 2022.

Benalla Future Work Summit 2022

Seventy people attended the 'Benalla Future Work Summit 2022' held at the Lakeside Community Centre on Thursday 3 March 2022.

The audience, comprising a cross section of business, community and government agencies, heard the results of Benalla's Deep Dive research from Assoc. Professor Geraldine Kennett, LaTrobe University, led the research in partnership with Benalla Rural City Council.

Buy from NEVic

This project has shown that despite the Buy from NEVic marketplace being a simple, intuitive platform, of those who signed up only:

- 10 per cent of businesses rated themselves as digitally literate. (i.e. "I've got this")
- 54 per cent moderately literate ("I may need some help")
- 36 per cent not at all ("I will definitely need help").

For the remainder of the project Startup Shakeup will focused on delivering digital literacy workshops, 1:1 mentoring and the development of a Digital Knowledge Hub for businesses.

Startup Shakeup will manage the programs and recruit additional businesses to the portal with oversight from Council.

Industry Updates

Gretals Australia held its first Open Day on Saturday 19 March 2022 at the Benalla mill (near the corner of Samaria Rd and Bridge Street East) before heading out to the farm and research Centre at Lurg. CEO Alistair Cumming showcased the exciting results of four years of research, thanks to the Australian Research Fund.

Schneider Electric is sponsoring four A Grade apprentices who are relocating to Benalla from the Indian Schneider plant for six months. The Benalla plant is hoping to grow by 40 per cent in 2022 with the workforce anticipated to expand to 180 staff.

Outdoor Activation Fund

Under the Victorian Government's COVIDSafe Outdoor Activation Fund, Benalla Rural City Council received \$300,000 for works and promotion of outdoor facilities. There are 10 projects across the Council region enhancing lighting, seating, community outdoor facilities, signage and trails.

The majority of the projects located in and around the central business district to satisfy government's funding criteria, but allocations have been made to Swanpool, Goorambat and Devenish.

The projects commenced in January 2022 and are scheduled for completion by 30 June 2022.

COMMUNICATIONS

The Autumn Council News was distributed to households and non-resident homeowners in this reporting period.

Following a community survey in December and January, the 2022 Communications Strategy was presented to the February Communications Advisory Committee. Findings of the community survey recommended a revitalised communications approach for Council was timely.

Accordingly, a mix of communications channels including digital, verbal and print will be used to deliver the Council message throughout the year.

Engagement through the Council's website is a key communication, combined with consistent and 'conversational' language and messaging through Council's regular social media channels. Social media continues to be a popular tool to inform and engage with the community on Council activities.

The Communications team is continually reviewing content for social media, ensuring messaging is clear and relevant. A review of Benalla Rural City Facebook, Instagram and YouTube channels has been undertaken.

- The Facebook page saw an increase of 15.4 per cent (3,713) with page and profile visits in the previous quarter, with an increase of 30 per cent (121) new likes and followers.
- The Instagram page has increased by 5.4 per cent (468) over the last quarter.
- Currently, Council has 3,200 followers on Facebook and 717 followers on Instagram.

Council's digital community engagement platform 'Have Your Say' was launched in late 2021. This digital platform allows Council to engage with the community on specific projects, conduct surveys and provide a digital portal for input that supports direct submissions, email and social media.

Quarter one projects include The *Ceramic Mural Landscape Concept Plan*, *Domestic Animal Management Plan 2021-2025* (DAMP), Council Budget, Outdoor Activation Fund Installation of Parklets and the Rural Township Plans.

The Communications team continued to provide assistance across the organisation on the delivery of key Council branded projects and associated activities. This included signage, advertising, brochures and printed materials relating to Council activities such as Australia Day 2022 Celebrations, community engagement for DAMP, road closures notices, promotion of youth events, L2P new car promotion and COVID-19 updates.

A review of all corporate communications is still underway and is expected to be completed in the first half of 2022.

EVENTS

Australia Day 2022

Australia Day 2022 events across the Benalla Rural City community were scaled down due to COVID-19 restrictions and the unpredictability of the Omicron strain.



Australia Day 2022 Award nominees at BPACC with Mayor Cr Bernie Hearn.

A reduced capacity Australia Day 2022 Award presentations were held at Benalla Performing Arts and Convention Center (BPACC) on 26 January 2022 where 30 nominees were recognised.

The Australia Day awards acknowledged the commitment and dedication that exists in the Benalla district. The awards recognise the invaluable achievements of community members who contribute to making Benalla Rural City community a positive, vibrant place to live.

The program included a Citizenship Ceremony and video featuring new Australian Citizens living and working in Benalla. The event was live streamed with over 300 people viewing online.

Community Events

With the easing of COVID-19 restrictions community event organisers are reconnecting through Council's events application process. Event Applications trigger Council's compliance and support process including coordination between emergency response agencies: Victoria Police; Ambulance Victoria; SES; CFA; and Regional Roads Victoria.

Benalla Festival 2022

Planning for the 2022 Benalla Festival from 29 October – 7 November 2022 has commenced with the theme '*Our Community, Our Future a chance to reimagine, reconnect and celebrate.*'

The 2022 Festival program will highlight the rural communities with events across the townships during the first weekend from 29 to 30 October 2022. The second weekend will feature events in Benalla from Friday 4 November - Sunday 6 November 2022. Expressions of interest for community groups and organisations to host an event as part of the festival program have been advertised.

Historic Winton – Benalla Vehicle Tour

Planning is underway for the Benalla Vehicle Tour on Friday 27 May 2022 as part of the Historic Winton weekend. The tour is supported by Benalla Rural City Council in partnership with the Austin 7 Club and will see three diverse self guided tours arranged across the rural city inviting visitors to stay an extra night in Benalla and participate in the tour.

BENALLA ART GALLERY

Exhibitions

Ledger Gallery

- Re-generation: Benalla Art Gallery Collection from 1 January – 20 February 2022 (3351 attending).
- The Ledger Collection: Benalla Art Gallery Collection from 5 March – 31 March 2022 (2543 attending).

Bennett Gallery

- Nick Selenitsch: Form & the Universe of Colour from 1 January – 6 February 2022 (2483 attending).
- Adrienne Doig: It's All About Me!, from 11 February – 31 March 2022 (4544 attending).

Simpson Gallery

- Pauline Fraser: Contemplating Nature, from 1 January – 13 February 2022 (2571 attending).
- The Human Figure: Benalla Art Gallery Collection, 18 February – 31 March 2022 (2478 attending).

Total exhibition attendance for the quarter was 14,730.

'The Power of Cultural Infrastructure' Talk series

Benalla Art Gallery hosted the final three talks exploring 'The Power of Cultural Infrastructure' in January, February and March. The sessions presented were presented by:

- Nicole Durling on 'Going outside the Gallery':
- Bree Pickering on 'Creating Space for Stronger Communities'
- Tarragh Cunningham on 'Opportunities and Experiences':

The series, attended by over 120 people, attracted strong local and regional media coverage and built awareness of the value of the cultural sector in the various communities.

Further legacy outcomes included stronger institutional connection built through the presenters. All presentations were professionally filmed by MPavilion so as to be available for those stakeholders who weren't able to attend.

Public Programs, Interactive Stations, and Community Engagement

The quarter saw Benalla Art Gallery host a number of public programs, in addition to the talk series above. Highlights included:

- January School Holiday Workshop Series
- First Mondays presentations by Anna White and Ivan Durrant
- Adrienne Doig *'It's All About Me!'*.

More than 160 people participated in the workshops.

Beyond these scheduled events, Benalla Art Gallery provided numerous tours for schools and various community groups.

The Gallery offered opportunities for interactivity within the exhibitions *Adrienne Doig: It's All about Me!* (a toilet paper roll doll making activity guided by an instructional video by the artists), and a figure sketching activity inspired by Dean Bowen's sculpture, *Aeroplane Boy* in the collection exhibition, *The Human Figure*. Both activities were frequently utilised.

Further opportunity for community interaction came in the form of a week long residency by Rachel Mounsey, of the Oculi Collective. Oculi will present the major exhibition *ACTS I-VII* as part of the statewide photography festival, *PHOTO 2022*.

Mounsey's residency included the activation of the Pat Gardner Studio as a portrait photography studio and darkroom. Members of the public were invited to engage in recorded conversations about their life, and have their portrait taken using a wet plate collodion process. Seven of the portraits will be produced as two-meter-tall temporary public artworks in the Benalla Botanical Gardens.

