

Finance and Planning Committee

Agenda

Date: Wednesday 5 March 2025

Time: 6pm

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

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Governance Matters

This Committee Meeting is conducted in accordance with the *Local Government Act 2020* and the Benalla Rural City Council *Governance Rules 2020*.

Recording of Council Meetings

In accordance with Rule 6.4 of the *Governance Rules 2020* the Committee Meeting will be livestreamed via the Council's website. An audio recording will be made of the proceedings and made available for public access, with the exception of matters identified as confidential items in the agenda.

Members of the public can watch the live broadcast of the meeting at www.benalla.vic.gov.au

Public Submissions

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

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.

Agenda

Chair Councillor Peter Davis

Councillors Councillor David Blore
Councillor Bernie Hearn (Mayor)
Councillor Puna Hewa Gunaratne
Councillor Justin King
Councillor Jillian Merkel
Councillor Nathan Tolliday

In attendance	Robert Barber	Acting Chief Executive Officer
	Nilesh Singh	Interim General Manager Corporate
	Jane Archbold	Manager Community
	Joel Ingham	Interim Manager Development
	Courtney Naughton	Manager Economic Development and Sustainability
	Jess Pendergast	Governance Coordinator

Opening and Acknowledgement of Country

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

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

Apologies

Recommendation:

That apology/ies be accepted.

Disclosures of Conflict of Interest

In accordance with the *Local Government Act 2020*, a Councillor must declare any Conflict of Interest pursuant to Section 130 of the Act in any items on this Agenda.

At the time indicated in the agenda, a Councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest;
- whether their conflict of interest is general or material; and
- the circumstances that give rise to the conflict of interest.

Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor must indicate to the Meeting the existence of the conflict of interest and leave the Meeting.

Confirmation of the Minutes of the Previous Meeting

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

Recommendation:

That the Minutes of the Finance and Planning Committee meeting held on 5 February 2025 be confirmed as a true and accurate record of the meeting.

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Business

1. Planning Application – Multi Lot Subdivision (six lots) at CA25 and CA26 High Street, Baddaginnie

DA7686

Ref:2066969903-79800

Joel Ingham – Interim Manager Development

PURPOSE OF REPORT

This report assesses a planning application received for a six lot subdivision at CA25 and CA26 High Street, Baddaginnie.

BACKGROUND

Site Address	CA25 and CA26 High Street, Baddaginnie
Existing Use	<p>The site comprises two allotments, located at the southeast corner of High Street and Clarendon Street, Baddaginnie. The site is currently vacant and has been used for grazing.</p> <p>Vegetation on the site includes scattered vegetation as well as a patch of trees along the eastern boundary. A dam is located close to the south-east corner of the site.</p> <p>The site is regular in shape with a frontage of 202.07m to High Street (north) and Moore Street (south), and a boundary of 201.48m to Clarendon Street (west) and to an unmade government road to the east.</p>
Proposal	<p>6 lot subdivision including:</p> <ul style="list-style-type: none">Lot 1 – A total area of 2.036ha with frontage to Moore Street.Lots 2-6 – access via High Street. Each lot has an area of 4,071m² with a 40.12m frontage to High Street and a depth of 100.74m.
Applicant	Mrs Stacey Cole, Onley Consulting
Zone	<ul style="list-style-type: none">Low Density Residential Zone (LDRZ) <p>Permit trigger – Clause 32.03-3 Subdivision</p>
Overlays	Nil
Particular Provisions	<p>Clause 56 – Subdivision</p> <p>Clause 65.02 – Decision Guidelines - Subdivision</p>
Referrals	<ul style="list-style-type: none">AusnetEngineeringEnvironmental Health

PROPOSAL

The proposal seeks approval to subdivide two allotments in one ownership, into six separate lots.

The proposal will have the following characteristics:

- Lot 1 – frontage to Moore Street, Baddaginnie with a side boundary to Clarendon Street, Baddaginnie with a total area of 2.036 hectares.
 - This lot will include the existing dam, scattered trees and a patch of vegetation on the eastern boundary.
- Lots 2-6 – frontage to High Street, Baddaginnie plus Lot 2 side fronting Clarendon Street, Baddaginnie. Each lot has an area of 4071 metres squared and a 40.12 metres frontage to High Street, Baddaginnie and a depth of 100.74 metres.
 - Lot 6 includes a patch of vegetation along the eastern boundary and scattered trees toward the proposed southern boundary. A suitable area for the construction of an accessway and dwelling can be accommodated without the need to remove these trees.
- No vegetation is proposed to be removed.
 - The proposed access to Lot 3 will result in the loss of a tree with a diameter of 35cm and exempt from a permit through *Clause 52.07-7 Vehicle access from public roads*.

A plan of the proposal is attached as **Appendix 1**.

Site and Surrounds

An inspection of the site and the surrounding area has been undertaken.

The site is regular in shape, with a combined area of CA25 and CA26 of approximately 4.07 hectares, located on the southeast corner of High Street and Clarendon Street, Baddaginnie.

The subject site is vacant and includes a dam at the south-eastern corner of the lot. There is a gate providing access to the site from Clarendon Street, Baddaginnie.

To the north, High Street, Baddaginnie is a major road that connects to Baddaginnie township (west) and extends to Benalla (east). Land across High Street, Baddaginnie contains small rural living style allotments located within the Farming Zone.

To the west of the site is Clarendon Street, Baddaginnie and is an unsealed road connecting the township to the Primary School southwest of the subject site. Baddaginnie township is located west of Clarendon Street, Baddaginnie.

To the south of the site, Moore Street, Baddaginnie is an unsealed road and connects the township to Hossack Road, Baddaginnie. Residential lots access Moore Street, Baddaginnie to the east of the subject site. Directly abutting the site to the east is vacant land within the LDRZ and includes an unmade government road reserve.

LOCALITY MAP



Public Notification

The planning application was advertised in accordance with Section 52 of the *Planning and Environment Act 1987* and Council policy by way of the following:

- placing a sign on High Street and Clarendon Street
- sending notices to all adjoining and opposite landowners and occupiers.

A total of four objections were received and are summarised later in this report.

Planning Scheme Provisions

Planning Policy Framework (PPF)

Clause 11.01-1L of the Benalla Planning Scheme relates to Local settlements - Baddaginnie and has the following strategies:

- *Encourage infill residential development where wastewater can be treated effectively on site.*
- *Support low density residential development to provide housing diversity.*

The subject site is clearly identified in the Baddaginnee Structure Plan as an area appropriate for low density development and is copied below:



Clause 11.01-1S (Settlement) of the Benalla Planning Scheme objective is:

To promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Clause 11.02-1S (Supply of urban land) of the Benalla Planning Scheme has the objective:

To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.

