

# **BENALLA**

**RURAL CITY COUNCIL**

BENALLA RURAL CITY

# **EMPLOYMENT INFORMATION PACK**

**Library Coordinator**

**Full-Time (35 hours per week)**

# Information Pack

## Library Coordinator

### Full-Time

Thank you for your interest in applying for the position Quality Officer with the Benalla Rural City Council

This information package includes the following documents:

- Employment Details
- Benefits of working with Benalla Rural City Council
- Position description including the 'Key Selection Criteria'
- 'How to Apply'
- Application Cover Sheet

For general details of the Council, please refer to the following web site: [www.benalla.vic.gov.au](http://www.benalla.vic.gov.au)

For further information about the position and a confidential discussion, please contact Manager Arts, Communications, Tourism and Events Jilian Mulally on 03 5760 2674.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

## Employment Details for the Position

Status:	Permanent Full-Time (35 hours per week)
Location:	The position will be based at Sir Edward 'Weary' Dunlop Learning Centre, Fawckner Drive Benalla
Agreement:	Benalla Rural City Council Enterprise Agreement 2015.
Classification:	Band 6 Clause 33.9 Specific Engagement
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 9.5% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Professional Development:	Council recognises the importance of the employee maintaining adequate level of skill and will allow for appropriate training opportunities.

# Benefits of working with the Benalla Rural City Council

Working at Benalla Rural City Council, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Benalla community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full time basis and the remainder part-time and casual.

## Family Friendly and Flexible Working Arrangements

- 14 Weeks paid maternity leave
- 2 weeks paid paternity leave
- 48/52 arrangements

## Employee Assistance Program (EAP)

- Davidson Trahaire Corpsych is Council's preferred EAP supplier
- Designed to help staff deal with any work related or personal problems
- Confidential

## Professional Development

- Committed to developing staff by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be based on corporate, team and individual needs and developments

## Equal Employment Opportunity

Benalla Rural City Council aims to provide a workplace that is free from any form of discrimination, bullying and harassment.

All forms of harassment and bullying are unacceptable and we are committed to creating an environment in which harassment and bullying are not tolerated at any level.

## Code of Conduct

The purpose of the Staff Code of Conduct is to provide staff with guidance on, and an understanding of the values and standards of behaviour that apply to all Council staff in their daily work activities. It is essential that the Council's affairs are conducted legally, ethically and with the highest standards of integrity and professionalism. These are the values and standards upon which the Council's reputation has been built and will continue to be based. Adherence to these values is fundamental to further building on the partnership and trust between the Council and the community.

<b>Position - Identification</b>	
Position Title	Library Coordinator
Position Classification	Band 6
Position Status	Full time
Division	Corporate
Department	Arts, Communications, Tourism and Events
<b>Position – Organisational Relationships</b>	
Reports to	Manager Arts, Communications, Tourism and Events
Responsible for	Education and Community Programs Officer, Customer and Library Services Officers
Internal Liaisons	Councillors and Council staff
External Liaisons	Library patrons, the Benalla community and community groups, industry colleagues, other Library staff, Friends of the Benalla Library, schools, community groups and other stakeholders

<b>Position Objective</b>
<p>The Library Coordinator will supervise the day-to-day operation of the Sir Edward Weary Dunlop Learning Centre including the delivery of library services and overseeing patron experiences.</p>

<b>Responsibility</b>	<b>Outcomes</b>
<b>Corporate Leadership</b>	<ul style="list-style-type: none"> <li>▪ Assist in the establishment and implementation of the strategic and community focussed business plans, including participation in the review and development of policies and procedures, Annual Business Plans and work and project plans.</li> <li>▪ Ensure your supervisor is kept informed on significant issues within areas of responsibility.</li> <li>▪ Maintain a focus on and ensure a commitment to achievement of the Council Plan, Business Plan and key agreed deliverables.</li> <li>▪ Actively participate in organisational activities and contribute to the ongoing strengthening of the organisation culture.</li> <li>▪ Model the positive leadership behaviours outlines in “Our Culture – Our Story”.</li> </ul>

