

Finance and Planning Committee

Agenda

Date: Wednesday 7 December 2022

Time: 6pm

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

Committee Meetings are live streamed and recorded. Members of the public are encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

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

In accordance with Rule 6.4 of the *Governance Rules 2020* 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
	Jane Archbold	Manager Community
	Adrian Gasperoni	Manager Assets and Infrastructure
	Courtney Naughton	Manager Economic Development and Sustainability
	Nilesh Singh	Manager Development
	Tom Arnold	Community Development Coordinator
	Jessica Beaton	Governance Coordinator

Apologies

Recommendation:

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

Confirmation of the Minutes of the Previous Meeting

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

Recommendation:

That the Minutes of the Finance and Operations Committee Meeting and the Planning and Development Committee Meeting held on Wednesday 9 November 2022 be confirmed as a true and accurate records of the meetings.

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. Planning And Building Approvals – October 2022

SF/255
 Joel Ingham – Planning Coordinator
 Sarah Ford – Building Coordinator
 Nilesh Singh – Manager Development

PURPOSE OF REPORT

The report details planning permit applications and building approvals for October 2022.

Planning Permit Applications Determined under Officer Delegation

File No	Description	Property Address	Decision	
1	DA151/6	Pruning and lopping of trees within a heritage overlay	25 Arundel Street, Benalla	Approved
2	DA4326	Construction of an outbuilding	11 Tomkins Parade, Benalla	Approved
3	DA7419	Construction of a dependent person's unit	6 George Street, Benalla	Approved
4	DA7365	Use of the existing building for a retail premises (sale of old wares and collectables)	2372 Midland Highway, Swanpool	Approved
5	DA7384	Construction of a dwelling	5 Mayfair Drive, Benalla	Approved
6	DA4195	Subdivision of land into two lots and to use and develop Lot 1 for a dwelling	20-22 Mary Street, Benalla	Approved
7	DA7390	Construction of a dwelling, carport, and associated outbuilding	45 Benson Street, Benalla	Approved
8	DA7394	Use and development of a dwelling	120 Lakeside Drive, Chesney Vale	Approved
9	DA6512	Two lot subdivision	91 Murray Road, Benalla	Approved

Planning Permit Amendments Determined Under Officer Delegation

File No		Description	Property Address	Decision
1	DA7223	Use and development of land for a camping and caravan park	35 Gunn Road, Benalla	Approved (Notice of Decision)

Planning Permits Issued Under VicSmart

There were no planning permit application issued under VicSmart during the month of October 2022.

Planning Permit Applications Determined by the Council

File No		Description	Property Address	Decision
1	DA7284	A multi lot subdivision, the removal of native vegetation and the creation of an easement	Bourke Drive, Benalla	Approved
2	DA4524	Construction of horse stables and a horse walker	5835 Midland Highway, Benalla	Approved (Notice of Decision)

Planning Permit Amendments Determined by the Council

There we no planning permit amendments determined by Council during the month of October 2022.

Planning Permit Applications Withdrawn or Lapsed

File No		Description	Property Address
1	DA7426	Construction of a shed	135 Tulley Road, Lima East

Notices of Decision

File No		Description	Property Address
1	DA4524	Construction of horse stables and a horse walker	5835 Midland Highway, Benalla
2	DA7223 (Amendment)	Use and development of land for a camping and caravan park	35 Gunn Road, Benalla

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

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

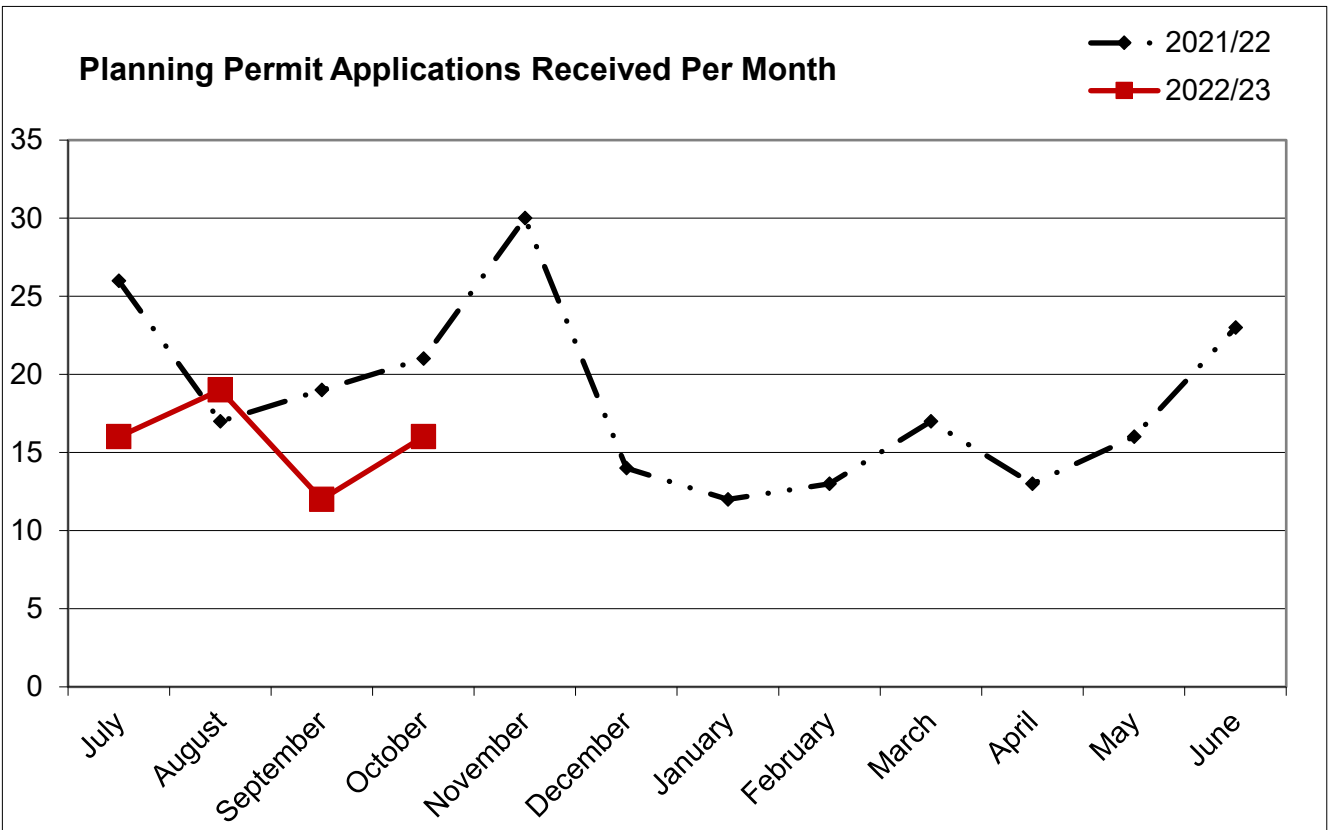
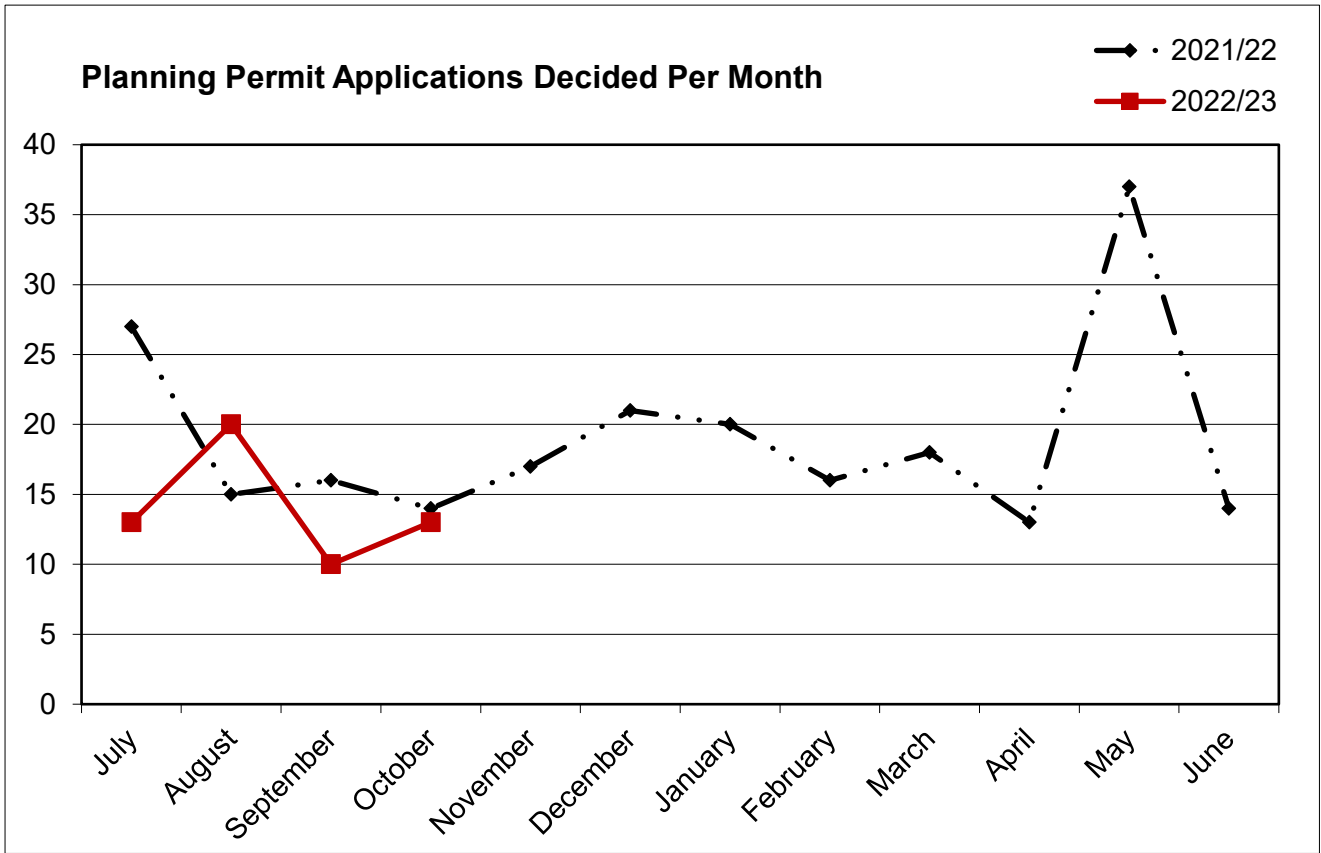
Planning Permit Applications Determined by VCAT

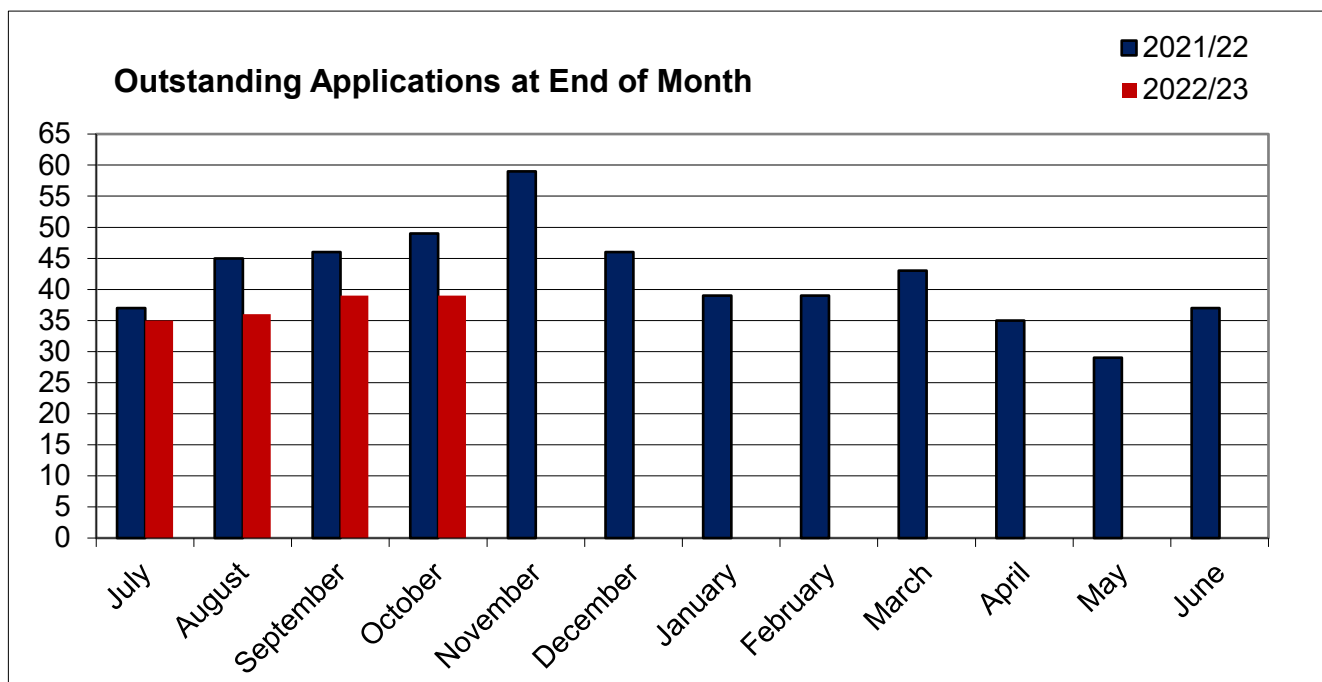
There were no planning permit applications determined by VCAT during the month of October 2022.

