

# BENALLA

## RURAL CITY COUNCIL

BENALLA RURAL CITY

# POLICY DOCUMENT

The document should be read in conjunction with  
Benalla Rural City Council's Community Local Law 2017.

# 2017

---

# Contents

<b>PART 1 PRELIMINARY</b>	<b>4</b>
1. Scope.....	4
2. Purpose.....	4
3. Relationship .....	4
4. Definitions .....	4
<b>PART 2 ROADS AND MUNICIPAL PLACES</b>	<b>6</b>
5. Behaviour.....	6
6. Consumption and Possession of Liquor .....	6
7. Trading Activities .....	6
8. Appeals, Collections and Fundraising.....	10
9. Busking .....	11
10. Protection of Council Property .....	12
11. Clothing Bins .....	13
12. Bulk Rubbish Container left on a Road.....	13
13. Shipping Containers on Private Land .....	15
14. Street Parties, Street Festivals, Processions and Events .....	15
15. Vehicle Crossings .....	16
16. Use of Vehicles in Municipal Places .....	17
<b>PART 3 THE ENVIRONMENT</b>	<b>17</b>
17. Condition of Land.....	17
18. Fires and Open Air Burning .....	18
19. Camping and Caravans.....	19
20. Advertising material.....	19
21. Building Works and Building Sites .....	20
22. Motorised Vehicles .....	20
<b>PART 4 ANIMALS</b>	<b>21</b>
23. Heading.....	<b>Error! Bookmark not defined.</b>
24. Grazing Livestock on Roads.....	21
25. Livestock Droving.....	22
26. Movement of Livestock.....	23
27. Permanent Livestock Crossing.....	23
<b>PART 5 ADMINISTRATION AND ENFORCEMENT</b>	<b>23</b>
28. Permits.....	23
29. Application for Permits .....	24
30. Fees .....	24
31. Permit Expiry Date .....	24
32. Notice to Comply .....	24
33. Power of an Authorised Officer to Act in Urgent Circumstances .....	24
34. Power of an Authorised Officer to Impound .....	25
<b>PART 6 ENFORCEMENT</b>	<b>26</b>
35. Offences.....	26
36. Infringement Notices .....	26
37. Penalties .....	27
<b>ATTACHMENT 1</b>	<b>28</b>

## Version Control Table

Version number	Date of issue	Author(s)	Brief description of change
Version 1.0		G. Joyce	Amend Document
Version 2.0	20/05/2016	G. Joyce	Review document to ensure that the contents the Local Law
Version 2.1	28/05/2016	G. Joyce	Amend document
Version 2.2	29/05/2016	G. Joyce T. Beaton	Amend document Format document
Version 2.3	25/07/2016	G. Joyce	Format document
Version 2.4	28/07/2016	G. Joyce	Format document
Final Version	06/09/2017	G. Joyce	Final version adopted by Council on 06/09/2017 and Placed in the Victorian Government Gazette 14/09/2017

## PART 1 PRELIMINARY

This Policy Document provides a guide for staff in implementing Benalla Rural City Council's Community Local Law.

Together with a number of legislative provisions and other publications, including the *Road Management Act 2007*, **Road** Management Plan and Traffic and Local Laws Procedures Statement, this document establishes a framework for effective, consistent and efficient decision making.

The document should be read in conjunction with Benalla Rural City Council's Community Local Law.

This policy is a fluid document and as such should be reviewed regularly to ensure relevance and consistency with both **Council** and community expectations.

### 1. Scope

The policy document establishes a series of measurable outcomes designed to protect and enhance safety, the environment and amenity of the municipal district.

### 2. Purpose

The purpose of this policy is to:

- provide a mechanism to ensure the amenity of the municipal district is maintained and improved; and
- provide for the safety of the community; and
- protect and enhance the environment; and
- provide guidelines in administering Benalla Rural City Council's Community Local Law.

### 3. Relationship

This policy should be read in conjunction with Benalla Rural City Council's Community Local Law ("Local Law") and other relevant Codes of Practice and Policies.

### 4. Definitions

- (1) Words and phrases defined in the Local Law have the same meaning in this Policy Document.
- (2) In this Policy Document:

**"accessway"** means the zone immediately adjacent to the building line or property line and is the zone primarily used to facilitate pedestrian access and travel, and includes pedestrian crossings and kerb crossings. Further:

- (a) In **footpaths** of overall width greater than 4.0 metres, the **accessway** extends from the building line or property line for an absolute minimum of 3.0 metres and for a minimum of 3.5 metres in any area affected by the heritage overlay under the Benalla Planning Scheme; and

- (b) In **footpaths** of width between 2.5-3.5 metres, the **accessway** extends from the building line or property line for an absolute minimum of 2.0 metres;

“**activity zone**” means the area of the **footpath** between the **accessway** and kerbside zone;

“**Code**” means a Code of Practice incorporated into and forming part of the Community Local Law;

“**designated camping area**” means an area approved by **Council** for the purpose of camping;

“**kerbside zone**” means the area that extends from the kerb-line or kerb invert and allows for **vehicle** overhang and **access** to and from parked **vehicles**. So:

- (a) In **footpaths** of an overall width between 2.5-3.5 metres, the kerbside zone extends for a minimum of 1 metre;
- (b) Where there is a disabled parking bay or taxi rank the setback from the kerb will be a minimum of 1.5metres; and
- (c) Where there is a loading zone the setback from the kerb will be a minimum of 1 metre;

“**waste container**” means the container that is designed for the containment of litter and waste material within a **building site**, and which:

- (a) is of robust construction;
- (b) is not less than one metre cubic in volume;
- (c) has a lid which is attached to the container with hinges;
- (d) is closed at all times to prevent wind borne litter escaping from the container;
- (e) is emptied regularly; and
- (f) is not overfilled at any time.

## PART 2 ROADS AND MUNICIPAL PLACES

### 5. Behaviour

In circumstances where the *Road Management Act* or **Road** Management Plan duplicates any activity prescribed under clause 9 of the Local Law, the Local Law provisions are not to be applied.

In relation to clause 8(1) (a) of the Local Law, consideration should be given to whether the emissions are unreasonable, **offensive** or intrusive. Reference should be made to the *Environment Protection (Residential Noise) Regulations 2008* for guidance.

### 6. Consumption and Possession of Liquor

In determining whether to grant a **permit** for the consumption or possession of **liquor**, **Council** must take into account the following:

- (a) the nature of the **event**;
- (b) the duration of the **event**;
- (c) the effect on the quiet enjoyment of people in the **municipality**;
- (d) any submissions received; and
- (e) any other matters relevant to the application or circumstances.

### 7. Trading Activities

7.1 A permit issued under clause 11(1) of the Local Law must insist that the permit holder take out, and maintain during the currency of the permit, in the name of the permit holder, a policy of insurance to the value of at least \$10,000,000 against liability for possible personal injury, whether at common law or by virtue of any statute or for liability for property damage, which may arise or could be held to arise from any act allowed by the permit.

