

# Planning and Development Committee

## Agenda

**Date: Wednesday 16 March 2022**

**Time: 6pm**

**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](http://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](mailto: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 Danny Claridge
- Councillors**            Councillor Peter Davis  
                                  Councillor Don Firth  
                                  Councillor Bernie Hearn (Mayor)  
                                  Councillor Punarji Hewa Gunaratne  
                                  Councillor Justin King  
                                  Councillor Gail O’Brien
- In attendance**        Dom Testoni                      Chief Executive Officer  
                                  Robert Barber                    General Manager Corporate  
                                  Adrian Gasperoni                Manager Assets and Infrastructure  
                                  Greg Robertson                 Manager Facilities and Information Technology  
                                  Nilesh Singh                        Manager Development  
                                  Jessica Beaton                     Governance Coordinator

## Acknowledgment of Country

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

## Apologies

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

## Confirmation of the Minutes of the Previous Meeting

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

### Recommendation:

**That the Minutes of the Planning and Development Committee Meeting held on Wednesday 16 February 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. Benalla Airport – Intention to Lease Land

SF/3327

Greg Robertson – Manager Facilities and Information Technology

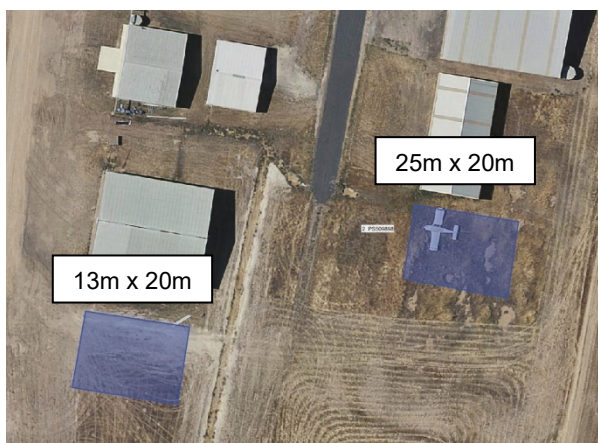
### PURPOSE OF REPORT

The report seeks approval to commence consultation on the intention to lease land at the Benalla Airport.

### BACKGROUND

The Council has received an enquiry from Luke Bourne to enter into a land lease agreement to construct two new hangars at the Benalla Airport.

The photos below shows the approximate footprint of the proposed hangars to be constructed on the leased land. The hangars will conform to the alignment, style and colour of existing hangars in the precinct.



The photo below provides a zoomed-out view of the Hangar Lease Land Precinct in the wider context of the airport.



## DISCUSSION

In accordance with section 115 of the *Local Government Act 2020*, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into a lease.

The principal terms of the land lease at the Benalla Airport will be:

- A term of five years commencing on 1 July 2022 with an option of four further terms of five years.
- To waive the first 12 months of lease costs, excluding the Fire Services Property Levy. After year one of the lease, all applicable lease fees will be payable for the remaining term of the lease.

The waiver recognises improvement works to be undertaken to address access track and drainage issues. Works are valued up to \$7,000.

- Rent commencement will be calculated at \$5.22 per square meter of the area of the premises per annum plus the Fire Services Property Levy and GST.
- The lease will be adjusted annually by the All-Groups Consumer Price Index except for the fifth anniversary of the commencement of the lease where the fee will be reviewed to market value.

## COUNCIL PLAN 2021-2025 IMPLICATIONS

### Leadership

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

## LEGISLATIVE AND STRATEGY IMPLICATIONS

The proposal to lease land for hangar development is consistent with the Benalla Airport Masterplan 2015.

## FINANCIAL IMPLICATIONS

In recognition of the development costs, it is proposed to waive the first 12 months lease costs, excluding the Fire Services Property Levy.

At a rate of \$5.22 (ex GST) per square meter the two hangar land lease sites would have produced lease income of \$3,967 (ex GST) in the 2022/23 financial year, which will increase annually in line with the consumer price index.

The lessee will be responsible for civil works required to develop the hangar sites, including drainage works and extension of the hangar access track.



After year one of the lease, all applicable lease fees will be payable for the remaining term of the lease.

