

Benalla Rural City Council

# Finance and Planning Committee

## Agenda

Date: Wednesday 23 July 2025

Time: 6pm

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

## Contents

<b>Opening and Acknowledgement of Country .....</b>	<b>3</b>
<b>Apologies .....</b>	<b>3</b>
<b>Disclosures of Conflict of Interest.....</b>	<b>4</b>
<b>Confirmation of the Minutes of the Previous Meeting .....</b>	<b>4</b>
<b>Business.....</b>	<b>5</b>
1. <i>Petition: Request for Council to establish an LGBTIQA+ Subcommittee of the Social Inclusion Action Group.....</i>	<i>5</i>
2. <i>Planning Permit Application to Construct 13 Dwellings At 68 Bridge Street, West Benalla .....</i>	<i>9</i>
3. <i>Planning Permit Application for Buildings and Works to the Existing Office Building at 18 Bridge Street East, Benalla .....</i>	<i>29</i>
4. <i>Building and Planning Approvals – May and June 2025 .....</i>	<i>39</i>
5. <i>Development Department Activity Report For The Quarter Ended 30 June 2025.....</i>	<i>47</i>
6. <i>People and Performance Department Activity Report For The Quarter Ended 30 June 2025 .....</i>	<i>51</i>
7. <i>Facilities and Information Technology Department Activity Report For The Quarter Ended 30 June 2025.....</i>	<i>59</i>
8. <i>2025/26 Quick Response Grants Program.....</i>	<i>63</i>
9. <i>Community Department Activity Report For The Quarter Ended 30 June 2025.....</i>	<i>67</i>
10. <i>Urgent Business .....</i>	<i>75</i>
<b>Closure of Meeting.....</b>	<b>75</b>

# Agenda

**Chair** Councillor Peter Davis

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

**In attendance** Peter Keane Chief Executive Officer  
Robert Barber General Manager Corporate  
Jane Archbold Manager Community  
Janine McMaster Manager People and Performance  
Greg Robertson Manager Facilities and Information Technology  
Nilesh Singh Manager Development  
Joel Ingham Planning Coordinator  
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.**

## Governance Matters

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

## 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](mailto:council@benalla.vic.gov.au) or telephoning the Governance Coordinator Jess Pendergast on (03) 5760 2600.

## 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](http://www.benalla.vic.gov.au)

## Behaviour at Meetings

Members of the public present at a meeting must remain silent during the proceedings other than when specifically invited to address the Committee.

The Chair may remove a person from a meeting for interjecting or gesticulating offensively after being asked to desist, and the chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.

The Chair may call a break in a meeting for either a short time, or to resume another day if the behaviour at the Council table or in the gallery is significantly disrupting the Meeting.

## Disclosures of Conflict of Interest

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

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

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

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

## Confirmation of the Minutes of the Previous Meeting

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

### **Recommendation:**

**That the Minutes of the Finance and Planning Committee meeting held on 11 June 2025 and 18 June 2025 be confirmed as a true and accurate records of the meetings.**



## Business

### 1. Petition: Request for Council to establish an LGBTIQA+ Subcommittee of the Social Inclusion Action Group

Ref: 789068928-3809  
Jane Archbold – Manager Community

---

#### PURPOSE OF REPORT

The report discusses a petition requesting the Council establish a LGBTIQA+ subcommittee of the Social Inclusion Action Group.

#### BACKGROUND

A petition containing 12 signatories (refer **Appendix 1**) has been received requesting the Council establish a LGBTIQA+ Subcommittee of the Social Inclusion Action Group.

The petition was presented to the Council at its meeting on 25 June 2025, where it resolved:

1. *That the petition be received.*
2. *That a report be presented to the Finance and Planning Committee on 23 July 2025.*

The full petition has been provided to councillors under separate cover in the MS Team Group.

Benalla Rural City was one of five local government areas to receive state government funding to establish a Social Inclusion Action Group (SIAG) in late 2022. This was based on recommendations from the Royal Commission into Victoria's Mental Health System. The purpose of the initiative was to promote community connection and support mental health and wellbeing.

SIAGs are community-led and owned groups that make decisions and develop solutions at a local level to support social connection and inclusion. Each SIAG is supported by a funded Coordinator. The Benalla SIAG Coordinator was appointed in May 2023.

#### DISCUSSION

The petition presented to the Council calls for the establishment of an LGBTIQA+ subcommittee of the Social Inclusion Action Group.

Broadly the aims of the Social Inclusion Action Group are to:

- identify local needs, existing initiatives and gaps related to social connection and social inclusion
- test, develop and support a range of funded initiatives that prevent social exclusion and support community participation, inclusion and connection
- promote mental health and wellbeing through place-based coordination and activities/initiatives addressing social inclusion and connection.

Membership of SIAGs aims to reflect the demographics of the local community, which includes a variety of lived and living experiences including members with experience of mental illness, psychological distress, addiction and/or social exclusion, isolation and discrimination.

SIAG membership also aims to reflect diverse communities (defined as people with a disability, LGBTIQ+ people and people from culturally and linguistically diverse background), as well as Aboriginal and Torres Strait Islander people, young people and older adults.

If the Council choose to establish a subcommittee it would fundamentally go against the intent, goals, and guidelines of the SIAG.

Creating a separate group risks promoting exclusivity, which undermines the overarching goals of promoting inclusivity, building connections, and reducing isolation and exclusion.

### **SIAG Committee**

The petition was presented to the SIAG Committee. Following discussions, the SIAG committee did not support the proposal to introduce an LGBTQIA+ subcommittee.

The committee expressed concern that a subcommittee would go against the inclusive structure and intent of SIAG and may also lead to further requests for separate subcommittees from other marginalised communities. This could unintentionally result in perceptions of inequality, which would counteract SIAG's inclusive and unifying approach.

A subcommittee would also require ongoing coordination, significant administrative oversight, dedicated staff, and logistical support.

SIAG staff currently do not have capacity to expand the committee structure without compromising the integrity, reach and efficiency of the broader program.

It is vital that the available resources remain focused on inclusion and connection across the entire community, rather than being diverted to smaller groups.

Introducing a separate subcommittee could lead to an unsustainable model where other marginalised groups seek a separate platform, increasing demand on staffing, governance, and funding.

### **Expressions of Interest for SIAG Committee Members**

Expressions of Interest are currently open for new members on the SIAG committee.

LGBTQIA+ community members are encouraged to submit an expression of interest.

SIAG welcomes broad representation and remains committed to providing an inclusive, safe, and supportive environment for all members of the community.

Expressions of interest forms can be found on the Council's website.

### **SIAG and Other Council Programs**

There are a range of other ways the LGBTIQ+ community can be actively supported through SIAG and Council, without the need for a formal subcommittee.

This includes access to funding opportunities available through the Social Connection grants program, which can be used to deliver events, initiatives, or community-led projects that support inclusion, connection, and wellbeing of LGBTQIA+ people.

SIAG also encourages community partnerships and collaborations, and can provide assistance with promoting inclusive initiatives, connecting with other local organisations, and providing a platform for community voices to be heard within a broader, collective structure.

Benalla Rural City Council has supported the LGBTIQ+ community through the following initiatives:

- Annual IDAHOBIT flag raising event.
- Annual 'Wear it Purple' Day.
- Staged two Rainbow Balls for LGBTIQ+ youth and sponsored further Rainbow Balls held in other Council areas as part of the North East Pride Collective Network.
- Supported the Umbrella Group for LGBTIQ+ young people that ceased during COVID-19.
- Free From Violence program has an intersectional lens.

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

#### **Community**

- *A healthy, safe and resilient community.*
- *A connected, involved and inclusive 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 as detailed in the table below:

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

#### **FINANCIAL IMPLICATIONS**

There are no material financial implications with accepting the petition. Measures to address the issues raised in the petition may have cost implications.

#### **LEGISLATIVE AND STATUTORY IMPLICATIONS**

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

## **OFFICER DECLARATION OF CONFLICT OF INTEREST**

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

## **CONCLUSION**

The establishment of a subcommittee is not considered a viable option as it goes fundamentally against the intent, goals, and guidelines of the SIAG.

Creating a separate group risks promoting exclusivity, which undermines the overarching goals of promoting inclusivity, building connections, and reducing isolation and exclusion.

The guidelines of the SIAG necessitate that the program is community-led that brings all voices together in a single and collaborative space, rather than fragmenting representation through separate groups.

### **Recommendation:**

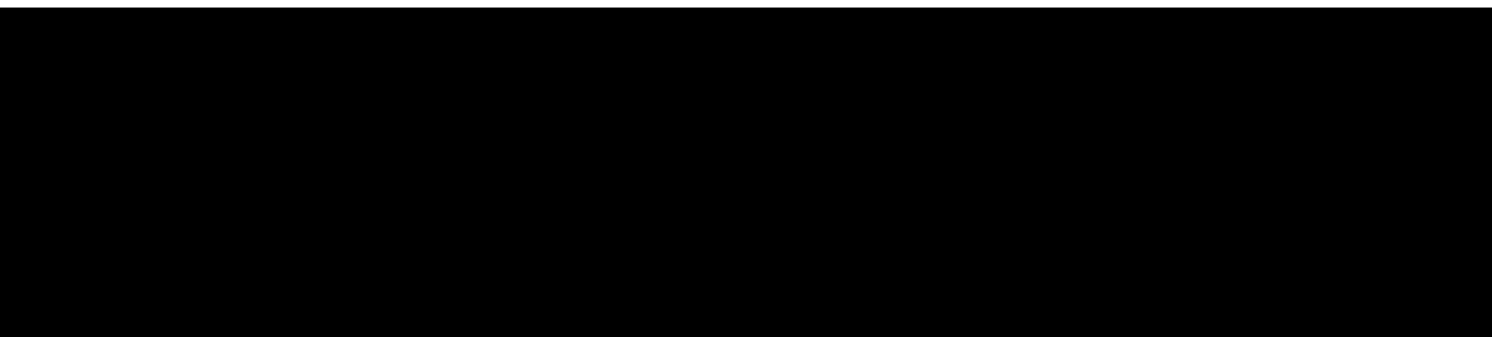
**That the report and petition be noted.**

Thursday, May 29, 2025



## Petition to Benalla Shire Council: LGBTIQA+ Sub-Committee

We, residents and ratepayers of the Benalla Shire, hereby respectfully request that the Council establish an LGBTIQA+ Sub-Committee of the Social Inclusion Action Group.



This petition has been signed by 12 signatories. The names and signatures have been redacted with Section 7.3.10 of the *Governance Rules 2020 (2025 Revision)*.



## 2. Planning Permit Application to Construct 13 Dwellings At 68 Bridge Street, West Benalla

Ref: 1182071383-100282

DA4439

Joel Ingham – Planning Coordinator  
Nilesh Singh – Manager Development

### PURPOSE OF REPORT

This report assesses a planning application received to construct 13 single-storey dwellings at 68 Bridge Street West Benalla.

### BACKGROUND

<b>Site Address</b>	68 Bridge Street West, Benalla
<b>Existing Use</b>	Vacant
<b>Proposal</b>	Construction of 13 dwellings
<b>Applicant</b>	Olympus Crest Pty Ltd
<b>Zone</b>	General Residential Zone (GRZ1) Permit trigger: <ul style="list-style-type: none"><li>Clause 32.08-7 (GRZ)</li></ul>
<b>Overlays</b>	<ul style="list-style-type: none"><li>Nil</li></ul>
<b>Particular Provisions</b>	Clause 52.06 – Car Parking Clause 52.29 – Land Adjacent to the Principal Road Network Permit trigger: <ul style="list-style-type: none"><li>Clause 52.29-2 – to create or alter access to a road in a Transport Zone 2</li><li>Clause 55 – Two or More Dwellings on a Lot and Residential Buildings</li></ul>
<b>Referrals</b>	<ul style="list-style-type: none"><li>Department of Transport and Planning</li><li>Engineering</li><li>North East Water</li></ul>

### PROPOSAL

The applicant is seeking to construct 13 dwellings on a lot. The proposal will have the following characteristics:

- 13 x single storey dwellings with a combination of detached and semi-detached.
- 6 x dwelling typologies.
- 9 x 1 bedroom dwellings.
- 4 x 2 bedroom dwellings.
- Each dwelling is provided with a single car carport, constructed of colourbond.
- External finishes are a combination of facebrick (gypsy rose), James Hardie linea weatherboards (shale grey), colourbond roofing (woodland grey), aluminium windows and sliding doors (woodland grey) and colourbond carports (Stratco outback range or similar).
- Internal fencing and gates are woodland grey.
- Total garden area = 1040 metres squared (39 per cent).

Units One and Eight	1 Bedrooms Building Type A Dwelling Area = 49 sqm Carport Area = 18 sqm Alfresco/Patio Area = 5.0 sqm Total Building Area =72 sqm
Units Two and Six	1 Bedrooms Building Type B Dwelling Area = 50.5 sqm Carport Area = 18 sqm Alfresco/Patio Area = 7.0 sqm Total Building Area =75.5 sqm
Units Three and Seven	1 Bedrooms Building Type B Dwelling Area = 50.5 sqm Carport Area = 18 sqm Alfresco/Patio Area = 7.0 sqm Total Building Area =75.5 sqm
Unit Four	1 Bedrooms Building Type C Dwelling Area = 50.5 sqm Carport Area = 18 sqm Alfresco/Patio Area = 7.0 sqm Total Building Area =75.5 sqm
Unit Five	1 Bedrooms Building Type B Dwelling Area = 50.5 sqm Carport Area = 18 sqm Alfresco/Patio Area = 7.0 sqm Total Building Area = 75.5 sqm
Unit Nine	1 Bedroom Building Type D Dwelling Area = 58 sqm Carport Area = 19 sqm Alfresco/Patio Area = 6.0 sqm Total Building Area = 83 sqm
Units 10 to 12	2 Bedrooms Building Type E Dwelling Area = 68 sqm Carport Area = 19 sqm Alfresco/Patio Area = 8.0 sqm Total Building Area = 95 sqm
Unit 13	Bedrooms 2 Building Type F Dwelling Area = 71 sqm Carport Area = 19 sqm Alfresco/Patio Area = 8.0 sqm Total Building Area = 98 sqm

The advertised plans (DR-1124-01 Revision B) are attached as **Appendix 1**.



## Site and Surrounds

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

The subject site is an irregular shaped parcel of land with an area of 2,690-meters squared, located on the north side of Bridge Street West, to the east of Clarke Street, Benalla. It is orientated north/south between Bridge Street West and Wedge Street, Benalla with a 20.28-meter frontage to Bridge Street West and a 44.84-meters frontage to Wedge Street, Benalla.

Both respective frontages are currently provided with solid fencing approximately 1.8-metres high.

There is an existing dwelling and outbuilding, with the remainder of the site relatively unimproved.

A feature and level survey prepared by Paul Kenny Consulting was submitted with the application and picks up levels and contours and kerb details. An east/west easement bisects the site in approximately the mid-point.

Nearby community facilities include:

- St Joseph's School (338-meters)
- FCJ College (591-meters)
- EdSpace (1,567-meters)
- Benalla P-12 College – Clarke Street Campus (55-meters).

Adjoining and nearby dwellings are generally older style single storey detached dwellings on a variety of lot sizes ranging from 308-meters squared at 49 Clarke Street, Benalla to 1289-meters squared at 64 Bridge Street West, Benalla. Lots to the north of Wedge Street, Benalla are in the order of 650-meters squared.

Bridge Street West, Benalla has a reservation of 30-meters with a central median forward of the subject site. A signalised intersection is located just west of the subject site at Bridge Street West and Clarke Street, Benalla. It provides the primary vehicular access to the Benalla Town Centre and forms part of the principal road network.

Wedge Street, Benalla also provides a reservation of approximately 30-meters and forms part of the grid road network around Benalla and despite the 30-meters reservation, it is more residential in nature than Bridge Street West, Benalla.

The adjoining property to east at 60 Bridge Street West, Benalla provides an approximately 1.8-meters high colourbond fence across its frontage, with semi permeable gates. The same style fence also extends across the frontage of the subject site along Bridge Street West, Benalla.

The adjoining property to the west at 70 Bridge Street West, Benalla is an older style timber dwelling with a low post and rail style fence. Vehicular access to 70 Bridge Street West, Benalla is from Clarke Street, Benalla.

The adjoining property to the west at 59 Wedge Street, Benalla is an attached dwelling with 2/59 Wedge Street, Benalla and is a single storey brick dwelling with a picket fence.

The adjoining dwelling to the east at 53 Wedge Street, Benalla is an older style single storey dwelling with a low wire fence.

## Location



## PUBLIC NOTIFICATION

### Advertising

Advertising was carried out in accordance with the requirements of the Planning and Environment Act by way of the following:

- placing a sign on the front of the site.
- sending notices to all adjoining and opposite landowners and occupiers.

Six objections have been received to the planning application to date.

## PLANNING SCHEME PROVISIONS

### Municipal Planning Strategy (MPS)

Clause 02.03-1 (Settlement) of the Municipal Planning Strategy relates to settlement and recognizes Benalla as the major urban centre of the municipality, providing focus for residential, commercial, retail and industrial development. In planning for orderly development Council will:

- *Retain and grow population by enhancing the provision of services and infrastructure.*
- *Direct the majority of urban growth to Benalla and encourage growth in smaller towns. Provide serviced land to accommodate urban development.*
- *Provide a diversity of housing options, including infill housing.*
- *Strongly discourage new housing development outside established urban areas as defined by the settlement boundaries.*

Clause 02.03-5 of the Municipal Planning Strategy (Built environment and Heritage) is intended to promote development that respects neighbourhood character and Council seeks to:

- *Protect established neighbourhood character while providing for urban growth.*
- *Ensure that new development responds to the established neighbourhood character of an area.*
- *Retain significant mature trees when redeveloping existing urban areas.*

Clause 02.03-6 of the Municipal Planning Strategy (Housing Diversity) recognizes the ageing population and the decreasing household size. This requires greater diversity in housing choices. In managing housing, Council seeks to:

- *Encourage a diverse housing mix that meets the changing demographics of the community, including medium density housing, standard residential development, low density residential and rural living development.*

Clause 02.03-9 of the Municipal Planning Strategy (Infrastructure) recognizes the importance of planning for infrastructure and seeks to:

- *Ensure new residential development is fully serviced.*
- *Ensure the provision of drainage infrastructure for new and existing urban areas.*
- *Encourage water sensitive urban design.*

### **Planning Policy Framework (PPF)**

Clause 11.01-1R of the Planning Policy Framework relates to settlement for the Hume Region. A strategy for this clause is as follows:

- *Facilitate growth and development specifically in the regional cities of Shepparton, Wangaratta, Wodonga and Benalla.*

Clause 11.01-1L of the Planning Policy Framework relates to local settlement in Benalla and includes the following strategy:

- *Encourage infill housing development that maintains the prevailing residential character*

Clause 11.02-1S of the Planning Policy Framework relates to 'Supply of urban land'. The objective of this Clause is as follows:

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

Clause 15.01-1S Urban design seeks to create environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Clause 15.01-2S Building design seeks to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.

Clause 15.01-5S and Clause 15.01-5L Neighbourhood character seeks to recognise, support and protect neighbourhood character, cultural identity and sense of place that is consistent with the precinct controls identified in the Benalla Neighbourhood Character Study (Planisphere, 2002).

Clause 16.01-1S Housing Supply and Clause 16.01-2S Housing affordability seek to facilitate affordable, integrated and diverse housing that meets community needs is located closer to jobs, transport and services.



## Zone

### Clause 32.08 General Residential Zone (GRZ)

Pursuant to the Benalla Planning Scheme the subject site is included in a General Residential Zone Schedule 1 (GRZ1).

The purpose of the GRZ1 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that is responsive to the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other nonresidential uses to serve local community needs in appropriate locations.*

Clause 32.08-7 of the GRZ1 requires a planning permit to construct two or more dwellings on a lot. A development must meet the requirements of Clause 55.

Clause 32.08-4 requires a minimum garden area of 35 per cent for lots above 650-meters squared.

