

# Council Meeting

## Agenda

**Date: Wednesday 14 December 2022**

**Time: 6pm**

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

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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 Bernie Hearn (Mayor)

**Councillors** Councillor Danny Claridge  
Councillor Peter Davis  
Councillor Don Firth  
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  
Tom Arnold Community Development Coordinator  
Jessica Beaton Governance Coordinator

## Opening and Acknowledgment of Country

The Chair will open the meeting and recite the following Acknowledgement of Country.

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

## Statement of Commitment

The Councillors will recite the following Statement of Commitment:

*I declare,*

*that as a Councillor of Benalla Rural City*

*I will undertake on every occasion*

*to carry out my duties in the best interests of the community*

*and that my conduct shall maintain the standards of our Councillor Code of Conduct*

*so that I may faithfully represent*

*and uphold the trust placed in the Council*

*by the people of Benalla and District.*

## Governance Matters

This Council 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.

## Apologies

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

## Confirmation of the Minutes of the Previous Meeting

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

**Recommendation:**

**That the Minutes of the Council Meetings held on 16 November 2022 be confirmed as a true and accurate record of the meeting.**

## 1. Public Question Time

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

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

A question may be on any matter except if it:

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

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

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

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

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

**Recommendation:**

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

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## 2. Petitions

### Record of Committees

#### 3.1 Recommendations from Delegated Committee

The recommendations of the Finance and Planning Committee meeting held on Wednesday 7 December 2022 are attached as **Appendix 1**.

**Recommendation:**

**That the recommendations of the Finance and Planning Committee meeting held on Wednesday 7 December 2022 be adopted.**

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**Business**

A motion was made to alter the order of business on the Agenda.

**Cr Hearn / Cr Gunarante:**

**That items 3 and 6 as listed on the agenda be considered before item 1 on the agenda.**

**Carried.**

**3. Annual Grant Program Guidelines****6. Waste Reduction Working Group**

**Cr Hearn / Cr Gunarante:**

**That the debate on item 3 *Annual Grant Program Guidelines* and item 6 *Waste Reduction Working Group* be deferred until the Council Meeting on 14 December 2022 to allow for more Councillors to be present when the items are discussed.**

**Carried**

**1. Planning And Building Approvals – October 2022**

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

**Cr Hearn / Cr Firth:**

**That the report be noted.**

**Carried**

**2. 2022/2023 Community Sponsorship Program**

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

**Cr Hearn / Cr Gunarante:**

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

**Carried**

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

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

**Cr Firth / Cr Hearn:**

**That the report be noted.**

**Carried**

## 5. Benalla Landfill and Resource Recovery Centre Transfer Station Fees

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

**Cr Hearn / Cr Firth:**

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

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

**Carried**

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

The report sought 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.

**Cr Hearn / Cr Gunarante:**

**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 Road, 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.**

**Carried**

## **8. Audit and Risk Committee**

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

**Cr Hearn / Cr Gunarante:**

- 1. That Rita Ruyters be appointed as an Audit and Rick 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.**

**Carried**

## **Closure of Meeting**

The committee meeting closed at 6.34pm

### 3.2 Assemblies of Councillors, Advisory and External Committees

Under Council's *Governance Rules 2020* the Chief Executive Officer is required to provide a written record of the Assemblies of Councillors at a scheduled Council Meeting.

The record of Assemblies of Councillors since the report presented at the meeting on 16 November 2022 is attached as **Appendix 1**.

Copies of the Minutes from the following meetings have been provided to councillors under separate cover.

#### November 2022

2 November 2022	Assembly of Councillors
22 November 2022	Audit and Risk Committee Meeting
30 November 2022	Communications Advisory Committee Meeting

**Recommendation:**

**That the report be noted.**

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## Record of Assemblies of Councillors, Advisory and External Committees

November 2022

### Assembly of Councillors

2pm Wednesday 2 November 2022, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla.

#### Councillors

Councillor Bernie Hearn (Mayor)  
 Councillor Danny Claridge  
 Councillor Peter Davis  
 Councillor Don Firth  
 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
Janine McMaster	Manager People Performance
Courtney Naughton	Manager Economic Development and Sustainability
Greg Robertson	Manager Facilities and Information Technology
Nilesh Singh	Manager Development
Matthew Currie	Economic Diversification Plan Project Coordinator

#### Apologies:

Councillor Bernie Hearn

#### Conflicts of Interest disclosed:

Nil

#### Items discussed:

1. Forestry Transition Plan



**Audit and Risk Committee Meeting**

5pm Tuesday 22 November 2022, Civic Centre (Council Meeting Room), 13 Mair Street, Benalla.