<b>Responsibility</b>	<b>Outcomes</b>
<p><b>Team Leadership and Management</b></p>	<ul style="list-style-type: none"> <li>▪ Provide leadership with an emphasis on open and timely communication and development of skills and capability.</li> <li>▪ Effectively communicate relevant policies and decision of Council to staff to ensure understanding and commitment to putting them into practice.</li> <li>▪ Lead the effective and timely delivery of services and projects with regular monitoring, analysis and required adjustment of expenditures and service levels.</li> <li>▪ Timely completion of all performance and development reviews if direct reports to celebrate achievement, identify development needs and address performance issues.</li> <li>▪ Contribute to ongoing organisational improvement through providing ideas, seeking opportunities to collaborate across the organisation and actively supporting continuous improvement initiatives.</li> <li>▪ Ensure processes are in place that ensure role clarity, set clear performance expectations and lead to the effective delivery of outcomes.</li> <li>▪ Ensure the effective management of resources in all areas of responsibility, including recruitment and training of staff, operating within budget and maintaining the quality of services.</li> <li>▪ Participation in the development of business plans and budgets for the delivery of services which consider trends, industry shifts and community needs.</li> <li>▪ Maintain compliance with Occupational Health and Safety, Risk Management, Records Management and Human Resource Management policies and legislative requirements.</li> </ul>

<b>Responsibility</b>	<b>Outcomes</b>
<p><b>Key Responsibility Areas</b></p>	<ul style="list-style-type: none"> <li>▪ Supervise the day to day operation of the Benalla Library including the provision of a prompt and friendly customer service for library users.</li> <li>▪ Provide quality information and readers advisory service to all patrons.</li> <li>▪ Oversee the delivery of targeted programs and activities to ensure the needs of special client groups are met within the resources available.</li> <li>▪ Represent the Branch at a regional level and report regularly to the MACTE on branch activities, projects and budget requirements.</li> <li>▪ Maintain the collection in consultation with the appropriate representatives, ensuring maximum efficiency in the process and deriving maximum return to the local community.</li> <li>▪ Assist library users with the use of computers and other equipment.</li> <li>▪ Prepare routine correspondence and develop promotional material.</li> <li>▪ Provide guidance and training for library officers and volunteers. Conduct annual staff performance and development reviews.</li> <li>▪ Research and produce reports and correspondence as directed and take appropriate action in consultation with the Manager Arts, Communications, Tourism and Events.</li> <li>▪ Respond to out of hours calls for security as required.</li> <li>▪ Assist with functions and openings as required including functions after hours.</li> <li>▪ Perform other duties as directed in accordance with the responsibility and skill level of the position.</li> </ul>



**Shared Organisational Responsibilities: *All employees are required to***

<p><b>Performance Criteria</b></p>	<p>Benalla Rural City Council uses the following strategic and business planning process which then provides the framework for performance assessment. The Council plan is the key overarching document and reinforces the Council's values, long term strategic direction, fiscal responsibility and evidence based approach to measuring outcomes.</p> <ul style="list-style-type: none"> <li>▪ Council Plan</li> <li>▪ Departmental Business Plans</li> <li>▪ Individual Performance Plans</li> </ul>
<p><b>Key Result Areas</b></p>	<p>In addition to the performance objectives and responsibilities outlined in this Position Description, a comprehensive set of Key Performance Criteria will be used to clearly measure performance annually. The following table outlines the overarching Key Result Areas. Specific measures of achievement are to be developed by the <b>Manager Arts, Communications, Tourism and Events and Library Coordinator</b> annually.</p>
<p><b>Area of Performance</b></p>	<p><b>Key Result Areas</b></p>
<p><b>Good Governance</b></p>	<ul style="list-style-type: none"> <li>▪ Achievement of the relevant key objectives from the Departmental Business Plan and relevant project and work plans.</li> <li>▪ Systems, policies and practices that ensure legislative compliance and good practice.</li> <li>▪ Clear understanding of and commitment to delivering of key objectives.</li> <li>▪ Efficient and effective use of resources.</li> <li>▪ Achievement of budget and contribution to achieving grants funding.</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>▪ Respectful, open and collaborative relationship with the General Manager, the Manager, other staff and residents and service providers.</li> <li>▪ Ongoing growth and development of staff within the team.</li> <li>▪ Visible and constructive leadership role in internal forums.</li> <li>▪ Flexible and effective response to unanticipated events.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>▪ Provision of informed, honest and timely advice.</li> <li>▪ Encouragement of positive feedback that focuses on effort or improvement rather than only outcomes.</li> </ul>
<p><b>Fairness, Equity and Respect</b></p>	<ul style="list-style-type: none"> <li>▪ Issues dealt with in a timely and efficient manner.</li> <li>▪ Demonstrated benefits from relationships with stakeholders.</li> </ul>