Matters Before VCAT

DA7055	Use and development of land for a second dwelling at 888 Tatong Tolmie Road, Tatong
Status	At a Planning and Development Committee meeting on 18 May 2022 it was resolved that the Council refuse to grant a permit for a second dwelling on the land. The refusal was based on grounds of objection received from the Country Fire Authority. The applicant has lodged an appeal to VCAT. The VCAT hearing has been set for 17 and 20 February 2023.
DA347	14 Mair Street, Benalla – Visitor Information Centre Redevelopment
Status	An appeal has been lodged by residents regarding the redevelopment of the Visitor Information Centre at 14 Mair Street, Benalla. The appeal seeks a declaration from VCAT that the use of the land fits in with the definition of a ‘Cinema Based Entertainment Facility’ and is therefore a prohibited use within the Public Park and Recreation Zone. It is the opinion of Council Officer’s that the uses conducted within the building do not constitute the use of a ‘Cinema Based Entertainment Facility’ and that a planning permit is not required to use the site for its intended purpose. The application was heard by the Tribunal on 16 November 2022 with the applicant (residents), Council Representative and community members (observers) present. The Tribunal member did not make a decision on the day of the hearing. The decision has been reserved to a later date.

Planning Permit Applications



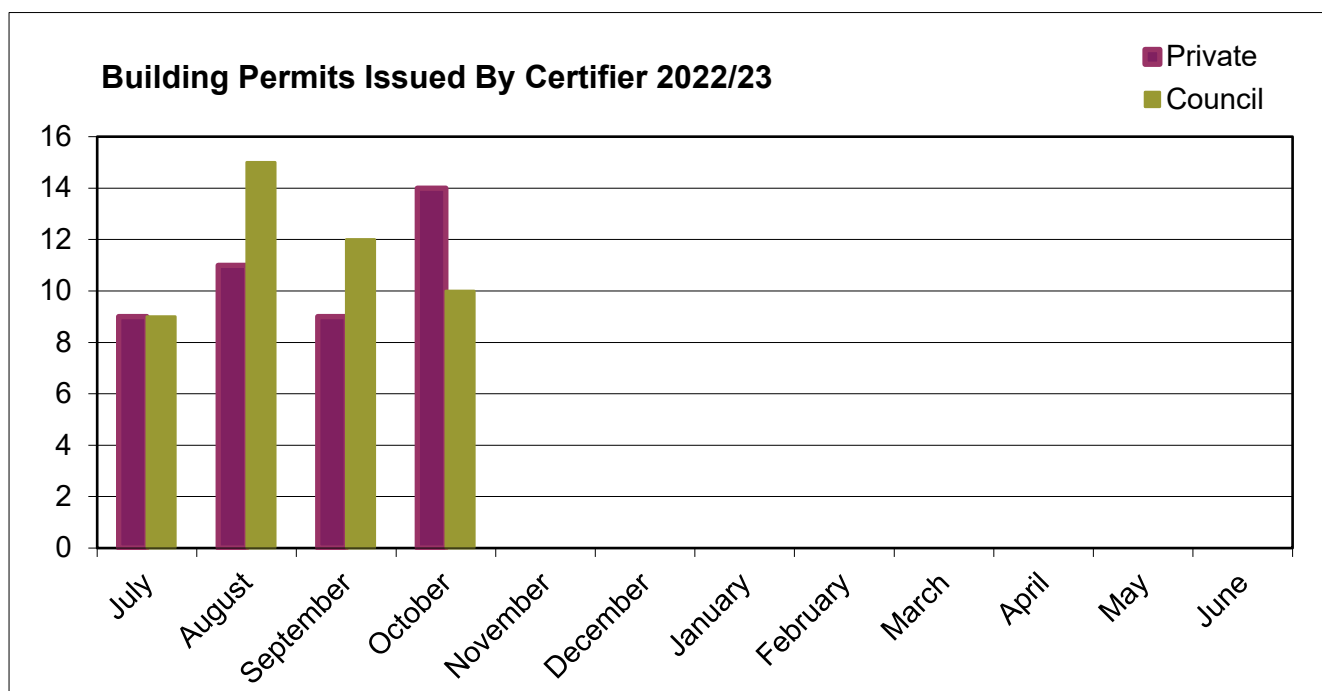


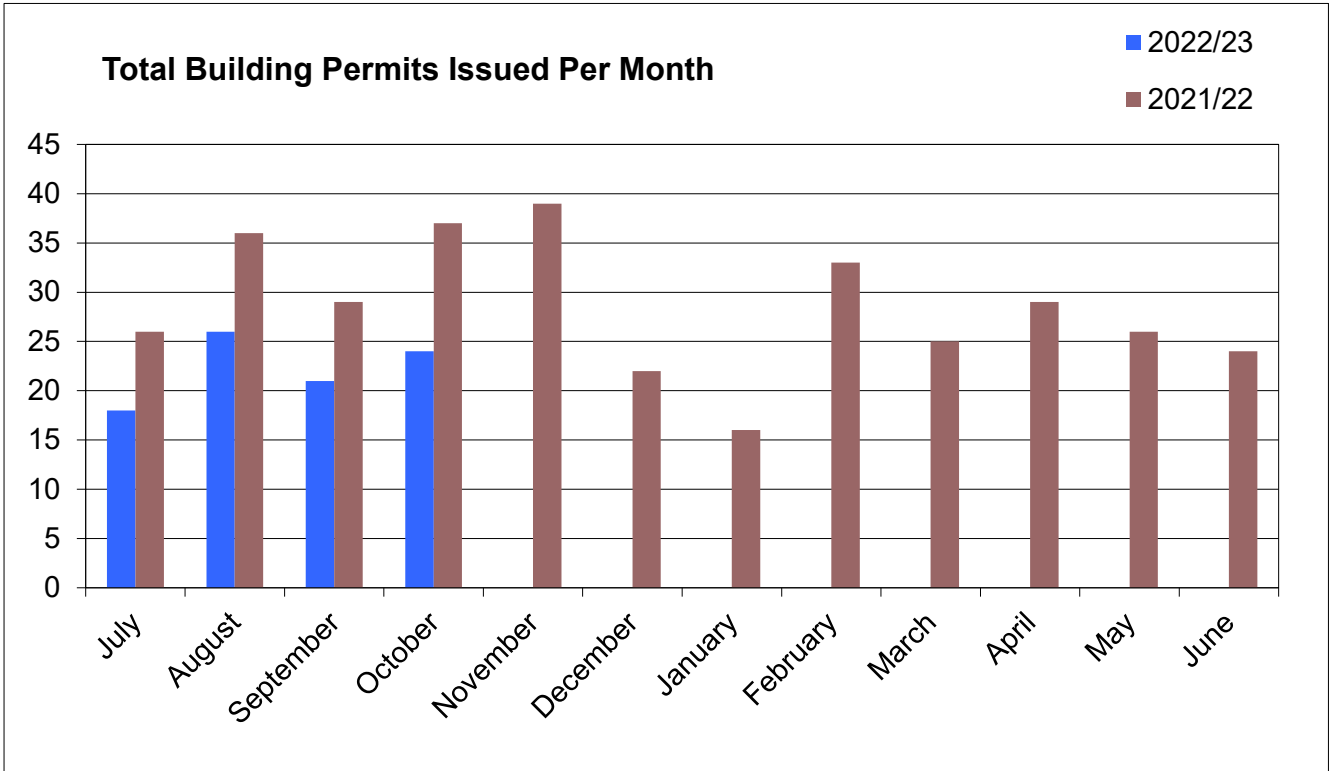
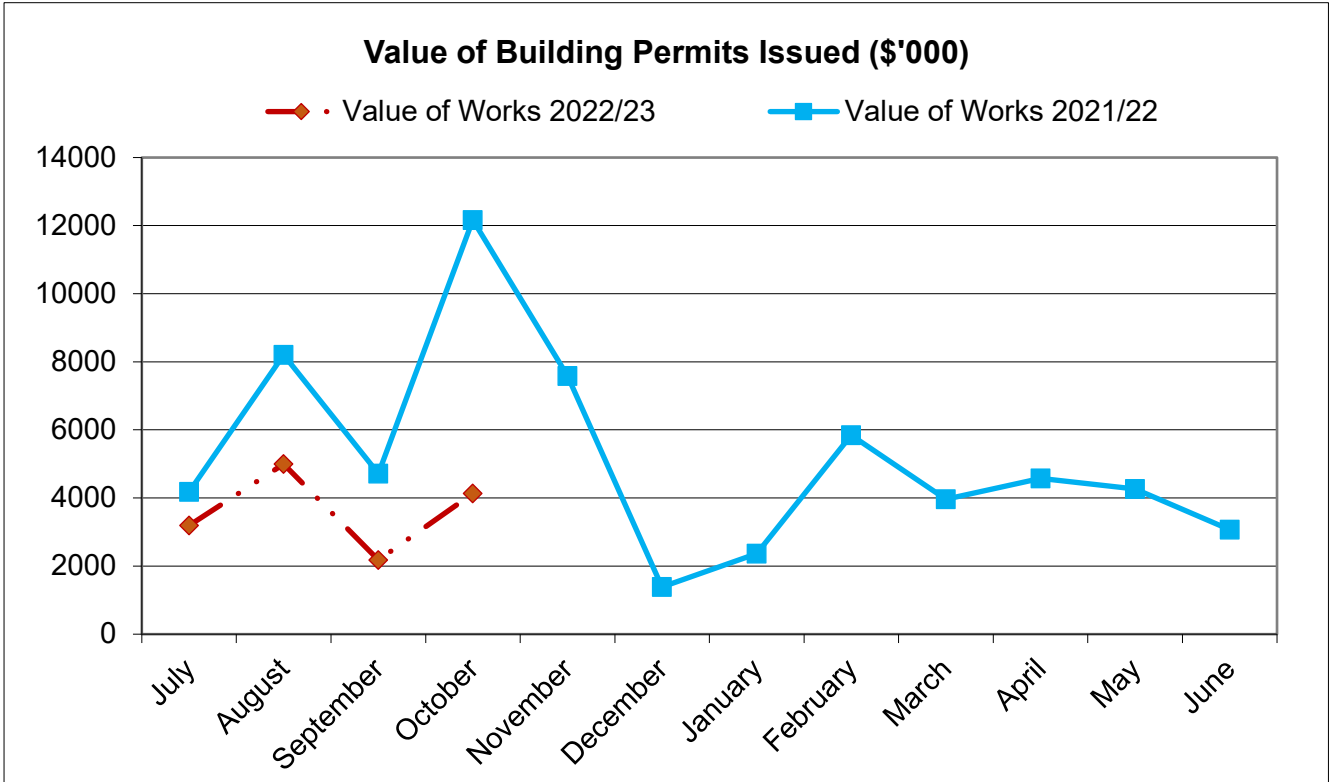
Building Approvals Issued by Council and Private Practitioners