The lease will be adjusted annually by the All-Groups Consumer Price Index except for the fifth anniversary of the commencement of the lease where the fee will be reviewed to market value.

### COMMUNITY ENGAGEMENT

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

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> <li>▪ Report to Council</li> <li>▪ Public Notice in the Benalla Ensign and on Council website.</li> <li>▪ Submissions heard and considered by Council</li> <li>▪ Final report to Council</li> </ul>

Community consultation will be open from Thursday 17 March 2022 and close 5pm Thursday 14 April 2022.

Submissions will be heard at the Planning and Development Committee meeting on 20 April 2022.

### 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 Planning and Development Committee, acting under its delegated authority of the Council, resolve:**

**That the Council give notice under section 115 of the *Local Government Act 2020* of its intention to enter into a lease with Luke Anthony Bourne for hangar land lease.**

**The principal terms of the lease will be:**

- 1. A term of five years commencing on 1 July 2022 with an option of four further terms of five years.**
- 2. To waive lease costs until 30 June 2023, excluding the Fire Services Property Levy. From 1 July 2023, all applicable lease fees will be payable for the remaining term of the lease.**
- 3. The lease will be adjusted annually by the All-Groups Consumer Price Index except for the fifth anniversary of the commencement of the lease where the fee will be reviewed to market value.**

### 3. Facilities and Information Technology Department Activity Report For The Quarter Ended 31 December 2021

SF/1544

Greg Robertson – Manager Facilities and Information Technology

#### PURPOSE OF REPORT

The report presents the activities of the Facilities and Information Technology department for the quarter ended 31 December 2021.

#### Facilities Management

- Afterhours public lighting inspection was undertaken and works to repair broken lights have been scheduled.
- Repairs and adjustments were made to the Lake Benalla Fountain. The fountain operates automatically between 10am and 6pm, seven days a week. The fountain is shut off when the lake level rises above the waterspout during high inflows.
- Compliance operations were undertaken at the Benalla Airport, with several individuals issued with infringements.
- Group fitness and aquatic based classes resumed at the Benalla Aquatic Centre in-line with the easing of COVID restrictions. All children's Learn-to-Swim programs returned to full class capacity and achieved full enrolments.

#### Information and Communications Technology (ICT)

- New uninterruptable power supplies (battery backup) were installed to the main server room to ensure computer servers could continue to operate during power supply interruptions.
- Council's electronic records software (Content Manager) has been reviewed and undergone a major upgrade to the latest version.

#### COVID-19 Impacts

COVID-19 continues to reduce the number of public bookings of facilities and the related fee hire income. It has resulted in a reduction in lease income with commercial tenants continuing to receive State Government mandated lease cost reductions.

Additional costs and workload continue to be incurred by ICT to facilitate work from home arrangements.

**Highlights**

With ongoing COVID-19 restrictions and a distributed workforce, the ICT Helpdesk continue to support work from home requirements.

**COUNCIL PLAN 2021-2025**

**Livability**

Strategy	December Quarter Update
<p>Enhance and maintain key places of significance.</p>	<p>Contracts are in place for essential maintenance activities of Council facilities including, cleaning of the Heating, Ventilation and Air Conditioning (HVAC) systems at all Council facilities.</p> <p>The HVAC Service contract is near the end of the contract term and will go to procurement in Quarter 3.</p> <p>An updated Airport Manual for the Benalla Airport has been submitted to the Civil Aviation Safety Authority to ensure the Airport can continue to operate.</p> <p>A grant application is being prepared for the Living Heritage Grants Program to enable substantial conservation works to be undertaken on Council heritage listed assets.</p>

**FINANCIAL IMPLICATIONS**

	Notes	2021/22 YTD Actuals	2021/22 YTD Budget	2021/22 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
<b>Facilities</b>	<b>1</b>	\$680,555	\$1,120,222	\$439,667	\$2,239,721	\$2,246,583
<b>Information Technology</b>		\$790,131	\$784,958	-\$5,173	\$1,439,439	\$1,439,439
<b>Benalla Airport</b>	<b>2</b>	\$66,172	\$37,484	-\$28,688	\$74,960	\$74,960
<b>Saleyards</b>	<b>3</b>	\$12,901	\$45,648	\$32,747	\$91,300	\$116,986
<b>Aquatic Centre</b>	<b>4</b>	\$424,304	\$354,950	-\$69,354	\$709,900	\$709,900
<b>Total</b>		<b>\$1,974,063</b>	<b>\$2,343,262</b>	<b>\$369,199</b>	<b>\$4,555,320</b>	<b>\$4,587,868</b>

