

Council Meeting

Agenda

Date: Wednesday 25 May 2022

Time: Following the 5.30pm Finance and Operations Committee meeting

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

The *COVID-19 Omnibus (Emergency Measures) Act 2020* enables councils to hold meetings electronically. This measure is intended to ensure the safety of members of the public, Councillors and Council staff.

The Council Meeting Room has limited capacity for public attendance. Accordingly, members of the public are encouraged to watch the live broadcast of the meeting at **www.benalla.vic.gov.au**

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

In accordance with the Governance Rule 6.4 an audio recording will be made of the proceedings of the meeting.

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Agenda

Chair	Councillor Bernie Hearn (Mayor)	
Councillors	Councillor Danny Claridge	
	Councillor Peter Davis	
	Councillor Don Firth	
	Councillor Punarji Hewa Gunaratne	
	Councillor Justin King	
In attendance	Councillor Gail O'Brien	
	Dom Testoni	Chief Executive Officer
	Robert Barber	General Manager Corporate
	Nilesh Singh	Manager Development
	Jessica Beaton	Governance Coordinator

1. 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.

2. 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.

3. 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.

4. Apologies

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

5. 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 Wednesday 27 April 2022 be confirmed as a true and accurate record of the meetings.

6. 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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7. Petitions

8. Record of Committees

8.1 Finance and Operations Committee

The reports and recommendations of the Finance and Operations Committee held on Wednesday 11 May 2022 are attached as **Appendix 1**.

Recommendation:

That the reports and recommendations of the Finance and Operations Committee meeting held on Wednesday 11 May 2022 be adopted.

8.2 Planning and Development Committee

The reports and recommendations of the Planning and Development Committee held on Wednesday 18 May 2022 are attached as **Appendix 1**.

Recommendation:

That the reports and recommendations of the Planning and Development Committee meeting held on Wednesday 18 May 2022 be adopted.

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Business**1. Public Question Time**

No questions were submitted to the meeting.

2. Financial Report For The Quarter Ended 31 March 2022

The report presented the financial result compared to the budget for third quarter ended 31 March 2022 and presents outcomes from the 2021/22 third quarter budget review.

Cr Davis / Cr Hearn:
That the report be noted.

Carried**3. 2021/2022 Community Sponsorship Program**

The report presented funding applications under the 2021/2022 Community Sponsorship Program.

Cr Firth / Cr Gunaratne:
That a \$500 grant from the 2021/22 Community Sponsorship Program be allocated to Tatong Memorial Hall Committee of Management Inc.

Carried

Cr Gunaratne declared a general conflict of interest in the following item.

4. 2021/2022 Annual Grant Program and Major Event Funding Program

The report presented funding applications under the 2021/2022 Annual Grant Program and Major Event Funding Program.

Cr Davis / Cr Claridge

That applications from Benalla Migrants Association Incorporated and Benalla and District Preschool Partnership be excised.

Carried

Cr O'Brien / Cr Davis:

That the Finance and Operations Committee, acting under its delegated authority of the Council, resolve:

- 1. That \$59,666, as detailed in Table 1, be allocated from the 2021/2022 Annual Grants Program noting the excision of applications from Benalla Migrants Association Incorporated and Benalla and District Preschool Partnership.**
- 2. That \$12,000, as detailed in Table 2, be allocated from the 2021/2022 Major Event Funding Program.**

Carried

Cr Gunaratne left the meeting at 5.55pm.

Cr Firth / Cr O'Brien:

That the Finance and Operations Committee, acting under its delegated authority of the Council, resolve:

- 1. That \$5,000, as detailed in Table 1, be allocated from the 2021/2022 Annual Grants Program to Benalla Migrants Association Incorporated and Benalla and District Preschool partnership.**

Carried

Cr Gunaratne returned to the meeting at 5.58pm.

5. Economic Development and Sustainability Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activity of the Economic Development and Sustainability department for the quarter ending 31 March 2022.

Cr Hearn / Cr O'Brien:
That the report be noted.

Carried

6. People and Performance Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activities of the People and Performance department for the quarter ended 31 March 2022.

Cr Hearn / Cr Gunaratne:
That the report be noted.

Carried

7. Finance Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activities of the Finance Department for the quarter ended 31 March 2022.

Cr Gunaratne / Cr Davis:
That the report be noted.

Carried

8. Community Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activity for the Community Department for the quarter ended 31 March 2022.

Cr Hearn / Cr Firth:

That the report be noted.

Carried

9. Lakeside Precinct Accessibility Access Working Group

The report presented for consideration the establishment of a Lakeside Precinct Accessibility Access Working Group.

Cr Davis / Cr Hearn:

That the Finance and Operations Committee, acting under its delegated authority of the Council, resolve:

- 1. The *Lakeside Precinct Accessibility Access Working Group* be established in accordance with the *Lakeside Precinct Accessibility Access Working Group Terms of Reference*.**
- 2. That the *Lakeside Precinct Accessibility Access Working Group Terms of Reference* be adopted.**
- 3. That the following nominees be invited to participate in the *Lakeside Precinct Accessibility Access Working Group* as community representatives:**
 - **Susan Campbell OAM**
 - **John Hanlon**
 - **Cheryl-Anne Menere**
 - **David Moore**
 - **Sheryle Stubbs.**

Carried

10. Councillors' Expenses For The Quarter Ended 31 March 2022

The report detailed expenditure associated with Councillors' mobile phone usage, attendance at professional development courses and conferences and seminars, and reimbursement of expenses incurred during the quarter ended 31 March 2022.

Cr O'Brien / Cr Hearn:

That the report be noted.

Carried

11. CEO Credit Card For The Quarter Ended 31 March 2022

The report detailed expenditure associated with the corporate credit card issued to the Chief Executive Officer for the quarter ended 31 March 2022.

Cr Hearn / Cr Gunarante:

That the report be noted.

Carried

Closure of Meeting

The meeting closed at 6.41pm.

Recommendations of the Finance
and Operations Committee
meeting from Wednesday 11 May 2022

Business**1. Public Question Time**

No questions were submitted to the meeting.

2. Planning Application No. P0035/21 –To Use And Develop The Land For A Second Dwelling – 888 Tatong Tolmie Road, Tatong

The report assessed a planning application (P0035/21) received for the use and development of land for a second dwelling at 888 Tatong Tolmie Road, Tatong.

Cr Davis / Cr Hearn:

That standing orders be suspended to allow for further discussion.

Carried

Cr Davis / Cr Hearn:

That standing orders resume.

Carried

Cr Davis / Cr King:

That Council having caused notice of Planning Application No. P0035/21 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to refuse to grant a permit under the provisions of the Benalla Planning Scheme in respect of the land known and described as 888 Tatong Tolmie Road, Tatong, for the use and development of a dwelling in accordance with the endorsed plans, with the application dated 18 March 2021 on the following grounds:

Grounds of Refusal Nos. 3 – 6 Required by the Country Fire Authority

- 1. The proposal does not direct development away from highest areas of risk.**
- 2. The proposal does not mitigate the bushfire risk to an acceptable level.**
- 3. The proposal does not prioritise the protection of human life over development of the land.**
- 4. The proposal does not ensure development is only permitted where there is risk to life and property from bushfire which can be reduced to an acceptable level.**

Carried

3. Petition: Declare Churchill Reserve an Off Leash Area

The report discussed a petition requesting that the Council declare Churchill Reserve as an area where dogs may be exercised off leash.

Cr King / Cr Gunarante:

1. That the report be noted.
2. That a report be presented to the Planning and Development Committee meeting on 22 June 2022, following consultation with the Churchill Reserve Committee of Management and surrounding Churchill Reserve residents.

Carried

4. Draft *Benalla Rural City Council Asset Plan 2022-2032*

The report discussed the draft *Benalla Rural City Council Asset Plan 2022-2032*.

Cr Davis / Cr Gunaratne:

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

1. That the draft *Benalla Rural City Council Asset Plan 2022-2032* be endorsed for public exhibition.
2. That the draft *Benalla Rural City Council Asset Plan 2022-2032* be considered for adoption at the Planning and Development Committee on Wednesday 22 June 2022.

Carried

5. Building And Planning Approvals – April 2022

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

Cr Hearn / Cr Davis:

That the report be noted.

Carried

6. Development Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activities of the Development department for the quarter ended 31 March 2022.

Cr King / Cr Hearn:

That the report be noted.

Carried

7. Assets And Infrastructure Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activities of the Assets and Infrastructure department for the quarter ended 31 March 2022.

Cr King / Cr Davis:

That the report be noted.

Carried

8. Facilities and Information Technology Department Activity Report For The Quarter Ended 31 March 2022

The report presented the activities of the Facilities and Information Technology department for the quarter ended 31 March 2022.

Cr King / Cr Hearn:

That the report be noted.

Carried

Closure of Meeting

The meeting closed at 6.41pm.

Recommendations of the Planning and
Development Committee meeting
from Wednesday 18 May 2022

8.3 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 23 March 2022 is attached as **Appendix 1**.

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

April 2022

Monday 4 April	Benalla Local Safety and Traffic Liaison Committee
Wednesday 6 April	Assembly of Councillors – GOTAFE Update
Wednesday 6 April	Benalla Festival Advisory Committee
Wednesday 6 April	Assembly of Councillors – Business Review
Wednesday 13 April	Chief Executive Officer Employment and Remuneration Committee
Wednesday 27 April	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee

Recommendation:

That the report be noted.

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Record of Assemblies of Councillors, Advisory and External Committees

April 2022

Benalla Local Safety and Traffic Committee

2pm Monday 4 April 2022, Civic Centre (Council Meeting Room)

Chair:	Adrian Gasperoni	Manager Assets and Infrastructure
Committee:	Cr Bernie Hearn (Mayor)	Council Representative
	Cr Justin King	Council Representative
	Lisa Atkinson	Victoria Police
	Jessica Bollen	Department of Transport
	Mark Byers	Victoria Police
	Gavin Duncan	Victoria Police
	Karlyne Garr	Victoria Police
	David Gillespie	Victoria Police
	Shaun Hiller	Victoria Police
	Anthea Jennings	Regional Roads Victoria
	Tony Clark	Benalla P-12 College
	Shaun Mason	FCJ College Benalla
	David Morrow	Cooinda Village
	Stephen Lister	Regional Roads Victoria
	Caitlin Riley	Department of Transport
	John Stafford	Regional Roads Victoria
In attendance:	Briana Beggs	Administration Officer
	Marty Nichols	Victoria Police
Apologies:	Lisa Atkinson, Gavin Duncan, David Gillespie, Shaun Mason, Stephen Lister and Caitlin Riley	
Conflicts of Interest disclosed:	Nil	
Items discussed:	<ol style="list-style-type: none"> 1. Inland Rail Project Update 2. Review of Action Sheet 3. Project Updates 4. Opportunities to Work Together / General Business 	

Assembly of Councillors – GOTAFE Update

12pm Wednesday 6 April 2022, Civic Centre (Council Meeting Room)

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
Adam Saddler Manager Economic Development and Sustainability

Apologies: Councillor Don Firth and Councillor Gail O'Brien

Conflicts of Interest disclosed: Nil

Items discussed:

1. Presentation: GOTAFE Update

Benalla Festival Advisory Committee

4.30pm Wednesday 6 April 2022, Customer Service Centre (Geoff Oliver Meeting Room)

Chair	Councillor Don Firth	Council Representative
Committee	Councillor Justin King	Council Representative
	Caroll Bolitho	Community Representative
	Vince Branigan	Community Representative
	Di Harper	Community Representative
In attendance	Sharon Geer	Events Coordinator
	Kirsten Hein	Administration Officer

Apologies: Councillor Don Firth, Vince Branigan and Di Harper

Conflicts of Interest disclosed: Nil

Items discussed:

1. Planning For The 2022 Benalla Festival – 29 October 2022 to 6 November 2022
2. Marketing and Promotion
3. General Business

Assembly of Councillors – Business Review

5.30pm Wednesday 6 April 2022, Civic Centre (Council Meeting Room)

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
Stephanie Brack Youth Development Coordinator
Joel Ingham Planning Coordinator

Apologies: Councillor Danny Claridge

Conflicts of Interest disclosed: Councillor Bernie Hearn - Item 1

Items discussed:

1. Planning Application No. P0202/21 – Four Lot Subdivision – 73 Cowan Street, Benalla
2. Planning Application For A Multi subdivision (88 Lots) And The Removal Of Native Vegetation And The Construction Of A Dwelling On Each Lot At Lot 2, PS502039 And Lot 3, PS501382 – Bourke Drive, Benalla
3. Draft *Benalla Rural City Council Youth Strategy 2022-2026*
4. Benalla Rural City Council Chief Executive Officer Employment And Remuneration Committee – Appointment of Independent Advisor
5. Benalla Art Gallery Redevelopment Project
6. Enterprise Park
7. Solar Farm
8. Electric Vehicle Charging Stations

Chief Executive Officer Remuneration Committee

1pm Wednesday 13 April 2022, Civic Centre (Council Meeting Room)

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

Independent Advisor Chris Eddy

In attendance Dom Testoni Chief Executive Officer

Apologies: Nil

Conflicts of Interest disclosed: Nil

Items discussed:

1. Chief Executive Officer Key Performance Indicators
2. Chief Executive Officer Remuneration Review
3. Chief Executive Officer Contract

Officer Reports

9.1 Authorisation of Signing and Sealing of Documents

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9.2 Benalla Central Business District Streetscape Concepts

SF/4783

Nilesh Singh – Manager Development
Dom Testoni – Chief Executive Officer

PURPOSE OF REPORT

The report presents for consideration the draft *Benalla Bridge Street Improvements Project*.

BACKGROUND

In March 2021, Benalla Rural City Council commissioned a Landscape Architect to develop streetscape designs for the town centre and the surrounding area.

The streetscape plan covers several components including pedestrian connectivity, entrance gateway feature, signage and wayfinding, safer crossings, shaded structures, street planting, bicycle route and public spaces.

The designs standards provide details for streetscape elements such as street furniture, pavement material and wombat crossings.

These plans and design standards will help guide the council and the local community to manage, maintain and develop in the future, enhancing the social and historical background of Benalla.

DISCUSSION

The draft *Benalla Bridge Street Improvements Project* (refer **Appendix 1**) will provide a strategic streetscape and practical short-term recommendations that the Council can implement in Benalla immediately. The recommendations include streetscape projects, which can be planned and budgeted for over several years.

The standards of streetscape elements provide a palette of recommendations that respect the history of Benalla while maintaining consistency, improved pedestrian and bicycle functionality, and amenities across the town centre.

The project recommendation focus on the public realm, which includes components of street and foot pavements. Building facades and underground service lines are not included but considered while designing.

COUNCIL PLAN 2021-2025 IMPLICATIONS**Community**

- A healthy, safe and resilient community.

Liveability

- Vibrant public spaces and places

Leadership

- Good governance.

FINANCIAL IMPLICATIONS

Must be included even if there are no material financial implications.

The implementation of draft *Benalla Bridge Street Improvements Project* will require future funding and maintenance allocation by Council.

The option of seeking funding from State and/or Federal government maybe a possibility for the implementation of this project.

LEGISLATIVE AND STATUTORY IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Feedback invited via Council's website ▪ Policy presented in a public report to the Council. ▪ Public Notice in <i>Benalla Ensign</i> ▪ Feedback invited via social media ▪ Policy to be published on Councils website.

All stakeholders will be invited to provide feedback via email.

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 draft *Benalla Bridge Street Improvements Project* document be placed on public exhibition for a period of at least 28 days of community consultation.

Submissions received on the draft *Benalla Bridge Street Improvements Project* will be heard at a Planning and Development Committee after the close of community consultation.

Recommendation:

- 1. That the draft *Benalla Bridge Street Improvements Project* be endorsed for public exhibition.**
- 2. That the draft *Benalla Bridge Street Improvements Project* be placed on public exhibition for a period of at least 28 days.**

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Streetscape Plan & Design Standards

FINAL

November 2021



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[1. INTRODUCTION]



[1.1 PROJECT BACKGROUND]

In March 2021, Benalla Rural City Council commissioned a Landscape Architect to develop streetscape designs for the town centre and the surrounding area.

A community engagement process in the year 2017 led to a conceptual streetscape plan, objectives and standards for the town.

The streetscape plan cover a number of components including pedestrian connectivity, entrance gateway feature, signage & way-finding, safer crossings, shaded structures, street planting, bicycle route and public spaces. The design standards provide details for streetscape elements such as street furniture, pavement material and wombat crossings.

These plans and design standards will help guide the council and the local community to manage, maintain and develop in the future, enhancing the social and historical background of Benalla.

[1.2 PURPOSE OF DOCUMENT]

This document will provide a strategic streetscape, in addition to practical short term recommendations that the council can implement in Benalla immediately. The recommendations include streetscape projects, which can be planned and budgeted for over a number of years.

The standards of streetscape elements provide a palette of recommendations that respect the history of Benalla while maintaining consistency, improved pedestrian & bicycle functionality and amenities across the town centre.

The project recommendation focus on the public realm, which includes components of street and foot pavements. Building facades and underground service lines are not included, but considered while designing.

[1.3 STUDY AREA]

The main focus of the intervention area are the town centre segments from the Monash bridge over the lake to the gateway entrance from Sydney road.

The study area includes Bridge street and the connected roads to Mair, Nunn, Carrier, Smythe, Salisbury and Witt street.



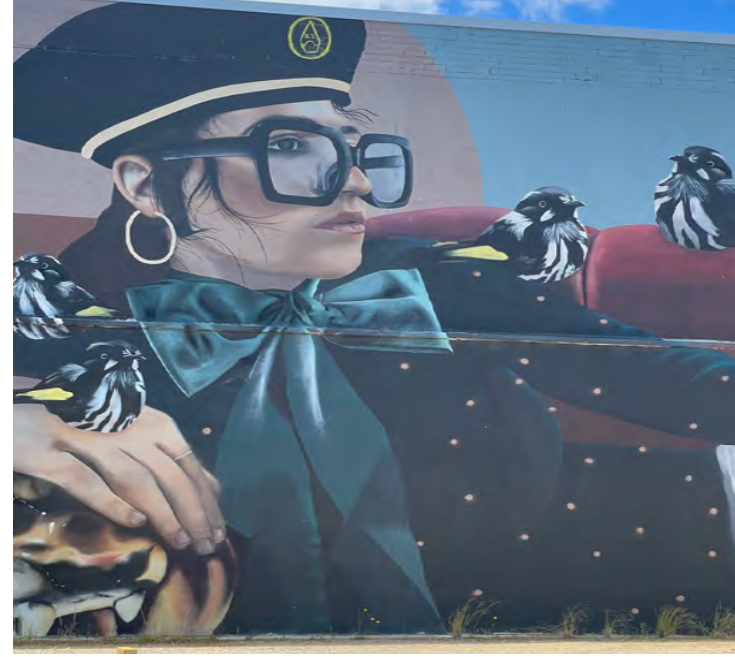
STUDY AREA

[2. BENALLA TODAY]





CERAMIC MURAL



STREET ART



HERITAGE STONE CHANNELS



MATURE TREES



WIDE FOOT PAVEMENTS



ONE POINT STREET VIEWS

[2.1 ESSENTIAL QUALITIES OF BENALLA]

Benalla is a picturesque and a charming town located on the Broken River gateway to the High country north-east region of Victoria. There are a number of specific elements that make the town such an appealing destination for residents and visitors. They include:

- Benalla Ceramic mural, created by skilled and unskilled artists with input from an aboriginal group, launched in 2010. The mural provides a beautiful backdrop to the lake on bridge street.
- Benalla Street Art, Australia's leading street art destinations. Having around 60 murals in town, a wall to wall festival takes place over a weekend each year attracting visitors from Australia and around the world.
- Heritage features such as stone channels
- Mature trees adding a degree of charm through bridge street with ad hoc spacing.
- Wide foot pavements, continuous veranda's providing function and aesthetics on Bridge Street. Stores utilize this space to display their wares and outdoor dining space, which contributes to the town's charm.
- The view driving down Bridge street from Nunn, Carrier and Smythe street provides interesting views through the town.

[2.2 STREETSCAPE
DETRACTORS]

While the streetscape in Benalla's town centre is appealing, there are a few components that do not contribute positively. The purpose of this project is to identify these components and make recommendations to rectify the issue. Pedestrian safety has been identified anecdotally as an issue.

- Access from parking spots to foot pavements are challenging due to tree roots, stone channels and crossovers that do not meet accessibility standards.
- The existing streetscape components have a design language but have worn out in time.
- Steep pram crossings and uneven surfaces through pavements on Bridge street and connected streets.
- Missing line marking on roads indicating bicycle start and end points.
- Lack of bicycle access through the town centre due to heavy pedestrian and vehicle traffic
- Missing and worn out way finding signage to the lake, CBD and street art path.
- Lack of landscaping from Smythe to Witt street, provides lack of aesthetics through the entrance from Sydney road.



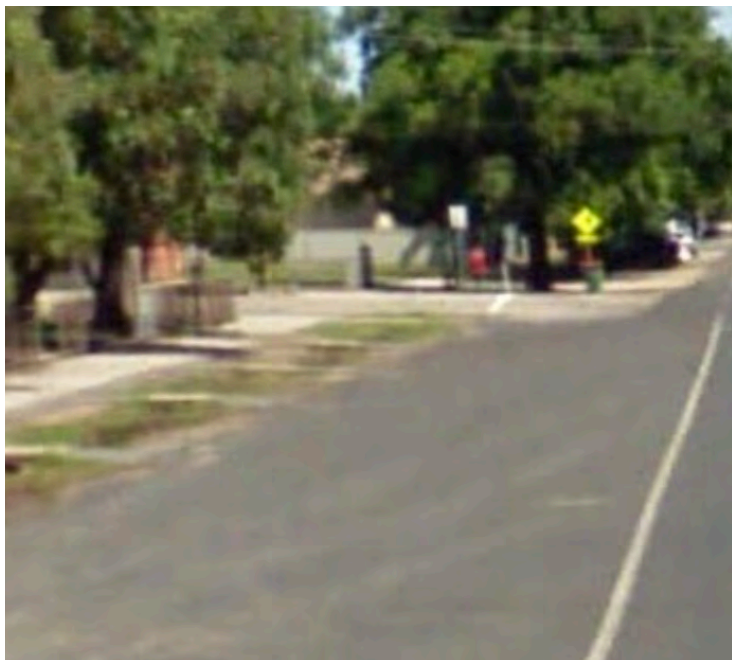
UNEVEN PAVEMENT SURFACE



OVERGROWN TREE ROOTS



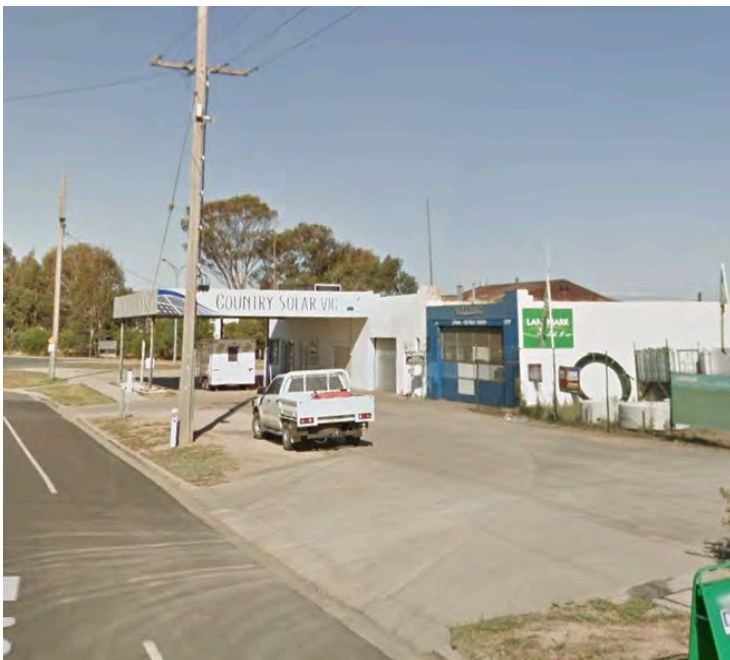
STEEP RAMP CROSSINGS



MISSING BICYCLE LANE THROUGH TOWN
CENTRE



WORN OUT STREETSCAPE



LACK OF STREET PLANTING

[2.3 SUMMARY OF EXISTING CONDITIONS]

Benalla is a beautiful town with beautiful assets. Subtlerecommended changes will improve the experience for both residents and visitors. Improvements fall in the following categories:

- 1 Heritage management-restoring kerbs and channels.
- 2 Pedestrian connectivity and safety- identifying key crossing areas and reducing crossing distances in key locations considering standards for the elderly.
- 3 Landscape - Protecting street trees and providing more shade with indigenous trees.
- 4 Furniture- Upgrading streetscape furnishings.
- 5 Place-making and orientation-Identifying locations suitable for public realm improvements and improved flow through town.