File No	Description	Property Address	Value	
1	DA7238	Construction of a carport	40 Thomas Street, Benalla	\$8,000
2	DA7444	Re-stump dwelling	67 Thomas Street, Benalla	\$14,000
3	DA7446	Re-stump dwelling	2154 Benalla Yarrawonga Road, Bungeet West	\$14,995
4	DA4939	Construction of a shed	13 McPherson Road, Benalla	\$85,600
5	DA7445	Re-stump dwelling	37 Deas Street, Benalla	\$15,000
6	DA7429	Construction of two sheds	364 Goomalibee Road, Benalla	\$26,180
7	DA7442	Demolish a dwelling	38 Smythe Street, Benalla	\$18,500
8	DA7390	Demolish a dwelling	45 Benson Street, Benalla	\$15,000
9	DA4591	Construction of a shelter	2 Fawckner Drive, Benalla	\$41,317
10	DA7430	Construction of a shed	31 Margaret Street, Benalla	\$35,000
11	DA7235	Construction of swimming pool and safety barrier	4 Piccadilly Court, Benalla	\$55,250
12	DA7201	Construction of a dwelling	476 Greta Road, Glenrowan West	\$284,660
13	DA1142	Construction of major promotion sign	137 Sydney Road, Benalla	\$44,850

File No		Description	Property Address	Value
14	DA7404	Alterations to a residence	237 Smith Road, Benalla	\$9,675
15	DA5811	Construction of a farm shed	2711 Midland Highway, Swanpool	\$41,225
16	DA7400	Construction of dwelling and garage	7 Mayfair Drive, Benalla	\$470,132
17	DA7384	Construction of dwelling and garage	5 Mayfair Drive, Benalla	\$305,746
18	DA7441	Re-stump dwelling	34 Cecil Street, Benalla	\$34,760
19	DA6846	Construction of dwelling and garage	9 Kirby Street, Thoona	\$522,555
20	DA7438	Construction of dwelling and garage	19 Livingston Boulevard, Benalla	\$293,230
21	DA6307	Alteration and extension to dwelling	391 Lawson Road, Devenish	\$400,000
22	DA7393	Construction of dwelling and garage	2 Mayfair Drive, Benalla	\$491,851
23	DA7415	Construction of dwelling and garage	37 Inglis Road, Benalla	\$531,982
24	DA7456	Construction of dwelling and garage	7 Everly Court, Benalla	\$349,388
Total				\$4,108,896

Building Permits Issued by Certifier by Month





***COUNCIL PLAN 2021-2025* IMPLICATIONS**

Community

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

Livability

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

Economy

- Population growth.

Environment

- Healthy and protected natural environment.

Leadership

- Good governance.

Recommendation:

That the report be noted.

2. 2022/2023 Community Sponsorship Program

SF/2857

Jane Archbold – Manager Community

Tom Arnold – Community Development Coordinator

PURPOSE OF REPORT

The report presents funding applications under the 2022/23 Community Sponsorship Program.

BACKGROUND

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

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

DISCUSSION

Applications for consideration under the 2022/23 Community Sponsorship Program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Benalla Theatre Company Inc	Benalla Theatre Company are seeking funding to cover Town Hall hire for their annual Night of Entertainment. A cabaret variety show presenting the talents of the theatre company members as both a standalone show for the general public or a Christmas party for social groups. The Company are aiming to add any proceeds towards assisting with the upgrade of the Benalla Town Hall lighting and sound.	\$500	\$500
Total		\$500	\$500

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

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

Leadership

- *Engaged and informed community.*

COMMUNITY ENGAGEMENT

In accordance with the Council’s *Community Engagement Policy*, it is proposed that, due to administrative nature of the Policy, that community engagement be undertaken at the ‘Inform’ level under the International Association for Public Participation’s IAP2 public participation spectrum.

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> ▪ Promotion of program via media, website and social media. ▪ Program presented in public reports to the Council. ▪ Outcomes advised directly to applicants. ▪ Outcomes detailed in Annual Report.

FINANCIAL IMPLICATIONS

The *2022/23 Budget* allocates \$15,000 to the Community Sponsorship. To date, \$6,000 in Community Sponsorship grant funding has been allocated.

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

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

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

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That a \$500 grant from the 2022/2023 Community Sponsorship Program be allocated to Benalla Theatre Company Inc.

3. Annual Grant Program Guidelines

SF/2857

Jane Archbold – Manager Community

Tom Arnold – Community Development Coordinator

PURPOSE OF REPORT

The report discusses the proposed draft *Quick Response Grants and Community Grant Guidelines* for the delivery of Council's Annual Grant Program.

BACKGROUND

The Council allocates \$93,666 each year to the Annual Grant Program.

The Annual Grant Program is made up of four grant giving programs:

Program	Description	Annual Funding Allocation
Community Grants Program	Annual funding allocation designed to encourage not-for-profit, community-based organisations to seek funding up to \$2,500 for projects and activities.	\$66,666
Youth Participation Grants	Youth Participation Grants provide an opportunity for youth-led projects to seek funding of up to \$1,000 to help support eligible projects and events.	
Community Sponsorship Grants	Community Sponsorship Program distributes grants up to \$500 on a monthly basis, allowing local clubs, groups and organisations the opportunity to seek funds when the need arises.	\$15,000
Major Event Funding	Enables local community groups, clubs, organisations and external event groups to seek up to \$2,000 in funding to assist in the staging of events.	\$12,000

Council uses an online grants administration and application portal known as *SmartyGrants*.

DISCUSSION

The Community Development team have reviewed council's grant programs over the past year.

Feedback was considered from grant applicants, councillors and council staff. Feedback is sought from all applicants via the grant application process for all Council grant programs.

Recommendations were sort form the *Victorian Auditor-General's Office (VAGO)* and comparisons were completed with similar Local Government grant programs.

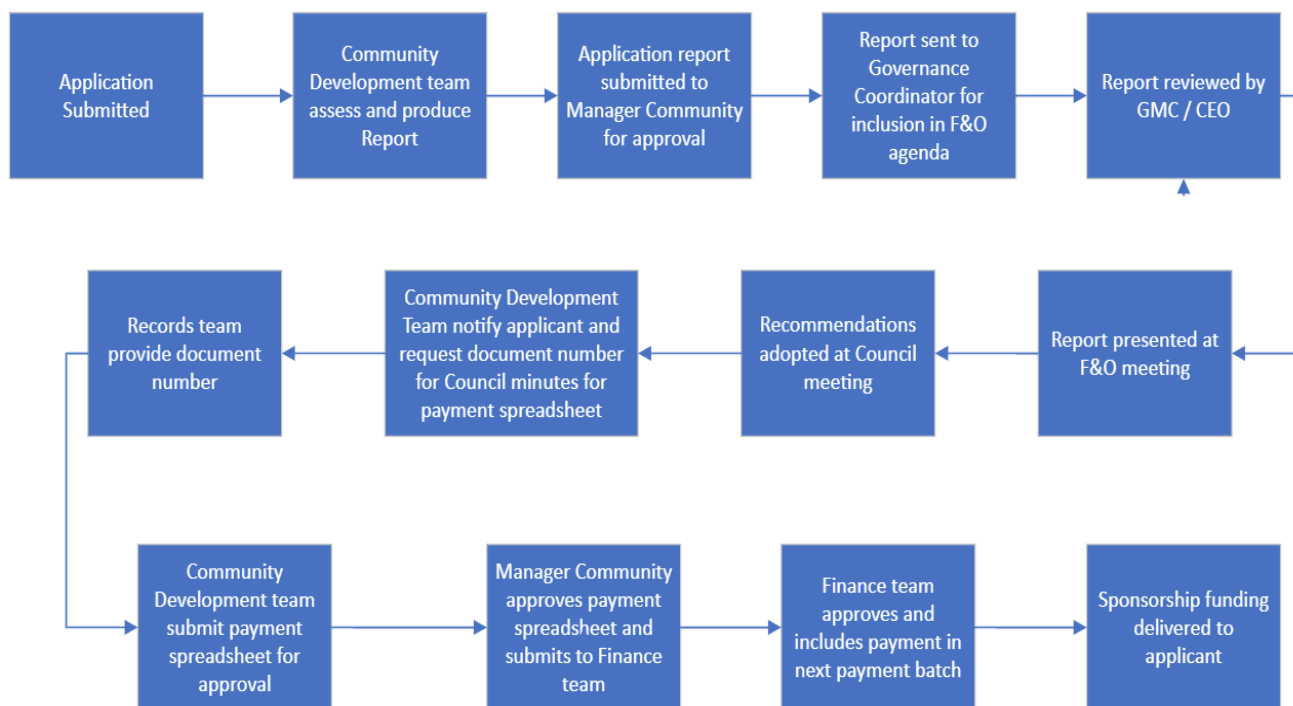
The proposed changes and updates for the Annual Grant Program are detailed below.

Community Grants Program and the Community Sponsorship Grants

A key issue facing *Community Sponsorship Grants* is the efficiency in delivering funds to the community.

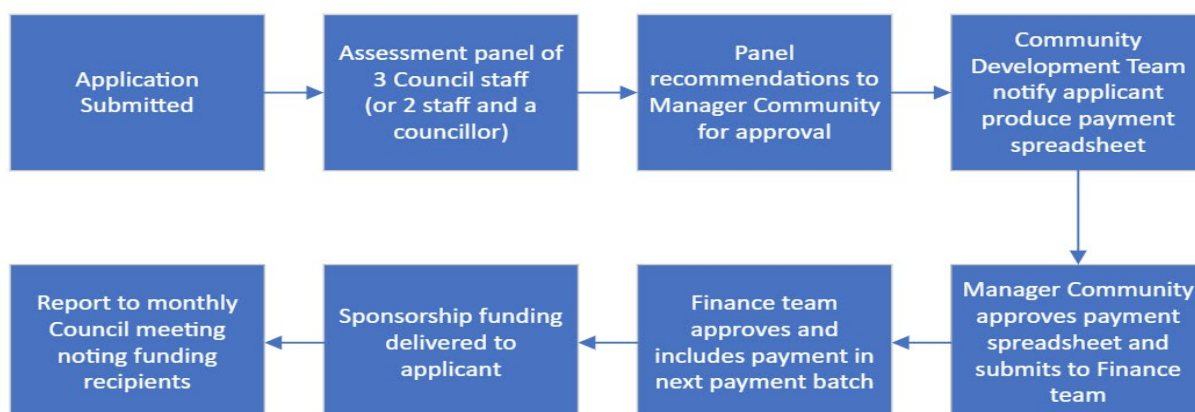
Applicants often wait over a month before their submission is considered and payment is received.

The current process is mapped out below.



To improve this process, it is proposed that the *Community Sponsorship Grants* be renamed to *Quick Response Grants* to bring the program in line with similar programs run within Local Government.

The proposed application process for *Quick Response Grants* and the *Community Grants Program* is mapped out below:



The *Annual Grant Program* guideline documents are listed below:

- *Quick Response Grants and Community Grants Program Guidelines* (refer **Appendix 1**)
- *Youth Participation Grant Guidelines* (**Appendix 2**)
- *Major Events Funding Guidelines* (**Appendix 3**)

The purpose of the draft guideline document is to simplify the information Council provides to the community. Updates and changes to grant eligibility are detailed in the table below.

Section	Proposed Change
Eligible Applicants (Page 3)	<ul style="list-style-type: none"> ▪ Service Clubs may only apply for a Community Grant if relates to an infrastructure project.
Funding Exclusions (Page 3)	<ul style="list-style-type: none"> ▪ Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant) ▪ Committees of Council (Council encourages applications from user groups). ▪ Applicants whose primary activity is a 'fee for service' to the community ▪ Community organisations that: Receive funding from other areas of council; except where funding is proposed for a different purpose. ▪ Operational expenses such as insurance, rent, utility expenses. * Council may consider funding 'one-off' requests for Public Liability Insurance ▪ Projects that will have a negative impact on the environment ▪ Projects that could be funded from other sources e.g. fees, sponsorships

Youth Participation Grants

Feedback received from applicants and young people indicated that changes were required to improve the way this grant process is administered.