Clause 11.02-3S (Sequencing of development) of the Benalla Planning Scheme has the objective:

To manage the sequence of development in areas of growth so that services are available from early in the life of new communities.

Clause 15.01-3S (Subdivision design) of the Benalla Planning Scheme has the objective:

To ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.

Clause 15.01-4S (Healthy neighbourhoods) of the Benalla Planning Scheme has the objective:

To achieve neighbourhoods that foster healthy and active living and community wellbeing.

Clause 16.01-2S (Housing Affordability) of the Benalla Planning Scheme has the objective:

To deliver more affordable housing closer to jobs, transport and services.

Zone

Clause 32.03 Low Density Residential Zone (LDRZ)

The site is wholly located within the Low Density Residential Zone. The purpose of the Low Density Residential Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.*

A permit is required to subdivide land within the Low Density Residential zone. The land is not connected to sewage and must have a minimum area of 4000 square metres. An application for subdivision must be assessed in accordance with *Clause 56 of the Benalla Planning Scheme*.

Referrals

External Referrals and Notices required by the Planning Scheme:

Referrals and Notice	Advice/Response/Conditions
AusNet	No objection subject to conditions

Internal referrals:

Referrals	Advice/Response/Conditions
Engineering	No objection subject to conditions
Environmental Health	No objection subject to conditions

Clause 56 – ResCode

The following table provides details on whether the proposal complies with the requirements of Clause 56 of the Benalla Planning Scheme. Under the provisions of Clause 56 of the Benalla Planning Scheme, a development:

- Must meet all of the objectives
- Should meet all of the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

√ - Compliance X - Non compliance		Objectives	Standards	Comments
C22	Drinking Water supply	√	√	Lots in Baddaginnie rely on tank water in order to provide for potable drinking water. Future dwellings on the land will need to provide for on-site tanks in order to provide for drinking water.
C23	Reused and Recycled water	√	√	Complies
C24	Waste Water Management	√	√	The site is not connected to reticulated sewage. A Land Capability Management Report has been provided with the application that assumes the construction of a 4 bedroom dwelling on each lot. An irrigation area of 410sqm is required for each lot with a septic tank with a capacity of 4000L.
C25	Stormwater management	√	√	Stormwater run-off from the five northern allotments will be directed into the existing swale drain on High Street and to 22kl water tanks on each lot. Lot 1 will discharge to a pipe on the northern boundary and connect to the existing dam, with overflow to be piped underground to a second dam on land to the south.

Particular Provisions

Clause 53.01 – Public Open Space Contribution and Subdivision

A public open space contribution to the amount of five percent of the land value will be required as a condition of the planning permit.

CONSIDERATION OF OBJECTIONS

Four objections were received to the proposed development.

Impact to flow of water across property boundaries.

A Stormwater Management Plan was submitted as part of the proposal and forwarded to the Council's Engineering Unit for assessment.

Conditions will be placed on any planning permit issued to ensure recommendations of the Plan are implemented and overland flows are properly managed.

Increase in traffic volume

The proposal includes five crossovers to High Street, Badaginnie. Each proposed lot has an area of 4,071 square metres as per the *Low Density Residential Zone*. High Street, Baddaginnie is a main road that can accommodate additional traffic as proposed.

Lot 1 to the south of the site can be accessed via Moore Street, Baddaginnie.

No crossovers are proposed to Clarendon Street, Badaginnie.

The proposal was referred to the Council's Engineering Unit for assessment which did not object to the proposed subdivision; subject to conditions. No sealing of Clarendon Street, Badaginnie is necessary as vehicles will access each proposed lot from High Street, Badaginnie.

Concern with public realm

The improvement of public infrastructure is not relevant to this permit. The increase of five lots on this site is in accordance with the purpose of the LDRZ.

ASSESSMENT

The proposed subdivision is considered to comply with the Planning Policy Framework, as well as the requirements to Clause 56 (subdivision) of the Benalla Planning Scheme. The application proposes the subdivision of land in accordance with the Low Density Residential Zone, allowing development of each lot with a four bedroom dwelling. The land is well located in proximity to all services.

The Baddaginnie Structure Plan supports development of this site of 4000 square metre lots with supporting wastewater management. Each site is able to accommodate a building envelope appropriate for a four-bedroom dwelling with a wastewater irrigation area of 410 square metres and septic tank with a capacity of 4,000 litres. This is appropriate for this site.

The stormwater management plan recommends improvements to the land, including a 22kL water tanks toward the southern boundary of the five, 4,071 square meter lots. These lots are to drain to the High Street, Baddaginnie swale drain which can accommodate the runoff.

The subdivision includes a two-hectare lot, Lot 1, to the southern half of the subject site. A large portion of Lot 1 does not currently drain to High Street, instead draining into an existing dam in the south east corner of the site. The overflow from the dam discharges into the unmade road reserve on the eastern side of the property, where it appears to continue in an easterly direction and flow into a dam on the neighboring property. In order to ensure there is no possibility of future nuisance flows the applicant proposes to:

- collect all flows in a proposed open drain along the north side of Lot 1 and direct it towards the existing dam; and
- direct the overflow from the dam into a piped drainage system that runs through and easement in Lot 6 (east boundary) and discharge it into the open drain in High Street.

The proposed lots meet the requirements of the LDRZ and Clause 56, with access from High Street, Badaginnie to Lots 2-6. The land will provide for residential development in keeping with the Baddaginnie Structure Plan with excellent access to the local area. The lots have a north-south orientation and are designed to achieve adequate solar access.

The subdivision will provide for adequate pedestrian and vehicular links to High Street, Badaginnie with no proposed access to Clarendon Street, Badaginnie, all of which will need to be designed in accordance with the requirements of the Infrastructure Design Manual.

Drainage provision for the site has been designed for Lots 2-6 to connect to the High Street, Badaginnie drainage swale with additional piping to be constructed under Moore Street, Baddaginnie. The proposal has been referred to the Council's Engineering Unit which did not issues with the proposed drainage system, subject to appropriate conditions.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

- *A connected, involved and inclusive community.*

Livability

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

Economy

- *Thriving business and industry.*
- *Population growth.*

LEGISLATIVE AND STATUTORY IMPLICATIONS

A decision by the Council to determine that a permit should be granted for the proposal may be appealed to VCAT by the objectors and/or the applicant against conditions of the permit.