Relevant decision guidelines include:

General:

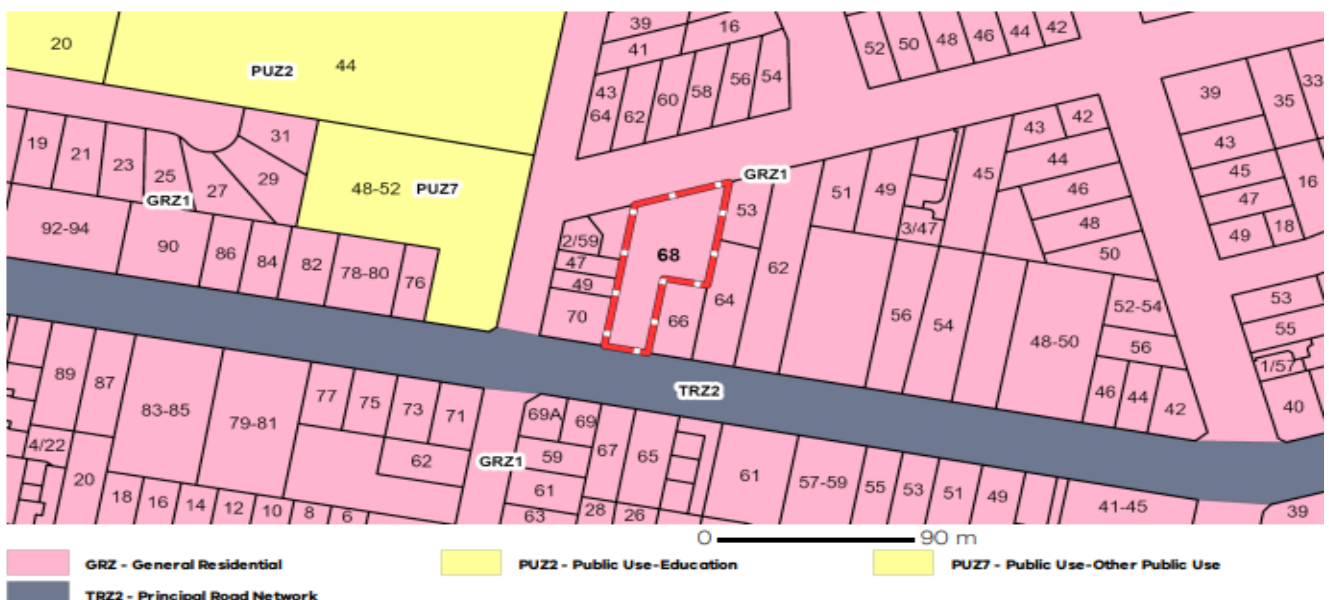
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone.*
- *Any other decision guidelines specified in a schedule to this zone.*
- *The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Housing Choice and Transport Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*

### Dwellings, small second dwellings and residential buildings

For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings of three storeys or less, excluding a basement, the objectives, standards and decision guidelines of Clause 55.

[GENERAL RESIDENTIAL ZONE \(GRZ\)](#)

[GENERAL RESIDENTIAL ZONE - SCHEDULE 1 \(GRZ1\)](#)



## Clause 36.04 Transport Zone (TZ)

Bridge Street West is included in a Transport Zone 2 (TRZ2) as it forms part of the principal road network.

### REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Department of Transport and Planning	Consent subject to conditions
North East Water	Consent subject to conditions
Engineering	Consent subject to conditions

### PARTICULAR PROVISIONS

#### Clause 52.06 Car parking

The purpose of Clause 52.06 is:

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

Pursuant to Clause 52.06-5 one car park space is required to each one or two bedroom dwelling and 1 visitor space for every five dwellings. The proposal provides one undercover car park space per dwelling and five visitor car spaces central to the development, in excess of the provision.

#### 52.29 Land Adjacent to the Principal Road Network

The purpose of Clause 52.29 is:

- *To ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network.*
- *To ensure appropriate subdivision of land adjacent to Principal Road Network or land planned to form part of the Principal Road Network.*

Clause 52.29-3 requires a planning permit to create or alter access to a road in a Transport Zone 2. The application was referred to the Department of Transport and Planning in accordance with clause 52.29-4.

Decision guidelines include the views of the relevant road authority.

## Clause 55 – Two or more dwellings on a lot and residential buildings

Application type	Applicable clauses
To construct or extend a dwelling (other than a dwelling in or forming part of an apartment development)	All of Clause 55 except Clause 55.07-1 to 55.07-19 (inclusive).

A development:

- Must meet all of the objectives of this clause that apply to the application.
- Should meet all of the standards of this clause that apply to the application.
- If a development meets standard B6, B7, B8, B17, B18, B19, B20, B21, B22, B27, B28, B30 or B32, it is deemed to meet the objective for that standard.
- Where standard B6, B7, B8, B17, B18, B19, B20, B21, B22, B27, B28, B30 or B32 is met the decision guidelines for that standard do not apply to the application.

✓ - Compliance x - Non compliance		Objectives	Standards	Comments
B1	Neighbourhood Character	✓	✓	<p>The surrounding area is characterised by older weatherboard and brick dwellings with tiled, pitched roofs. There is some existing medium density housing in the immediate and nearby area including 59 Wedge Street (2 x dwellings), 47 Wedge Street (3 x dwellings), 52 Bridge Street West (6 x dwellings) and 36 Bridge Street West (3 x dwellings).</p> <p>The density of the proposed development is one (1) dwelling per 206m<sup>2</sup> which is a higher density than that which is generally in the immediate and surrounding area.</p> <p>However, the site is of a sufficient size to provide a strategic redevelopment opportunity for medium density in an established area of Benalla with close proximity to services and facilities.</p> <p>The site also benefits from two (2) street frontages providing an opportunity for traffic entering and exiting the site to be split across both Bridge Street West and Wedge Street. Dwellings 1-8 provide an interface with four (4) adjoining dwellings along the shared western boundary.</p> <p>The driveway from Bridge Street West provides the interface with the adjoining dwelling to the east at 66 Bridge Street West and Dwellings 10, 12 and 13 interface with the other adjoining dwelling to the east at 53 Wedge Street.</p> <p>The VicRoads building is located at the intersection of Wedge Street and Clarke Street 50m to the west and Benalla West Primary School is located approximately 55m to the north/west.</p> <p>The neighbourhood character is considered to be mixed with conventional residential development, medium density housing and government/ community services.</p> <p>The proposed development is considered to provide an appropriate response to the existing neighbourhood character.</p>

✓ - Compliance x - Non compliance		Objectives	Standards	Comments
B2	Residential Policy	✓	✓	<p>Complies</p> <p>The application proposes to provide additional housing variety within the municipality.</p> <p>The development of 13 single storey dwellings is considered to be a simple, medium-density development that has responded to the existing character of the area, in close proximity to shops, schools and transport.</p> <p>It meets the Municipal Planning Strategy to provide housing diversity and housing suitable for an ageing population and decreased household size.</p>
B3	Dwelling Diversity	✓	✓	<p>Complies</p> <p>It is proposed to provide nine one-bedroom dwellings and four two-bedroom dwellings. In the context of the surrounding area where the prevailing typology would be a three-bedroom dwelling the proposed development adds to the diversity of housing product.</p> <p>Given the single storey built form it also provides suitable housing for an ageing population and smaller household sizes.</p>
B4	Infrastructure	✓	✓	<p>The proposal is not expected to overload the capacity of utility services and infrastructure. All services can be provided subject to the requirements and standards of the relevant servicing providers.</p> <p>It is not anticipated that the additional dwellings will significantly impact on the existing road network.</p> <p>When ultimately subdivided the proposal will be referred to the relevant servicing authorities.</p> <p>Council's engineer has provided permit conditions for drainage and on-site detention.</p>
B5	Integration with the Street	✓	✓	<p>The Bridge Street West, Benalla frontage is 20.32m and Dwelling 1 is orientated to the frontage with its carport to the rear. A 6m driveway provides vehicular access and has areas either side allowing for landscaping. Windows to the living room and bedroom overlook the frontage providing passive surveillance. Carports are setback from the built will not be visible from the street.</p> <p>The Wedge Street, Benalla frontage is 44.93m and Dwellings 8, 9 and 10 front Wedge Street. Each of these dwellings has a front entry visible from Wedge Street, Benalla and windows that address the street. Dwelling 8 is provided with vehicular access from the shared driveway. Dwellings 9 and 10 have a shared driveway from Wedge Street.</p> <p>Given the wide frontage the proposed 6.3m driveway and shared driveway are considered acceptable. A 1.8m fence is provided for Dwelling 9 to allow for secluded private open space. The setback of the privacy fence to Wedge Street varies. Given there is an existing 1.8m fence across both the Bridge Street West and Wedge Street, Benalla frontages the street interface will be greatly improved.</p>

✓ - Compliance x - Non compliance		Objectives	Standards	Comments
B6	Street setback	✓	x	<p>Complies (part)</p> <p>The application states that Wedge Street is the primary frontage and that's not unreasonable given its extent and width. However, it can also be construed that both streets are a frontage and need to be responded to.</p> <p>The standard requires the average of the two adjoining setbacks.</p> <p>The adjoining Bridge Street West, Benalla front setbacks are 5.8m to the west and 8m to the east and the average of these is 6.9m. Dwelling 1 is setback 6.1m so does not comply with this.</p> <p>The adjoining Wedge Street, Benalla front setbacks are 5.47m to the west and 5.25m to the east. The average of these is 5.36m. Proposed front setbacks along Wedge Street vary between 6m and 11.3m so the standard is met and exceeded. Clause 55 allows for standards to be varied if the objective is met.</p> <p>Setbacks of 6m and less are evident in the area. 65 Bridge Street West, Benalla has a setback of 5m and 52 Bridge Street West, Benalla has a setback of 5.5m.</p> <p>In this instance the variation to the front setback to Bridge Street West, Benalla is considered minor and the setback is still considered to meet the neighbourhood character whilst allowing efficient use of the site.</p>
B7	Building Height	✓	✓	The height of the proposed buildings is 4.1m which complies with the general standard of 11m in the GRZ
B8	Site Coverage	✓	✓	Complies as it is less than 60% (40%)
B9	Permeability	✓	✓	Complies as permeability is greater than 20% (37%).
B10	Energy Efficiency	✓	✓	<p>Solar access has generally been maximized across the site where possible. Some dwellings could benefit from some additional north facing windows (Dwellings 2, 3, 4 and 6) and this can be required as a condition of planning permit.</p> <p>Adequate solar access is provided to secluded private open space and given the single storey nature of the built form, shadow is contained within the subject site.</p> <p>Each dwelling is also provided with a water tank.</p>
B11	Open Space	✓	✓	N/A – The subject site does not provide for communal open space and does not abut an area of public open space.
B12	Safety	✓	✓	<p>The entrances to dwellings abutting Bridge Street West and Wedge Street, Benalla are visible from those streets.</p> <p>The remaining dwellings have their main entrances open and visible to the internal accessway, and they are easily identifiable through the articulation of the entry porch.</p>



✓ - Compliance x - Non compliance		Objectives	Standards	Comments
B13	Landscaping	✓	✓	<p>A landscape concept plan is submitted with the application and shows plant species and quantities, hard surface materials, water tanks and bin locations.</p> <p>It is considered that the landscape could be further enhanced with additional canopy trees within the front setbacks of both street frontages.</p> <p>This can be facilitated by a condition of planning permit.</p>
B14	Access	✓	✓	<p>The provision of two crossovers to Wedge Street, Benalla occupies 22% of the street frontage and the single crossover to Bridge Street West, Benalla occupies 15% of the Wedge Street, Benalla frontage.</p> <p>The design has been reviewed by Council's Engineering Department who have no objections. Planning permit conditions are required to ensure access is to the satisfaction of the Council.</p> <p>DTP have also responded and will only allow Dwellings 1-4 to have access to Bridge Street West, Benalla.</p> <p>A planning permit condition can facilitate this and amended plans including the landscape plan will need to demonstrate how this is achieved.</p>
B15	Parking Location	✓	✓	<p>The proposal is for 13 one-and-two bedroom dwellings, each requiring one covered car space. One visitor car space is required for every five dwellings, and this can be rounded down. Therefore two visitor spaces are required.</p> <p>All dwellings have car park spaces within carports and provide convenient access to the dwellings front and rear entrances.</p> <p>The carports are roofed, creating a partial sense of enclosure and delineation whilst allowing ventilation.</p> <p>In all cases, no habitable room windows are proposed within 1.5 m from shared accessways in accordance with the standard to protect residents from vehicular noise.</p>
B17	Side and Rear Setbacks	✓	✓	<p>Dwellings are setback at least 2.59m from the northern boundary and are single storey.</p> <p>Dwelling 5 is setback 3.8m from the eastern boundary and minimum 4.92m from the southern boundary in accordance with the Standard.</p>
B18	Walls on Boundaries	✓	✓	There are no walls on boundaries proposed.
B19	Daylight to Existing Windows	✓	✓	All existing habitable room windows are more than 3 metres from the proposed adjoining buildings.
B20	North-Facing Windows	✓	✓	Overshadowing diagrams submitted which identify that the proposal will not impact the adjoining properties to the north or south greater than the existing fencing on the boundary (1.8m)

✓ - Compliance x- Non compliance		Objectives	Standards	Comments
B21	Overshadowing Open Space	✓	✓	The existing dwelling to the south of the site is offset more than 3m from the boundary between the two sites. As a result, the proposal will not impact on daylight to this adjoining property. The proposed development does not reduce sunlight substantially further than the existing boundary fencing between the properties to the north and east which is considered acceptable. Both sites have sufficient POS outside of this already impacted area.
B22	Overlooking	✓	✓	All proposed dwellings are single storey and all boundary fences are minimum 1.8m high, to further mitigate any potential for overlooking. The advertised plans showed the provision of three visitor car spaces and in response to objections it is not proposed to provide five visitor car spaces on site. These are located central to the site so easily accessible for all visitors. Given the DTP requirement for only Dwellings 1-4 to have access to Bridge Street West, Benalla the driveway separation and bollards means the visitor spaces can only be access via Wedge Street, Benalla. Five visitor car spaces on site considerably exceed the requirement for two.
B23	Internal Views	✓	✓	All dwellings are single storey. Internal fencing to 1.8 m high as shown on the application plans will prevent overlooking.
B24	Noise Impacts	✓	✓	The plans do not show mechanical equipment. It is considered the dwellings are sufficient setback from adjoining existing dwellings to mitigate any potential noise impact.
B25	Accessibility	✓	✓	All dwellings are provided with an accessible entry and facilities on the ground floor as they are a single storey built form. They will provide adaptable housing to meet the needs of ageing residents or those with limited mobility.
B26	Dwelling Entry	✓	✓	All dwelling entries have an easily identifiable entry and porches are used to provide shelter and a sense of personal address.
B27	Daylight to New Windows	✓	✓	All dwellings contain windows to each habitable room.
B28	Private Open Space	✓	✓	The minimum dimensions of secluded private open space areas for each dwelling comply with the requirements to the standard providing a minimum area of 25m <sup>2</sup> with a minimum dimension of 3m. The secluded private open space area has a direct connection to a living area within all the dwellings. Secluded private open space areas vary between 26.1m <sup>2</sup> and 52.8m <sup>2</sup> , exceeding the minimum requirement of 25m <sup>2</sup> . All open space areas for each dwelling exceed 40m <sup>2</sup> . The private open space areas are quite generous and allow for excellent landscaping opportunities. The minimum garden area required is 35% and the proposed development exceeds this at 39%.

✓ - Compliance x- Non compliance		Objectives	Standards	Comments
B29	Solar Access to Open Space	✓	✓	The secluded private open space areas for the dwellings is generally acceptable and will achieve good solar access.
B30	Storage	✓	✓	A shed with an area of approx. 6m <sup>3</sup> has been provided for all dwellings and is shown on the landscape plan. The construction of the shed is included in garden area requirements, which is allowable under the provision.
B31	Design Detail	✓	✓	The design of the proposed dwellings, which will be single storey and constructed from brick with a pitched metal roof to provide a modern reflection of form and materials of dwellings in the surrounding area. It is considered that the proposal retains the simple built form and layout in keeping with its streetscape setting.
B32	Front Fences	✓	✓	A 1.8m privacy fence is provided to facilitate the Secluded private open space for Dwelling 9 but this is setback from Wedge Street, Benalla and not located on the property boundary.
B33	Common Property	✓	✓	The private parking spaces and Secluded private open spaces clearly adjoin the corresponding dwellings and are separated by 1.8m high fencing. The communal driveway/accessway is clearly delineated.
B34	Site Services	✓	✓	The proposed dwellings are appropriately located to allow for the provision of connection to services and the location of mailboxes to the front of the site as shown on the submitted landscape plan. Areas for the storage of bins are also provided on the landscape plan and are located within the respective SPOS areas.

## Clause 52.29 – Land Adjacent to the Principal Road Network

### CONSIDERATION OF OBJECTIONS

The applicant was provided an opportunity to respond to objections and has provided an amended plan showing:

- An increased access from Bridge Street West
- An increased splay to the fence at the Bridge Street West entry and increased fencing setback. A feature wall panel on the fence at the entry is also proposed.
- An additional visitor space is shown, increasing the visitor car spaces from four to five.
- A separated driveway to ensure only Dwellings 1-4 can access Bridge Street West.
- A fence extension to the southern boundary fence.
- This plan has not been formally substituted but can be facilitated by conditions of a planning permit should one issue. The plan is provided at **Appendix 2**.

Some of the matters raised in the objections are not relevant planning considerations including property devaluation, the provision of social housing and behaviour concerns.

Relevant planning considerations include neighbourhood character, density, compliance with Clause 55, increased traffic and impact on infrastructure.

## **ASSESSMENT**

Officers support the provision of medium to higher density development in locations close to amenities, neighbour conveniences, schools and open space, and consider the site is an appropriate location for such a development.

### **Section 173 Agreement AGO80255Q**

This Agreement was entered into 26/02/2008 and relates to the requirement for either a Certificate or Statement of Environmental Audit and the relevant requirements being met before a Statement of Compliance can be issued for the previously approved two lot subdivision (P0006/06) issued 23/06/2006.

### **Neighbourhood Character**

The Scheme emphasises that new developments should respect the existing character of an area while contributing to the preferred character (if applicable). Furthermore, emphasis is placed on striking an appropriate balance between the amenities offered to proposed dwellings and mitigating negative amenity impacts on adjoining/nearby properties.

There are no specific overlays or provisions describing the existing or preferred character of Bridge Street West or Wedge Street and surrounds. The surrounding development pattern is generally similar sized lots containing a single storey standalone dwelling, with newer pockets of medium density development along the street.

There is no particular vegetation or planting character to the area, with most properties containing modest gardens and low scale front fencing, the occasional dwelling exhibits higher front fencing and more landscaped gardens.

While consideration is to be given the character of the neighbourhood, the expectation of the area is of modest growth, and the character is expected to evolve over time. The proposal retains a generous setback in a multi dwelling setting, and the open nature of the frontage will allow for landscaping opportunities and planting to provide a spacious feel to the street face.

The single crossover to Bridge Street West, Benalla maintains a single dwelling presentation to that frontage and the generous 44-meter frontage to Wedge Street, Benalla can easily accommodate the common access driveway and shared driveway for Dwellings 9 and 10.

Generous secluded private open space areas are provided for all dwellings, are orientated to the north where possible and are of an appropriate size and accessible from living areas.

### **The General Residential Zone, ResCode and Garden Area requirements**

A planning permit is required for two or more dwellings on a lot pursuant to Clause 32.08-6 of the Scheme. The proposal supports the purpose of the General Residential Zone, providing infill housing diversity in close proximity to services, open space and major transport routes.

The application must also provide a minimum garden area of 35 per cent of the total site in accordance with Clause 32.08-3 (as a lot of greater than 650-squared meters.). This is exceeded with the provision of 39 per cent as demonstrated in the Garden Area Plan forming part of the submitted plans.

Officers have provided a Clause 55 assessment of the proposal earlier in the Report. The application complies with the Standards of ResCode and provides an appropriate design response.

## State Planning Policy

The application complies with the relevant state policy provisions as the proposal is for development within an established urban area located appropriately for jobs, services and public transportation and is redirecting development to an urban area rather than greenfield development. The proposal allows for a mix in housing types and improves housing choice for Benalla to allow for a range of income groups to choose housing in a well-served location.

## Local Planning Policy Provisions

The proposal allows for low rise, medium density redevelopment the site and will provide housing diversity within close proximity to services and employment areas. The development offers a range of dwelling types and layouts that will increase housing choice in the area and contribute to the evolving character of the area towards a higher density, walkable neighbourhood. It also provides a housing product that will appeal to the ageing population and the increasing demand for smaller households.

## Clause 52.06 Car Parking

The proposal provides for off-street car parking for all dwellings with a single carport for each dwelling and five visitor car spaces. Pursuant to the Benalla Planning Scheme one covered car space is required for each one or two bedroom dwelling and one visitor car space is required for every five dwellings noting this can be rounded down.