7.2 The **permit** holder must provide proof of the insurance policy as required to **Council** when applying for a **permit**, when paying the annual fee and also at any time during the currency of the **permit** as **Council** or an **Authorised Officer** may require.

7.3 The person must have agreed in writing to indemnify Council and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the trading activities.

#### 7.4 Advertising Signs:

A person to whom a **permit** is issued under clause 11.1(e) of the Local Law (to place an **advertising sign**) must comply with the following conditions:

- (a) the **advertising sign** must be a minimum of 600mm high and 400mm in width;
- (b) if placed on a **footpath**, the **advertising sign** must be a maximum of 900mm high (measured from the ground) and 600mm wide;
- (c) if placed on any other part of a **road**, the **advertising sign** must be of a maximum size approved by **Council**;
- (d) the **advertising sign** must be secured in place by a means that is not reliant on, or physically tied, to any **Council** infrastructure, and further by a means that does not extend beyond the circumference of the sign, to the satisfaction

- of an **Authorised Officer**. Any securing device is to be removed with the sign in accordance with the permitted display time frames;
- (e) inflatable signs, portable electric signs, illuminated, revolving, spinning or flashing signs, flags and banners are prohibited on a **footpath**;
  - (f) signs must only be placed on a **footpath** during the normal hours of trade;
  - (g) signs must not be placed on roundabouts, or on kerb outstands outside the 'normal' alignment of the kerb adjacent to these outstands;
  - (h) signs must not be tied to poles or trees or any other street fixture, must only be on the **footpath** while a business is open and must only be outside the premises to which they relate (except where otherwise approved under part 2.4.5);
  - (i) only one (1) sign per **premises** will be permitted;
  - (j) any free-standing **advertising sign** must be of such material and construction to minimise the risk of being blown over or of causing injury to any person;
  - (k) the **advertising sign** must be in keeping with the heritage nature of the area but regardless of location be in a style that is neat and professional;
  - (l) a minimum clearance of 0.5 metres, or greater if deemed appropriate by an **Authorised Officer**, is required from any kerb and on either side of any bike racks, benches, bins, pedestrian crossings, i.e hydrants and other emergency assets, traffic signal boxes, public transport shelters or other public asset permanently affixed to the **footpath**; and
  - (m) The **permit** must be produced to an **Authorised Officer** upon request.

## 7.5 Footpath Dining:

A person to whom a **permit** is issued under clause 11.1(d) of the Local Law (to place any outdoor eating furniture or associated facilities) must comply with the following conditions:

- (a) café furniture and associated ancillary items are only permitted at **premises** which are registered under the *Food Act 1984* to serve food and/or beverages;
- (b) the **permit** holder is responsible for the conduct of patrons at tables and chairs in the outdoor seating area and must:
  - (i) ensure that patrons do not move tables and chairs from their positions and obstruct the **footpath**;
  - (ii) ensure that patrons do not allow pets, prams or any other personal items to obstruct the **footpath**;
  - (iii) not serve food or beverages to patrons standing on the **footpath** except for take away sales; and
  - (iv) comply with any condition placed on the **permit** requiring the **permit** holder to place written reminders to patrons in the outdoor seating area regarding the above;
- (c) a set back of 0.5 metres is required from each side boundary of the premises to ensure access points from the **footpath** to the **road** are retained between each premise. Access points of a minimum width 1.0 metre must also be provided at minimum of every 6 angled parking bays. This applies also to the construction of eating platforms that comprise plinths, bollards, ropes or chains that would ordinarily obstruct movement of pedestrians;
- (d) each outside table must be supplied with a wind proof ashtray at all times;

- (e) the **outdoor eating facility** must be kept free from cigarette ash, butts and any other litter generated by patrons of the **footpath** dining areas;
- (f) pedestrians (including the disabled and those with prams) must be given priority by staff servicing the **outdoor eating facility** over their own movements into and out of the **premises**;
- (g) the outdoor seating area must be maintained in a tidy manner;
- (h) items which are placed on the **footpath** must be stable and of good design and not be capable of damaging the **footpath**;
- (i) tables and chairs must have a contrasting colour to their background to assist the vision impaired;
- (j) chairs must not be allowed to back on to an **accessway** where directed by an **Authorised Officer**;
- (k) **council** must be reimbursed for any reinstatement **works** as a result of damage to **footpaths** caused by any **outdoor eating facility**, including tables and chairs;
- (l) **footpath** trading will only be permitted until 11pm unless, in the opinion of an **Authorised Officer**, the amenity, safety or access of nearby residences will not be affected;
- (m) any **premises** that propose to serve alcohol on the **footpath** must have their liquor licence endorsed as part of the “licensed area” on the liquor licence for those **premises**;
- (n) no corporate sponsorship of any commercial organisation, or advertising of **goods** for sale, may appear on the outdoor eating equipment, including umbrellas, tables and chairs;
- (o) in keeping with the heritage areas, tables and chairs must be of a type and style approved by **Council’s** Heritage Advisory Committee;
- (p) no sound amplification equipment or jukeboxes may be used in the outdoor seating area;
- (q) where required by the Benalla Planning Scheme, a planning permit must first be obtained in order to affix speakers to a building or veranda
- (r) no live entertainment is permitted without a **permit**; and
- (s) the **permit** holder must take all necessary steps to ensure that no noise or other disturbance emanates from the **footpath** activity which causes a nuisance to others or causes detriment to the amenity of the neighborhood;

## 7.6 Umbrellas

The following requirements apply to umbrellas placed in an **activity zone**:

- (a) umbrellas must be 2.2 metres high at the lowest point and must not protrude over the kerb;
- (b) at times when it is raining, water from large umbrellas must be discharged in the areas outside pedestrians walking path;
- (c) umbrellas may be secured to the **footpath** by a Lock-in device where the device lies flush with the **footpath** when the umbrellas are not displayed subject to approval by **Council**; and
- (d) where a lock-in device is not used in respect of an umbrella, the umbrella must be secured to the satisfaction of an **Authorised Officer**;



## 7.7 Barrier screens

Barrier screens must be placed adjacent to tables and chairs in an outdoor seating area and:

- (a) a barrier screen may be either a temporary canvas screen, high barrier screen or full length awning as approved by **Council**; and
- (b) a temporary canvas barrier screen:
  - (i) may only be placed in the **activity zone**;
  - (ii) must be set back 0.5 metres from each property boundary to ensure a 1 metre access point between premises;
  - (iii) must be placed so that it is stable and secured or weighted so that it will not be moved by patrons or weather conditions;
  - (iv) must be removed from the **footpath** when a premise is not open; and
  - (v) must not be used for excess advertising other than for identification purposes.