In the instance that the Council decides to refuse to grant a permit the applicant also has a right of appeal to VCAT.

FINANCIAL IMPLICATIONS

The Council, as the responsible authority under the *Planning and Environment Act 1987*, must determine the permit application.

If the Council decision is appealed by any party to VCAT, the Council has a statutory role in being a party to the appeal and informing and assisting VCAT.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That Council having caused notice of Planning Application No. P0101/24 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 issue a Notice of Decision to Grant a Permit under the provisions of the Benalla Planning Scheme in respect of the land known and described as CA25 and CA26, High Street, Baddaginnie, for the subdivision of land into six lots in accordance with the plans as lodged with the application dated 13 September 2024 and subject to the following conditions:

1. The subdivision as shown on the endorsed plan must not be altered without the prior written permission of the Responsible Authority.
2. The owner of the land must enter into an agreement with:
 - a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
3. Before the issue of a Statement of Compliance for the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:
 - a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
 - b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
4. All sewage and sullage waste water from any proposed development must be discharged into a new onsite septic tank system which is approved by the Environment Protection Authority and retains all wastes within the boundaries of the land in accordance with the *Land Capability prepared by A.C Geotechnical Pty Ltd for Jeremy Sloan with report number 24281, Corner High Street and Clarendon Street Baddaginnie* to the satisfaction of the Responsible Authority.
5. Prior to certification of the plan of subdivision under the *Subdivision Act 1988* the wastewater envelopes must be identified on the plan of subdivision as a restriction as provided by the *Land Capability prepared by A.C Geotechnical Pty Ltd for Jeremy Sloan with report number 24281, Corner High Street and Clarendon Street Baddaginnie* to the satisfaction of the responsible authority.

6. Prior to the issue of a Statement of Compliance under the *Subdivision Act 1988*, the owner/subdivider must enter into an agreement with the responsible authority, pursuant to Section 173 of the *Planning and Environment Act 1987*. This agreement must be registered by the responsible authority pursuant to Section 181 of the *Planning and Environment Act 1987* on the titles to the lots resulting from approval of the subdivision and the costs of preparation and registration of the agreement must be met by the owner/subdivider. The agreement must provide for the following:
 - That any dwelling to be erected on any lot created must comply with the recommendations of the *Land Capability prepared by A.C Geotechnical Pty Ltd for Jeremy Sloan with report number 24281, Corner High Street and Clarendon Street Baddaginnie*.
7. The proposed works must not cut off natural drainage from adjacent properties.
8. Any damage to Council assets (i.e. roads, table drains etc) shall be repaired at the cost of the applicant to the satisfaction of the Responsible Authority.
9. No additional vehicle accesses may be constructed apart from those endorsed on the approved plan.
10. Prior to the Statement of Compliance, the vehicle accesses must be constructed to include a pipe and headwalls at the applicant's expense. The access must be in accordance with the Infrastructure Design Manual SD255 requirements for a rural entrance.
11. Prior to the Statement of Compliance, all lots shall be serviced with a stormwater connection to the legal point of discharge as recommended in the Onley report, Stormwater Management Plan dated 4 September 2024.
12. Prior to the Statement of Compliance, the owner of the land must enter into an Agreement (in a form satisfactory to the Responsible Authority) with the Responsible Authority pursuant to Section 173 of the *Planning and Environment Act 1987*. The agreement must provide for:
 - Each lot must have stormwater detention constructed and maintained on the property, as recommended in the Onley report, Stormwater Management Plan dated 4 September 2024.
13. Prior to the Statement of Compliance, the table drain along the frontage of the site in High Street must be cleaned and levelled to allow stormwater to flow to the satisfaction of the Responsible Authority.

AusNet Services

14. The plan of subdivision submitted for certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section of the *Subdivision Act 1988*.
15. The applicant must –
 - a) Enter into an agreement with AusNet Electricity Services Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.
 - b) Provide electricity easements internal and external to the subdivision in favour of AusNet Electricity Services Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by AusNet Electricity Services Pty Ltd. The provision of reserves for electricity substations may also be required.

- 16. This permit will expire if one of the following circumstances applies:**
- a) the plan of subdivision is not certified within two years of the date of this permit;**
 - b) the subdivision is not completed within five years of the date of certification of the plan of subdivision.**

The Responsible Authority may extend the commencement date if a request is made in writing by the owner or the occupier of the land to which the permit applies before the permit expires or within six months afterwards.

The Responsible Authority may extend the time within which the development is to be completed if the development has commenced and a request in writing is made by the owner or the occupier of the land to which it applies within 12 months after the permit expires.

Notes

- The granting of this permit does not obviate the necessity for compliance with the requirements of any other authority under any act, regulation or local law.**
- A subdivision approved under a planning permit does not constitute the certification of a Plan of Subdivision. A separate application should be made by a licensed land surveyor.**
- Prior to any works being carried out in relation to any part of the septic system a permit for the works must be obtained from the Benalla Rural City Council.**
- A consent to work within a road reserve must be obtained from the Responsible Authority prior to the carrying out of any vehicle crossing works.**

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DRAFTED BY: JG 6139 PROP02.dwg

CLIENT: J. SLOAN
CORNER OF HIGH ST AND
CLARENDON ST, BADDAGINNIE
MEASUREMENTS AND AREAS ARE APPROXIMATE
ONLY AND ARE SUBJECT TO SURVEY.
LENGTHS ARE IN METRES.

2. Building and Planning Approvals – January 2025

Ref: 2005329054-530

Sarah Ford – Building Coordinator

Joel Ingham – Interim Manager Development

PURPOSE OF REPORT

The report details planning permit applications and building approvals for January 2025.

Planning Permit Applications Determined under Officer Delegation

Permit No		Description	Property Address	Decision
1	P002-25	The construction of a dwelling	3 Honeyeater Street, Benalla	Approved
2	P013-25	The construction of an alfresco and deck	93-95 Salisbury Street, Benalla	Approved
3	P0124-24	Alterations and additions to the existing dwelling	303 Ballintine Road, Stewarton	Approved
4	P011-25	The construction of a garage	7 Goomalibee Street, Benalla	Approved
5	P0111-24	The construction of a canopy above the existing view deck and grandstand	5835 Midland Highway, Benalla	Approved
6	P0098-24	The removal of a restrictive covenant	32 McNulty Drive, Benalla	Approved
7	P0107-24	The construction of a shed associated with an existing storage use	1-21 Four Mile Road, Benalla	Approved
8	P0116-24	To use and develop land for the purpose of a dwelling	1170 Lake Mokoan Road, Chesney Vale	Approved
9	P013-24	The construction of a dwelling	3 Wattle Drive, Benalla	Approved
10	P0112-24	Alterations and first floor additions to the existing dwelling	9 Arundel Street, Benalla	Approved

Planning Permit Amendments Determined Under Officer Delegation

No planning permit amendments were issued under officer delegation during the month of January 2025.

