

Council Meeting

Agenda

Date: Wednesday 20 March 2024

Time: 6pm

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

Any person wishing to participate in Question Time or Public Submissions in accordance with Rule 7.2 and 7.3 of the Governance Rules 2020 should contact the Council by emailing council@benalla.vic.gov.au or telephoning the Governance Coordinator Jess Pendergast on (03) 5760 2600.

In accordance with Rule 6.4 of the Governance Rules 2020 the Council Meeting will be livestreamed via the Council's website and an audio recording will be made of the proceedings.

Members of the public are encouraged to watch the live broadcast of the meeting at www.benalla.vic.gov.au

PO Box 227
1 Bridge Street East
Benalla Victoria 3671
Tel: 03 5760 2600
council@benalla.vic.gov.au
www.benalla.vic.gov.au

Contents

Opening and Acknowledgment of Country	3
Apologies.....	3
Disclosures of Conflict of Interest.....	5
Confirmation of the Minutes of the Previous Meeting	5
1. Public Question Time.....	6
2. Petitions	6
Record of Committees.....	7
3.1 Recommendations from Finance and Planning Committee	7
3.2 Assemblies of Councillors, Advisory and External Committees	7
Officer Reports.....	9
4.1 Cancellation of Finance and Planning Committee Meeting.....	9
4.2 Building and Planning Approvals – January 2024.....	11
4.3 2023/24 Major Event Funding	19
4.4 2023/24 Quick Response Grants Program	23
4.5 Victorian Energy Collaboration (VECO) Power Purchase Agreement.....	27
4.6 Information Privacy Policy.....	31
4.7 Mayor and Councillors’ Attendance at Committees and Civic Functions	33
4.8 Council Actions Pending.....	37
5. Reports by Councillors	39
6. Notices of Motion	39
7. Notices of Rescission Motion	39
8. Urgent Business.....	39
Confidential Business	41
9.1 Tender for Collaborative Digital Innovation (CODI) Enterprise Resource Planning Solution	43
9.2 Chief Executive Officer Employment and Remuneration Committee	51
9.3 Confidential Reports by Councillors	53
9.4 Confidential Council Actions Pending	53
10. Reopening of the meeting to the public	55
Closure of the meeting	55

Agenda

Councillors

- Councillor Danny Claridge (Mayor)
- Councillor Peter Davis
- Councillor Don Firth
- Councillor Bernie Hearn
- 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
Cathy Fitzpatrick	Manager Finance
Courtney Naughton	Manager Economic Development and Sustainability
Greg Robertson	Manager Facilities and Information Technology
Nilesh Singh	Manager Development
Tom Arnold	Community Development Coordinator
Jess Pendergast	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.

Apologies

Recommendation:

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

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.

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 Council Meetings held on 14 February 2024 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.

2. Petitions

Record of Committees

3.1 Recommendations from Finance and Planning Committee

It is noted that Finance and Planning Committee meeting scheduled for Wednesday 6 March 2024 was cancelled. As a result, there are no recommendations to present.

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, Advisory and External Committees are attached as **Appendix 1**.

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

January 2024

29 January 2024	Benalla Street Art Advisory Committee
31 January 2024	Assembly of Councillors briefing

February 2024

7 February 2024	Communications Advisory Committee Meeting
12 February 2024	Benalla Street Art Advisory Committee Meeting
19 February 2024	Australia Day Advisory Committee Meeting
20 February 2024	Audit and Risk Committee Meeting
28 February 2024	Assembly of Councillors briefing

Recommendation:

That the report be noted.

This page intentionally left blank

Record of Assemblies of Councillors, Advisory and External Committees

January and February 2024

Benalla Street Art Advisory Committee

5.30pm Monday 29 January 2024, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla

Chair:	Raelene Stratton	Community Representative
Committee:	Councillor Don Firth	Council Representative
	Councillor Gail O'Brien	Council Representative
	Toby Benador	Community Representative
	Ian Gonzaga	Community Representative
	Alex Ross	Community Representative
	Joel Spencer	Community Representative
	Courtney Naughton	Manager Economic Development and Sustainability
In attendance:	Catherine Macmillan	Business Development Coordinator
	Eddie Zammit	Curator
	Charlie Vincent	Tourism North East Victoria
	Alison Angus	Tourism Coordinator
	Kate Nolan	Events Coordinator
Apologies:	Nil	
Conflicts of Interest disclosed:	Nil	

Items discussed:

1. Confidentiality Requirement
2. Review of Actions Pending
3. Street Art Festival Program
4. Marketing
5. Sponsorship
6. Volunteer Roles
7. Confidential Business

Assembly of Councillors – Business Review

6pm Wednesday 31 January 2024, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla.

Chair Councillor Punarji Hewa Gunaratne

Councillors Councillor Danny Claridge (Mayor)

Councillor Peter Davis

Councillor Don Firth

Councillor Bernie Hearn

Councillor Justin King

Councillor Gail O'Brien

In attendance

Dom Testoni	Chief Executive Officer
Robert Barber	General Manager Corporate
Cathy Fitzpatrick	Manager Finance
Courtney Naughton	Manager Economic Development and Sustainability
Greg Robertson	Manager Facilities and Information Technology
Tom Arnold	Community Development Coordinator

Apologies: Nil.

Conflicts of Interest disclosed: Nil.

Items discussed:

1. Leasing Statutory Process
2. Fawckner Drive Precinct Masterplan Update
3. Benalla Art Gallery Committee Nominations
4. *2024/25 Budget*
5. Benalla Indoor Recreation Centre Redevelopment Project Discussion

Communications Advisory Committee

1.30pm Wednesday 7 February 2024, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla.

Chair Councillor Danny Claridge (Mayor)

Councillors Councillor Bernie Hearn

Councillor Peter Davis

In attendance Dom Testoni Chief Executive Officer
Courtney Naughton Manager Economic Development and Sustainability
Grant Banks Communications and Engagement Coordinator
Tracey Beaton Executive Coordinator

Apologies: Courtney Naughton

Conflicts of Interest disclosed: Nil

Items discussed:

1. Review of actions from meeting
2. Media Highlights for the past month
3. Community Engagement activity for the past month
4. Australia Day 2024 events and coverage
5. Communications and engagement for *Benalla Indoor Recreation Centre Redevelopment Project*
6. General Business

Benalla Street Art Advisory Committee

5.30pm Monday 12 February 2024, Civic Centre (Council Meeting Room) 13 Mair Street, Benalla

Chair:	Raelene Stratton	Community Representative
Committee:	Councillor Don Firth	Council Representative
	Councillor Gail O'Brien	Council Representative
	Toby Benador	Community Representative
	Ian Gonzaga	Community Representative
	Alex Ross	Community Representative
	Joel Spencer	Community Representative
	Courtney Naughton	Manager Economic Development and Sustainability
In attendance:	Catherine Macmillan	Business Development Coordinator
	Eddie Zammit	Curator
	Charlie Vincent	Tourism North East Victoria
	Alison Angus	Tourism Coordinator
	Kate Nolan	Events Coordinator
	Narelle Bayliss	Eddie Zammit P/L
	Peter Costello	Web Designer

Apologies: Nil

Conflicts of Interest disclosed: Nil

Items discussed:

1. Review of Actions Pending
2. Wall and artists
3. Street Art Festival Program
4. Event Logistics
5. Marketing
6. Sponsorship
7. Volunteer Roles
8. Other Business

Australia Day Advisory Committee

10am Monday 19 February 2024, Customer Service Centre (Geoff Oliver Room) 1 Bridge Street East, Benalla.

Chair:	Councillor Bernie Hearn	Council Representative
Committee:	Councillor Gail O'Brien	Council Representative
	Amanda Challis	Community Representative
	Robyn Goudie	Community Representative
	Jade Kirk	Community Representative
	Rex Nankervis	Community Representative
	Vicki Sheriff	Community Representative
	Christine Werner	Community Representative
	Diane Young	Community Representative
In attendance:	Courtney Naughton	Manager Economic Development and Sustainability
	Kate Nolan	Event Coordinator
	Kirsten Hein	Administration Officer
Apologies:	Cr O'Brien, Courtney Naughton and Jade Kirk	

Conflicts of Interest disclosed: Nil

Items discussed:

1. Correspondence
2. 2024 Australia Day Review
3. Selection Process
4. Planning for 2025 Australia Day
5. General Business

Audit and Risk Committee Meeting

5pm Tuesday 20 February 2024, Civic Centre (Council Meeting Room), 13 Mair Street, Benalla.