The proposed development therefore requires 13 onsite covered car spaces and two on site visitor car spaces. It is proposed to provide one covered car space in the form of a carport for each dwelling, which meets the statutory requirement. Five visitor car spaces are proposed which exceeds the statutory requirement.

Bridge Street West and Wedge Street, Benalla and the surrounding network is not expected to be significantly impacted by the additional traffic generated by the proposal.

Plans submitted with the application show all dwellings can exit the site in a forward motion to safely exit the site and Council's Engineers and the Department of Transport are satisfied with the proposal.

## ***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.*

### **Environment**

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

## 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 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 68 Bridge Street West, Benalla for the construction of 13 dwellings on a lot and to create/alter access to a road in a Transport Zone 2 in accordance with the endorsed plans, with the application Referenced DR-1125-01-03, Rev B, subject to the following conditions:**

- 1. Before the development starts, plans must be approved and endorsed by the responsible authority. The plans must:**
  - a) Be prepared to the satisfaction of the responsible authority**
  - b) Be drawn to scale with dimensions**
  - c) Submitted in electronic form**
  - d) Be generally in accordance with the plans forming part of the application and identified as Referenced DR-1125-01-03, Rev B but modified to show the following details:**
    - i. The changes detailed in the discussion plan submitted to Council on 21 May 2025 in response to objections.**
    - ii. The addition of a window to the living room on the northern elevation for Dwellings 2, 3, 4 and 6.**
    - iii. The requirements of Conditions 17-19 as required the Head, Transport for Victoria**
- 2. The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.**



- 3. Before the development starts a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority and be in accordance with the requirements of the Infrastructure Design Manual. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:**
- a) a survey of all existing vegetation and natural features showing plants to be removed and retained;**
  - b) all trees planted as part of the landscape works shall have a minimum height of 2.0 to 2.5m at the time of planting.**
  - c) a planting schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;**
  - d) the method of preparing, draining, watering and maintaining the landscaped area;**
  - e) landscaping and planting within all open areas of the site;**
  - f) all landscaped areas proposed to be used for stormwater retardation**
  - g) additional canopy trees in the front setback of each dwelling fronting Bridge Street West and Wedge Street.**

**All species selected must be to the satisfaction of the responsible authority. The landscape plan must also indicate that an in-ground irrigation system is to be provided to all landscaped areas. Before the use/occupation of the developments starts or prior to the issue of a statement of compliance of the subdivision or by such a later date as is approved by the responsible authority in writing, landscaping works shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained for a period of three months from the date of practical completion of the works to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced within 12 months of the date of practical completion for the works.**

### **General Engineering**

- 4. Prior to the occupancy of the development, the permit holder must undertake, or cause to be undertaken, full construction of all new access ways, drainage and related infrastructure as required by the conditions of this permit. All these works must conform to plans and specific prepared at the expense of the applicant by a Registered engineer and approved by the Responsible Authority before construction begins.**

### **Drainage**

- 5. Before the construction begins, drainage plans and computations prepared in accordance with the IDM procedures and criteria, must be submitted to, and approved by the Responsible Authority**

**Discharge from the development shall be retarded on site to the satisfaction of the Responsible Authority, to ensure a maximum discharge rate off-site as specified in the IDM unless otherwise approved by the Responsible Authority.**

**The information and plan must include:**

- a) Details of how the works on the land are to be drained and retarded.**
- b) A maximum discharge rate from the site is to be determined by computation to the satisfaction of Council.**
- c) measures to enhance stormwater discharge quality from the site and protect downstream waterways Including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements.**
- d) the details of the incorporation of water sensitive urban design designed in accordance either “Urban Stormwater Best Practice Environmental Management Guidelines” 1999.**

**6. Prior to the occupancy of the development the permit holder must satisfy the Responsible Authority that:**

- a) a legal point of discharge, connected to the external drainage network in accordance with IDM standards and without reducing the flow capacity or structural integrity of that network.**
- b) all stormwater runoff originating from or transferred through the development in a 20% AEP rainfall event will be collected and conveyed by underground pipes to the underground drainage network in Wedge Street.**
- c) all stormwater runoff originating from or transferred through the development site in a 1% AEP rainfall event will be collected and conveyed to a practical and satisfactory destination, without adversely affecting any person, infrastructure or natural features in or beyond the development.**
- d) the finished surface levels within all buildings shall be above the peak water level in nearby drainage reserves, waterways, floodways or water bodies in a 1% AEP rainfall or flood event.**

#### **Property Access**

**7. Prior to the occupancy of the development the permit holder must satisfy the Responsible Authority that the vehicle crossings have been constructed to conform with the IDM standards.**

**8. Prior to the issue of the statement of compliance the permit holder must satisfy the Responsible Authority that any redundant vehicle crossings have been removed and that kerb and channel and road pavement has been reinstated.**

#### **Department of Transport and Planning Conditions**

**9. Prior to the occupation of the dwellings hereby approved, the owner of the land must enter into an agreement with the responsible authority under section 173 of the Planning and Environment Act 1987. The agreement must provide the following:**

- a) All recommendations outlined within the Environmental Audit Statement prepared by Sally Bonham and dated 21 January 2023 must be complied with at all times.**

**The owner of the land must pay all of the responsible authority’s reasonable legal costs and expenses of this agreement, including preparation, execution and registration on title. Department of Transport and Planning Conditions**



- 10. Only one (1) access is permitted from the subject site to Bridge Street.**
- 11. Prior to commencement of any buildings and/or works, amended plans must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be generally in accordance with the plans date stamped January 2025 and titled Revision B but modified to show:**
  - a) Vehicle access to Bridge street is physically restricted for Units 5-13 and to prevent through traffic from Wedge street; and**
  - b) Only Units 1-4 gain vehicle access to Bridge Street**
- 12. Prior to the occupation of the development, all existing crossovers and access to Bridge Street made redundant by this permit must be removed and the area reinstated as kerb and channel to the satisfaction of Responsible Authority, and at no cost to the Responsible Authority or the Head, Transport for Victoria.**
- 13. Prior to the occupation of the development, the crossover and access to Bridge Street must be constructed to the satisfaction of the Responsible Authority or the Head, Transport for Victoria.**
- 14. All vehicles must be able to enter and exit the subject site in a forward direction.**
- 15. Driveways must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter the site in a safe manner or compromise operational safety of the road or public safety.**

#### **North East Water**

- 16. A Build Over Easement (BOE) application to North East Water is required for the visitor car parking spaces and any driveways, fencing, paving or any other structures (i.e. clothes lines or rainwater tanks) that encroach the east-west sewer easement that traverses the site. A BOE application to North East Water is also required for any structures, fencing or paving that encroach the sewer easement at the rear of Unit 13.**
- 17. The Lagerstroemia Indica Natchez (White flowering Crepe Myrtle) plantings must be re-located to be a minimum distance of 2m away from the easement to ensure the root system does not interfere with the sewer main.**
- 18. This permit will expire if one of the following circumstances applies:**
  - a) The development is not started within two years of the date of this permit.**
  - b) The development is not completed within four years of the date of this permit.**

**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 6 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.**

## **General Notes**

- 1. 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.**
- 2. An asset protection permit is required prior to the commencement of any works on site.**
- 3. Before undertaking any works that cross onto public land or roads, the permit holder must obtain a permit from the relevant authority giving Consent to Work within a Road Reserve.**
- 4. This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.**
- 5. Separate consent for works within the road reserve and the specifications of these works is required under the Road Management Act 2004. For the purposes of this application the works will include provision of:**
  - a) The removal of crossovers**
  - b) Alteration/construction of crossovers**
  - c) Any other works required.**
- 6. The applicant is advised that New Customer Contribution (NCC) fees for water and sewer will be applicable based on the number of units and is required to be paid to North East Water prior to commencement of works.**
- 7. The applicant is advised that there are two sewer connection points on the site that sit outside of the easement line that may require disconnection and relocation to avoid conflict with the building lines for units 5 and 13.**
- 8. A testable backflow device is required on the main water meter if the development will only have one main water meter on the site. If each unit will be metered individually, all water meters must be installed on a metering manifold at the front of the property. No testable backflow device is required if each unit is metered individually.**

DRAWING LIST.

November ,2024

Submission to council

January, 2025 -

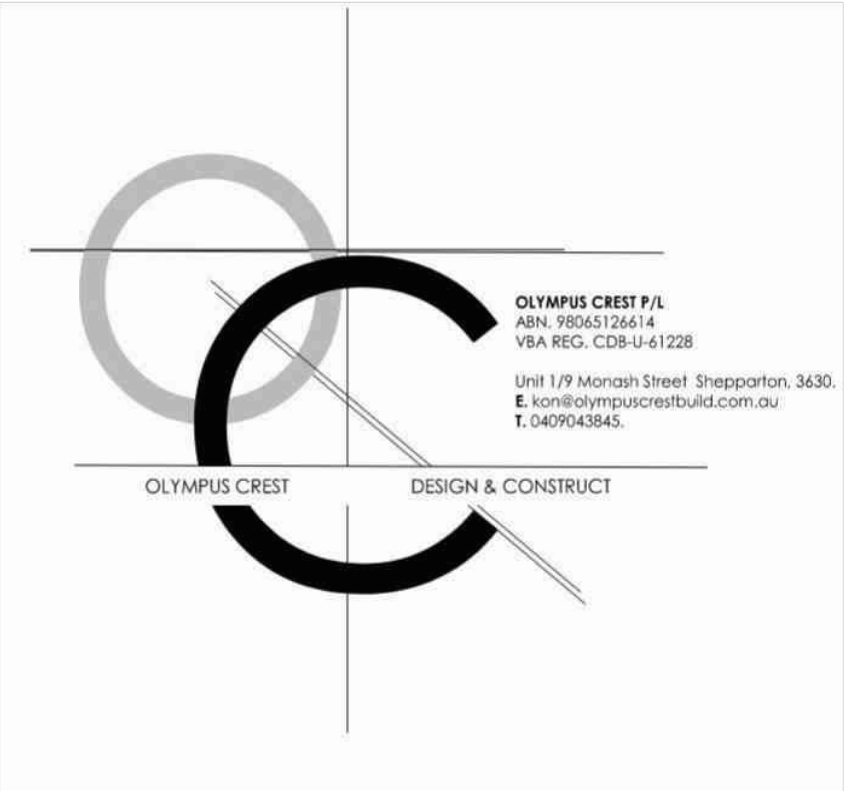
amendments to Council RFI's

REV B

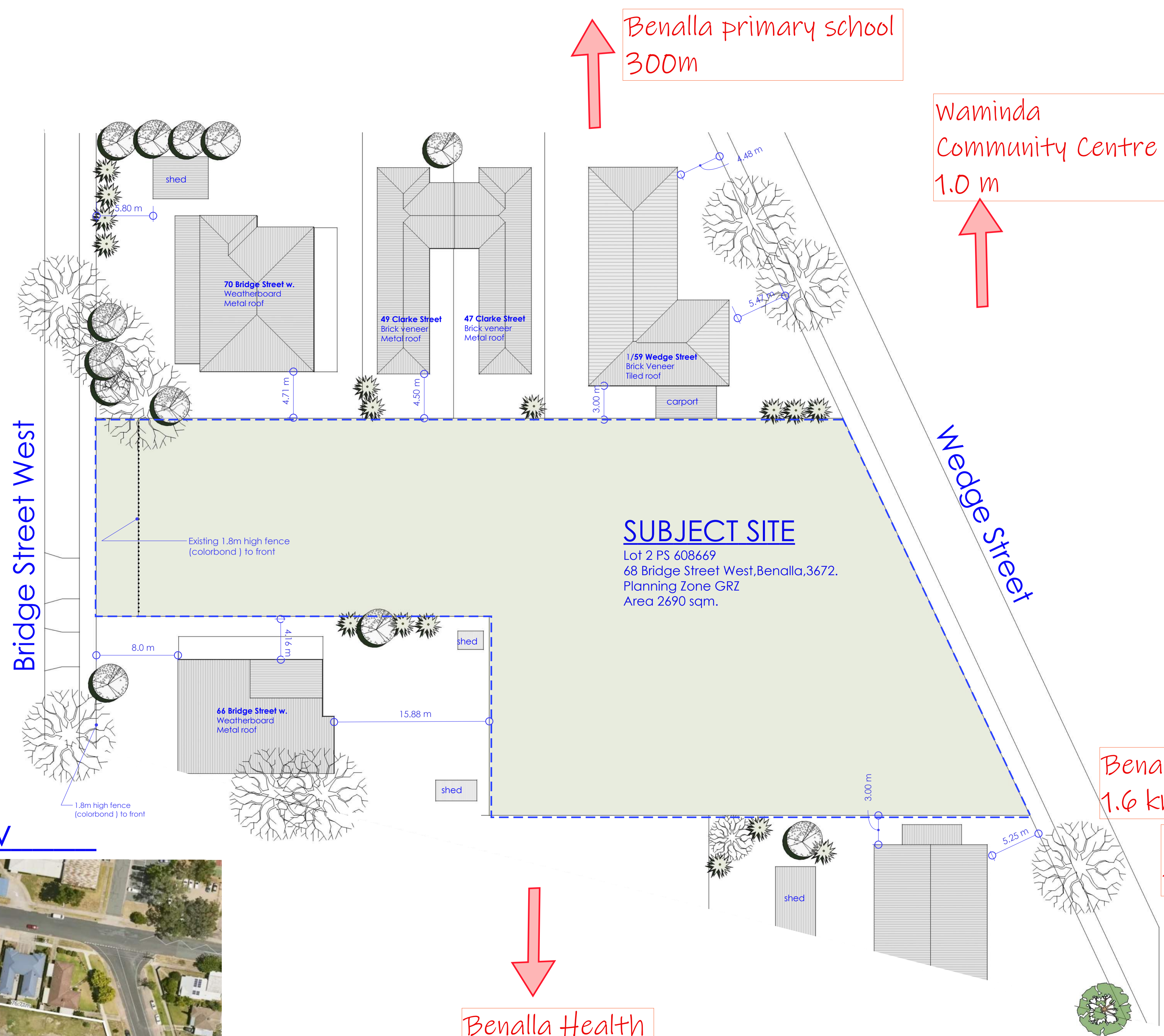
DR-1124-01-00 REV B	COVER PAGE
DR-1124-01-01 REV B	SITE CONTEXT PLAN
DR-1124-01-02 REV B	SITE PLAN
DR-1124-01-03 .REV B	ELEVATIONS 1
DR-1124-01-04 .REV B	ELEVATIONS 2 (internals from driveway)
DR-1124-01-05 REV B	FLOOR PLANS/LIVIBILITY PLAN Units 1-8 (ex. U5.)
DR-1124-01-06 REV B	FLOOR PLANS/LIVIBILITY PLAN Units 4& 5
DR-1124-01-07 REV B	FLOOR PLANS/LIVIBILITY PLAN Units 9-13
DR-1124-01-08 REV B	SHADOWS 9.00 am
DR-1124-01-09 REV B	SHADOWS 3.00 pm
DR-1124-01-10 .REV B	Landscape Plan
DR-1124-01-11 REV B	Garden Areas
DR-1124-01-12.REV B	Services Location Plan
DR-1124-01-13 REV B	Vehicle Movement Plan

68 Bridge Street West Benalla

13 Single level Unit Development with adjoining carports.

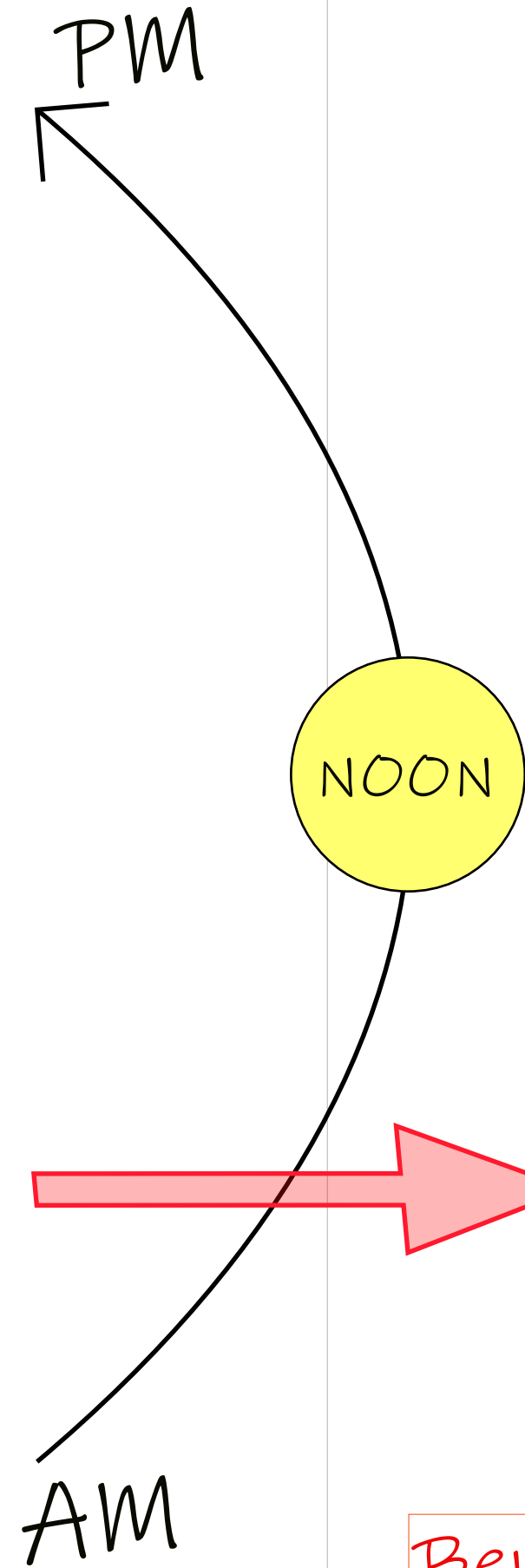
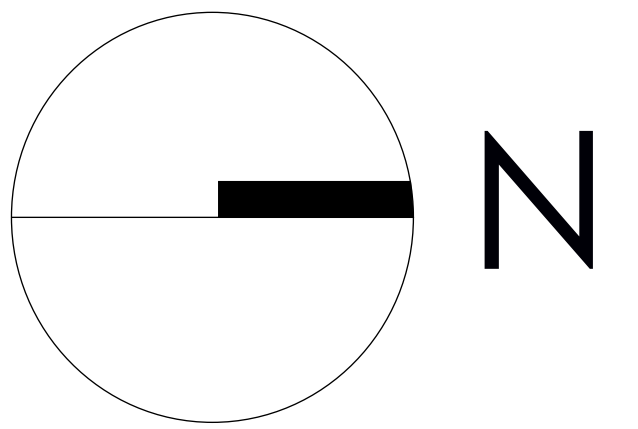






Benalla primary school  
300m

Waminda  
Community Centre  
1.0 m



FCJ College  
Benalla

Benalla  
Town Centre  
1.6 km

Benalla Coles  
1.6 km

Kindergarden  
1.9 km

Benalla P-12  
College

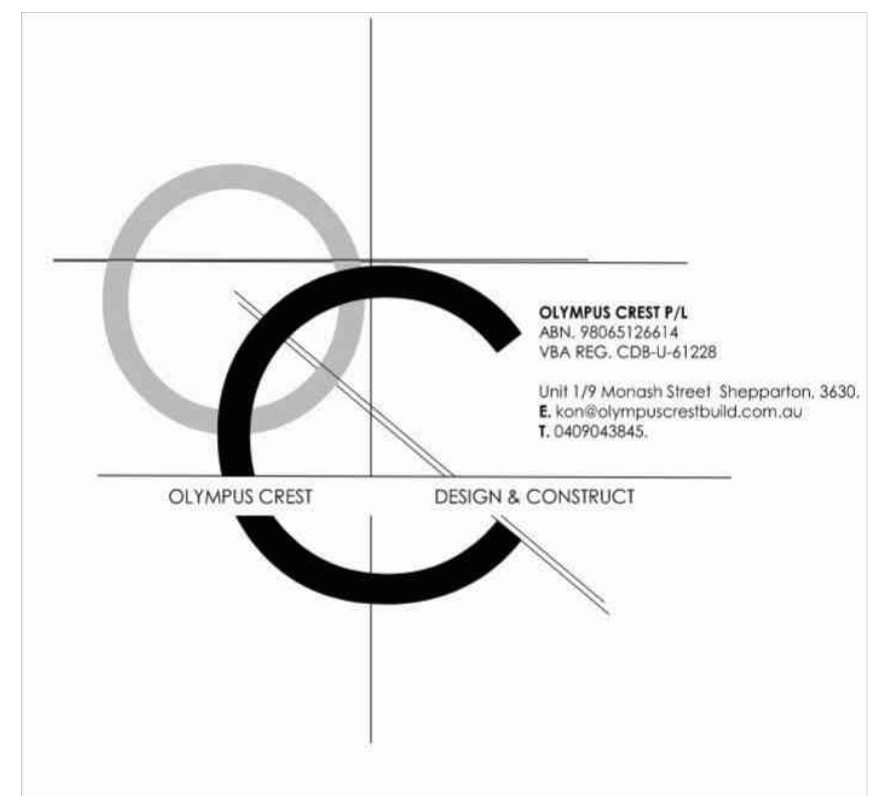
Pharmacy  
1.3km

Benalla Health  
2.2 km

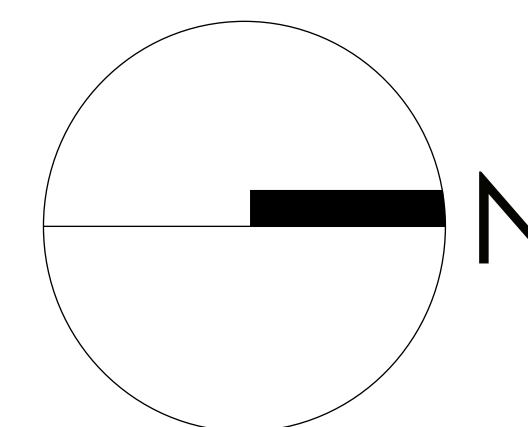
Benalla Police  
500m

**Neighborhood Site Description**  
 The neighbourhood in the area is predominantly older style weatherboard dwellings (and some brick) with either metal or tile roof. All are single storey dwellings. Also in the immediate area are a number of multi dwelling developments. The development is within close proximity to the centre of town.