Planning Permits Issued Under VicSmart

No VicSmart planning permits were issued during the month of January 2025.

Planning Permit Applications Determined by the Council

No planning permit applications were determined by the Council during the month of January 2025.

Planning Permit Amendments Determined by the Council

No planning permit applications were determined by the Council during January 2025.

Planning Permit Applications Withdrawn or Lapsed

Permit No		Description	Property Address	Decision
1	P003-25	To construct a shed associated with the existing cemetery use	37 Cemetery Road, Benalla	Withdrawn – permit not required

Notices of Decision

There were no Notice of Decisions issued during the month of January 2025.

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

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

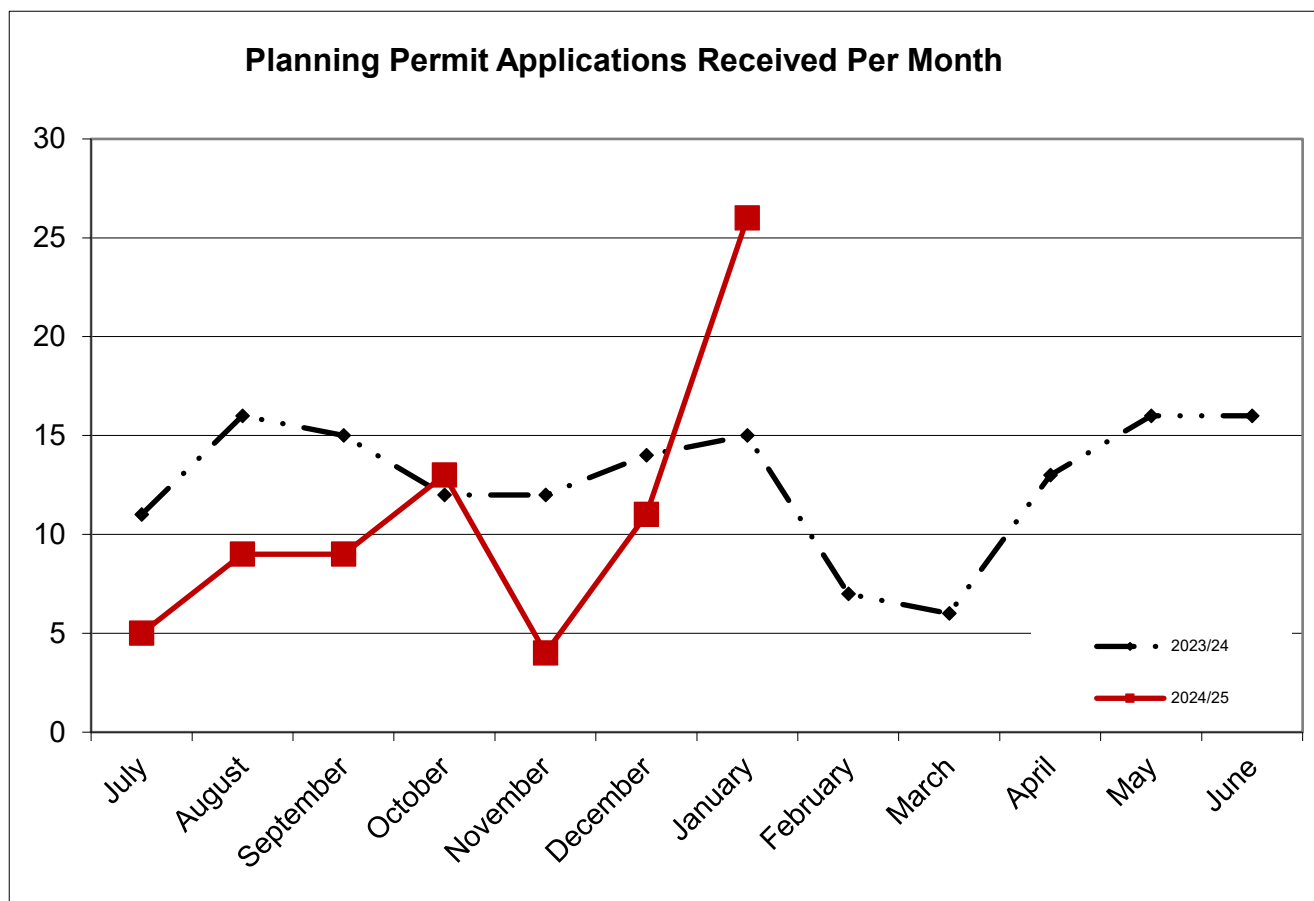
Planning Permit Applications Determined by VCAT

There were no planning permit applications determined by VCAT during the month of January 2025.