The choice of portraits has been made to broadly represent the Benalla community and their life experiences. Each image will have a corresponding QR code attached, allowing audiences to listen to each sitter's story. The temporary public artworks directly relate to the internal exhibition *ACTS I-VII*, which explores 'seven modes of being' – essentially investigating our shared humanity – and aligns with the *PHOTO 2022* festival theme 'Being Human'.

Media Coverage

Benalla Art Gallery continued to attract local, regional, and statewide press coverage, including:

- Time Out Melbourne article '*The top regional galleries to visit in Victoria*' - Live interview on ABC Victoria Evenings with David
- Traveller article '*Best regional galleries in Australia*' – 25 February 2022
- Social media promotion by reputable peer galleries with extensive followings
- Local and regional print press with over 15 articles across the Benalla Ensign, and Mansfield and Wangaratta newspapers.

Exhibition Program continues to promote local talents

To begin 2022, Benalla Art Gallery continued to celebrate the work of Benalla and Northeast Victorian artists, following significant local artist exhibitions in 2021 such as *Northern Abstraction*, and Kim Westcott's solo exhibition *The other web*.

The gallery hosted Lurg artist Pauline Fraser, Benalla artist Maggie Hollins and Wangaratta born nationally regarded artist Adrienne Doig.

In this period, the Gallery confirmed upcoming Gallery Shop local exhibitors are Lorna Hobbs, Susie Buykx, and Joan Mullarvey for the months April, May, and June. Those artists. The Gallery will continue to work to ensure maximum benefit for those local exhibiting artists, including through sales, media profile, and by exploring their practices through scheduled artist talks and other public programs.

TOURISM

Visitation

This quarter has seen 1,911 visitors pass through the Visitor Information Centre which is only a decline of 2 per cent of the previous year's figures.

Due to lasting impacts of COVID-19 limiting available resources the Centre is still closed on a Sunday.

Visitor Servicing

The Enjoy Benalla marquee was set up at the Swanpool Motor Festival on Sunday 13 March. The team engaged with 105 visitors. Enjoy Benalla marquee was a shared space with the L2P program.



Volunteer Melissa at Swanpool Motor Festival

Volunteer Tourism Training

Tourism Volunteers attended the Museum of Vehicle Evolution – MOVE in Shepparton as a part of tourism training on 1 February 2022.

MOVE is one of the largest regional museums of collectibles in Australia and unique for its variety. MOVE displays legends of the Goulburn Valley Trucking industry, The Furphy Museum, The Farren Vintage Bicycle Collection, Clayton Collection of gramophones, telephones and radio and The Loel Thomson Clothing Collection.

The tourism training also included the Shepparton Art Museum which presents outstanding art in Shepparton, and contributes to the cultural enrichment, community engagement and economic prosperity of the region. The goal of the tourism training was to assist with enquiries for visitors heading to Shepparton and to recommend a product that they could enjoy.

Benalla Performing Arts and Convention Centre (BPACC)

During the quarter BPACC held 140 screenings, 1970 patrons averaging 14.07 patrons per screening.

Additional cinema screenings times have been added on:

- Tuesdays 2pm and 7pm.
- Wednesdays 11am and 2pm.

Special screenings for the quarter:

- Australia Day – The Merger –Free Screening.
- Saturday 12 March 2022 – ‘Regenerating Australia’

Live Shows performed in the quarter:

- 11 February 2022 – Burt Bacharach Song Book
- 26 March 2022 – Colin Buchanan

Attended by 140 patrons.

SUSTAINABLE ENVIRONMENT

- The Goulburn Broken Catchment Authority has conducted an annual survey for the Cabomba weed in Lake Benalla and found no occurrences.
- Continued to implement ongoing weed control program, which treats a wide range of weeds and enhances roadside habitats.
- The Environment unit contributed to the development of the BRCC Municipal Public Health and Wellbeing Plan.

COUNCIL PLAN 2021-2025**Economy**

Strategy	March Quarter Update
Work together with key stakeholders to engage, support, strengthen, enhance and diversify local business.	Continued to represent Benalla on various working groups including Ovens Murray Digital Futures Group; ITAG (Indi Telecommunications Action Group); Benalla Future Work Steering group; Regional Smart Cities Connectivity group; Startup Shakeup Board.
Attract new investment, business and industry to the Benalla Rural City to facilitate business growth and job creation.	Continued to develop the Benalla Deep Dive workforce development plan to be finished early 2022.
Strengthen the visitor economy through growth of events and promotion of unique assets and experiences and visitor attractions.	Tourism North East is marketing Benalla's Street art trail as one of the 'top 10 walks' in NEVic for the Melbourne market.
Grow, enhance and promote sports, arts and culture tourism opportunities.	Worked with TNE on region tourism marketing opportunities.
Improve accommodation offerings in the Benalla Rural City.	Facilitated sessions to determine priority actions for Stage 3 of the Benalla Deep Dive workforce development plan that is scheduled for March 2022.
Work with key stakeholders to improve local learning and employment pathway opportunities that address skills gaps, align with future needs and support lifelong learning.	Continued to develop the Benalla Deep Dive workforce development plan to be finished early 2022.
Broadly market Benalla Rural City's livability.	Continue to promote Benalla Rural City as a place to live, work and invest through social media and other key publications.

Environment

Strategy	March Quarter Update
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.	Council completed weed and pest management program for this financial year. Undertook a biodiversity meeting with GBMA.

Strategy	March Quarter Update
Enable a safe and thriving natural environment.	Undertook planning for review of climate change adaption plan and environment strategy.
Partner with business, industry and community to plan and implement local approaches and initiatives that respond to climate change.	Undertook planning for review of climate change adaption plan and environment strategy.
Advocate, promote, support and encourage the use of renewable and clean energy and technology.	Partnered with a private entity to successfully secure funding for an electric vehicle charging station.
Improve Council’s sustainability performance through greater use of renewable energy and demonstrating sustainability leadership to the community.	Partnered with RMIT University to apply for grant funding to develop a renewable energy microgrid system plan for Council buildings.

Leadership

Strategy	March Quarter Update
Provide timely and effective communications in plain language to the community about Council services, activities and decision making.	The Produced multiple media releases on a variety of Council activities. Regular Social media posts and production off the Council newsletter.

FINANCIAL IMPLICATIONS

	Notes	2021/22 YTD Actuals	2021/22 YTD Budgets	2021/22 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
Economic Development & Sustainability		\$168,753	\$179,697	\$10,944	\$254,011	\$256,291
Art Gallery	1	\$250,656	\$285,320	\$34,664	\$444,298	\$487,178
BPACC	2	\$110,327	\$175,530	\$65,203	\$233,550	\$233,550
Communications		\$145,847	\$162,824	\$16,977	\$216,646	\$208,649
Events	3	\$93,203	\$129,472	\$36,269	\$242,496	\$227,735
Tourism		\$189,056	\$200,879	\$11,823	\$239,031	\$254,827
Environmental Sustainability		\$76,098	\$63,227	-\$12,871	\$94,601	\$169,572
Business Development		\$470,353	\$460,342	-\$10,011	\$505,166	\$559,948
Total		\$1,504,292	\$1,657,291	\$152,999	\$2,229,800	\$2,397,749

Notes:

1. Favourable variance due to revenue being \$80,591 more than budgeted. Partially offset by operating expenses being \$45,926 more than budgeted.
2. Favourable variance due to revenue being \$37,318 more than budgeted and expenses \$35,736 less than budget, primarily salaries and oncosts (\$23,334).
3. Favourable variance primarily due to the Benalla Festival not being held in 2021/22.

Recommendation:

That the report be noted.