**Notes:**

1. Favourable variance primarily due to depreciation \$321,741 less than budgeted. Maintenance expenses of Council facilities \$111,793 less than budgeted at 31 December 2021, but are forecast to match budget at year’s end.
2. Unfavourable variance due to depreciation being \$47,954 more than budgeted. Partially offset by favourable variances in operating expenses and lease revenue.
3. Favourable variance due to planned works being deferred to next quarter. Yard Fee income more than budgeted due to large sheep sale.
4. Unfavourable variance due to management fee payment phasing. Expenditure not forecast to exceed full-year budget.

**Recommendation:**

**That the report be noted.**

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#### 4. Assets and Infrastructure Department Activity Report For The Quarter Ended 31 December 2021

SF/1242

Adrian Gasperoni – Manager Asset and Infrastructure

##### PURPOSE OF REPORT

The report presents the activities of the Assets and Infrastructure department for the quarter ended 31 December 2021.

##### Assets and Infrastructure

Assets and Infrastructure continued to provide maintenance throughout our municipality.

There was a continued focus on footpath maintenance and renewal and grading throughout our rural areas.

Highlights for the quarter are detailed below.

##### Operations

- Replaced 200 meters of failed kerb and channel in Union Street, Benalla.
- Replaced 92 meters of failed kerb and channel in South Street, Benalla.
- Replaced 12 meters of failed kerb and channel in Graeme Court, Benalla.
- Replaced 17 meters of failed kerb and channel in Gay Street, Benalla.
- Installed three dining pods in Thomas Street, Benalla.
- Installed a disabled parking bay and concrete access footpath in Thomas Street, Benalla.
- Replaced a total of 23 meters squared of failed concrete footpath in Fraser Street, Waller Street and Stapleton Court, Benalla.
- Installed Christmas banners, flags and decorations throughout the CBD.
- Cleaned out underground drainage pipes in Roe Street, Four Mile Road, Yellow Brick Road, Margaret Street and Thomas Street, Benalla.
- Installed Migrant Camp history signs at BARC Huts Samaria Road, Benalla.
- Maintained gravel road at the Benalla Showgrounds for the drive through COVID-19 testing site.
- Grading of more than 150 kilometers of unsealed roads.
- Graded limited access fire tracks around the municipality.
- Replacement of various signs and guideposts throughout the municipality.
- Performed intersection and sight clearance slashing.
- Slashed fire breaks at Lima East Road, Lima East.
- Continued with Inspection Program on Limited Access, Link and Collector roads through our West A and B and East A and B areas.

## Parks and Gardens

- Undertook repairs to the Benalla Lake boardwalk.
- Aboriginal Garden works completed.
- General maintenance undertaken, including roundabouts, medium strips and Council building garden beds.
- Continuation of roadside slashing and spraying.

## Capital Projects

- Completion of Firth Road, Benalla reconstruction.
- Completion of Mair Street, Benalla carpark civil works. Lighting to be installed March 2022.
- Fawckner Drive, Benalla pavement reconstruction program was awarded to Millers Pipe and Civil. Works to commence in March 2022.
- Fawckner Drive, Benalla drainage, kerb and channel and footpath construction was awarded to One Stop Civil. Works to be completed in February 2022.
- Samaria Road, Benalla pavement stabilisation completed in the quarter.
- Re-seal program awarded to Boral. Works to commence in March 2022.
- Gravel resheet program completed.
- Shoulder resheet program completed.
- Denny Street, Benalla carpark asphalt program awarded to Rich River Asphalt. Works to commence March 2022.
- Concrete footpath replacement program awarded to One Stop Civil. Works to be undertaken during second quarter of 2022.
- Concrete kerb and channel replacement of various roads awarded to One Stop Civil. Works will be ongoing during first quarter of 2022.