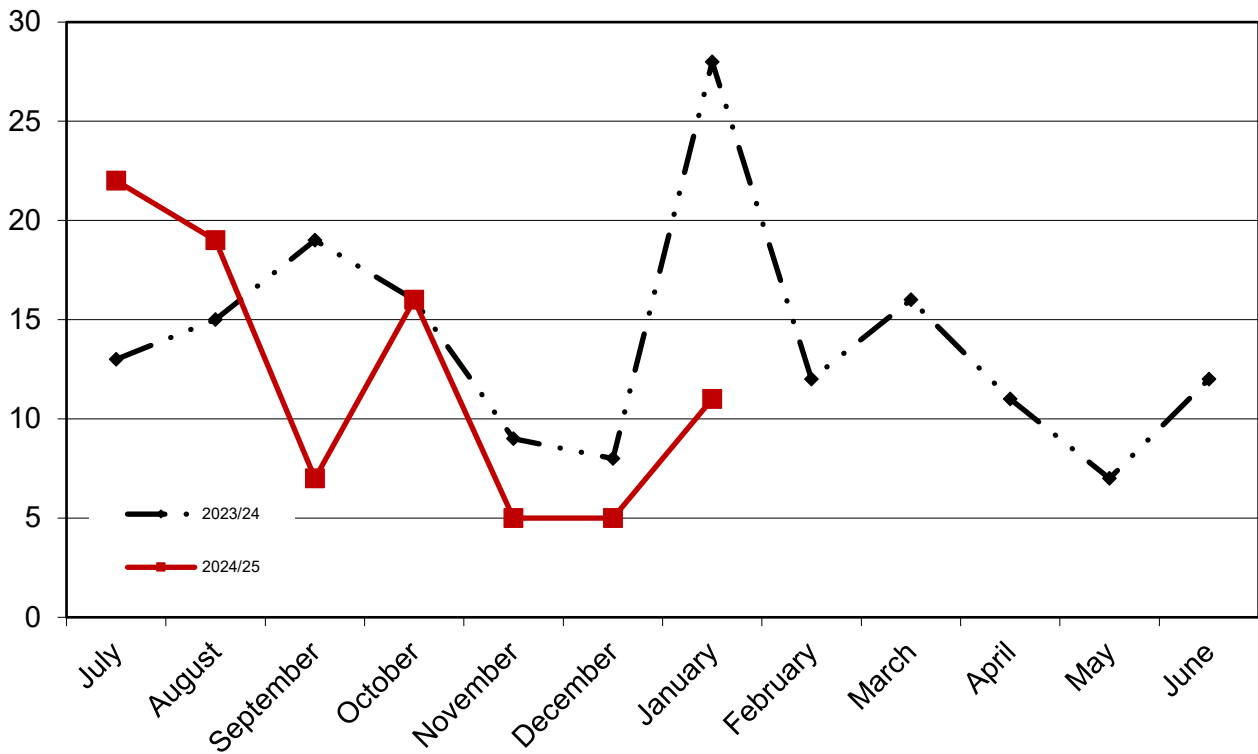
Matters Before VCAT

DA7679	Use and development of land for six dwellings at 3-5 Senator Drive, Benalla
Status	A Notice of Decision to Grant a Permit (NOD) was issued on 8 October 2024 for the construction of six dwellings at 3-5 Senator Drive, Benalla. Three objections were received to the proposal and one of the objectors has appealed the NOD to the Tribunal. A Tribunal order dated 4 December 2024 advises that a Compulsory Conference (mediation) will be heard on the 17 March 2025 with the main hearing date on the 23 June 2025.