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6. People and Performance Department Activity Report For The Quarter Ended 31 March 2022

SF/1538

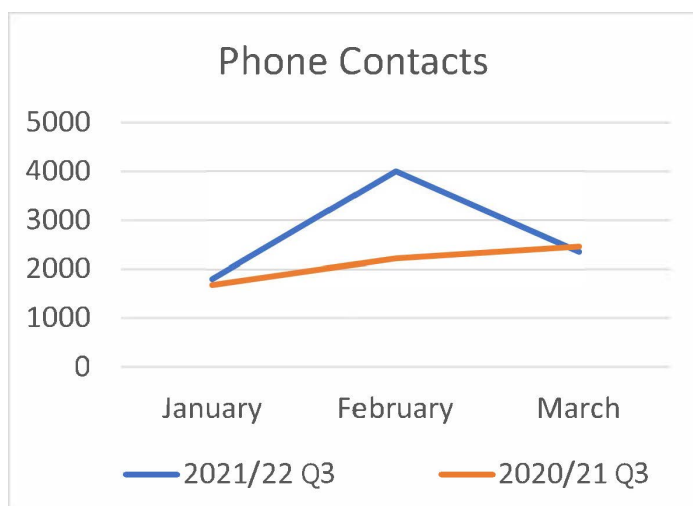
Janine McMaster – Manager People and Performance

PURPOSE OF REPORT

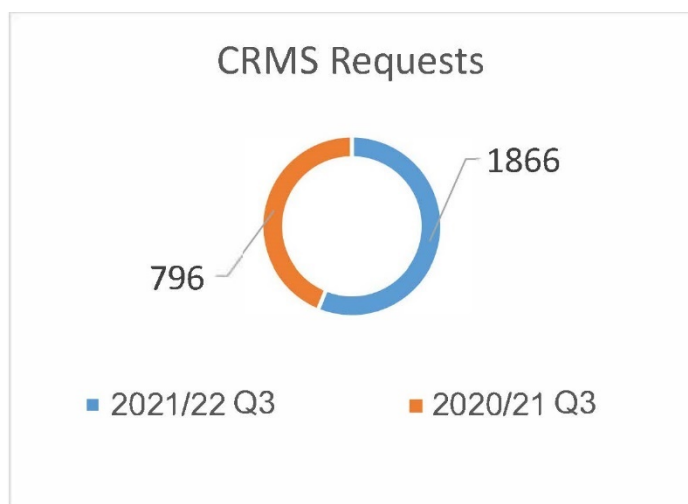
The report presents the activities of the People and Performance department for the quarter ended 31 March 2022.

Customer Relations

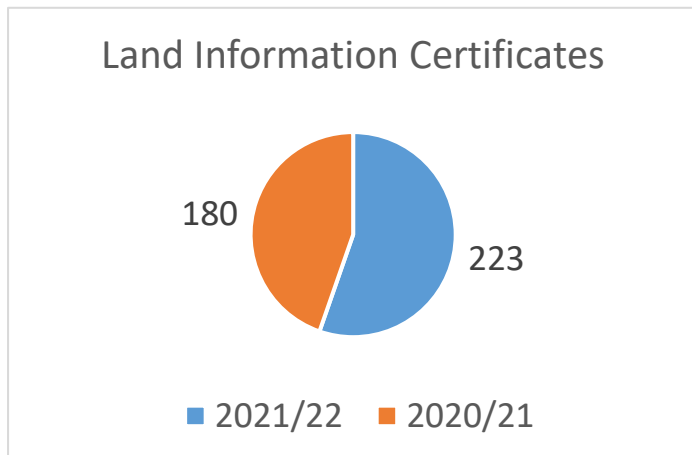
- The customer contacts (phone and counter) increased by 22 per cent for the quarter compared to 31 March 2020/21.
There was an increase of 28 per cent to phone calls received for the quarter compared to 31 March 2020/21.



- Customer Relationship Management System (CRMS) requests increased by 134 per cent for the quarter compared to 31 March 2020/21.



- Land Information Certificates increased by 24 per cent for the quarter compared to 31 March 2020/21.



Human Resources

- Ongoing maintenance and administration of the Human Resources functions, including the following areas: recruitment, interviews, inductions, organisational wide training and monitoring of the training budget.
- Coordinated a group induction for the new staff that commenced in the quarter. This was the first group induction conducted since easing of COVID-19 restrictions.
- Finalising the documentation for the pending completion of the Benalla Rural City Council Enterprise Agreement 2021.

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

Payroll

- Recruitment of the new Payroll Coordinator after the retirement of the existing Payroll Coordinator.
- 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.

Risk Management

COVID-19

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

Occupational Health and Safety

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

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

Information Management

- 16,272 electronic documents were saved into Content Manager during this quarter which was a decrease of 3,635 documents from the December 2021 quarter.
- Content Manager training inductions were conducted for six new employees.

Volunteer Development

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

- Slight increase in the number of active volunteers, the overall volunteer pool has dropped by fourteen.
- The Volunteer Development Coordinator position has been advertised.
- National Volunteer Week will be held from 16-22 May 2022. The theme for National Volunteer Week is '*Better Together*'. The theme represents how volunteering brings people together, builds communities and creates a better society for all. Gifts and certificates have been ordered and will be given to all our volunteers during this week of celebration.

Sir Edward ‘Weary’ Dunlop Learning Centre

- January 2022 saw a rise in COVID-19 cases and because of this uncertainty, three school holidays events were postponed out of concerns for patron safety.
An illustration workshop with Leigh Hobbs, a local author’s book launch and author talk, and a boardgames ‘come and try’ day were moved to later dates in the year.
- February 2022 welcomed a new group of Mums and Bubs through the PEEP program. The mothers and babies had a great visit and Storytime with James which resulted in many mothers signing up for Library cards at the end of their visit.
- March 2022 saw the welcomed return of meeting room bookings. Council staff had been occupying the large meeting room as a workspace since the beginning of the COVID-19 pandemic due to density quotas. Community groups are pleased to have the meeting room available once again, especially The Friends of the Library.

Activity	January	February	March
Total Visits	4,183	4,586	4,622
Total Loans	5,220	4,870	5,918
Total Members	5,374	5,358	5,325

Over this period, Benalla Library have welcomed 13,391 patrons through the doors and loaned a total of 16,008 items.

COUNCIL PLAN 2021-2025

Community

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

Leadership

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

FINANCIAL IMPLICATIONS

	Notes	2021/22 YTD Actuals	2021/22 YTD Budgets	2021/22 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
Library		\$302,510	\$302,254	-\$256	\$444,580	\$458,362
People & Performance	1	\$420,211	\$455,140	\$34,929	\$618,505	\$618,505
Customer Relations		\$282,921	\$289,932	\$7,011	\$394,095	\$394,095
Records Management		\$205,802	\$209,203	\$3,401	\$291,824	\$303,074
Volunteer Development		\$49,039	\$49,053	\$14	\$65,238	\$65,238
Risk Management	2	\$520,256	\$692,500	\$172,244	\$705,000	\$651,244
Total		\$1,780,739	\$1,998,082	\$217,343	\$2,519,242	\$2,490,518

Notes:

1. Favorable variance due to a timing difference between the receipt of paid parental leave and employee payments.
2. Favorable variance due to reduced insurance costs and claims. Full-year forecast amended.

Recommendation:
That the report be noted.

7. Finance Department Activity Report For The Quarter Ended 31 March 2022

SF/1519

Cathy Fitzpatrick – Manager Finance

PURPOSE OF REPORT

The report presents an overview of the functions of the Finance Department for the quarter ended 31 March 2022.

Finance

- Preparation of proposed *2022/23 Budget*.
- Reviewed financial data as at 31 March 2022 and undertook third quarter review and forecast for 30 June 2022
- Commenced planning and systems review for 2022 Financial Statements and Performance Statements.
- Victorian Local Government Grants Commission return 2021/22 lodged.
- Finalised preparation of BRCC Financial Plan 2022-32.

Sundry Debtors

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

Debtors Balances:

Date	90 days	60 days	30 days	Current	Total
31/03/22	\$256,068	\$162,834	\$42,295	\$628,796	\$1,089,993
31/12/21	\$38,995	\$83,149	\$154,539	\$192,538	\$469,222
30/09/21	\$27,217	\$11,894	\$47,244	\$518,689	\$605,044
30/06/21	\$64,772	\$18,023	\$119,125	\$714,972	\$916,892
31/03/21	\$169,643	\$65,623	\$166,057	\$493,220	\$894,543

Investment Portfolio

In accordance with the *Investment Policy*, details of investments held at 31 March 2022 are provided in Table 1.