This will be detailed out in chapter 5.



[3. ENGAGING WITH THE COMMUNITY]



Source: <https://www.benalla.vic.gov.au/Your-Council/News-Media-Publications>

[3.1 ENGAGEMENT PROCESS]

The process included few interactions with the community. On 11th April 2017, council hosted an online survey on their website to understand what the community like about Benalla's town centre and where improvements are necessary.

[3.2 COMMUNITY FEEDBACK]

The Benalla Rural City Council provided with consistent comment and feedback throughout the project.

Feedback from the interactions produced for **community bicycle network** had the following results:

- 49 people responded to the online survey.
- 31 questions were asked in the questionnaire.

Analysis of the online survey results revealed the following

- 89% of respondents are from Benalla and 98% of respondents are aged over 18.
- 52% of respondents walk more than 30 mins during the week.

- 50% of respondents drive or take public transport more than 30 mins during the week.
- 60% of respondents would like to see more bicycle/scooter parking facilities such as at shopping precincts, around lake walk / playground, railway station, library, swimming pool, etc.
- Bridge Street, Carrier Street, Nunn Street, Coster Street and Benalla Lake Walk are repeatedly shown as respondents' common walking, cycling or scootering routes.
- Respondents have strong concerns about lack of safe crossing facilities on Bridge Street and other roundabouts, uneven paths not being well maintained and a lack of paths on some streets with poor linkages.
- Respondents express strong needs to have paths or cycle lanes to Winton Wetlands.

Summary of the responses with existing network

- The off street shared paths are generally not wide enough to allow adequate mixed use by pedestrians and cyclists, increasing the risk of collision.
- The shared paths connectivity is poorly defined.
- There is poor connectivity between shared paths and the on-road bicycle lanes.
- There is a lack of signage and clear line marking for on-road bicycle lanes.

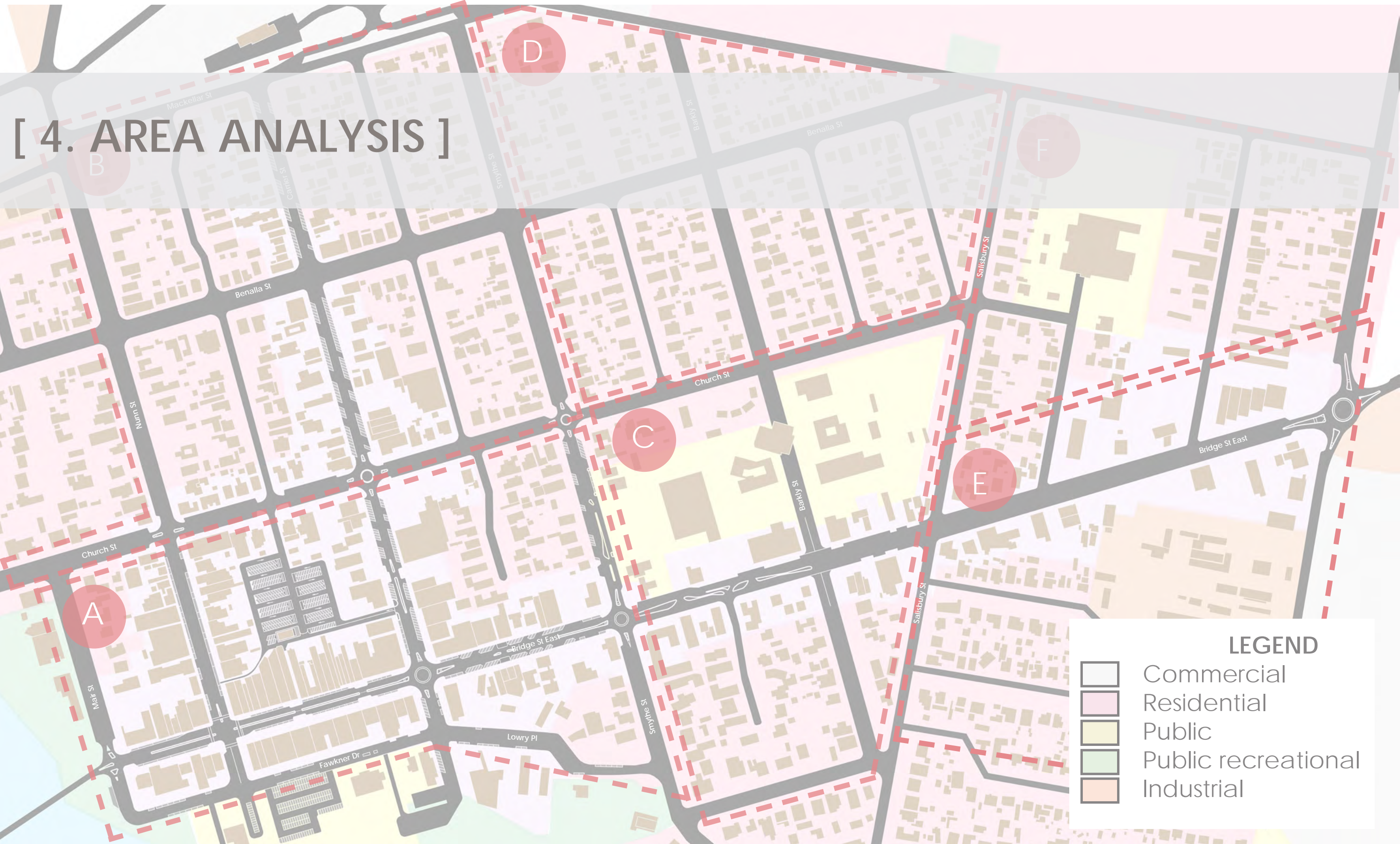
- Some footpaths in residential streets are too narrow to accommodate mixed use by pedestrians and mobility scooters.
- There are some high usage paths leading to main destinations which require widening or to be sealed.
- There are missing or discontinued paths in numerous locations.
- There is a lack of bicycle parking facilities at some key destinations.

Overall, the existing network of shared paths and designated on-road bicycle lanes are poorly connected. In addition, the widths of existing shared paths are below the currently minimum standard of 2.5m, and on-road bicycle lane signage and line marking is inadequate. Footpaths in several places are narrow with missing links.

Public Feedback

- Most of the respondents agree that introduction of a 40 km/h zone in the CBD is a good idea and provides a safer environment for cyclists and for pedestrians crossing the road.
- Most of the respondents agree that the proposed pedestrian crossings with flat top speed humps (wombat crossings) at Bridge Street, Coster Street, Mair Street and Carrier Street will greatly improve pedestrian safety.
- Most of the respondents support proposed signalisation or a roundabout at the Salisbury Street / Bridge Street intersection.

- With regard to proposed lane reduction and narrowing in Bridge Street, some respondents are against this proposal and are concerned about traffic congestion during peak hours. On the other hand, some respondents support the proposal to improve cyclist safety on the road.
- A resident would like Council to construct the agreed and previously planned shared path on Kilfeera Road between Ironbark Drive and Willis Little Drive.
- A resident recommended improving pedestrian accessibility from the north west area to the CBD.
- A resident would like Council to regularly maintain existing footpaths in Benalla.
- A resident recommended improving pedestrian accessibility on Mackellar St from Mitchell St to the railway station.



[4. AREA ANALYSIS]

Commercial

Residential

Public

Public recreational

Industrial

LEGEND

AREA DIVIDED IN 6 PRECINCT

PRECINCT INVENTORY: A



Area: 204,961.07m2
Street trees: 218 total
Native: 69
Indigenous: 11
Exotic: 138
Awning covering %
Garden beds: 0.5% of the precincts area
Outdoor dining: m2

● Street Art

Utilities Inventory

● Accessible parking

P Public parking

● Accessible toilet

● Public toilet

● Bus stop

Furniture Inventory

● Seating

● Bin

● Bicycle racks



PRECINCT INVENTORY: B

Area: 254,066.17m²
Street trees: 280 total
Native: 78
Indigenous: 0
Exotic: 202
Awning covering %
Garden beds: 0.5% of the
street precinct area
Outdoor dining: m²

● Street Art

Utilities Inventory

● Health care facilities

● Accessible parking

P Public parking

♿ Accessible toilet

♂ ♀ Public toilet

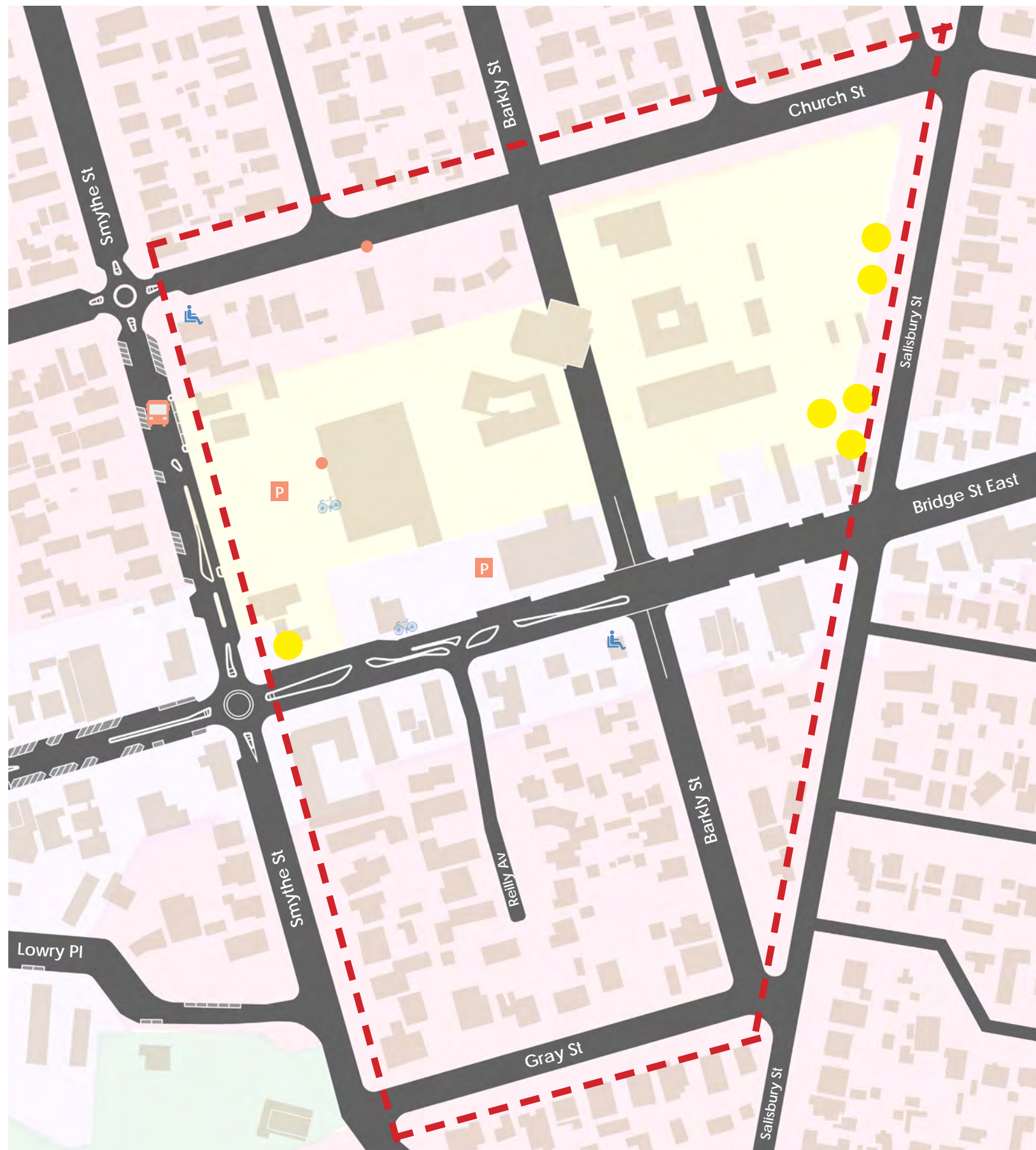
🚌 Bus stop

Furniture Inventory

♿ Seating

● Bin

🚲 Bicycle racks



PRECINCT INVENTORY: C

Area: 152,859.11m²

Street trees: 132 total

Native: 64

Indigenous: 0

Exotic: 68

Awning covering %

Garden beds: 0.4% of the precinct area

Outdoor dining: m²

● Street Art

Utilities Inventory

● Accessible parking

P Public parking

 Accessible toilet

 Public toilet

 Bus stop

Furniture Inventory

 Seating

● Bin

 Bicycle racks



PRECINCT INVENTORY: D

Area: 187,144.61m²
Street trees: 266 total
Native: 157
Indigenous: 0
Exotic: 109
Awning covering: %
Garden bed: 0.7% of
the total precinct
Outdoor dining: m²

 Street Art

Utilities Inventory

 Health care facilities

 Accessible parking

 Public parking

 Accessible toilet

 Public toilet

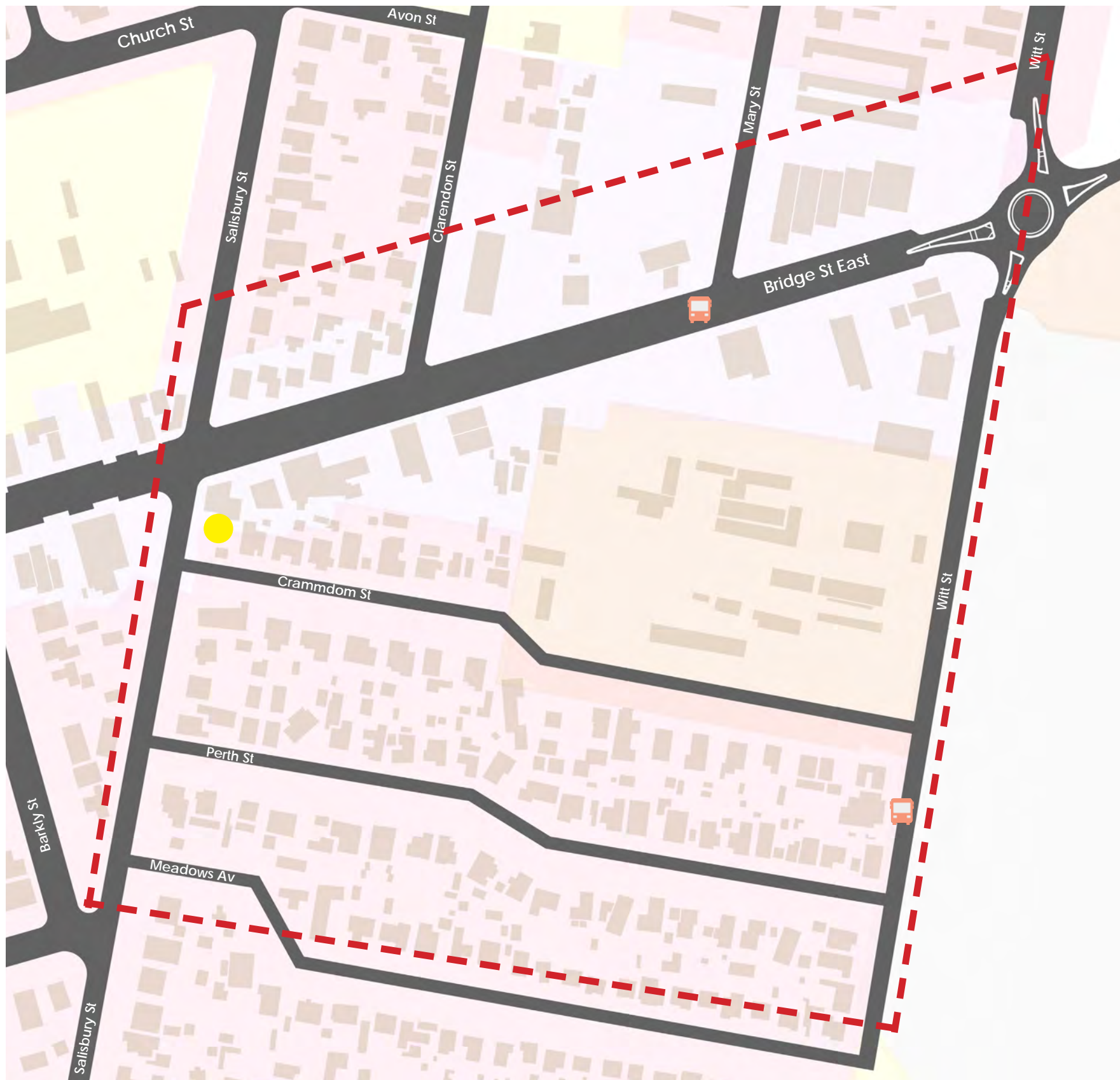
 Bus stop

Furniture Inventory

 Seating

 Bin

 Bicycle racks



PRECINCT INVENTORY: E

Area: 225,231.08m²
Street trees: 173 total
Native: 103
Indigenous: 1
Exotic: 69
Awning covering %
Garden beds
Outdoor dining: m²

 Street Art

Utilities Inventory

 Bus stop

Furniture Inventory

 Seating

 Bin

 Bicycle racks

PRECINCT INVENTORY: F

Area: 113,688.8m2
Street trees: 82 total
Native: 50
Indigenous: 0
Exotic: 32
Awning covering %
Garden beds
Outdoor dining: m2


● Street Art

Utilities Inventory

● Health care facilities

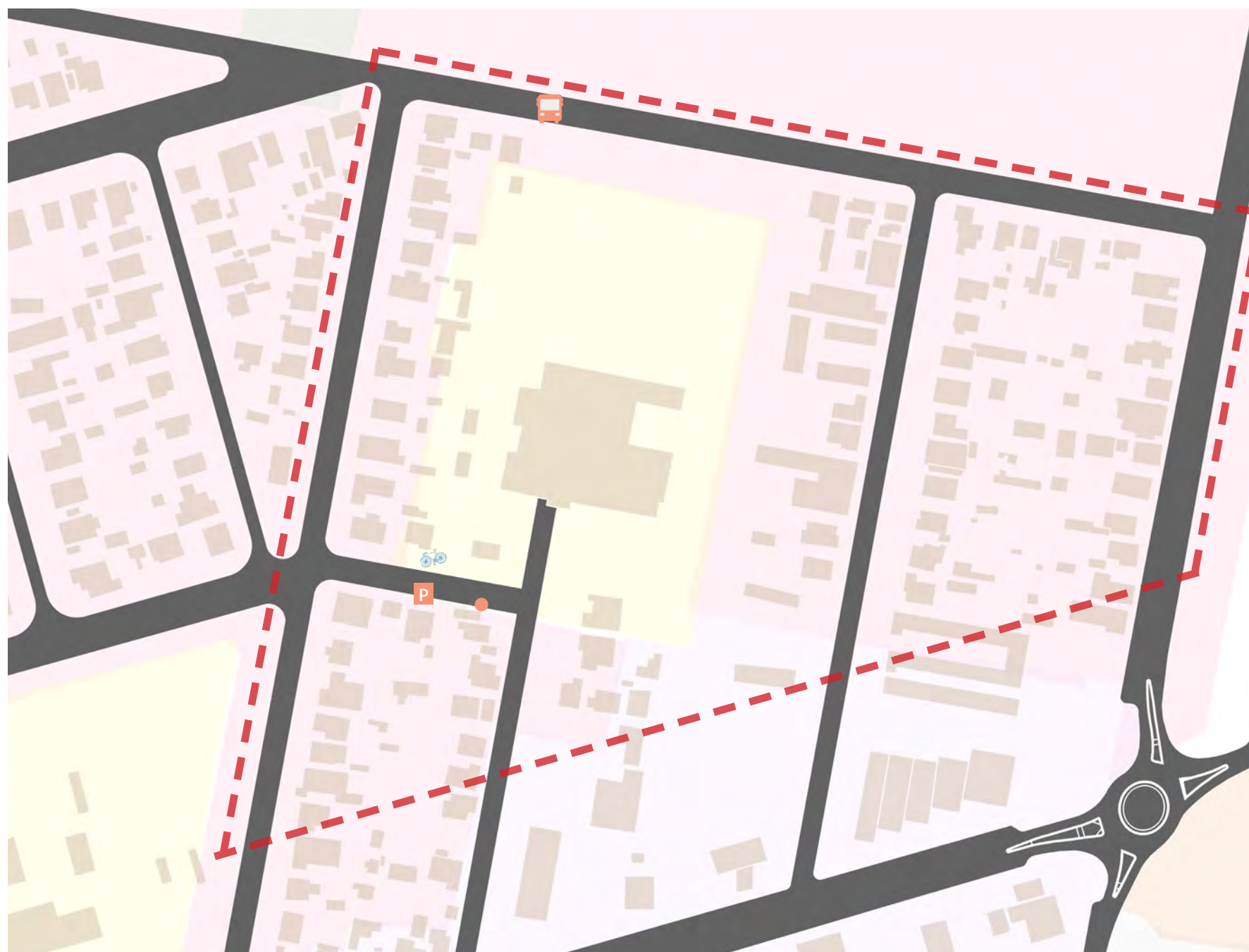
● Accessible parking

P Public parking

 Bus stop

Furniture Inventory

 Bicycle racks



OBJECTIVES

PRECINCT CHARACTER

Strengthen the existing character of bridge street through complimentary public realm improvements with unifying streetscape elements and by focusing on areas of destination.

PUBLIC SPACE & STREET GREENING

Identify and develop pedestrian and recreational amenities along the streetscape and creating a powerful green connection by planting more trees.

SUSTAINABLE TRANSPORT PRIORITY

Establish bridge street as an essential shopping and civic destination, and create substantial public realm improvements to help pedestrians, bikers and public transport users.

ACCESS & CONNECTIONS

Enhance the experience of arrival into Bridge street from neighboring streets, railway station, and major attractions by improving convenience and accessibility.