## Waste

- Monitoring filling sequence of Cell 2 with drone surveys, available airspace until early May 2022 at current fill rates.
- Reviewing Benalla Landfill Resource and Recovery Center (BLRRC) security infrastructure signage, fence and CCTV improvements, also working with local Police to deter trespassers.
- Facilitating training for outdoor staff in landfill operations (weighbridge and plant) to provide greater level of contingency to the landfill operation reducing requirement of engaging contractors.
- Actively participating in the collaborative procurement working group for kerbside waste services. The project aims to deliver value-for-money kerbside waste services outcomes for councils by undertaking a state-wide tender process for all associated collection and processing services.



## Recreation

- Church Hill Reserve athletics track surface repair remediation of the running track and concrete edging is complete and the track is re-open for use by the public.
- Additional public place recycling/waste bins have been commissioned adjacent to the Arundel Street, Benalla ovals and the new 'Arundel St Facility' to provide greater amenity for events.
- Relocation of cricket pitch from center of the Benalla Showground Oval – the relocation of the cricket pitch is complete and surface remediation of turf nearing completion. Project aims to provide an improved playing surface in the winter months across the center of the oval.
- Currently reviewing the user group fee structure to provide greater transparency.
- The fence upgrade at the Benalla Sports and Equestrian Centre (BSEC) was completed in the quarter. Project collaboratively funded by the Council via an Australian Government Grant, Raise the Roof and the Benalla Racing Club. Approximately 700 meters of fence will provide improved security for larger equestrian events at the BSEC and lift the visual profile of the precinct upon entry to Benalla.

## Asset Management

- The following table outlines requests for works received through the Asset Edge - Reflex program of inspection and Customer Request Management System.

Task	Mar 2021	June 2021	Sept 2021	Dec 2021
<b>Defects overdue on roads and drains - safety only:</b>				
Link roads	0	0	0	1
Collector roads	4	4	2	0
Access roads	1	0	0	0
Defects overdue on footpaths - safety only	0	0	1	0
Defects rectified - routine maintenance and safety – road, footpath and parks	204	221	99	478
Defects and maintenance - items outstanding - road, footpath and parks	89	169	258	286
Unsealed roads graded (km)	0	106	124	150.3
Sealed road shoulders graded (km)	0	2	0	4.2

- An increase in the defects rectified and defects outstanding are due to more asset defects being allocated through the Asset Edge-Reflect system.

**COUNCIL PLAN 2021-2025**

**Community**

Strategy	December Quarter Update
<p>Partner with key stakeholders, such as Victoria Police to promote and enhance community safety including for mobility scooter users, cyclists and pedestrians.</p>	<p>Manger Assets and Infrastructure facilitates and Chairs the Local safety and Traffic Liaison Group (LSTLG) Meetings which are held on a bi-monthly basis.</p> <p>The LSTLG is a valuable stakeholder forum to discuss local safety issues mainly around footpaths, roads and associated issues including but not limited to mobility scooter users, cyclists and pedestrians.</p>

**Livability**

Strategy	December Quarter Update
<p>Advocate and plan for street lighting, shade, seating and pedestrian crossings that support current growth and development and enhance safety and outdoor engagement.</p>	<p>Continue to advocate for enhancement in street lighting, improved and safer pedestrian facilities including crossings and improvements in public spaces through maintaining shade and seating.</p>
<p>Maintain and develop sport and recreation facilities and reserves, parks, gardens, playgrounds, and walking and cycling paths to increase passive and active community participation and social connection.</p>	<p>Pathways are currently being constructed and further pathways are being planned to be constructed to provide better access to community facilities and for the provision of increased passive and active social connections.</p> <p>Together with our communities stakeholders will continue to maintain and enhance our sporting and recreational facilities and amenities.</p>
<p>Maintain the amenity and cleanliness of townships, public spaces, roadsides and community facilities.</p>	<p>The amenity and cleanliness of our townships, public spaces, roadsides and community facilities will continue to be maintained through well planned and programmed maintenance regimes.</p>
<p>Ensure open spaces and public places in existing and developing communities are thoughtfully planned, connected, green, sustainable, accessible, engaging and inclusive and consider the needs of an ageing community.</p>	<p>Open Spaces and Public Spaces will continued to be and maintained and developed through well planned infrastructure and facilities to ensure connectivity, sustainable accessibility and inclusive for all including our ageing sector of our community.</p>