## 7.8 High barrier screen

A high barrier screen:

- (i) must be fitted to the **footpath** with a lock-in device which is removable if required and have side portions that fold back or are removable, and side portions must be removed during non-trading hours to facilitate street cleaning vehicles;
- (ii) must be set back 0.5 metres from each property boundary to ensure a 1-metre access point between **premises**, even if there are no food premises adjacent, so as to avoid the need to reposition the lock-in device in the event that another food **premises** opens next door;
- (iii) must be at least 1.5 metres in height, be transparent and constructed of safety glass or heavy-duty plastic;
- (iv) must have writing or symbols between 1.0 and 1.5 **footpath** to provide a visual guide to pedestrians;
- (v) must not be used as an opportunity for advertising, and in particular must not display products, specials or sales, but rather may only display the name of the business or an appropriate design; and
- (vi) located on a corner (intersection) must not be higher than 1.2m within 9m from the **building line** and must not create any safety concerns.

A full length awning must be fitted in accordance with direction and approval from **Council's** Planning Department.

## 7.9 Planter boxes

Planter boxes:

- (a) may only be placed in an **activity zone**;
- (b) must provide a positive contribution to the visual amenity of the street;
- (c) must be well maintained with healthy plants;
- (d) may be temporary, which are required to be brought in during non-trading hours, or permanent, which must be of solid design, as approved by **Council**; and
- (e) must be placed so as to ensure that clear access is provided at all times (as indicated by any markers placed by **Council** along the **footpath** which are designed to ensure an appropriate minimum pedestrian corridor).

## 7.10 Goods on Display

A person to whom a **permit** is issued under clause 11.1(c) of the Local Law (to display any **goods**) or 11.1(a) (to place any structure for the purpose of selling or offering to sell any **goods** or services) must comply with the following conditions:

- (a) in order to provide a consistent, unobstructed walkway, **goods** displays may only be displayed in an **activity zone**;
- (b) **goods** and **goods** stands must only be placed in the **activity zone** during the normal hours of trade;
- (c) **goods** (except furniture) must be displayed on stable stands approved by an **Authorised Officer**, that are able to withstand adverse weather conditions;
- (d) stands must be secured in a manner which ensures that adverse weather conditions will not create a risk for pedestrians, property and passing traffic;
- (e) **goods** and **goods** stands must not cause any damage to the **footpath**;
- (f) **goods** displays are not permitted where access to a loading zone or disabled parking bay will be impeded;
- (g) **goods** displays are not permitted where they will cause difficulty to pedestrians and people exiting or accessing parked vehicles or the **footpath**;
- (h) **goods** displays are not allowed to exceed a height of 1.5 metres and a length/ width of 0.75 metres;
- (i) **goods** must have a contrasting colour to their background to assist the vision impaired;
- (j) **goods** displays are not permitted to overhang either the kerb or walkway. Full-length shop awnings to protect **goods** may only be installed with a **planning permit**; and
- (k) clear access must be provided at all times as indicated by any markers placed by **Council** along the **footpath** which are designed to ensure an appropriate minimum pedestrian corridor.

## 8. Appeals, Collections and Fundraising

8.1 Clause 12 of the Local Law does not apply to any activity that:

- (a) is authorised under the *Fundraising Appeals Act 1998* or other State or Federal legislation; and
- (b) is done only by means of a pamphlet or leaflet, which invites donations of used clothing or household **goods** for a charity, and which is put into the letterbox of any property.

### 8.2 Applying for Event Permits

A completed **permit** application form must be submitted 28 days prior to the proposed commencement of an **event**.

### 8.3 Criteria for Issuing Permits

**Permits** are available for the organisers of **events** or functions that are to be held in a **municipal place** or on a **road**. In deciding whether to grant a **permit**, **Council** must take into consideration:

- (a) the times and days it is proposed to collect;
- (b) the matter or thing to be collected;

- (c) where the application relates to an intersection collection, whether the proposed site is suitable;
- (d) the impact on traffic and safety of pedestrians;
- (e) whether persons who may be liable for injury caused by the collection activity are insured against that risk;
- (f) whether the applicant has provided Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted and confirming items subject to the application are covered outside the **premises**;
- (g) any view of the Victoria Police or Roads Corporation (where relevant) concerning the proposed location or conduct of any collection;
- (h) if the site has been booked for the proposed date;
- (i) whether the applicant is a registered charity in accordance with the relevant law;
- (j) whether the activity is for a not for profit community or charity group/activity;
- (k) the number of similar **events** already undertaken by the organisation in the same calendar year (max 4);
- (l) any submission lodged; and
- (m) any other matter relevant to the circumstances of the application.

#### 8.4 **Permit Conditions**

A **permit** may include:

- (a) the period of the **permit**, including the days and times at which the **event** is to be held;
- (b) disclosure of the name and nature of benefiting organisation;
- (c) a requirement that the person agree in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the appeal or collection; and
- (d) any other conditions deemed necessary.

### 9. **Busking**

9.1 In deciding whether to grant a **permit** for **busking**, **Council** may take into consideration:

- (a) whether any undue obstruction will be caused to pedestrians or **vehicle** traffic in the area specified;
- (b) whether any interference will be caused in relation to other approved activities in the area;
- (c) the applicant's record in conducting similar **events** or functions;
- (d) the effect on the quiet enjoyment of other users of the **municipal place** or **road** and the amenity of the area;
- (e) the nature, time, location and duration of the **event** or function;
- (f) whether AS 1428.2 or other disability standards can be complied with;
- (g) whether the applicant has provided Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with

**Council's** interest noted and confirming the activity as detailed on the application are covered under the policy;

- (h) whether the material is deemed **offensive** or unsuitable; and
- (i) any other condition which the **Council** considers to be appropriate.

## 9.2 **Permit Conditions**

The conditions of a **permit** for busking may include:

- (a) that no sound amplification equipment may be used;
- (b) details of the **permit** holder and emergency contact numbers;
- (c) the time and place the busking is to occur;
- (d) a minimum **footpath** width for pedestrian traffic of 1.8 metres is to be maintained in accordance with *Disability Discrimination Act 1992* principles and relevant codes and standards;
- (e) that the **permit** holder is not to sell or offer or expose for sale any article or commodity;
- (f) that any drawings, sketches or other artwork made on any **footpath** must be easily erasable, in a non-permanent chalk, charcoal or pastel or be detrimental to the environment;
- (g) that the **permit** holder will comply with all directions by an **Authorised Officer** or a member of the Victoria Police, including a direction that busking cease or that the location of the busking be moved to lessen congestion or inconvenience to other persons;
- (h) that the **permit** holder is not to advertise or associate the busking activity with advertising in any performance;
- (i) a requirement to provide Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted and on firming the activity subject to the **permit** is covered under the policy; and
- (j) a requirement that the person agree in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the busking.

## 10. **Protection of Council Property**

The listing of **Council assets** detailed in clause 5 of the Local Law is not an exhaustive list. Any **assets** including trees, footways etc. are considered **assets** for the purposes of the Local Law.

Upon detection of a breach of this clause of the Local Law, an **Authorised Officer** may issue a **Notice to Comply** directing the person or persons responsible for destruction, damage or interference to reinstate the asset to its prior condition.

In urgent circumstances, enforcement proceedings can be commenced without the issue of a **Notice to Comply**. If the **Notice to Comply** has not been complied with or if the breach warrants it, an **Authorised Officer** may issue an infringement notice to the person or persons responsible for the behaviour.