Youth Participation Grants are awarded annually alongside the *Community Grants Program*. This has proved problematic for young people as it only provides a short window between February and March to apply for a *Youth Participation Grant*, resulting in low or nil applications being submitted.

It is proposed that *Youth Participation Grants* follow the same application process as *Quick Response Grants* and the *Community Grants Program* and be available year round at \$500 per application. Eligibility and guidelines will remain unchanged.

Major Event Funding Program

The *Major Event Funding Program* has been reviewed to encourage a broader range of events and applicants.

It is proposed that Major Event Funding maintains the \$2,000 threshold and trial funding being open year-round.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

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

Leadership

- *Engaged and informed community.*

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that community engagement be undertaken at the 'Inform' level under the International Association for Public Participation's IAP2 public participation spectrum.

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> ▪ Program changes present to Council in a public report. ▪ Promotion of program changes via media, website and social media. ▪ Program changes presented in information session in February 2023 ▪ Annual Grant Program guidelines published on Council's website.

FINANCIAL IMPLICATIONS

The *2022/23 Budget* allocates \$93,666 to the Annual Grant Program.

LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

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:

1. That the *Community Sponsorship Program* be renamed *Quick Response Grants*.
2. That the approval process for the *Quick Response Grants* be approved.
3. That the following Annual Grant Program guideline documents be adopted:
 - *Quick Response Grants and Community Grants Program Guidelines*
 - *Youth Participation Grant Guidelines*
 - *Major Events Funding Guidelines*.

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QUICK RESPONSE GRANTS AND COMMUNITY GRANT GUIDELINES

BACKGROUND

Council values the significant contribution that community and not-for-profit groups deliver within our municipality. Council’s grant programs aim to support applicants to deliver positive health and wellbeing outcomes, minor infrastructure projects, community events and projects.

Council provides the following grant giving programs

Community Grants	Up to \$2,500
Major Event Funding	Up to \$2,000
Youth Participation Grants	Up to \$500
Quick Response Grants	Up to \$500

GRANT OBJECTIVES

Councils Annual Grant Program aims to fund applications that:

- Align with key Council strategic documents such as the Council Plan, Community Vision, Municipal Public Health and Wellbeing Plan, Events and Tourism Strategies.
- Support community projects that contribute toward creating a healthy, vibrant and sustainable community.
- Increase tourism and economic development within the municipality.

PROCESS OVERVIEW

Program	When	Process
Quick Response Grants and Youth Participation Grants	All year	<ul style="list-style-type: none"> ▪ Applications are assessed by an internal panel consisting of two Council staff members and one Councillor within two weeks of submission. ▪ Projects recommended for funding are submitted to Manager Community for approval and payment. ▪ Successful applications are noted at the monthly Council meeting.
Community Grants and Major Event Funding	Annual, Open between February – March. Awarded- May	<ul style="list-style-type: none"> ▪ Applications are assessed by an internal panel of three Council staff members. ▪ The panel’s recommendations are presented to Assembly of Councillors for discussion and Council meeting for approval.

Please refer to the Major Event Funding and Youth Participation Grant guideline documents for full details on eligibility and process.

QUICK RESPONSE AND COMMUNITY GRANTS ELIGIBILITY

Eligible Applicants

To be eligible to apply for a Community Grant or Quick Response Grant you must:

- be incorporated community based and not-for-profit.
- be auspiced by an incorporated organisation (if organisation is unincorporated).
- be based or deliver services within the Benalla Rural City municipality.
- have satisfactorily accounted to Council for the expenditure of any previous Council grants.
- hold relevant insurances to administer the event or project.
- comply with all relevant Local Laws, Australian and Victorian legislation.

**Service Clubs may only apply for a Community Grant if relates to an infrastructure project*

Eligible Applications

- Upgrades or maintenance to community facilities.
- Purchase of equipment specifically for the purpose of supporting programs or community access.
- Community developed projects or activities.
- Community events and celebrations.
- Venue Hire or subsidised use of Council facilities.
- Printing, advertising, translations and promotional costs.
- Transport costs.

Funding Exclusions:

- Projects that do not involve the Benalla community.
- Individuals or applications that only benefit individuals (for example scholarships, sponsorship, awards).
- Applicants whose primary activity is a 'fee for service' to the community.
- Individual businesses, government agencies, political groups, religious groups and organisations.
- Applicants who have not adequately acquitted previous funding provided by Council.
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant).
- Applications that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies).

- Committees of Council (Council encourages applications from user groups).
- Community organisations that:
 - are in debt to Council and are not meeting the agreed repayment arrangements.
 - receive funding from other areas of council; except where funding is proposed for a different purpose.
- Projects that have already started or have been completed.
- Operational expenses such as insurance, rent, utility expenses. * Council may consider funding 'one-off' requests for Public Liability Insurance.
- Funding of prizes, donations, gifts, grant giving programs, award ceremonies and fundraising events.
- Projects that will have a negative impact on the environment.
- Staff wages and salaries.
- Projects that could be funded from other sources e.g. fees, sponsorships.

ASSESSMENT CRITERIA

To determine which project applications will be recommended for funding, an assessment panel will consider each application against the following criteria:

- Is the organisation eligible to apply?
- Is the project sustainable? Will the project require additional / recurrent funding from the Council?
- Equitable distribution of funds
- Why is the project needed? How will it provide community benefit?
- How will your project support the funding program objectives?
- Community Support for the project
- Is the budget realistic?
- Ability to deliver the project.

As part of their submission, applicants may be required to provide details including:

- How has the community need for the project been identified? (Letters of Support can be included to help substantiate the need).
- What planning has been undertaken leading up to the application?
- Does the organisation have appropriate insurance and a risk management strategy?
- Are there benefits to the broader community rather than just to the members of the applicant organisation?
- Quotes where the purchase of goods and services form part of the proposal.
- Organisation's banking details.

FUNDING TERMS AND CONDITIONS

- Applications must be submitted through the [Benalla Rural City Council SmartyGrants portal](#).
- A member of the organisation's executive must sign the application.
- All grants must be used for the purposes outlined in the application.
- All activities associated with the project must be legal and include all required permits.
- Applicants must indicate all other sources of funding they have sought and/or received in relation to the project.
- Wherever possible goods and services should be purchased from Benalla-based providers.
- The financial support provided by Council must be acknowledged wherever possible.
- Successful applicants must complete an acquittal with evidence that the grant funding has been used for the purpose described in the application.
- Grant funds must be expended within 12 months of being awarded funds.
- Successful organisations agree to the Council using information from their project in its Annual Report and Council publications.
- All grants must be used for the purposes outlined in the application.
- Any variation to the use of the grant funding must be approved by Council.

ONLINE APPLICATION AND FURTHER INFORMATION

We encourage anyone considering applying for a grant to discuss their application with the Community Development Team.

You can find the online application and more information about the grants at www.benalla.vic.gov.au/Your-Community/Annual-Grants-Program

To chat about your idea or application you can contact the team on (03) 5760 2600.



BENALLA



PARTICIPATION GRANTS PROGRAM



We have moved our grants management process online. To apply for a grant go to benalla.vic.gov.au/community-grants.



Do you need help with pulling your idea together or completing the application?

Don't have online access?

Help is available.

Please contact the Councils Community Development team on (03) 5760 2600 to chat about your idea or application.

YOUTH PARTICIPATION GRANTS

FUNDING GUIDELINES

BACKGROUND

The Benalla Rural City Council highly values the contribution that young people make to the community and is committed to encouraging youth engagement and active participation in all aspects of community life, as outlined in the Youth Strategy Action Plan. Funding for these grants have been made possible through the Council's Annual Grants Program.

The Youth Participation Grant is one of four funding streams under Council's Annual Grant Program.

The Annual Grant Program supports projects and activities that will assist in building healthy, vibrant and sustainable communities across the municipality. The four funding streams include:

1. Community Sponsorship Grants
2. Community Grants
3. Youth Participation Grants
4. Major Event Funding Program

The Youth Participation Grant provides small grants up to \$1000 to help fund and support eligible projects, activities and events planned, driven and delivered by young people, for young people. (Youth led)

TYPES OF PROJECTS THAT MIGHT BE FUNDED

- Youth led events, activities or festivals
- Youth awards ceremonies
- Fund raising events (conditions apply- please refer to page 3)
- Purchase of minor equipment to support a youth event or activity
- Other innovative youth-led ideas

Some examples include:

Leadership Programs

- skill building and training opportunities
- encouraging young people to volunteer
- civic engagement activities

Creative Arts and Drama Initiatives

- film festivals, musical or dramatic performances, street art

Intergenerational Projects

- young people assisting older people with technology

Fundraising Projects

- raising money for a local cause – (conditions apply please refer to page 3)

Youth Awards Ceremonies

- recognising the contributions of young people

Healthy Living Initiatives

- projects about local food
- projects encouraging young people to become active

Innovative Use of Technology

- using technology creatively to help young people

Projects about the Environment

- promoting opportunities for young people to get involved at Winton Wetlands
- hosting a workshop for young people about local effects of climate change

Community Awareness Raising Activities

- Initiatives that highlight issues relating to mental health, diversity or social justice

The priorities for this funding are to provide opportunities for young people to:

- Create and implement youth led projects and activities that aim to be sustainable
- Projects that link to the Benalla Rural City's Youth Strategy
- Develop and build the skills and knowledge of young people
- Increase young people's active participation in Benalla by connecting them to their peers and the broader community

ELIGIBILITY

All projects must be carried out in Benalla Rural City and be of benefit to young people living in the municipality.

To be eligible:

- Applicants must be aged between 12 to 25
- Applicants must live, work, study or be involved with a community group in Benalla
- Individuals applying must be auspiced (supported) by an incorporated not-for-profit organisation (see FAQ section)
- The project idea must be developed and delivered by young people
- The project must have clear goals and outcomes
- The project must build on young people's skills
- The project must be drug and alcohol free
- The project must have a detailed budget
- You must be able to provide a referee
- The project must be completed within twelve months

The Youth Participation Grants are unable to fund the following:

- Staff wages and salaries
- Projects that do not benefit young people and their communities beyond the benefits to an individual applicant
- Applications for grant funding will not be considered if the project or activity has already begun or been completed.
- Projects which do not involve the Benalla Rural City community
- Projects, events or organisations which are unable to secure insurance coverage

Please note businesses are ineligible to auspice an application under this grant.

Ineligible Applicants or Auspice Organisations

- Individuals
- Individual businesses, government agencies, political groups, religious groups and organisations and national and international service clubs
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to Benalla Rural City Council.

REFEREES

All applicants need to provide contact details for a referee.

Who should I use as my referee?

You should use someone who can talk about your ability to complete your project successfully. Also it's important to make sure that you ask the person's permission before using them as a referee. A family member or relative is not an appropriate referee but you could ask a teacher, employer, sports coach or youth worker.

HOW WILL APPLICATIONS BE ASSESSED?

Who will assess?

All applications will be assessed by a panel consisting of young people and Benalla Rural City Council staff.

When will successful applicants be notified?

Applicants will be advised of the outcomes of their project before the end of May 2020.

All applications will be assessed against the following criteria:

- Is your project youth led?
- How have you determined a need for your project?
- What will be the benefits of your project to young people in Benalla?
- Is your budget realistic?
- Is your project inclusive and accessible?
- If you are planning to run an event or festival, do you have appropriate insurance?
- Are you able to complete your project within 12 months?