Chair	Mr Cameron Gray	
Committee	Councillor Peter Davis	
	Councillor Bernie Hearn	
	Mr Michael Hedderman	
	Ms Rita Ruyters	
In attendance	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Cathy Fitzpatrick	Manager Finance
	Janine McMaster	Manager People and Performance
Internal Auditor	Brad Ead	AFS
External Auditor	Jason Gilbert	Crowe

Apologies: Nil

Conflicts of Interest disclosed: Nil

Items discussed:

1. Closing Report And Final Management Letter For The Financial Year Ending 30 June 2023
2. Risk Management Update
3. Internal Audit Program
4. Reports From Regulatory And Integrity Agencies
5. Audit And Risk Committee Miscellaneous Items
6. General Business

Officer Reports

4.1 Cancellation of Finance and Planning Committee Meeting

SF/808-09

Dom Testoni – Chief Executive Officer

PURPOSE OF REPORT

The report provides an explanation for the cancellation of the Finance and Planning Committee meeting originally scheduled for Wednesday 6 March 2024.

BACKGROUND

The Finance and Planning Committee meeting originally scheduled for Wednesday 6 March 2024 was cancelled.

Under section 5.2 of the *Benalla Rural City Council Governance Rules 2020* the Chief Executive Officer must submitted a report to the following Council meeting once a meeting has been cancelled.

Subsequently a public notice announcing the cancelled meeting was placed on the Council's website on Friday 1 March 2024 and appeared in the *Benalla Ensign* on Wednesday 6 March 2024.

DISCUSSION

It was decided to cancel the Finance and Planning Committee meeting scheduled for Wednesday 6 March 2024. The cancellation of a meeting is allowed under section 5.2 of the *Benalla Rural City Council Governance Rules 2020*.

The primary reason for the cancellation was that there were limited agenda items.

The monthly 2023/24 Community Grants Program and Building and Planning Approvals reports were the only scheduled items for the cancelled meeting. The items were re-allocated to the Council Meeting scheduled for Wednesday 20 March 2024.

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 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 at a public meeting. ▪ Report published on Council’s website.

A public notice announcing the cancelled meeting was placed on the Council’s website on Friday 1 March 2024 and in the *Benalla Ensign* on Wednesday 6 March 2024.

FINANCIAL IMPLICATIONS

There were no material financial implications from the cancellation of the Council meeting.

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 report be noted.

4.2 Building and Planning Approvals – January 2024

SF/255

Sarah Ford – Building Coordinator
 Joel Ingham – Planning Coordinator
 Nilesch Singh – Manager Development

PURPOSE OF REPORT

The report details planning permit applications and building approvals for January 2024.

Planning Permit Applications Determined under Officer Delegation

File No	Description	Property Address	Decision	
1	DA7579	Use and development of a dwelling	104 Lakeside Drive, Chesney Vale	Approved
2	DA7604	Two lot subdivision	56 Witt Street, Benalla	Approved
3	DA7415	Construction of an outbuilding	2 Mayfair Drive, Benalla	Approved
4	DA6512	Two lot subdivision	91 Murray Road, Benalla	Approved
5	DA5705	Removal of vegetation	84 Glenwest Lane, Winton	Approved
6	DA3995	Two lot subdivision	67 and 69 Arundel Street, Benalla	Approved
7	DA7360	Construction of a dwelling	6 Mayfair Drive, Benalla	Approved
8	DA7586	Three lot subdivision	31 Boger Street, 49 Cook Street and 51 Cook Street, Benalla	Approved
9	DA2154	Creation of access to a road in a Transport Zone 2	19 Bridge Street, Benalla	Approved
10	DA7600	Construction of a dwelling	95 Inglis Road, Benalla	Approved
11	DA7131	Construction of an outbuilding	36 Hall Drive, Benalla	Approved
12	DA4889	Construction of an outbuilding	29 Deas Street, Benalla	Approved
13	DA1801	Construction of a carport and outbuilding	43 Arundel Street, Benalla	Approved
14	DA7157	Construction of an outbuilding	19 Meadows Avenue, Benalla	Approved
15	DA4860	Construction of an outbuilding	72 Farrell Road, Benalla	Approved
16	DA1506	Construction of a building or carry out works for an office	18-20 Samaria Road, Benalla	Approved

File No		Description	Property Address	Decision
17	DA7367	Construction of a shed	10 Mayfair Drive, Benalla	Approved
18	DA4488	Construction of an outbuilding	43 Salisbury Street, Benalla	Approved
19	DA6665	Construction of a shed	76C Willis Little Drive, Benalla	Approved
20	DA1962	Alterations to the existing roof	1-3 Nunn Street, Benalla	Approved
21	DA3787	Construction of a shed	523 Bostock Road, Lurg	Approved
22	DA4769	Three lot subdivision	912 Upper Lurg Road, Upper Lurg	Approved – Notice of Decision
23	DA2462	Development of a telecommunications facility	27 Trewin Road, Goorambat	Approved

Planning Permit Amendments Determined Under Officer Delegation

File No		Description	Property Address	Decision
1	DA6784	Alterations and additions to the existing dwelling	140 Racecourse Road, Benalla	Approved
2	DA7099	Dwelling extension, carport and shed	7 Tower Road, Benalla	Approved
3	DA7137	Dwelling extension	16 Riverview Road, Benalla	Approved

Planning Permits Issued Under VicSmart

File No		Description	Property Address
1	DA4860	Construction of an outbuilding	72 Farrell Road, Benalla
2	DA7157	Construction of an outbuilding	19 Meadows Avenue, Benalla
3	DA4488	Construction of an outbuilding	43 Salisbury Street, Benalla
4	DA3787	Construction of a shed	523 Bostock Road, Lurg
5	DA6665	Construction of a shed	76C Willis Little Drive, Benalla

Planning Permit Applications Determined by the Council

There were no planning permit applications determined by the Council during the month of January 2024.

Planning Permit Amendments Determined by the Council

There were no planning permit amendments determined by Council during January 2024.

Planning Permit Applications Withdrawn or Lapsed

File No	Description	Property Address	Decision	
1	DA7545	Construction of a dwelling	24 Mayfair Drive, Benalla	Lapsed
2	DA7562	Removal of native vegetation	52 Gould Road, Glenrowan West	Withdrawn

Notices of Decision

File No.	Description	Property Address	Decision	
1	DA4769	Three lot subdivision	912 Upper Lurg Road, Upper Lurg	Approved – Notice of Decision

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.