If the **asset** remains in a state of disrepair, an **Authorised Officer** may arrange to have the **asset** reinstated with all costs, including administration, being the responsibility of the person or persons responsible for the damage or interference.

## 11. Clothing Bins

In consideration of allowing an **owner** or **occupier** of **land** to place a clothing bin on a **road** or in a **municipal place**, the following matters must be considered:

- (a) whether the use of the **land** for that purpose is permitted under the Planning Scheme and any **permit** required thereunder, has been obtained;
- (b) whether the requirements of the *Fundraising Appeals Act 1998* and Regulations there under are complied with;
- (c) whether the bin is constructed, designed and finished in a manner which ensures stability and accessibility, restricts entry by persons and minimises vandalism;
- (d) whether the bin is located so as to be stable in all conditions;
- (e) whether the site is appropriately landscaped and attractive in presentation;
- (f) whether the site is highly visible, well lit and secure for users;
- (g) whether a sign is erected on the site specifying that:
- (h) whether materials must be placed in the bin and not alongside it;
- (i) whether materials must be clean and of a specified type;
- (j) whether materials which are putrescible refuse or **offensive** or dangerous must not be placed in the bin or on the site;
- (k) whether the bin and site are kept in a neat and tidy condition at all times and free from any condition that may adversely affect the health and safety of any person;
- (l) whether any putrescible refuse or **offensive** or dangerous material placed in or alongside the bin is promptly removed within 24 hours of notification;
- (m) whether the bin is placed in a position on the **land** that:
  - (i) allows vehicular and pedestrian traffic good visibility and access when entering and leaving the site; and
  - (ii) does not interfere with access to adjacent or nearby restricted parking zones
- (n) whether the bin is cleared at regular intervals, so that the contents at any time do not spill out onto the site;
- (o) whether the bin is cleared within 48 hours of receiving a direction from the **Council** to do so; and
- (p) whether the bin is kept free of **graffiti**.

In considering whether or not to issue a **permit** under clause 11 of the Local Law, **Council** or its delegate must take into account the matters specified above.

## 12. Bulk Rubbish Container left on a Road

- 12.1 A completed **permit application** form must be submitted to **Council** a minimum 24 hours prior to the proposed placement of a container. In deciding whether to grant a **permit**, **Council** may take into consideration:

- (a) whether the placement will obstruct the passage of **vehicles** and pedestrians, obscure the view of motorists or present a physical hazard;
- (b) whether the placement will contravene any traffic control signs;
- (c) whether hazard lighting and/or reflective tape can be securely placed so as an approaching motorist can identify the extent and form of the container or obstruction;
- (d) protection of any **Council assets**;
- (e) whether persons who may be liable for injury caused by the placing of the container, are insured against that risk;
- (f) the period of the **permit**;
- (g) the location for the activity;
- (h) environmental protection **works**/activities;
- (i) details of the organiser and emergency contact numbers;
- (j) payment of any prescribed fee;
- (k) the status of the supplier;
- (l) whether the applicant has provided Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted and confirming items subject to the application are covered outside the **premises**; and
- (m) any other condition which the **Council** considers to be appropriate.

This clause does not apply to the **works** or activities of a Public Authority.

## 12.2 **Permit Conditions**

Conditions of any **permit** issued may include that:

- (a) any **bulk rubbish container** placed on any **road** surface, any part of a **road** reserve or any part of a nature strip must have lighting and/or reflective tape in accordance with the industry Code of practice affixed to the container at all times;
- (b) any lighting and or reflective tape affixed must illuminate the **bulk rubbish container** and shall be self-activating so as to operate in darkness and/or reduced natural light conditions;
- (c) any light affixed to a **bulk rubbish container** be clearly visible at a minimum distance of two hundred (200) metres from the container;
- (d) the light be affixed to the topmost edge of the **bulk rubbish container**, which is the closest to the centre of the **road**;
- (e) reflective material affixed to the **bulk rubbish container** be in accordance with the requirements relating to Visibility and Reflective Marking of Waste Bins specified in VicRoads Code of Practice for the placement of Waste Bins on Roadsides' dated January 2001 or any amended or replacement Code published by VicRoads from time to time dealing with the placement of Waste Bins on Roadsides; and
- (f) there be a requirement to provide Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted, and to confirm that items subject to the **permit** are covered outside the **premises**.

### 13. Shipping Containers on Private Land

- (a) As to shipping containers in Urban Townships (land zoned General Residential Zone, Low Density Residential Zone or Township Zone):
  - (i) a **permit** may be issued to keep a shipping container on private **land** for the purpose of on-site storage of **building materials** and equipment, prior to and during construction of a permanent dwelling on the **land**;
  - (ii) if such a **permit** is issued, the container must be removed from the site within three (3) months of the issue of a certificate of occupancy for the permanent residence;
  - (iii) any **permits** issued must contain conditions requiring that the shipping container be located and appropriately screened so as to minimise the visual impact on the amenity of the area; and
  - (iv) the maximum time permitted for the shipping container to be allowed to remain on the site is two (2) years from the date of issue;
- (b) As to shipping containers on Rural Properties (those properties including within the Farming, Rural Living, and Rural Conservation Zones under the Benalla Planning Scheme), if a **permit** is issued conditions must be included in the **permit** requiring that the container be located in an unobtrusive area and/or suitably screened so that it does not detract from the visual amenity of the area.

### 14. Street Parties, Street Festivals, Processions and Events

- 14.1 For any procession, **street festival**, **street party** or **event**, an application must be made to **Council** utilising **Council's** Event Management Guidelines. Applications must be lodged a minimum 4 months preceding the event unless otherwise approved by **Council's** Recreation and Community Development Officer.

In deciding whether to grant a **permit**, **Council** may take into consideration:

- (a) the location and suitability of the **public place**;
- (b) the duration of the **event**;
- (c) the proposed hours of operation;
- (d) the availability of sanitary facilities to the land;
- (e) risk assessment / management;
- (f) any likely damage to **Council** assets and reinstatement proposals;
- (g) the effect on the quiet enjoyment of other users of the **public place** and the amenity of the area;
- (h) the availability of adequate safe parking;
- (i) the likely effects on traffic in the area;
- (j) whether the applicant has provided Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted and confirming activities subject to the application are covered under the policy; and
- (k) any other matter relevant to the circumstances associated with the application.

#### 14.2 Permit Conditions

**Permit** conditions may include:

- (a) the specific location of **event**;
- (b) the times and duration of the event;
- (c) the type of **event** or function;
- (d) facilities and services required e.g. rubbish, toilets, security, health and safety services;
- (e) promotion and advertising;
- (f) a requirement to provide Public Liability Insurance to the minimum value as specified by **Council** Risk Officer or nominated person with **Council's** interest noted and confirming activities subject to the **permit** are covered under the policy
- (g) a requirement that the person agree in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the appeals and collections;
- (h) provision for litter control facilities;
- (i) provision of adequate parking facilities;
- (j) a minimum **footpath** width for pedestrian traffic of 1.8 metres is to be maintained;
- (k) details of the **event** organiser and emergency contact numbers; and
- (l) any other condition which **Council** considers to be appropriate.