Table 1 – Investments held at 31 March 2022

Bank	Short-term credit rating	Investment type	Amount invested '000	Interest rate	Term (days)	Maturity date
NAB	A-1+	TD	\$3,049	0.6%	273	08-Nov-22
Westpac	A-1+	TD	\$2,004	0.67%	273	25-Nov-22
NAB	A-1+	TD	\$923	0.6%	275	21-Dec-22
ANZ	A-1+	TD	\$3,900	1.0%	275	24-Dec-22
Westpac	A-1+	TD	\$933	0.24%	273	26-May-22
Westpac	A-1+	TD	\$1,051	0.25%	273	23-Jun-22
Subtotal:			\$11,860			
CBA	A-1+	At call	\$4,261	0.01%		
CBA	A-1+	Operating	\$10,333	0.00%		
Subtotal:			\$14,594			
Total:			\$26,454			

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

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

Loan Portfolio

Details of existing loans held at 31 March 2022 are attached in **Appendix 1**.

Loan terms are:

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

Procurement

- Continued to progress procurement for CAPEX 2021/22 program, additional new grant projects and forward planning for future procurement activities and contract requirements.
- Eight procurements initiated.
- Release of five procurement opportunities on e-tender portal.
- Four contracts awarded.
- Online and face-to-face procurement and contract management training is ongoing.

Revenue, Property and Valuations

- Third instalment notices issued to all ratepayers.
- Third instalment reminder notices issued for overdue balances.
- Supplementary Valuation batches finalised in preparation for rate modelling (proposed *2022/23 Budget*).
- Third instalment remittance return submitted to the State Revenue Office for the Fire Services Property Levy.
- E-notice stats:
 - EzyBill – 189 (+60)
 - BPAY View – 406 (+5)

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

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

Rates and Charges Revenue

Third instalment notices were issued on 28 January 2022 with payment due by 28 February 2022.

Reminder notices were issued on 8 March 2022. There were 973 (-93) notices issued for debts totaling just over \$939K (-\$16,000).

Valuation objections have now been finalised for the 2021/22 rating year, except the previously reported large supermarket chain that remains with VCAT.

The overall rates and charges generated and collected and apportion the unpaid balance between arrears from previous years of \$513,000 and unpaid charges levied in the current year amounting to \$4.28 million are detailed in **Appendix 2**.

Rate arrears collected in the current year amount to \$513,000. This figure has decreased significantly on last quarter but remains higher (+ 19 per cent) than 31 March 2022/21.

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

Collections, as a proportion of overall debt, are very similar to Q3 31 March 2022/21 (+0.10 per cent). However, the number of properties with outstanding balances has increased to 1,014 (+247) properties.

A graph summary comparing the 2021/22 rate instalments due with the total instalments paid as at 1 April 2022 is attached as **Appendix 3**.

Spatial Data Management

The following table includes spatial data management statistics.

Task	March 2022	Dec 2021	Sept 2021	June 2021
Rural Road numbers issued	24	8	8	15
M1s forwarded to the Spatial Information Division of DELWP to update the State mapping datasets with new addresses and Council Property Numbers and rectify anomalies	184	212	224	184
Maintenance and auditing parcels on Mapbase	220	245	240	204

COUNCIL PLAN 2021-2025

Leadership

Strategy	March Quarter Update
Manage the procurement of goods and services to provide transparency and best value for money.	Finalised the development of BRCC Procurement Policy and Procedural Guide lines as required by the Local <i>Government Act 2020</i> . Council on 10 November 2021 adopted BRCC Procurement Policy and Procedural Guide lines. Release revised BRCC Procurement Policy and Procedural Guide lines. to BRCC staff in November 2021. Ongoing staff training via Online and face-to-face for new BRCC Procurement Policy and Procedural Guide lines as required by the Local Government Act 2020.
Deliver responsible budget outcomes linked to strategy that maintain financial sustainability and deliver value for money and rating fairness.	Commence development of 2022/23 Budget Program and Business Planning Guidance Instructions. Under took full Quarter 3 review of forecast result for 30 June 2022 considering COVID-19 impacts against budget phasing 2021/22 and mid-year review 2021/22. Conducted Councillor workshops on development 2022/23 Budget and Financial Plan 2022/23 to 2031/32.

FINANCIAL IMPLICATIONS

	Notes	2021/22 YTD Actuals (Credit)	2021/22 YTD Budget (Credit)	2021/22 YTD Variance	2021/22 Full Year Budget (Credit)	2021/22 Full Year Forecast (Credit)
Accounting Services	1	(\$495,738)	(\$432,493)	\$63,245	(\$569,047)	(\$2,807,759)
Property and Valuations	2	(\$16,019,221)	(\$15,608,423)	\$410,685	(\$15,580,617)	(\$15,884,070)
Acquisition and Disposal of Council Properties		\$0	\$0	\$0	(\$25,000)	(\$25,000)
Total		(\$16,514,846)	(\$16,040,916)	\$473,930	(\$16,174,664)	(\$18,716,829)

Notes:

1. Favourable variance due to operating expenses being \$124,265 less than budgeted, partially offset by revenue being \$61,020 less than budgeted. Full-Year Forecast increased to recognise early payment (75 per cent) of 2022/23 Financial Assistance Grants funding.
2. Favourable Variance due to rate and charges, revenue supplementary rates and charges and additional revenue in lieu of rates favourable overall by \$369,475. Favourable operating expenses variances associated with reduced collection costs due to application of COVID-19 Financial Hardship Policy.

Recommendation:

That the report be noted.

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Loan Report

Item 7 - Appendix 1

Interest To Be Paid	2019/2020 YEAR	2021/2022 YEAR	2022/2023 YEAR	2023/2024 YEAR	2024/2025 YEAR	2025/2026 YEAR	2026/27 YEAR	2027/28 YEAR	2028/29 YEAR	2029/30 YEAR	2030/31 YEAR	2031/32 YEAR	2032/33 YEAR	2033/34 YEAR	TOTALS
Loan Number:															
15A	\$ 15,815.58	\$ 4,277.43	\$ 1,090.74												\$ 5,368.17
15B	\$ 34,986.78	\$ 9,462.40	\$ 2,412.91												\$ 11,875.31
16	\$ 18,697.72	\$ 7,351.74	\$ 4,616.98	\$ 1,452.95											\$ 13,421.67
17	\$ 17,948.33	\$ 9,911.76	\$ 6,870.19	\$ 3,753.17	\$ 705.89										\$ 21,241.01
18	\$ 13,263.17	\$ 9,543.06	\$ 7,615.00	\$ 5,630.00	\$ 3,561.15	\$ 1,371.71									\$ 27,720.93
19	\$ 8,582.02	\$ 3,747.22	\$ 3,330.54	\$ 2,681.17	\$ 1,999.40	\$ 1,315.61	\$ 626.57								\$ 13,700.51
20	\$ 16,801.34	\$ 13,227.67	\$ 11,385.31	\$ 9,499.21	\$ 7,528.09	\$ 5,394.85	\$ 3,286.35	\$ 1,062.37							\$ 51,383.84
21	\$ 15,723.62	\$ 12,810.85	\$ 11,304.30	\$ 9,774.72	\$ 8,142.20	\$ 6,482.53	\$ 4,768.43	\$ 3,005.77	\$ 1,169.98						\$ 57,458.78
22		\$ 21,208.69	\$ 20,408.11	\$ 18,091.21	\$ 15,758.12	\$ 13,271.10	\$ 10,915.32	\$ 8,603.29	\$ 6,215.11	\$ 3,849.61	\$ 1,487.35				\$ 119,807.91
23 New 22/23				\$ 14,457.43	\$ 13,031.55	\$ 11,513.69	\$ 10,064.48	\$ 8,456.85	\$ 6,928.01	\$ 5,354.47	\$ 3,756.05	\$ 2,133.51	\$ 526.40		\$ 76,222.44
24 New 24/25						\$ 14,457.43	\$ 13,031.55	\$ 11,513.69	\$ 10,064.48	\$ 8,456.85	\$ 6,928.01	\$ 5,354.47	\$ 3,756.05	\$ 2,133.51	\$ 75,696.04
Total Interest Payable	\$ 141,818.56	\$ 91,540.83	\$ 69,034.07	\$ 65,339.87	\$ 50,726.40	\$ 53,806.93	\$ 42,692.70	\$ 32,641.97	\$ 24,377.58	\$ 17,660.93	\$ 12,171.41	\$ 7,487.98	\$ 4,282.45	\$ 2,133.51	\$ 473,896.62