<p>Beautify streetscapes, landscaping, signage and town entrances.</p>	<p>Currently planning to redevelop Bridge Street, Benalla through landscape and streetscape improvements.</p> <p>Ongoing focus with maintaining and improving entrances to our townships through improved signage and streetscape work will continue.</p>
<p>Deliver and maintain accessible and safe footpaths and cycle paths in existing and new neighbourhoods.</p>	<p>A continual emphasis on developing and long term maintenance on accessible and safe footpaths and cycle paths is high priority for existing and new neighbourhoods. Continual review of Council's path network is paramount identifying any improvement opportunities including improving connectivity.</p>
<p>Maintain and improve drainage, bridges, parking and road networks to meet the needs of the current and future population.</p>	<p>Maintain and strive to improve our civil infrastructure through ongoing commitment with our renewal program and ongoing periodical inspections and conditions assessments, to ensure assets are meeting community expectations.</p>

**Economy**

Strategy	December Quarter Update
<p>Support a circular economy to improve business productivity and reduce waste.</p>	<p>Continuing commitment to support circular economy is evident through our continual focus on improving our resource recovery and waste practices, including the recent construction of our Transfer Station, which is due to open later in 2022.</p>

**Environment**

Strategy	December Quarter Update
<p>Actively promote responsible behaviours to reduce waste.</p>	<p>Active member of the North East Regional Waste Group. Our participation through the Group provides Council opportunities to improve and enhance behaviours, through innovative ideas and practices to reduce waste not only locally within our own municipality, but across the greater region.</p>
<p>Provide efficient and sustainable waste management services.</p>	<p>Work in conjunction with the North East Region Waste Group are currently exploring opportunities in developing collaborative partnerships across the region in the endeavour to improve sustainable and enhanced waste management services.</p>

## FINANCIAL IMPLICATIONS

## Capital Works Program result for the period ending 31 December 2021

	Notes	2021/22 YTD Actuals	2021/22 YTD Budget	2021/22 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
<b>Roads</b>	<b>1</b>	\$1,026,181	\$1,431,498	\$405,317	\$2,140,500	\$2,382,525
<b>Footpaths</b>	<b>2</b>	\$12,240	\$128,000	\$115,760	\$198,000	\$236,230
<b>Drainage</b>		\$96,172	\$112,499	\$16,327	\$1,144,025	\$747,875
<b>Buildings</b>	<b>3</b>	\$54,508	\$365,974	\$311,466	\$4,454,000	\$1,808,389
<b>Plant, Machinery and Equipment</b>		\$12,339	\$19,000	\$6,661	\$285,000	\$327,220
<b>Fixtures, IT, Fittings and Furniture Artworks</b>	<b>4</b>	\$122,109	\$265,000	\$142,891	\$275,000	\$275,000
<b>Computers and Telecoms</b>		\$3,200	\$5,000	\$1,800	\$200,000	\$200,000
<b>Library Stock</b>		\$80,992	\$96,000	\$15,008	\$96,000	\$87,614
<b>Waste Management</b>	<b>5</b>	\$928,525	\$2,211,996	\$1,283,471	\$3,510,000	\$2,020,000
<b>Parks, Open Spaces</b>	<b>6</b>	\$226,485	\$355,998	\$129,513	\$356,000	\$446,291
<b>Off Street Carpark</b>	<b>7</b>	\$89,215	\$296,148	\$206,933	\$296,150	\$375,078
<b>Other – Streetscape items</b>	<b>8</b>	\$37,718	\$134,997	\$97,279	\$435,000	\$461,636
<b>Total</b>		<b>\$2,689,683</b>	<b>\$5,422,110</b>	<b>\$2,732,427</b>	<b>\$13,389,675</b>	<b>\$9,367,858</b>

## Notes:

1. Favourable variance due to road works commencing later than forecast due to contractor unavailability.
2. Favourable variance due to footpath works commencing later than forecast due to contractor unavailability.
3. Favourable variance due to building projects having not commenced, such as, Visitor information Centre Redevelopment and the Benalla Art Gallery Storage projects.
4. Favourable variance due to supply issues.
5. Favourable variance due to the late commencement of the Cell 3 construction.
6. Favourable variance due to playground renewal program commencing later than anticipated.
7. Favourable variance due to Denny Street, Benalla carpark commencing later than anticipated due to COVID-19 related issues with contractor.
8. Favourable variance mainly due Bridge Street Streetscape works commencing later than forecast.