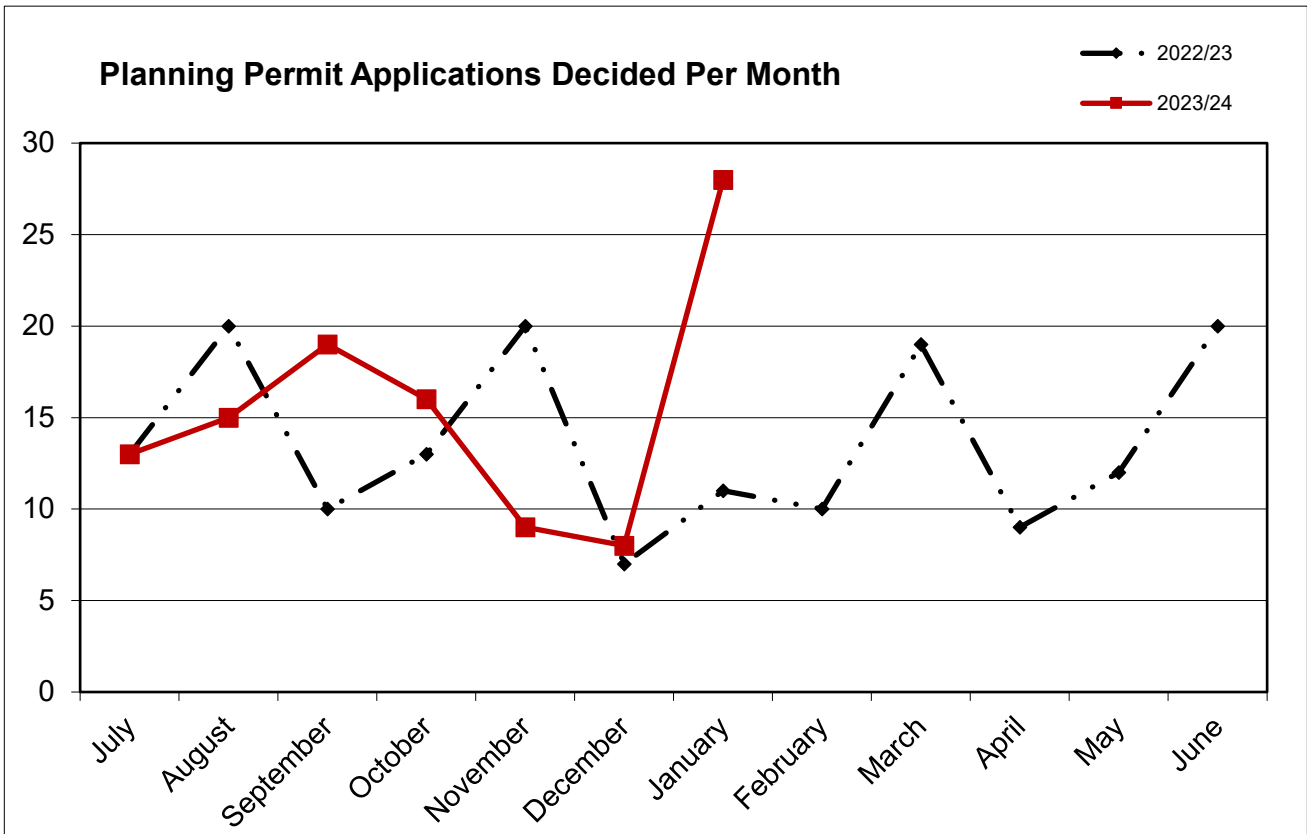
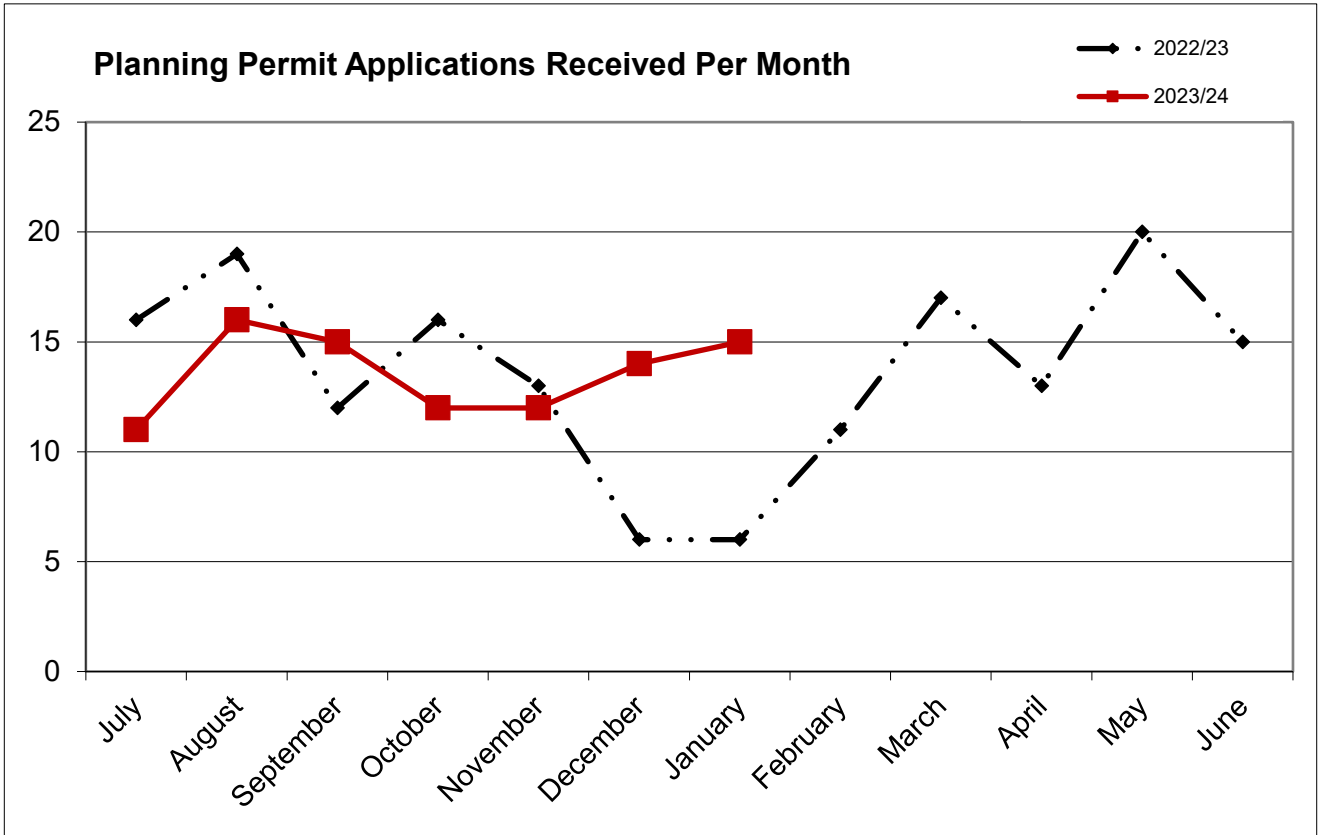
Planning Permit Applications Determined by VCAT

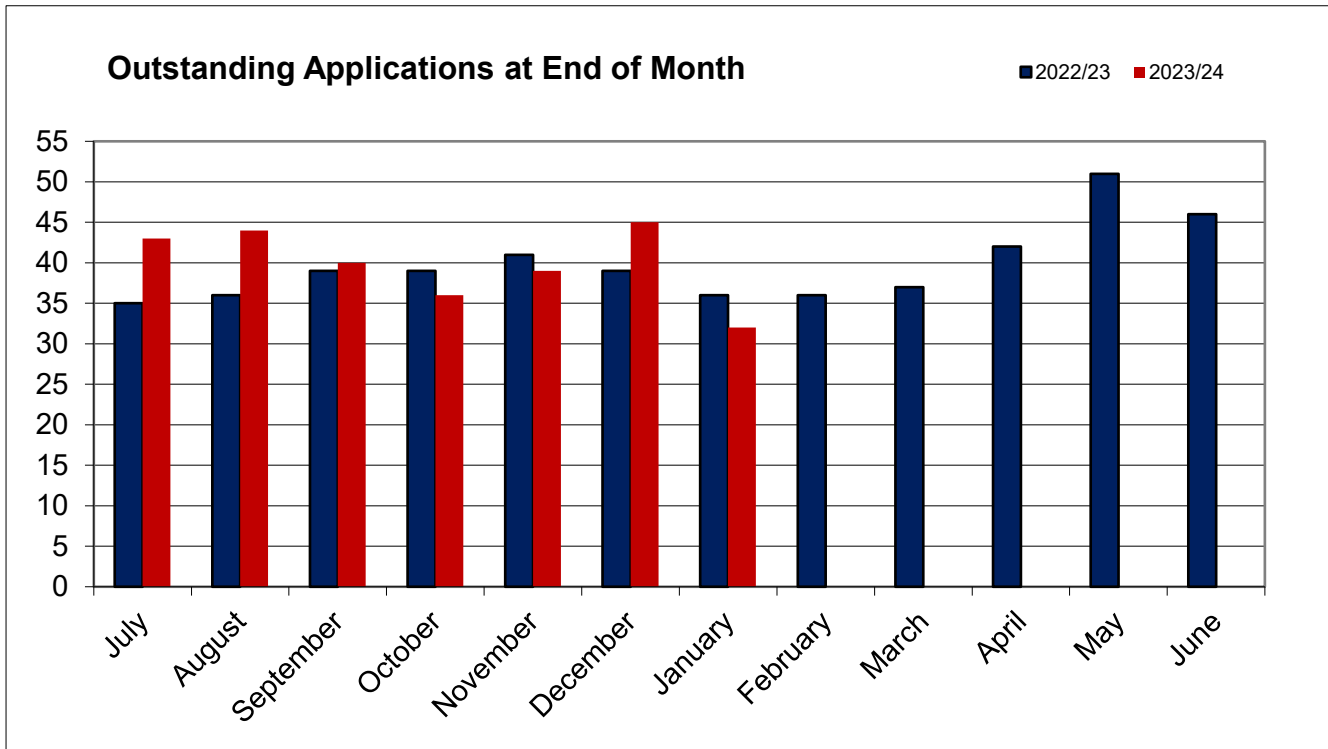
There were no planning permit applications determined by VCAT during January 2024.