Principle To Be Paid	2019/2020 YEAR	2021/2022 YEAR	2022/2023 YEAR	2023/2024 YEAR	2024/2025 YEAR	2025/2026 YEAR	2026/27 YEAR	2027/28 YEAR	2028/29 YEAR	2029/30 YEAR	2030/31 YEAR	2031/32 YEAR	2032/33 YEAR	2033/34 YEAR	TOTALS
Loan Number:															
15A	\$ 134,869.13	\$ 149,594.07	\$ 104,608.30												\$ 254,202.37
15B	\$ 298,353.61	\$ 330,927.69	\$ 231,411.37												\$ 562,339.06
16	\$ 128,575.49	\$ 143,507.51	\$ 147,980.71	\$ 124,548.48											\$ 416,036.71
17	\$ 101,026.31	\$ 109,062.88	\$ 112,104.45	\$ 115,221.47	\$ 63,350.83										\$ 399,739.62
18	\$ 46,936.55	\$ 50,656.66	\$ 52,584.72	\$ 54,569.72	\$ 56,638.57	\$ 58,818.68									\$ 273,268.34
19	\$ 46,217.63	\$ 49,002.18	\$ 49,633.50	\$ 50,282.87	\$ 50,964.64	\$ 51,648.43	\$ 66,195.36								\$ 317,726.98
20	\$ 44,351.94	\$ 47,925.61	\$ 49,767.97	\$ 51,654.07	\$ 53,625.19	\$ 55,758.43	\$ 57,866.93	\$ 50,060.97							\$ 366,659.18
21	\$ 43,024.86	\$ 45,937.63	\$ 47,444.18	\$ 48,973.76	\$ 50,606.28	\$ 52,265.95	\$ 53,980.05	\$ 55,742.71	\$ 57,536.82						\$ 412,487.39
22		\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00				\$ 1,900,000.00
23 New 22/23				\$ 96,861.37	\$ 98,287.25	\$ 99,805.11	\$ 101,254.32	\$ 102,861.95	\$ 104,390.79	\$ 105,964.33	\$ 107,562.75	\$ 109,185.29	\$ 73,826.84		\$ 1,000,000.00
24 New 24/25						\$ 96,861.37	\$ 98,287.25	\$ 99,805.11	\$ 101,254.32	\$ 102,861.95	\$ 104,390.79	\$ 105,964.33	\$ 107,562.75	\$ 109,185.29	\$ 926,173.16
Total Principle Payable	\$ 843,355.52	\$ 1,116,614.22	\$ 985,535.21	\$ 732,111.74	\$ 563,472.75	\$ 605,157.96	\$ 567,583.92	\$ 498,470.74	\$ 453,181.93	\$ 398,826.28	\$ 401,953.54	\$ 215,149.62	\$ 181,389.60	\$ 109,185.29	\$ 6,828,632.81

Item 7 - Appendix 2

Rates and Charges Collections Report

As at 01 Apr 2022

		Rates	Interest	Legal	Total	Comments
Arrears as at 1/7/2021		\$959,927	\$58,976	\$7,685	\$1,026,588	Unpaid amounts up to and including the 2021/22 rating year.
Payments	30/09/2020	-\$185,294	-\$10,255	-\$2,956	-\$198,505	
	31/12/2020	-\$199,370	-\$7,902	-\$1,254	-\$208,526	
	31/03/2021	-\$102,149	-\$3,421	-\$850	-\$106,420	
	30/06/2021					
TOTAL		-\$486,813	-\$21,578	-\$5,060	-\$513,451	
Arrears Rates Balance		\$473,114	\$37,398	\$2,625	\$513,137	<i>Arrears Unpaid as at 01/04/2022</i>

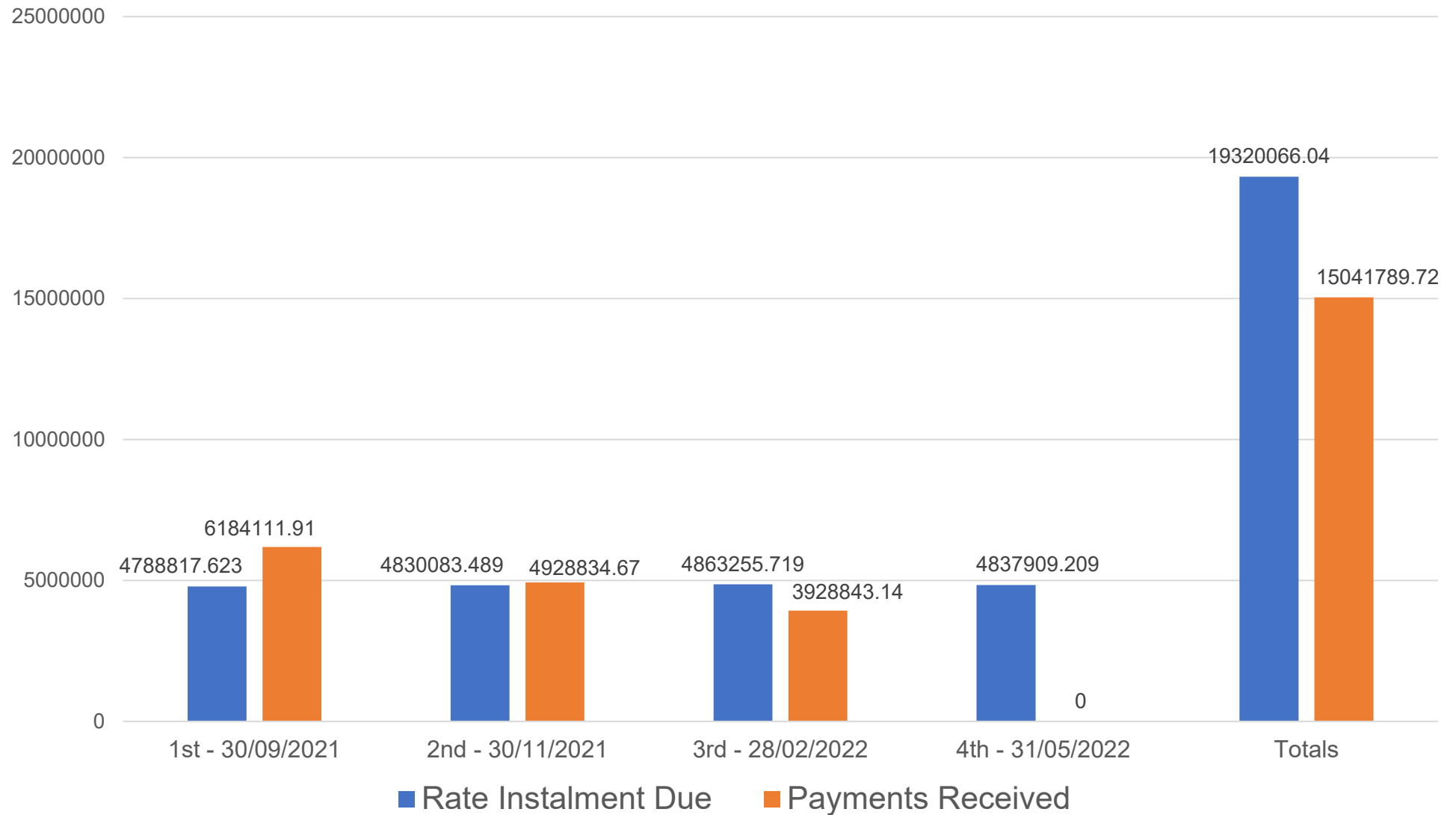
Current Rates/Charges		Rates	Interest	Legal	Total	Comments
Raised	30/09/2020	\$19,536,184	\$8,205	-\$1,454	\$19,542,935	2021/22 Rates including Municipal and Waste Management Charges (includes additional rates levied on new houses and subdivided lands).
	31/12/2020	\$82,000	\$21,893	\$25	\$103,919	
	31/03/2021	\$65,821	\$20,521	\$4,826	\$91,168	
	30/06/2021					
TOTAL		\$19,684,006	\$50,619	\$3,397	\$19,738,022	

Pension Concessions		Rates	Interest	Legal	Total	Comments
	30/09/2021	-\$407,918	\$0	\$0	-\$407,918	State Govt - reimbursed by DHHS
	31/12/2021	-\$3,705	\$0	\$0	-\$3,705	
	31/03/2022	-\$6,333	\$0	\$0	-\$6,333	
	30/06/2022					
TOTAL		-\$417,956	\$0	\$0	-\$417,956	

		Rates	Interest	Legal	Total	Comments
Net Rates for Collection		\$19,266,050	\$50,619	\$3,397	\$19,320,066	Payments received to date for current year rates
Payments	30/09/2021	-\$6,182,810	-\$2,756	\$1,454	-\$6,184,112	
	31/12/2021	-\$4,917,349	-\$11,486	\$0	-\$4,928,835	
	31/03/2022	-\$3,916,221	-\$12,622	\$0	-\$3,928,843	
	30/06/2022					
TOTAL		-\$15,016,380	-\$26,864	\$1,454	-\$15,041,790	

		Rates	Interest	Legal	Total	Comments
Current Rates Balance		\$4,249,670	\$23,755	\$4,851	\$4,278,276	<i>Current Unpaid as at 01/04/2022</i>
Balance Remaining		\$4,722,785	\$61,154	\$7,475	\$4,791,414	<i>Balance as at 01/04/2022</i>

2020/21 Rates and Charges - Due and Collected to 1 April 2021



8. Community Department Activity Report For The Quarter Ended 31 March 2022

SF/1534

Jane Archbold – Manager Community

PURPOSE OF REPORT

The report presents activity for the Community Department for the quarter ended 31 March 2022.