**Chair** Mr Cameron Gray

**Committee** Councillor Peter Davis  
Councillor Justin King  
Mr Michael Hedderman  
Ms Rita Ruyters  
Mr John Stapleton

**In attendance** Robert Barber General Manager Corporate  
Cathy Fitzpatrick Manager Finance  
Janine McMaster Manager People Performance

**Internal Auditor** Brad Ead AFS

**Apologies:** Nil

**Conflicts of Interest disclosed:** Councillor Danny Claridge

**Items discussed:**

1. Meeting with Auditors
2. Internal Audit Program
3. Risk Management Update
4. Closing Report and Final Management Letter for the financial year ending 30 June 2022
5. Procurement Process Exemptions
6. Local Government Performance Reporting
7. Gifts, Benefits and Hospitality
8. Audit and Risk Committee Miscellaneous Items
9. General Business

**Communications Advisory Committee**

1.30pm Wednesday 30 November 2022, Civic Centre (Council Meeting Room)  
13 Mair Street, Benalla.

**Chair** Councillor Bernie Hearn (Mayor)

**Councillors** Councillor Danny Claridge

Councillor Peter Davis

**In attendance** Dom Testoni Chief Executive Officer

Grant Banks Communications and Engagement Coordinator

**Apologies:** Nil

**Conflicts of Interest disclosed:** Nil

**Items discussed:**

1. Review of actions from meeting held 26 October 2022
2. Planning for future community engagement events
3. General Business

## **Officer Reports**

### **4.1 Authorisation of Signing and Sealing of Documents**

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## 4.2 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.

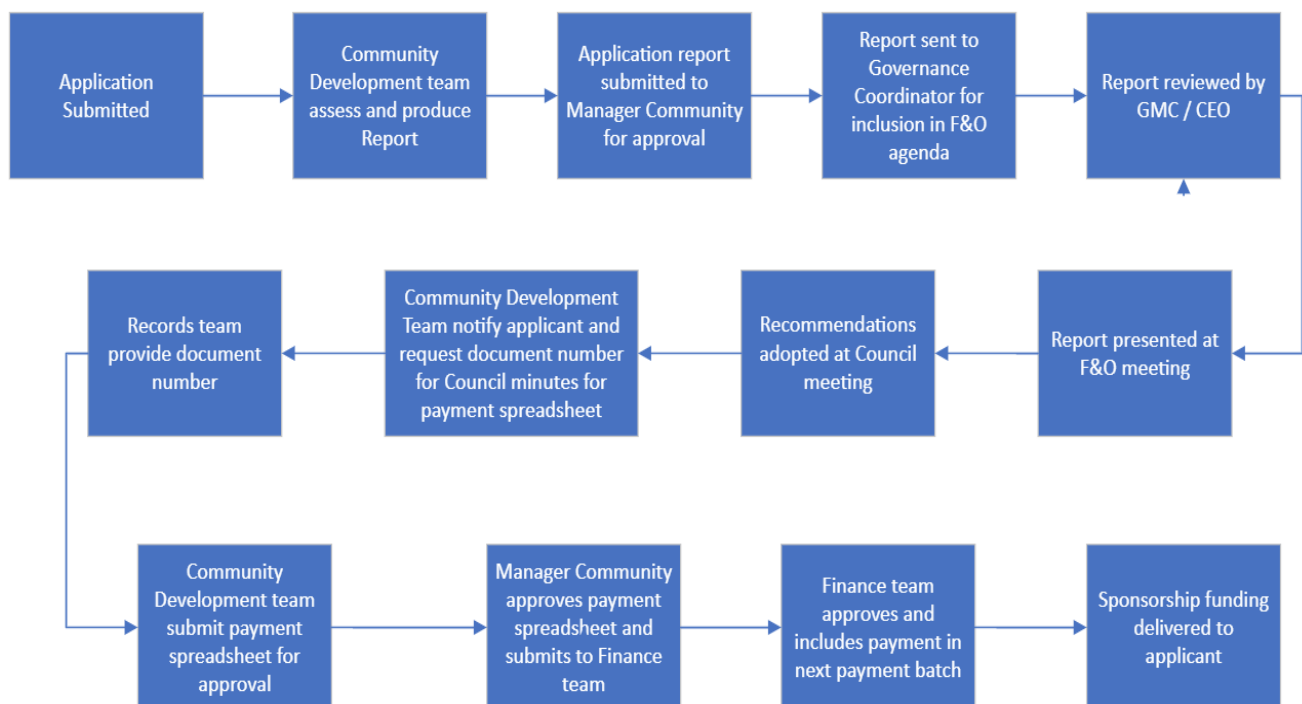
The proposed changes and updates for the Annual Grant Program are detailed below.