Matters Before VCAT

DA7395	Use and development of land for extractive industry (Sand quarry) at 1726 Dookie Devenish Road, Devenish
Status	<p>At a Council meeting on 19 April 2023 it was resolved that the Council refuse to grant a permit for the use and development of the land for extractive (sand quarry). The applicant has lodged an appeal to VCAT.</p> <p>At a compulsory conference hearing on 3 August the Tribunal allowed Council to seek leave to amend its grounds by the 14 August 2023. Council Officer's then amended the grounds by this date which was then ratified at a Council Meeting on 11 October 2023. The Tribunal ordered a further Practice Day hearing on 12 October 2023 to hear whether or not to accept the further grounds from Council. The further grounds were accepted, and the main hearing has been adjourned to between the dates of 4 and 8 March 2024.</p>

Planning Permit Applications



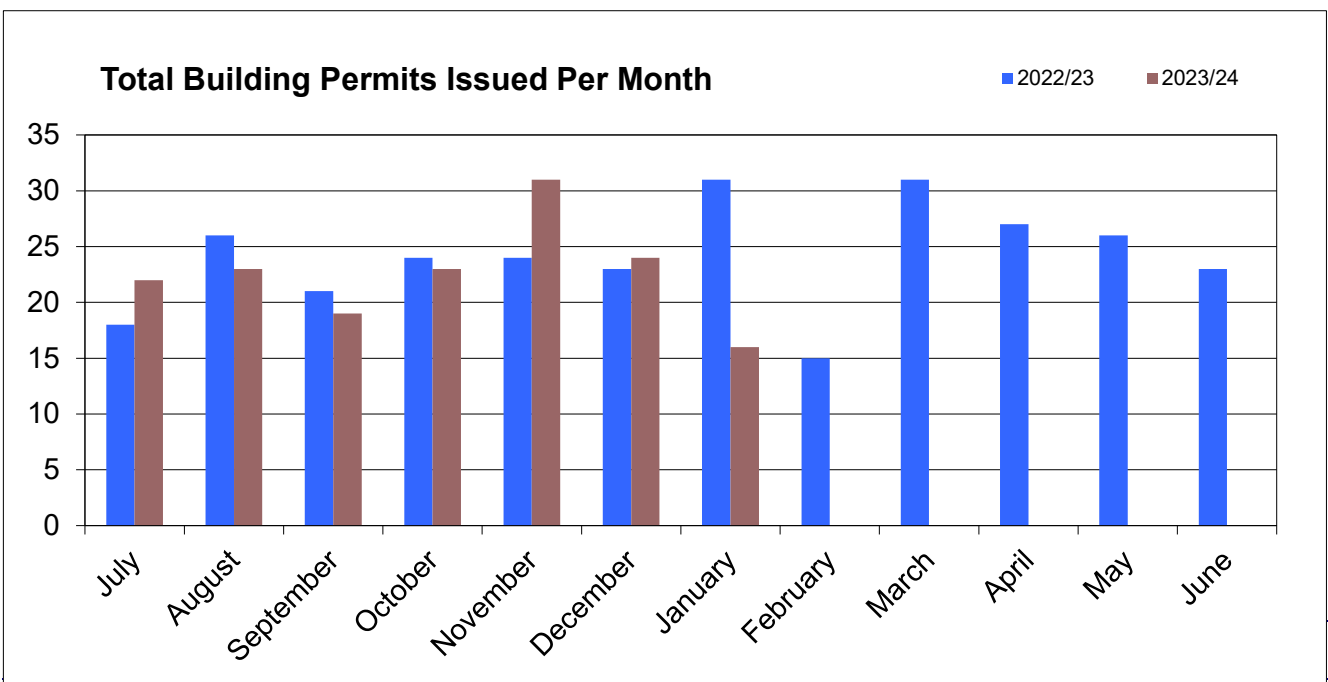
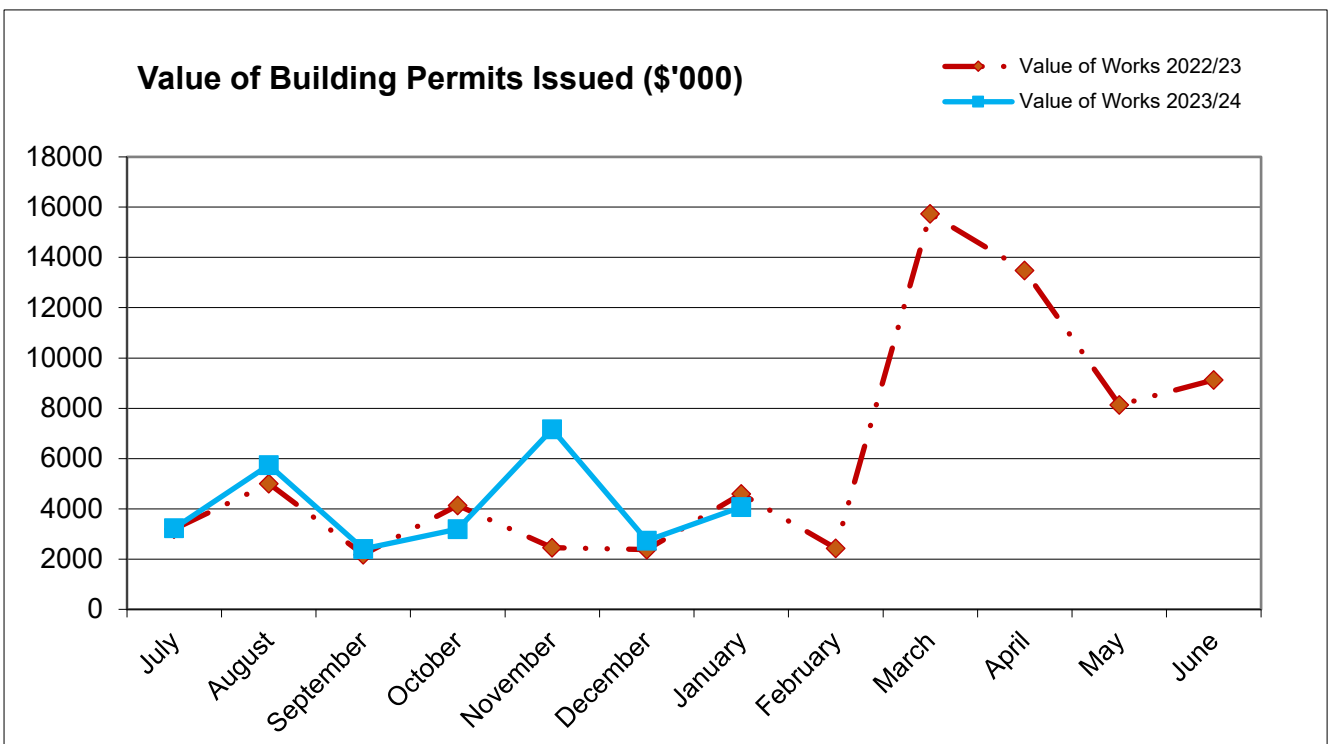


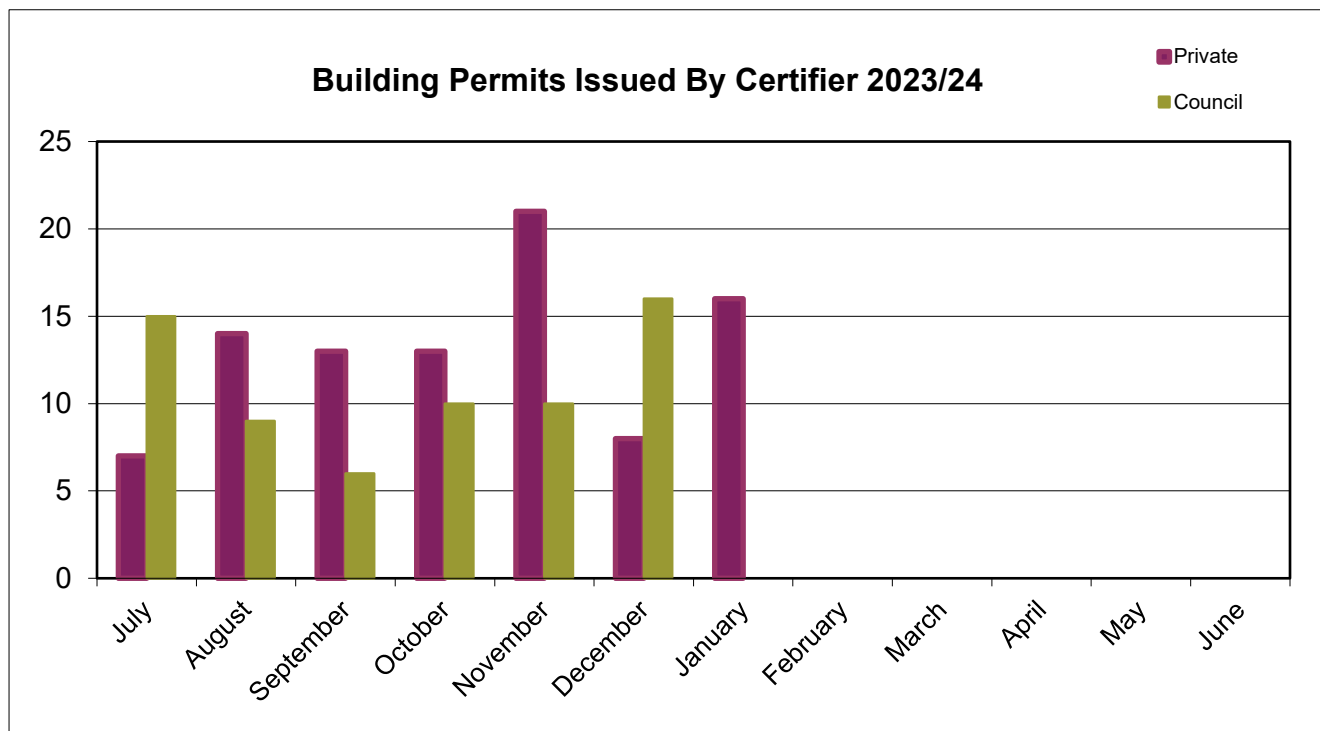
Building Approvals Issued by Council and Private Practitioners