Community and Youth Development

- The Rural Outreach Officer was in contact with 46 community members during this quarter. Ten were new clients. The main issues being presented were mental health, succession planning, family and relationship issues.
- Work continued on the development of a hardcopy Community Activation and Social Isolation (CASI) directory, with over 60 local groups and organisations contributing. Directory to be delivered to all households in and around Benalla.
- During the quarter 10 households (17 adults, 20 children and 10 pets) were assisted through the COVID-19 relief program. These were community members having to isolate due to COVID-19 isolation requirements. These people received groceries and medication as needed.

All referrals were made from within the community. Aid remains available to community members seven days per week.

- An application was lodged for improved lighting around the lake and infrastructure to activate the Skate Park precinct through the Department of Justice Community Safety Grant.
- The *Community Engagement Framework and Toolkit Policy* was adopted by Council following public exhibition, community and Councillor feedback.
- Council's Annual Grants Program was open during the quarter. Thirty five applications were received requesting a total of \$80,000 in funding.
- Five Community Sponsorship applications were funded over the quarter for Lurg Hall, Moorngag Cemetery, Benalla Squash Club, Rotary Benalla, and ANZAC Day at Devenish.
- \$300,000 of the Australian Government's Local Roads and Community Infrastructure Program funding has been offered to rural communities outside of the Benalla township to deliver a wide range of infrastructure projects. Funding of \$50,000 is currently available for eligible groups and organisations. The funding round opened in late March and closes in May.
- Promoted Rural Township Plans and Infrastructure Grants at the Swanpool Community Spirit BBQ on 18 March with over 100 locals in attendance.

- Accessibility Reference Group continues to meet bimonthly. The group identified several potential improvements to access and inclusion around the Benalla township.
- The Aboriginal Advisory Committee continues to meet at Waminda Community House. The Committee supported the first Campfire Conversations community BBQ held at Benalla P-12 College on 30 March 2022 targeting local Koori students and families.
- Community Plan Implementation Steering Committee are currently reviewing their role and purpose.
- The Youth Development team have been successful in receiving continued FReeZA funding for 18 events, (\$106,500 for the next three years) and Engage funding (\$180,000 for the next three years) which will help to resource the Live4Life program and other youth initiatives.
- The draft *Benalla Rural City Council Youth Strategy 2022-2026* document was completed during the quarter.
- Successful recruitment drives were undertaken at Benalla P-12 College and FCJ College for the 2022 Live4Life Crew. Crew induction events were held at both schools with 16 young people attending from Benalla P-12 College and 21 attending from FCJ College.

The purpose of the Crew induction is for new crew members to get a better understanding of the Live4Life program, the role of Live4Life team and to get to know each other and have some fun.

- Staff took part in the Tomorrow Today's Come and Try Day on 20 March 2022, providing the opportunity to have a display of Council's youth programs, activities and to showcase the new L2P car. Engage funding was received for a shuttle bus to the event, increasing accessibility for many to attend. The shuttle bus was happily used at the end of the day with a number of very exhausted children.
- Youth Development Coordinator has been given the opportunity to attend the Fairley Leadership Program and during the quarter attended the opening retreat and several full day programs.
- The L2P program had 23 learners in January, 20 in February and 26 in March, averaging 23 per month, with one young person gaining their licence over the quarter. The program continues to be supported by 21 volunteers.



Launch of new L2P car.

- On Monday 7 March 2022, the new L2P car was launched. This car is available thanks to generous support from Benalla Toyota, Winton Motor Raceway, Benalla Auto Club and the Council.
- With assistance from the Family Services team, the program was able to buy the existing car to provide additional opportunities for young people to drive as well as having a vehicle available for drive tests.
Currently negotiating with Tyrepower to become new additional sponsors of the L2P vehicles by providing tyres and rotation as required.

Maternal and Child Health (MCH)

- All client consultations are now face to face with relevant personal protective equipment.
- Universal Service recorded 32 births for January to March 2022 quarter.
- Sleep and Settling targets have decreased, the team is working to increase referrals. Position descriptions have been updated to facilitate the implementation of sleep and settling outreach by all MCH staff.
- Recruiting in process to cover the permanent 0.8 EFT that is currently vacant, internal applications close in early April 2022.
- First Time Parent Group (FTPG) continues face to face. MCH nurses and male facilitators are currently developing a FTPG for Dads with hopes to begin in Term 2, 2022.

Family Services

- Integrated Family Services (IFS) reaccreditation audit took place on 19 and 20 January 2022. The program successfully transitioned to National Standards for Disability Services (NSDS) and was compliant against the Human Services Standards (HSS).
The auditors were very complimentary of the service, extending congratulations to all involved.
- Referrals from The Orange Door (TOD) have remained below average across the quarter, both in Benalla and across the Ovens Murray region. Family Services has remained in contact with TOD Service System Navigator, Ovens Murray Family Children Service Alliance Coordinator, and Department of Families, Fairness and Housing Victoria (DFFH) and Performance liaison in relation to these impacts.
Family Services are sitting above service hour targets for March, at 94.68 per cent targets and an overall 90.43 per cent for the year to date.
- IFS supported 25 families over the quarter.
- Vulnerable families are being seen face to face however COVID-19 screening is occurring before each face to face visit.
Practitioners are delivering support via phone and video communications tools. IFS teams continue to work in a bubble system (one week from home, one week from the office) with no cross over in the office. This is in effort to reduce exposure and impacts of transmission of COVID-19.

- A total of eight families have received support from Alliance Flexible Packages during the quarter. Four families are receiving support through Department of Fairness, Families and Housing (DFFH) COVID-19 flexible packages during the quarter.
- Working collaboratively with Family Services, Family Liaison has supported eight families over the quarter. Family Liaison plays an integral role in supporting families in the Benalla community and works closely alongside Family Services to assess risk and complexities for support.
- Supported playgroup (SPG) have seen an increase in numbers attending this term with 14 families now attending across the two groups. The Playgroup have implementing the SmallTalk parenting principles.

Face to face sessions have begun following two years of COVID-19 restrictions and online group presentations. The groups have also seen an increase of culturally and linguistically diverse (CALD) families attending and feeling supported by the gentle approach format of SPG.

Several new referrals have been received for term 2 SPG. Facilitators are discussing group capacities and options to keep referred families supported with a community playgroup.

- Projects for utilisation of the funding targets at increasing outcomes for vulnerable families are in planning. Initial meetings have been held with Benalla Library, Benalla Art Gallery, Aboriginal and Torres Strait Islander Group and Waminda Community House. Providers have been contracted to deliver short term information sessions and upskilling sessions such as pediatric first aid and to support to buy of the second L2P car.

A Family Fun Day is intended to be held during National Reconciliation Week based at Benalla Foreshore/Library and utilising the space under the Library. Funding is to be expended by the end of the financial year. Funds not expended by the end of the financial year are likely to be recouped by DFFH.

- Using Program Development funding from DFFH, practitioners have been able to attend the updated Australian Childhood Foundation ‘Bringing Up Great Kids’ training and gain the updated facilitator manual and resources.



Supported Playgroup participants – Easter bonnet parade and Mansfield Zoo trip.

Aged and Disability Services

- Age and Disability Services have continued meeting targets to the best of their ability in the quarter, except for home modifications, where in coming referrals have slowed.

The program has adapted to changing guidelines issued by the department. Staff have continued to provide services with little disruption to clients. All staff complete COVID-19 screenings with clients prior to their service.