## Aerial view

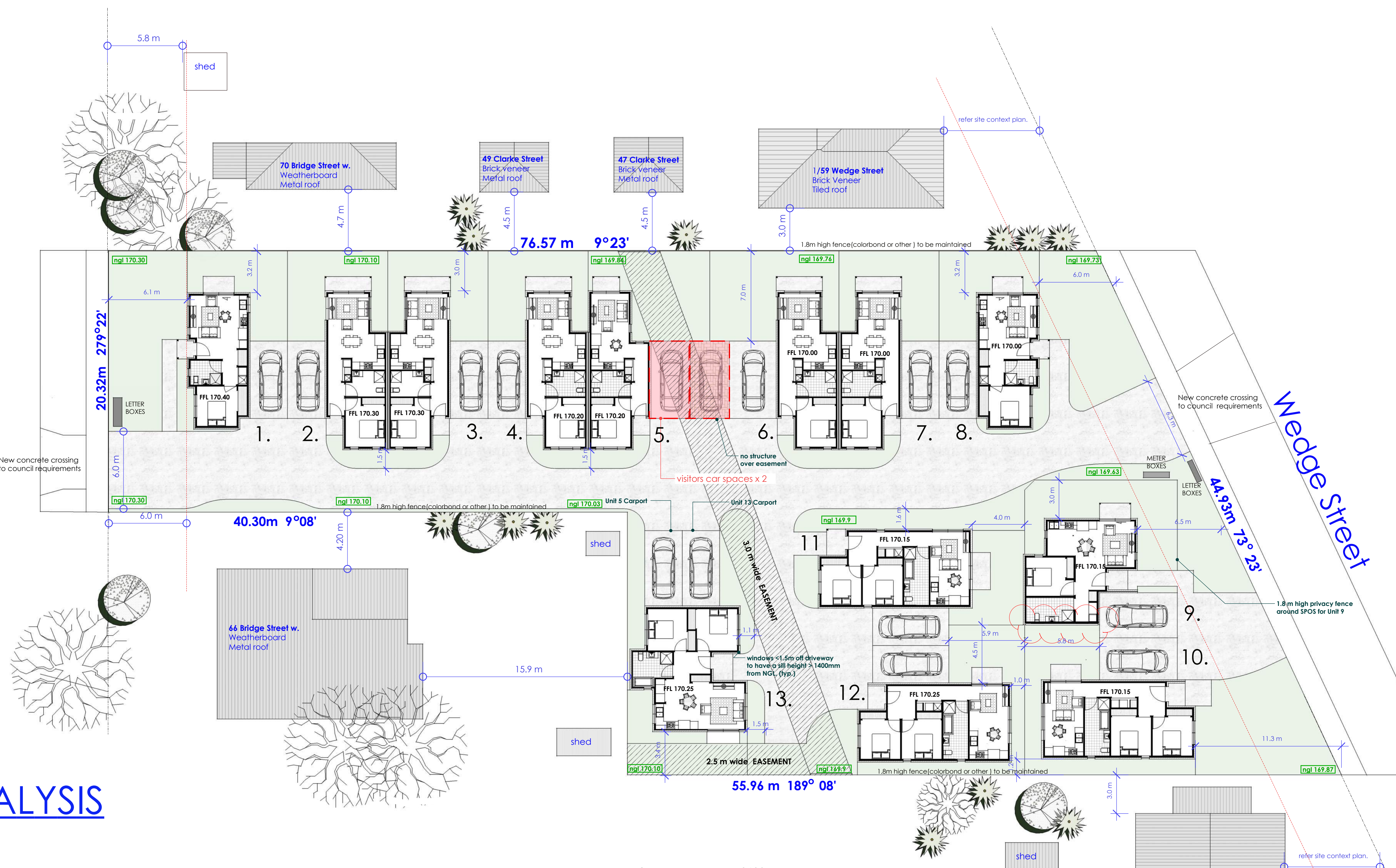






Bridge Street West

Wedge Street



## SITE ANALYSIS

### UNIT ONE.

Bedrooms 1  
Building **Type A**  
Dwelling Area= 49 sqm  
Carport Area= 18 sqm  
Alfresco/Patio Area= 5.0 sqm  
**Total Building Area=72.0 sqm**

### UNIT TWO-FOUR.

Bedrooms 1  
Building **Type B**  
Dwelling Area= 50.5 sqm  
Carport Area= 18 sqm  
Alfresco/Patio Area= 7.0 sqm  
**Total Building Area=75.5 sqm**

### UNIT FIVE.

Bedrooms 1  
Building **Type C**  
Dwelling Area= 50.5 sqm  
Carport Area= 18 sqm  
Alfresco/Patio Area= 7.0 sqm  
**Total Building Area=75.5 sqm**

### UNIT SIX-SEVEN.

Bedrooms 1  
Building **Type B**  
Dwelling Area= 50.5 sqm  
Carport Area= 18 sqm  
Alfresco/Patio Area= 7.0 sqm  
**Total Building Area=75.5 sqm**

### UNIT EIGHT.

Bedrooms 1  
Building **Type A**  
Dwelling Area= 49 sqm  
Carport Area= 18 sqm  
Alfresco/Patio Area= 5.0 sqm  
**Total Building Area=72.0 sqm**

### UNIT NINE.

Bedrooms 1  
Building **Type D**  
Dwelling Area= 58 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 6.0 sqm  
**Total Building Area=83.0 sqm**

### UNIT TEN-TWELVE.

Bedrooms 2  
Building **Type E**  
Dwelling Area= 68 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 8.0 sqm  
**Total Building Area= 96.0 sqm**

### UNIT THIRTEEN

Bedrooms 2  
Building **Type F**  
Dwelling Area= 71 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 8.0 sqm  
**Total Building Area= 98.0 sqm**

## GARDEN AREA

**Total Garden Area =1040 sqm.(39%)**

TOTAL LAND AREA= 2690 sqm

### BUILDING AREAS

1. Dwellings 734sqm
2. Carports 247 sqm.
3. Patios/alfresco 90.4sqm

**Total building areas= 1071sqm (40%)**

### HARDSURFACE AREAS

Driveways and parking = 564 sqm.  
Pathways =12 sqm  
Sheds and raintanks =39 sqm.  
**Total Hard surface areas =615 sqm(23.0%)**

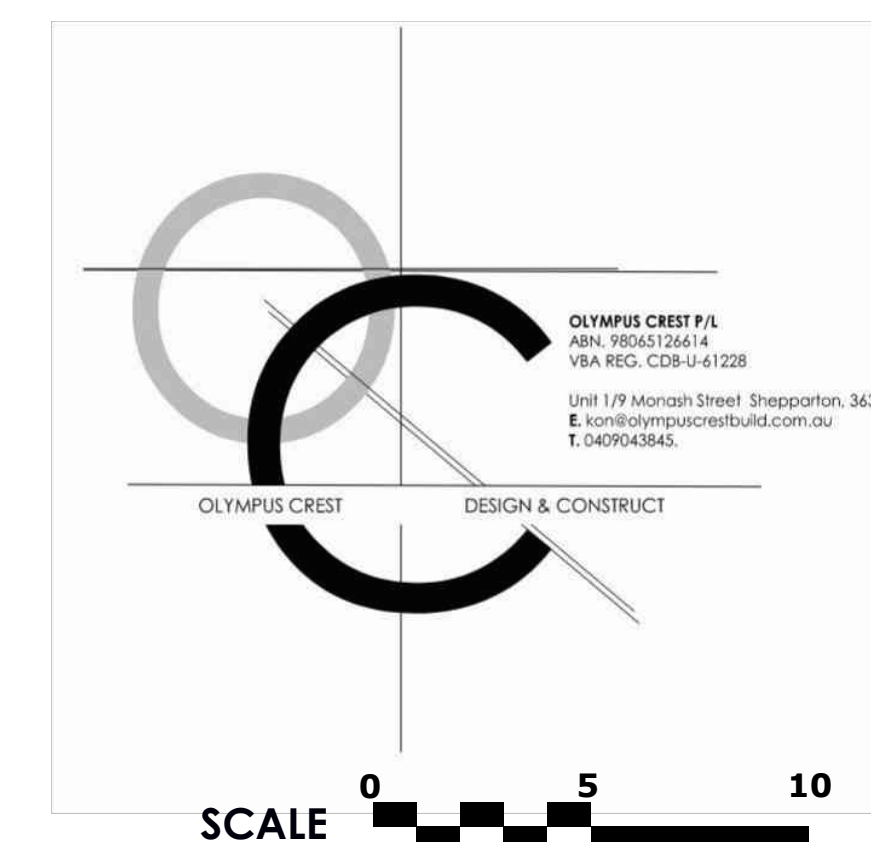
### PERMEABILITY.

Total Building Area=1071 sqm  
Total Hard surface area =615 sqm  
Actual impermeable area=1686 sqm  
Total permeable area= 1004 sqm (37%)

Refer to .

- 1.All SPOS details-**DR 1124-01-11A.**
- 2.Fence and gate details-**DR 1124-01-12A.**
- 3.Positions of Rain tanks,sheds,clotheslines,bins -**DR 1124-01-10A/12A.**

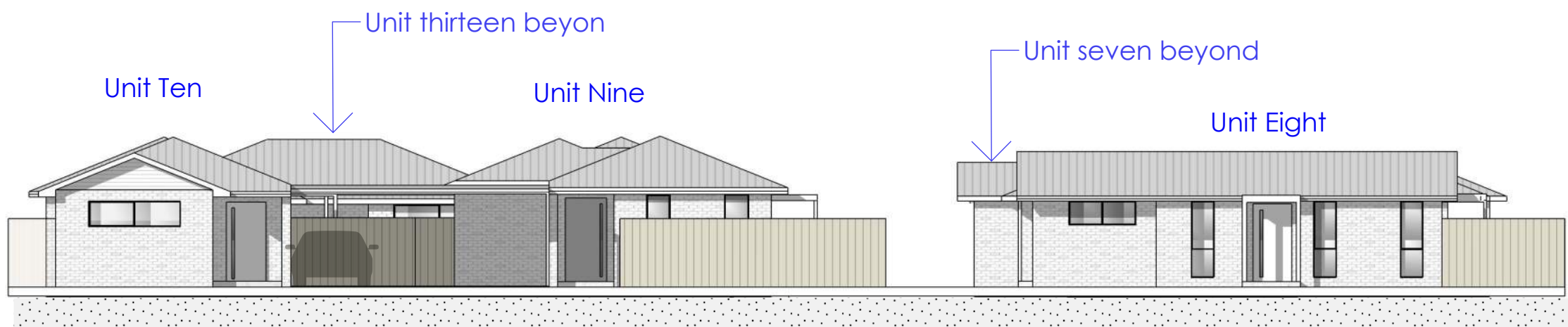
NOTES. FLOOR LEVELS AND GROUND LEVELS



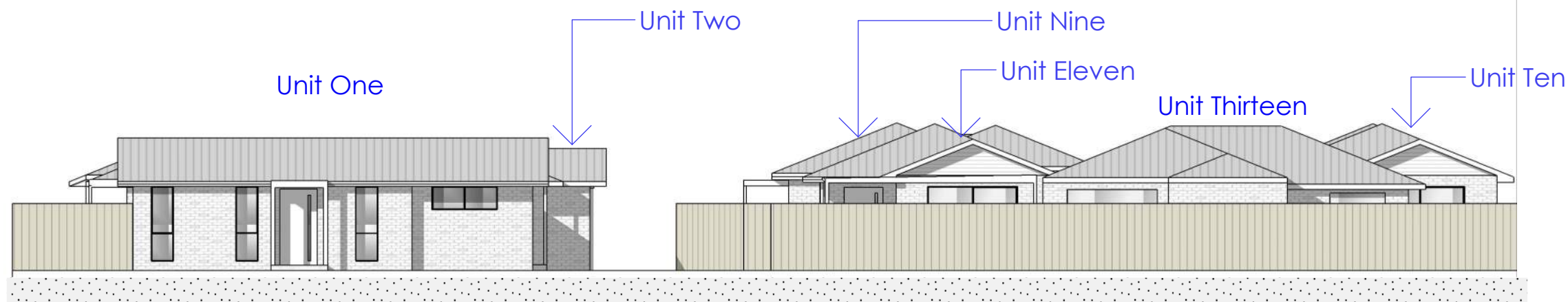


ELEVATIONS

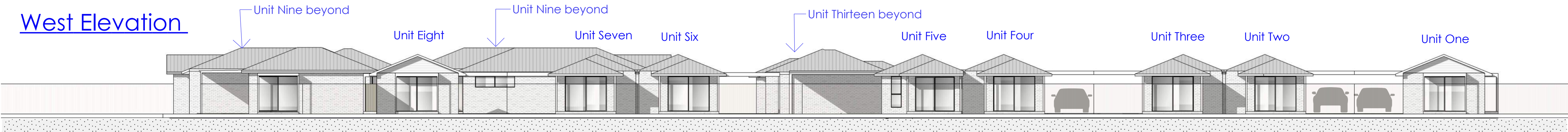
North Elevation (Wedge Street)



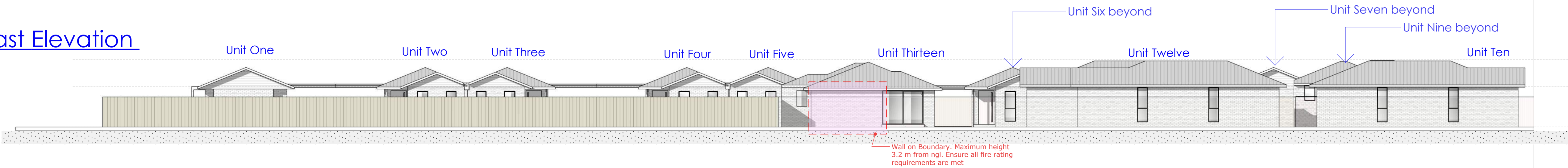
South Elevation (Bridge Street West )



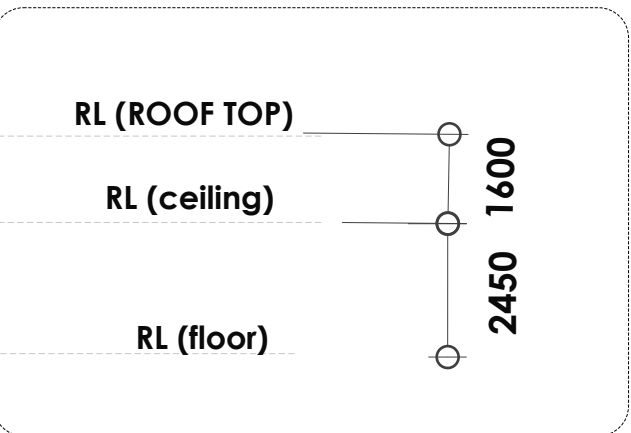
West Elevation



East Elevation



Typical heights throughout



SCHEDULE OF COLOURS

- Fascia/Gutter.**-Colorbond Woodland Grey
- Roof colour.**-Colorbond Woodland Grey
- Front Door**-Colorbond Shale Grey
- Windows.**-Colorbond Woodland Grey
- Light weight cladding**-Colorbond Shale Grey
- Bricks**- PGH Brick Gypsy Rose (or equiv.)
- Internal fencing /gates.**-Woodland Grey

SCHEDULE OF FINISHES



Selected Face Brickwork.  
PGH Brick Gypsy Rose  
(or equiv.)



James Hardie Linea  
weatherboards.  
Paint finish. Colour -Shale  
Grey(colorbond)



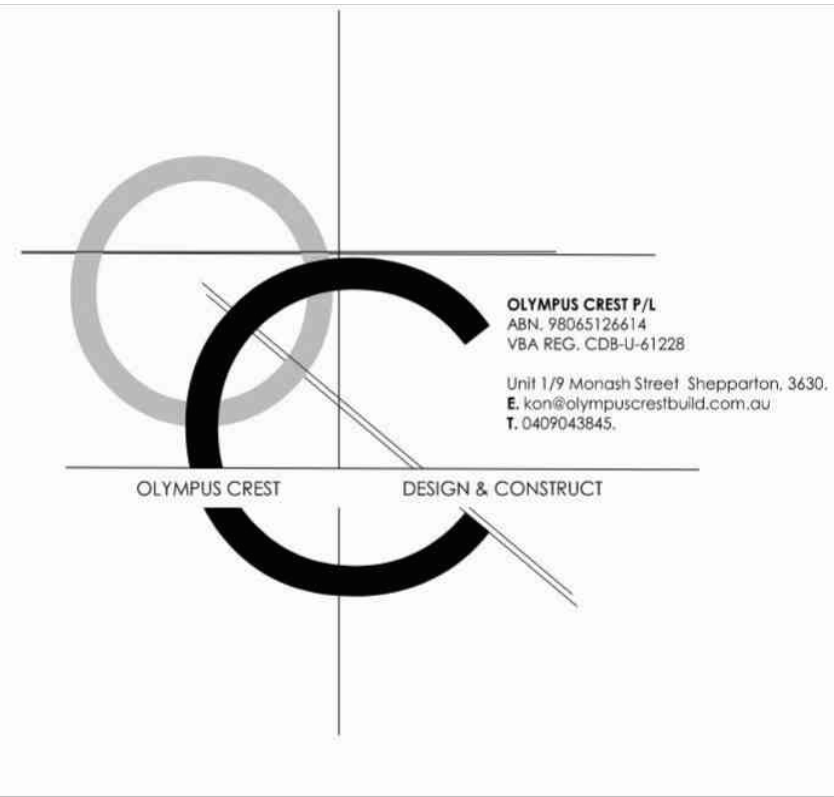
Colorbond metal roof.  
Corrugated profile.  
Colour-Woodland  
Grey.



Aluminium windows and  
sliding doors. Colour  
Woodland Grey.



Typical colorbond  
carport -Stratco  
outback range (or  
similar).