File No	Description	Property Address	Value
1 DA677	Construction of a carport	15 Afton Avenue, Benalla	\$48,070
2 DA7167	Construction of a dwelling extension	16 Riverview Road, Benalla	\$351,749
3 DA7606	Construction of a farm shed	58 Police Track, Lima	\$122,412
4 DA7601	Construction of a carport and dwelling extension	135 Clarke Street, Benalla	\$32,500
5 DA7612	Construction of a dwelling and garage	33 Senator Drive, Benalla	\$256,248
6 DA1801	Construction of a carport/garage	43 Arundel Street, Benalla	\$68,695
7 DA7247	Construction of a farm shed	683 Goomalibee Road, Benalla	\$31,653
8 DA7584	Construction of a dwelling and garage	14 Thoroughbred Lane, Benalla	\$467,741
9 DA7257	Construction of sheds/storage units	89-93 Witt Street, Benalla	\$380,000
10 DA7616	Construction of a dwelling and garage	23 Goodenia Drive, Benalla	\$477,592
11 DA7221	Construction of a farm shed	472 Greta Road, Glenrowan West	\$142,000
12 DA3345/2	Construction of shade sails	46-52 Arundel Street, Benalla	\$30,549
13 DA2867/2	Replacement of tiled roof	71 Samaria Road, Benalla	\$576,000

File No	Description	Property Address	Value	
14	DA3718	Removal of building and extension of building	37 Clarendon Street, Baddaginnie	\$9,998
15	DA758/6	Demolition of administration building	20 Faithfull Street, Benalla	\$1,000,000
16	DA6511	Construction of a swimming pool and safety barrier	3630 Midland Highway, Lima South	\$77,000
Total			\$4,072,207	

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.

This page intentionally left blank

4.3 2023/24 Major Event Funding

SF/2857

Kate Nolan – Events Coordinator

Courtney Naughton – Manager Economic Development and Sustainability

PURPOSE OF REPORT

The report presents funding applications for the 2023/24 Major Event Funding Program.

BACKGROUND

The Council’s Major Event Funding Program 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 that will provide measurable economic benefit and enhance the image and liveability of Benalla Rural City.

DISCUSSION

Major Event Funding

Applications for consideration under the 2023/24 Major Event Funding program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Cake Decorators Association	<p>Cake decorators Association of Victoria - Benalla Branch</p> <p>Benalla has been selected to host the 2024 State seminar in cake decorating. The event will run from Friday 5 July to Sunday 7 July 2024.</p> <p>Victoria's Decorated cake and cookie competition will be on display from Saturday 6 July 2024 which includes a People choice category to select the best display. All our Cake decorating Branch's from around Victoria will be submitting a display piece to depict our theme "Winter Wonderland". This is the first time this event has been hosted in Benalla.</p> <p>The competition section of specimen flower is a David Austin heritage rose. A rose was chosen to depict our beautiful city which is the Rose city.</p> <p>The Cake decorating competition sections - must include various winter elements that a visitor may encounter, visiting the Northeast region during winter.</p> <p>Social benefit of bringing the world of sugar work and cake decoration to the residents of the Benalla rural city, instead of having to go to Melbourne or interstate. Also gives locals the ability to purchase cake decorating equipment without having to buy online.</p> <p>This event should see a significant increase of people to the region on the allocated weekend. Participants attending often travel with their families. A '<i>what to do when in region and Benalla</i>' guide will be provided to participants.</p> <p>It is anticipated that the event will attract more than 360 participants and spectators. With more than 200 estimated participants and visitors staying overnight.</p>	\$2,000	\$2,000

Applicant	Details	Amount Requested	Proposed Assistance
<p>Benalla Bowls Club</p>	<p>Benalla Music Festival 4 Day Music Festival – 13 June until 16 June 2024. Commencing with a free show on Thursday 13 June 2024 from 5pm until 9pm. Friday, Saturday and up to 4pm on Sunday will be a ticketed event with continual music for approximately 10 hours per day. The house band will support the handpicked entertainers who will rotate on a 30-minute spot. There will be a higher profile country music artist who is not often seen in this area as a draw card for festival goers. It is anticipated that the event will attract more than 270 participants and spectators. With more than 200 estimated participants and visitors staying overnight. This event will bring new visitors to the town requiring food and accommodation from local retailers. Whilst the event is held at the bowls club it would be impossible to cater for all attendees at the one venue. This is also a winter event that would fill an otherwise quiet time in the town.</p>	<p>\$2,000</p>	<p>\$2,000</p>
<p>Molyullah Recreation and Public Hall Reserve Committee</p>	<p>Molyullah Easter Sports The 121st Molyullah Easter Sports will be held on Monday 1 April 2024. It is a day where families can gather to enjoy a fun day together with activities for young and old. Vintage tractor displays, wood chop, horse events and children's activities such as train rides, jumping castle, face painting and an animal nursery. There will also be traditional picnic games such as 3 legged races and egg throwing competition. The community, friends and families have attended this Aussie Icon as part of their Easter tradition for many years. Social Benefits of the event – 1. Improve the connection of community members through meetings and working bees to prepare for the day and volunteering at the event. 2. Provides a family fun day over the easter weekend for Benalla residents and visitors to the area. 3. Increases number of volunteers in the community Economic Benefits of the event – 1. Increase business to local producers through food orders and requirements for the day. 2. Raise funds for the maintenance and improvements to the public hall and recreation reserve. 3. Increase tourism to the Benalla Rural City, in particular with relation to the horse events and wood chop as many people travel from out of town to attend this event. 4. It is anticipated that the event will attract 2,500 participants and spectators. With 200 participants and visitors staying overnight.</p>	<p>\$2,000</p>	<p>\$2,000</p>

Applicant	Details	Amount Requested	Proposed Assistance
<p>SalamFest</p>	<p>Coffee Connections at Benalla Lakeside Community Centre</p> <p>Project to be held Sunday 25 February 2024.</p> <p>This initiative fosters an inclusive space for ageing people within Benalla, emphasising cultural dialogue and exploration centered around the ritual of Ethiopian coffee. By leveraging the origins of coffee, it endeavours to facilitate meaningful connections among community members, combating the prevalent issue of isolation faced by ageing people.</p> <p>Through these sessions, SalamFest strives to provide a nurturing environment that encourages reminiscence, shares cultural experiences and sparks discussions about heritage and the significance of coffee within their lives.</p> <p>Ultimately, this project seeks to preserve cultural traditions, promote community cohesion, and address social isolation within the aging people demographic in Benalla.</p> <p>There will be a car on display which is hand painted by Indigenous and Muslim artists to show our longstanding relationship.</p> <p>Our talks and panel discussions will encompass this relationship between the Muslim traders with the First people of Australia.</p> <p>One-Day Event Focus: Acknowledging that the event is a one-day gathering, the immediate economic impact on Benalla Rural City is limited.</p> <p>While it may attract some local foot traffic to the Lakeside Community Centre, the transient nature of the event may not significantly impact the local economy.</p>	<p>\$2,000</p>	<p>\$0</p>
<p>Total</p>		<p>\$8,000</p>	<p>\$6,000</p>

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"> ▪ Promotion of program via media, website and social media. ▪ Program presented in public reports to the Council. ▪ Outcomes advised directly to applicants. ▪ Grant presentation ceremony. ▪ Outcomes detailed in Annual Report. ▪ Media release.

FINANCIAL IMPLICATIONS

The *2023/24 Budget* allocates \$12,000 to the Major Event Funding program. To date in this financial year \$8,000 has already been awarded via the Major Event Funding program.