### ***Community Grants Program and the Community Sponsorship Grants***

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

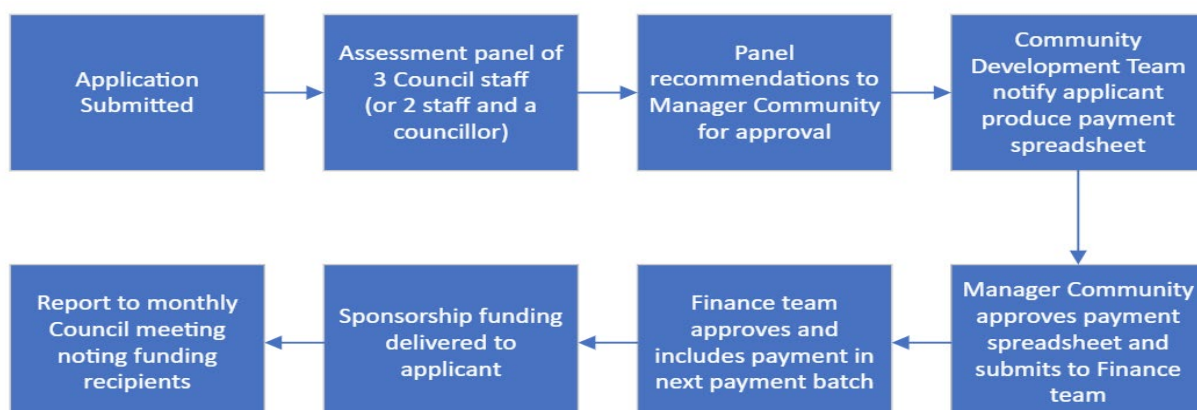
Applicants often wait over a month before their submission is considered and payment is received.

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

### ***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"> <li>▪ Program changes present to Council in a public report.</li> <li>▪ Promotion of program changes via media, website and social media.</li> <li>▪ Program changes presented in information session in February 2023</li> <li>▪ Annual Grant Program guidelines published on Council's website.</li> </ul>

### **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

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

*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](http://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](https://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](http://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](http://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](https://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](http://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](http://adtw.com.au) in order to be included on [enjoybenalla.com.au](http://enjoybenalla.com.au)

## APPLICATION PROCESS AND FURTHER INFORMATION

- Applications must be completed online at [www.benalla.vic.gov.au/community-grants](http://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.**

### 4.3 Waste Reduction Working Group

SF/2517

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

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#### 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"><li>▪ Report presented to the Council.</li><li>▪ Membership nominations invited.</li></ul>

### 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
- one representative from a local service club.

- 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.

#### 4.4 October 2022 Flood Event Emergency Works Expenditure

SF/1239

Adrian Gasperoni – Manager Assets and Infrastructure  
Robert Barber – General Manager Corporate

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##### PURPOSE OF REPORT

The report provides an update of the Council's expenditure on emergency works associated with the October 2022 flood event.

##### BACKGROUND

The Council, at its meeting on 16 November 2022, resolved the following:

1. *That the Chief Executive Officer be authorised to approve all emergency works requisitions and invoice payments associated with the October 2022 flood event.*
2. *That a report on October 2022 flood event emergency works expenditure be presented to the Ordinary Meeting of Council on 14 December 2022.*

##### DISCUSSION

In response to the October 2022 severe rain and flood event Council staff have been busy working with the local community to identify and repair the widespread damage across Benalla Rural City and provide support to those who need it most. Nine weeks on from this event, an enormous amount of work has been completed as staff work through the task ahead to rebuild and recover the community.

Two local contractors, Andrew Goldman Excavations and Extons Pty Ltd, have been engaged to undertake the majority of emergency works.

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

###### Community

- *A healthy, safe and resilient community.*

###### Environment

- *Healthy and protected natural environment.*
- *Sustainable practices.*

###### Leadership

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

## 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 spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to be used
Inform	We will provide information	<ul style="list-style-type: none"><li>Public report presented at council meeting.</li><li>Report published on website.</li></ul>

## FINANCIAL IMPLICATIONS

To 1 December 2022, purchase orders totaling \$3.576 million have been issued to Andrew Goldman Excavations (\$1.804 million) and Extons Pty Ltd (\$1.772 million).

Goldman Excavations has undertaken emergency road and drainage works. Extons has been contracted to undertake emergency road works and to provide other response, relief and recovery activities, including the provision of sand for sandbags, supply of pumps and hard waste collection.

Under Disaster Recovery Funding Arrangements (DRFA), the Council is obligated to pay the first \$30,000 of costs associated with a declared event with the balance to be paid from the scheme.

Council officers are working closely with local DRAF representatives to ensure required works meet funding guidelines.

Non-emergency works associated with the October 2022 flood event will be procured over the coming months in accordance with the Council's *Procurement Policy* with a public tender conducted for works greater than \$300,000 (ex. GST).

## 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

Future costs incurred for works to repair flood damaged Council assts will be reported to the Council in the quarterly Capital Projects update.