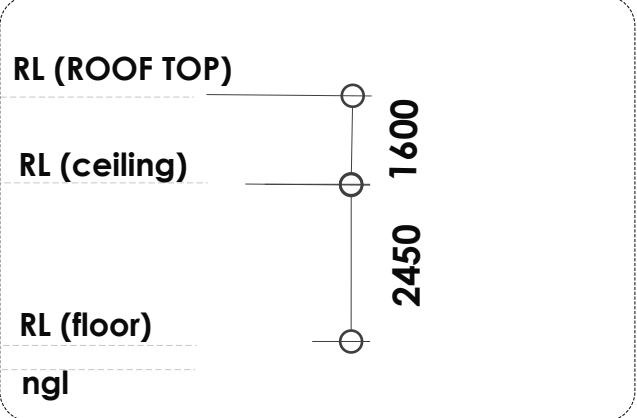
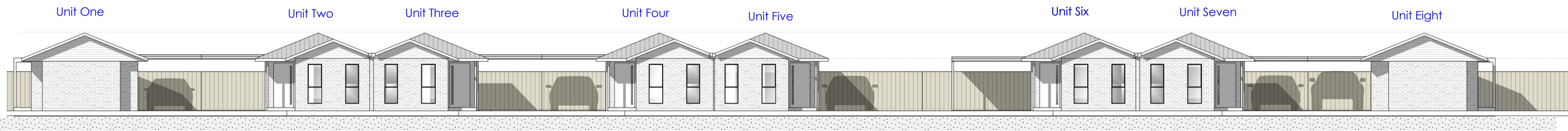




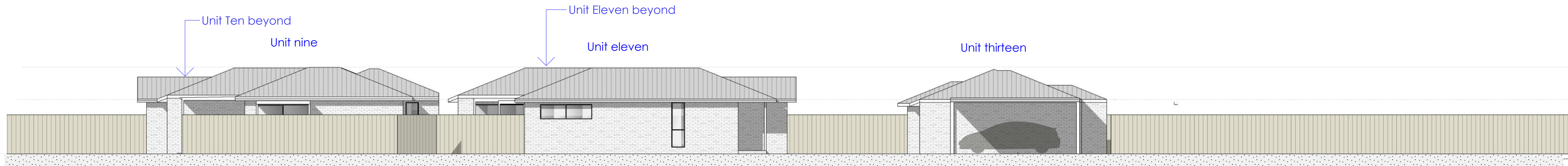
ELEVATIONS (Views from driveway)

SCHEDULE OF COLOURS

- Fascia/Gutter.-Colorbond Woodland Grey
- Roof colour.-Colorbond Woodland Grey
- Front Door-Colorbond Shale Grey
- Windows.-Colorbond Woodland Grey
- Light weight cladding-Colorbond Shale Grey
- Internal fencing /gates.-Woodland Grey



Internal west elevation



Internal east elevation

SCHEDULE OF FINISHES



Selected Face Brickwork.  
PGH Brick Gypsy Rose  
(or equiv.)



Colorbond metal roof.  
Corrugated profile.  
Colour-Woodland  
Grey.



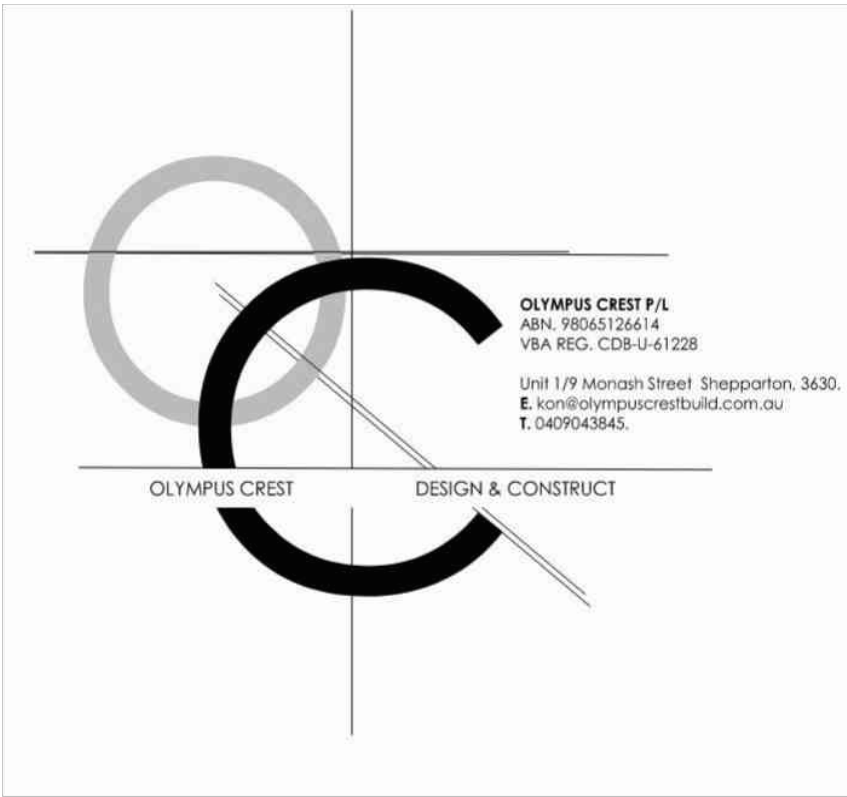
Typical colorbond  
carport -Stratco  
outback range (or  
similar).



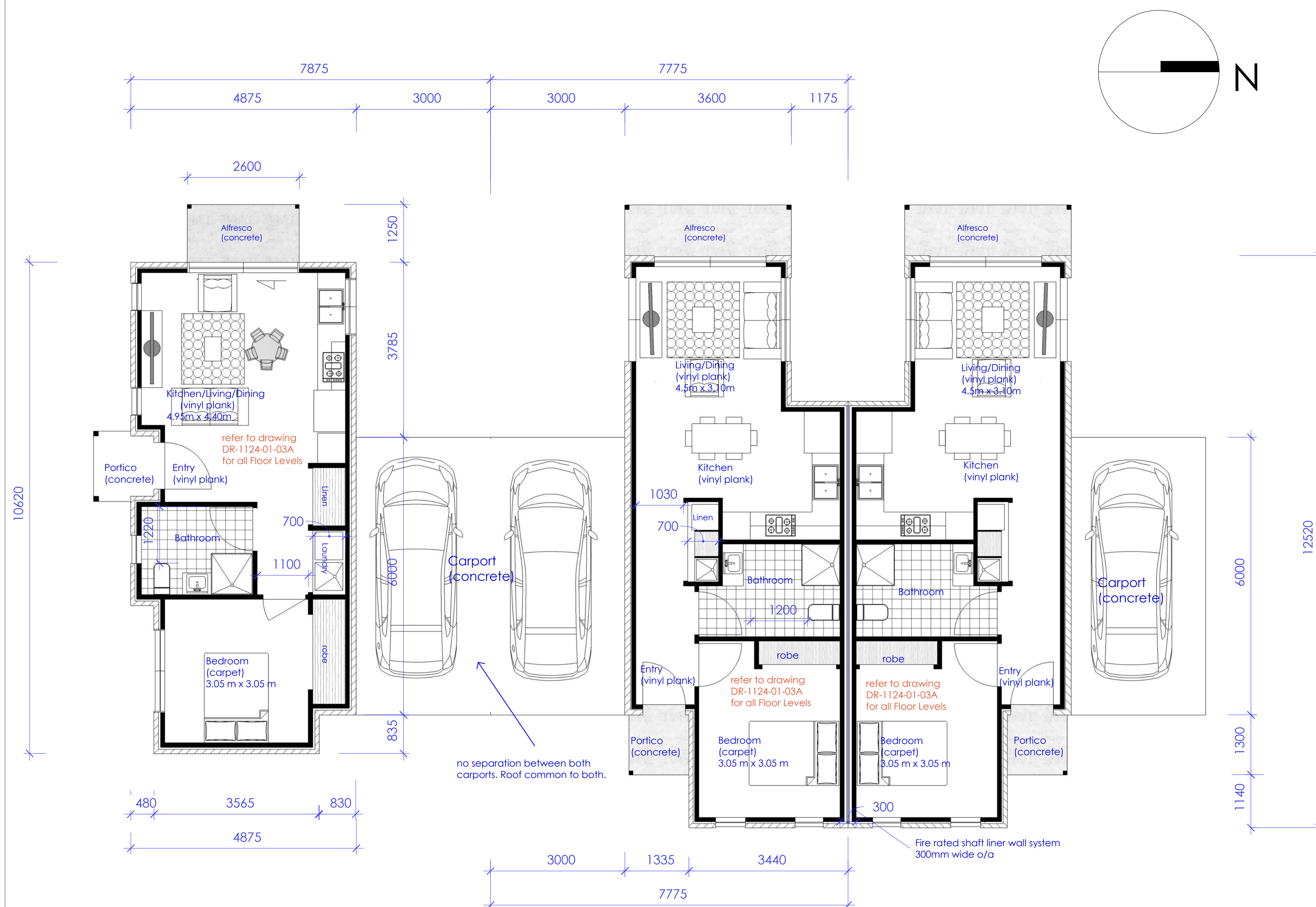
James Hardie Linea  
weatherboards.  
Paint finish. Colour -Shale  
Grey(colorbond)



Aluminium windows and  
sliding doors. Colour  
Woodland Grey.







### UNIT ONE.& EIGHT (opposite)

Bedrooms 1  
 Building **Type A**  
 Dwelling Area= 49 sqm  
 Carport Area= 18 sqm  
 Alfresco/Patio Area= 5.0 sqm  
**Total Building Area=72.0 sqm**

### UNIT TWO/FOUR/SIX.

Bedrooms 1  
 Building **Type B**  
 Dwelling Area= 50.5 sqm  
 Carport Area= 18 sqm  
 Alfresco/Patio Area= 7.0 sqm  
**Total Building Area=75.5 sqm**

### UNIT THREE/SEVEN

Bedrooms 1  
 Building **Type B**  
 Dwelling Area= 50.5 sqm  
 Carport Area= 18 sqm  
 Alfresco/Patio Area= 7.0 sqm  
**Total Building Area=75.5 sqm**

THESE PLANS ARE FOR PLANNING PURPOSES ONLY.  
 NOT FOR CONSTRUCTION

## Livable Housing Notes See NCC

The home shall comply with the Livable Housing Standards 2022 in the NCC.

### Part 1 Dwelling Access

Dwelling Access shall be provided via the Front entry door via a threshold ramp with a 1200 x 1200 level landing.

### Part 2 Dwelling Entrance

The step-free access point is the main entrance door. See Plans.

This door will have a min door size of 920 mm and shall have a landing 1200 x1200 falling 1:40 max grade away from the building.Min 1200 cover to doorway (No drain required .See Plans)

The landing shall be clear of any other building components such as Meter Boxes etc.

NCC Regulation 2.4 (c) states that a min roof covering area of 1200 x 1200 shall be provided.See Plans.

A stepless path min.1000 wide, shall be provided from the front boundary.

### Part 3 Internal Access

All internal doors to all Habitable Rooms-Bedrooms etc.,Garage,Laundry,W.C containing 'Livable WC '

Ensuite Shower Room shall have doors 870 wide.

All passages shall be a min clear width of 1000 clear of plaster.

### Part 4 Sanitary Compartment

1 No Sanitary compartment shall be 'Livable'

A clear access space shall be provide in front of the pan 1200 long x 900 wide See Plans.

Door to Sanitary Compartment shall be a min of 870 wide. Width of Sanitary compartment shall be a min of 900 clear of plaster.

### Part 5 Shower

1 No shower shall need to be a 'Livable Shower' & shall be step free.See Plans for which Showers are step free.

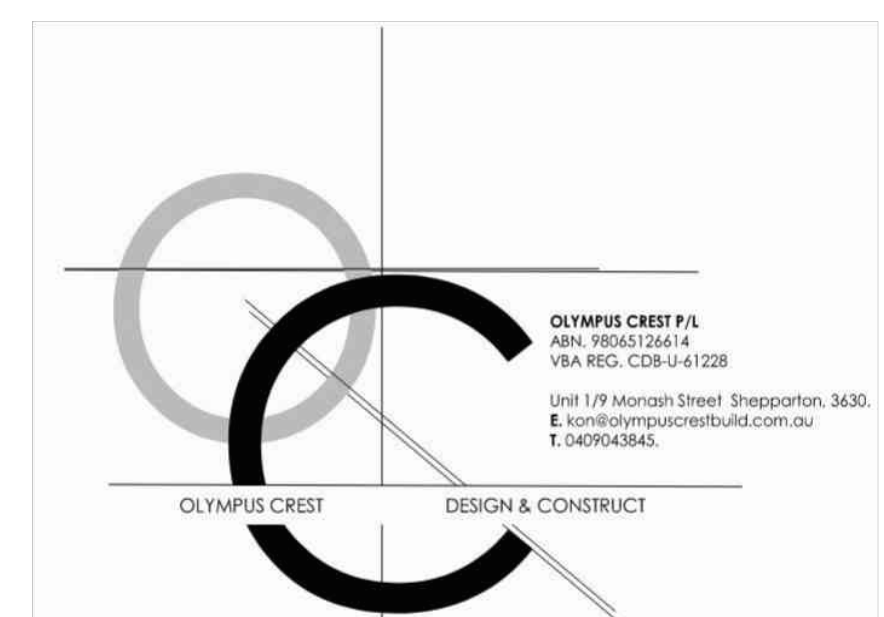
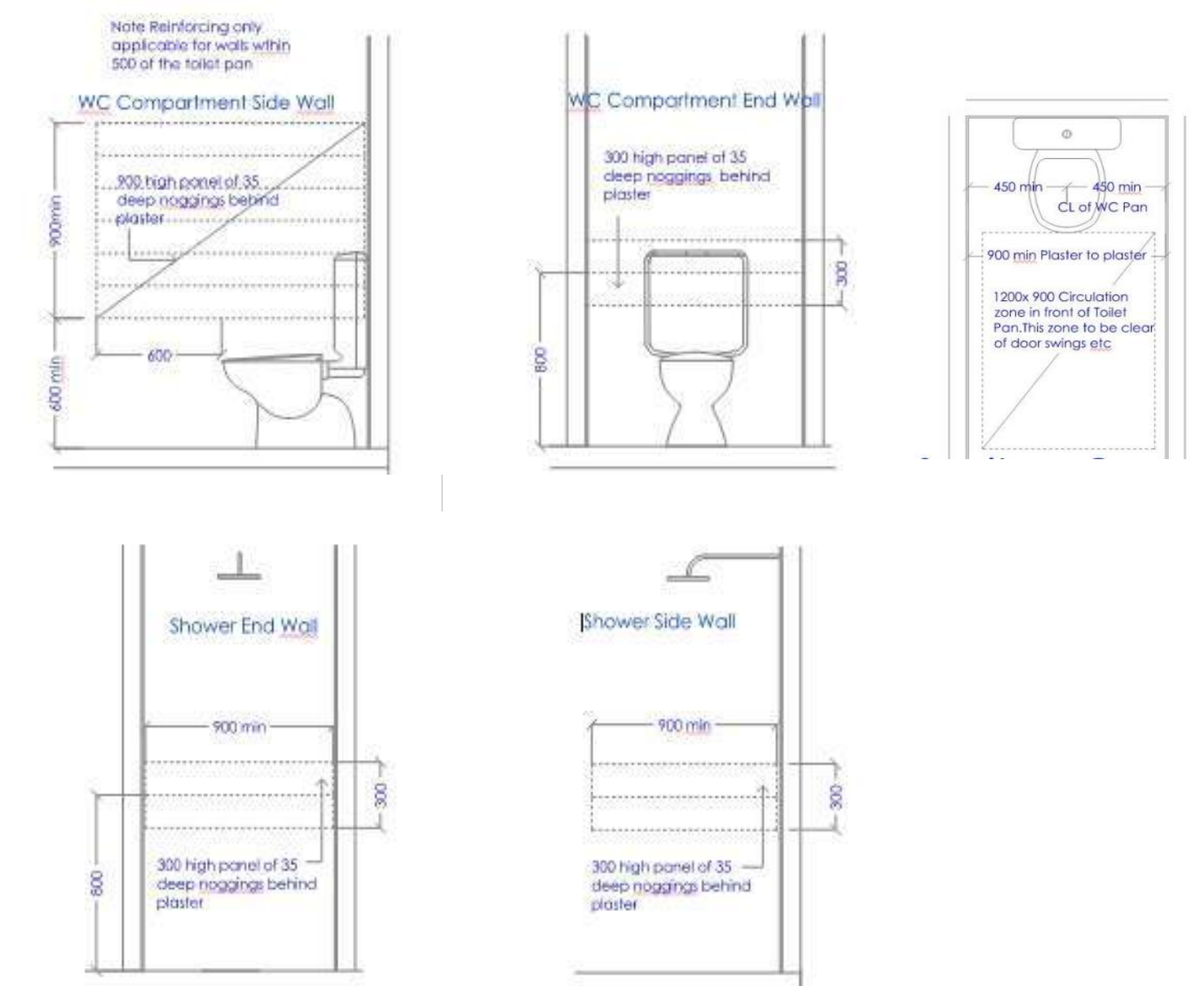
### Part 6 Reinforcement of Bathroom and Sanitary

#### Compartment Walls

Both the 'Livable Shower' and the 'Livable WC'

Compartment shall have wall reinforcement to allow for future fixing of handrails

### Wall Reinforcement For Future Handrails





Livable Housing Notes See NCC

The home shall comply with the Livable Housing Standards 2022 in the NCC.

Part 1 Dwelling Access

Dwelling Access shall be provided via the Front entry door via a threshold ramp with a 1200 x 1200 level landing.

Part 2 Dwelling Entrance

The step-free access point is the main entrance door. See Plans.

This door will have a min door size of 920 mm and shall have a landing 1200 x1200 falling 1:40 max grade away from the building.Min 1200 cover to doorway (No drain required .See Plans)

The landing shall be clear of any other building components such as Meter Boxes etc.

NCC Regulation 2.4 (c) states that a min roof covering area of 1200 x 1200 shall be provided.See Plans.

A stepless path min.1000 wide, shall be provided from the front boundary.

Part 3 Internal Access

All internal doors to all Habitable Rooms-Bedrooms etc.,Garage,Laundry,WC containing 'Livable WC '

Ensuite Shower Room shall have doors 870 wide.

All passages shall be a min clear width of 1000 clear of plaster.

Part 4 Sanitary Compartment

1 No Sanitary compartment shall be 'Livable'

A clear access space shall be provide in front of the pan 1200 long x 900 wide See Plans.

Door to Sanitary Compartment shall be a min of 870 wide. Width of Sanitary compartment shall be a min of 900 clear of plaster.