FUNDING TERMS AND CONDITIONS

- All applications must be completed online at www.benalla.vic.gov.au/community-grants.
- All grants must be used for the purposes outlined in the application
- All activities associated with the project must be legal and include all required permits
- Support provided by Benalla Rural City Council should be acknowledged wherever possible
- Wherever possible, goods and services should be purchased from Benalla Rural City based providers
- A short online acquittal must be submitted at the end of the project if the project receives over \$500
- Benalla Rural City Council will respect the privacy and confidentiality of personal information supplied by applicants
- Benalla Rural City Council may request that grant recipients take part in media activity such as a photo opportunity, media call or another media activity
- Successful applicants will be required to demonstrate project outcomes through photos, media releases and through young people's feedback
- To ensure an equitable distribution of funds, fundraising events can only be funded for a period not exceeding two consecutive years, after which time it is expected that the fund raising event would be self funded.

Please contact Community Development Staff if you would like more information.

APPLICATION PROCESS AND FURTHER INFORMATION

Applications must be completed online at www.benalla.vic.gov.au/community-grants.

If you don't have online access or if you need help with preparing your application, please contact the Community Development Team on (03) 5760 2600.

Applications must be submitted by 5.00pm on Friday 26 March 2021.

FAQs

Who may apply?

Young people aged 12-25 years who are living, working, studying or participating in a community group in Benalla Rural City who have a project idea and a not for profit auspicing organisation willing to auspice or support the application.

Who could be an auspicing (supporting) organisation?

A supporting organisation could be an incorporated club, community group or organisation (eg. Hall Committee or Sports Club).

Can a supporting organisation apply independently of a group of young people?

No, the application must be completed by the young people who will be carrying out the project.

Organisations are encouraged to apply through other Community Support Program grant streams.

If an organisation agrees to auspice an application under this program, does that mean they can't apply for another Community Support Program grant?

No they will still be able to apply for a different grant themselves.

How much funding can be applied for?

Up to \$1000.

What is in-kind support?

In kind support is donated goods and services that can help you with your project eg: photocopying or room hire.

Can funding be applied for if the project has already started?

No.

If the project is already planned and ready to start can an application still be submitted?

Yes, but if successful, Youth Participation Grant funding will not be issued until May 2019. Please keep this in mind when submitting an application, as funding will not be given to projects that have already started.

What is an Acquittal?

An Acquittal is where you tell us how you spent the grant funding and what the outcomes of the funded activity were. These will only be required for projects over \$500.

You will be prompted to complete an online acquittal form within twelve months from the date of notification of the grant.

When does the grant funding need to be spent by?

If your application is successful the funding will need to be spent within 12 months of receiving it.

Can funding still be used if plans for the project change during the 12 months?

The grant must be used for the purposes as described in the application.

Is it possible to apply for funding for a project that will take longer than 12 months?

No, the funding must be spent within 12 months.

Can the funding be used to purchase equipment?

Yes, if the equipment is necessary to complete the project. However, please consider that some equipment can be hired.

Will applications be accepted after the closing date?

Applications will not be accepted after 5 pm on Friday 26 March 2021.

If the application is unsuccessful, will it be possible to get feedback?

Please contact Council's Community Development team to chat about your application on (03) 5760 2600.



MAJOR EVENT FUNDING PROGRAM



We have moved our grant management process online. To apply for Major Event Funding go to benalla.vic.gov.au/community-grants



Do you need help with pulling your idea together? Don't have online access?

Help is available.

Please contact Council's Events Coordinator on (03) 5760 2600 to chat about your idea or application.

MAJOR EVENT FUNDING PROGRAM

FUNDING GUIDELINES

BACKGROUND

Major Event Funding is one of four funding streams under Benalla Rural City Council's Annual Grants Program.

The Annual Grants Program supports projects and activities that will assist in building healthy, vibrant and sustainable communities across the municipality. The four funding streams include:

1. Community Sponsorship Grants
2. Community Grants
3. Youth Participation Grants
4. Major Event Funding Program

THE MAJOR EVENT FUNDING PROGRAM

The Council's Major Event Funding Program encourages groups to stage events that deliver measurable economic benefit and that contribute to the profile and liveability of Benalla Rural City.

The program provides funding to a maximum of \$1500 per year to support the staging of eligible events.

ELIGIBILITY

Eligible Applicants

- Incorporated community based and not-for-profit groups and organisations
- An unincorporated organisation sponsored by an incorporated organisation

Ineligible Applicants

- Individuals
- Individual businesses, government agencies, political groups, religious groups and organisations and national and international service clubs
- Applicants who have not satisfactorily acquitted previous Council grants or who have outstanding debts to the Council

Eligible Applications are for events that

- Have the potential to raise the awareness of Benalla Rural City as a destination and showcase its facilities and attractions
- Encourage overnight stays in the municipality, maximize visitor yield and/or promote repeat visitation
- Provide an opportunity for a significant injection of new money into the municipality
- Have the ability to provide economic benefit to local business
- Provide opportunities for social benefit to the local community
- Have the potential to become financially sustainable without Council support
- Comply with all relevant regulations and Council requirements including event permits, insurances, risk management plans, traffic management plans

Ineligible Applications are for events that

- Have the majority of revenue coming from the Council
- Are private functions
- Are outside Benalla Rural City
- Generate financial profits for commercial companies and/or individuals
- Pay staff wages and salaries out of the Council's funding
- Are of a religious or political nature
- Are completed or events that have already begun

Assessment Criteria

Applications will be assessed against the points under the Eligible Applications section.

FUNDING TERMS AND CONDITIONS

- Applications must be completed online at www.benalla.vic.gov.au/community-grants.
- A member of the organisation's executive must sign the application.
- All funding must be used for the purposes outlined in the application.
- To vary the purpose for the funds, written permission must be obtained from the Council.
- A letter of offer will be provided to successful applicants. The letter must be signed and returned as proof of acceptance.
- An online acquittal must be completed within twelve months from the date of notification of the successful application.
- Proof of expenditure, including receipts and financial statements will be required.
- Successful applicants will be required to demonstrate project outcomes through photos, reports, media releases, testimonials, etc.
- Any funding not expended for the project must be returned to the Council.
- The support provided by the Council must be acknowledged in all publications, materials, media releases and activities relating to the project.

- Successful organisations agree to the Council using information from their project in its Annual Report and other Council publications.
- Applicants must indicate all other sources of funding they have sought and/or received in relation to the project.
- Quotes are to be included where the purchase of goods and services form part of the proposal.
- Wherever possible goods and services should be purchased from providers based in Benalla Rural City.
- Applicants must also detail the financial status of their organisation to assist in the fair and equitable allocation of Council funding.
- Applicants must list their event on the free tourism events website adtw.com.au in order to be included on enjoybenalla.com.au

APPLICATION PROCESS AND FURTHER INFORMATION

- Applications must be completed online at www.benalla.vic.gov.au/community-grants.
- We encourage you to speak with the Events Coordinator prior to submitting your application.
- **Applications must be submitted by 5pm on Friday 26 March 2021.**

4. Economic Development and Sustainability Department Activity Report For The Quarter Ended 30 September 2022

SF/1893

Courtney Naughton – Manager Economic Development and Sustainability

PURPOSE OF REPORT

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

ECONOMIC DEVELOPMENT

Business Development and Support

- Ongoing discussions with interested developers on Enterprise Park as an industrial precinct.
- A transport company is seeking to set up an automated distribution centre in Benalla. looking to employ around 50 people with 90 per cent to be obtained locally. Identified a facility 10-15,000 squared meters.
- Council officers met with Benalla Race Club regarding stables project.
- Discussions with a company that manufactures hydrogen fuel cells for trucks that are looking at opportunities for Benalla.

Economic Diversification Plan

- Planning for the economic diversification plan commenced. Workshops held with Department of Jobs, Precincts and Regions regarding remplan, smart specialisation strategy.
- Project coordinator attended forest community of practice session in Yarram in August 2022.
- Five community interviews conducted in September 2022.
- Forestry transition plan induction workshops attended.
- Visit to Deakin University Geelong to meet with the lead academic on a circular economy project.
- Economic diversification plan administration assistant commenced in August 2022.

Benalla Gigabit Project

The Benalla Gigabit project is progressing and awaiting registration with the Australian Communications and Media Authority.

The project aims to research the design and infrastructure to provide a viable business case to implement a superfast Gigabit community broadband network in Benalla Rural City.

Buy from NEVic

The project has moved to Startup Shakeup who will focus on delivering digital literacy workshop, one-on-one mentoring and the development of a Digital Knowledge Hub for businesses.

Startup Shakeup will manage the programs and recruit additional businesses to the portal with oversight from Council. Startup Shakeup plan to launch the Digital Knowledge Hub at the Digital Innovation Festival in early September. Final Report due in early December.

Outdoor Activation Fund

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

Many of the projects are in and around the central business district to satisfy government's funding criteria. Allocations have also been made to Swanpool, Goorambat and Devenish townships.

Completed projects include the Silo Art trail signage and lighting upgrades to pergolas in the Central Business District. Other projects are due to be complete by October 2022 following minor delays caused by weather and supply issues.

Communications and Community Engagement

- Finalised Council's Annual Report
- Test Intranet environment has been given to staff administration groups for review.

Events

Benalla Festival

Planning continued for the Benalla Festival from 29 October to 6 November 2022 with the theme Our Community, Our Future. A chance to reimagine, reconnect and celebrate.

The 2022 Festival program is designed to highlight the rural city's rural communities with events across the townships during the Festival's first weekend from Saturday 29 to Sunday 30 October. The second weekend will feature events in Benalla from Friday 4 to Sunday 6 November.

Expressions of interest from community groups and organisations to host an event as part of the program were invited. More than 30 applications were received offering a diverse range of community events and activities including a mix of live music, art, history, sport, exhibitions and family attractions.

Featured events in Benalla on Saturday 5 November will be the Benalla Airshow, Benalla Food and Wine Festival at the Lake Benalla Foreshore, Village Precinct at The Mural and A Day in the Gardens Market.

New branding developed for the Benalla Festival. The brand will be marketed through signage, printing and digital marketing.

Major funding partners secured for the Benalla Festival: Benalla Rural City Council, Australian Government Regional Arts Fund, Victorian Government - Regional Community Events Fund, Benalla Bus Lines, Emblem Benalla and Winton Motor Raceway.

Australia Day

Planning for Australia Day 2023 Awards commenced with nominations open in the categories of: Citizen of the Year, Young Citizen of the Year, District Achiever of the Year, Community Group of the Year and Community Event or Project of the Year.

The major award presentations to be held at the Benalla Performing Arts and Convention Centre on Thursday 26 January 2023.

Citizenship Ceremony

Planning preparation for an Australian Citizenship Ceremony for six citizenship conferees to be held at the Benalla Art Gallery on Thursday 6 October 2022.

Outdoor Activation

Development of outdoor products including shade umbrellas and marquee for use at event activations to reflect Benalla Rural City's Tourism and Events Strategy 'See the Art in Everything' brand.

Benalla Art Gallery

- Benalla Art Gallery presented a Showcase for the annual exhibition celebrating the artistic talents of Benalla and North East Victorian students. Represented in the exhibition were over 40 works by 21 talented students from Benalla P-12 College; FCJ College; Euroa Secondary College; and Galen Catholic College.
- Goulburn Valley Grammar School held a further celebration of student artistic talents. The concert attracted 68 attendees.

Tourism

Temporary Visitor Information Center

During this quarter the Visitor Information Center (VIC) moved to a new temporary premises. The VIC is located in a more convenient location and can now be found inside the Commercial Hotel.

Having the VIC in this location showcases the hotel in new light and also gives this end of the main street a bit of life and doesn't look so empty.

Visitation

There was an increase of 54 per cent for visitation through the Visitor Information Centre this quarter, where we serviced a total of 1664 visitors. Although this is an increase on the same quarter compared to 2021/2022 where we were impacted by COVID-19 restrictions, different temporary location and limited trading hours compared to when being in our permanent building in pre COVID-19 times this is a decrease of 40 per cent.

Benalla Official Visitor Guide

The 2022/23 edition of the Benalla Official Visitor Guide was released in September 2022.

The guide features one of most popular pieces of street art, ‘Baby Joy’ by Julian Clavijo on the cover. An initial 15,000 copies were printed and another 15,000 copies will be printed in the new year.

Henty Field Days – 20 to 22 September 2022

Enjoy Benalla was represented at the Henty Field Days and was very well received. Staff engaged with 375 potential visitors to Benalla over the three days.