## Operating Budget result for the period ending 31 December 2021

	Notes	2020/21 YTD Actuals	2020/21 YTD Budget	2020/21 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
Capital Projects Support		\$124,152	\$129,501	\$5,349	\$271,849	\$271,849
Operations Support		(\$59,036)	(\$63,326)	-\$4,290	\$546,972	\$540,470
Plant Operations	1	(\$143,721)	(\$99,350)	\$44,371	(\$198,699)	(\$167,075)
Operations & Capital Grant Income	2	(\$566,750)	(\$364,998)	\$201,752	(\$7,323,722)	(\$5,965,942)
Sealed Roads		\$1,397,821	\$1,395,727	-\$2,094	\$2,696,398	\$2,696,398
Unsealed Roads	3	\$988,540	\$861,138	-\$127,402	\$1,457,953	\$1,667,825
Bridges	4	\$238,988	\$305,463	\$66,475	\$592,146	\$592,146
Drainage	5	\$385,990	\$357,188	-\$28,801	\$568,523	\$585,023
Mechanics Workshop	6	\$17,716	\$42,839	\$25,123	\$85,130	\$85,130
Street Cleaning		\$23,684	\$28,463	\$4,779	\$41,879	\$41,879
Roadsides		\$255,797	\$254,957	-\$841	\$438,023	\$438,023
Parks and Gardens	7	\$449,728	\$589,205	\$139,477	\$1,053,204	\$1,001,685
Asset Management Services	8	\$60,166	\$121,069	\$60,903	\$240,019	\$240,019
Landfill	9	\$243,198	\$743,170	\$499,972	\$1,482,809	\$887,787
Kerbside Waste	10	(\$2,557,118)	(\$2,615,221)	-\$58,103	(\$1,498,358)	(\$1,391,109)
Recreation	11	\$145,271	\$119,476	-\$25,795	\$238,557	\$238,557
<b>Total</b>		<b>\$1,004,428</b>	<b>\$1,805,301</b>	<b>\$800,874</b>	<b>\$692,683</b>	<b>\$1,762,665</b>

**Notes:**

1. Favourable variance primarily due to internal plant hire income \$159,716 more than budgeted offset by more than budgeted heavy plant operating expenses (\$82,827) and depreciation (\$36,474).
2. Favourable variance due to receipt of unbudgeted Outdoor Activation grant funding (\$300,000).
3. Unfavourable variance primarily due to higher depreciation expense \$104,928 than budgeted.
4. Favourable variance due to delay in undertaking condition assessments (\$55,000) and depreciation expense \$16,813 less than budgeted.
5. Unfavourable variance due to higher than budgeted depreciation expense (\$19,960).
6. Favourable variance primarily due to salaries and oncosts being \$12,161 less than budgeted.
7. Favourable variance primarily due to powerline pruning expenses being \$107,330 less than budgeted.
8. Favourable variance primarily due to salaries and oncosts being \$47,370 less than budgeted.
9. Favourable variance primarily due to EPA Levy income being \$427,787 more than budgeted.
10. Unfavourable variance primarily due to contract payments being \$39,904 more than budgeted and internal charge expense \$19,712 more than budgeted.
11. Unfavourable variance primarily due to payments to management committees being \$32,741 more than budgeted.

**Recommendation:**

**That the report be noted.**

## 5. Development Department Activity Report For The Quarter Ended 31 December 2021

SF/255

Nilesh Singh – Manager Development

### PURPOSE OF REPORT

The report presents the activities of the Development department for the quarter ended 31 December 2021.