Part 5 Shower

1 No shower shall need to be a 'Livable Shower' & shall be step free.See Plans for which Showers are step free.

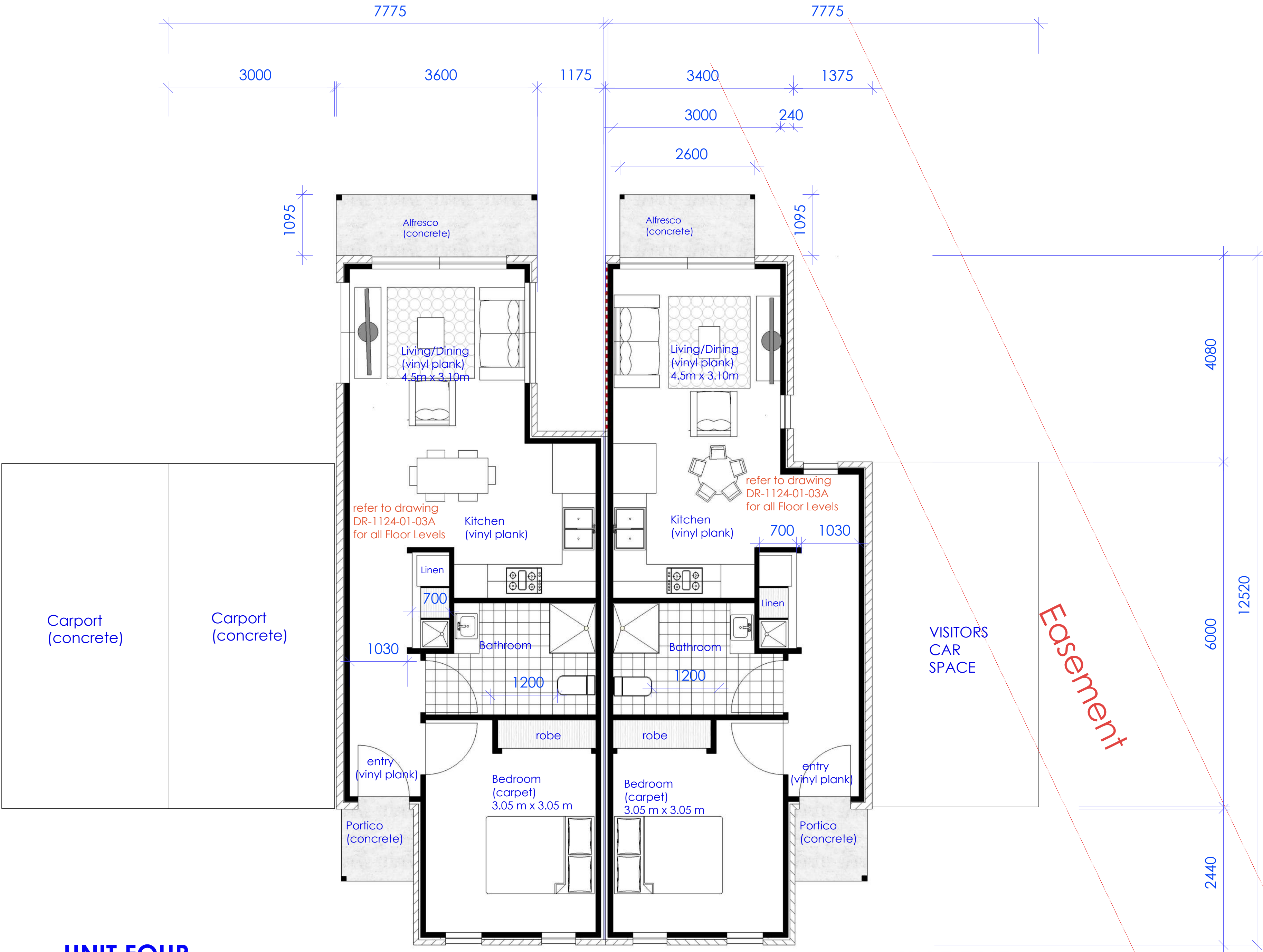
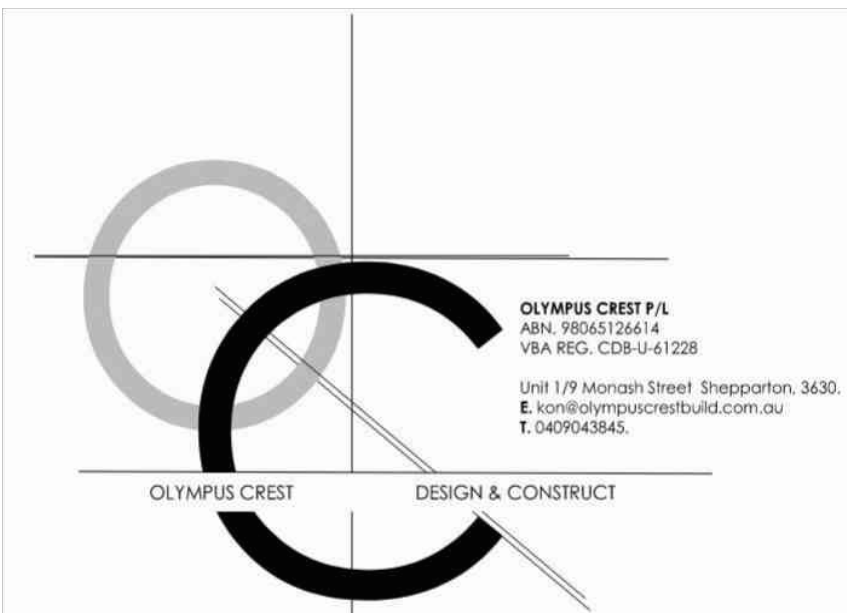
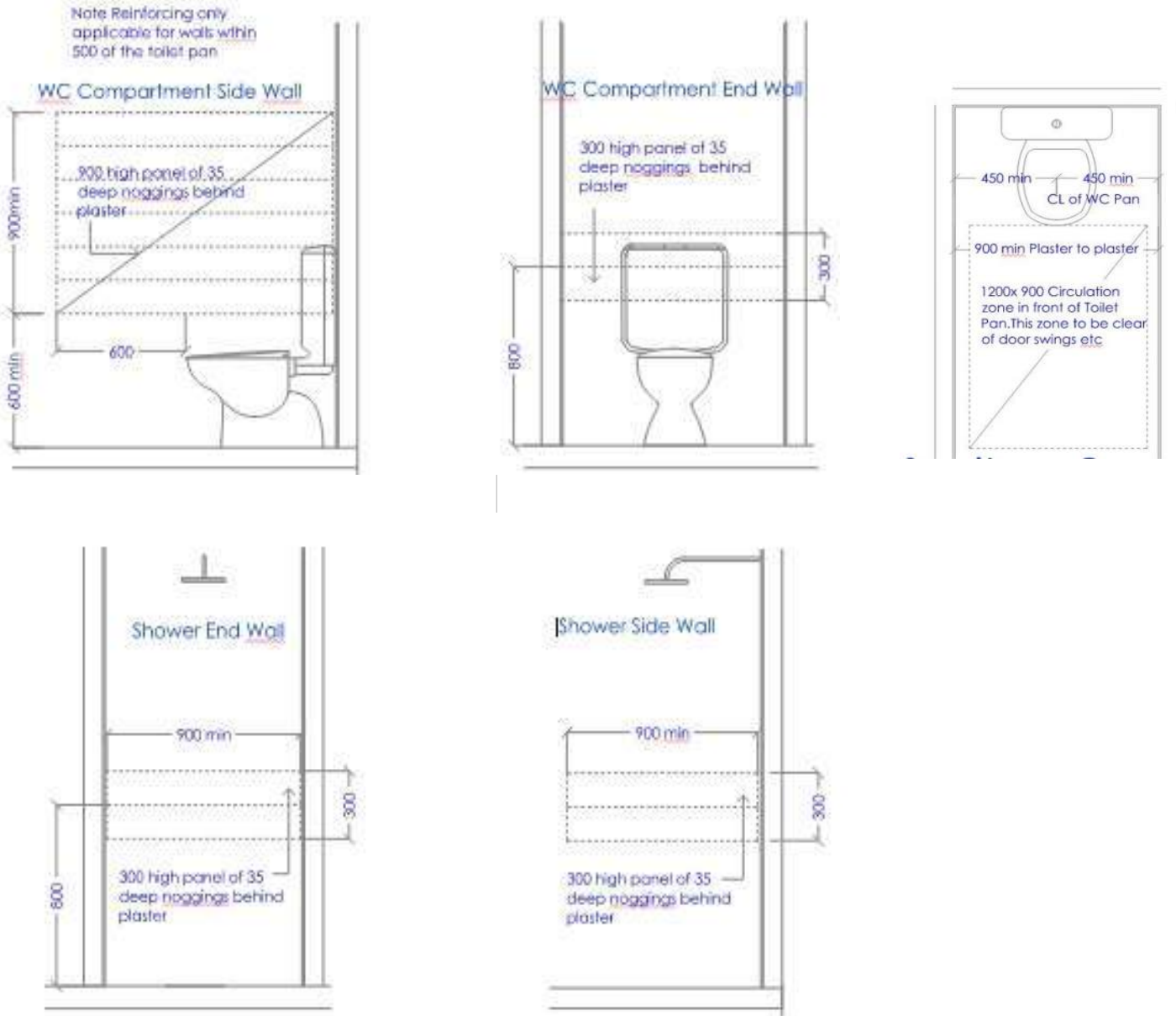
Part 6 Reinforcement of Bathroom and Sanitary

Compartment Walls

Both the 'Livable Shower' and the 'Livable WC'

Compartment shall have wall reinforcement to allow for future fixing of handrails

Wall Reinforcement For Future Handrails



UNIT FOUR

Bedrooms 1

Building Type C

Dwelling Area= 50.5 sqm

Carport Area= 18 sqm

Alfresco/Patio Area= 7.0 sqm

Total Building Area=75.5 sqm

UNIT FIVE

Bedrooms 1

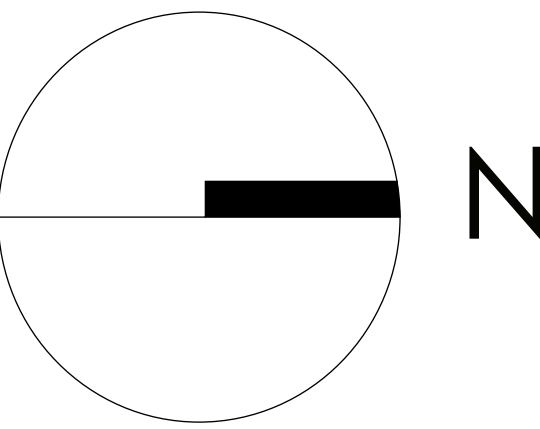
Building Type B

Dwelling Area= 50.5 sqm

Carport Area= 18 sqm

Alfresco/Patio Area= 7.0 sqm

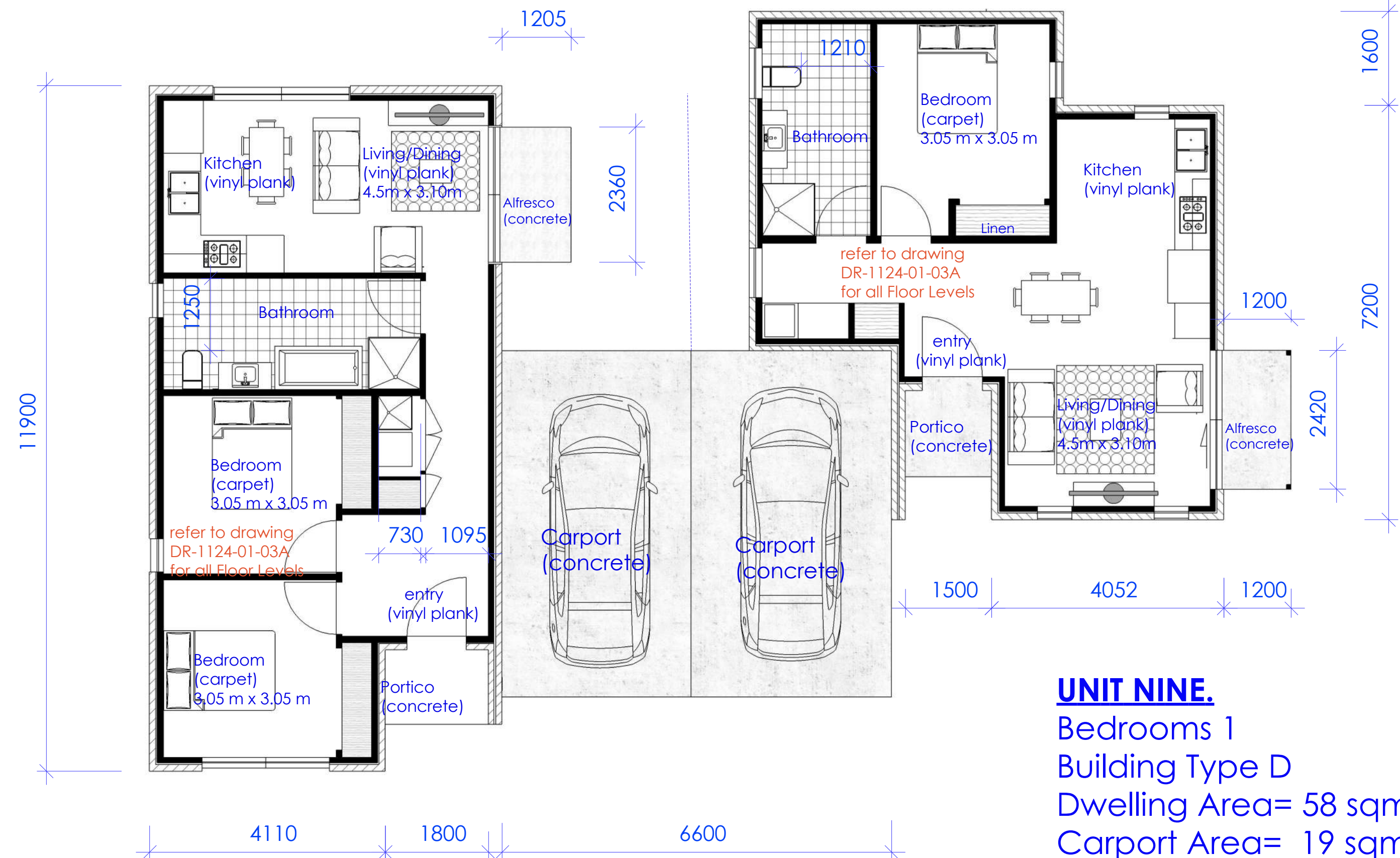
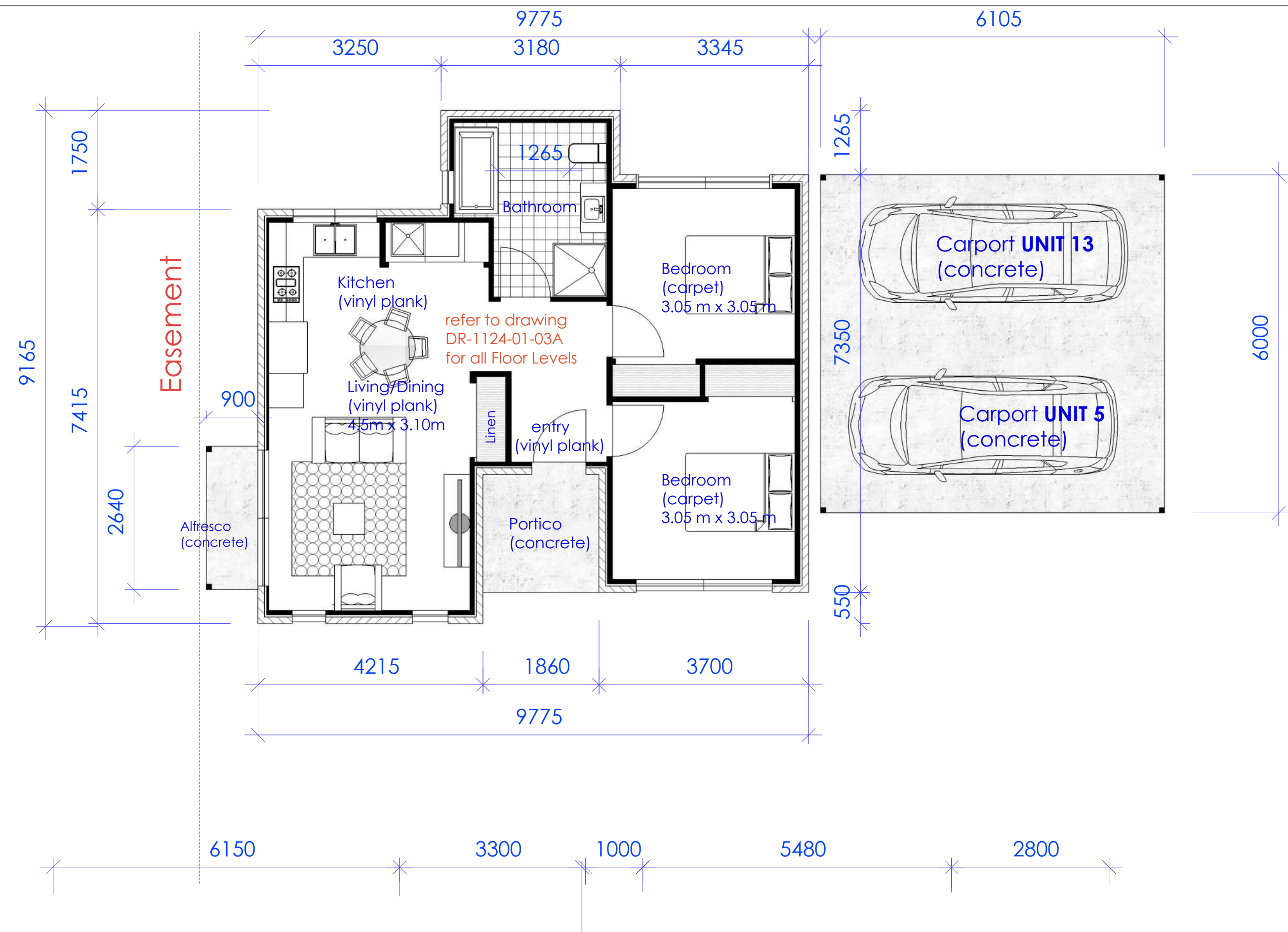
Total Building Area=75.5 sqm



THESE PLANS ARE FOR PLANNING PURPOSES ONLY.  
NOT FOR CONSTRUCTION



**UNIT THIRTEEN**  
Bedrooms 2  
Building Type F  
Dwelling Area= 71 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 8.0 sqm  
**Total Building Area= 98 .0 sqm**



**UNIT TEN-TWELVE.**  
Bedrooms 2  
Building Type E  
Dwelling Area= 68 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 8.0 sqm  
**Total Building Area=95 .0 sqm**

**UNIT NINE.**  
Bedrooms 1  
Building Type D  
Dwelling Area= 58 sqm  
Carport Area= 19 sqm  
Alfresco/Patio Area= 6.0 sqm  
**Total Building Area=83 .0 sqm**

**Livable Housing Notes See NCC**

The home shall comply with the Livable Housing Standards 2022 in the NCC.

**Part 1 Dwelling Access**  
Dwelling Access shall be provided via the Front entry door via a threshold ramp with a 1200 x 1200 level landing.

**Part 2 Dwelling Entrance**  
The step-free access point is the main entrance door. See Plans.  
This door will have a min door size of 920 mm and shall have a landing 1200 x1200 falling 1:40 max grade away from the building.Min 1200 cover to doorway (No drain required .See Plans)  
The landing shall be clear of any other building components such as Meter Boxes etc.  
NCC Regulation 2.4 (c) states that a min roof covering area of 1200 x 1200 shall be provided.See Plans.  
A stepless path min.1000 wide, shall be provided from the front boundary.