For processions or **street festivals** on **roads** controlled by the Roads Corporation, prior consent must be obtained from the Chief Commissioner of the Victoria Police and the Roads Corporation and the activity must comply with the *Road Safety Act* 1986.

## 15. **Vehicle Crossings**

**Council** may require:

- (a) the construction of a temporary or permanent **driveway** to the property boundary; or
- (b) the repair or reconstruction of a **driveway** to the property boundary by the **owner** or **occupier** of any adjacent **land** at his or her own cost, except that no person may be charged for the reconstruction of a **driveway** to the property boundary; which has been an element for which an **owner** has previously paid, as part of a private street construction.

The **owner** or **occupier** of any **land** required to construct a permanent **driveway** to the property boundary by **Council** or an **Authorised Officer** under clause 25 of the Local Law must make application to **Council** for a **permit** in accordance with clause 25 of the Local Law.

Generally, each property shall be permitted to have one **driveway** or **vehicle crossing**. If an additional **driveway** or **vehicle crossing** is required, written permission must be obtained from an **Authorised Officer**.

In determining such standards, **Council** must take into account:

- (a) standards which commonly apply to comparable situations;



- (b) the minimum number of **vehicular crossings** and **driveways** to reduce the paved area within nature strips and private garden areas to provide better opportunities for streetscape planting and private beautification;
- (c) the expected use of the **driveway** to the property boundary;
- (d) that local residents, businesses and industry have the best possible access to limited available on-street parking;
- (e) maximum traffic safety by ensuring that vehicular movements associated with the new or modified **driveway** or **vehicle crossing** do not conflict with the street traffic flow and the pedestrian, cyclist and motorist visibility
- (f) the number of **driveways** or **vehicle crossings** allowed on each property
- (g) the need to protect **Council** or Public Authority **assets** or infrastructure from damage;
- (h) legislation of the Commonwealth and State; and
- (i) the need for **works** to occur which are authorised by Commonwealth or State legislation, or by **Council** or another Public Authority.

## 16. Use of Vehicles in Municipal Places

In relation to clause 29 of the Local Law, in the first instance the driver/rider should be requested to remove the **motorised vehicle** and enforcement action be initiated against the driver/rider or owner of the **motorised vehicle**.

In urgent circumstances and where it appears the **motorised vehicle** has been abandoned or no one is available to take responsibility for it or it has been left in a dangerous position, in addition to enforcement action, the **motorised vehicle** may be impounded.

## PART 3 THE ENVIRONMENT

### 17. Condition of Land

In determining whether **land** is unsightly **land** and /or dangerous **land**, the following attributes need to be considered.

#### **Dangerous**

“Dangerous” is deemed to include but is not limited to:

- (a) a haven for vermin, noxious weeds, insects;
- (b) excessive vegetation growth that adversely impacts on neighbouring properties;
- (c) anything determined by an **Authorised Officer** to be dangerous or likely to cause danger to life or property; or
- (d) any other matter deemed to be **offensive**.

#### **Unsightly**

“Unsightly” is deemed to include but is not limited to anything which:

- (a) is detrimental to the general amenity of the neighbourhood;
- (b) harbours unconstrained rubbish;

- (c) contains a disused excavation or waste material;
- (d) has grass or weeds or similar vegetation that is in excess of 200 mm from the natural surface of the ground;
- (e) has dismantled **vehicles** or **vehicle** parts visible from adjoining roadway or properties; or
- (f) has any other matter on the property deemed to be unsightly by an **Authorised Officer**.

In urgent circumstances, enforcement proceedings can be commenced without the issue of a **Notice to Comply**.

## 18. Fires and Open Air Burning

In deciding whether to grant a **permit** under clause 40 of the Local Law, **Council** may take into consideration:

- (a) the location of the **land**;
- (b) the proximity to the adjoining properties and associated **dwelling**s;
- (c) the impact on adjoining residents;
- (d) the amenity of the area;
- (e) the type of material to be burnt;
- (f) the volume of material to be burnt;
- (g) the overall duration of the burning;
- (h) the time of the day of the burning;
- (i) the time of the year of the burning;
- (j) weather conditions; and
- (k) any alternate disposal options.

A **permit** is subject to the following conditions:

- (a) Vicfire must be notified on **1800 668 511** at least 2 hours before the fire is lit, and information of proposed time of light up, proposed time of end of burn, proposed size of burn, material to be burnt, property address (including map reference) and contact phone number must be given;
- (b) an inspection of the material to be burned is conducted by an **Authorised Officer**;
- (c) the fire must be able to be extinguished immediately if conditions become such that the fire is likely to escape including temperature and wind speed.
- (d) burning must be carried out in such a manner as to limit the amount of smoke emitted;
- (e) an adult must be in supervision at all times;
- (f) the fire must be extinguished prior to retiring to the dwelling or leaving the property. The extinguishment includes soaking the area with water to prevent the fire from smoldering and burning fuel below the ground surface; and
- (g) an adequate water supply must be kept on site to prevent the escape and for extinguishment. A minimum standard includes:
  - (i) where supply is town water, a hose that is capable of reaching all sides of the fire; or

- (ii) where no town water exists, a minimum of 400 litres of water on site with pump and hose to reach all sides of the fire.

## 19. Camping and Caravans

19.1 In deciding whether to grant a **permit** under clause 43 of the Local law, **Council** may take into account:

- (a) the reason for the application (i.e. any special needs of the applicant);
- (b) the location of the **land**;
- (c) the amenity of the area;
- (d) whether the camping is for the purpose of housing for the applicant while a home is being erected on the site;
- (e) the size of any **camp/caravan** and the number of **occupants**;
- (f) the suitability of the **land** for the intended use;
- (g) the location of the **camp/caravan** within the **land**;
- (h) the proximity of adjacent habitable dwellings on adjoining **land**;
- (i) the availability of toilet and sanitary facilities and the habitation standards;
- (j) if in a **municipal place** or **road**, whether camping or caravanning is a suitable use of the area and that there are adequate toilet facilities available;
- (k) if in a **municipal place** or **road**, the opinion of managing authority;
- (l) if in a **municipal place** or **road**, if the proposed use is permitted; and
- (m) any other matter relevant to the application.

19.2 The conditions of any **permit** may include:

- (a) details of the **permit** holder and emergency contact numbers;
- (b) the duration of the **permit** (maximum period 28 days);
- (c) the number of **camps/caravans** (maximum 1) and occupants;
- (d) the sitting of the **camp/caravan**;
- (e) the use of the **camp/caravan**;
- (f) the provision of toilet, sanitary and other facilities required (all wastes to be disposed of to an approved sewer or septic tank system); and
- (g) any other conditions deemed necessary.

19.3 A **permit** is not required under clause 43 in respect of camping:

- (a) in a licensed **caravan** or **designated camping area** or a camping area which complies with relevant legislation; or
- (b) on a private property provided not more than four persons are accommodated and the period of camping is not more than 14 days in any period of twelve months and no nuisance or public health or safety hazards are created by the activity.