### Recommendation:

That the report be noted.

#### 4.5 Local Roads and Community Infrastructure Program Funding Update

SF/4510

Dom Testoni – Chief Executive Officer

##### PURPOSE OF REPORT

The report presents an update on the Australian Government's *Local Roads and Community Infrastructure* (LRCI) Program funding.

##### BACKGROUND

The \$2.5 billion LRCI Program was first announced in the 2020/21 Federal Budget and supported 537 councils across Australia to deliver thousands of shovel-ready projects.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The LRCI Program provided funding to Benalla Rural City Council in Phase 1 and 2 of the project to deliver a wide range of projects within the municipality.

The council was allocated \$975,055 in phase 1 and \$1,019,025 in Phase 2.

##### DISCUSSION

The Australian Government committed to \$500 million in funding for Phase 3 of the project.

The Council has been allocated an additional \$1,950,110 in funding under Phase 3.

The Phase 3 extension of the LRCI Program is a temporary, targeted stimulus measure responding to the serious, ongoing economic impacts of COVID-19. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

Construction activity on Eligible Projects must be undertaken between 1 January 2022 and 30 June 2023, other costs associated with Eligible Projects may continue to 31 December 2023.

A condition of the Phase 3 funding was that the Council must submit a draft Work Schedule for the total Grant amount by 30 June 2022. This condition was adhered to, and the Work Schedule has now been confirmed (refer **Appendix 1**).

Quarterly and annual reporting is a condition of the Grant agreement. All other conditions of the Grant will be adhered to.

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

- *A healthy, safe and resilient community.*

**Environment**

- *Healthy and protected natural environment.*
- *Sustainable practices.*

**Leadership**

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

**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 spectrum.

The Community Development team sought submissions from our rural communities for projects up to the value of \$50,000. Submissions were invited via the council website on 6 April 2022 and via the *Benalla Ensign* on 13 April 2022. Submissions closed on 20 May 2022.

Once assessment of the submissions was completed, eligible projects were included in the work schedule for consideration by the Australian Government.

It is pleasing to see that 16 rural community projects totaling \$482,462 were approved under the LRCI Phase 3 project (refer Appendix 1).

The remaining infrastructure projects were included in the public consultation program for the *2022/23 Budget*.

**FINANCIAL IMPLICATIONS**

The council received funding through the Australian Government *Local Roads and Community Infrastructure* Program under Phase 1 (\$975,055), Phase 2 (\$1,019,025) and Phase 3 (\$1,950,110) totaling \$3,944,190.

## Local Roads and Community Infrastructure Program Phase 3 Work Schedule

Project Name	Project Description	Funding Allocation
Historical Museum Facility Upgrade	Improvements to community facility includes expansion of display areas and installation of lighting and temperature control.	\$75,000
Town Hall Facility Upgrade	Installation of modern HVAC system and improvements to sound and lighting.	\$400,000
Kerb and Gutter Renewal Program	Drainage works to include a number of renewal projects in the Benalla township.	\$300,000
Benalla Lakeside Boardwalk Renewal	Walking path renewal around Lake Benalla replace wooden decking.	\$150,000
Bicycle and Walking Path Renewal	Upgrade and new bicycle and walking paths around the City.	\$300,000
Benalla Mural Precinct Landscaping	Landscaping improvements to the mural precinct and installation of accessible walking path to lake precinct.	\$100,000
Mitchell Street Lakeside Park	Development of green space along the Benalla Lakeside precinct.	\$75,110
Hangar Drive Upgrade	Upgrade the road pavement on Hangar Drive. The road services the Benalla Migrant Camp precinct.	\$67,538
Goorambat Football Netball Club Septic System Upgrade	Current septic system is at capacity. This upgrade is necessary to support the umpire room and female facilities projects.	\$40,000
Tatong Community Revitalisation Project	Public toilet renovation that services the adjoining playground and recreation facilities. The second project will upgrade the area around the Tatong CFA Mural with the installation of a 25 meter long concrete path and associated landscaping for safer viewing of the mural. The 3rd project will have two new picnic tables installed in the bushland reserve. The intention is to have these tables made from recycled material.	\$46,130
Swanpool Memorial Hall Carpark Upgrade	This project is designed to upgrade the existing carpark with an asphalt finish to ensure visitors and local residents have access to a higher quality carpark at this well used community hub.	\$50,000
Baddaginnie Jubilee Hall Improvements	Involves installation of new air conditioning, a new iron roof, replace existing concrete paths, new fence and construct a disabled car park.	\$50,000