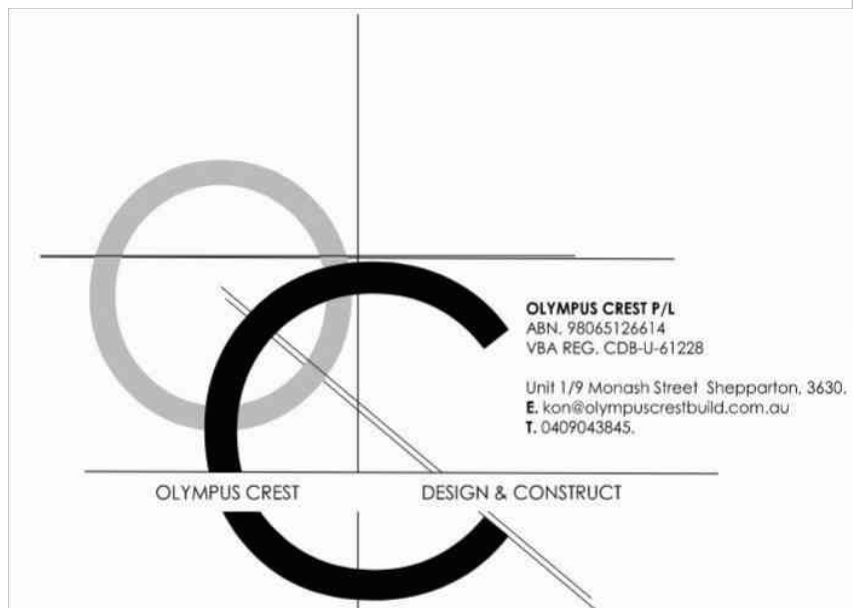
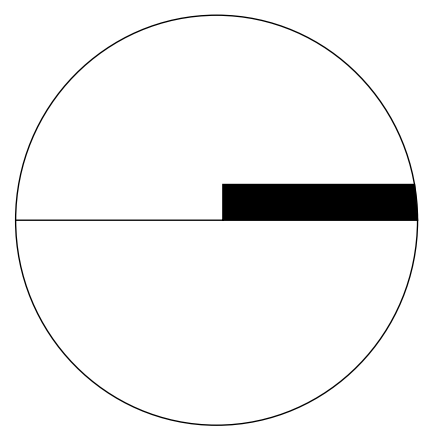
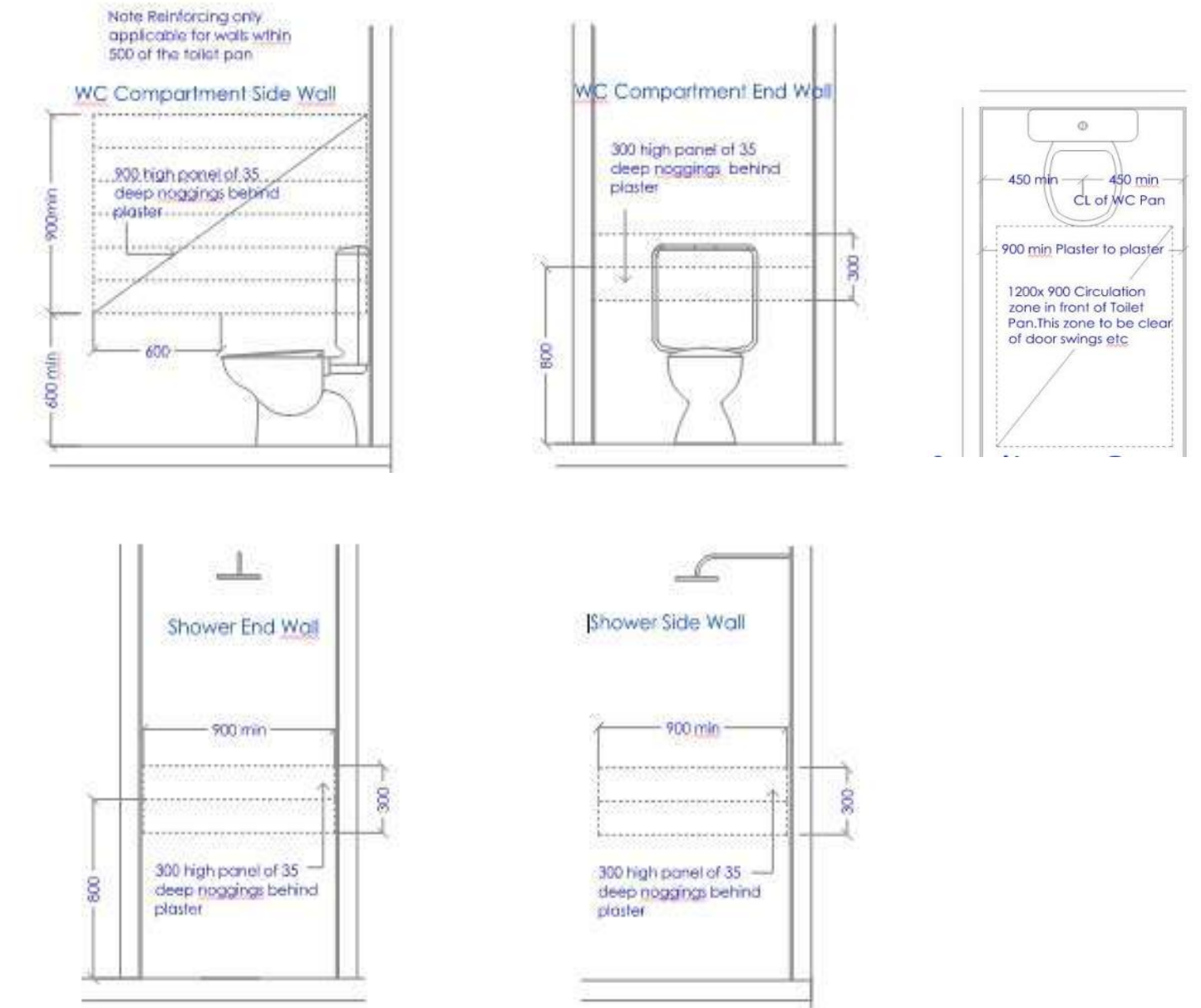
**Part 3 Internal Access**  
All internal doors to all Habitable Rooms-Bedrooms etc.,Garage,Laundry,WC containg 'Livable WC ' Ensuite Shower Room shall have doors 870 wide.  
All passages shall be a min clear width of 1000 clear of plaster.

**Part 4 Sanitary Compartment**  
1 No Sanitary compartment shall be 'Livable'  
A clear access space shall be provide in front of the pan 1200 long x 900 wide See Plans.  
Door to Sanitary Compartment shall be a min of 870 wide.  
Width of Sanitary compartment shall be a min of 900 clear of plaster.

**Part 5 Shower**  
1 No shower shall need to be a 'Livable Shower' & shall be step free.See Plans for which Showers are step free.

**Part 6 Reinforcement of Bathroom and Sanitary Compartment Walls**  
Both the 'Livable Shower' and the 'Livable WC'  
Compartment shall have wall reinforcement to allow for future fixing of handrails

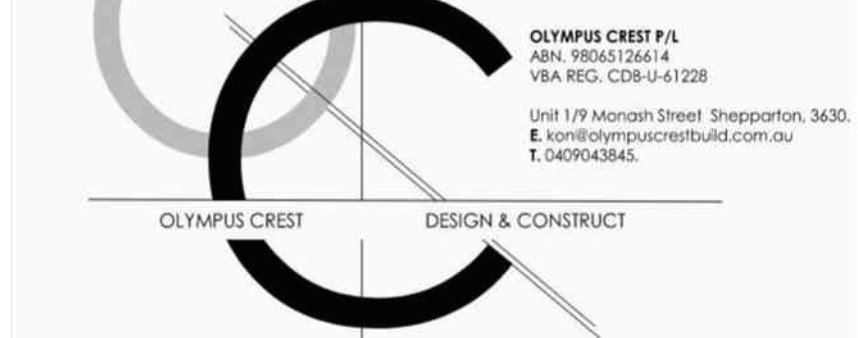
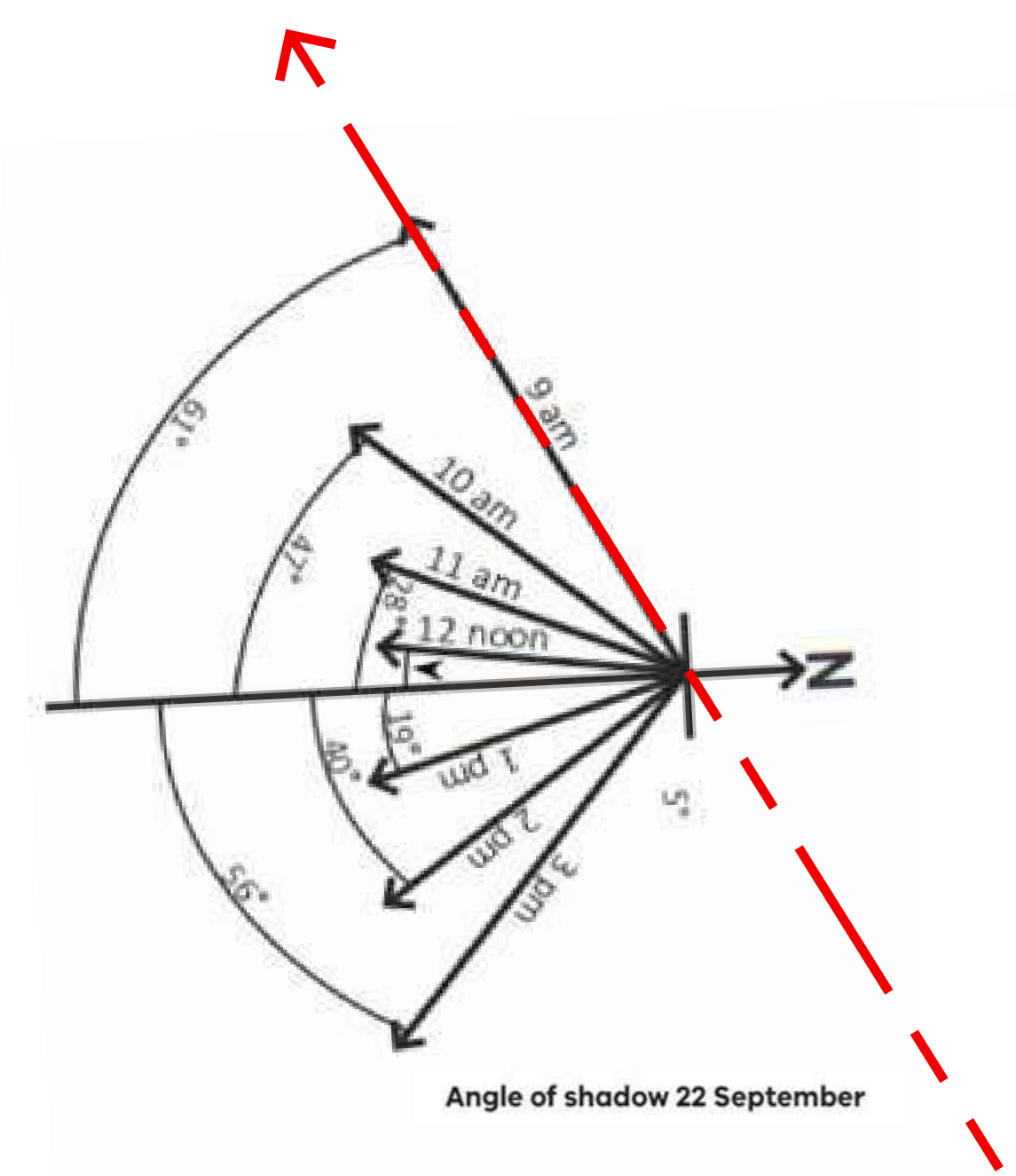
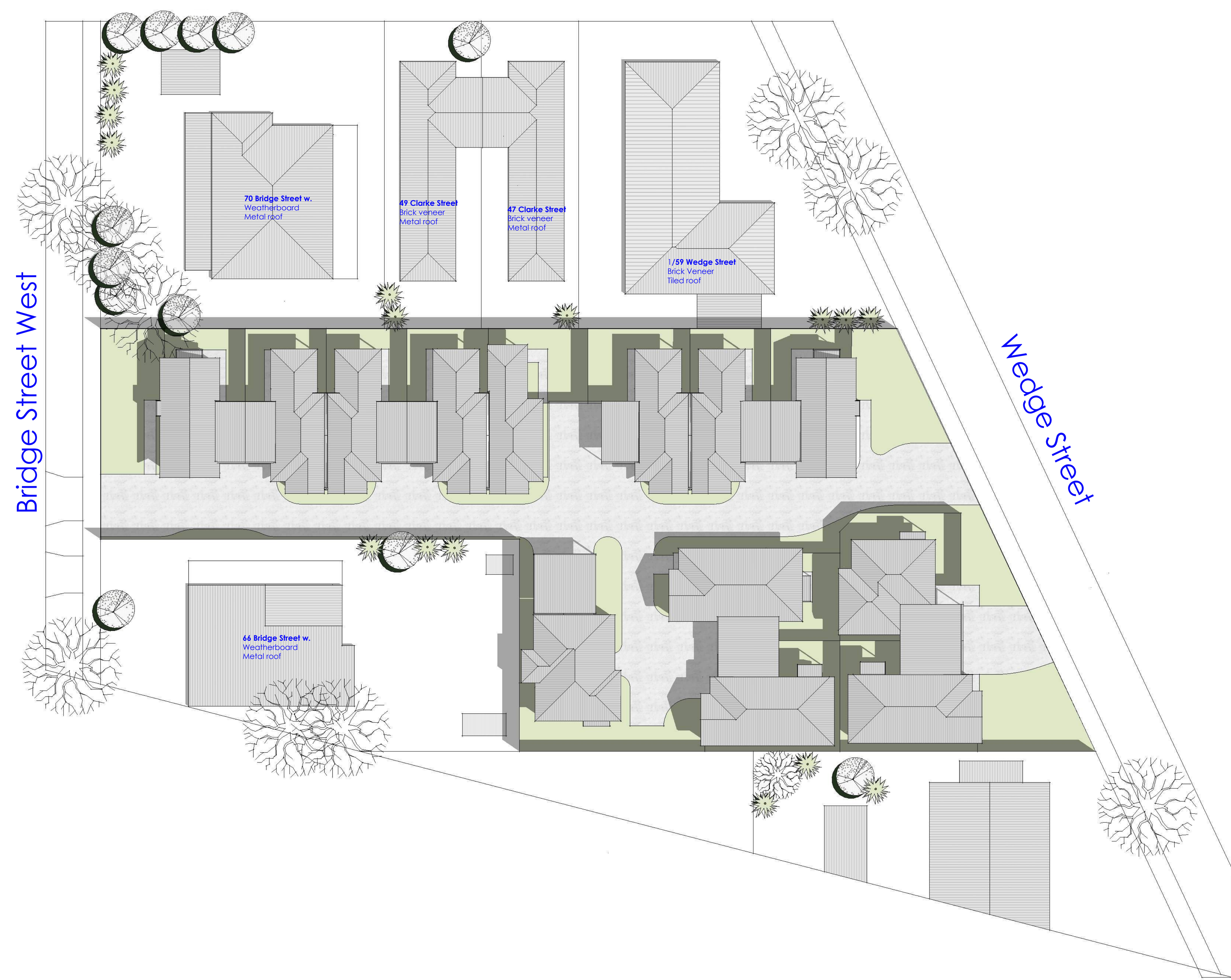
**Wall Reinforcement For Future Handrails**



THESE PLANS ARE FOR PLANNING PURPOSES ONLY.  
NOT FOR CONSTRUCTION

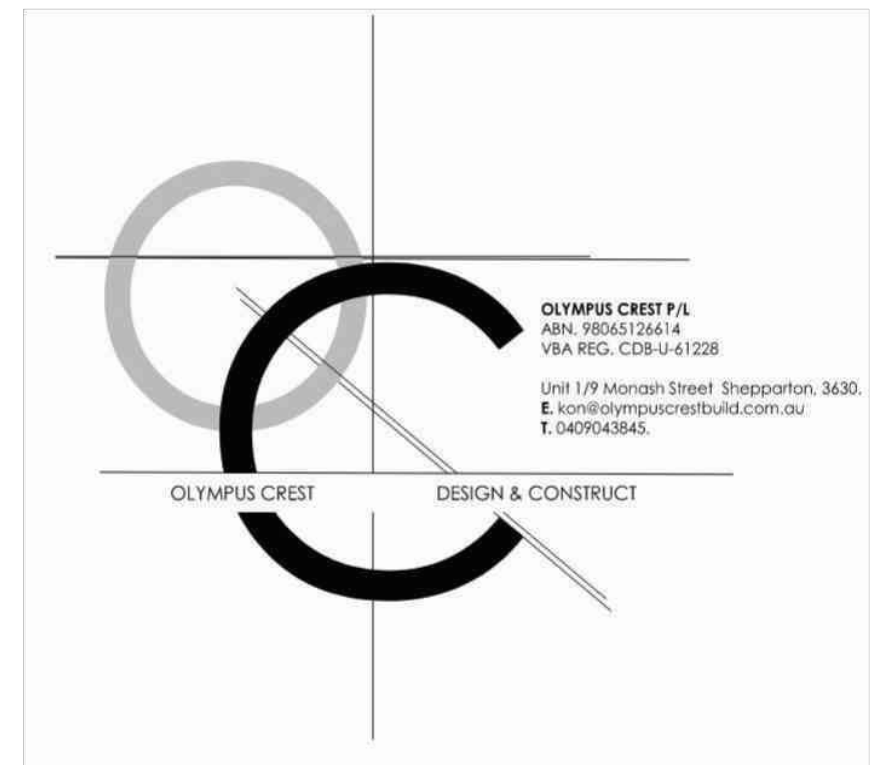
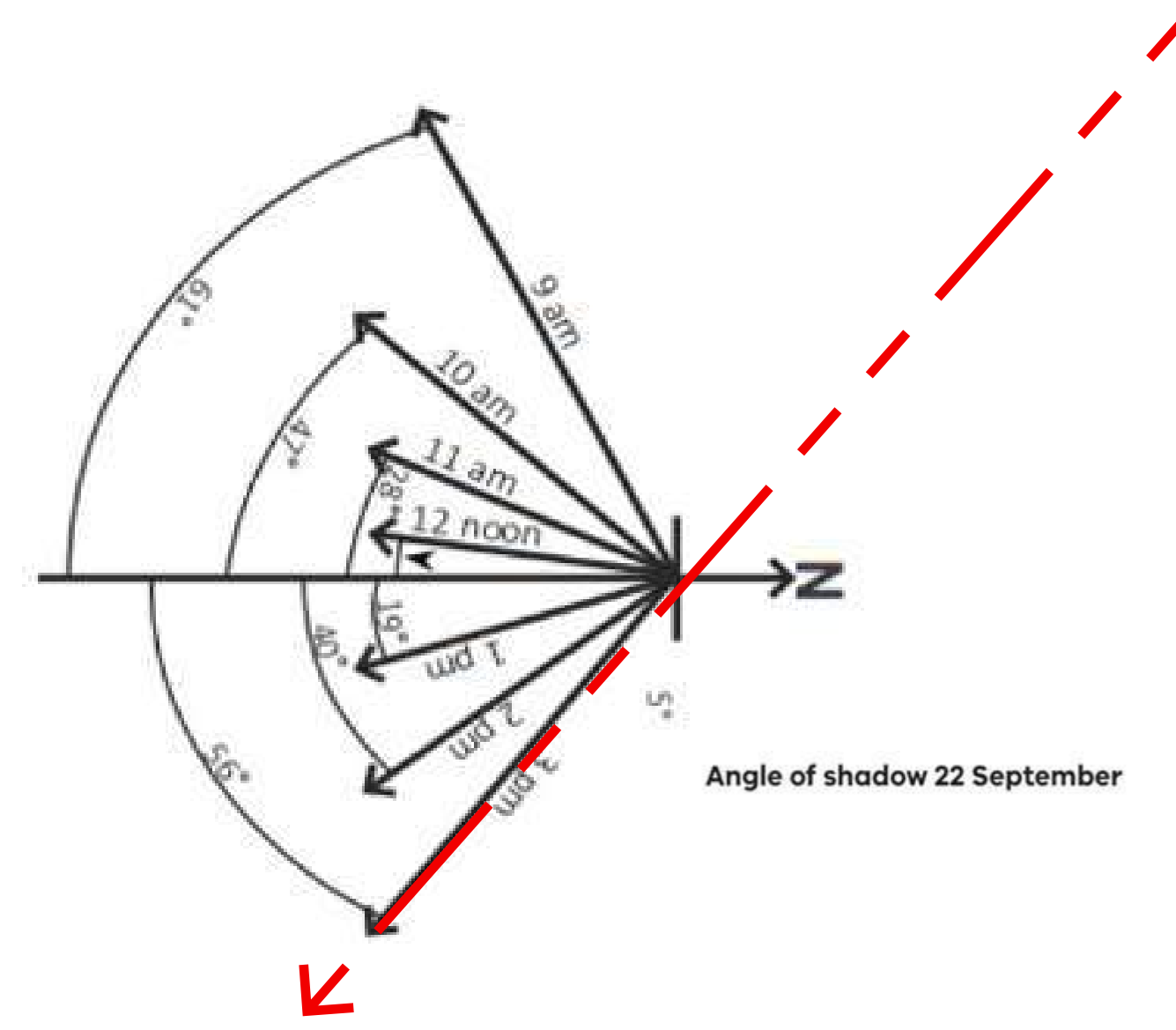
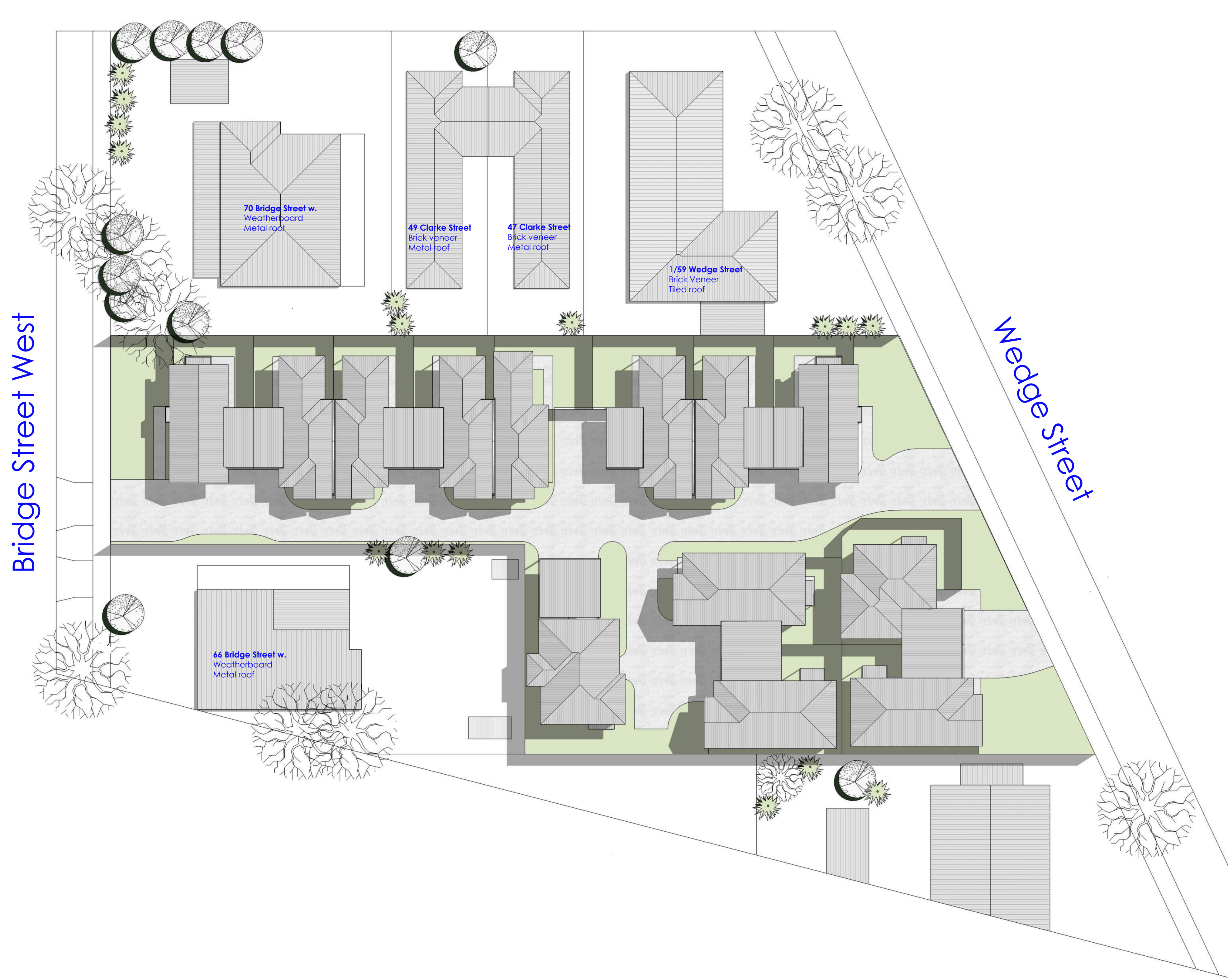


# 9.00 am SHADOW DIAGRAM September 22.





# 3.00 pm SHADOW DIAGRAM September 22.





PROPOSED LANDSCAPE PLAN-68 Bridge Street West Benalla.