### Strategic Planning

- In September 2019, the Council resolved to send Amendment C43 to the Minister for Planning for authorisation and then exhibit the amendment after authorisation. The amendment involves rezoning land at 167 Sydney Road, Benalla from Special Use Zone Schedule 3 to the Industrial 1 Zone. The amendment was submitted to the Minister for Planning for authorisation on 18 December 2020. Authorisation was given on 29 January 2021. Department of Environment, Land, Water and Planning (DELWP) have since advised that further changes are required to the amendment to protect native vegetation within the rear portion of the site. These alterations will be required from the proponent prior to exhibition of the amendment.
- Funding has been secured from the State Government to undertake a review of the Benalla Planning Scheme. The details of the scope of the review have not yet been finalised and will subject to further meetings with State Government.
- Funding has been secured from the State Government for a Heritage Study for the municipality. The details of the scope of the review have not yet been finalised and will subject to further meetings with State Government.
- The Minister for Planning has approved the rezoning of the Gay Street Oval from Public Park and Recreation Zone to the General Residential Zone. The land is now zoned General Residential.

### Statutory Planning

- 65 applications received during the quarter.
- 64 applications decided during the quarter.
- 85.94 per cent of applications were decided within statutory timeframes.
- 549 phone calls received.

### Building Surveying

- 798 phone calls received.
- 332 building inspections conducted.
- 91 building applications processed.
- 44 building applications lodged by private building surveyors.
- 130 building certificates issued.

## Public Health

- The State Health COVID-19 vaccination bus had to work around the Wodonga immunisation team when conducting routine secondary school vaccinations to allow suitable time spacing between vaccinations. In consultation with Council staff the vaccination bus visited the Library and Waminda House. The bus is planning to return to the Rose Gardens and Waminda House at the middle of each month for the first four months of 2022 helping make vaccination more accessible for those missing out.
- Wodonga City Council, on behalf of councils in the North East, was successful on obtaining special funding to support catch up of adolescent vaccinations caused by school program disruptions and lock down issues.
- Processing registration/renewal certificates of trade for food premises.
- Educating on the importance of hand hygiene and identification of allergens in food premises.

## Compliance

- Impounded 90 domestic animals for the quarter.
- Received 140 related cat and dog requests by the community.
- Returned 51 cats and dogs home to their families.

## Emergency Management

- Participated in Regional Water Monitoring Partnership working group.
- Participated in Regional Emergency Management Planning Committee meetings.
- Following a state wide Department of Environment, Land, Water and Planning funded review of Emergency Water Supply Points (EWSP) Caseys Weir EWSP was identified as a priority for upgrading.

The Council's application to purchase a \$42,000 pump and associated infrastructure was successful. Uses will include rapid filling capability for fire tankers, bulk water carriers and drought affected farmers.

While primarily intended for use at Caseys Weir, Council can also deploy the unit wherever required. When not in use it will be stored securely at Council's depot.

## Manager Development

### Septic Tanks

- 29 'Permit to Install' issued.
- 22 'Certificate to Use' issued.
- 136 septic inspections conducted.



### Engineering Referrals for Planning Permit

- 32 applications referred to Manager Development for engineering comments for planning proposals.
- 18 Certification of a Plan of Subdivision issued.
- 12 Statement of Compliance of a Subdivision issued.
- 53 Legal Point of Discharge applications processed.

### Wastewater Referrals for Planning Permit

- 38 applications referred for planning comments to Manager Development for engineering comments for planning proposals.

### Fee Dispensation

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

For the quarter ended 31 December 2021, 14 applications to the value of \$6,698.40 in fee dispensations were approved:

Community Events	0
Fundraising	2
Food premises Late Registrations	0
Planning Matters	5
Building Matters	1
Other	6

### Applications Received:

Applicant	Permit Type	Value
Benalla RSL Sub Branch	Fundraising	\$61
Salvation Army	Goods on Display	\$61
Royal Children's Hospital Doorknock Appeal	Fundraising	\$61
Benalla Woodworkers Association Inc.	Permit to Burn	\$61
Bill McCabe	General (Christmas Busking)	\$61
Jessica Grant	General (Christmas Busking)	\$61