Benalla Performing Arts and Convention Center

During this quarter a survey was conducted to gain patron feedback on screening times and to find out who our patrons are. See tables below:

Period	Sessions	Total Attendance	Average Attendance
1 July – 30 September 2022	106	1276	12.0

Show	Date	No. of Performances	No. of Patrons
What’s new Pussycat	13 July 2022	1	148
Spamalot - FCJ Performance	Aug 23 - 25 2022	3	Approx 400

Sustainable Environment

Collaboration with regional Councils – Goulburn Murray Climate Alliance

The Goulburn Murray Climate Alliance (GMCA) enables council to collaborate with 15 other councils and agencies in the alliance on climate change and new energy developments.

The GMCA is celebrating 15 years of projects to assist member Councils. Collectively over 15 years, GMCA projects have saved 75,000 tonnes CO₂-e since 2011. Over the 15 years, members have collectively saved an estimated \$6.7 million through energy efficiency. See more information at www.gmca.org.au/projects

The GMCA has been successful in a grant to assist members to understand the ongoing financial impacts of climate change on assets and services, including roads, buildings, drains and reserves. This project ‘Resilient Public Estate’ will assist Council’s forward financial planning.

The GMCA is also participating in a joint project with all Victorian Alliances ‘Climate Resilient Councils’ to assist councils with resources and tools involved in climate risk and vulnerability assessments.

COUNCIL PLAN 2021-2025 ACTION PLAN

Economy

Thriving business and industry		
Strategy	Action	September Quarter Update
Work together with key stakeholders to engage, support, strengthen, enhance and diversify local business.	Develop the <i>Economic Diversification Plan</i> .	Forestry project admin assistant commenced in the role. Visit to Benalla from RMIT academic for joint community interviews. 5 community interviews conducted in September. Stakeholder identification plan completed.
Attract new investment, business and industry to the Benalla Rural City to facilitate business growth and job creation.	Develop the <i>Economic Diversification Plan</i> .	Economic Diversification Plan is a long term process. A Regional Context Analysis due for release mid 2023.

Flourishing tourism		
Strategy	Action	September Quarter Update
Strengthen the visitor economy through growth of events and promotion of unique assets and experiences and visitor attractions.	Review and update the <i>Events and Tourism strategy</i> .	Tourism North East meet up at Mokoan to discuss future direction for Benalla tourism. Tourism North East are currently developing a Destination Management Plan due to be completed by June 2023.

Sustainable practices		
Strategy	Action	September Quarter Update
Work with key stakeholders to improve local learning and employment pathway opportunities that address skills gaps, align with future needs and support lifelong learning.	Develop the <i>Economic Diversification Plan</i> .	Project Coordinator attends Future Work steering committee facilitated by Tomorrow Today.

Environment

Healthy and protected natural environment		
Strategy	Action	September Quarter Update
Partner with agencies and the community to manage and enhance our natural environmental assets, water quality and river health across Benalla Rural City and support the Goulburn Broken Catchment Management Authority Regional Catchment Strategy and other regional environmental strategies.	Review and update the <i>Environmental Strategy and the Climate Change Adaptation Plan</i> .	Officers participate in the Goulburn Broken Catchment Management Authority Biodiversity Reference Group which discusses biodiversity issues and enhances collaboration across the catchment.
Enable a safe and thriving natural environment.	<i>Coordinate the roadside pest and weed program.</i>	The first stage of the Roadside Pest and Weed Program has been completed with further weed treatment in the new year.

Sustainable practices		
Strategy	Action	September Quarter Update
Partner with business, industry and community to plan and implement local approaches and initiatives that respond to climate change.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	No action this quarter.
Advocate, promote, support and encourage the use of renewable and clean energy and technology.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	Council is working with Evie networks to install 2 Electronic Vehicle chargers in Benalla.
Improve Council’s sustainability performance through greater use of renewable energy and demonstrating sustainability leadership to the community.	Review, update and adopt <i>Benalla Rural City Council Environment Strategy</i> .	Council officers have been working with the Royal Melbourne Institute of Technology to investigate the feasibility of an energy microgrid system connecting key Council buildings.

Recommendation:

That the report be noted.

5. Benalla Landfill and Resource Recovery Centre Transfer Station Fees

SF/5117

Adrian Gasperoni – Manager Assets and Infrastructure
Shannan Cooper – Resource Recovery Coordinator

PURPOSE OF REPORT

The report discusses the proposed Benalla Landfill and Resource Recovery Centre transfer station charges.

BACKGROUND

On the 5 October 2022 the Planning and Development Committee, acting under its delegated authority of the Council, resolved:

That the proposed Benalla Landfill and Resource Recovery Centre Transfer Station charges below be endorsed for public exhibition for at least 28 days:

- *General waste: \$82.00 1m3, \$62.00 3/4m3, \$41.00 1/2m3 and \$21.00 1/4m3*
- *Organic green waste: \$19.00 1m3, \$14.00 3/4m3, \$9.50 1/2m3 and \$5.00 1/4m3*
- *Processed timber: \$23.50 1m3*
- *Contaminated fill: \$115.00 1m3*
- *Concrete/bricks: \$71.50 1m3*
- *Clean fill: \$50.00 1m3.*

The submission period closed 5pm Thursday 3 November 2022.

At the close of the submission period no submissions were received.

Table 1 below details the proposed fees and charges (rounded up to the nearest 50 cents) for domestic customers at the transfer station.

Table 1 – Proposed Domestic Waste Charges

Product	Current Charges		Proposed Charges	
General Waste	\$264.00	tonne	\$82.00	m3
Organic Green Waste	\$89.10	tonne	\$19.00	m3
Processed Timber	\$111.10	tonne	\$23.50	m3
Contaminated Fill	\$132.00	tonne	\$115.00	m3
Concrete/ Bricks	\$89.10	tonne	\$71.50	m3
Clean Fill	\$57.20	tonne	\$50.00	m3

Product	Current Charges		Proposed Charges
E-Waste	\$2.00	Per	No Changes
Lounge Furniture	\$48.00	Per	
Mattresses	\$48.00	Per	
Tyres	\$17.00	<1M	
Tyres	\$104.00	>1M	
Rim Removal Charge	\$28.00	Per	
BBQ Gas Cylinders	\$2.70	Per	
Asbestos	By Application Only		

DISCUSSION

No changes are proposed to the Benalla Landfill and Resource Recovery Centre transfer station charges.

Transfer station fees and charges are calculated using a volume-based charge instead of the current weight-based charge. The volume based charge has been calculated using the Victoria Waste conversion table and the Council’s current weight based charges.

These charges will be applicable to residential customers (the general public), while commercial customers will still use weight-based charges using the weighbridge.

New volumed-based charges will be calculated per metre cubed, regardless of the type of general waste. Organic green waste has its own charges.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

- *A connected, involved and inclusive community.*

Environment

- *Healthy and protected natural environment.*
- *High quality efficient and sustainable waste management.*
- *Sustainable practices.*

FINANCIAL IMPLICATIONS

Revenue from domestic customer landfill fees is not expected to be materially impacted by the introduction of volume-based charges.

LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, community engagement was undertaken at the 'Consult' level under the International Association for Public Participation's IAP2 public participation spectrum.

Public notice of the proposed Landfill charges was given on the Council's website on Wednesday 6 October 2022 and in the *Benalla Ensign* on Wednesday 12 October 2022.

Feedback was sought via the Council's website and promoted on social media. Flyers detailing the proposed Landfill charges were given to community members who attend the Benalla Landfill during the 28 days of community consultation.

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 Benalla Landfill and Resource Recovery Centre transfer station charges below be adopted:

- **General waste: \$82.00 1m³, \$62.00 3/4m³, \$41.00 1/2m³ and \$21.00 1/4m³**
- **Organic green waste: \$19.00 1m³, \$14.00 3/4m³, \$9.50 1/2m³ and \$5.00 1/4m³**
- **Processed timber: \$23.50 1m³**
- **Contaminated fill: \$115.00 1m³**
- **Concrete/bricks: \$71.50 1m³**
- **Clean fill: \$50.00 1m³.**

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6. Waste Reduction Working Group

SF/2517

Adrian Gasperoni – Manager Assets and Infrastructure
Jessica Beaton – Governance Coordinator

PURPOSE OF REPORT

The report presents for consideration the establishment of a Waste Reduction Working Group.

BACKGROUND

The Council, at its meeting on 7 September 2022, resolved to establish a Waste Reduction Working Group (WRWG).

The establishment of a WRWG was proposed in response to submissions received during the *Waste Services Policy* Review conducted in August and September 2022.

DISCUSSION

Multiple projects, ideas and suggestions were identified in submissions received for the *Waste Services Policy* Review and the *Proposed 2022/23 Budget* to help improve waste reduction in Benalla Rural City. Ideas included an establishment of a 'repair café', silage wrap recycling, reusable nappy rebates, community education, composting and the introduction of a 'tip shop' at the Benalla Landfill and Resource Recovery Centre transfer station.

The Council, at its meeting on 7 September 2022, discussed the consideration of establishing a working group consisting of councillors, Council staff members, and a community service club representative to investigate the merits of these ideas.

It is proposed that membership of the WRWG comprise:

- a councillor representative
- Up to four Council Officers:
 - Manager Assets and Infrastructure
 - Manager Economic Development and Sustainability
 - Resource Recovery Coordinator
 - Environmental Sustainability Officer
- a nominated representative of the Benalla Sustainable Future Group
- representatives from local service clubs.

It is proposed that the WRWG be chaired by the councillor representative.

The proposed *Waste Reduction Working Group Terms of Reference* is attached as **Appendix 1**.

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that community engagement be undertaken at the 'Inform' level under the International Association for Public Participation's IAP2 public participation spectrum.

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> ▪ Report presented to the Council. ▪ Membership nominations invited.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

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

FINANCIAL IMPLICATIONS

There are no material financial implications with the establishment of the Waste Reduction Working Group.

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

LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

CONCLUSION

It is proposed that a *Waste Reduction Working Group* be established and the *Waste Reduction Working Group Terms of Reference* be adopted.

Recommendation:

- 1. That the *Waste Reduction Working Group Terms of Reference* be adopted.**
- 2. That the Waste Reduction Working Group be established in accordance with the *Waste Reduction Working Group Terms of Reference*.**
- 3. That Cr _____ be appointed as the councillor representative on the Waste Reduction Working Group for the 2022/23 Council year.**
- 4. That the Benalla Sustainable Future Group be invited to nominate a representative to the Waste Reduction Working Group.**
- 5. That local service clubs be invited to nominate representatives to the Waste Reduction Working Group.**

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Terms of Reference

Waste Reduction Working Group

DECEMBER 2022

1. Title

The working group will be known as the Waste Reduction Working Group.

2. Purpose

The purpose of the Waste Reduction Working Group (the Working Group) is to promote and increase waste reduction in Benalla Rural City and collaboratively identify local priority issues relating to waste management.

3. Objectives

- 3.1** Identify initiatives that results in less waste and maximisers the life of materials through reuse, recycling and recovery.
- 3.2** Promote the Circular Economy framework.
- 3.3** Identify local priority waste management issues and advancements.
- 3.4** Provide advice on waste reduction community education programs.
- 3.5** Keep the Council informed on waste reduction innovations.

4. Membership

Membership of the Working Group shall comprise of:

- one councillor representative
- Up to four Council officers:
 - Manager Assets and Infrastructure
 - Manager Economic Development and Sustainability
 - Resource Recovery Coordinator
 - Environmental Sustainability Officer
- one representative from the Benalla Sustainable Future Group
- representatives from local service clubs.

- 4.1.** Members of the Working Group are appointed for two-years.
- 4.2.** The Working Group may seek the involvement of additional members with interests and expertise relevant to the task at hand.
- 4.3.** A member of the Working Group may resign from their position at any time.

5. Meetings

- 5.1.** Meetings will be held quarterly.
- 5.2.** Meetings of the Working Group will be chaired by the councillor representative.