Planning Permit Applications

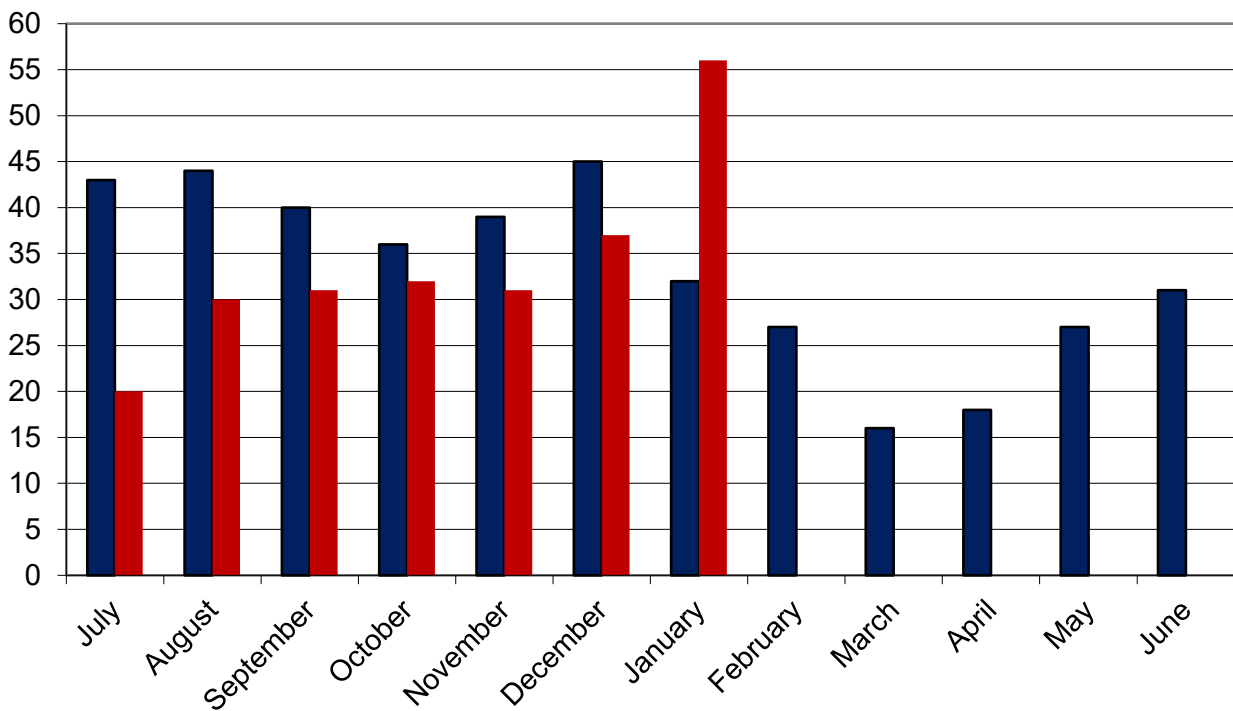


Planning Permit Applications Decided Per Month



Outstanding Applications at End of Month

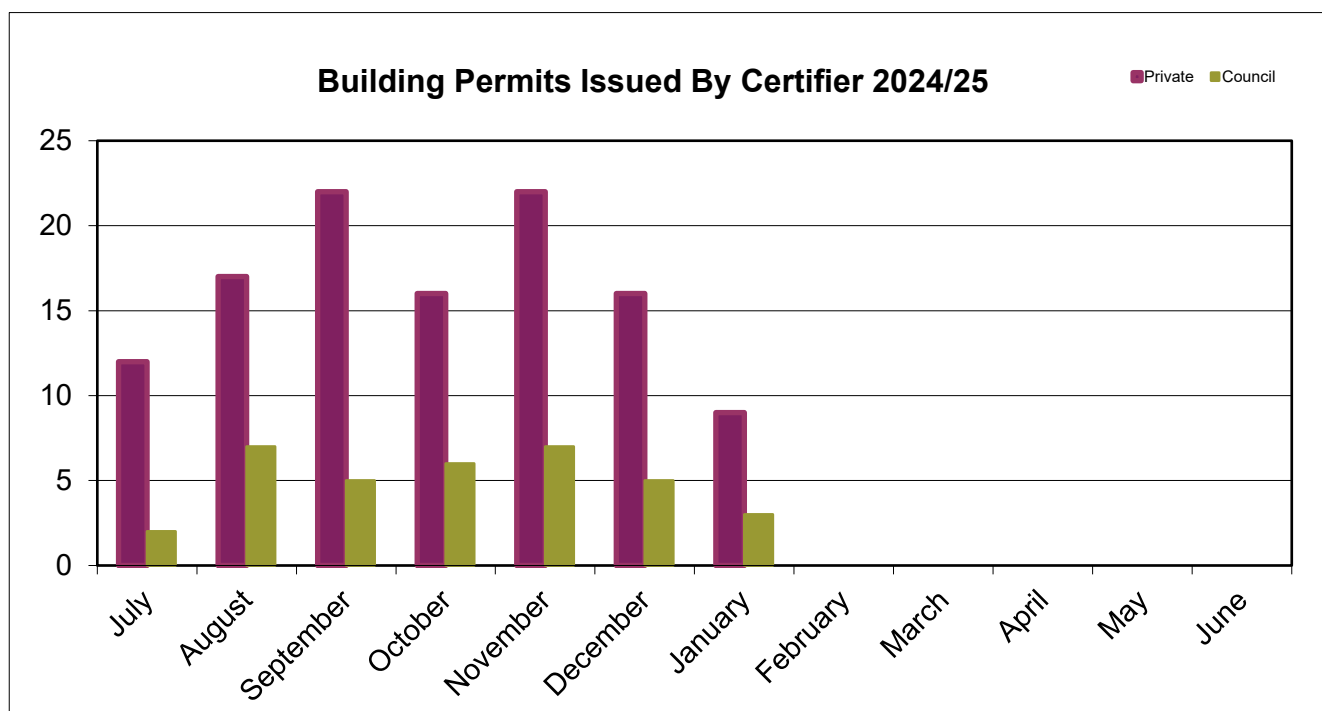
■ 2023/24 ■ 2024/25



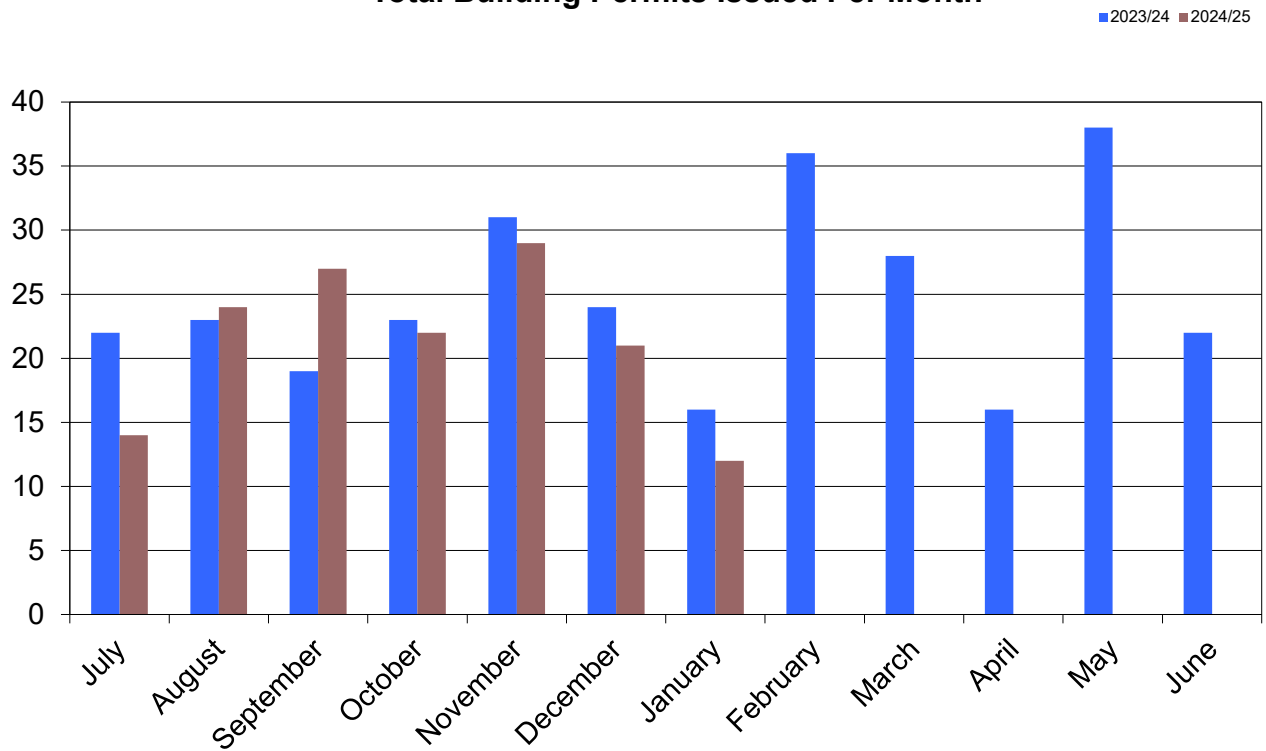
Building Approvals Issued by Council and Private Practitioners

Permit No		Description	Property Address	Value
1	6890882941554	Construction of open verandah	2/25 Barkly Street, Benalla	\$9,930
2	2194647527763	Construction of a garage/carport	113 Racecourse Road, Benalla	\$14,500
3	7352983968729	Garden shed	113 Racecourse Road, Benalla	\$6,500
4	4318746740749	Proposed construction of a new dwelling and garage	3 Honeyeater Street, Benalla	\$347,857
5	2944403561714	Construction of a new building	25 Senator Drive, Benalla	\$328,280
6	6926534834381	Construction on Carport	289 Goorambat-Thoona Road, Goorambat	\$14,000
7	6854104996910	Swimming Pool, Spa and Associated Safety Barrier	23 Moran Street, Benalla	\$81,799
8	9931461057242	Re-erection of a building	126 Racecourse Road, Benalla	\$15,000
9	1699013997765	Construction of Farm Agriculture Shed	80 Gunn Road, Benalla	\$105,000
10	1395114828003	Additions and alterations of two residential units	32 Carrier Street, Benalla	\$15,900
11	6488458281006	Farm shed	1373 Goorambat-Thoona Road, Thoona	\$131,923
12	2504363422446	Construction of a new building	36 Arundel Street, Benalla	\$1,496,590.81
Total				\$2,567,279.81