- The Social Support Groups resumed in December 2021 and staff have continued to offer outings and services to clients in a COVID-19 safe way. Activities have included lunches in the community, and meetings in rural communities such as Swanpool. Activity packs for clients have continued to be popular.
- Three transition sessions have been held with Aged and Disability staff, with further sessions scheduled over the coming months. Contact has been made with the successful organisations that will be taking over the aged and disability services. Planning has commenced to provide a smooth and seamless transition for clients as Council exits out of services on 30 June 2022.
- Volunteers continue to provide volunteer transport, with the service having approximately 10 volunteers. Trips have predominantly been to Melbourne and Albury/Wodonga for medical appointments.
- There has been a reduced demand for brokerage services as providers seek out alternative service providers.
- Age Well in Benalla Info Hub is continuing to run from the Sir Edward ‘Wear’ Dunlop Learning Centre (Benalla Library) every second Thursday and at the monthly Benalla market.

Age Friendly Benalla ran a Benalla Treasure’s article for the Benalla Ensign showcasing several local older people using the remaining funding received for last year’s Seniors Festival. The department is keen to have input into suggestions for this year’s Seniors Festival activities in October 2022.

- Council has received several phone calls from providers interested in tendering for a adult and older adult mental health and wellbeing service for Benalla (also covering Wangaratta and Mansfield).

The tender closed in early February 2022 with the successful provider to be notified in May 2022. Services are expected to commence in Benalla in July 2022. All have been keen to have support and input from the Council and our Health and Wellbeing Partnership Group.

Regional Assessment Service

- The Assessment team have continued to undertake assessments over the phone, when it is identified the client has more complex needs a face-to-face assessment is undertaken. Referrals have been consistent for new clients and reviews consistently undertaken.
- A report from the Home and Community Care Program for Younger People (HACC PYP) assessment forum held in Wangaratta on 14 December 2021 has been prepared and circulated. The report outlined issues and efficacies in communication, promotion, intake, assessment and service delivery.

Highlights

- A workshop was held on Monday 7 February 2022 with members of the Benalla Health and Wellbeing Partnership Group to draft an action plan for the Municipal Public Health and Wellbeing Plan. The session was well attended.

Further input was sought at the Health and Wellbeing meeting held on Monday 4 April 2022. The partnership has a very active membership with representatives from Central Hume PCP, Women’s Health Goulburn North East, Age Friendly North East Victoria, GOTAFE, Headspace, NESAY, DFFH, Merri Health, Tomorrow Today Foundation, Mind Australia, Waminda, Department of Jobs, Precincts and Regions, Deakin University, Gateway Health and Benalla Health. A draft plan incorporating feedback from the group will be presented to the Benalla Health and Wellbeing Partnership Group in May 2022.

COUNCIL PLAN 2021-2025 (IMPLICATIONS)

Community

Strategy	March Quarter Update
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.	Resourcing Benalla Health and Wellbeing Partnership and drafting of Health and Wellbeing plan workshop. Resourcing of Live4Life program, Age Friendly Benalla, FReeZA program, L2P, rural mental health events, Rural Outreach worker, Social Support Groups, Seniors Festival, Supported Playgroup, Family Liaison and Integrated Family Support program, MCH.
Act on the prevention of family violence through awareness raising, workplace policy and support for local and regional initiatives.	Benalla Health and Wellbeing Partnership, staff training, 16 Days of Activism, MARAM training, integral to work in community services. Family Violence reform/legislation.
Work together with key health, welfare and community organisations and networks to support better learning, development and wellbeing outcomes for community members.	Continued resourcing of the Benalla Health and Wellbeing Partnership Group, Benalla Youth Service Provider Network, Benalla Live4Life Partnership Group and participation in Early Years Network, North East Age Friendly Alliance, Ovens Murray Children and Family Services Alliance. Continue to provide Integrated Family Services, Maternal and Child Health Services, Family Liaison, Rural Outreach, Aged and Disability Services, Regional Assessment and COVID-19 Emergency Relief.

Strategy	March Quarter Update
<p>Offer programs, services, activities and events that support, develop and connect community members of all abilities and lead the community in being age friendly and child and COVIDsafe.</p>	<p>Resource Accessibility Reference Group, Age Friendly Benalla Reference Group, in process of updating Community Access and Inclusion Plan and Mobility Map, implementing Age Friendly Benalla Strategy, finalising Youth Strategy, supporting Early Years Strategic Plan, offering Supported Playgroup, New Parents Group, Integrated Family Services, Family Liaison, Sleep and Settling, enhanced MCH, Regional Assessment Service, CHSP and HACC PYP, FReeZA, Live4Life programs.</p>
<p>Support and promote opportunities for the community to participate in a range of social, recreational, and arts and cultural programs, activities and events.</p>	<p>Seniors Festival activities, support Age well in Benalla Info Hub, Children’s week activities, rural community get togethers, FReeZA events and activities, Social Support Groups, Supported Playgroup, New Parents Group.</p>
<p>Build community capacity through supporting community groups to deliver local initiatives that build social connections and enhance health and wellbeing.</p>	<p>Community Sponsorship program, community grants associated with drought and CASI funding, developing CASI directory of local activities, services and programs to be distributed to all households, updating Who What Where Benalla, L2P program, Rural Township Plans, Social Support Groups, Supported Playgroup, first time parents group, Sleep and Settling program, Family Services, Family Liaison, FReeZA, Engage, Live4Life programs.</p>
<p>Create and promote welcoming and inclusive practices and culture, so community members- whatever their age, gender, physical ability, socio-economic status, religious beliefs, sexuality or cultural background feel like they belong and are valued, respected and included.</p>	<p>Resource Umbrella group, support Rainbow Ball, and wider regional networks focusing on LGBTIQ+, Supported Playgroup, New Parents Group, Integrated Family Services, Family Liaison, Sleep and Settling, MCH, Regional Assessment Service, CHSP and HACC PYP, CASI programs.</p>
<p>Continue to respectfully engage, include, celebrate and promote Aboriginal and Torres Strait Islander culture and people.</p>	<p>Resource Aboriginal Advisory Group, begin planning for events and activities such as NAIDOC week and redevelopment of the Aboriginal Gardens, ongoing secondary consultations with VACCA and Mungabereena.</p>
<p>Promote, support and actively engage with smaller rural communities.</p>	<p>Rural Outreach worker program and reference group, drafting of a number of Rural Township Plans, support funding for rural communities, rural mental health events, and support for local community get togethers, CASI, social support groups</p>

Leadership

Strategy	March Quarter Update
<p>Ensure key community priorities captured in the long-term community vision are reflected in the Council Plan.</p>	<p>Resource Community Plan Implementation Steering committee, investigate ways of reporting back to the community.</p>
<p>Work in partnership with community members, groups and organisations to achieve the aspirations captured within the Benalla Rural City long-term Community Vision.</p>	<p>Drafting updated 2036 Community Vision document in partnership with CPISC, launch and consider best ways of keeping community informed on progress and assistance provided by CPISC in preparing Community Vision incorporated in Community Plan.</p>
<p>Create opportunities for deliberative engagement prior to decision making and actively improve and enhance Council's community engagement practices.</p>	<p>Community Engagement Policy and Toolkit updated, provide some assistance to other departments, set up and help resource The Hive online platform seeking community engagement on key issues such as Rural Township Plans. Community Engagement underpins all of the work undertaken within the Community department.</p>

FINANCIAL IMPLICATIONS

	Notes	2021/22 YTD Actuals (Credit)	2021/22 YTD Budgets (Credit)	2021/22 YTD Variance	2021/22 Full Year Budget (Credit)	2021/22 Full Year Forecast
Community Operations		\$629,116	\$646,123	\$17,007	\$890,813	\$976,096
Youth Programs	1	\$23,155	\$98,900	\$75,745	\$131,269	\$188,889
Rural Outreach		\$24,466	\$30,138	\$5,672	\$40,045	\$40,045
Rural Access		\$2,553	\$0	-\$2,553	\$0	\$26,708
ADS Aged & Disability Services	2	(\$61,349)	\$169,920	\$231,269	\$608,864	\$884,665
ADS Assessment	2	(\$15,681)	\$32,268	\$47,949	\$42,207	\$42,207
ADS Social Support	2	\$105,977	\$7,122	\$113,099	\$9,079	\$9,079
FCS Maternal Child Health	3	\$59,994	\$37,718	-\$22,276	\$49,130	\$259,200
FCS Family & Children’s Services	3	\$68,355	(\$87,854)	-\$156,209	(\$118,229)	\$118,722
Total		\$624,633	\$934,335	\$309,702	\$1,653,177	\$2,545,611

Notes:

1. Favourable variance primarily due to receipt of unbudgeted grants.
2. Favourable variance primarily due to timing variance in grant payments and inability to expend funds due to impacts of COVID-19.
3. Unfavourable variance due to higher than budgeted expenses, particularly salaries and oncosts, to expend operating grant income received in previous financial years.