## 20. Advertising material

Clause 44 of the Local Law does not apply if the material is delivered to a property and is:

- (a) put in a letterbox;
- (b) delivered with the consent of the **owner** or **occupier** of the property;

- (c) properly authorised electoral material, or any other thing, distribution of which is authorised under State or Federal legislation; or
- (d) distributed in a manner which:
  - (i) does not cause obstruction of any **footpath** or **road**, doorways or passageways on any other **Council** land;
  - (ii) does not cause an assemblage of persons that interferes unreasonably with the use and enjoyment of a **public place** by any person; and
  - (iii) does not cause a safety hazard for any person, and is not likely to result in littering of, or damage to, any **Council** facilities or infrastructure.

A person must not on any **road** or **municipal place** distribute to any person any advertising or promotional items or any printed material. Littering provisions may also be covered under the provisions of *Environment Protection Act 1970*.

## 21. Building Works and Building Sites

To help protect **Council**'s infrastructure and **assets** during construction, an Asset Protection Permit will be issued in conjunction with a **building permit**.

An Asset Protection Permit may contain conditions that:

- (a) require payment of a security bond;
- (b) require **works** to be done on or around the site to protect **Council** infrastructure **assets**, the health and safety of the public, the environment and the amenity of the area; and
- (c) require entry to and exit from the site only at designated locations.

If **Council** does not receive advice in writing it will be deemed that there was no existing damage to **Council** infrastructure assets prior to the commencement of **works**.

As soon as practicable after receiving notice of the issue of an occupancy **permit** or Certificate of Final Inspection, with respect to any **building works**, **Council** will conduct a final inspection of infrastructure **assets**.

An **Authorised Officer** may commence enforcement proceedings if the person responsible fails to take out an Asset Protection Permit as required.

**Council** must be notified 2 hours prior to carrying out any blasting within the **municipality**; and

## 22. Motorised Vehicles

**Motorised vehicles** will be permitted to be used for recreational purposes for a maximum of three (3) hours per day:

Permission is possible between the hours of:

10am – 12pm and between 3pm and 7pm weekdays;

10am – 12pm and between 3pm – 5pm on Weekends and Public Holidays.

**Motorised vehicles** must not be used for recreational purposes for more than three (3) hours continuously without an interval of not less than fifteen (15) minutes.

No more than four (4) **motorised vehicles** can be used for recreational purposes at one time.

The exhaust system of any **motorised vehicle** operating on the property must conform to the manufacturers' specifications.

## PART 4 ANIMALS

### 23. Calculating Numbers

23.1 For the purpose of calculating the number of **animals** allowed to be kept, or the type of **animal** allowed to be kept, under clause 52 of the Local Law, **Council** may take into consideration.

- (a) complaints received in relation to the keeping of the **animals**/birds;
- (b) the amenity of the area;
- (c) the type and additional numbers of **animals** to be kept;
- (d) the likely effects on adjoining **owners**;
- (e) the adequacy of animal shelters;
- (f) the proximity of any adjacent habitual **dwelling** to penning facilities;
- (g) whether the local community is in support of the application;
- (h) whether the dogs or cats are registered;
- (i) whether relevant provisions of the *Domestic Animals Act* 1994 can be complied with;
- (j) recommendations as a result of an onsite inspection from an **Authorised Officer**; and
- (k) any other matter relevant to the circumstances associated with the application.

### 23.2 Permit Conditions

The conditions of any **permit** may include:

- (a) the period of the **permit**;
- (b) the location where the **animals**/birds housing/shelter will be placed;
- (c) the numbers and types of **animals**/birds to be kept;
- (d) housing conditions;
- (e) food storage facilities;
- (f) nuisance minimisation requirements;
- (g) details of the **permit** holder and emergency contact numbers;
- (h) payment of the prescribed fee; and
- (i) any other conditions deemed relevant to the application.

### 24. Grazing Livestock on Roads

In deciding whether to grant a **permit** under clause 62 of the Local Law, **Council** may take the following into consideration:

- (a) whether the person is the holder or has the benefit of a current public liability policy of insurance with cover of not less than \$10 million per event;
- (b) whether the person has agreed in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the driving of the **livestock**;
- (c) whether the person provides and displays all signs or other warnings and must comply with all the requirements of the guidelines prepared by the Roads Corporation and referred to in the *Road Safety (General) Regulations 2009*;
- (d) whether a responsible adult is supervising the **livestock** at all times;
- (e) whether grazing will occur between the hours of sunrise and sunset;
- (f) whether any delay to vehicular traffic will exceed five minutes;
- (g) the suitability of the **road** for **grazing**, following an environment assessment;
- (h) the suitability of the **road**, following a risk assessment / traffic volume check; and
- (i) the impact on adjoining residents;

Written approval is to be given by abutting landowners, to be submitted with the **permit application**.

## 25. Livestock Droving

In deciding whether to grant a **permit** under clause 44 of the Local Law, **Council** may take the following into consideration:

- (a) whether the person is the holder or has the benefit of a current public liability policy of insurance with cover of not less than \$10 million per event;
- (b) whether the applicant has a certificate from a registered veterinarian regarding the health and fitness of **livestock** to be driven;
- (c) whether the person has agreed in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the driving of the **livestock**;
- (d) whether the person provides and displays all signs or other warnings. The person provides and displays all signs or other warnings and must comply with all the requirements of the guidelines prepared by the Roads Corporation and referred to in the *Road Safety (General) Regulations 2009*;
- (e) whether a responsible adult is supervising the **livestock** at all time;
- (f) whether it is between the hours of sunrise and sunset;
- (g) whether any delay to vehicular traffic does not exceed five minutes;
- (h) the suitability of the **road** for **grazing** following an environment assessment;
- (i) the suitability of the **road** following a risk assessment / traffic volume check; and
- (j) the impact on adjoining residents;

Written approval is to be given by abutting landowners, to be submitted with **permit application**;

## 26. Movement of Livestock

In deciding whether to grant a **permit** under clause 64 of the Local Law, **Council** may take the following into consideration:

- (a) whether the person is the holder or has the benefit of a current public liability policy of insurance with cover of not less than \$10 million per event;
- (b) whether the person has agreed in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the driving of the **livestock**;
- (c) whether the person provides and displays all signs or other warnings and must comply with all the requirements of the guidelines prepared by the Roads Corporation and referred to in the *Road Safety (General) Regulations 2009*;
- (d) whether a responsible adult is supervising the **livestock** at all times;
- (e) whether it is between the hours of sunrise and sunset; and
- (f) whether any delay to vehicular traffic does not exceed five minutes;

## 27. Permanent Livestock Crossing

In deciding whether to grant a **permit** under clause 65 of the Local Law, **Council** may take the following into consideration:

- (a) whether the application for a **permit** was lodged with **Council** not less than 28 days prior to the date that is planned to commence the use of a **permanent stock crossing**;
- (b) whether the person is the holder or has the benefit of a current public liability policy of insurance with cover of not less than \$10 million per event;
- (c) whether the person has agreed in writing to indemnify **Council** and its staff and keep them indemnified against any and all liability (including liability in negligence) and claims, damages, loss, damage, expense and cost in connection with the driving of the **livestock**; and
- (d) whether the person provides and displays all signs or other warnings and must comply with all the requirements of the guidelines prepared by the Roads Corporation and referred to in the *Road Safety (General) Regulations 2009*; and

## PART 5 ADMINISTRATION AND ENFORCEMENT

### 28. Permits

A person wishing to vary any Local Law provision may do so by making application to **Council** providing all relevant details on a **permit application** form together with any fee applicable.