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 \$2,000 grants from the 2023/24 Major Event Funding program be allocated to the Cake Decorators Association of Victoria - Benalla Branch, Benalla Bowls Club and Molyullah Recreation and Public Hall Reserve Committee.

4.4 2023/24 Quick Response Grants Program

SF/2857

Tom Arnold – Community Development Coordinator
Jane Archbold – Manager Community

PURPOSE OF REPORT

The report presents funding applications for 2023/24 Quick Response Grants.

BACKGROUND

The Quick Response grant 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 program distributes grants up to \$500 allowing local clubs, groups and organisations the opportunity to seek funds when the need arises.

DISCUSSION

Applications for consideration under the 2023/24 Quick Response Grant program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Benalla Branch of the Commonwealth Clydesdale Society	<p>The Benalla Clydesdale and Heavy Horse Driving Day has been run over the past 23 years, originally at the Benalla Pony Club grounds and more recently at the Moorngag Hall and Recreation Reserve. It provides an opportunity for competitors to bring their horses from all around the state to come together to participate in the activities of the day and to meet and mingle with other interested folk. With each and every subsequent year the numbers of active participants and the general public continues to increase in number.</p> <p>The day is organised by a Committee of Management who oversee all aspects of the event including providing equipment, publicity, catering, vehicle management, merchandising, etc. The event is open to people of all ages and genders and last year there was over 17 entries in a women's novice long reining class.</p> <p>Quick Response Grant funding will go toward catering as well as advertising and promotion.</p>	\$500	\$500

Applicant	Details	Amount Requested	Proposed Assistance
Benalla & District Memorial Hospital Auxiliary	<p>The auxiliary operates under the umbrella of the hospital's volunteers and are covered by their insurance for the group's activities. The auxiliary's purpose is to raise funds for equipment other than that already supplied through government funding and to assist to provide services to Benalla residents, so patients do not have to travel away from their hometown and support network.</p> <p>The Auxiliary will host a High Tea at the Lakeside Community Centre on Friday 10 May 2024. The High Tea recognises the work of local women in establishing and continuing to support the Benalla Bush Hospital and its successor and the Benalla and District Memorial Hospital. The event will raise funds for items of equipment ranging from internal operating cameras to furniture as requested by the Hospital.</p> <p>The Quick Response Grant Funding will go toward entertainment, catering and advertising.</p>	\$500	\$500
Total		\$1,000	\$1,000

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"> ▪ Promotion of program via Council's 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 *2023/24 Budget* allocates \$15,000 to the Quick Response Grant program. To date, \$2,900 in Quick Response 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 Annual Grant 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 \$500 grants from the 2023/2024 Quick Response Grant program be allocated to Benalla Branch of the Commonwealth Clydesdale Society and Benalla & District Memorial Hospital Auxiliary.

This page intentionally left blank

4.5 Victorian Energy Collaboration (VECO) Power Purchase Agreement

SF/1893

Nathan Gasperoni – Environmental Sustainability Coordinator
Courtney Naughton – Manager Economic Development and Sustainability

PURPOSE OF REPORT

The report presents the option to join the Victorian Energy Collaboration (VECO) and combine all of Councils electricity accounts on to a single renewable energy contract.

BACKGROUND

Victorian Energy Collaboration (VECO) is the largest ever emissions reduction project undertaken by local government in Australia.

In July 2021, 46 Victorian councils switched to 100 percent renewable energy, with the 'buyers' group' aggregating approximately half of the entire sector's electricity load. A twelve-month evaluation of VECO demonstrated that these councils saved approximately 172,000 tonnes of greenhouse gas emissions.

Following on from the Victorian State Government setting a target of net zero by 2050, feedback from the community, and a review of *the Benalla Rural City Council Environment Strategy 2016-2020* and *Climate Change Action Plan 2013-2025* resulted in the Council resolved to develop a draft *Benalla Rural City Council Climate and Environment Strategy*.

The Council has placed an Expression of Interest to assess the potential of joining VECO and completed a cost analysis of the indicative pricing.

DISCUSSION

In the 2022/23 Financial year the Council's electricity usage accounted for nine percent (1,013 tCO_{2e}) of the Council's total greenhouse gas (GHG) emissions (10,960 tCO_{2e}). Switching 100 percent of the Council's electricity to renewable energy would be a major step in reducing the Council's future emissions.

The purchasing of renewable energy is of value for the Council from a reputational and communications perspective as well as a financial and emissions perspective.

The environmental benefits of the contract are backed up by financial benefits. As well as reduced rates in the short term, the length of the Contract also provides Council security and stability over the long term.

Council Staff engaged Ironbark Sustainability to complete a cost analysis on the Council's current electricity rates compared with the indicative rates for the VECO contract.

Based on the cost analysis the Council would save an estimated \$415,00 over five years at Business as Usual (BAU).

The contract commences 1 July 2024 and concludes 31 December 2030, with an option to extend by mutual agreement. The energy pricing will be reviewed every two years, with the starting price to be set until the end of 2026/27 Financial Year.

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 at a public meeting. ▪ Report uploaded to Council’s website.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Environment

- *Sustainable practices.*

Leadership

- *Good governance.*
- *High performance culture.*

FINANCIAL IMPLICATIONS

Estimated cost difference over five years is displayed in the below table:

	2024/25	2025/26	2026/27	2027/28	2028/29	Total
BAU	\$393,369	\$394,807	\$396,207	\$397,284	\$398,163	\$1,979,831
VECO	\$313,905	\$313,568	\$313,272	\$312,788	\$312,227	\$1,565,763
Difference	\$79,464	\$81,238	\$82,934	\$84,495	\$85,935	\$414,068

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 the Council enter into an agreement with VECO to join the collaborative power purchase agreement which will enable the Council to have 100 percent renewable power for all Council facilities.

Recommendation:**That the Council:**

- 1. enter into a contract agreement with Victorian Energy Collaboration from 1 July 2024 to 31 December 2030.**
- 2. authorised the Chief Executive Officer to execute the contract documentation.**

This page intentionally left blank

4.6 Information Privacy Policy

SF/3508

Janine McMaster – Manager People and Performance

PURPOSE OF REPORT

The report presents the revised *Information Privacy Policy* for consideration.

BACKGROUND

The Council must protect the personal information it collects and ensure it is managed appropriately.

The *Information Privacy Policy* (refer **Appendix 1**) details how the Council manages information under the following acts:

- *Privacy and Data Protection Act 2014 (Vic)*
- *Health Records Act 2001 (Vic)*.

The policy explains how these laws are applied across all of the Council's activities and personal information is managed. This includes personal information, sensitive information and health information and refers to all information the Council collects, stores and uses about individuals.

DISCUSSION

The policy is being reviewed in accordance with Council's *Administration Policy Management Guidelines Policy*.

A review of the policy resulted in no material changes of policy.

The policy was endorsed by the Council's Leadership Team at its December 2023 meeting.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

- *Good governance.*
- *High performance culture.*
- *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 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 Council at a public meeting. ▪ Policy and report published on the Council's website.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development or implementation of the Policy.

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

That the revised *Information Privacy Policy* be adopted.

Recommendation:

1. That the *Information Privacy Policy* be adopted.
2. That the *Information Privacy Policy* be reviewed in December 2027.

CP 02 Information Privacy Policy

Responsible Officer:	Manager People and Performance
Document type:	Council Policy
Reference:	CP 2
Approved by Leadership Team:	1 December 2023
Adopted by the Council:	
Date of next review:	December 2027

Policy Objective

The Council must protect the personal information we collect and ensure we manage it. This includes the way we collect, store, access, disclose and destroy information.

We will manage information under these Acts (Acts):

- *Privacy and Data Protection Act 2014 (Vic)*
- *Health Records Act 2001 (Vic)*

This policy explains how we apply these laws across Council's activities. It also explains how we manage your personal information. You can gain access to your personal information and correct inaccuracies. It is your right to complain about any possible breaches of the Acts.

Scope

This policy covers personal information, sensitive information and health information. It refers to all information the Council collects, stores and uses about individuals. This includes all Council employees, Councillors, contractors and volunteers.

Definitions

Key Term	Definition
The Council	Means Benalla Rural City Council. It is a municipal Council under the <i>Local Government Act 1989</i> , and the <i>Local Government Act 2020</i> .
The Acts	Means the <i>Privacy and Data Protection Act 2014</i> and <i>Health Records Act 2001</i> .