Applicant	Permit Type	Value
Benalla Golf Club	Planning Permit – Public Notice Fee	\$86.60
Benalla Golf Club	Planning Permit – Application Fee	\$435.90
Devenish Public Hall Committee of Management	Permit to install Septic Tank System	\$900
Benalla Pistol Club	Planning Permit – Application Fee	\$1,164.80
Lions Club of Benalla	Planning Permit – Application Fee	\$1,164.80
Lions Club of Benalla	Planning Permit – Public Notice Fee	\$86.60
Benalla Pistol Club	Permit to install Septic Tank System	\$900
Benalla Golf Club	Building Permit – Application Fee	\$1,593.70
<b>Total</b>		<b>\$6,698.40</b>

**COUNCIL PLAN 2021-2025**

**Community**

Strategy	December Quarter Update
Work closely with community and key stakeholders to plan for emergencies and build community resilience.	Work has commenced on the review of the <i>Municipal Emergency Management Plan</i> . The Plan is listed on the Municipal Emergency Management Planning Committee agenda for comments to be obtained by all the relevant emergency management agencies.

**Livability**

Strategy	December Quarter Update
Advocate for and act on opportunities to protect, maintain and preserve heritage assets.	Planning applications processed in accordance with the Planning Scheme Controls as required under the <i>Planning and Environment Act 1987</i> . Council has been successful in obtaining funding via Department of Environment Land Water and Planning under the Regional Planning Program for a Heritage review and study. This program will be run by Department of Environment Land Water and Planning in consultation with the Benalla Rural City Council.

**Economy**

Strategy	December Quarter Update
Proactively plan for new residential development to support increased population and growth.	Planning applications processed in accordance with the Benalla Planning Scheme and the <i>Planning and Environment Act 1987</i> . Council has been successful in obtaining funding under the Regional Planning Program for the review of the Benalla Planning Scheme.

**Environment**

Strategy	December Quarter Update
Maintain and establish shading for public areas, including planning for shade trees in new residential developments.	New subdivisions are being assessed under the Benalla Planning Scheme and the Infrastructure Design Manual for planning of street trees and the provision of open space landscaping.

**FEES AND CHARGES**

When the Council’s 2021/2022 Fees and Charges were set, the penalty amount relating to Traffic Regulations (701 – 714) Parking Infringement Notices were approved outside the allowed range to be submitted to Fines Victoria for enforcement action if the infringement is unpaid with Council.

It is proposed that the 2021/2022 Fees and Charges for Traffic Regulation offences (701-714) be amended from \$99 to \$91 to comply with Victorian Government legislation.

## FINANCIAL IMPLICATIONS

	Notes	2021/22 YTD Actuals (Credit)	2021/22 YTD Budget	2021/22 YTD Variance	2021/22 Full Year Budget	2021/22 Full Year Forecast
Development Operations		(\$106,319)	\$102,217	-\$4,102	\$210,147	\$225,415
Planning	1	(\$14,351)	\$46,388	\$60,739	\$150,122	\$150,832
Building		\$52,166	\$48,874	-\$3,292	\$102,991	\$139,835
Compliance	2	\$309,835	\$363,771	\$53,936	\$625,274	\$654,639
Public Health	3	\$7,317	\$27,066	\$19,749	\$108,071	\$94,022
Emergency Management	4	\$20,166	\$8,179	-\$11,987	\$15,782	\$77,168
<b>Total</b>		<b>\$481,451</b>	<b>\$596,495</b>	<b>\$115,044</b>	<b>\$1,212,387</b>	<b>\$1,341,911</b>

## Notes:

1. Favourable variance primarily due to Statutory planning services income being \$38,477 more than budgeted and an unbudgeted \$23,900 public open space contribution.
2. Favourable variance due to earlier than budgeted receipt of school crossing supervisor (\$44,522) and tobacco sale monitoring \$13,450 grants. Partially offset by higher than budgeted Compliance salaries and oncosts (\$27,199).
3. Favourable variance primarily due to higher than budgeted permit and registration fee income (\$20,739).
4. Unfavourable variance due to additional Flood Warning System expenses (\$26,840) and carried forward expenditure (\$13,200). Offset by early receipt of Emergency Management grant funding (\$30,000).

**Recommendation:**

1. That the report be noted.
2. That the *Benalla Rural City Council Fees and Charges 2021/2022* for Traffic Regulation offences (701-714) be decreased to \$91 to comply with Victorian Government legislation.

**Closure of Meeting**