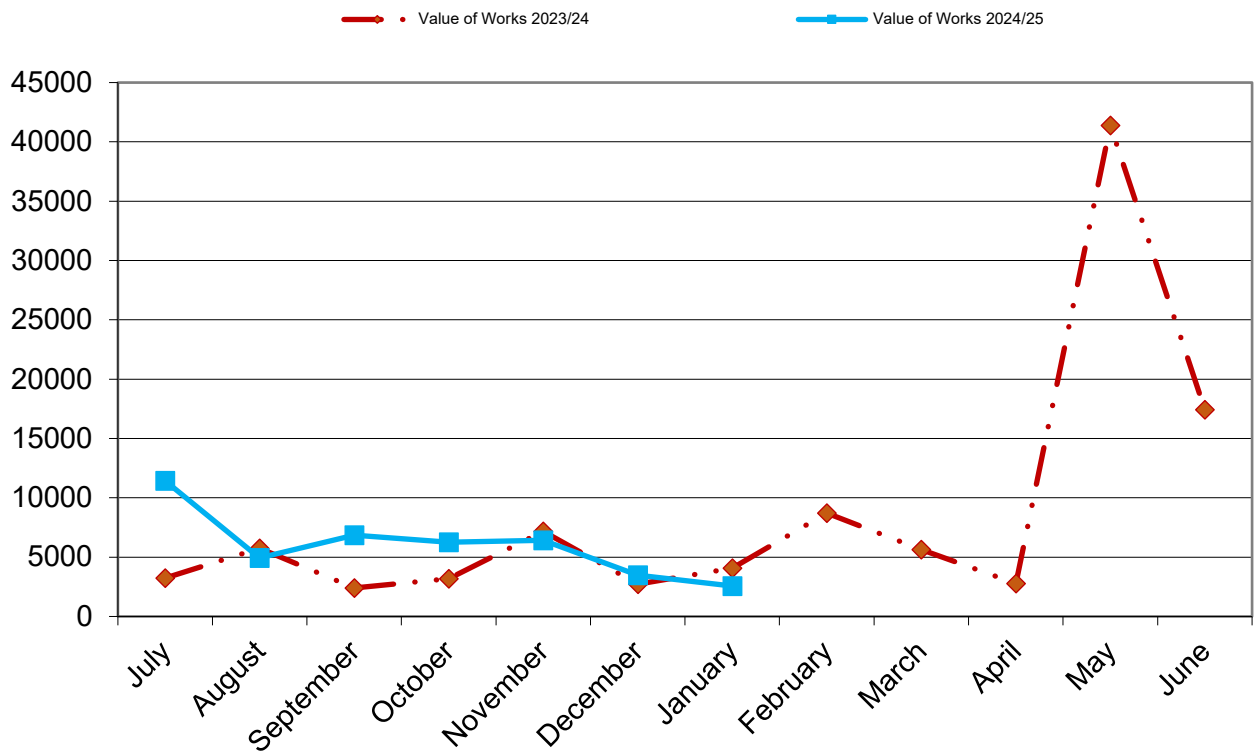
Building Permits Issued by Certifier by Month



Total Building Permits Issued Per Month



Value of Building Permits Issued (\$'000)



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

Community

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

Livability

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

Economy

- Population growth.

Environment

- Healthy and protected natural environment.

Leadership

- Good governance.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That the report be noted.

3. 2024/2025 Quick Response Grants

Ref: 620098092-770

Tom Arnold – Community Development and Recreation Coordinator
Jane Archbold – Manager Community

PURPOSE OF REPORT

The report presents funding applications for 2024/25 Quick Response Grants.

BACKGROUND

The Quick Response grant program enables local community groups, clubs and organisations to seek funding to increase their capacity to work in partnership with the Council and others to address local needs and enhance the local community.

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

DISCUSSION

Applications for consideration under the 2024/25 Quick Response Grant program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Swanpool and District Community Development Association	2025 Community Spirit Barbecue Free community barbecue to bring the community together, with entertainment and activities for the children. Local businesses are also invited to set up and showcase their wares at this event. The 2025 Community Sprit Barbecue will be held on Friday 14 March 2025 from 6-9.30pm.	\$500	\$500
Total		\$500	\$500

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

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

Leadership

- *Engaged and informed community.*

COMMUNITY ENGAGEMENT

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

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

FINANCIAL IMPLICATIONS

The *2024/25 Budget* allocates \$15,000 to the Quick Response Grant program. To date, \$7,791.00 in Quick Response Grant funding has been allocated.

Recipients of support throughout the financial year are detailed in the Annual Report.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That a \$500 grant from the 2024/2025 Quick Response Grant program be allocated to Swanpool and District Community Development Association.

4. 2024/2025 Major Events Grant Funding

Ref: 1766899222-1001

Kate Nolan – Tourism and Events Officer

Courtney Naughton – Manager Economic Development and Sustainability

PURPOSE OF REPORT

The report presents funding applications for the 2024/25 Major Event Funding Program.

BACKGROUND

The Council's Major Event Funding Program enables local community groups, clubs, organisations and external event groups to seek up to \$2,000 in funding to assist in the staging of events that will provide measurable economic benefit and enhance the image and liveability of Benalla Rural City.

DISCUSSION

Major Event Funding

Applications for consideration under the 2024/25 Major Event Funding program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Molyullah Recreation and Public Hall Reserve Committee	<p>Molyullah Easter Sports - Monday 21 April 2025.</p> <p>The Molyullah Easter Sports is a day where families can gather to enjoy activities for the young and old. Vintage tractor displays, wood chop, horse events and children's activities such as train rides, jumping castle, face painting and an animal nursery. There will be traditional picnic games such as three legged races and egg throwing competition. The local community, friends and families have attended this event as part of their Easter tradition for many years.</p> <p>Social Benefits of the event include:</p> <ul style="list-style-type: none">▪ Improve the connection of community members through meetings and working bees to prepare for the day and volunteering at the event.▪ Provides a family fun day over the easter weekend for Benalla residents and visitors to the area.▪ Increases number of volunteers in the community. <p>Economic Benefits of the event include:</p> <ul style="list-style-type: none">▪ Increase business to local producers through food orders and requirements for the day.▪ Raise funds for the maintenance and improvements to the public hall and recreation reserve.▪ Increase tourism to Benalla Rural City, with horse and wood chopping events as people travel to attend. <p>It is anticipated that the event will attract approximately 2200 participants and spectators. With 65 estimated participants and visitors staying overnight.</p> <p>Intended use of funding will be for assistance towards event running costs: First aid services, additional toilets and waste removal.</p>	\$2,000	\$2,000
Total		\$2,000	\$2,000

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

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

Leadership

- *Engaged and informed community.*

COMMUNITY ENGAGEMENT

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

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

FINANCIAL IMPLICATIONS

The *2024/25 Budget* allocated \$12,000 to the Major Event Funding program. This application brings the total to six grants awarded for this financial year. The inclusion of this event will bring the total budget spend to \$11,000, leaving \$1,000 in the budget allocation for 2024/2025.