Key Term	Definition
Privacy Principles (IPPs and HPPs)	Information Privacy Principles and Health Privacy Principles. Means the set of principles legislated by the Acts. They regulate the handling of personal information.
Personal information	Means information or opinion about you including that which forms part of a database. It includes information about you that we have collected, whether true or not. It also includes information or opinion that leads to your identity becoming clear. Does not include health information.
Health information	Means information or an opinion about your physical, mental, or psychological health. It may be information about your disability, or a health service provided to you. For example, we use your health information to provide services. These services may be to help you in your home or to provide services to your family.
Sensitive information	Means information or an opinion about your: <ul style="list-style-type: none"> ▪ racial or ethnic origin. ▪ political views or group memberships. ▪ philosophical or religious beliefs. ▪ sexual preferences or criminal record.
Primary purpose	Means the main reason we collected your personal information.
Reasonable secondary purpose	Means when we need to share your personal information for a purpose other than the reason we collected it. We would only do this when a reasonable person would understand this could occur. For example, when you provide an updated postal address, we share it where required with other relevant Council departments to update personal information.

Policy Statement

This Policy outlines how we will manage information under the Acts. The ten IPPs and eleven HPPs of the Acts are:

Information Privacy Principles (IPPs)	Health Privacy Principles (HPPs)
<ul style="list-style-type: none"> ▪ Collection ▪ Use and Disclosure ▪ Data Quality ▪ Data Security ▪ Openness ▪ Access and Correction ▪ Unique Identifiers ▪ Anonymity ▪ Trans-Border Data Flows ▪ Sensitive Information 	<ul style="list-style-type: none"> ▪ Collection ▪ Use and Disclosure ▪ Data Quality ▪ Data Security and Retention ▪ Openness ▪ Access and correction ▪ Identifiers ▪ Anonymity ▪ Trans-Border Data Flows ▪ Transfer/closer of the Practice of a Health Service Provider ▪ Making information available to another Health Service provider

Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs)

This section explores how we manage information under the IPPs and HPPs.

Collection

The Council only collects personal information when it is necessary to do so. This information includes:

- Name, address birth date, telephone numbers.
- Age, sex, marital status, occupation.
- Motor vehicle registration number.
- An image in a photograph or voice in a recording.
- Images on closed circuit television cameras and body worn cameras.
- Physical, mental or psychological health, or disability of an individual.

Some of the ways we use this information includes:

- To contact you when necessary to provide services you have requested. For example, a request for home help services or to issue a disabled parking permit.
- To contact you to resolve any issues relating to a service or function you have requested. For example, contacting you in response to your report of a fallen tree branch.
- To contact you before a Council or Committee meeting to confirm your attendance. We may also tell you of any changes to the meeting details if you have made a submission for consideration.
- To help with the collection of Council fees and charges. For example, we will use your name and address details to issue rate notices.

Use and disclosure

The Council only uses personal information for:

- the primary purpose it was collected
- for a reasonable secondary purpose, or
- in other limited circumstances such as when required to do so by law.

We have measures in place to prevent unauthorised access to your personal information. This will prevent unauthorised disclosure of your personal information.

We may disclose personal information to external organisations. This may include contracted service providers who perform services on behalf the Council.

These contractors are also bound by the provisions of the Act. We will only provide the information they need to provide the service.

We may use personal information for prosecution purposes as part of our law enforcement functions.

Where authorised, the Council may also disclose personal information to:

- Debt collection agencies.
- Government agencies including:
Department of Health and Human Services
Victorian Workcover Authority,
Road Traffic Authority.
- Law enforcement agencies. This could include Victoria Police, to assist with a police investigation.
- Government agencies to help them tell you of works which may impact you or your property.

We may disclose your personal information to other individuals or organisations where it may reduce or prevent a serious threat to your health and safety. This also applies in an emergency where there is a serious threat to public health, safety, or welfare.

In an emergency, public safety overrides the privacy requirements of the Acts. Privacy law does not stand in the way of responding to legitimate emergencies.

In an emergency, we may share information with other organisations and emergency services. We will maintain the quality and security of this shared personal information.

We may share personal information contained in an employment application for pre-employment checks. We share personal information with Victoria Police to process a background check. We may also share with Department of Justice to ask about a Working with Children Check. We will ask your permission before sharing your information for a pre-employment check. Sometimes, we may need to share regardless of your permission given, if required to do so by law.

We may publish personal information you provide as part of a public submission. When the information is for a public meeting, it may be published in the agenda and minutes. The published agenda and minutes are available online and in hard copy format.

We may use some of your personal information in the Council's Public registers. For example, your name, address, and the type of works you are undertaking at your property. Under the *Local Government Act 1989* and the *Local Government Act 2020*, any person can inspect our public registers.

About health information in particular, the Council may disclose health information about you:

- if the Council is providing a health service to you and it is necessary to be able to provide that service.
- if you cannot provide consent or if we cannot get the consent of an authorised person.

Data Quality

Where possible, the Council keeps personal information accurate, complete and up-to-date. You may apply to amend any personal information you have supplied to the Council. For details on how to do so, please refer to the access and correction statement.

Data Security

The Council maintains a secure system for storing personal information. Policies and procedures are in place to protect your personal information. These prevent unauthorised misuse, modification, disclosure, or loss. We dispose of personal information when it is no longer needed or as required by law under the Acts.

Openness

We commit to handling your personal information with openness and transparency. This policy describes how we do this.

This policy is available in electronic and hard copy format.

Access and correction

You have the right to request access to your personal or health information held by us. You can also request the correction of inaccurate information. If you want to access your personal information, contact the Council's Privacy Officer:

Privacy Officer	Ph: 03 5760 2660
Customer Service Centre	Email: council@benalla.vic.gov.au
1 Bridge Street East, Benalla	Post: PO Box 227, Benalla VIC 3671

We provide access except in special circumstances outlined in the Act. For example, for legal proceedings, the *Freedom of Information Act 1982* may apply.

You can ask the Council to correct your personal information if you think it is incorrect. The information may be inaccurate, out-of-date, or incomplete. We handle your requests under the requirements of the Act.

Unique identifiers

Unique identifiers are usually numbers assigned to your record to assist with identification. For example, numbers or codes used for a licence number. We only assign a unique identifier to you if the assignment is necessary to carry out functions.

Anonymity

You do have the option of not identifying yourself when providing information. But, your anonymity may limit our ability to process your complaint or other matter. If you do not supply the personal information we need to perform the function, we may take no further action.

Transborder data flows

The *Privacy and Data Protection Act 2014 (Vic)* is Victorian legislation and does not apply in different states, territories, or countries. However, the transfer of personal data from Victoria is regulated, and there are many restrictions on how and when data is transferred across the Victorian border.

We only transfer personal or health information outside of Victoria when authorised or required by law.

Sensitive information

The Council does not collect sensitive information unless we receive your written consent. There may be some circumstances where law requires us to do so to prevent harm.

Transfer or closure of health service

The Council manages all health information from discontinued health services. We manage the information under the *Health Records Act 2014*.

Making information available to another health service provider

Where you request in writing, we provide your health information to you. If you authorise us, we can also provide your health information to a health service provider.

Privacy complaints

If you are not satisfied with the way we handle your personal or health information, you can make a complaint to:

Privacy Officer	Ph: 03 5760 2660
Customer Service Centre	Email: council@benalla.vic.gov.au
1 Bridge Street East, Benalla	Post: PO Box 227, Benalla VIC 3672

We process and respond to complaints in writing within 10 business days. We handle all complaints with discretion and confidentiality.

Or you can make a complaint to:

The Office of Victorian Information Commissioner about personal information:

Online:	ovic.vic.gov.au
Email:	enquiries@ovic.vic.gov.au
Telephone:	1300 006 842

The Health Complaints Commissioner about health information:

Online:	hcc.vic.gov.au
Email:	hcc@hcc.vic.gov.au
Telephone:	1300 582 113

Further information

If you have any questions about this Policy, contact the Council's Privacy Officer.

4.7 Mayor and Councillors' Attendance at Committees and Civic Functions

SF/1557

Tracey Beaton - Executive Coordinator

The Mayor and Councillors, listed in alphabetical order, attended meetings and events as detailed below during the period from 5 February 2024 to 3 March 2024.