**Shared Organisational Responsibilities: *All employees are required to***

<p><b>Risk Management Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Understand the principles of risk management and their application to all aspects of Council business.</li> <li>▪ Manage threats and opportunities within their departments.</li> <li>▪ Monitor the implementation of the Risk Management Policy and Framework within their departments.</li> <li>▪ Assist staff in the identification, evaluation and mitigation of risks within their area of responsibility.</li> <li>▪ Develop and implement Risk Action Plans for all risks within their Department keeping staff appropriately informed of all changes related to identified risks.</li> <li>▪ Approve Risk Action Plans for risk initially rated as medium risk.</li> <li>▪ Ensure new team member's induction include and overview of Council's Risk Management Policy and Framework.</li> <li>▪ Ensure that all Risk Action Plans are reviewed quarterly.</li> <li>▪ Monitor and evaluate the performance of staff against their risk management responsibilities as part of the annual performance review process.</li> <li>▪ Promote Risk Management as a vital business principle.</li> <li>▪ Undertake risk assessments for all proposed projects in consultation with relevant stakeholders prior to projects proceeding.</li> </ul>
<p><b>Record Keeping Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Understanding records management obligations and responsibilities.</li> <li>▪ Making and keeping accurate and complete records of business activities and decision making.</li> <li>▪ Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters.</li> <li>▪ Ensuring the quality and accuracy of the date used or entered on Council databases and systems.</li> <li>▪ Destruction of Council records are not to occur without authority from the Information Management Coordinator.</li> </ul>
<p><b>Occupational Health and Safety Accountabilities</b></p>	<ul style="list-style-type: none"> <li>▪ Comply with all requirements of the OH&amp;S Management System and legislation.</li> <li>▪ Work safely and not place at risk the health and safety of other workers or the public.</li> <li>▪ Actively contribute to the hazard identification process.</li> </ul>
<p><b>Asset Management</b></p>	<ul style="list-style-type: none"> <li>▪ All staff are expected to familiarise themselves with and abide by Council's Asset Management policies, plans and strategies</li> </ul>
<p><b>Charter of Human Rights</b></p>	<p>Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:</p> <ul style="list-style-type: none"> <li>▪ Making decisions and providing advice consistent with human rights.</li> <li>▪ Actively implementing, promoting and supporting human rights.</li> </ul>

**Shared Organisational Responsibilities: *All employees are required to***

<p><b>Customer Service Responsibilities</b></p>	<p>Benalla Rural City Council recognises customer service excellence is the responsibility of all Council staff across the organisation.</p> <p>We will provide service excellence by:</p> <ul style="list-style-type: none"> <li>▪ Ensuring information and services we deliver are accessible to everyone.</li> <li>▪ Using appropriate language in our publications and technology.</li> <li>▪ Being responsible for our work and accountable for its effectiveness.</li> <li>▪ Strengthening relationships between staff and customers.</li> <li>▪ Listen and act on feedback from both internal and external customers.</li> </ul>
<p><b>Code of Conduct</b></p>	<p>The staff Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Benalla Rural City Council staff. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.</p>
<p><b>Emergency Management</b></p>	<p>As part of the duties associated with this position, the incumbent may be required to assist Benalla Rural City Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.</p>
<p><b>Policies and Procedures</b></p>	<p>The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Coordinator, but the Coordinator must abide by them because they are lawful and reasonable directions of the Council.</p>
<p><b>Driver Licence</b></p>	<p>If you are required at any point to drive a Council vehicle for business use, it is a condition of employment that a current driver licence is maintained. If your driver licence is suspended or cancelled, you must inform your manager immediately.</p>

## Position – Skills and Competencies

<p><b>Accountability and Extent of Authority</b></p>	<ul style="list-style-type: none"> <li>▪ The position is responsible for the delivery of functions of the Sir Edward Weary Dunlop Learning Centre as broadly outlines in this position description and has the authority and freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievements of goals and objectives.</li> <li>▪ Freedom to act outside established guidelines is subject to policies, objectives and budgets and specific delegations by the Manager Arts, Communications, Tourism and Events.</li> </ul>
<p><b>Judgement and Decision Making</b></p>	<ul style="list-style-type: none"> <li>▪ The position involves high level problem solving with guidance on some issues not always available. Problem solving using experience and professional expertise is required. Some problems will be complex requiring a creative approach.</li> <li>▪ While initiative is encouraged, guidance and advice is usually available from the Manager Arts, Communications, Tourism and Events.</li> </ul>
<p><b>Specialist Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Understanding of the role of public libraries as a community resource.</li> <li>▪ Extensive knowledge of general reading and learning interests and habits of the local community.</li> <li>▪ Skills in compute technology applications associated with the service area and Microsoft Office applications.</li> <li>▪ Knowledge of relevant legislation pertaining to the provision of services for specified client groups, including Occupational Health and Safety.</li> <li>▪ Excellent interpersonal and communication skills.</li> <li>▪ Physically fit to lift boxes/crates within individual capacity, however most crates weigh approximately 12 kilograms.</li> </ul>
<p><b>Management Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to plan, schedule and coordinate a variety of complex tasks and projects concurrently.</li> <li>▪ Understanding of effective business practice including the ability to collect, enter and maintain accurate and complete records of business activities and decisions.</li> <li>▪ Understanding of, commitment to and skills in OH&amp;S and the ability to create and maintain a safe and healthy working environment.</li> </ul>