[5. PROPOSAL]



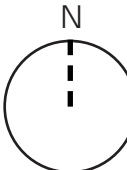
Proposed/
connection

Improved

Cycle

drawing
date
scale
project number
contact

Proposed Master Plan
18/07/2021
1 : 100
02-2021
Jenifer Shariff



BRIDGE ST. LANDSCAPE DESIGN

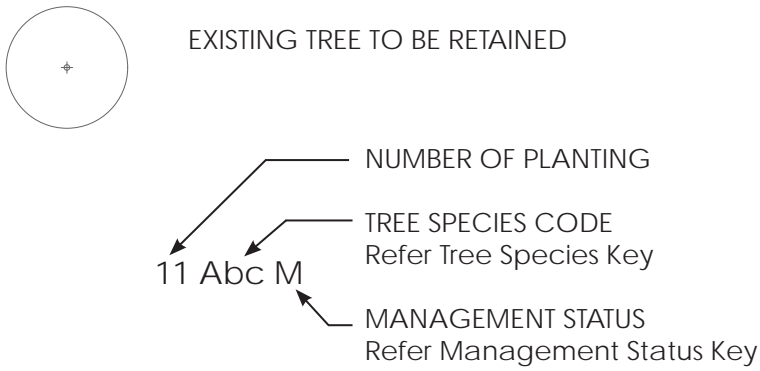
Masterplan
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION

A001

LEGENDS

TREE MANAGEMENT PLAN LEGEND



TREE SPECIES KEY (PROPOSED)

A.f.	Acer freemanii	A.n.	Atriplex nummularia
A.r.	Acer rubrum	B.s.	Banksia spinulosa
A.i.	Acacia implexa	Ca.c.	Callistemon citrinus
Eu.c.	Eucalyptus camaldulensis	D.v.	Dodonaea viscosa
E.m.	Eucalyptus melliodora	E.c.	Echium candicans
C.c.	Casuarina cunninghamiana	A.a.	Ajuga australis
E.p.	Eucalyptus polyanthemus	Mp.p.	Myoporum parvifolium
A.d.	Acacia dealbata	G.g.	Grevillea gaudi chaudii
H.f.	Hymenosporum flavum	E.g.	Eremophila glabra
G.r.	Grevillea robusta	C.r.	Correa reflexa
A.p.	Acacia pycnantha	Cp.a.	Chrysocephalum apiculatum
R.s.	Rhagodia spinescens	B.m.	Brachyscome multifida
I.a.	Indigofera australis	P.i.	Poa labillarderi
Ap.n.	Acacia pravissima nana	L.I.I.	Lomandra spp. L. longifolia
C.a.	Correa alba	D.I.	Dianella longifolia
		C.b.	Carpinus betulus ‘fastigiata’

TREE SPECIES KEY (EXISTING)

M.a.	Melia azedarach	U.p.	Ulmus procera
L.p.	Lagunaria patersonia	P.a.	Platanus x acerifolia
Py.c.	Pyrus calleryana	Ca.K.	Callistemon ‘Kings Park Special’
L.c.	Lophostemon confertus	F.a.	Fraxinus angustifolia
M. l.	Melaleuca linariifolia		
Pr.c.	Prunus cerasifera ‘Nigra’		

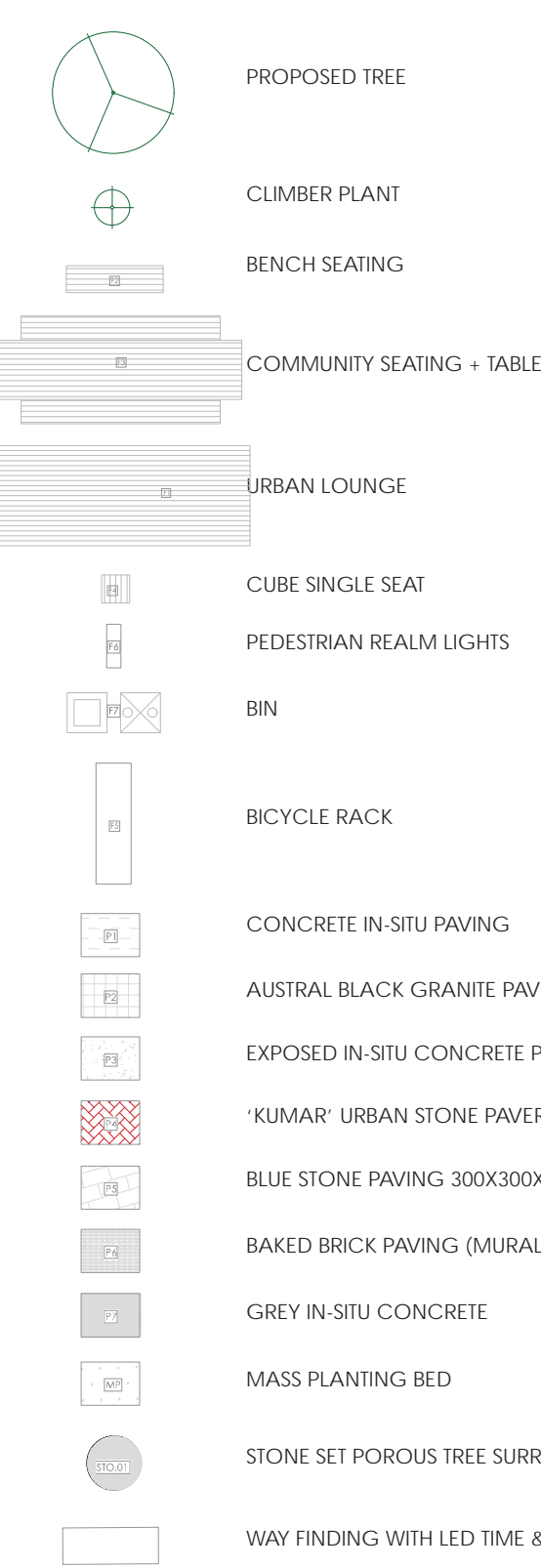
MANAGEMENT STATUS KEY

E	Extra high - excellent trees to be retained requiring additional protection
H	High - represents the existing trees which are to be retained and protected
M	Medium - tree/ group of trees which would be desirable to retain , but do not warrant native/ indigenous expenditure to retain
P	Poor - specimens of poor quality or of no landscape significance

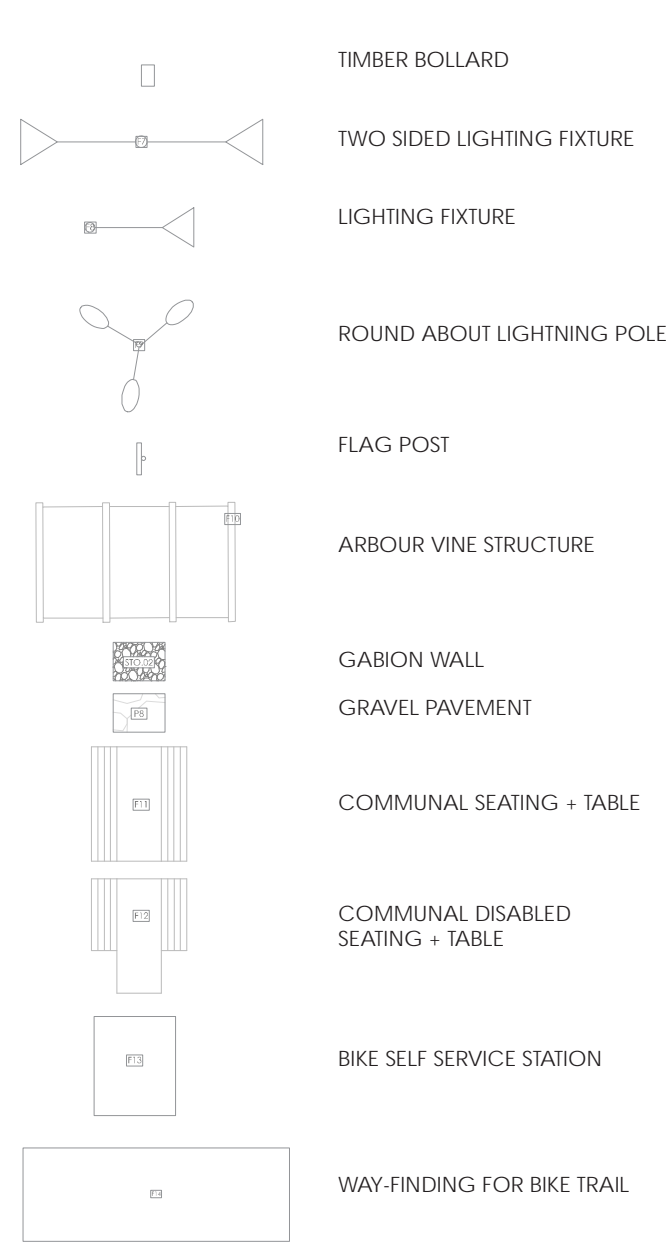
PLANTING PLAN LEGEND

- MASS PLANTING MIX 1:
- MASS PLANTING MIX 2:
- MASS PLANTING MIX 3:

GENERAL ARRANGEMENT LEGEND



GENERAL ARRANGEMENT LEGEND

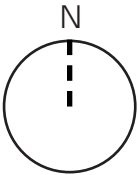


LANDSCAPE & SUBSURFACE SET-OUT LEGEND



drawing
date
scale
project number
contact

Landscape Legends
00/00/0000
1 : 100
02-2021
Jenifer Shariff



BRIDGE ST. LANDSCAPE DESIGN

Preliminary conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION

A002











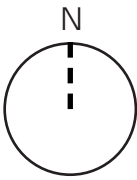






drawing
date
scale
project number
contact

General Arrangement Plan
27/08/2021
1 : 16
02-2021
Jenifer Shariff



BRIDGE ST - NUNN ST PEDESTRIAN
CROSSING (L3)

Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

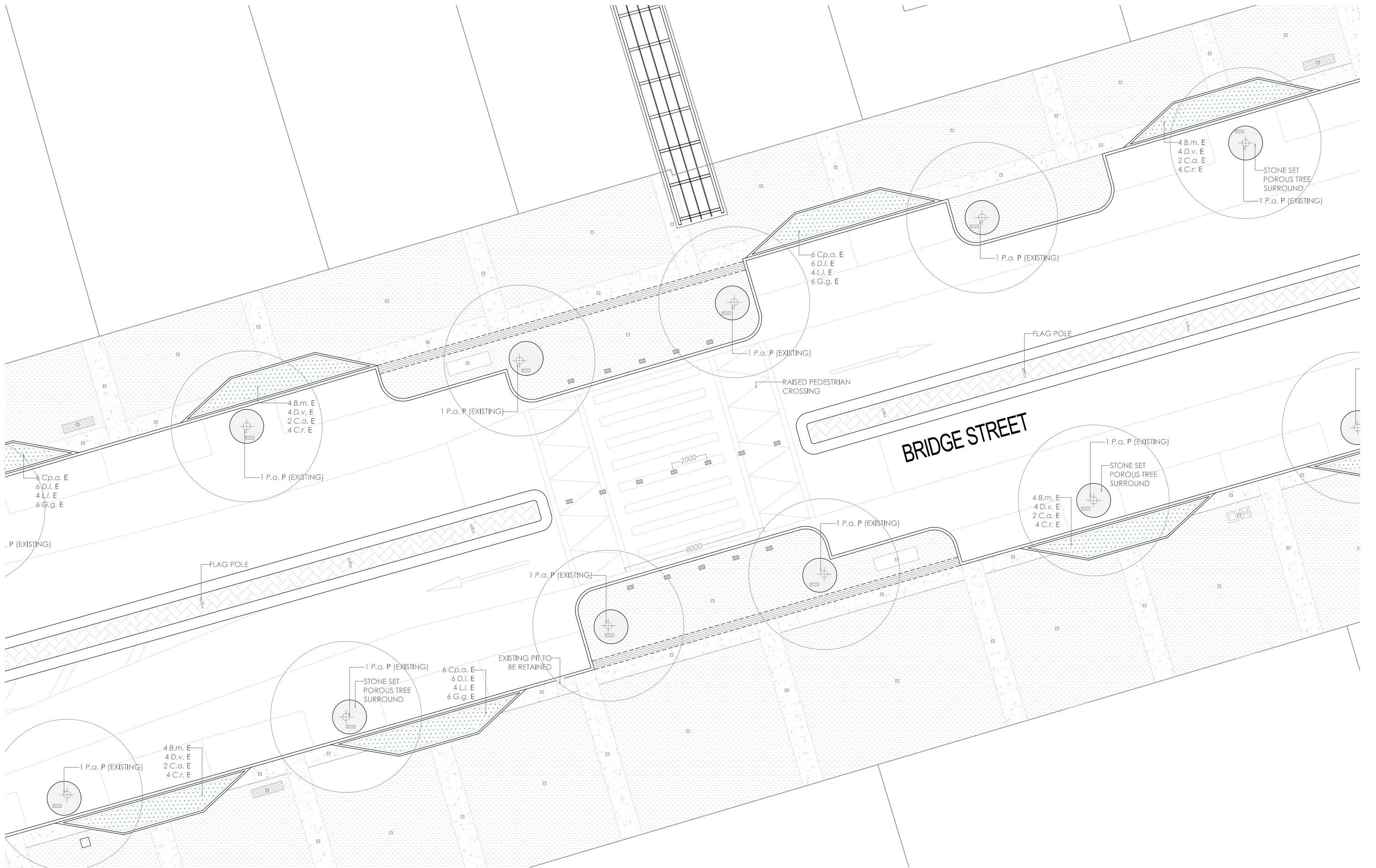
PRELIMINARY CONCEPTUALIZATION
A007





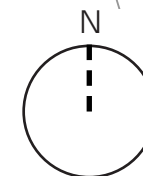






drawing
date
scale
project number
contact

General Arrangement Plan
12/10/2021
1 : 16
02-2021
Jenifer Shariff



BRIDGE ST - POST OFFICE
PEDESTRIAN CROSSING (L4)

Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A009







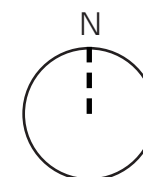






drawing
date
scale
project number
contact

General Arrangement Plan
12/10/2021
1 : 20
02-2021
Jenifer Shariff



BRIDGE ST - SMYTHE ST (L7)

Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

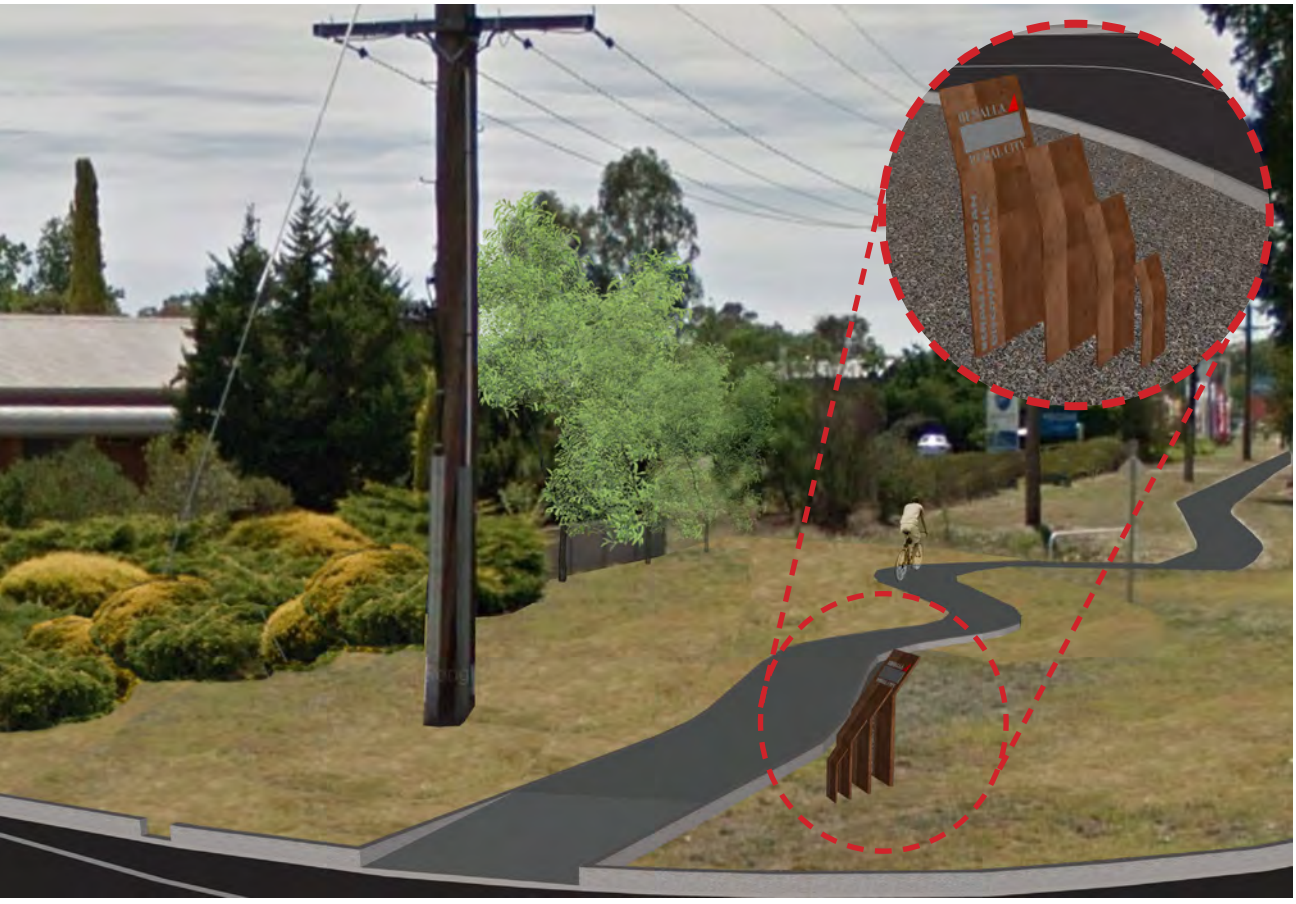
PRELIMINARY CONCEPTUALIZATION

A012



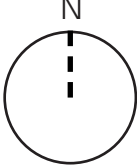






drawing
date
scale
project number
contact

3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff



BRIDGE ST - WITT ST (L9)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A017

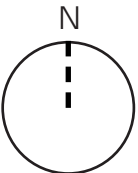


Proposal Legend

- 1 Extended bicycle Path
- 2 Pedestrian crossing
- 3 Concrete pavement
- 4 Finished concrete strips
- 5 Indigenous tree and shrubs
- 6 Street furniture to enhance the public realm
- 7 Marking on road for safety
- 8 45 degrees parking provision for institute

drawing
date
scale
project number
contact

3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff



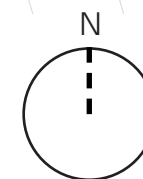
SALISBURY ST - CHURCH ST (L10)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A019



drawing
date
scale
project number
contact

General Arrangement Plan
12/10/2021
1 : 30
02-2021
Jenifer Shariff



CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A020

KEY PLAN



PHYSICAL INFRASTRUCTURE

NOTES:

- 1. The intent of the design is to have pedestrian convinience, security, safety and continuity.
- 2. Design option 1 can be advised once the fire hydrant lying in front of the news agency parking is replaced to one corner of the edge. The parking space for the agency might also have to be replaced to another spot to provide the owners with a space to park elsewhere. The bollards will block the car way on both the edges of the toilet and have free pedestrian walkway as intended.
- 3. Design option 2 can be advised if blocking the carway is not feasible with the community. The space infront of the toilets near the existing seating can be improved with planting seaters, night lights, bicycle rack and tactile indicators.

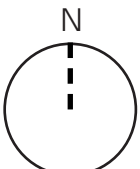
MEETING NOTES:

- 1. Suggested to organise a meeting with Wayne, Dean and Mark on site to discuss further.
- 2. Dean pointed the space is utilised as parking to maintain the vine growing in the pergola pedestrian lane (for option 1).



drawing date
scale
project number
contact

General Arrangement Plan
12/10/2021
1 : 30
02-2021
Jenifer Shariff



DENNY STREET (L12)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A021



MATERIAL PALETTE



Concrete



Timber



Asphalt



Flooring



Planter Box



Stainless steel
Arm-rest

PLANTING PALETTE

Hardenbergia violacea or *Sarsaparilla* [1 m (H) x 1 m (W)]
The pea shape flowers appear in late winter and early spring and are violet in colour.



Climber

Poa labillardierei or *Common tussock grass* [1 m (H) x 70 cm (W)]
The flower heads are like delicate plumes that extend above the highly ornamental foliage making the species very attractive.



Tussock

Westringia fruticosa or *Costal Rosemary* [1.2 m (H) x 1.5 m (W)]
The Shrub has dense, fine leaves and small white flowers loved by birds and other wildlife.

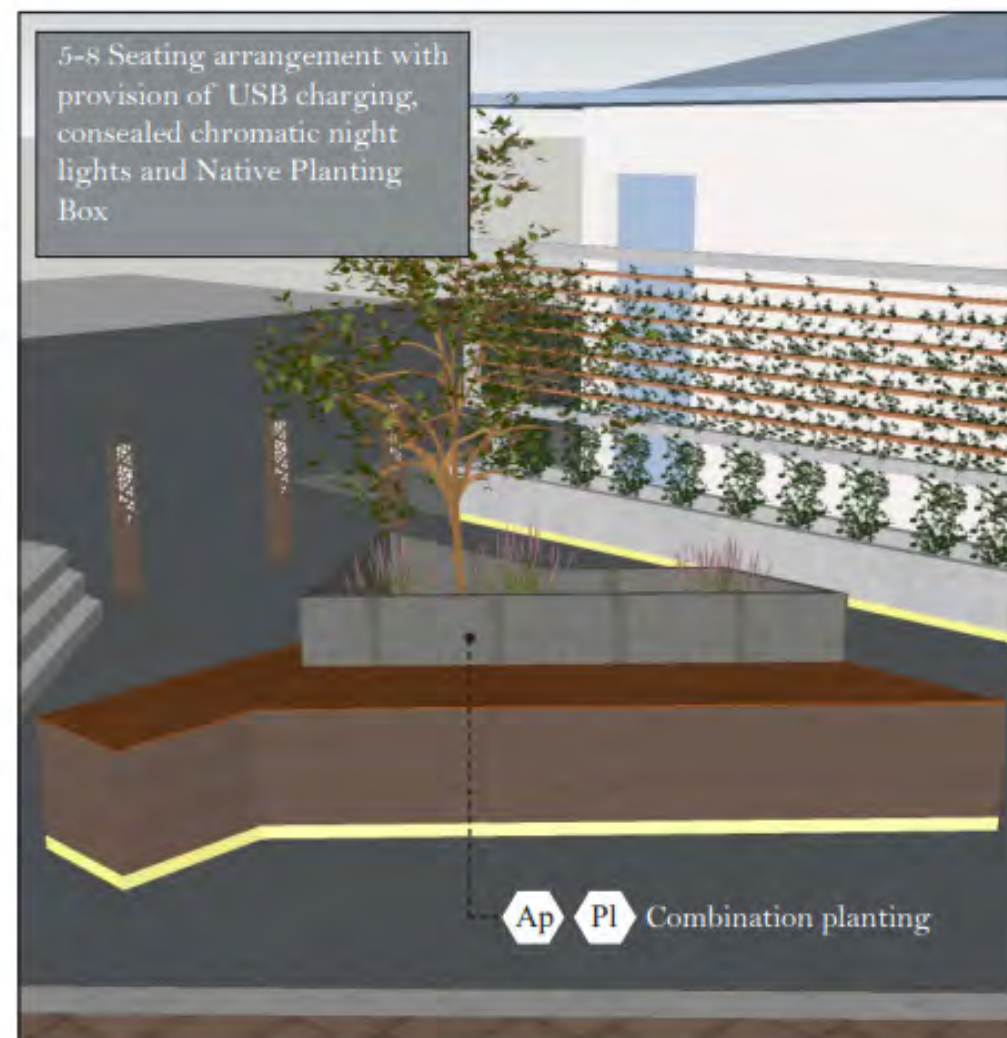


Shrub

Acacia pycnantha or *Golden Wattle* [3-8 m (H) x 3 m (W)]
Representing the Australian Spirit, the tree is suited to withstand droughts, bushfires and winds. Attracts birds and bees.