Recommendation:

That the report be noted.

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9. Lakeside Precinct Accessibility Access Working Group

SF/5043

Dom Testoni – Chief Executive Officer
Jessica Beaton – Governance Coordinator

PURPOSE OF REPORT

The report presents for consideration the establishment of a Lakeside Precinct Accessibility Access Working Group.

BACKGROUND

In February 2022 the Council received \$1,950,110 in grant funding as a part of Phase 3 of the Local Roads and Community Infrastructure Program (LRCI Program). The LRCI program supports local councils to deliver priority local road and community infrastructure projects across Australia.

Multiple projects were identified in the grant application including potential landscaping improvements to the Benalla Ceramic Mural and installation of an accessible walking path to the lakeside precinct.

Online consultation was held in February 2022 via the Council Website on a proposed landscaping concept plan for the Ceramic Mural and surrounding lakeside precinct.

On Wednesday 30 March 2022, the Council held a public meeting with interested community members, Councillors and key staff, onsite at the Ceramic Mural in Mair Street, Benalla to hear views on the proposed landscape works and discuss potential options.

The public meeting was advertised in the *Benalla Ensign* on 23 March 2022.

DISCUSSION

Following feedback received from the public meeting on Wednesday March 2022 a working group is being proposed to review the *Ceramic Mural Landscape Concept Plan*.

Several community members at the public meeting on Wednesday 30 March 2022 were identified as potential community representatives of the Lakeside Precinct Accessibility Access Working Group.

It is proposed that membership of the Lakeside Precinct Accessibility Access Working Group shall comprise of:

- the Mayor
- nominated representatives of the Benalla Rural City community
- Up to two Council officers

The Working Group will be chaired by the Mayor.

The proposed *Lakeside Precinct Accessibility Access Working Group Terms of Reference* is attached as **Appendix 1**.

COMMUNITY ENGAGEMENT

In accordance with the Council’s *Community Engagement Policy*, it is proposed that, due to administrative nature of the working group, 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"> ▪ Report presented to the Council.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

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

FINANCIAL IMPLICATIONS

There are no material financial implications with the establishment of development of the Lakeside Precinct Accessibility Access Working Group.

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

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

It is proposed that a *Lakeside Precinct Accessibility Access Working Group* be established and the *Lakeside Precinct Accessibility Access Working Group Terms of Reference* be adopted.

Recommendation:

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

1. The *Lakeside Precinct Accessibility Access Working Group* be established in accordance with the *Lakeside Precinct Accessibility Access Working Group Terms of Reference*.
2. That the *Lakeside Precinct Accessibility Access Working Group Terms of Reference* be adopted.
3. That the following nominees be invited to participate in the *Lakeside Precinct Accessibility Access Working Group* as community representatives:
 - Susan Campbell OAM
 - John Hanlon
 - Cheryl-Anne Menere
 - David Moore
 - Sheryle Stubbs.

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Terms of Reference

Lakeside Precinct Accessibility Access Working Group

MAY 2022

Proposed

1. Title

The working group will be known as the Lakeside Precinct Accessibility Access Working Group.

2. Purpose

The purpose of the Lakeside Precinct Accessibility Access Working Group (the Working Group) is to review the *Ceramic Mural Landscape Concept Plan* and collaboratively identify local priority issues with disability user-friendly access to the Lakeside Precinct area and work together to find avenues to address these issues.

3. Objectives

- 1.1. Ensure the successful engagement of the community and other stakeholders.
- 1.2. To support and facilitate ongoing communication between the Council and local community.
- 1.3. Collaboratively identify local priority issues with disabled access to the Lakeside Precinct area and work together to find avenues to address these issues.
- 1.4. Support and progress the strategic priorities of the Lakeside Precinct Accessibility Access Working Group.
- 1.5. Collaborate and support the implementation of the *Ceramic Mural Landscape Concept Plan*.
- 1.6. Be expected to contribute to open and honest discussions.
- 1.7. Be provided with and share completed, accurate and meaning information.
- 1.8. Assist with consultation and evaluation activities as they arise.

4. Membership

Membership of the Working Group shall comprise of:

- The Mayor
 - Nominated representatives of the Benalla Rural City Community
 - Up to two Council Officers
- 4.1. Nominations for representatives of Working Group members shall be invited through the Mayor.
 - 4.2. The members of the Working Group are appointed for the term of the project.
 - 4.3. The Working Group may seek the involvement of additional members with interests and expertise relevant to the task at hand.
 - 4.4. A member of the Working Group may resign from their position at any time.

5. Meetings

- 5.1. Meetings will be held monthly with extra meetings scheduled as demand warrants.
- 5.2. Meetings of the Working Group will be chaired by the Mayor.
- 5.3. Members are encouraged to attend all meetings of the Working Group.

6. Reporting

- 4.5. The business of the Working Group shall be recorded in proper minutes.
- 4.6. Agendas and notes of each meeting will be distributed to all members.
- 4.7. The Working Group will provide reports on its activities to the Council, other advisory committees, and the broader community as required.
- 4.8. Manager Assets and Infrastructure will be responsible for providing administration support to the Working Group.

Proposed

10. Councillors' Expenses For The Quarter Ended 31 March 2022

SF/1557

Tracey Beaton – Executive Coordinator

PURPOSE OF REPORT

The report details expenditure associated with Councillors' mobile phone usage, attendance at professional development courses and conferences and seminars, and reimbursement of expenses incurred during the quarter ended 31 March 2022.

Councillors' Information and Communication Expenses

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

Councillor	2021/2022 Q1	2021/2022 Q2	2021/2022 Q3
Cr Claridge	\$47.65	\$39.54	\$39.54
Cr Davis	\$39.54	\$39.54	\$39.54
Cr Firth	\$39.54	\$39.54	\$39.54
Cr Gunaratne	(\$2.76)	\$39.54	\$39.54
Cr Hearn	\$17.73	\$39.54	\$39.54
Cr King	\$39.54	\$39.54	\$39.54
Cr O'Brien	\$31.36	\$31.36	\$31.36
Total (ex GST):	\$212.60	\$268.60	\$268.60

Councillors' Reimbursement of Expenses

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

Following are details of Councillors reimbursements.

Date reimbursed	Councillor	Description	Total (ex GST)
13/01/2022	Cr Hearn	Reimbursement for fuel expenses	\$132.32
01/02/2022	Cr Hearn	Reimbursement for fuel expenses	\$74.14
14/02/2022	Cr Gunaratne	Reimbursement for childcare expenses (05/05/2021 to 26/01/2022)	\$933.54
08/03/2022	Cr Hearn	Reimbursement for items for the Mayor's office	\$304.32
10/03/2022	Cr Hearn	Reimbursement for fuel expenses	\$71.42

Councillors' Attendance at Training Courses, Conferences and Seminars

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

Attendance by Councillors from 1 January 2022 – 31 March 2022:

Date	Councillor	Description	Registration & Accommodation (ex GST)
2/01/2022	Cr Hearn	Leadership Training	\$1,200.00
04/03/2022	Cr Gunaratne	Graduate Certificate in Environment and Climate Emergency	\$0
Total		Exclusive of GST	\$1,200.00

FINANCIAL IMPLICATIONS

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

Professional Development	Total (ex GST)
Quarter One	\$645.46
Quarter Two	\$3,300.00
Quarter Three	\$1,200.00
Total spend as at 31 March 2022	\$5,145.46

As at the 31 March 2022, the actual spend against the allocation is \$5,145.46.

Recommendation:

That the report be noted.

11. CEO Credit Card For The Quarter Ended 31 March 2022

SF/3905

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 March 2022.

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 CEO's credit card are reported quarterly to the Council. There was no expenditure for the quarter ended 31 March 2022.

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

Closure of Meeting