Mayor Councillor Danny Claridge	
6 February	Interview with Seven Network Albury
7 February	Councillor Only Time
	Communications Advisory Committee Meeting
	Benalla Historical Society Committee Meeting
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
9 February	Interview with ABC Radio
14 February	Benalla Business Coffee Connections
	Visit to the Aviation Museum
	Councillor Only Time
	Council Meeting
15 February	Meeting with Benalla Bowls Club
16 February	2024 Local Government Reform - Consultation with Mayors, Councillors and CEOs Session One
	Proposed Motorcycle Festival Meeting
19 February	Heritage Rail Group Meeting
20 February	Benalla Family Research Group Committee Meeting
	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee Meeting
22 February	Benalla Rural City Heritage Gap Study Meeting
25 February	RSL Memorial Service to commemorate the tragic sinking of the USS Houston and the HMAS Perth in the battle of Sunda Strait
28 February	Councillor Only Time
	Municipal Emergency Management Planning Committee Meeting
	Assembly of Councillors - Business Review

Councillor Peter Davis	
7 February	Councillor Only Time
	Communications Advisory Committee Meeting
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
	Benalla Gardens Oval Committee of Management Meeting
14 February	Councillor Only Time
	Council Meeting
15 February	Benalla Art Gallery Foundation Meeting
20 February	Audit and Risk Committee Meeting
28 February	Councillor Only Time
	Assembly of Councillors - Business Review

Councillor Don Firth	
7 February	Councillor Only Time
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
12 February	Benalla Street Art Advisory Committee Meeting
14 February	Councillor Only Time
	Council Meeting
28 February	Councillor Only Time
	Assembly of Councillors - Business Review

Councillor Punarji Hewa Gunaratne	
7 February	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
14 February	Council Meeting
20 February	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee Meeting
28 February	Assembly of Councillors - Business Review

Councillor Bernie Hearn	
7 February	Councillor Only Time
	Communications Advisory Committee Meeting
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
14 February	Visit to the Aviation Museum
	Councillor Only Time
	Council Meeting
19 February	Australia Day Advisory Committee Meeting - Debrief post event
20 February	Audit and Risk Committee Meeting
28 February	Councillor Only Time
	Assembly of Councillors - Business Review

Councillor Justin King	
7 February	Councillor Only Time
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
14 February	Councillor Only Time
	Council Meeting
15 February	Meeting with Benalla Bowls Club
22 February	Benalla Showgrounds and Recreation Reserve Committee of Management Meeting
28 February	Councillor Only Time
	Assembly of Councillors - Business Review

Councillor Gail O’Brien	
5 February	Benalla Health and Wellbeing Partnership Meeting
7 February	Councillor Only Time
	Finance and Planning Committee Meeting
	Assembly of Councillors - Business Review
8 February	Benalla Indoor Recreation Centre Consultation Session
12 February	Benalla Street Art Advisory Committee Meeting
14 February	Benalla Business Coffee Connections
	Councillor Only Time
	Live4Life Benalla Partnership Meeting
	Council Meeting
28 February	Councillor Only Time
	Assembly of Councillors - Business Review

Recommendation:

That the report be noted.

4.8 Council Actions Pending

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

Recommendation:

That the report be noted.

This page intentionally left blank

Council Actions Pending

Action No.	Meeting Name	Item	Action	Officer	Status/notes
1.	Council Meeting 14-Feb-24	4.10	Capital Works Program Update As At 31 December 2023 1. That the report be noted. 2. That \$215,000 be reallocated from the Drainage Strategy budget to the Devenish Drain project.	MAI	1. Completed 2. Completed
2.	Council Meeting 14-Feb-24	4.5	2023/24 Quick Response Grants Program That a \$500 grant from the 2023/2024 Quick Response Grant program be allocated to Benalla and District Junior Football.	MC	Completed
3.	Council Meeting 14-Feb-24	4.4	Fawckner Drive Masterplan 1. That the <i>Benalla Fawckner Drive Masterplan</i> be adopted. 2. That the <i>Benalla Fawckner Drive Masterplan Strategy Advocacy Document</i> be drafted.	MC	1. Completed 2. In progress
4.	Council Meeting 20-Dec-23		Proposed Tesla Carpark Licence Agreement 1. That the report be noted. 2. That the Council grant in principle the licence to Tesla Motors Australia Pty Ltd for the use and occupancy of land at the rear of 49-59 Smythe Street, Benalla. 3. That the Chief Executive Officer be authorised to finalise negotiations with Tesla Motors Australia Pty Ltd for the use and occupancy of land at the rear of 49-59 Smythe Street, Benalla. 4. That the Chief Executive Officer be authorised to execute final contract documentation.	CEO	1. Completed 2. Completed 3. In progress 4. In progress
5.	Council Meeting 20-Dec-23	1	Annual Report 2022/23 1. That the <i>Benalla Rural City Council Annual Report 2022/23</i> be received. 2. That the Victorian Auditor General's Office Independent Auditor's Performance Statement Report and Independent Auditor's Financial Report be presented to the Council Meeting on 14 February 2024.	CEO	1. Completed 2. Report presented to Council at its meeting on 14 February 2024.

Action No.	Meeting Name	Item	Action	Officer	Status/notes
6.	Council Meeting 13-Dec-23	4.4	Benalla Sports and Equestrian Reserve Committee That the debate on this matter be deferred until the Council Meeting on 14 February 2024 to allow the <i>Benalla Sports and Equestrian Reserve</i> user groups to endorse their representative on the <i>Benalla Sports and Equestrian Reserve Committee</i> and the <i>Instrument of Sub-Delegation from the Chief Executive Officer to Community Asset Committees</i> be updated.	CEO	Several responses not received. Additional two weeks given to user groups to nominate a representative. Report to be presented at a future Council Meeting.
7.	Council Meeting 13-Dec-23	4.3	Benalla Indoor Recreation Centre Redevelopment Project 1. That the <i>Benalla Indoor Recreation Centre Redevelopment Project Community Engagement Plan</i> be adopted. 2. That the <i>Benalla Indoor Recreation Centre Redevelopment Project</i> be placed on public exhibition for a period of at least 28 days.	MAI	1. Completed 2. Completed
8.	F&P Committee 6-Dec-23	6	Benalla Senior Citizens Community Centre – Proposed Name Change That the proposal for the <i>Benalla Senior Citizens Community Centre</i> to be renamed <i>Benalla Seniors and Community Centre</i> be placed on public exhibition for a period of at least 28 days.	MC	In progress
9.	F&P Committee 6-Dec-23	2	Planning Application – To Use And Develop The Land For A Dog Breeding Facility At 11 Peck Road, Goorambat That the item be deferred until the Finance and Planning Committee meeting on Wednesday 10 April 2024 to allow for more detailed information to be provided from the applicant.	MD	A report will be presented to the Finance and Planning Committee meeting on Wednesday 10 April 2024.
10.	Council Meeting 19-Apr-23	4.4	Climate Change Adaptation Action Plan 2013-2025 and the Environment Strategy 2016-2020 Review 1. That the report be noted. 2. That a draft <i>Benalla Rural City Council Climate and Environment Strategy</i> be developed. 3. That the <i>Benalla Rural City Council Climate and Environment Strategy Communications and Stakeholder Engagement Plan</i> be endorsed.	MEDAS	1. Completed 2. In progress. Report presented to Council at an Assembly of Councillors Briefing on 28 February 2024. 3. Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
11.	Council Meeting 15-Mar-23	4.2	<p>Proposed Tesla Carpark Lease</p> <ol style="list-style-type: none"> 1. That submissions be received. 2. That in-principle support be given to the installation of an electric vehicle supercharger in the carpark at the rear of 49-59 Smythe Street, Benalla. 3. That licence agreement negotiations be finalised with Tesla Motors Australia Pty Ltd for the use and occupancy of land at the rear of 49-59 Smythe Street, Benalla. 4. That a report on licence agreement negotiations be presented to the Finance and Planning Committee meeting on 5 April 2023. 5. That submitters be advised of the Council's decision. 	MEDAS	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Completed 4. Report presented to Council Meeting on 20 December 2023 5. Completed
12.	F&P Committee 1-Mar-23	3	<p>Planning Scheme Review Amendment – Benalla Planning Scheme Review</p> <p>That Council resolves to:</p> <ol style="list-style-type: none"> 1. Note and forward the <i>Benalla Planning Scheme Review 2022</i> to the Minister for Planning in accordance with Section 12B (5) of the <i>Planning and Environment Act 1987</i>. 2. Seek assistance from Regional Planning Hubs to prepare and exhibit a planning scheme amendment to implement the <i>Benalla Planning Scheme Review 2022</i>. 	MD	<ol style="list-style-type: none"> 1. Completed 2. In progress
13.	F&O Committee 15-Jun-22	9.	<p>Financial Hardship Policy Review</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Completed 2. Legislation has been passed. A report will be presented once further clarification has been received.

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.

This page intentionally left blank

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 Tender for Collaborative Digital Innovation (CODI) Enterprise Resource Planning Solution
- 9.2 Chief Executive Officer Employment and Remuneration Committee
- 9.3 Confidential Reports by Councillors
- 9.4 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*.

This page intentionally left blank

10. Reopening of the meeting to the public

Recommendation:

That the meeting be reopened to the public.

Closure of the meeting