Tree



- Bollards



- Night light (chromatic lights)

PLANTER BOX & SEATING



A022



MATERIAL PALETTE



Concrete



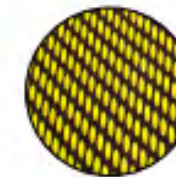
Timber



Concealed light



Stensiled Flooring



Tactile indicators



Stainless steel BRCC

PLANTING PALETTE

Lomandra longifolia or *Basket Grass* [1 m (H) x 12 mm (W)]

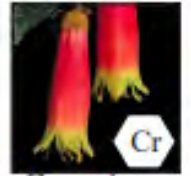
Leaf bases are broad with yellow, orange or brownish margins. The heavy-smelling nectar on flowers can attract pollinating beetles



Tussock

Correa reflexa or *fuchsia* [2 m (H) x 2 m (W)]

The flowers are long and tubular bell shaped, and are attractive to birds and other nectar lovers.



Groundcover

Rhagodia spinescens or *Spiny Saltbush* [1.5 m (H) x 4 m (W)]

Attractive silvery foliage and a nice dense habit. A very low maintenance, and reputed to be fire retardant.



Shrub

Acacia implexa or *Lightwood* [5-15 m (H) x 4-10 m (W)]

A drought tolerant upright small tree with an open crown, long slender green leaves and pale yellow flowers in Summertime.



Tree

PLANTER BOX & SEATING



Rs Cr Combination Planting



A023

FEATURED PLANT PALETTE



A.f. Ex De
NAME: Acer freemanii
COMMON NAME: Jeffersred Maple
TYPE: Large tree>10m



A.r. Ex De
NAME: Acer rubrum
COMMON NAME: Lipstick Maple
TYPE: Large tree>10m



A.i. R N Ev I
NAME: Acacia implexa
COMMON NAME: Light-wood
TYPE: Medium tree<10m



Eu.c. N Ev R I
NAME: Eucalyptus camaldulensis
COMMON NAME: River red gum
TYPE: Large tree>10m



E.m. N Ev R I
NAME: Eucalyptus melliodora
COMMON NAME: Yellow box
TYPE: Large tree>10m

Note: For natural water areas only.



C.c. N Ev R
NAME: Casuarina cunninghamiana
COMMON NAME: River Sheoke
TYPE: Large tree>10m
Note: Rattling fruits make a melody.



E.p. N Ev R
NAME: Eucalyptus polyanthemos ssp. vestita
COMMON NAME: Red box
TYPE: Large tree>10m



A.d. R N Ev
NAME: Acacia dealbata
COMMON NAME: Silver Wattle
TYPE: Medium tree<10m



H.f. N Ev
NAME: Hymenosporum flavum
COMMON NAME: Native frangi-pani
TYPE: Medium tree<10m
Note: Attractive foliage & fragrant flowers.



G.r. N Ev R
NAME: Grevillea robusta
COMMON NAME: Silky oak
TYPE: Large tree>10m



A.p. N Ev I W
NAME: Acacia pycnantha
COMMON NAME: Golden Wattle
TYPE: Large shrub <5m



R.s. N Ev W
NAME: Rhagodia spinescens
COMMON NAME: Aussie flat bush
TYPE: Small shrub<1m



I.a. N Ev W
NAME: Indigofera australis
COMMON NAME: Austral Indigo
TYPE: Large shrub<3m



A.p.n. N Ev
NAME: Acacia pravissima nana
COMMON NAME: Golden glow
TYPE: Large shrub<5m



C.a. N Ev W
NAME: Correa alba
COMMON NAME: White correa
TYPE: Small shrub<2m

FEATURED PLANT PALETTE



A.n. Ev N W
NAME: Atriplex nummularia
COMMON NAME: Old-man saltbush
TYPE: Large shrub<5m



B.s. Ev N W
NAME: Banksia spinulosa
COMMON NAME: Hairpin Banksia
TYPE: Small shrub<3m
Note: Nectar from these plants attracts native birds.



Ca.c. Ev N W
NAME: Callistemon citrinus
COMMON NAME: Crimson Bottlebrush
TYPE: Small shrub<3m
Note: Responds well to annual pruning and fertilizer.



D.v. Ev N W
NAME: Dodonaea viscosa
COMMON NAME: Sticky hop bush
TYPE: Large Shrub<6m
Note: It should not be planted closer than two meters to any sewer main or connection. Written approval is required prior to planting in streets or roads.



E.c. Ev N W
NAME: Echium candicans
COMMON NAME: Pride of Madeira
TYPE: Small shrub<3m



A.a. Ev N W
NAME: Ajuga australis
COMMON NAME: Australian Bugle
TYPE: Ground cover<1m



M.p.p. Ev N W
NAME: Myoporum parvifolium
COMMON NAME: Boobialla
TYPE: Ground cover<0.2m



G.g. Ev N W
NAME: Grevillea gaudii
COMMON NAME: Grevillea
TYPE: Ground cover<.5m



E.g. N Ev W
NAME: Eremophila glabra
COMMON NAME: Tar bush
TYPE: Ground cover<.3m



C.r. N Ev R W
NAME: Correa reflexa
COMMON NAME: Native Fuchsia
TYPE: Ground cover<.6m



C.a. Ev N W
NAME: Chrysocephalum apiculatum
COMMON NAME: Yellow Buttons
TYPE: Ground cover<.5m



B.m. Ev N W
NAME: Brachyscome multifida
COMMON NAME: Cut-Leafed Daisy
TYPE: Ground cover<.5m



P.l. N Ev W
NAME: Poa labillardieri
COMMON NAME: Common tussock grass
TYPE: Small tussock<1m



L.l.i. N Ev I W
NAME: Lomandra spp.
COMMON NAME: Spiny head mat-rush
TYPE: Tussock<1m



D.l. N Ev W
NAME: Dianella longifolia
COMMON NAME: Smooth Flax Lily
TYPE: Small tussock<1m

SURFACE MATERIAL PALETTE



PAV.01
Asphalt pavement



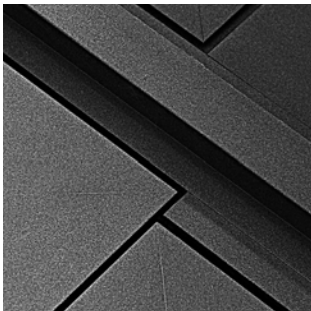
PAV.02
Concrete paving with Natural or brushed finish



CON.01
Concrete prefabricated kerbside 150mm upright



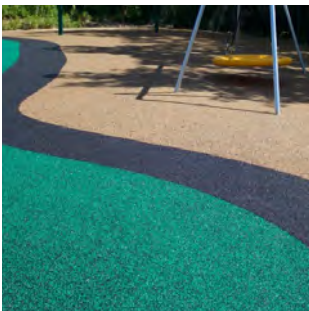
TAC.01
Cobble stone tactile ground surface indicator, both warning and directional



STA.01
Black powder coated stainless steel



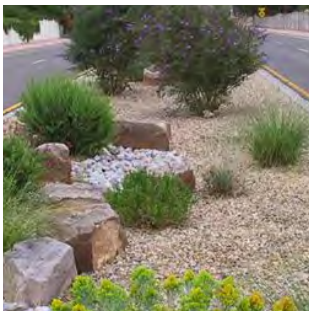
CON.02
Concrete edge



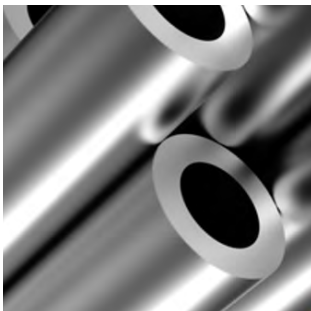
PAV.03
Porous colored pavements



PAV.04
Blue stone paving



MP.01
Mass Planting and mulched beds



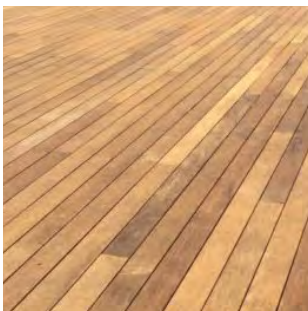
STA.02
Stainless steel



PAV.05
Cobblestone pavement



TIM.01
Timber, oiled or recycled Australian hardwood



PAV.06
Flushed timber pavement

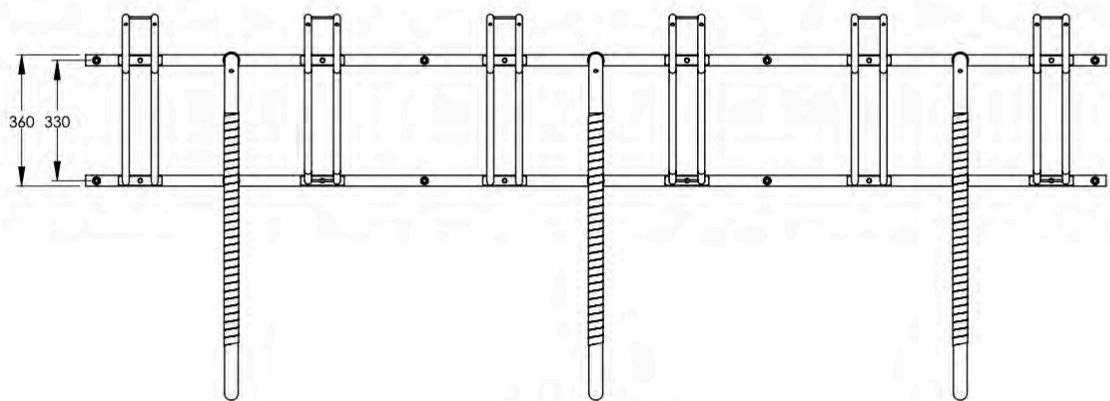


STO.01
Stone-set porous tree surround

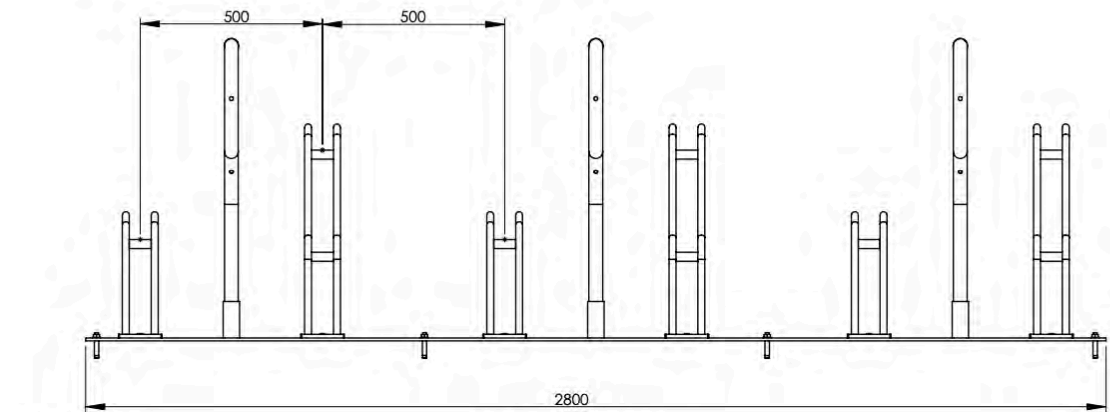


STO.02
Lime stone in gabion wall

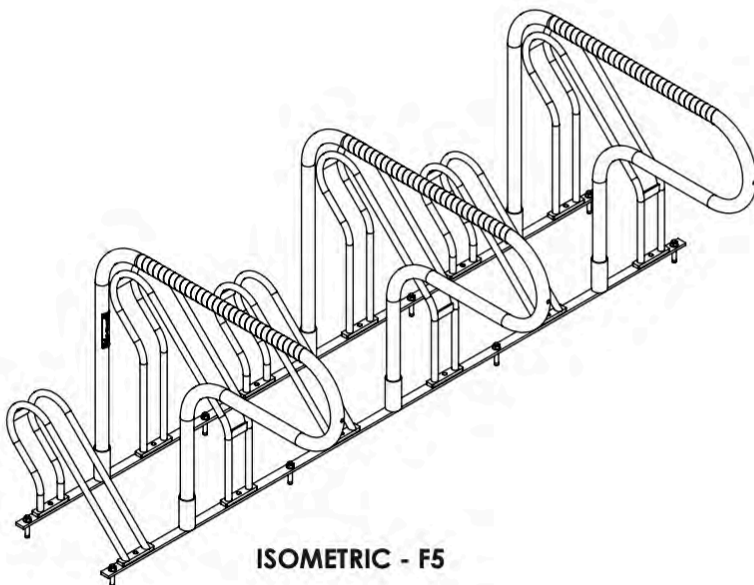
F5 - BIKE RACK



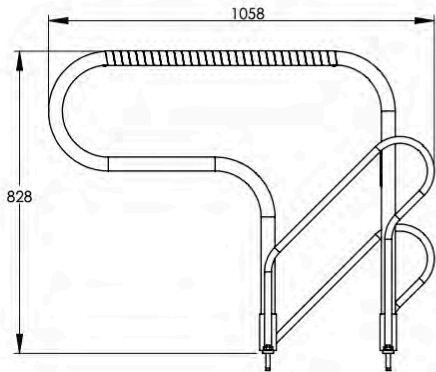
PLAN - F5



ELEVATION - F5

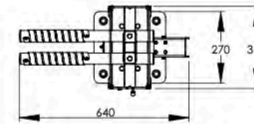


ISOMETRIC - F5

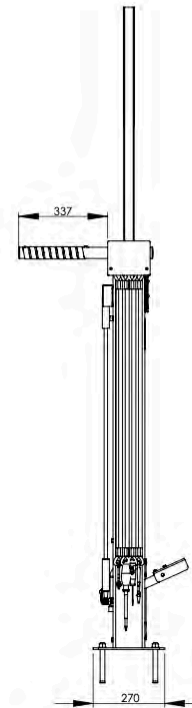


SECTION - F5

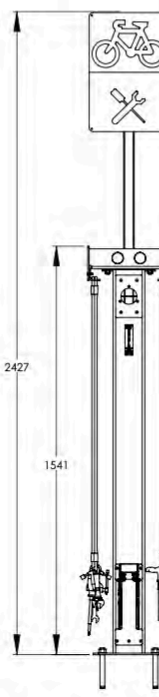
F13 - SELF BIKE SERVICE STATION



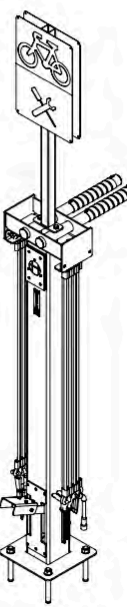
PLAN - F13



SECTION - F13



ELEVATION - F13

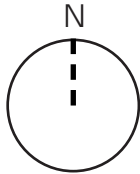


ISOMETRIC - F13

Note: Product Available on secureabike.com.au

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3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff

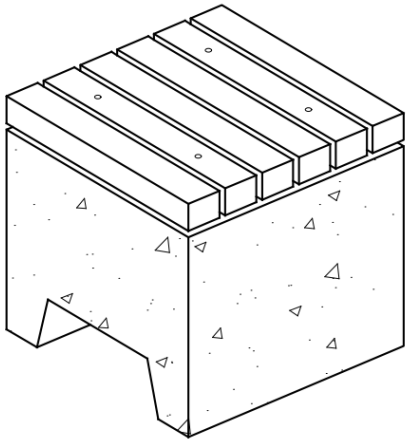
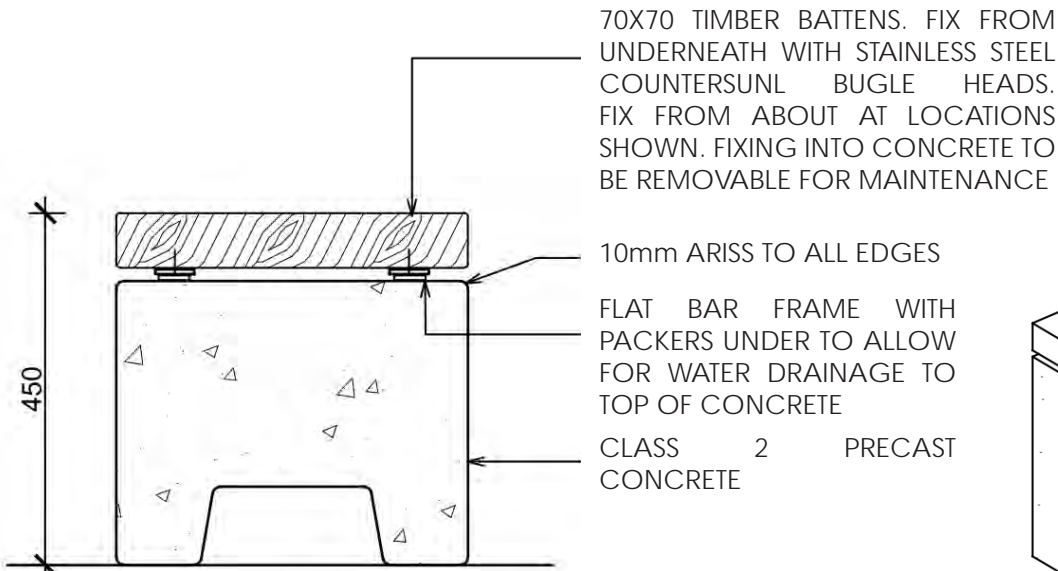
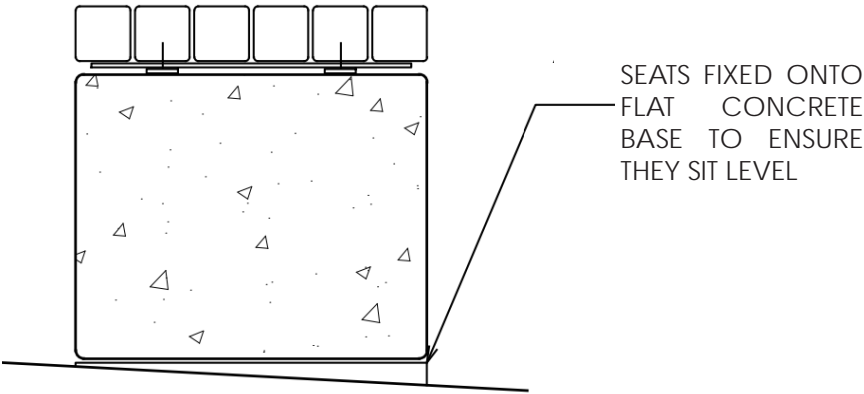
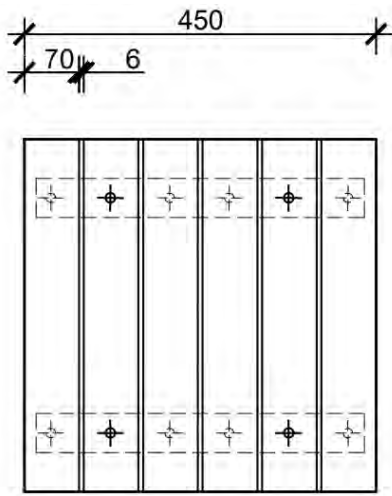


CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

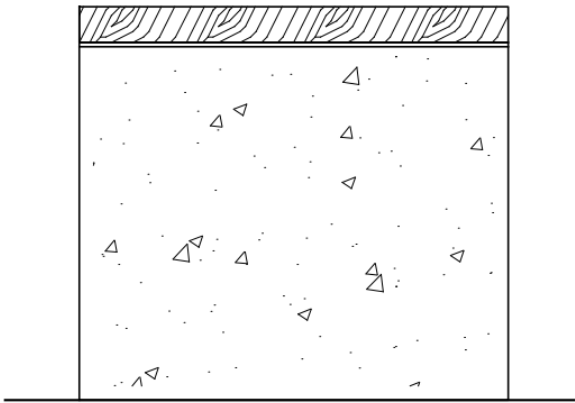
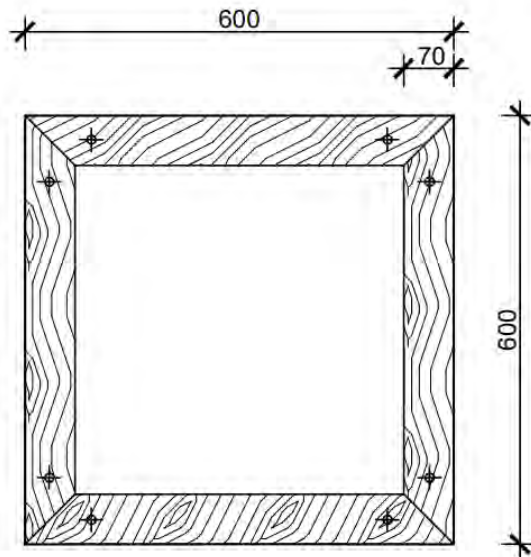
PRELIMINARY CONCEPTUALIZATION
A027

F4 - CUBE SINGLE SEAT

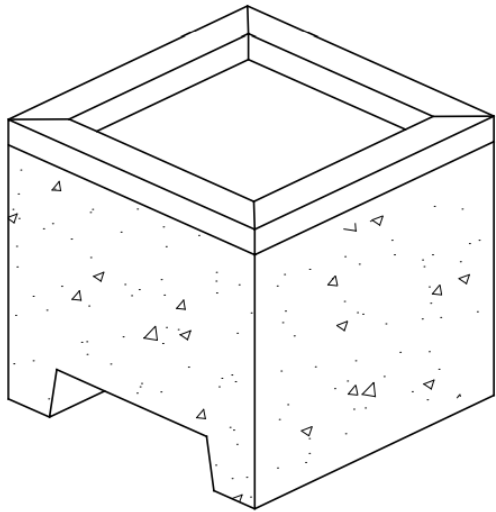
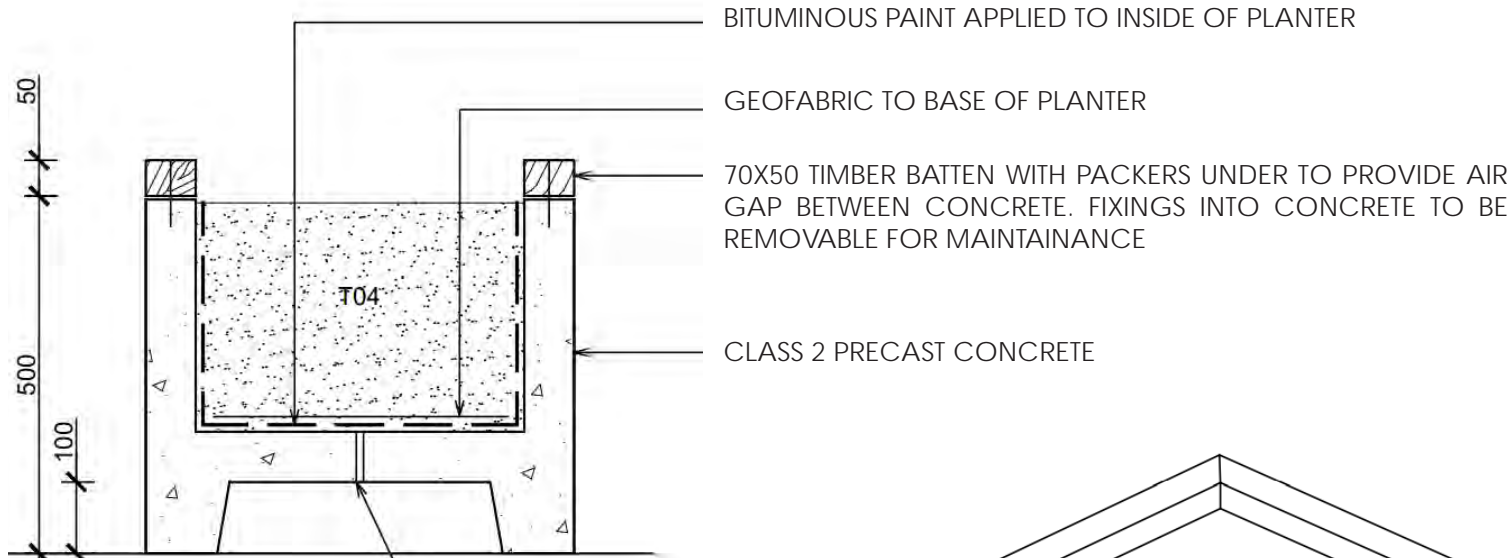
F0 - CUBE PLANTER