In some circumstances additional information will be required such as copies of current public liability insurance, consent from property **owners** or specifications. If these documents are not supplied upon request then a **permit** will not be issued.

Each **permit application** will be assessed against the criteria established in this policy.

## 29. Application for Permits

See clause 67 of the Local Law.

## 30. Fees

**Council** will set **permit** fees annually through the Budget process.

The relevant Manager or their delegate may waive any applicable fee for community, charity groups or special need cases.

## 31. Permit Expiry Date

See clause 67(9) of the Local Law.

## 32. Notice to Comply

A **Notice to Comply** must be in the form of Schedule 1 to the Local Law, or to the like effect, on **Council** letterhead and must state the period within which the thing referred to must be remedied.

The time allowed for remedial action by a **Notice to Comply** must be reasonable in the circumstances and this will vary depending on the matters to be remedied, but should take into account, if applicable:

- (a) the amount of work involved;
- (b) the degree of difficulty;
- (c) the availability of necessary materials or other necessary items;
- (d) climatic conditions;
- (e) the degree of risk or potential risk; and
- (f) any other relevant matter.

If any person fails to take remedial action in accordance with a **Notice to Comply** within the time specified, **Council** may undertake such action/**works** that meets the requirements of the Notice to Comply and recover all costs associated with the action/works undertaken.

A **Notice to Comply** shall remain active or in force for a period of up to one (1) year unless otherwise stated for continuing offences.

A **Notice to Comply** can be withdrawn by an **Authorised Officer** if the Notice was issued incorrectly, has errors or in any other reasonable circumstance.

## 33. Power of an Authorised Officer to Act in Urgent Circumstances

In circumstances where an Authorised Officer believes the breach of the Local Law requires an urgent response, the **Authorised Officer** may immediately impound the offending material and serve on the person or organisation responsible a notice of impoundment.

An urgent response includes but is not limited to the following:

- (a) **goods** or materials that are posing a danger or potential danger to the community;



- (b) **goods** or materials that are causing undue obstructions;
- (c) **goods** or materials that are a hazard or potential hazard;
- (d) **goods** or materials that replicate or are similar to traffic management devices;
- (e) **goods** or materials that are causing traffic congestion;
- (f) an urgent risk or threat to public health; public safety; the environment or **animal** welfare; and
- (g) a Victoria Police request provided that:
  - (i) it appears to the **Authorised Officer** that a breach of the Local Law is occurring or has occurred;
  - (ii) the **Authorised Officer** considers the circumstances or situation to be sufficiently urgent and that the time involved or difficulties associated with the serving of a notice may place a person, **animal**, property or thing at risk or in danger;
  - (iii) wherever practicable, the prior consent of the relevant Manager, or their delegate, is obtained;
  - (iv) the action taken by an **Authorised Officer** does not extend beyond what is necessary to cause the immediate abatement of or minimise the risk or danger involved; and
  - (v) an **Authorised Officer** who takes action ensures that as soon as practicable details of the circumstances and remedying action are forwarded to the person in breach of the provision of the Local Law in respect of which the action was taken, and a report of the action taken is submitted to the relevant Manager.

**Council** may recover all costs associated with any action or **works** undertaken.

#### **34. Power of an Authorised Officer to Impound**

Clause 73 of the Local Law confers on an **Authorised Officer** the power to impound items which are stored or placed or left in breach of the Local Law.

The provision also details in what circumstances any impounded items may be released.

Where any item has been impounded under the Local Law, **Council** or an **Authorised Officer** must serve written notice of the impounding on the person who appears to be the **owner** of the impounded item, wherever it is practicable to do so.

A notice of the impounding must specify:

- (a) the item;
- (b) the place and times when it may be retrieved;
- (c) the fee that must be paid for its retrieval;
- (d) the date by which the item must be retrieved (which must be at least 14 days after the date on which the notice is issued); and
- (e) that the item will be sold or disposed of in accordance with this clause, if not so retrieved.

In any case where the name or the whereabouts of the **owner** of, or person responsible for the impounded item is unknown, an **Authorised Officer** must take reasonable steps to ascertain that information.

If an impounded item is not retrieved by the date specified in the notice, an **Authorised Officer** may take action to dispose of it according to the following principles:

- (a) where the item has no saleable value it may be disposed of in any manner considered appropriate in the circumstances; and
- (b) where the item has some saleable value, it may be disposed of by public auction or tender, or by private sale, but if no sale results from **Council's** efforts, the item may be disposed of in any manner which **Council** sees fit.

Proceeds of any sale of an impounded item, less any costs incurred by **Council** in impounding the item and complying with the requirements of the Local Law, are to be held by the **Council** for 6 months pending any claim by the **owner**. If the **owner** at any time provides reasonable proof of entitlement to the net proceeds of the sale of an impounded item, within six months of the sale, payment of such must be made to that person.

If no valid claim is made within the six months period any surplus proceeds of the sale becomes the property of **Council**.

## **PART 6 ENFORCEMENT**

### **35. Offences**

See clause 77 and 78 of the Local Law for details.

### **36. Infringement Notices**

As an alternate to prosecution, an **Authorised Officer** may issue an infringement notice in accordance with section 234 of the *Local Government Act 1989* and section 13 of the *Infringements Act 2006*.

Infringement notices may be issued upon detection of a breach of any clause of the Local Law.

Where a **Notice to Comply** has been issued and is not adhered to, then an infringement notice may be issued.

Any person issued with an infringement notice:

- (a) may pay the penalty indicated to the **Council** within 42 days of the notice being issued; or
- (b) is entitled to not pay the penalty indicated in the infringement notice and instead defend the prosecution in Court.

If representations are made or further relevant information becomes available, an infringement notice may be withdrawn on the authority of the Chief Executive Officer or their delegate.