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That a \$2,000 grant from the *2024/25 Major Event Funding program* be allocated to the Molyullah Recreation and Public Hall Reserve Committee.

5. *Australia Day Advisory Committee Terms of Reference*

Ref: 1545273666-197

Kate Nolan – Events and Tourism Officer

Courtney Naughton – Manager Economic Development and Sustainability

PURPOSE OF REPORT

The report presents the updated and reviewed *Australia Day Advisory Committee Terms of Reference*.

BACKGROUND

The *Australia Day Advisory Committee* (the Committee) was formed to facilitate and deliver a yearly Australia Day event in Benalla Rural City.

The Committee has the following duties and functions:

- To assist in the development of celebrations that embrace and encourage the Rural City community to participate in Australia Day.
- To assist Council in the program development of the major Australia Day Award ceremony.
- To advise and assist the Council with the development of the Award nomination guidelines.
- In partnership with the Council appoint a Selection Panel for the Australia Day Award nominees.

The Council at its meeting on 18 December 2024 appointed two Councillor representatives to the Committee:

- Cr Bernie Hearn
- Cr Justin King

DISCUSSION

The *Australia Day Advisory Committee Terms of Reference* (Terms of Reference) have been reviewed and updated following discussions with Council staff and the *Australia Day Advisory Committee*.

Changes were made to the membership section of the Committees Terms of Reference. The Terms of reference now include the number of Councillor, Council Officers and Community representatives that can be appointed to the Committee.

5. **Membership**

5.1 The Committee will comprise of up to 15 members:

- Up to two Councillor representatives
- Up to two Council Officers nominated by the Chief Executive Officer
- One representative of each of the District Community Groups
- A minimum of five and maximum of seven community representatives.

The revised *Australia Day Advisory Committee Terms of Reference* are attached as **Appendix 1**.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Leadership

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

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that due to administrative nature of the Terms of Reference, community engagement be undertaken at the 'Inform' 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
Inform	We will provide information	<ul style="list-style-type: none">▪ Terms of Reference presented in a public report to the Council.▪ Report published on the Council's website.▪ Adopted Terms of Reference to be published on the Council's website.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development or implementation of the Committee's Terms of Reference.

LEGISLATIVE AND STATUTORY IMPLICATIONS

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

OFFICER DECLARATION OF CONFLICT OF INTEREST

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

Recommendation:

That the *Australia Day Advisory Committee Terms of Reference* be adopted.

Terms of Reference

Australia Day Advisory Committee

MARCH 2025

Document Control

Draft terms of reference created:	February 2025
Terms of reference adopted by Council:	
Version number:	V1

1. Title

The advisory committee will be known as the Australia Day Advisory Committee (the Committee).

2. Purpose

The purpose of the Committee is to facilitate and deliver Australia Day.

3. Duties and Functions

The Committee has the following duties and functions:

- 3.1 To assist in the development of celebrations that embrace and encourage the Rural City community to participate in Australia Day.
- 3.2 To assist Council in the program development of the major Australia Day Award ceremony.
- 3.3 To advise and assist the Council with the development of the Award nomination guidelines.
- 3.4 In partnership with the Council appoint a Selection Panel for the Australia Day Award nominees.

4. Delegations

- 4.1 The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.
- 4.2 The Committee is an Advisory Committee of Council. It has no delegated power from the Council.

5. Membership

- 5.1 The Committee will comprise of up to 15 members:
 - Up to two Councillor representatives
 - Up to two Council Officers nominated by the Chief Executive Officer
 - One representative of each of the District Community Groups
 - A minimum of five and maximum of seven community representatives.
- 5.2 The Council will appoint Councillors and community and key stakeholder representatives.
- 5.3 Any person appointed to the Committee shall hold office for a period of three years.
- 5.4 Following the completion of their term of appointment, members of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.5 A member of the Committee may resign from their position at any time in writing.

- 5.6 If a member who resigns represents an District Community group specified in 5.1 the Council shall invite the community group to nominate another person to fill the vacancy.
- 5.7 If the member who resigns is a community representative as specified in 5.1, the Council shall invite nominations community representatives to fill the vacancy.
- 5.8 Members are encouraged to attend all meetings of the Australia Day Advisory Committee. If a member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee. The Council shall follow the procedure set out in Clause 5.6 or Clause 5.7 to fill the vacancy.
- 5.9 The Council shall invite each District Community group specified in 5.1 to nominate a representative for appointment to the Committee.
- 5.10 The Advisory Committee shall recommend to Council on the appointment of all persons.
- 5.11 The Council may decline to appoint any person who has been nominated or recommended for appointment to the Advisory Committee.
- 5.12 The Committee shall provide the Council with a list of names of the persons nominated by the Australia Day Advisory Committee.
- 5.13 The Council may in its absolute discretion decline to appoint to the committee any such person who has been nominated or recommended for appointment.
- 5.14 The Australia Day Advisory Committee will nominate and elect a chairperson at its October meeting each year.
- 5.15 The Committee may appoint any sub-committees which it considers necessary to carry out its functions.
- 5.16 The role of Chairperson shall be:
 - a. To chair all meetings of the Advisory Committee.
 - b. To act as official spokesperson for the Advisory Committee.
 - c. To act as the liaison person between the Advisory Committee and the Council.

6. Frequency of Meetings

- 6.1. The frequency of meetings will be determined by the Committee.
- 6.2 If any member representing a group specified in 5.1 is unable to attend a meeting of the Committee, the group may appoint another person to attend the meeting.

7. Quorum

The quorum for a meeting will be no less than a majority of the members appointed to the committee.

8. Support

Administration support will be provided by the Economic Development and Sustainability department to:

- provide appropriate notice of meetings.
- circulate meeting documentation.
- take the minutes for each meeting.
- track the decisions of the Working Group.
- keep appropriate records of the meeting documentation, including the confirmed minutes.

9. Review of Terms of Reference

- 9.1 The Committee's terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.2 The Council shall consult with the committee prior to amending the Committees terms of reference.

6. Urgent Business

Closure of Meeting