<b>Project Name</b>	<b>Project Description</b>	<b>Funding Allocation</b>
Molyullah Undercover Community Connections	To build an undercover community space at the rear of the Molyullah Hall.	\$50,000
Devenish Unisex Disabled Toilet	A unisex disabled toilet is to be added on the northside of the existing hall.	\$30,000
Lima South Energy Efficient Air Conditioning	Supply and install 3 energy efficient split system units and removal of old units at Lima South Community Hall.	\$5,200
Swanpool Shelter Upgrade	To replace the existing old undercover community noticeboard with a new galvanised steel structure.	\$8,500
Boweya Community Centre Water Capacity Upgrade	Installation of a larger rainwater tank for the use of patrons or visitors to the Boweya Community Centre. The water would also be available to the local Boweya CFA Fire Shed for fire-fighting.	\$8,530
Thoona Memorial Hall Outside Decking Project	To install a raised deck at the side of the community hall. The disability access will become part of the new deck.	\$50,000
Moorngag Hall Fence Replacement and Shed Fit-out	The project will see the removal of the existing old fence and be replaced with a new fence using concrete posts, strainers and six strands of wire to provide security for the reserve. The project will also have a new counter, work bench, trough and pump in the multi-purpose shed.	\$7,700
Molyullah Children's Playground	Construct a children's playground at the Molyullah Hall and Recreation Reserve.	\$47,167
Swanpool Albert Heaney Reserve Upgrade	Enclosure for maintenance equipment, sheeting of eaves at the west side of the building, painting of the interior toilets, change rooms, storeroom and passageways within the pavilion.	\$21,000
Lurg Hall Painting of Old Lurg School	To paint the interior of the Old Lurg School that is used for community use.	\$10,815
Swanpool Bowling Club Renovation	The Swanpool Bowling Club is the community meeting point and is looking to install new floor coverings and paint the internal and external areas.	\$45,420
Warranbayne Recreation Reserve	To paint the interior of the Warranbayne Recreation Reserve that is used for community use.	\$12,000
<b>Total</b>		<b>\$1,950,110</b>

## **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.

<p><b>Recommendation:</b></p>
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<p><b>That the report be noted.</b></p>
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#### 4.6 Mayor and Councillor's Attendance at Committees and Civic Functions

SF/808-08

Tracey Beaton - Executive Coordinator

The Mayor and Councillors, listed in alphabetical order, attended meetings and events as detailed below during the period from 7 November 2022 to 4 December 2022.

<b>Councillor Danny Claridge</b>	
8 November	Shadow Minister for Arts and Creative Industries The Hon David Davis at the Benalla Art Gallery
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
11 November	Remembrance Day Service
16 November	MAV Rural North East Regional Online Meeting
	Councillor Only Time
	Benalla Art Gallery Redevelopment Update
	Council Meeting
22 November	Audit and Risk Committee Meeting
	Benalla Art Gallery Committee Meeting
23 November	Visit to Benalla Aviation Museum
26 November	Opening of the Rotary Drinking Fountain in Bridge Street, Benalla
28 November	Demonstration of nbn's Satellite Muster Truck
	2021 Census Deep Dive with Census expert Glenn Capuano
29 November	GrantGuru Training
	Farewell afternoon tea for Rural Outreach Worker Ivan Lister
30 November	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors - Business Review
2 December	Product Stewardship Regulation in Australia
3 December	State Gliding Centre 2022 AGM
	Listening posts on Bridge Street

<b>Councillor Peter Davis</b>	
16 November	Councillor Only Time
	Benalla Art Gallery Redevelopment Update
	Council Meeting
22 November	Audit and Risk Committee Meeting
26 November	Opening of the Rotary Drinking Fountain in Bridge Street, Benalla
29 November	Farewell afternoon tea for Rural Outreach Worker Ivan Lister
30 November	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors - Business Review
3 December	Listening posts on Bridge Street

<b>Councillor Don Firth</b>	
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
11 November	Remembrance Day Service
16 November	Councillor Only Time
	Council Meeting
23 November	Visit to Benalla Aviation Museum
28 November	Demonstration of nbn's Satellite Muster Truck
30 November	Councillor Only Time
	Assembly of Councillors - Business Review

<b>Councillor Punarji Hewa Gunaratne</b>	
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
16 November	Council Meeting
22 November	Benalla Art Gallery Committee Meeting
30 November	Assembly of Councillors - Business Review

<b>Mayor Councillor Bernie Hearn</b>	
8 November	Shadow Minister for Arts and Creative Industries The Hon David Davis at the Benalla Art Gallery
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
11 November	Remembrance Day Service
16 November	MAV Rural North East Regional Online Meeting
	Councillor Only Time
	Council Meeting
17 November	Senator McKenzie - North East Region to discuss Infrastructure, flood damage, and regional development
23 November	Visit to Benalla Aviation Museum
24 November	Hume Region Local Government Network Meeting
28 November	Demonstration of nbn's Satellite Muster Truck
29 November	GrantGuru Training
	Farewell afternoon tea for Rural Outreach Worker Ivan Lister
30 November	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors - Business Review
3 December	Listening posts on Bridge Street