ISOMETRIC - F4



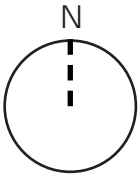
ELEVATION - F0



ISOMETRIC - F0

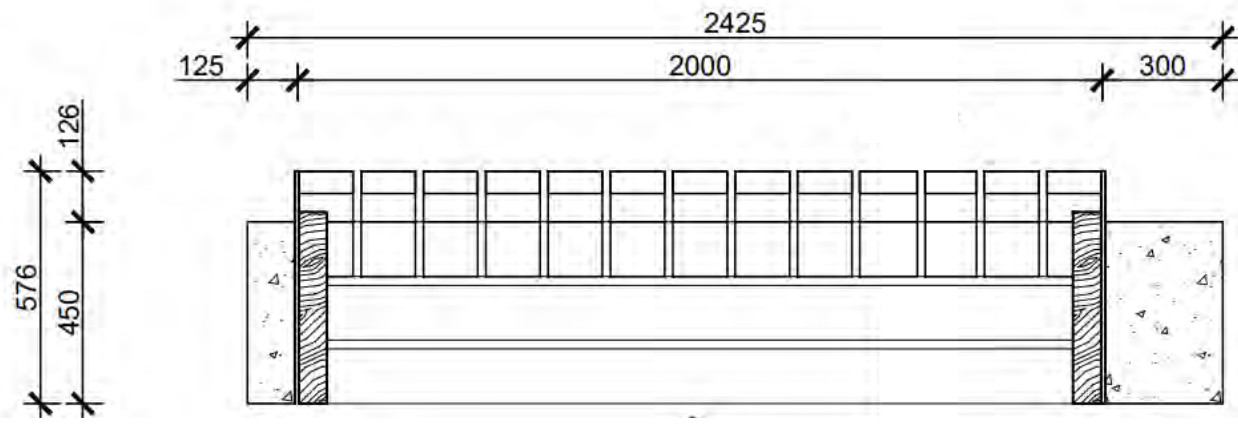
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3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff

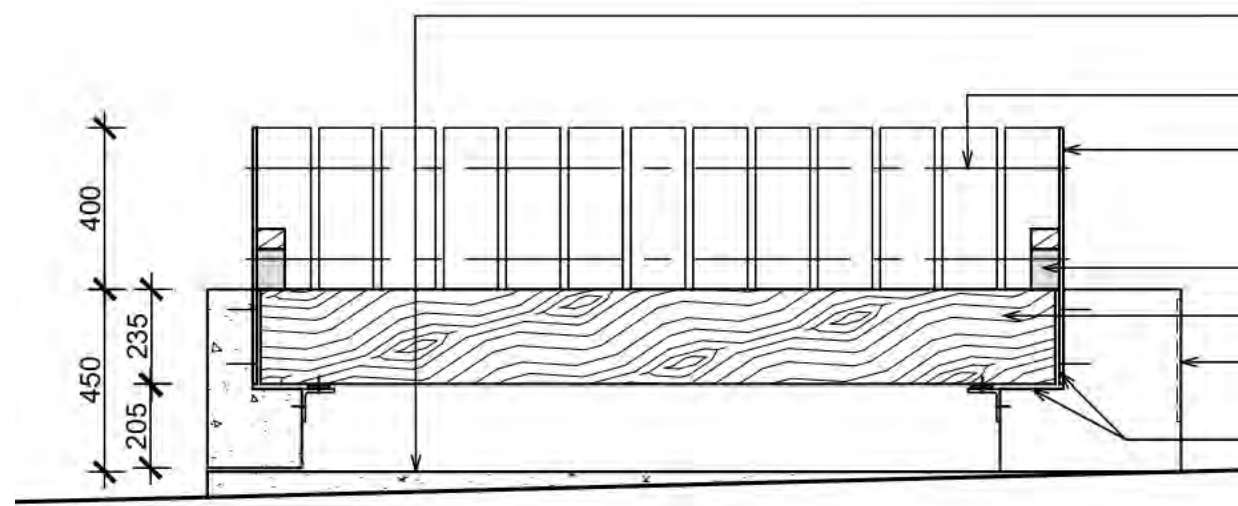


CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

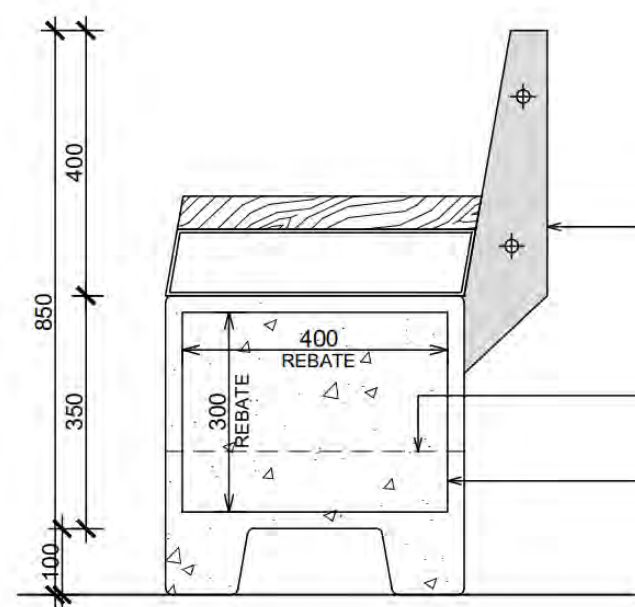
PRELIMINARY CONCEPTUALIZATION
A028



PLAN - F2

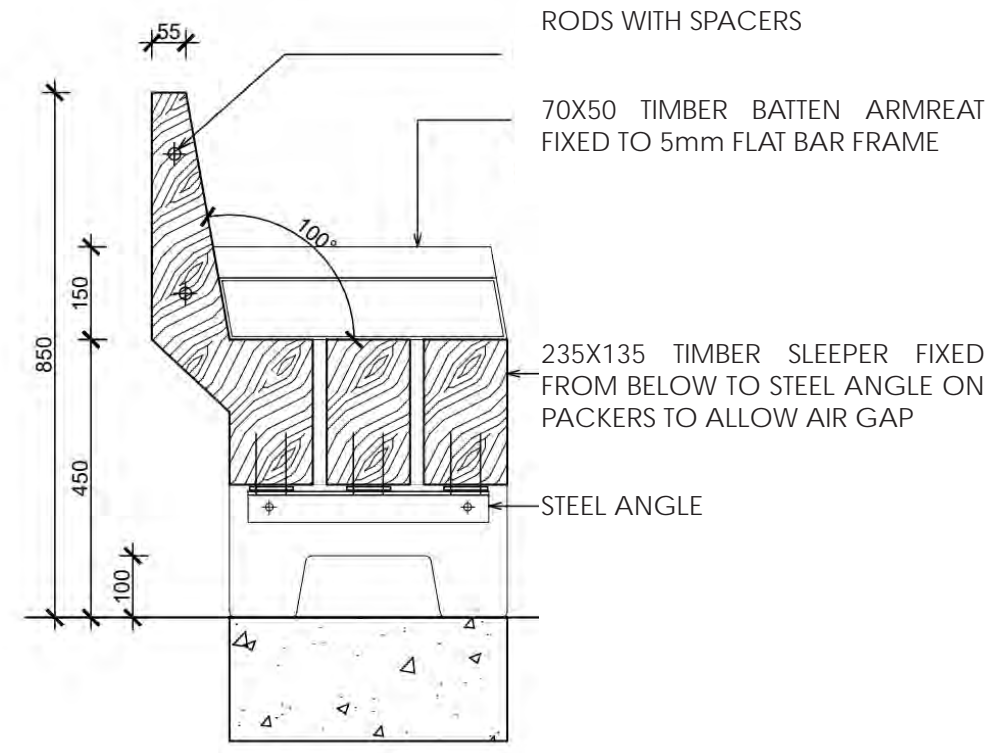


ELEVATION - F2

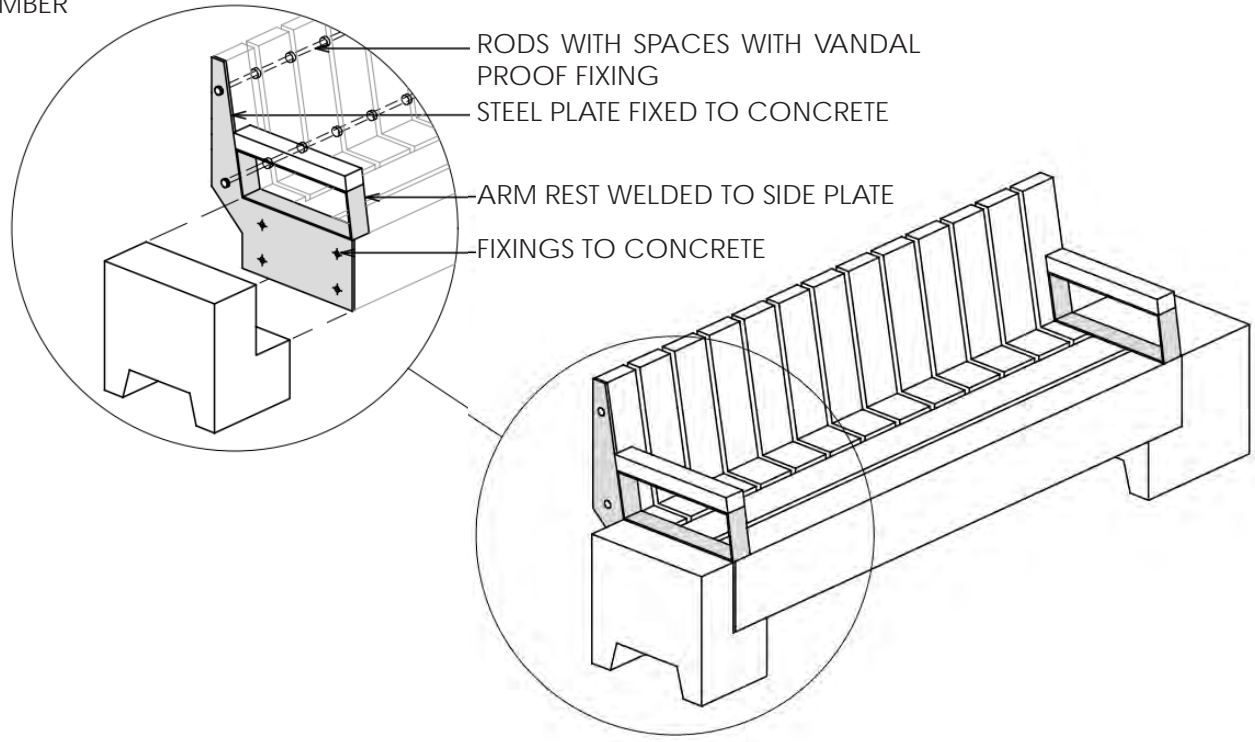


SECTION - F2

- SEATS FIXED ONTO FLAT CONCRETE BASE TO ENSURE THEY SIT LEVEL
- RODS WITH SPACERS
- STEEL PLATE TO ENDS OF SEAT FIXED TO CONCRETE
- ARM REST WELDED TO STEEL PLATES AT ENDS OF SEAT REST
- 235X135mm TIMBER SLEEPER
- CONCRETE REBATE FOR ARTWORK
- 10mm AIR GAPS TO SIDES OF TIMBER



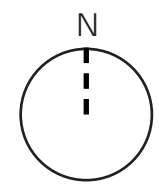
SECTIONAL ELEVATION - F2



ISOMETRIC - F2

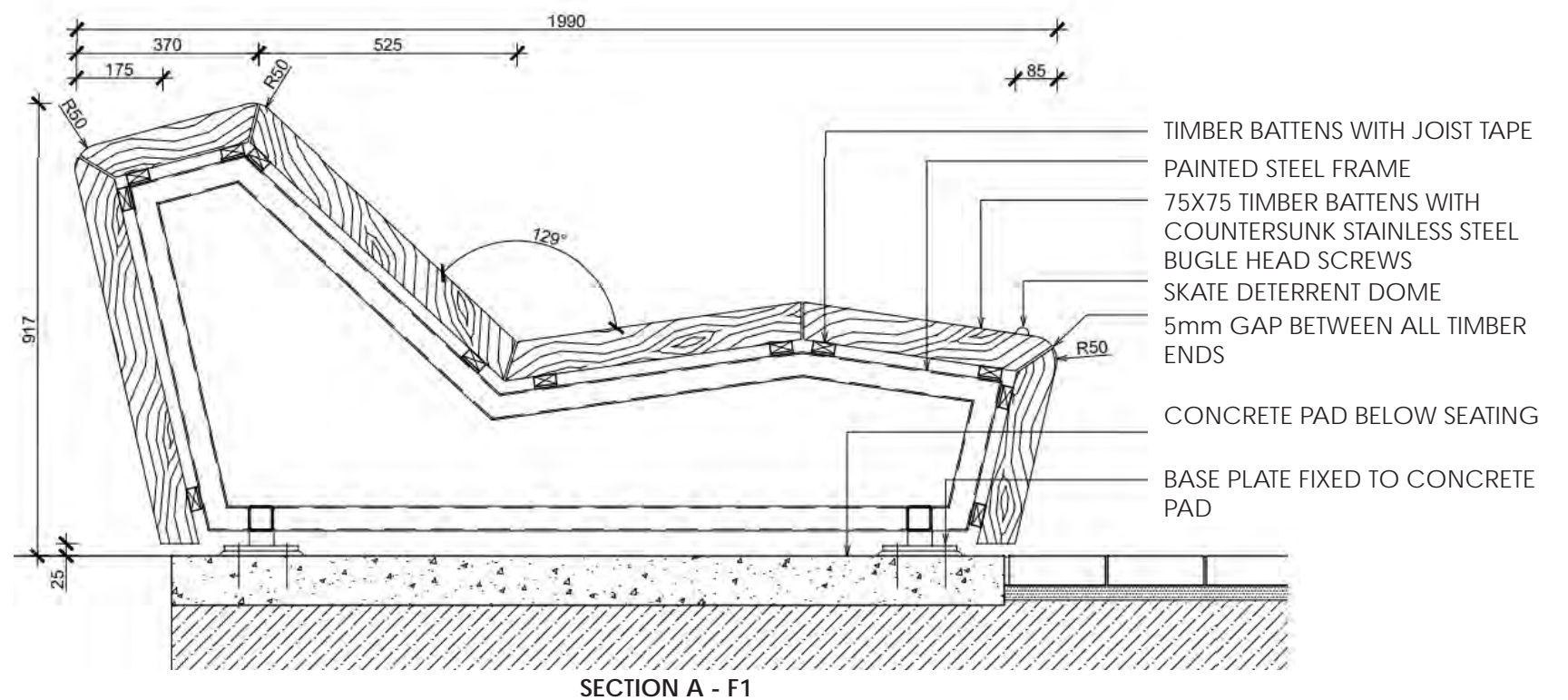
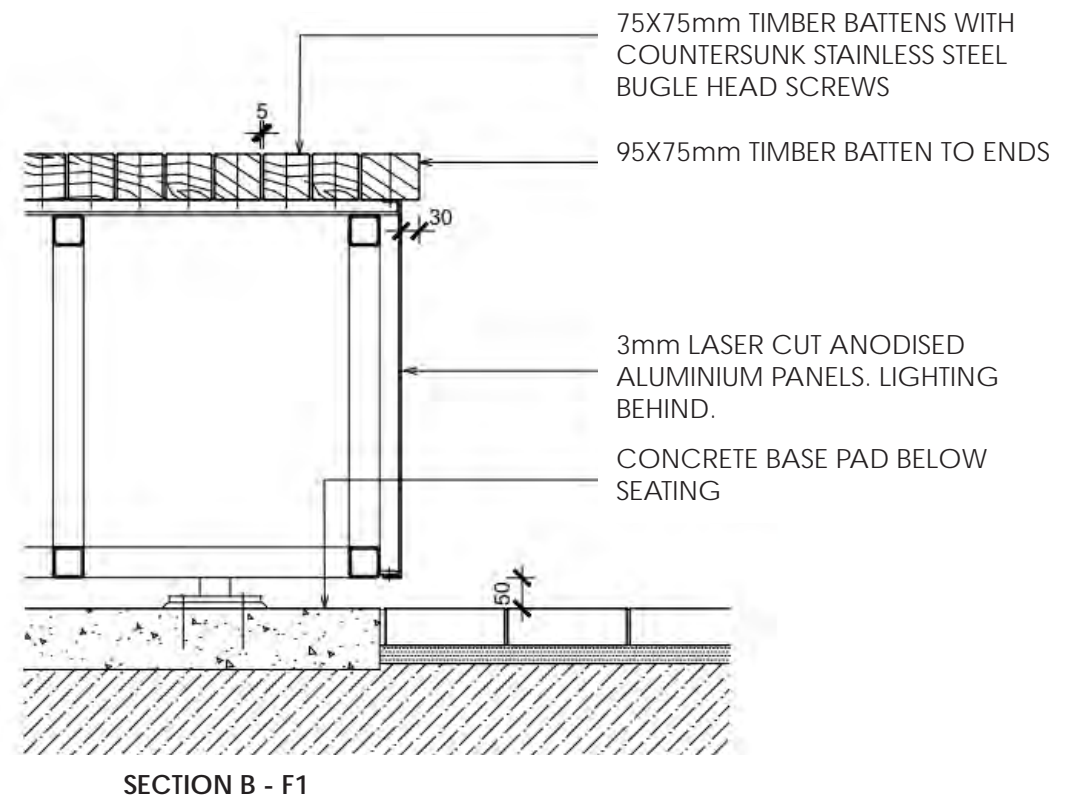
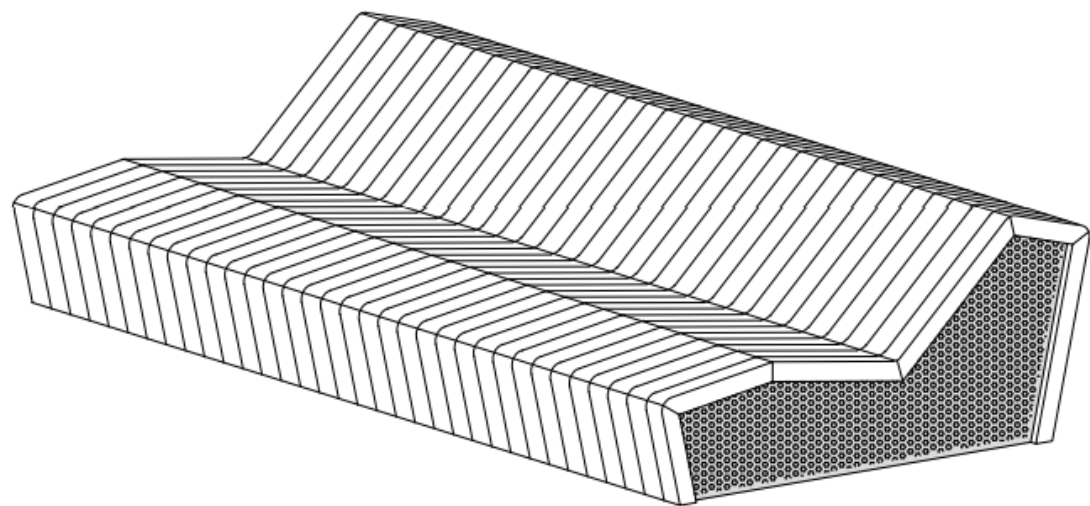
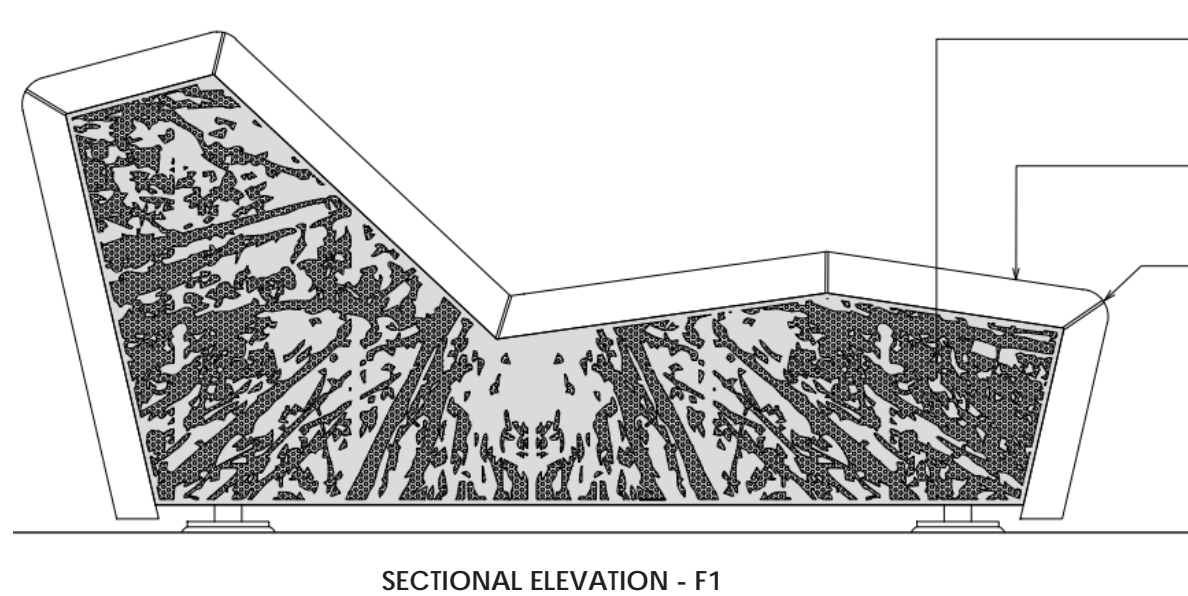
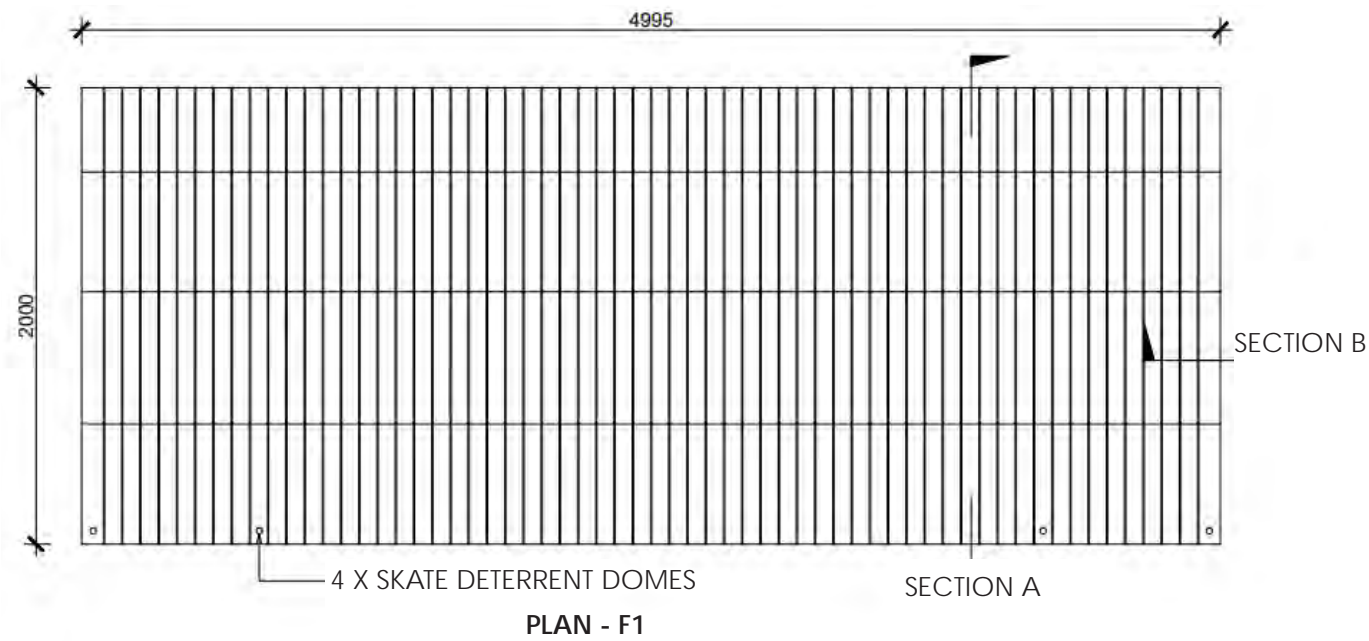
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project number
contact