6. Reporting

- 6.1** The business of the Working Group shall be recorded.
- 6.2** Agendas and notes of each meeting will be distributed to all members and the Council.
- 6.3** The Working Group will provide reports on its activities to the Council.
- 6.4** Manager Assets and Infrastructure will provide administration support to the Working Group.

7. Proposed discontinuance of roads abutting 3 Nelson Road, Winton North

SF/2595

Adrian Gasperoni – Manager Asset and Infrastructure
Dom Testoni – Chief Executive Officer

PURPOSE OF REPORT

The report seeks the Council's approval for the Chief Executive Officer to commence the statutory procedures to consider discontinuing the government roads abutting 3 Nelson Road, Winton North and publicly advertise and invite public submissions on the proposal.

BACKGROUND

In 2019, *Lightsource Development Services Australia Pty Ltd* (Applicant) requested that Council consider a proposal to discontinue and sell the Roads to the Applicant, to facilitate the construction of a solar farm on the land.

On the basis that the Roads are 'government roads' which will vest in the Crown if discontinued by Council, Council advised the Applicant that it would need to reach an separate agreement with the Crown to purchase the Roads.

The Applicant subsequently had direct discussions with the *Department of Environment, Land, Water and Planning* (DELWP), acting on behalf of the Crown. Following these discussions, the Applicant notified Council in June 2022 that it had reached an in principle agreement with DELWP for the lease of the Roads to the Applicant, subject to Council first making a decision to discontinue the Roads.

Accordingly, the Applicant has revised its original proposal to request that Council discontinue the Roads in order to facilitate the lease of the discontinued Roads to it from the Crown, for the purpose of constructing a solar farm on the land (proposal).

DISCUSSION

The Chief Executive Officer, as Council's delegate, has authority to determine this matter.

Council can consider discontinuing the Roads pursuant to clause 3 of Schedule 10 of the *Local Government Act 1989* (Act).

The discontinuing of the government roads abutting 3 Nelson Road, Winton North are shown in green on **Appendix 1**.

Roads

The Roads are:

- a) Crown land known to title as ‘government roads’;
- b) as to part of the Roads, contained in Crown Folio statement volume 11782 folio 946, which is administered by Council as Crown land administrator and reserved as a government road;
- c) vacant land covered in grass and partially encroached over by trees and other vegetation; and
- d) not constructed as roads.

As the Roads are known to title as ‘roads’, they are therefore ‘roads’ for the purposes of the *Local Government Act 1989*. Council has the power to consider discontinuing the Roads. As the Roads are ‘government roads’ on Crown land, if the Roads are discontinued, the Roads will vest in the Crown.

Copies of the manual searches of the Roads are attached as **Appendix 2**.

Adjoining Properties

The Roads abut the following properties:

- a) Crown Allotment 2020 Parish of Winton, being the whole of the land contained in Crown folio statement volume 11782 folio 961, which is administered by the Secretary to DELWP; and
- b) lots 1 and 3 on title plan no. TP903174T, being part of the land contained in certificate of title volume 8998 folio 879, which is owned by Leo Edward Hernan (Adjoining Owner).

Accordingly, Council required the Applicant to obtain the written consent of the Adjoining Owner to the Proposal.

On 18 August 2022, the Applicant obtained the Adjoining Owner’s written consent to the proposal, a copy of which is attached as **Appendix 3**.

COMMUNITY ENGAGEMENT

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"> ▪ Proposal presented in a public report to the Council. ▪ Proposal to be published on Council’s website. ▪ Public Notice in the <i>Benalla Ensign</i> and on Council website. ▪ Feedback invited via Council’s Website. ▪ Feedback considered at a future Council meeting.

Community consultation will open Thursday 8 December 2022 and close 5pm Friday 20 January 2023.

Submitters will be permitted to be heard before a meeting of the Finance and Planning Committee to hear submissions.

After a hearing of any submissions made, the Council must determine whether the Roads are not reasonably required as roads for public use, in order to decide whether the Roads should be discontinued.

FINANCIAL IMPLICATIONS

The Applicant has agreed to pay Council’s costs and disbursements associated with the Proposal.

LEGAL AND STATUTORY IMPLICATIONS

The Council must give public notice of the Proposal, pursuant to section 207A of the Act and consider any submissions received in respect of the Proposal, pursuant to section 223 of the Act.

CONCLUSION

Council may resolve to either commence, or to not commence, the statutory procedures to consider carrying out the proposal.

It is recommended that Council proceed with the proposal, by giving public notice of its intention to discontinue the Road, to facilitate the lease of the Roads from the Crown to the Applicant.

Any submissions received in response to the proposal will heard at a Finance and Planning Committee meeting to be held on Wednesday 1 February 2023.

Recommendation:

That Council's Chief Executive Officer, acting under clause 3 of Schedule 10 of the *Local Government Act 1989* (Act):

- 1. Directs that the required statutory procedures be commenced to discontinue the government roads abutting 3 Nelson Street, Winton North.**
- 2. Directs that, under sections 207A and 223 of the Act, public notice of the proposed discontinuance be given in the *Benalla Ensign*.**
- 3. Gives public notice, as required, under sections 207A and 223 of the Act that if the Road is discontinued, the Road will vest in the Crown and it is proposed that the Crown will lease the Road to the adjoining owner.**
- 4. That the Finance and Planning Committee consider any submissions received pursuant to section 223 of the Act at its meeting on Wednesday 1 February 2023.**

FEIGL & NEWELL PTY. LTD. A.B.N. 91 155 326 195

Professional Title Searchers

ESTABLISHED 1968

Consultant for:

SEMI & LOCAL GOVERNMENT
SURVEYORS
PLANNERS
VALUERS
SOLICITORS
ESTATE AGENTS

Searchers of:

T.L.A. TITLES
GENERAL LAW
CROWN LANDS
SURVEY INFORMATION
CORPORATE AFFAIRS
ELECTORAL ROLLS

1st October 2019

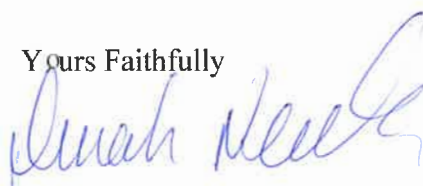
Attention: Michele
GlobalX
PO Box 159
Collins St West
Melbourne 3000

Reference: Nelson Road

The land shown highlighted on plans attached is Government Road, and named Nelson Road, vide Victorian Government Gazette 1987 page 2040.

Please do not hesitate to contact us if you require any further information.

Yours Faithfully



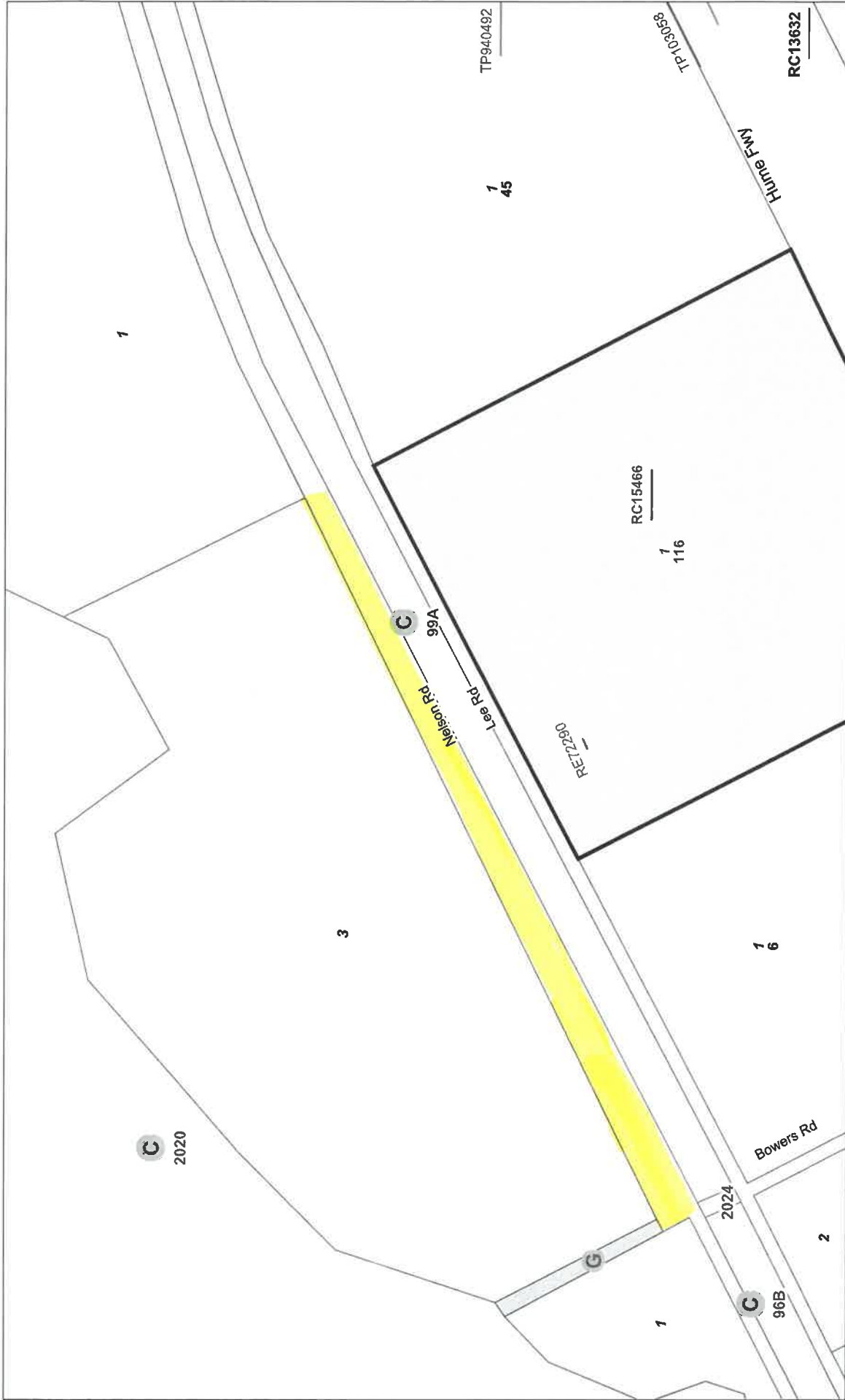
Dinah Newell


Office: Suite 812, Level 8, 530 Little Collins Street, Melbourne, 3000.

Postal Address: Box 2343, G.P.O. Melbourne, 3001.

Telephone: 9629 3011, 9620 7022 **Fax:** 9649 7833

Email: info@feiglnewell.com.au **Website:** www.feiglnewell.com.au



Data Source: Vicmap Property 		Co-ordinates of Plot Corners NW 420563,5962403 SW 420588,5961205 MGA Zone 55
Co-ordinates of Plot Corners NE 422549,5962444 SE 422574,5961246 MGA Zone 55		MGA Zone 55 Vicroads- 34 C9 (ed.8) Created 12:11 PM on Oct 1, 2019

WARNING: No warranty is given as to the accuracy or completeness of this map. Dimensions are approximate. For property dimensions, undertake a Title search.

Country Planning Act 1961 has prepared a scheme to re-zone the land known as:

Nos 914-916 Howitt Street, Wendouree from Residential A to Commercial B.

A copy of the scheme has been deposited at the Shire Offices, Gillies Street, Wendouree, 3355, the Central Highlands Regional Office, Ministry for Planning and Environment, State Offices, Mair Street, Ballarat 3350 and at the office of the Ministry for Planning and Environment, The Olderfleet Buildings, 477 Collins Street, Melbourne 3000 and will be open for inspection during office hours by any person free of charge.

Any persons affected by the scheme are required to set forth in writing any submission they wish to make with respect to the scheme addressed to the Shire Secretary, Shire of Ballarat, Shire Offices, Gillies Street, Wendouree, 3355 by 31 August 1987 and state whether they wish to be heard in respect of their submission.