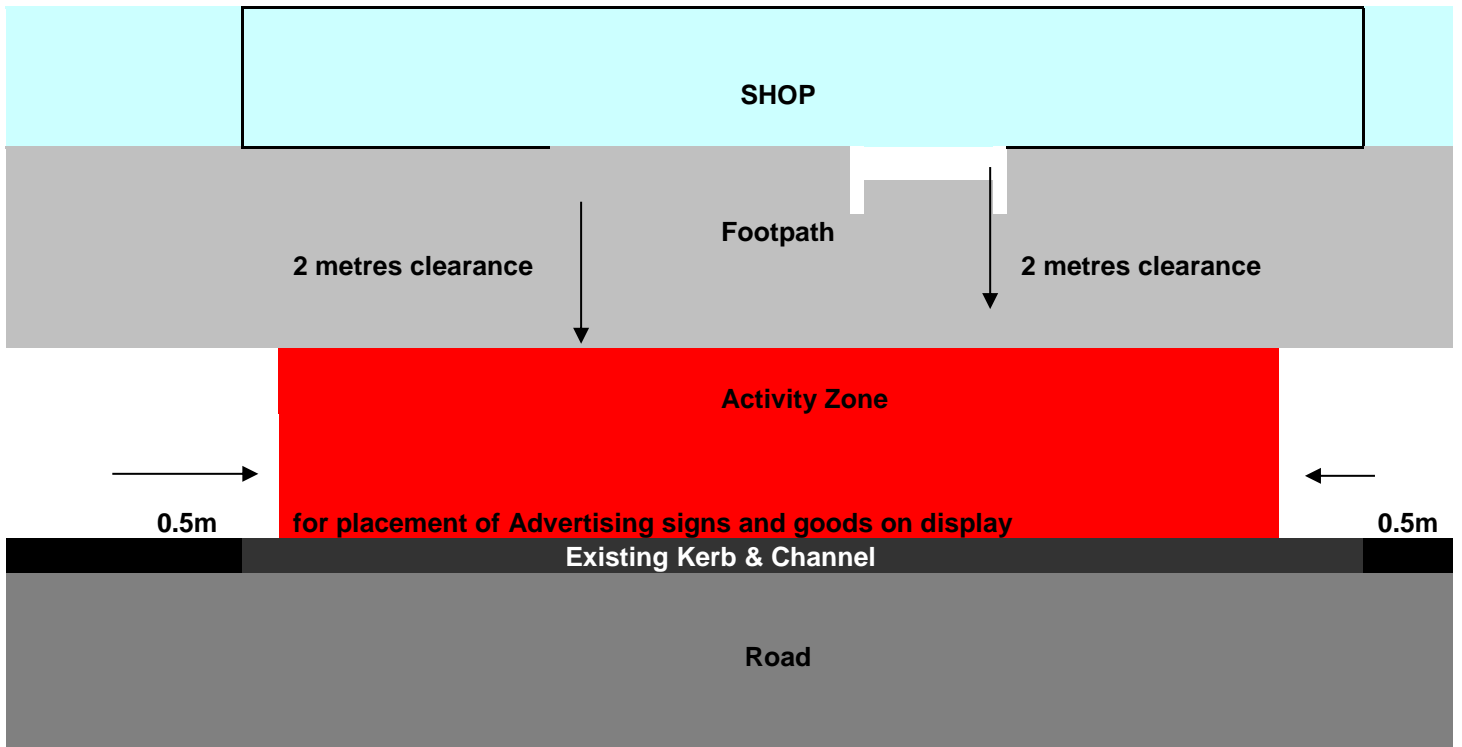
If payment of the amount specified in an infringement notice is not made within the 42 day period and the notice is not withdrawn the **Authorised Officer** may:

- 
- (c) pursue the matter by prosecuting for an offence; or
  - (d) take any steps which may be available for enforcing penalties by registration of infringement notices.

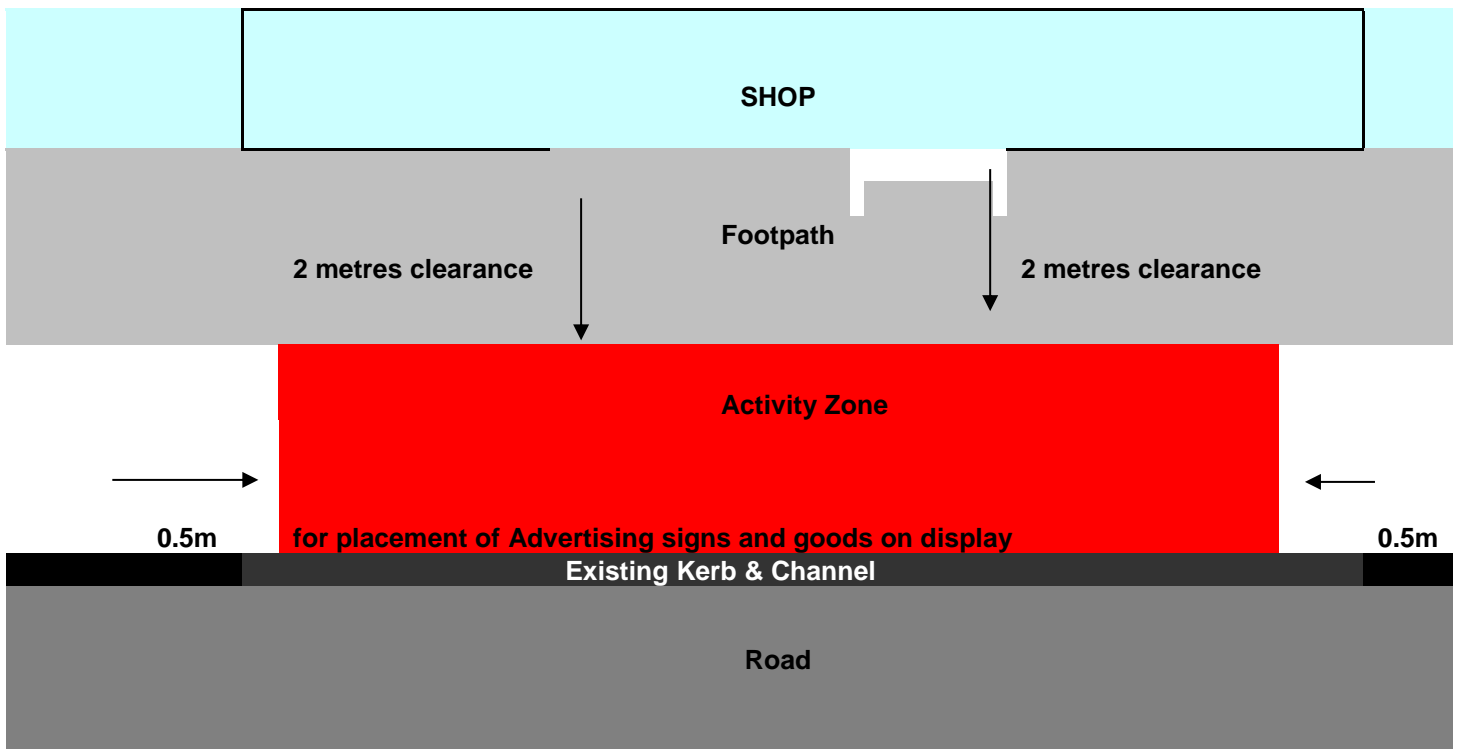
**37. Penalties**

A penalty unit under the Local Law is \$100 per unit, unless otherwise specified.

**Goods and Advertising Signs are to be placed in the Activity Zone only**



**Goods and Advertising Signs are to be placed in the Activity Zone only**





# BENALLA

RURAL CITY COUNCIL

Benalla Rural City Council  
May 2016

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)