3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff



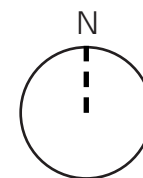
CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A029



drawing
date
scale
project number
contact

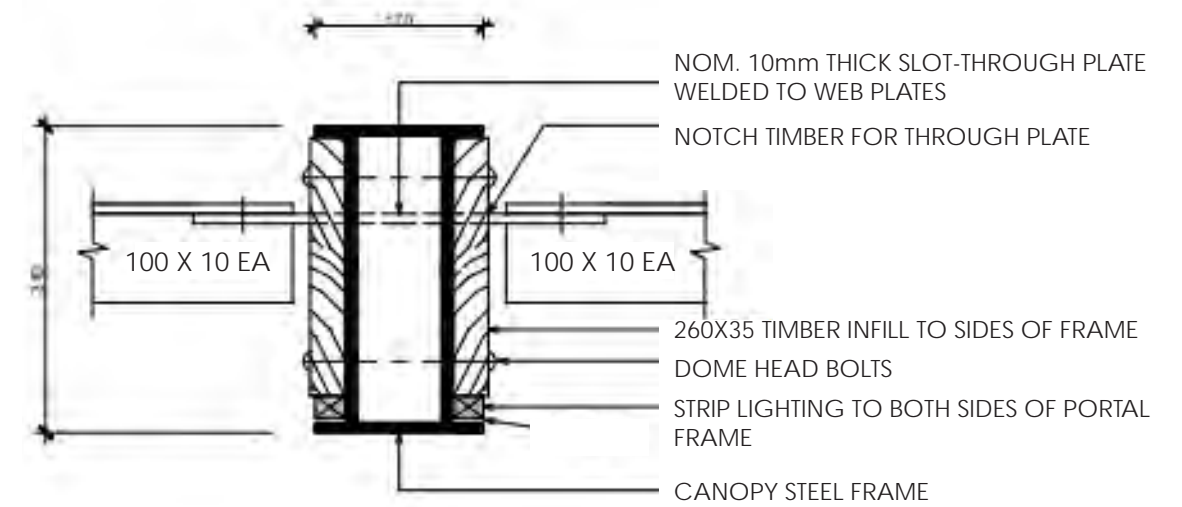
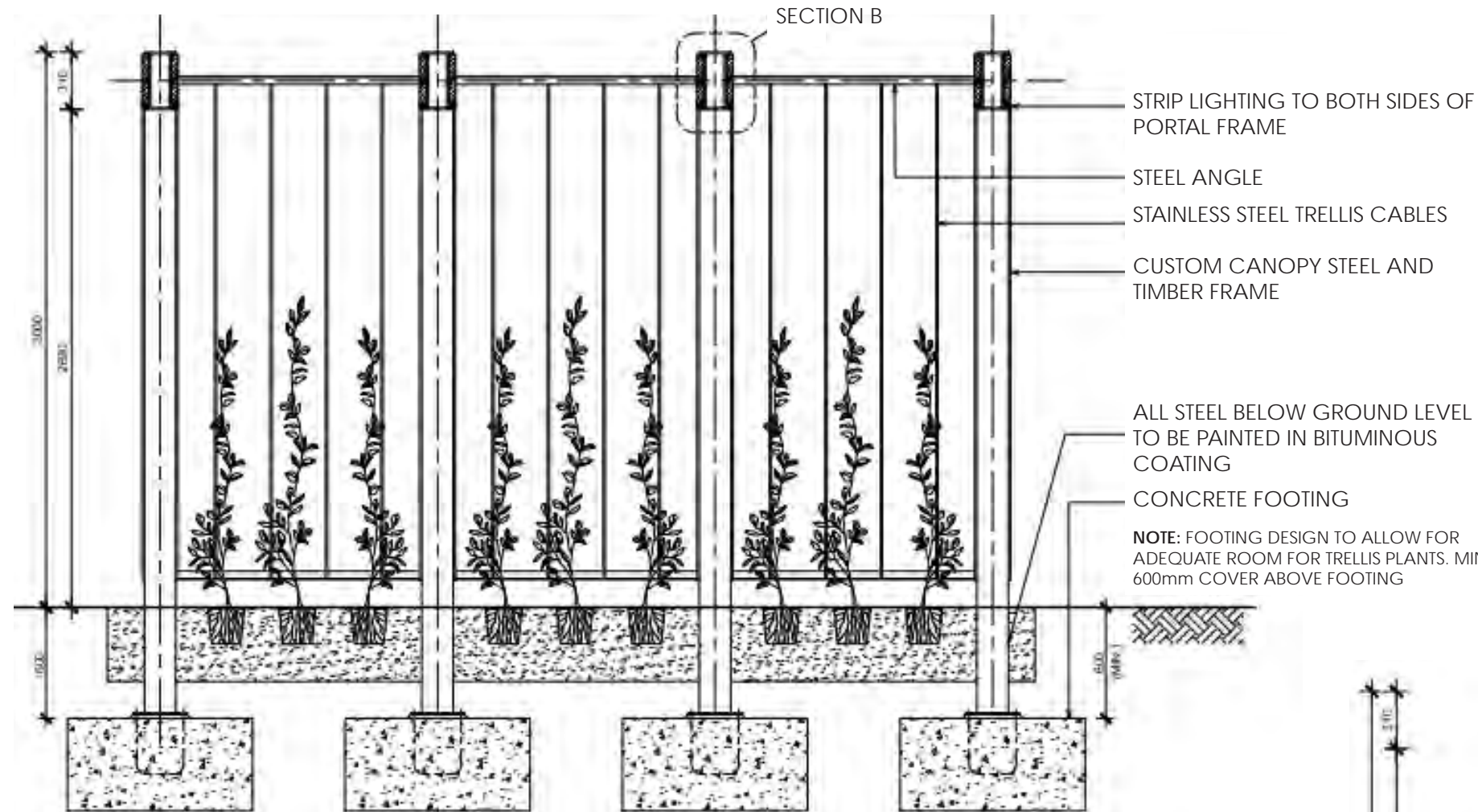
3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff



CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

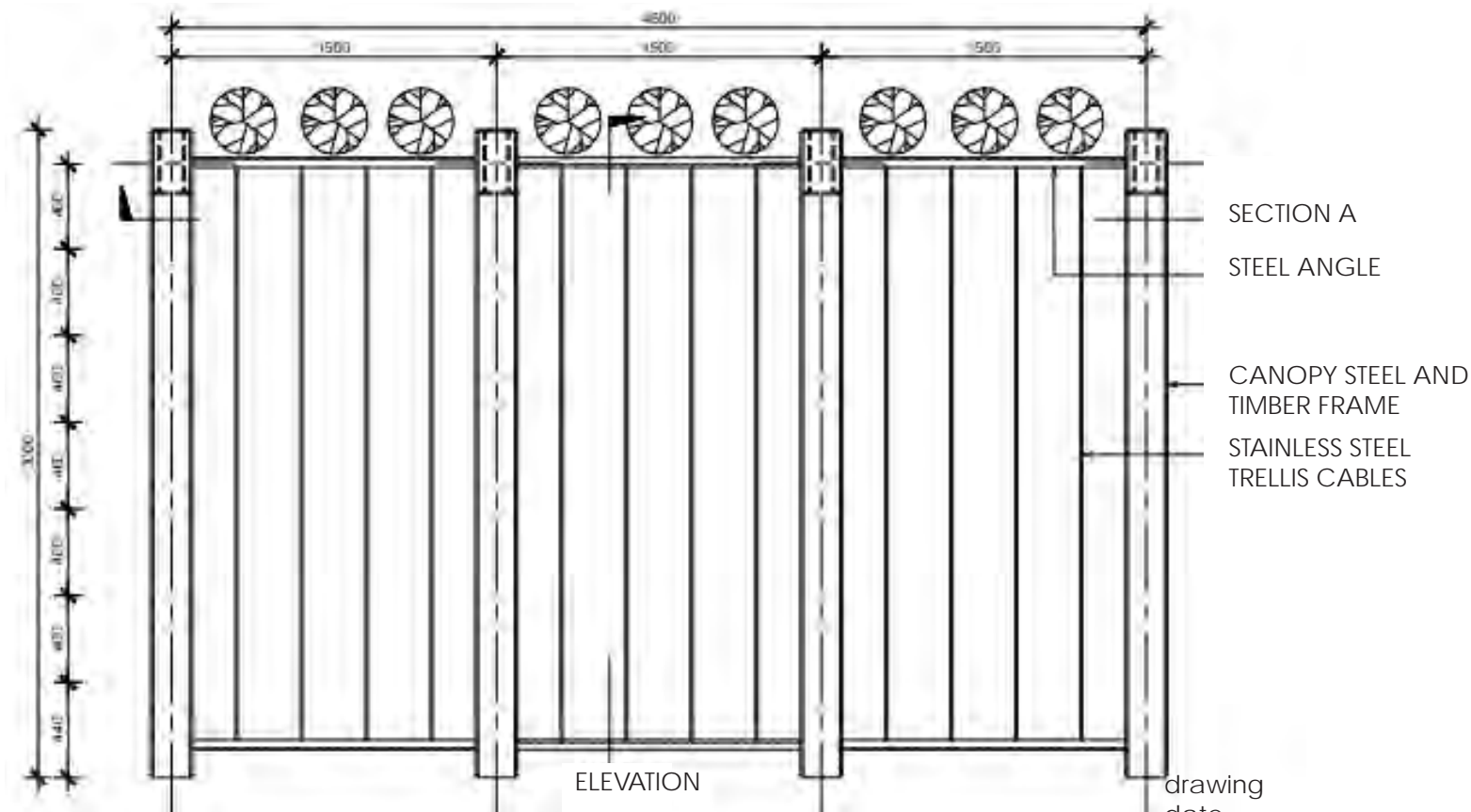
PRELIMINARY CONCEPTUALIZATION
A030

F10 - ARBOUR VINE STRUCTURE

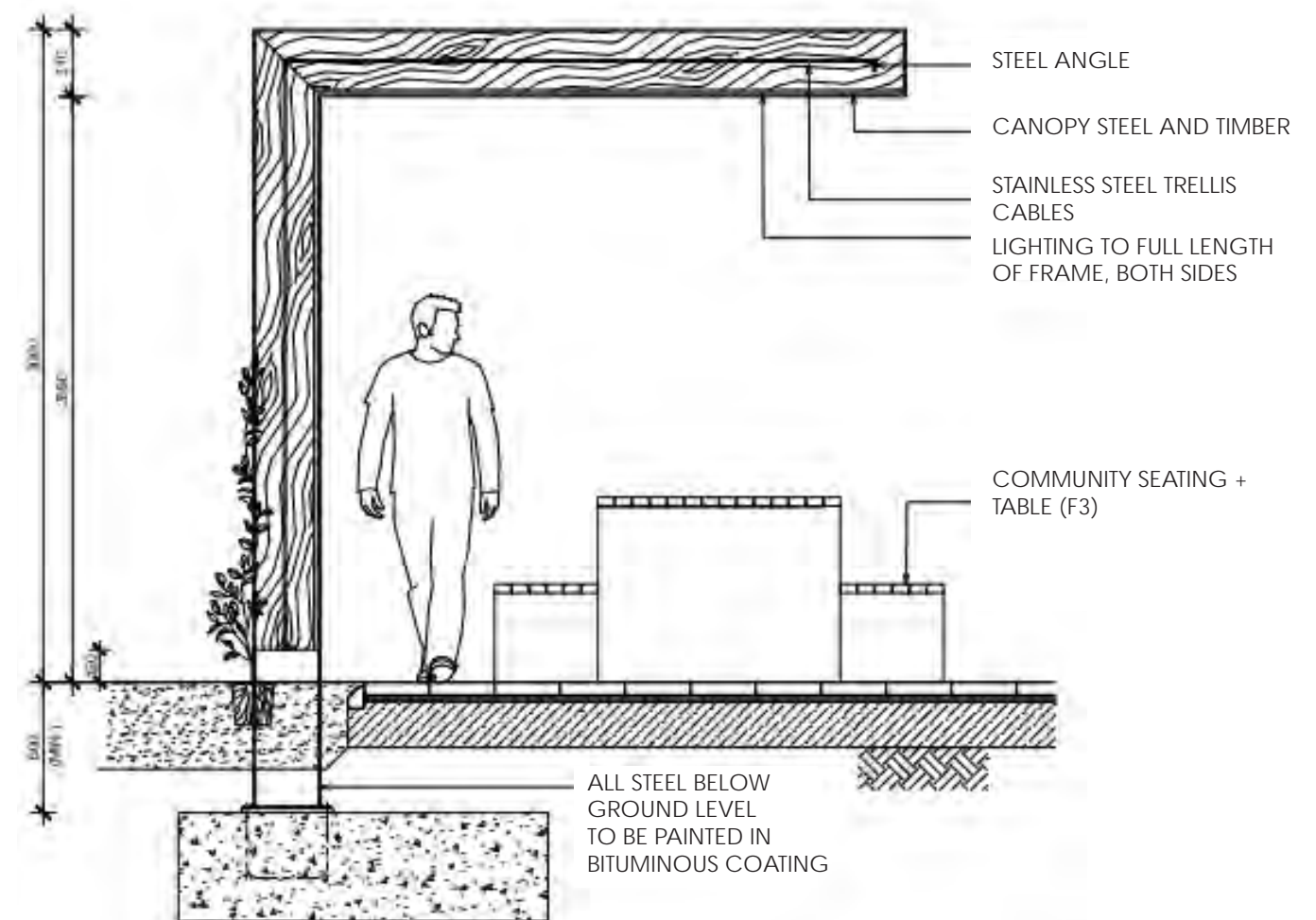


SECTION B - F10

SECTION A - F10

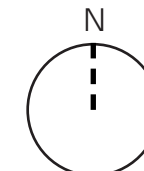


PLAN - F10



ELEVATION - F10

3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff

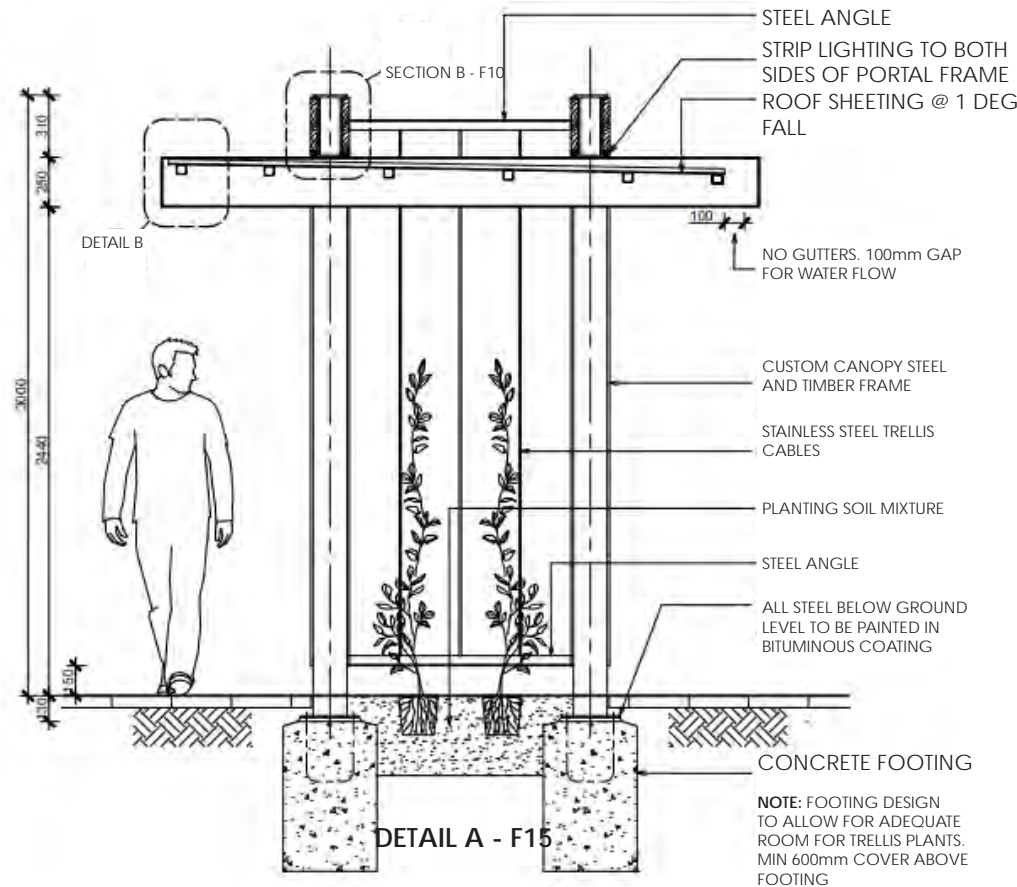
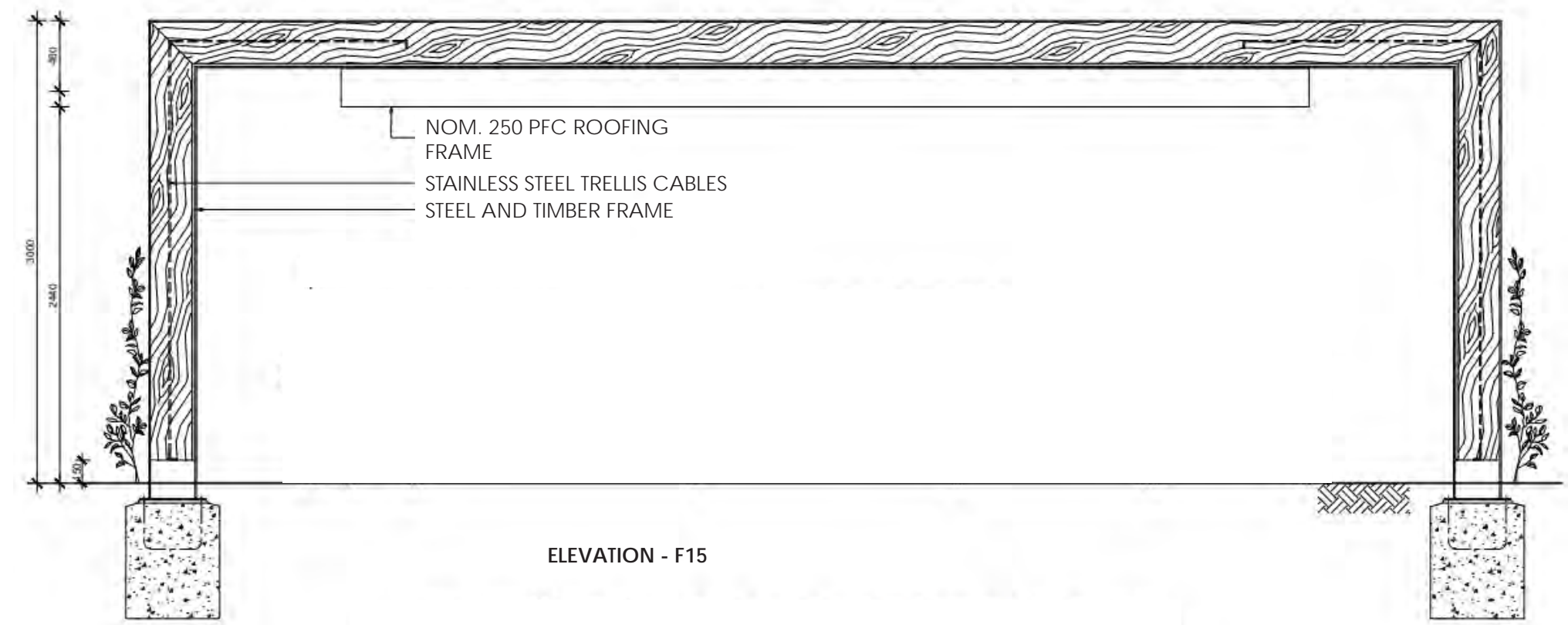
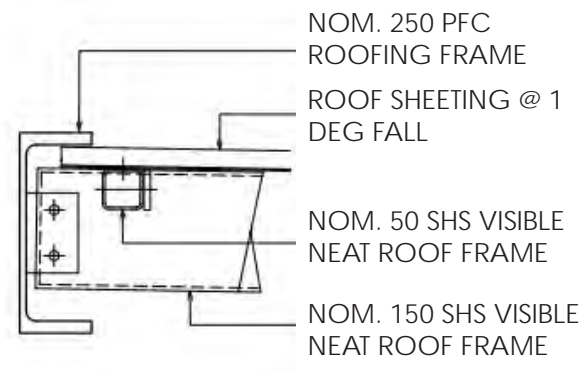
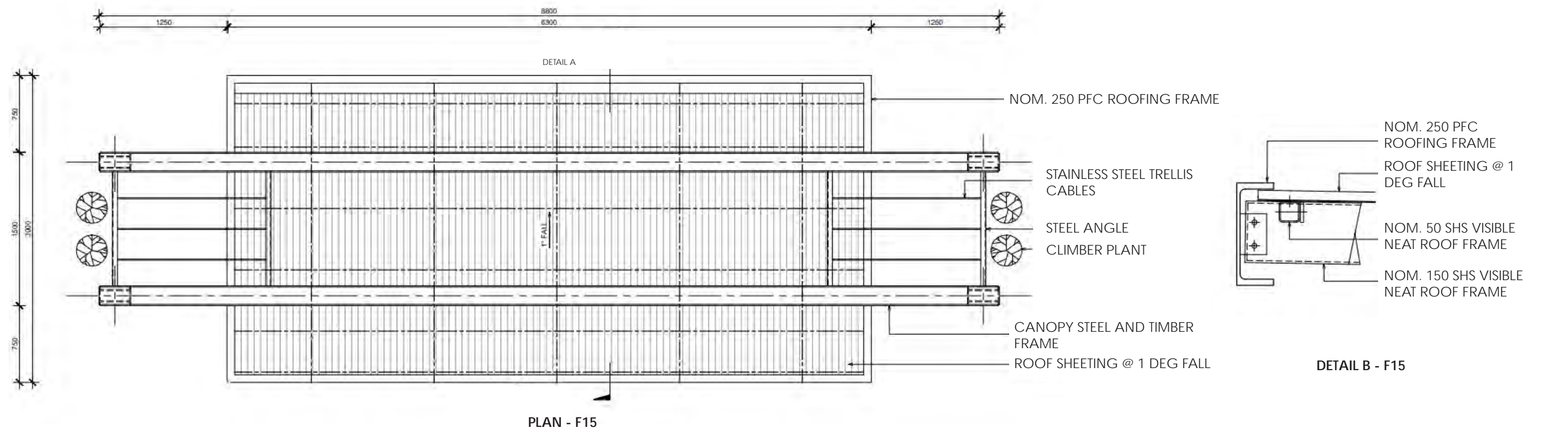


CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION

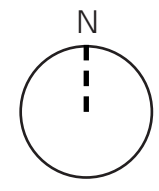
A031

F15 - WOMBAT CROSSING SHELTER



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project number
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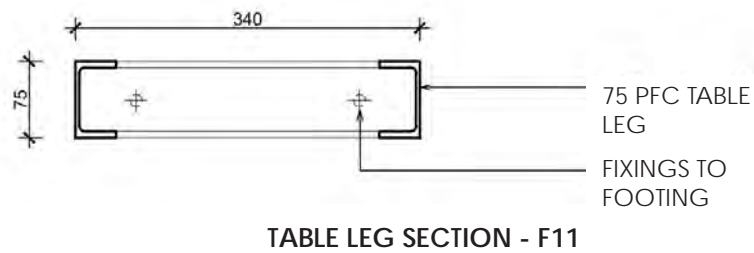
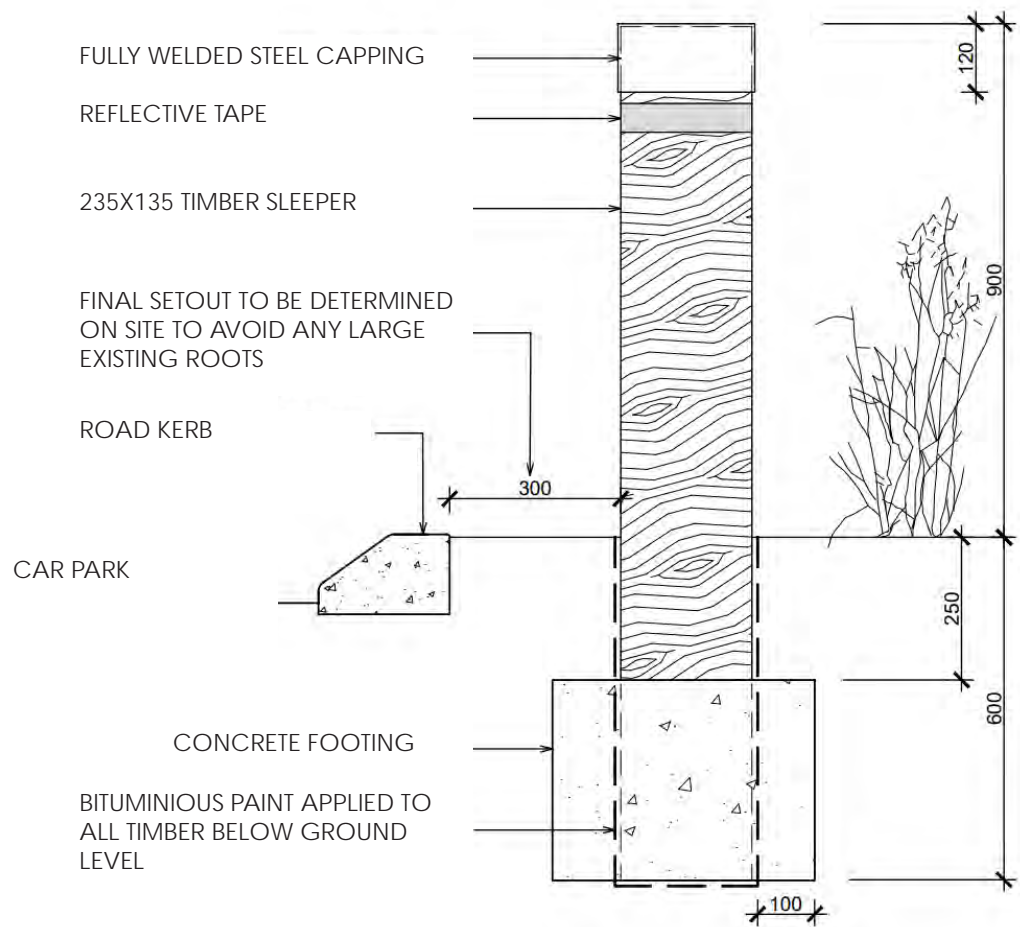
3D Views
12/10/2021
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02-2021
Jenifer Shariff



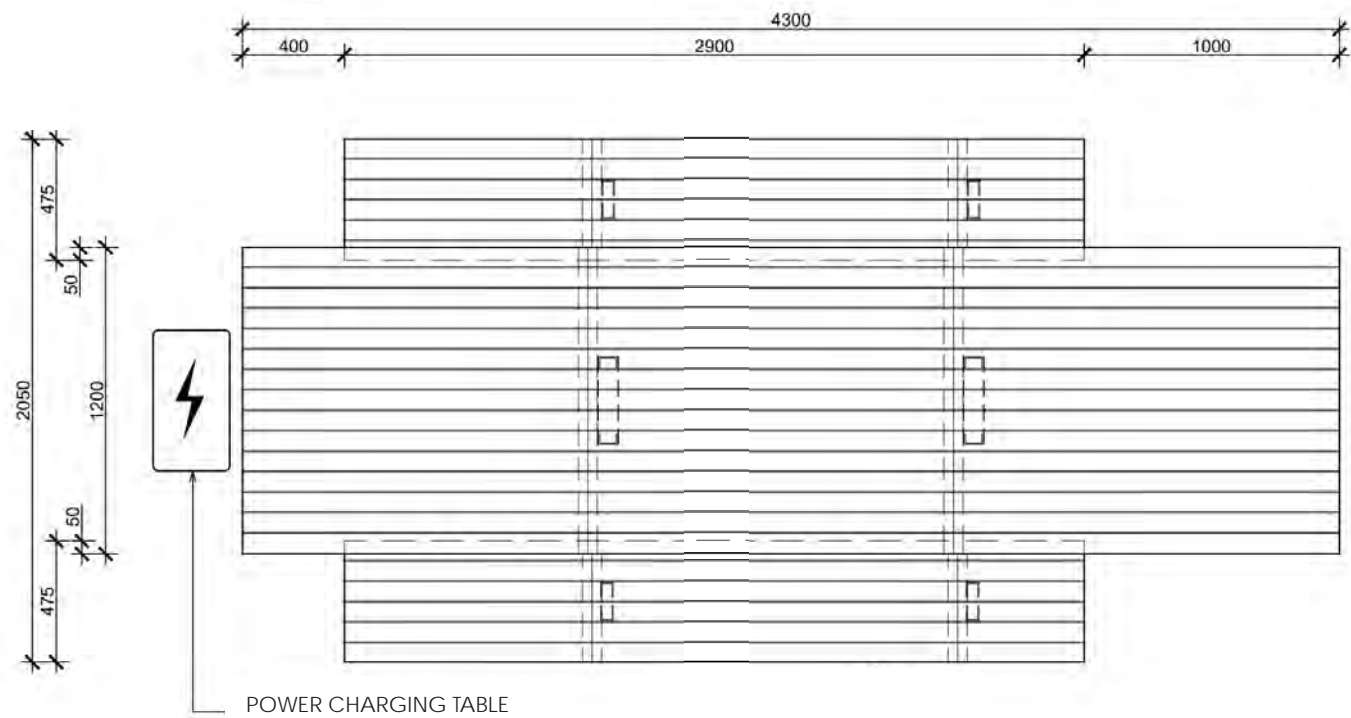
CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A032

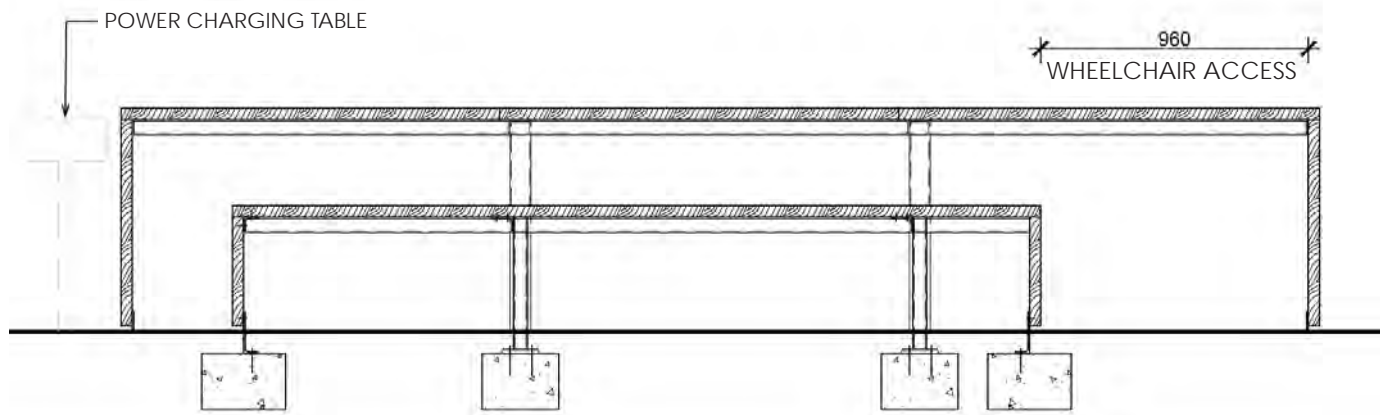
F - TIMBER BOLLARD



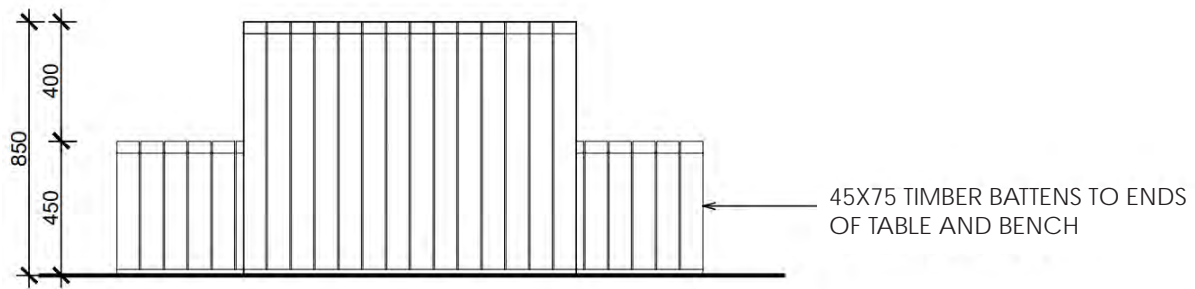
F11 - COMMUNAL SEATING + TABLE



PLAN - F11



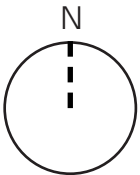
SECTION - F11



ELEVATION - F11

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3D Views
12/10/2021
1 : 30
02-2021
Jenifer Shariff



CARRIER ST - MACKELLAR ST (L11)
Preliminary Conceptualization
Bridge Street East Area,
Benalla, VIC 3672

PRELIMINARY CONCEPTUALIZATION
A033

9.3 Facility Hire Subsidy Program Policy

SF/3497

Greg Robertson – Manager Facilities and Information Technology
Robert Barber – General Manager Corporate

PURPOSE OF REPORT

The report presents for consideration the reviewed and updated *Facility Hire Subsidy Program Policy*.

BACKGROUND

The purpose of the *Facility Hire Subsidy Program Policy* (refer **Appendix 1**) is to provide guidance in the application of the schedule of Fees and Charges for the use of Council owned and operated facilities.

The policy ensures the schedule of Fees and Charges are applied in a way that recognises the contribution of Friends and user-groups to the operation of the Council's facilities and the delivery of community services.

It also ensures the schedule of Fees and Charges are applied in a transparent and formalised way.

DISCUSSION

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

References to the *Local Government Act 1989* have been removed from the Policy and updated with *Local Government Act 2020*.

The policy was endorsed by the Council's Leadership Team at its May 2022 meeting.

Section 77 of the *Local Government Act 2020* allows the Council by resolution to determine a fee, charge, fare or rent in relation to any property, undertaking, good, service or other act, matter or thing.

This policy is designed to meet community expectations that Council resources are distributed fairly, procedures are reasonable and decisions are consistent. The policy and associated procedures also ensure the program is as clear and transparent as possible.

COUNCIL PLAN 2021-2025 IMPLICATIONS**Community**

- A connected, involved and inclusive community.

Livability

- Vibrant public spaces and places.

Leadership

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

COMMUNITY ENGAGEMENT

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

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Feedback invited via Council's website ▪ Policy presented in a public report to the Council. ▪ Feedback invited via social media ▪ Policy to be published on Council's website.

Community engagement on the Council Policy *Facility Hire Subsidy Program Policy* will open Thursday 26 May 2020 and close 5pm Thursday 23 June 2022.

Community feedback will be invited via the Council's website and social media channels.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development of the policy. The implementation of the policy will be accommodated within the existing budget allocation.

LEGISLATIVE OR 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

Feedback relating to the Policy will be presented in a report to the Council Meeting on Wednesday 29 June 2022.

Recommendation:

- 1. That the Benalla Rural City Council *Facility Hire Subsidy Program Policy* be endorsed for public exhibition.**
- 2. That the Benalla Rural City Council *Facility Hire Subsidy Program Policy* be considered for adoption at the Council Meeting on Wednesday 29 June 2022.**

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CP 13 Facility Hire Subsidy Program Policy

Responsible Officer:	Manager Facilities and Information Technology
Document type:	Council Policy
Reference:	CP 13
Approved by Leadership Team:	6 May 2022
Adopted by the Council	
Date of next review:	May 2024

Policy Objective

The Policy provides guidance in the application of the Schedule of Fees and Charges for the use of Council owned and operated facilities for Council Officers who directly manage Council facilities and for Committees of Management, appointed by the Council, that receive maintenance funding and that are operating in accordance with funding agreements.

The Policy ensures the Schedule of Fees and Charges are applied in a way that recognises the contribution of Friends and user-groups to the operation of the Council's facilities and the delivery of community services.

It also ensures the Schedule of Fees and Charges are applied in a transparent and formalised way.

Background

The section 77 of the *Local Government Act 2020* allows the Council by resolution to determine a fee, charge, fare or rent in relation to any property, undertaking, good, service or other act, matter or thing.

This policy is designed to meet community expectations that Council resources are distributed fairly, procedures are reasonable and decisions are consistent. The policy and associated procedures also ensure the program is as clear and transparent as possible.

Which user groups does this Policy relate to?

This Policy relates to user groups that use facilities that are either owned by the Council, managed by the Council or subsidised through funding agreements by the Council. These facilities are identified in the Schedule of Fees and Charges.

Calculating Facility Hire Subsidy

The level of subsidisation is determined by assessing each user group against the criteria listed below.

Criteria	Category A (4 points)	Category B (3 points)	Category C (2 points)	Category D (1 point)
Reactive & Ongoing maintenance	Takes responsibility for internal & external reactive maintenance. Contributes to capital upgrades above \$20,000 pa.	Takes responsibility for almost all of the internal & external reactive maintenance. Contributes to capital upgrades less than \$20,000 pa.	N/A	Does not take responsibility for internal & external reactive maintenance
Extent of Service provided by organisation	Broad community is a beneficiary of service provided by the organisation	Service is significantly used by number of specific sections of local community (families & children)	While the organisation provides a direct service to only a small number in the local community, it forms part of a larger service provision	Service only used by small number of local community
Extent of accessibility of facility to community.	Facility or capital contribution is accessible to many in Benalla Rural City community	Facility or capital contribution is generally accessible to community	Facility has limited accessibility to community	Facilities not accessible to others in community or limited access with funds
Number/Type of Service Providers	A unique service (only one in Benalla Rural City)	One of a number of providers of a community service in local area	One of a number of providers meeting a less critical community need (in terms of Council identified services) or meeting an identified recreational need.	Provider meets social or recreational needs only.
Ability to charge fees & raise income	Limited or no ability to raise revenue	Some ability to raise revenue & charge fees which may be varied to reflect ability of clients to pay.	Has ability to charge fees & raise revenue	Operates on profit basis
Access to Other Sources of Funding - service operating grants	No access to other funding sources	Limited access to other sources of funding (no more than 5% total)	Access to other sources of funding such as State, Federal or Local funding which provided between 5 and 30% of total funding.	Access to other sources of funding - State, Federal & Local funding which provided more than 30% of funding.

Criteria	Category A (4 points)	Category B (3 points)	Category C (2 points)	Category D (1 point)
Do they provide direct competition to commercial ventures	No. Main activity is not a commercial activity	While main business is not a commercial activity, some aspects of business are in direct competition	While they are in direct competition with commercial providers they provide added or differentiated service to users	In direct competition with commercial providers
Does their service impact on Council's need to provide similar service?	Without this service provision Council would be required to provide additional service	Lack of service would have some impact on Council's provision	Service is not core responsibility of local government but could be provided	Service is not responsibility of local government
Organisation status and structure	The organisation is locally based: stand alone and not for profit. It has a voluntary management committee, comprised partly of local area representatives.	The organisation is locally based; has a regional focus; is stand alone (financially independent & self governing) and not for profit. It has a voluntary management committee, comprised partly of local area representatives.	The organisation is a locally based service outlet or project that is part of a larger not for profit organisation. It has a voluntary advisory committee, comprised partly of local area representatives.	The organisation is a locally based service outlet or project that is part of a larger not for profit organisation. There is limited, or no local area representation on the advisory committee or similar. Or a for profit organisation
Capacity to undertake range of administrative and management responsibilities	Dependent on assistance from volunteers for all administrative and management functions.	Paid staff undertake some of the administrative and management functions and volunteers assist with other tasks	Staff undertake majority of administrative and management functions with additional assistance provided by umbrella organisation.	Umbrella organisation carried out majority of administrative and management functions.
Social and community benefit	Service is unique and specific and meets high level of need OR service meets identified social/community needs, with most service users from low socio-economic background.	Service meets identified social/community needs, with service users from range of socio-economic backgrounds.	Service meets a broad social / community need.	Service is valued by community but it is not focused on meeting an identified local social/community need.

Category	Level of Subsidy	Points	Hire fee subsidy
A	High	38+	85%
B	Medium	32+	50%
C	Low	23+	25%
D	None	15 points or less	0%

Types of contributions

“In-Kind” contribution in lieu of cash payment

In-Kind:

The Council acknowledges the contributions of user-groups. These contributions include undertaking maintenance activities, which offsets the maintenance or operating costs of a facility or venue.

Note relating to in-kind contributions:

To ensure the Council’s assets are maintained in a way suitable to the Council, all works undertaken on Council facilities must be approved in writing and in advance, by the appointed Council’s Manager, Facilities. Where necessary, works will be overseen by a Council Officer.

Contributions of cash or in-kind by user groups to a facility do not convey ownership or preferential access to that facility.

The Council, at its discretion, may request that any work which alters the state of a Council facility be removed to return the facility to its previous state.

User groups who wish to undertake maintenance work as an alternative to payment of subsidised hire fees must contact the appointed Council Facility Manager prior to work beginning to discuss the validity and need of the proposed works.

Examples of works may include:

- a. Planned Maintenance e.g. cyclical painting, non-urgent repairs
- b. Reactive Maintenance e.g. electrical or plumbing repairs

Cash Contributions

The Council acknowledges the cash contributions user groups make to the operation of Council facilities. Like in-kind contributions, these contributions provide user groups with eligibility to this Policy.

Procedure to apply for Facility Hire Subsidy

User groups can apply on an annual basis in advance for the application of the Facility Hire Subsidy. The Subsidy will be applied at the discretion of the Council.

User groups need not have made a cash or in-kind contribution in the previous year order to qualify. See the *Facility Hire Subsidy Guidelines and Application Form*.

Reporting of Facility Hire Subsidy

All financial subsidies provided by the Council, which relate to the application of Fees and Charges will be available to the public and may be reported in the Annual Report and other publications as determined by the Council.

Draft

9.4 Commemorative Memorial Guidelines Policy

SF/4356

Adrian Gasperoni – Manager Asset and Infrastructure

PURPOSE OF REPORT

The report presents of consideration the *Commemorative Memorial Guidelines Policy*.

BACKGROUND

The purpose of the *Commemorative Memorial Guidelines Policy* (refer **Appendix 1**) is to provide a guideline for the establishment and maintenance of commemorative memorials.

The *Commemorative Memorial Guidelines Policy* works to outline the requirements and performance standards of a commemorative memorial, which is any plaque or monument reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made a significant contribution to public life or having attracted national or international recognition.

Applications for commemorative memorials are to be made to the Council for its "in principle" approval. Following the submission of the application, the proposal shall be publicly advertised seeking community comment. It is proposed that Council will then consider the proposal taking into consideration the guidelines and any submissions received.

DISCUSSION

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

No changes have been made to the policy.

The policy was endorsed by the Council's Leadership Team at its October 2021 meeting.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

- A connected, involved and inclusive community.

Livability

- Vibrant public spaces and places.

Leadership

- Good governance.
- Engaged and informed community.

COMMUNITY ENGAGEMENT

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

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Feedback invited via Council's website ▪ Policy presented in a public report to the Council. ▪ Feedback invited via social media ▪ Policy to be published on Council's website.

Community engagement on the Council Policy *Commemorative Memorial Guidelines Policy* will open Thursday 26 May 2020 and close 5pm Thursday 23 June 2022.

Community feedback will be invited via the Council's website and social media channels.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development of the policy. The implementation of the policy will be accommodated within the existing budget allocation.

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

Feedback relating to the Policy will be presented in a report to the Council Meeting on Wednesday 29 June 2022.

Recommendation:

1. That the Benalla Rural City Council *Commemorative Memorial Guidelines Policy* be endorsed for public exhibition.
2. That the Benalla Rural City Council *Commemorative Memorial Guidelines Policy* be considered for adoption at the Council Meeting on Wednesday 29 June 2022.

CP 10 Commemorative Memorials Guidelines Policy

Responsible Officer:	Manager Assets and Infrastructure
Document type:	Council Policy
Reference:	CP 10
Approved by the Leadership Team:	15 October 2021
Adopted by Council:	
Date of next review:	October 2023

Policy Objective

The purpose of this policy is to provide a guideline for the establishment and maintenance of commemorative memorials.

Procedure

Commemorative Memorial Plaque

Reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made a very significant contribution to public life.

Plaques must be located at or near a place of 'logical association' and will only be permitted in exceptional circumstances.

Plaques will ideally be placed at ground level or be affixed to an appropriate item of street/park furniture at Council's discretion.

Commemorative Memorial Monument

Reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made an exceptional contribution to public life, typically having attracted national or international recognition.

Monuments will only be permitted in exceptional circumstances.

Location

Monuments must be located at or near a place of 'logical association'

Construction

Monuments should be constructed in a form and of materials which do not detract from the amenity of the area in which they are to be located. Ideally proponents of such memorials should consider the naming of a community facility or the construction of a suitable piece of community infrastructure as an alternative to a specific monument.

Applications Approvals Process

Applications for commemorative memorials are to be made to the Council for its "in-principle" approval. Following this the proposal shall be publicly advertised seeking community comment.

The Council will then consider the proposal taking into consideration the guidelines and any submissions received.

Related policies

Roadside Memorial Guidelines Policy

Related legislation

Local Government Act 2020

Crown Land Reserves Act 1978

Planning and Environment Act 1987

Heritage Act 1995

9.5 Roadside Fatality Memorial Guidelines Policy

SF/4356

Adrian Gasperoni – Manager Asset and Infrastructure

PURPOSE OF REPORT

The report presents of consideration the *Roadside Fatality Memorial Guidelines Policy*.

BACKGROUND

The purpose of the *Roadside Fatality Memorial Guidelines Policy* (**refer Appendix 1**) is to provide a guideline for the establishment and maintenance of roadside fatality memorials.

The *Roadside Fatality Memorial Guidelines Policy* works to outline the requirements and performance standards of a fatality memorial, which is any object constructed, erected or placed on the road, or within the road reserves or in any Park, Reserve or other Council controlled land, to commemorate/indicate a fatality. Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

Benalla Rural City recognises that some members of the community wish to mark the location of a fatal crash/incident on the road network or public reserve under the control of Council by the establishment of a fatality memorial.

Benalla Rural City will deal sensitively with requests for the establishment of fatality memorials however may not encourage their placement.