<b>Councillor Justin King</b>	
8 November	Shadow Minister for Arts and Creative Industries The Hon David Davis at the Benalla Art Gallery
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
11 November	Remembrance Day Service
16 November	Councillor Only Time
	Council Meeting
28 November	Demonstration of nbn's Satellite Muster Truck
29 November	GrantGuru Training
	Farewell afternoon tea for Rural Outreach Worker Ivan Lister
30 November	Councillor Only Time
	Communications Advisory Committee
	Assembly of Councillors - Business Review

Councillor Gail O'Brien	
8 November	Shadow Minister for Arts and Creative Industries The Hon David Davis at the Benalla Art Gallery
9 November	CEO Employment and Remuneration Committee Meeting
	Finance and Operations Committee Meeting
	Planning and Development Committee Meeting
11 November	Remembrance Day Service
16 November	Councillor Only Time
	Council Meeting
26 November	Opening of the Rotary Drinking Fountain in Bridge Street, Benalla
28 November	NE Tracks LLEN Board Meeting
	Demonstration of nbn's Satellite Muster Truck
	2021 Census Deep Dive with Census expert Glenn Capuano
30 November	Councillor Only Time
	Assembly of Councillors - Business Review
3 December	Listening posts on Bridge Street

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

#### **4.7 Council Actions Pending**

Council Actions Pending are detailed in **Appendix 1**.

**Recommendation:**

**That the report be noted.**

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## Council Actions Pending

Action No.	Meeting Name	Item	Action	Officer	Status/notes
1.	F&P Committee 7-Dec-22	8	<b>Audit and Risk Committee</b> <ol style="list-style-type: none"> <li>That Rita Ruyters be appointed as an Audit and Risk Committee Independent Member until 31 December 2025.</li> <li>That Cameron Gray be appointed Audit and Risk Committee Chairperson until 31 December 2023.</li> <li>That expressions of interest for the vacant Audit and Risk Committee Independent Member position be invited.</li> <li>That the Mayor write to John Stapleton acknowledging his contribution to Audit and Risk Committee.</li> </ol>	GMC	<ol style="list-style-type: none"> <li>Completed</li> <li>Completed</li> <li>In progress</li> <li>In progress</li> </ol>
2.	F&P Committee 7-Dec-22	7	<b>Proposed discontinuance of roads abutting 3 Nelson Road, Winton North</b> That Council's Chief Executive Officer, acting under clause 3 of Schedule 10 of the <i>Local Government Act 1989</i> (Act): <ol style="list-style-type: none"> <li>Directs that the required statutory procedures be commenced to discontinue the government roads abutting 3 Nelson Road, Winton North.</li> <li>Directs that, under sections 207A and 223 of the Act, public notice of the proposed discontinuance be given in the <i>Benalla Ensign</i>.</li> <li>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.</li> <li>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.</li> </ol>	MAI	<ol style="list-style-type: none"> <li>In progress</li> <li>In progress</li> <li>In progress</li> <li></li> </ol>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
3.	F&P Committee 7-Dec-22	5	<b>Benalla Landfill and Resource Recovery Centre Transfer Station Fees</b> That the Benalla Landfill and Resource Recovery Centre transfer station charges below be adopted: <ul style="list-style-type: none"> <li>▪ General waste: \$82.00 1m3, \$62.00 3/4m3, \$41.00 1/2m3 and \$21.00 1/4m3</li> <li>▪ Organic green waste: \$19.00 1m3, \$14.00 3/4m3, \$9.50 1/2m3 and \$5.00 1/4m3</li> <li>▪ Processed timber: \$23.50 1m3</li> <li>▪ Contaminated fill: \$115.00 1m3</li> <li>▪ Concrete/bricks: \$71.50 1m3</li> <li>▪ Clean fill: \$50.00 1m3.</li> </ul>	MAI	Completed
4.	F&P Committee 7-Dec-22	2	<b>2022/2023 Community Sponsorship Program</b> That a \$500 grant from the 2022/2023 Community Sponsorship Program be allocated to Benalla Theatre Company Inc.	MC	Completed
5.	Council Meeting 16-Nov-22	4.6	<b>Emergency Flood Works</b> <ol style="list-style-type: none"> <li>1. That the Chief Executive Officer be authorised to approve all emergency works requisitions and invoice payments associated with the October 2022 flood event.</li> <li>2. That a report on October 2022 flood event emergency works expenditure be presented to the Ordinary Meeting of Council on 14 December 2022.</li> </ol>	MAI	1. Completed  2. Report to be presented at Council meeting on 14 December 2022.