Dated 23 July 1987

8068 **R. H. HOLLIOAKE**
Town Planning Officer

Form 2.1

Town and Country Planning Act 1961
SHIRE OF BACCHUS MARSH PLANNING
SCHEME

Notice that a Planning Scheme Amendment has been Prepared and is Available for Inspection
Amendment No. 49

Notice is hereby given that the Shire of Bacchus Marsh in pursuance of its powers under the *Town and Country Planning Act 1961* has prepared a Scheme to change the use "Fuel Depot" from a prohibited use to a Column 4 or Council discretionary use in the Commercial Central, Commercial General and Commercial Local zones of the Planning Scheme.

A copy of the Scheme has been deposited at the Shire Offices of Bacchus Marsh, 197 Main Street, Bacchus Marsh and at the office of the Ministry for Planning and Environment, The Olderfleet Buildings, 477 Collins Street, Melbourne and will be open for inspection during office hours, by any person, free of charge.

Any persons affected by the Scheme are required to set forth in writing any submission they may wish to make with respect to the Scheme, addressed to the Shire Secretary, Shire of Bacchus Marsh, P.O. Box 216, Bacchus Marsh 3340 by 30 August 1987 and state whether they wish to be heard in respect of their submission.

Dated 20 July 1987

8011 **D. L. MURPHY** Shire Engineer

SHIRE OF BENALLA

Naming of Road

Notice is hereby given that at the meeting on 20 July 1987, Council altered the name of the following road:

Old name: North Benalla-Winton Road from Benalla/Yarrawonga Road to Eleven Mile Creek Road.

New name: Nelson Road.

8055

S. LONDON
Shire Secretary

CITY OF SPRINGVALE

Change of Street Names

Notice is hereby given that pursuant to the powers conferred by section 535 (4) of the *Local Government Act 1958* (as amended), the Council has renamed Coniston Drive and the western end of Treeby Court as Coniston Court, Springvale South.

8039 **I. J. TATTERSON**
Chief Executive Officer

Town and Country Planning Act 1961
CITY OF WARRNAMBOOL PLANNING
SCHEME

Notice of a Proposed Amendment to the City of Warrnambool Planning Scheme
Amendment No. 24

Notice is hereby given that pursuant to subsection 7 of section 32 of the *Town and Country Planning Act 1961*, the Minister has required that the City of Warrnambool give notice of and deposit for inspection by the public for a period of fourteen days, a proposed amendment to the Ordinance of the City of Warrnambool Planning Scheme.

The amendment, known as Amendment No. 24 is to insert a new sub-clause 30 (3) into the Ordinance such that a Motel may be established on property known as 2 Liebig Street, Warrnambool subject to a number of conditions.

The proposed amendment is available for inspection free of charge during office hours at the office of the Council of the City of Warrnambool, Municipal Offices, Liebig Street, Warrnambool, and at the office of the Ministry for Planning and Environment, 477 Collins Street, Melbourne and Room 14, V S & L Building, Liebig Street, Warrnambool.

Any persons affected by the proposed amendment are required to set forth in writing any submission they may wish to make with respect to the proposed amendment addressed

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CROWN FOLIO STATEMENT

VOLUME 11782 FOLIO 946
No Coft exists

Security no : 124079529604G
Produced 01/10/2019 12:14 PM

CROWN FOLIO

LAND DESCRIPTION

Crown Allotment 2012 Parish of Winton.
Created by instrument MI225610J 06/08/2016

CROWN LAND ADMINISTRATOR

BENALLA RURAL CITY COUNCIL of FAWCKNER DRIVE BENALLA VIC 3672
MI225673H 06/08/2016

STATUS, ENCUMBRANCES AND NOTICES

GOVERNMENT ROAD MI225612E 06/08/2016

DIAGRAM LOCATION

SEE CD087016D FOR FURTHER DETAILS AND BOUNDARIES

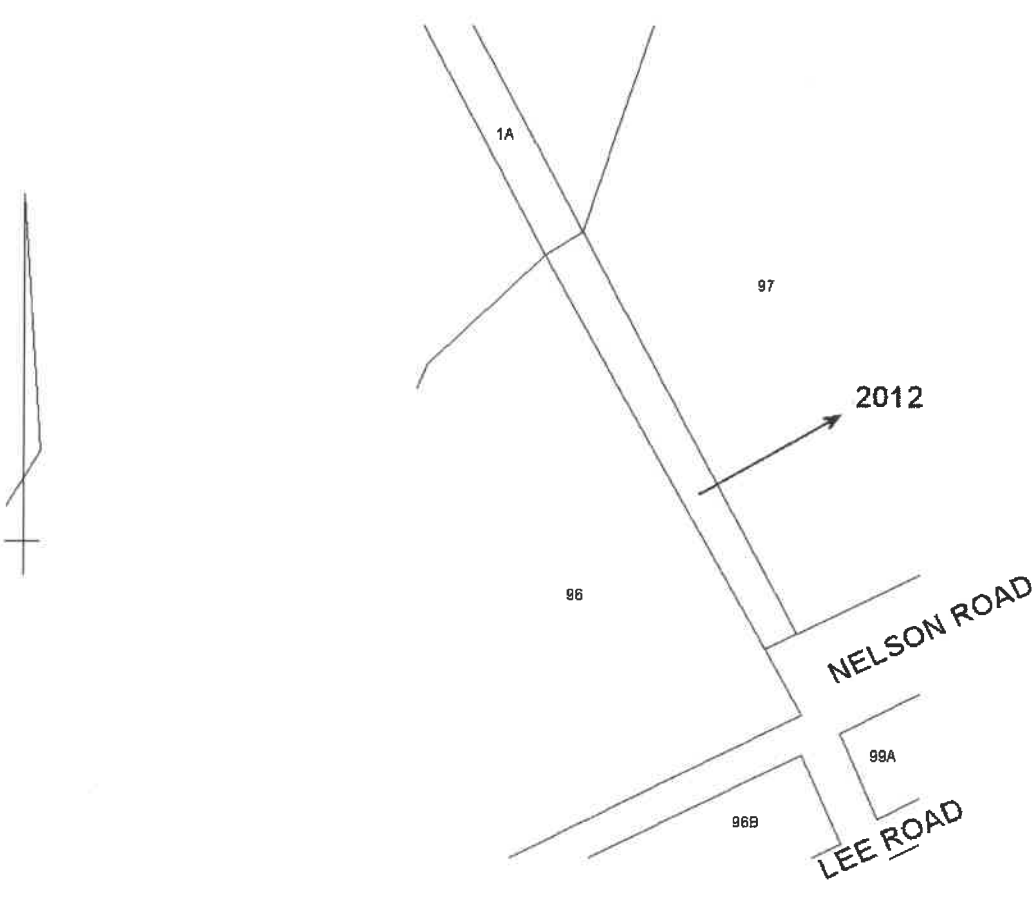
ACTIVITY IN THE LAST 125 DAYS

NIL

DOCUMENT END

Delivered from the LANDATA® System by InfoTrack Pty Ltd.

The information supplied by Feigl & Newell Pty. Ltd. has been obtained from InfoTrack Pty Limited by agreement between them. The information supplied has been obtained by InfoTrack Pty Limited who is licensed by the State to provide this information.

CROWN DIAGRAM	CD087016D
Location of Land Parish : WINTON Allotment : 2012	This plan has been created to assist in locating a Crown Land parcel Warning - No warranty is given as to the accuracy or completeness of this plan Any derived dimensions are approximate
Standard Parcel Identifier (SPI) : 2012VPP3843 Vicmap Parcel PFI : 130331974	Coordinate Position MGA : 420770, 5961590 (55) Vicroads Directory Reference : 34 C9 (ed. 7)
Compiled from VICMAP cadastral mapping data Date: 14/12/2008	
 <p>The diagram shows a network of roads and land parcels. Nelson Road runs diagonally from the top-left towards the bottom-right. Lee Road branches off Nelson Road towards the bottom-right. Several parcels are labeled: 1A is a narrow parcel at the top; 97 is a large parcel to the right of Nelson Road; 96 is a large parcel below 97; 96A and 96B are smaller parcels at the bottom, near Lee Road. An arrow labeled '2012' points to a specific area on Nelson Road. A north arrow is located on the left side of the diagram.</p>	
<p>0 50 100 150 200 250</p> <p>SCALE</p> <p>METRES</p>	Sheet 1 of 1 Sheets

18 August 2022

Benalla Rural City Council
Attn: Mr Adrian Gasperoni
1 Bridge Street East
Benalla VIC 3672

**Re: Lots 1, 2, 3 of TP903174T in certificate of title volume 8998 folio 879, known as Nelson Road,
Winton North VIC 3673**

Dear Mr Gasperoni,

I am the registered owner of the land at Nelson Road, Winton North, VIC 3673 as described as certificate of title volume 8998 folio 879 being:

1. Lot 1 in TP 903174T
2. Lot 2 in TP 903174T
3. Lot 3 in TP 903174T

As the registered owner I hereby confirm that I provide consent to the discontinuance of the portion of Bowers and Nelson Road reserves within and adjacent to my property, to facilitate the development of the Mokoan Solar Farm (the Project), as per Planning Permit PA1900745.

I understand that should the discontinuance occur, the Project owner will seek a grant of lease from DELWP to utilize the road reserve areas for the Project.

Yours sincerely

Leo E Hernan

Leo Edward Hernan (Volume 8998 Folio 879 being Lot 1, 2, 3 in TP 903174T)

8. Audit and Risk Committee

SF/4444-03
Robert Barber – General Manager Corporate

PURPOSE OF REPORT

The report presents for consideration independent membership and chairperson of the Audit and Risk Committee.

BACKGROUND

The Council established the Audit and Risk Committee (the Committee) at its meeting on 26 August 2020, pursuant to Section 53 of the *Local Government Act 2020* (the Act).

The Committee supports the Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance regarding compliance with its policies and legislative and regulatory requirements.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

Cr Danny Claridge and Cr Peter Davis represent the Council on the Committee. The Committee, through the Chief Executive Officer, also has access to appropriate management support to enable it to discharge its responsibilities effectively.

DISCUSSION

As prescribed in the *Audit and Risk Committee Charter*, the Committee consists of up to six members appointed by the Council, up to four whom must be independent members.

Independent members are appointed for three-year terms and may be reappointed for an additional three-year term subject to satisfactory performance. Independent members can serve for a maximum of six years.

Appointed Independent Members of the Committee are:

- Cameron Gray (Chairperson) membership expires 10 March 2024.
- Michael Hedderman membership expiry 10 March 2024.
- Rita Ruyters membership expires 31 December 2022.
- John Stapleton membership expires 31 December 2022.

Regarding the two members whose terms expire in 2022:

- Mr Stapleton has advised he will not seek re-appointment to the Committee. It is proposed that nominations be called for to fill this Independent Member vacancy.
- Mr Ruyters seeks reappointment. It is proposed that Ms Ruyters be appointed for a further three-year term.

Cameron Gray’s term as chairperson also expires on 31 December 2022. It is proposed that he is reappointed until 31 December 2023.

COMMUNITY ENGAGEMENT

In accordance with the Council’s *Community Engagement Policy*, it is proposed that community engagement be undertaken at the ‘*Inform*’ level under the International Association for Public Participation’s IAP2 public participation spectrum.

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"> ▪ Report presented to the Council. ▪ Membership nominations invited.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

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

FINANCIAL IMPLICATIONS

Independent members of the Committee receive are paid a modest honorarium. The chairperson currently receives \$500 a meeting and independent members \$400 a meeting.

LEGISLATIVE AND STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006* and *Gender Equality Act 2020*.

Under section 53 of the *Local Government Act 2020* the Council must establish a Risk and Audit Committee.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

CONCLUSION

It is proposed that expressions of interest in the soon to be vacant Independent Member position be called for immediately. Nominations received will be reported to the Council Meeting on Wednesday 8 February 2023.

Recommendation:

- 1. That Rita Ruyters be appointed as an Audit and Risk Committee Independent Member until 31 December 2025.**
- 2. That Cameron Gray be appointed Audit and Risk Committee Chairperson until 31 December 2023.**
- 3. That expressions of interest for the vacant Audit and Risk Committee Independent Member position be invited.**
- 4. That the Mayor write to John Stapleton acknowledging his contribution to Audit and Risk Committee.**

Closure of Meeting