Applications for the placement of temporary or permanent memorials shall be made to the Chief Executive Officer and will be considered in accordance with the policy guidelines.

DISCUSSION

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

No changes have been made to the policy.

The policy was endorsed by the Council's Leadership Team at its October 2021 meeting.

COUNCIL PLAN 2021-2025 IMPLICATIONS**Community**

- A connected, involved and inclusive community.

Livability

- Vibrant public spaces and places.

Leadership

- Good governance.
- Engaged and informed community.

COMMUNITY ENGAGEMENT

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

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Feedback invited via Council's website ▪ Policy presented in a public report to the Council. ▪ Feedback invited via social media ▪ Policy to be published on Council's website.

Community engagement on the Council Policy *Roadside Fatality Memorial Guidelines Policy* will open Thursday 26 May 2020 and close 5pm Thursday 23 June 2022.

Community feedback will be invited via the Council's website and social media channels.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development of the policy. The implementation of the policy will be accommodated within the existing budget allocation.

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

Feedback relating to the Policy will be presented in a report to the Council Meeting on Wednesday 29 June 2022.

Recommendation:

- 1. That the Benalla Rural City Council *Roadside Fatality Memorial Guidelines Policy* be endorsed for public exhibition.**
- 2. That the Benalla Rural City Council *Roadside Fatality Memorial Guidelines Policy* be considered for adoption at the Council Meeting on Wednesday 29 June 2022.**

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CP 12 Roadside Fatality Memorial Guidelines

Responsible Officer:	Manager Assets and Infrastructure
Document type:	Council Policy
Reference:	CP 12
Approved by the Leadership Team:	15 October 2021
Approved by Council:	
Date of next review:	October 2023

Policy Objective

The purpose of this policy is to provide a guideline for the establishment and maintenance of roadside fatality memorials.

Procedure

A fatality memorial is any object constructed, erected or placed on the road, or within the road reserves or in any Park, Reserve or other Council controlled land, to commemorate/indicate a fatality. Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

Benalla Rural City recognises that some members of the community wish to mark the location of a fatal crash/incident on the road network or public reserve under the control of Council by the establishment of a fatality memorial.

Benalla Rural City will deal sensitively with requests for the establishment of fatality memorials but will not encourage their placement.

Detailed requirements and Performance Standards

In dealing with requests, the following criteria will be considered.

Location

Roadside

- A memorial should be located in a position where it will not distract driver's attention from the driver task or interfere with the role of any traffic control item.
- A memorial should be located in a position where it will not be hazardous to passing traffic or prevent appropriate maintenance of the road reserve.
- Applicants should be made aware of any possible risk in visiting roadside memorials and should be advised on safe practices in this regard e.g. stopping clear of traffic. Wherever possible, the location should be chosen to minimise risk.

Other Sites - Public Parks and Reserves

- A memorial should be located in a position where it will not distract the driver's attention from the driver task or interfere with the role of any traffic control item.
- A memorial should be located in a position where it will not be hazardous to the public or prevent appropriate maintenance of the Public Park, Open Space or Reserve.

Construction

- A memorial must be constructed of material or installed in a way that will not cause injury if struck by any vehicle or plant. Where a long-lasting memorial is required which incorporates a plaque, it should ideally be placed horizontally as close to the surface level as possible.

Other Issues

- Any objection or complaint from nearby residents, road users or public park visitor regarding any aspects of memorials, including the activity of visitors to the memorial, should be carefully considered and if necessary, the memorial should be relocated or removed.
- Applicants should be advised that Benalla Rural City is not able to accept responsibility for the maintenance of memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road or park maintenance or construction activities.
- In general, a time limit of twelve months will be allowed for memorials of a temporary nature.

Applications Approval Process

- Applications for the placement of temporary or permanent memorials shall be made to the Chief Executive Officer and will be considered in accordance with these policy guidelines.

Related policies

Commemorative Memorial Guidelines Policy

Related legislation

Local Government Act 2020

Crown Land Reserves Act 1978

Planning and Environment Act 1987

Heritage Act 1995

Draft

9.6 Environment Protection Authority Victoria Waste Levy Payment Approval

SF/2976

Robert Barber – General Manager Corporate
Dom Testoni – Chief Executive Officer

PURPOSE OF REPORT

The report seeks approval to pay the Environment Protection Authority (EPA) Victoria Waste Levy payment for the period of 1 January 2022 – 31 March 2022.

BACKGROUND

From 1 July 2021, under the *Environment Protection Act 2017* and Environment Protection Regulations 2021, permission holders must submit quarterly levy statements to EPA, declaring the amount of waste received. These statements determine the levy amount payable.

A Waste Levy is paid for all waste received at licensed landfills.

DISCUSSION

A Waste Levy payment of \$316,805.70 (ex. GST) for the period 1 January 2022 to 31 March 2023 is required for waste accepted at the Benalla Landfill and Resource Recovery Centre (BL&RRC).

The payment has been presented to the Council for approval as the amount exceeds the Chief Executive Officer's (\$300,000 ex. GST) financial delegation.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

- Good governance.
- High performance culture.

FINANCIAL IMPLICATIONS

The *2021/22 Budget* allocated \$714,712 to pay the EPA Waste Levy. The annual expense is now forecast to be \$950,000 due to an increase in the EPA Waste Levy.

The Waste Levy expense is offset by EPA Waste Levy revenue.

LEGISLATIVE OR STATUTORY IMPLICATIONS

It is considered that the report is consistent with the *Charter of Human Rights and Responsibilities Act 2006*, *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

The Waste Levy payment has highlighted an issue with the Chief Executive Officer's financial delegation in that compulsory payments of more than \$300,000 (ex. GST) to statutory bodies such as the EPA and WorkSafe Victoria must be brought to the Council for approval.

In the coming weeks, a proposal to amend the Council's *Procurement Policy* to delegate the power to approve all compulsory statutory payments to the Chief Executive Officer will be brought before the Council.

Recommendation:

- 1. That payment of the EPA Victoria Waste Levy for \$316,805.70 (ex. GST) for the period of 1 January 2022 – 31 March 2022 be approved.**
- 2. That the EPA Victoria Waste Levy payment be made before 5 July 2022.**

9.7 Enterprise Park Industrial Estate – Potential Sale of Land

SF/4935

Dom Testoni – Chief Executive Officer

PURPOSE OF REPORT

The report outlines the statutory process for the sale of Council-owned land at Enterprise Drive, Benalla.

BACKGROUND

Under section 114 of the *Local Government Act 2020* (Act), before selling land the Council must:

- a) publish a notice of its intention to do so on Council's Internet site;
- b) undertake a community engagement process in accordance with its community engagement policy; and
- c) obtain a valuation of the land which is made not more than 6 months prior to the sale or exchange.

DISCUSSION

The approved Plan of Subdivision is attached as **Appendix 1**. However, it is likely that potential purchasers will be entitled to submit interest in the whole or any portion of the land, subject to an appropriate plan of subdivision being registered.

To assist with the process the Council will seek to appoint an agent to provide initial advice on the most appropriate method of sale in order to achieve the best value for Council subject to the Council's statutory obligations and the Guideline. This advice is expected to continue through the expression of interest process and the subsequent sale to purchasers.

The Council intends to seek expressions of interest for the property, a partially developed industrial subdivision on the eastern side of Benalla, which may be sold to one purchaser in total or sold to any number of purchasers as various subdivided lots.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Economy

- Thriving business and industry.

Environment

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

Leadership

- Good governance.
- Engaged and informed community.
- Effective and responsive advocacy.

COMMUNITY ENGAGEMENT

Council's *Community Engagement Policy* does not specify the type of engagement process appropriate for sale of Council-owned land.

In light of the significance of the land proposed to be sold, it is proposed that community engagement be undertaken at the "consult" level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Public Notice in the <i>Benalla Ensign</i> and Council's website ▪ Feedback invited via Council's website ▪ Information presented in a public report to the Council. ▪ Submissions considered by the Council

A public notice of the Council's intention to sell the land pursuant to an expression of interest process and seeking submissions in regard to the Council's proposal will be published in the *Benalla Ensign* and on the Council's website

Submissions will be considered before resolving whether or not to proceed with the sale. This process reflects the previous requirements under sections 189 and 223 of the *Local Government Act 1989*, which sections have now been repealed.

FINANCIAL IMPLICATIONS

Costs associated with undertaking the expressions of interest process will be met from existing budget allocations.

Potential revenue from the sale of the Enterprise Park Industrial Estate will be considered for inclusion in the 2022/23 Budget.

LEGISLATIVE AND STATUTORY IMPLICATIONS

There is no statutory obligation upon the Council under the Act to undertake a public procurement process in respect of a proposal to sell Council land. However, the *Local Government Best Practice Guideline for the Sale and Exchange of Land* dated June 2009 (the Guidelines) states that where a council is proposing to sell a significant land asset, then the sale should generally be conducted through a public procurement process, unless circumstances exist that justify an alternative method of sale.

Selling by public process is regarded as representing good practice for councils for the following reasons:

- i. A public process enables the entire market to respond to the proposal; and
- ii. Without such a process, councils cannot be certain that they are achieving the best possible deal available from the market.

A sale by expression of interest process would satisfy the Guideline's recommendation for sale through a public procurement process.

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 a formal expression of interest process for the sale of the whole or any part of the land be undertaken.

That notice be given of the Council's intention to sell the land by means of expression of interest.

Recommendation:

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; and**
- 4. Obtain a current valuation of the Land.**



Imaged Document Cover Sheet


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Document Identification	PS830933R
Number of Pages (excluding this cover sheet)	2
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<h1 style="margin: 0;">PLAN OF SUBDIVISION</h1> <p style="margin: 0;">Under Section 35(8) of the Subdivision act 1988</p>			EDITION 1	PS830933R
LOCATION OF LAND PARISH : BENALLA TOWNSHIP : SECTION : R CROWN ALLOTMENT : 5(PT), 6(PT) & 7(PT) CROWN PORTION : TITLE REFERENCE : Vol.12062 Fol.777 LAST PLAN REFERENCE : PS801090G (LOT F) POSTAL ADDRESS : SYDNEY ROAD (At time of subdivision) BENALLA 3672 MGA2020 Co-ordinates (of approx centre of land in plan) E 412 050 ZONE: 55 N 5955 130 GDA 2020			Council Name: Benalla Rural City Council Council Reference Number: S3139 Planning Permit Reference: Planning permit not required SPEAR Reference Number: S159650A This is a plan under section 35 of the Subdivision Act 1988 which does not create any additional lots. Certification This plan is certified under section 6 of the Subdivision Act 1988 Statement of Compliance This is a statement of compliance issued under section 21 of the Subdivision Act 1988 Digitally signed by: Nilesh Neal Singh for Benalla Rural City Council on 13/07/2020	
VESTING OF ROADS AND/OR RESERVES			NOTATIONS	
IDENTIFIER	COUNCIL/BODY/PERSON		ROAD R1 IS THE RESULT OF THIS SURVEY	
ROAD R1	BENALLA RURAL CITY COUNCIL			
NOTATIONS				
DEPTH LIMITATION Nil				
SURVEY: This plan is based on survey. This survey has been connected to permanent marks No(s). 130, 136 & 165 In Proclaimed Survey Area No. 62				
EASEMENT INFORMATION				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1 E-2 & E-4 E-3 & E-4	DRAINAGE SEWERAGE DRAINAGE	3.62 SEE PLAN SEE PLAN	C/E Inst. 1713828 PS733721Y THIS PLAN	COMMONWEALTH OF AUSTRALIA NORTH EAST REGION WATER CORPORATION BENALLA RURAL CITY COUNCIL
 <p style="font-size: small; margin-top: 5px;">EDM Group PLANNERS SURVEYORS & ENGINEERS OFFICES 99 HUME ST PO Box 317 WODONGA 3689 Ph (02) 6057 8578 Ph (02) 6056 2392 info@edmgroupp.com.au ABN 12 532 366 914</p>		SURVEYORS FILE REF: 13010705 Digitally signed by: Michael Toll, Licensed Surveyor, Surveyor's Plan Version (01), 21/06/2020, SPEAR Ref: S159650A		ORIGINAL SHEET SIZE: A3 SHEET 1 OF 2 PLAN REGISTERED TIME: 2:18pm DATE: 12/04/2021 K.NGUYEN Assistant Registrar of Titles

9.8 Mayor and Councillors' Attendance at Committees and Civic Functions

SF/808-07

Tracey Beaton - Executive Coordinator

The Mayor and Councillors, listed in alphabetical order, attended meetings and events as detailed below during the period from 16 April 2022 to 13 May 2022.

Councillor Danny Claridge	
19 April	Benalla Family Research Group Meeting
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
21 April	Meeting with Helen Haines MP – Independent Federal Member for Indi
25 April	ANZAC Day Dawn Service
	ANZAC Day March and 11am Service
26 April	Benalla Family Research Group Australian Heritage Festival - Welcome
27 April	Councillor Only Forum
	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee
	Council Meeting
28 April	MAV Rural Directions Conference
4 May	Councillor Only Forum
	Benalla Airport Advisory Committee
	Assembly of Councillors - Business Review
6 May	Meeting with Ross Lyman - Liberal Candidate for Indi
	Benalla Festival Air Show Meeting
11 May	Councillor Only Forum
	Finance and Operations Committee Meeting

Councillor Peter Davis	
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
21 April	Meeting with Helen Haines MP – Independent Federal Member for Indi
27 April	Councillor Only Forum
	Council Meeting
4 May	Councillor Only Forum
	Benalla Airport Advisory Committee
	Assembly of Councillors - Business Review
11 May	Councillor Only Forum
	Finance and Operations Committee Meeting

Councillor Don Firth	
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
21 April	Meeting with Helen Haines MP – Independent Federal Member for Indi
25 April	ANZAC Day Dawn Service
	ANZAC Day March and 11am Service
27 April	Councillor Only Forum
	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee
	Council Meeting
28 April	Benalla Youth Service Providers Network Meeting
29 April	Regional Development Australia Meeting
3 May	2022/23 Proposed Budget Community Information Session
4 May	Councillor Only Forum
	Assembly of Councillors - Business Review
5 May	Benalla Indoor Recreation Centre General Meeting
6 May	Meeting with Ross Lyman - Liberal Candidate for Indi
	Benalla Festival Air Show Meeting

Councillor Don Firth	
11 May	Councillor Only Forum
	Benalla Festival Advisory Committee Meeting
	Finance and Operations Committee Meeting

Councillor Punarji Hewa Gunaratne	
20 April	Additional Council Meeting
	Planning and Development Committee Meeting
25 April	ANZAC Day 11am Service
27 April	Former Benalla Migrant Camp Conservation Management Plan Implementation Steering Committee
	Council Meeting
4 May	Assembly of Councillors - Business Review
11 May	Finance and Operations Committee Meeting

Mayor Bernie Hearn	
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
21 April	Meeting with David Clarke – MAV President
	Meeting with Helen Haines MP – Independent Federal Member for Indi
25 April	ANZAC Day Dawn Service
	ANZAC Day March and 11am Service
27 April	Councillor Only Forum
	Council Meeting
3 May	2022/23 Proposed Budget Community Information Session
4 May	Councillor Only Forum
	Assembly of Councillors - Business Review
5 May	2022 Hands On Trades Career Expo
	Benalla Indoor Recreation Centre General Meeting
6 May	Meeting with Ross Lyman - Liberal Candidate for Indi

Mayor Bernie Hearn	
11 May	Councillor Only Forum
	Finance and Operations Committee Meeting
13 May	Celebration of new exhibition OCULI: ACTS I-VII

Councillor Justin King	
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
27 April	Councillor Only Forum
	Council Meeting
4 May	Councillor Only Forum
	Benalla Early Years Network
	Assembly of Councillors - Business Review
6 May	Meeting with Ross Lyman - Liberal Candidate for Indi
	Benalla Festival Air Show Meeting
11 May	Councillor Only Forum
	Benalla Festival Tatong Anglers Meeting
	Benalla Festival Advisory Committee Meeting
	Finance and Operations Committee Meeting

Councillor Gail O'Brien	
20 April	Councillor Only Forum
	Additional Council Meeting
	Planning and Development Committee Meeting
21 April	Meeting with Helen Haines MP – Independent Federal Member for Indi
27 April	Councillor Only Forum
	Live4Life Benalla Partnership Meeting
	Council Meeting
29 April	Meeting with Deakin University to discuss Respond Project in Benalla
3 May	Community Plan Implementation Steering Committee Meeting
4 May	Councillor Only Forum

Councillor Gail O'Brien	
	Assembly of Councillors - Business Review
5 May	2022 Hands On Trades Career Expo
6 May	Meeting with Ross Lyman - Liberal Candidate for Indi
11 May	Councillor Only Forum
	2022 Live4Life Benalla Launch
	Finance and Operations Committee Meeting

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

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9.9 Council Actions Pending

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

Recommendation:

That the report be noted.

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Council Actions Pending From The Cycle Of Meetings Ended 25 May 2022

Action No.	Meeting Name	Item	Action	Officer	Status/notes
1.	P&O Committee 18-May-22	4	Draft Benalla Rural City Council Asset Plan 2022-2032 That the Planning and Development Committee, acting under its delegated authority of the Council, resolve: <ol style="list-style-type: none"> 1. That the draft <i>Benalla Rural City Council Asset Plan 2022-2032</i> be endorsed for public exhibition. 2. That the draft <i>Benalla Rural City Council Asset Plan 2022-2032</i> be considered for adoption at the Planning and Development Committee on Wednesday 22 June 2022. 	MAI	1. Completed
2.	P&O Committee 18-May-22	3	Petition: Declare Churchill Reserve an Off Leash Area <ol style="list-style-type: none"> 1. That the report be noted. 2. That a report be presented to the Planning and Development Committee meeting on 22 June 2022, following consultation with the Churchill Reserve Committee of Management and surrounding Churchill Reserve residents. 	MD	2. Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
3.	F&O Committee 11-May-22	4	<p>Lakeside Precinct Accessibility Access Working Group</p> <p>That the Finance and Operations Committee, acting under its delegated authority of the Council, resolve:</p> <ol style="list-style-type: none"> 1. The <i>Lakeside Precinct Accessibility Access Working Group</i> be established in accordance with the <i>Lakeside Precinct Accessibility Access Working Group Terms of Reference</i>. 2. That the <i>Lakeside Precinct Accessibility Access Working Group Terms of Reference</i> be adopted. 3. That the following nominees be invited to participate in the <i>Lakeside Precinct Accessibility Access Working Group</i> as community representatives: <ul style="list-style-type: none"> ▪Susan Campbell OAM ▪John Hanlon ▪Cheryl-Anne Menere ▪David Moore ▪Sheryle Stubbs. 	CEO	Completed
4.	F&O Committee 11-May-22	3	<p>2021/2022 Community Sponsorship Program</p> <p><i>That a \$500 grant from the 2021/22 Community Sponsorship Program be allocated to Tatong Memorial Hall Committee of Management Inc.</i></p>	MC	Completed
5.	F&O Committee 11-May-22	4	<p>2021/2022 Annual Grant Program and Major Event Funding Program</p> <p>That the Finance and Operations Committee, acting under its delegated authority of the Council, resolve:</p> <ol style="list-style-type: none"> 1. That \$64,666, as detailed in Table 1, be allocated from the 2021/2022 Annual Grants Program. 2. That \$12,000, as detailed in Table 2, be allocated from the 2021/2022 Major Event Funding Program. 	MC	Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
6.	Council Meeting 27-Apr-22	9.3	Council Plan 2021-2025 Progress Report for Half-Year Ending 31 December 2021 1. That the report be noted. 2. That the <i>Council Plan 2021-2025</i> remain unchanged for the 2022/23 Financial Year.	GMC	Completed
7.	Council Meeting 27-Apr-22	7.1	Petition: Declare Churchill Reserve A Time Share Off Leash Area 1. That the petition be received. 2. That a report be presented to Planning and Development Committee on 18 May 2022.	MD	Completed
8.	Council Meeting 20-Apr-22	3	Draft Benalla Rural City Council Financial Plan 2023 to 2032 1. That the draft Benalla Rural City Council Financial Plan 2023 to 2032 be endorsed for public exhibition for a period of 28 days from 21 April 2022. 2. That submissions relating to the draft Benalla Rural City Council Financial Plan 2023 to 2032 be heard at a meeting of the Finance and Operations Committee on 25 May 2022. 3. That the Council consider submissions relating to the draft Benalla Rural City Council Financial Plan 2023 to 2032 at a Council meeting on 15 June 2022. 4. That the Council consider the adoption of the Benalla Rural City Council Financial Plan 2023 to 2032 at a meeting of the Council on Wednesday 29 June 2022.	MF	1. Completed 2. Completed

Action No.	Meeting Name	Item	Action	Officer	Status/notes
9.	Council Meeting 20-Apr-22	2	Proposed 2022/23 Budget <ol style="list-style-type: none"> 1. That the proposed <i>2022/23 Budget</i> be endorsed for public exhibition for a period of 28 days from 21 April 2022. 2. That submissions relating to the proposed <i>2022/23 Budget</i> be heard at a meeting of the Finance and Operations Committee on 25 May 2022. 3. That the Council consider submissions relating to the proposed <i>2022/23 Budget</i> at a Council meeting on 15 June 2022. 4. That the Council consider the adoption of the <i>2022/23 Budget</i> at a meeting of the Council on Wednesday 29 June 2022. 	MF	<ol style="list-style-type: none"> 1. Completed 2. Completed
10.	P&D Committee 16-Mar-22	2	Benalla Airport – Intention To Lease Land That the Planning and Development Committee, acting under its delegated authority of the Council, resolve: That the Council give notice under section 115 of the <i>Local Government Act 2020</i> of its intention to enter into a lease with Luke Anthony Bourne for hangar land lease. The principal terms of the lease will be: <ol style="list-style-type: none"> 1. A term of five years commencing on 1 July 2022 with an option of four further terms of five years. 2. To waive lease costs until 30 June 2023, excluding the Fire Services Property Levy. From 1 July 2023, all applicable lease fees will be payable for the remaining term of the lease. The lease will be adjusted annually by the All-Groups Consumer Price Index except for the fifth anniversary of the commencement of the lease where the fee will be reviewed to market value.	MFIT	Report to be presented to P&D Committee at its 22 June 2022 meeting.

Action No.	Meeting Name	Item	Action	Officer	Status/notes
10.	Council Meeting 10-Feb-21	11.2	<p>Notice of Motion: Hosting of a community and sporting group summit to understand the impact of COVID-19</p> <ol style="list-style-type: none"> 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"> ▪ Financial impact ▪ Participation rate impact (members/volunteers) ▪ Social impact 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. 3. That the Council use the Summit as an exercise to collect information. 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. 5. That the report be developed and presented to the Council for adoption and be provided to Federal and State members for consideration. 	CEO	In progress.

Action No.	Meeting Name	Item	Action	Officer	Status/notes
11.	Council Meeting 10-Feb-21	11.1	<p>Notice of Motion: Seeking development of COVID-19 Support Initiatives</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"> 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. 2. That the Council undertake a review to consider local supports for the Benalla community as part of the BCSI. 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. 	CEO	In progress.
12.	P&D Committee 17-Jun-20	2	<p>Planning application for a 118 Lot Subdivision and the removal of native vegetation at Kilfeera Road, Benalla</p> <p>That the item be deferred until the Planning and Development Committee Meeting scheduled for 22 July 2020.</p>	MD	To be rescheduled. Awaiting developer response.

10. Reports by Councillors

Recommendation:

That the report(s) be noted.

11. Notices of Motion

12. Notices of Rescission Motion

13. 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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14. 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 that would result in the unreasonable disclosure of information about a person or their personal affairs if released:

- 14.1 Confidential Reports by Councillors
- 14.2 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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15. Reopening of the meeting to the public

Recommendation:

That the meeting be reopened to the public.

16. Closure of the meeting