Action No.	Meeting Name	Item	Action	Officer	Status/notes
6.	Council Meeting 16-Nov-22	4.4	<b>Appointment of Council Representatives to Advisory Committees, Peak Industry Bodies and Regional and Community Based Committees</b> <ol style="list-style-type: none"> <li>1. That the appointment of Council representatives to various committees, peak industry bodies and regional and community organisations for the 2022/23 Council Year as detailed in the report be approved.</li> <li>2. That that Cr Davis be appointed to the Audit and Risk Committee</li> <li>3. That Cr Claridge and Cr Gunarante be appointed to the Benalla Art Gallery Committee.</li> </ol>	CEO	Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
7.	Council Meeting 16-Nov-22	4.2	<p><b>Establishment of the Finance and Planning Committee</b></p> <p>In exercise of the powers conferred by s 63 of the Local Government Act 2020 (the Act), the Council resolves that:</p> <ol style="list-style-type: none"> <li>1. From the date of this resolution, the Finance and Planning Review Committee be established as a Delegated Committee.</li> <li>2. The purposes of the Delegated Committee are those set out in the Instrument of Delegation for Delegated Committees of Council.</li> <li>3. The members of the Delegated Committee are all the elected members of the Council.</li> <li>4. The Chair of the Finance and Planning Review Committee is to be appointed by the Mayor.</li> <li>5. A quorum for the Committee is a whole number that is an absolute majority, which is the number of members that is greater than half the total number of members of the Delegated Committee.</li> <li>6. All members of the Delegated Committee have voting rights on the Delegated Committee.</li> <li>7. The members of the Delegated Committee be delegated the powers, duties and functions set out in the Instrument of Delegation for Delegated Committees of Council.</li> <li>8. The Instrument of Delegation for Delegated Committees of Council: <ol style="list-style-type: none"> <li>a. comes into force immediately when the common seal of Council is affixed to the Instrument; and</li> <li>b. remains in force until the Council determines to vary or revoke it.</li> </ol> </li> <li>9. The powers, duties and functions conferred on the members of the Delegated Committee by the Instrument must be exercised in accordance with any guidelines or policies Council may from time to time adopt.</li> <li>10. The instrument be sealed.</li> </ol>	GMC	Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
8.	P&D Committee 9-Nov-22	3	<b>Benalla Landfill and Resource Recovery Centre Transfer Station Fees</b> That the Benalla Landfill and Resource Recovery Centre transfer station charges be considered for adoption at the Planning and Development Committee meeting on 7 December 2022.	MAI	Report to be presented to the Finance and Planning Committee on 7 December 2022.
9.	Council Meeting 7-Sep-22	9.2	<b>Waste Services Policy Review</b> 1. That the <i>Waste Services Policy</i> be adopted. 2. That the <i>Waste Services Policy</i> be reviewed in September 2026. 3. That a report on the establishment of a Waste Reduction Working Group be presented to the December 2022 Planning and Development Committee meeting. 4. That Waste Reduction Working Group investigate a cloth nappy rebate initiative and report back to the Council in due course.	MAI	1. Completed 2. To be completed 3. Report presented to Finance and Planning Committee on 7 December 2022. 4. Committee to investigate
10.	F&O Committee 24-Aug-22	7	<b>Councillor Expenses For The Quarter Ended 30 June 2022</b> 1. That the report be noted. 2. That the <i>Professional Development for Councillors Policy</i> be reviewed and updated to define professional development.	GMC	1. Completed 2. In progress
11.	F&O Committee 27-Jul-22	2	<b>Presentation: Benalla Centrelink Campaign</b> 1. That the Council reach out to Centrelink to send a representative to present to the Council. 2. That the Council continue to advocate to the Federal Government for the re-opening of the Benalla Centrelink and National Disability Insurance Agency (NDIA) offices.	CEO	1. In progress 2. Ongoing
12.	P&D Committee 22-Jun-22	3.	<b>Petition: Declare Churchill Reserve an Off-leash Area</b> 1. That the report be noted. 2. That the option of a designated fenced dogs-off-leash area within or in proximity of Churchill Reserve be investigated and reported back to the Council.	MD	1. Completed 2. In progress