## Position – Skills and Competencies

### Interpersonal Skills

- Ability to establish and maintain productive relationships with internal and external stakeholders including other staff, community organisations and groups, agencies and residents
- Strong communication and influencing skills both verbal and written.
- Ability to build constructive working relationships and to lead, motivate and develop staff.

### Qualifications and Experience

- Diploma or Certificate IV in Library and Information studies and relevant experience.
- Public library experience at supervisor level.
- Physically fit to lift boxes/bags of books up to 12 kilograms.
- A high level of enthusiasm, motivation and willingness to be innovative.
- Strong team skills.
- Competency in the use of contemporary computer systems and library collection management software.

### Key Selection Criteria

- Proven success in delivering diverse, modern library services.
- Demonstrated ability to engage with a broad cross-section of stakeholders, community members and groups, industry peers and colleagues.
- Demonstrated experience in building and supervising small teams of staff and in working collaboratively with a broader organisation.
- Demonstrated ability in problem solving and sound judgement with the ability to successfully overcome hurdles and issues while identifying and implementing opportunities to enhance and improve performance.
- Excellent written and verbal communication skills.
- Ability to develop and implement systems and processes that ensure efficiency, accuracy and accountability.
- Current Driver Licence.

## Position – Inherent physical requirements

**Summary** – The Library Coordinator will supervise the day-to-day operation of the Sir Edward Weary Dunlop Learning Centre including the delivery of library services and overseeing patron experiences..

### Physical Demands of the Role

Physical Demands of the Task and % of time allocated	NEVER 0%	OCCASIONAL 1-30%	FREQUENT 31%-60%	CONSTANT 61%-100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps / Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looking Down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Forwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Spine Backwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with hands above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching forwards or sideways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping or Grabbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Hand Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from Floor to Waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting at waist height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting from waist to overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying equipment e.g., tools, plants etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exerting force with one hand or one side of the body e.g. digging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding, Supporting or Straining	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptive Device(s) Available	Description of their use			
Ergonomic assessment of office workstation (For office based positions)	Minimise effects of long periods of sitting			
Ergonomic Chair (For office based positions)	Minimise effects of long periods of sitting			

## How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

### Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

### Addressing Key Selection Criteria

The Key Selection Criteria is listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

### Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include:
  - Application Cover Sheet
  - A covering letter
  - A document addressing the key selection criteria
  - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: [employment@benalla.vic.gov.au](mailto:employment@benalla.vic.gov.au)

Alternatively, you may post your application to;

"Private and Confidential"  
Rhonda McDonald  
Human Resources Coordinator  
Benalla Rural City Council  
PO Box 227  
BENALLA VIC 3671

*Please use a paperclip to secure all documents; **do not staple your application** or enclose your application in a folder.*

Applications close: **5 pm Friday 19 October 2018**  
*Please Note: Late Applications cannot be accepted.*

# Application Cover Sheet

Position Applied for: \_\_\_\_\_

Note: Applicants are required to respond to the Key Selection Criteria in their applications

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

## Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <b>Professional Referees</b> form?	Y/N
Have you read and understood the <b>Position Description</b> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement? (Applicable for part time only)

\_\_\_\_\_

Where did you see this position advertised?

\_\_\_\_\_

\*\*\*\* Don't forget to attach your Resume and address the Key Selection Criteria \*\*\*\*



## PRIVACY ACT INFORMATION AND DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

### Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

<b>Name of Referee</b> (Direct Manager if possible)	<b>Company and Position</b>	<b>Contact Phone Number</b>
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the Benalla Rural City Council not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Benalla Rural City Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

**Name of Applicant:** .....

**Signature:** .....

**Date:** .....



# BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council  
November 2014

PO BOX 227  
BENALLA VIC 3671

(03) 5760 2600  
[council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

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