Action No.	Meeting Name	Item	Action	Officer	Status/notes
13.	F&O Committee 15-Jun-22	9.	<b>Financial Hardship Policy Review</b> 1. That the <i>Financial Hardship Policy</i> be adopted. 2. That the <i>Financial Hardship Policy</i> be reviewed once the <i>Local Government legislation Amendment (Rating Reform and Other Matters) Bill 2022</i> becomes legislation.	MF	1. Completed 2. Legislation has been passed. A report will be presented once further clarification has been received.
14.	Council Meeting 25-May-22	9.7	<b>Enterprise Park Industrial Estate – Potential Sale of Land</b> That the Chief Executive Officer be authorised to: 1. Engage a suitably qualified real estate agent to advise the Council in the potential disposal of Enterprise Park Industrial Estate (Land). 2. Develop a formal expression of interest document and conduct an Expression of Interest process for the sale of the whole or any part of the Land being Lot G on the plan of subdivision PS830933R. 3. Publish on Council's website a notice of Council's intention to sell the Land by means of an expression of interest process pursuant to which purchasers may bid for the whole or any part of the Land 4. Obtain a current valuation of the Land.	CEO	1. Completed 2. In progress 3. In progress 4. Completed
15.	Council Meeting 25-May-22	9.2	<b>Benalla Central Business District Streetscape Concepts</b> 1. That the draft <i>Benalla Bridge Street Improvements Project</i> be endorsed for public exhibition. 2. That the draft <i>Benalla Bridge Street Improvements Project</i> be placed on public exhibition for a period of at least 28 days.	MD	1. Completed 2. Preparing consultation program

Action No.	Meeting Name	Item	Action	Officer	Status/notes
16.	Council Meeting 10-Feb-21	11.2	<p><b>Notice of Motion: Hosting of a community and sporting group summit to understand the impact of COVID-19</b></p> <ol style="list-style-type: none"> <li>1. That the Council invite representatives from sporting and community clubs to participate in "round table" discussions to identify the challenges faced during the COVID-19 Pandemic with the intent to better understand the impact of the pandemic with a specific focus on: <ul style="list-style-type: none"> <li>▪ Financial impact</li> <li>▪ Participation rate impact (members/volunteers)</li> <li>▪ Social impact</li> </ul> </li> <li>2. That "round table" (or alternative 'one on one') discussions be facilitated in accordance with COVID-19 requirements by the Waste and Recreation Coordinator, Community Development Coordinator and Volunteer Development Coordinator in the normal cycle of interactions (i.e. Committee of Management meetings) across 3 months. Options of MS Teams and Zoom can be offered as a second means of facilitating discussions if required.</li> <li>3. That the Council use the Summit as an exercise to collect information.</li> <li>4. That the Council draft the information collected in a document that captures the impact of COVID-19 on sporting clubs and community groups within our community.</li> <li>5. That the report be developed and presented to the Council for adoption and be provided to Federal and State members for consideration.</li> </ol>	CEO	<p>1. Pending</p> <p>2. Pending</p> <p>3. Pending</p> <p>4. Pending</p> <p>5. Pending</p>

Action No.	Meeting Name	Item	Action	Officer	Status/notes
17.	Council Meeting 10-Feb-21	11.1	<p><b>Notice of Motion: Seeking development of COVID-19 Support Initiatives</b></p> <p>That the Council develop COVID-19 Support Initiatives (BCSI) that provide advice and support to the Benalla community through 2021/22.</p> <ol style="list-style-type: none"> <li>1. That the Council develop a community 2021/22 BCSI document (directory) that provides current advice and information relating to COVID-19 supports, including local providers and agencies, Government Departments and sectors from across the state.</li> <li>2. That the Council undertake a review to consider local supports for the Benalla community as part of the BCSI.</li> <li>3. That the Council consider the adoption of the final BCSI document upon its completion and the review be considered during the council budget process 2021/22.</li> </ol>	CEO	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. In progress</li> <li>3. Ongoing. COVID-19 impacts considered during 2021/22 and 2022/23 Budget deliberations.</li> </ol>

## 5. Reports by Councillors

**Recommendation:**

**That the report(s) be noted.**

## 6. Notices of Motion

## 7. Notices of Rescission Motion

## 8. Urgent Business

Business can only be admitted as urgent business by resolution of the council, and only then if it:

- relates to or arises out of a matter which has arisen since distribution of the agenda; and
- cannot be deferred until the next Council Meeting without having a negative impact on the Council, the municipality or the local community; and
- cannot be addressed through the Customer Request Management System.

A Councillor proposing that a matter be admitted as urgent business must lodge it in writing with the Chief Executive Officer by 4pm on the day of the meeting.

The Chief Executive Officer will advise the Mayor of any matter that the Chief Executive Officer determines appropriate for the Council to consider admitting as urgent business.

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## Confidential Business

It is proposed that the following items be considered in confidential business pursuant to the *Local Government Act 2020* as they contain personal information or private commercial information that would result in the unreasonable disclosure of information about a person, their personal affairs or expose the business, commercial or financial undertaking if released:

- 9.1 Confidential Reports by Councillors
- 9.2 Confidential Council Actions Pending

**Recommendation:**

**That the meeting be closed to the public for the consideration of the confidential business item noted above pursuant to Sections 3(1) and Section 66(2)(a) of the *Local Government Act 2020*.**

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## 10. Reopening of the meeting to the public

**Recommendation:**

**That the meeting be reopened to the public.**

## Closure of the meeting