PROPOSED FENCING SCHEDULE

Dividing Internal fences. 1800mm high colorbond on treated pine plinth. Colour TBC. -REFER IMAGE ATTACHED

PROPOSED GROUND TREATMENT SCHEDULE

- Kikuyu Turf (seeded or instant)
- Garden Mulch to all tree planted areas and as shown.
- Compacted granular 50mm ground topping on a crush rock base.

PROPOSED PLANTING SCHEDULE

- Sedge Carex Brunnea- Carex Brunnea **Pot size 14 cm. QTY 65**
- Lomandra Longifolia-Lomandra Tanika **Pot size 14 cm. QTY 55**
- Lagerstroemia Indica Natchez. (White flowering Crepe Myrtle)- **Pot size 14 cm. QTY 7**
- Callistemon "Mauve Mist" (Bottle Brush) **Pot size 14 cm. QTY 13**

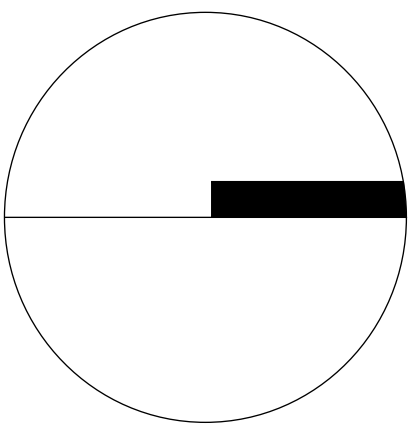
COLOUR AND FINISHES SCHEDULE (IMAGES)

- Slimline water tanks
- Dividing Internal fences. 1800mm high colorbond on treated pine plinth.
- 1800mm high colorbond gate with closing hardware. Colour to match adjoining fence.
- Garden Shed 6m3 capacity Colour to be Shale Grey

Scale 0 5 10



GARDEN AREAS (SPOS & POS Areas)



Bridge Street West



**GARDEN AREA**  
**Total Garden Area =1040 sqm.(39%)**

OLYMPUS CREST P/L  
ABN: 90045125614  
VBA REG. CDS-U-41228  
Unit 1/9 Monash Street Shepparton, 3630.  
E: korn@olympuscrestbuild.com.au  
T: 0409043845

OLYMPUS CREST DESIGN & CONSTRUCT

SCALE 0 5 10

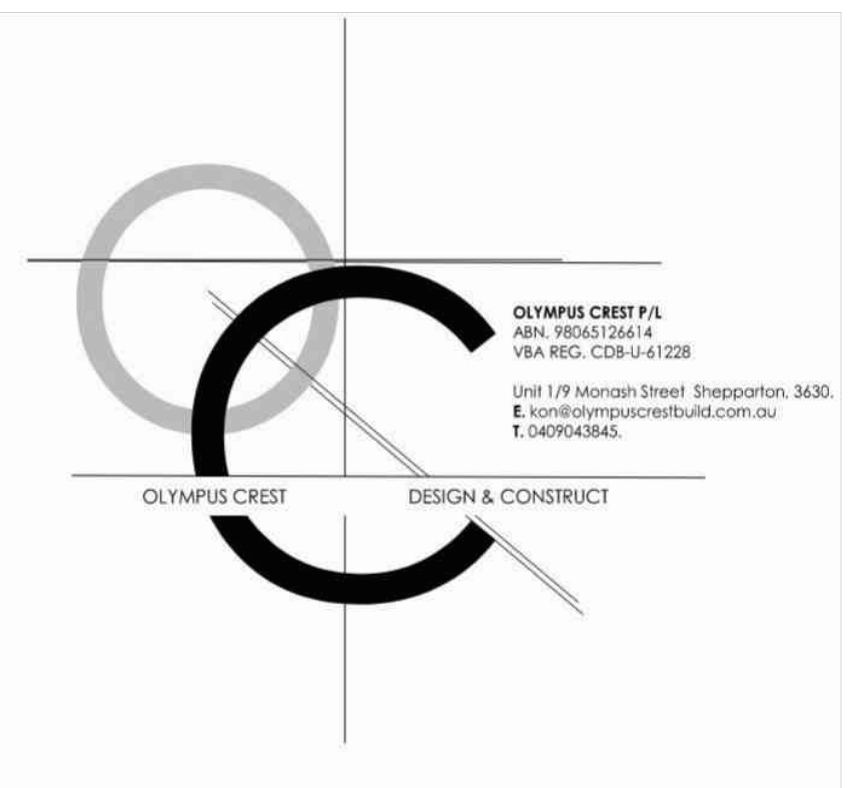


Wedge Street



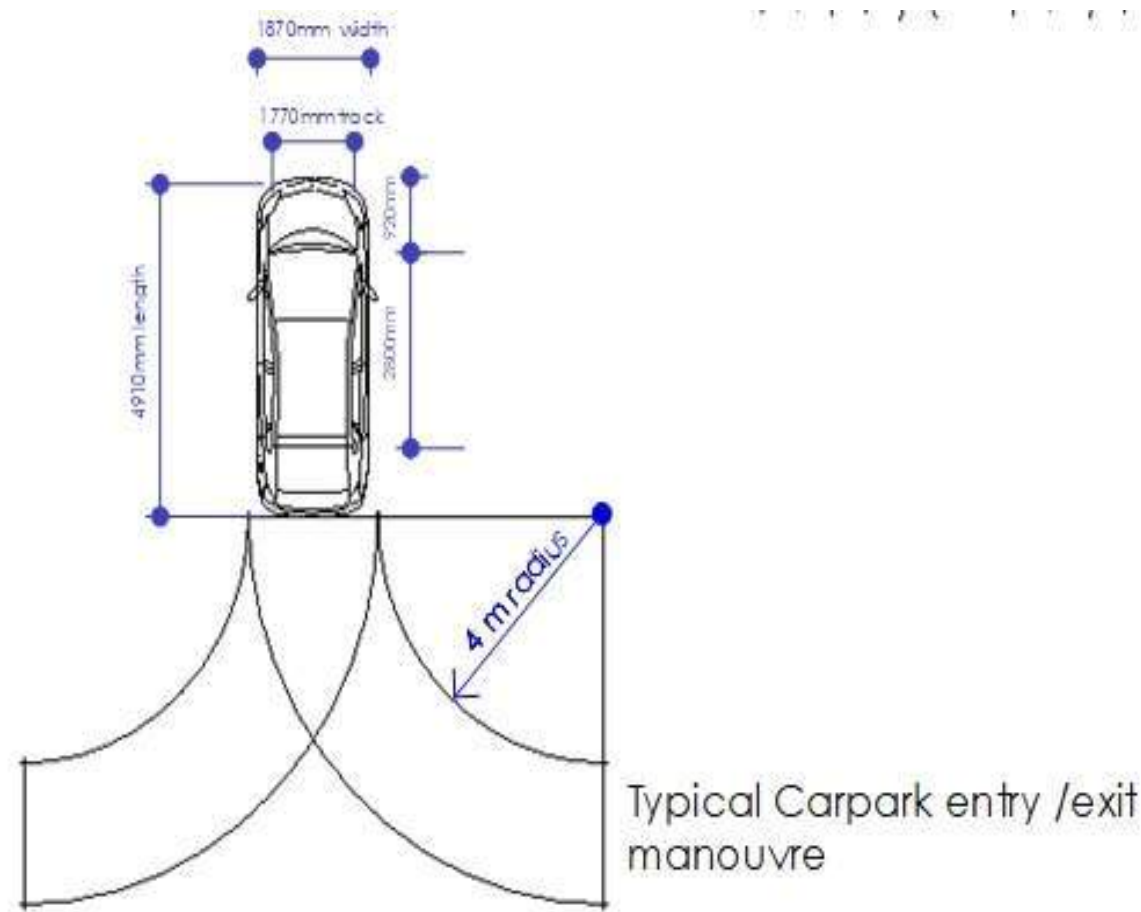
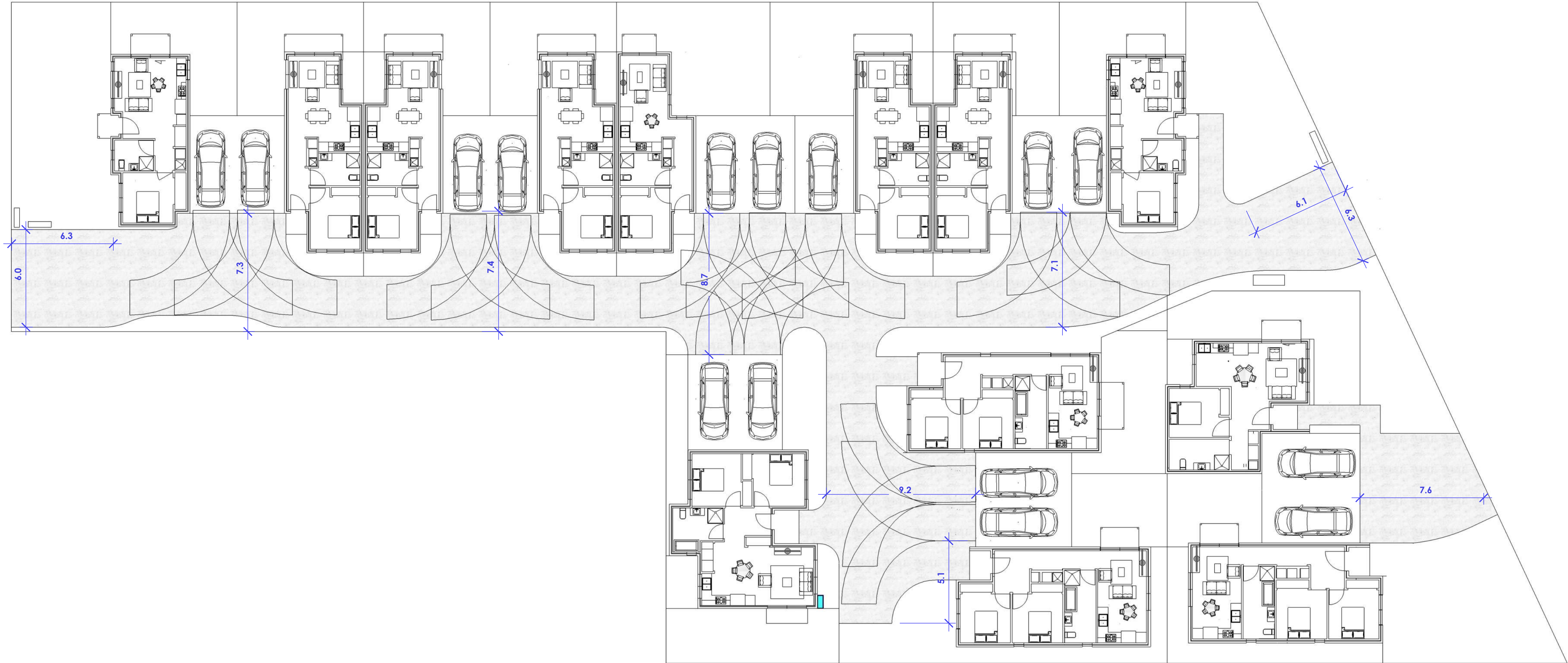
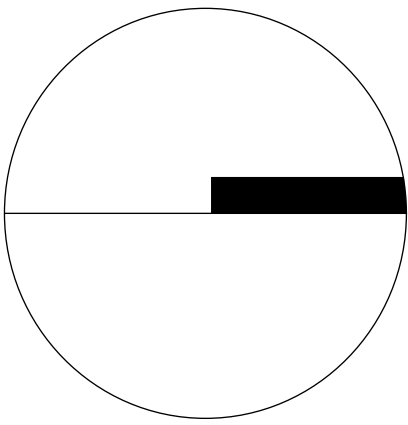
- ## SERVICES NOTES

- Any windows from the proposed development that may be impacted by noise from the adjoining properties to be double glazed to minimise noise impact

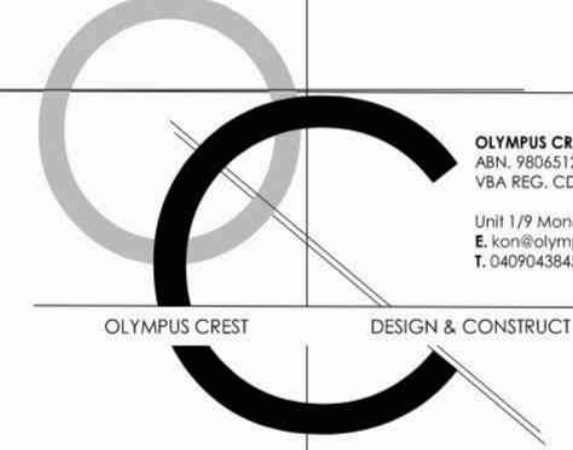




VEHICLE MOVEMENTS



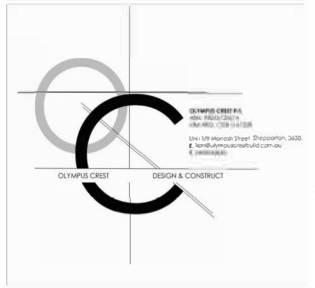
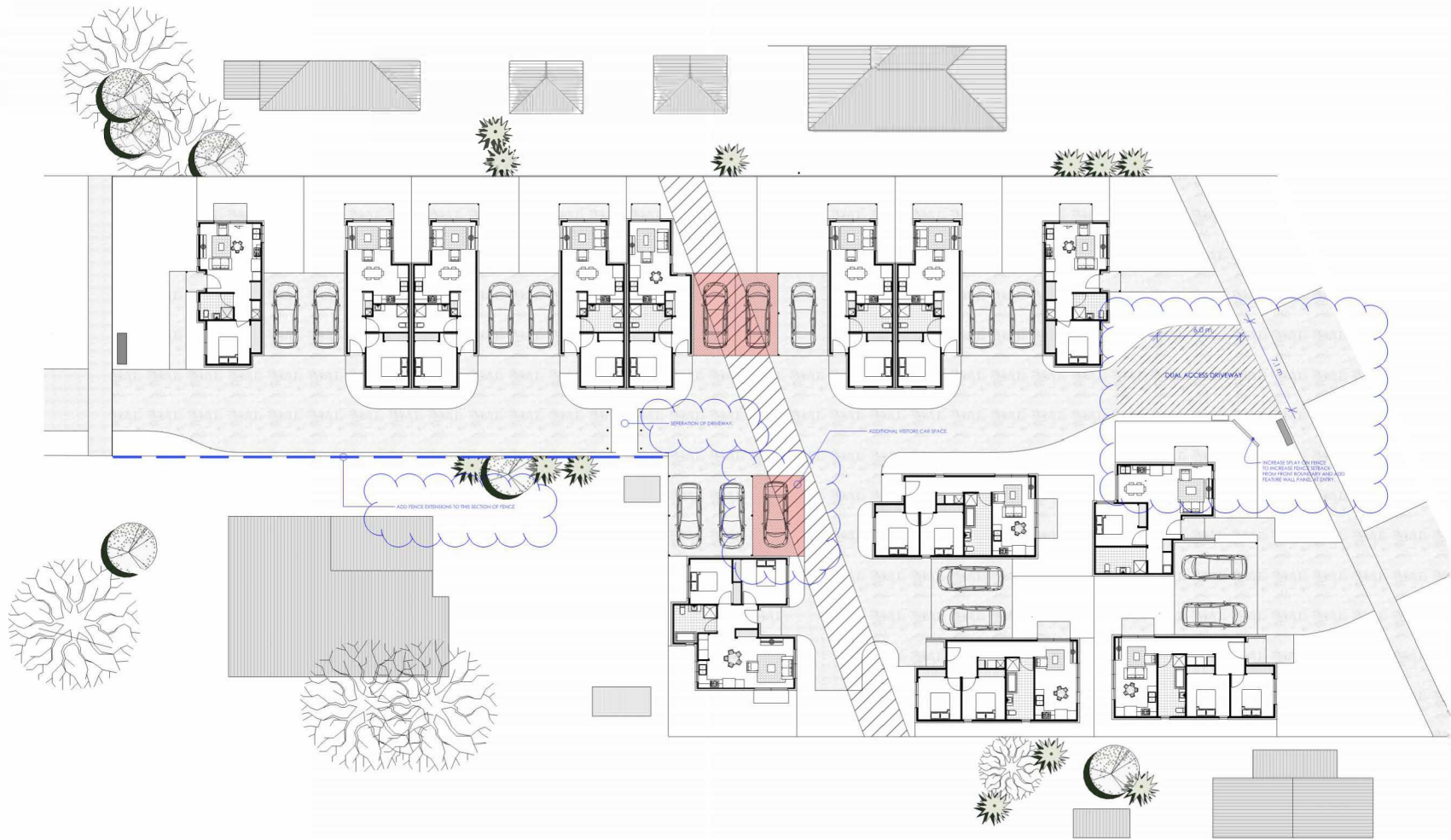
Typical vehicle turning manoeuvres  
B85-90 degree turning AUS.



OLYMPUS CREST P/L  
ABN: 90061126114  
VBA REG. CDS-U-41228  
Unit 1/9 Monash Street Shepparton, 3630.  
E: [info@olympuscrestbuild.com.au](mailto:info@olympuscrestbuild.com.au)  
T: 0409043845

OLYMPUS CREST    DESIGN & CONSTRUCT





MAY 2025 Response to RFI



### 3. Planning Permit Application for Buildings and Works to the Existing Office Building at 18 Bridge Street East, Benalla

Ref: 683252461-98

PO40-25

Nilesh Singh – Manager Development  
Joel Ingham – Planning Coordinator

#### PURPOSE OF REPORT

This report assesses a planning application received for buildings and works at 26 Bridge Street East, Benalla to replace the door and window and repaint a section of the front façade.

#### BACKGROUND

<b>Site Address</b>	18 Bridge Street East, Benalla
<b>Existing Use</b>	The site is currently used for commercial purposes as an office for a legal firm.
<b>Proposal</b>	Buildings and works to an existing office building
<b>Applicant</b>	Daniel Bryant – Foresight Engineering Services
<b>Zone</b>	<ul style="list-style-type: none"><li>Commercial1 Zone (C1Z)</li><li>Transport Zone Schedule 2 (TRZ2) abutting the site along Bridge Street.</li></ul> Permit trigger: Clause 34.01-4 (C1Z) buildings and works
<b>Overlays</b>	<ul style="list-style-type: none"><li>Heritage Overlay Schedule 26 (HO26)</li><li>Design and Development Overlay Schedule 1 (DDO1)</li><li>Design and Development Overlay Schedule 6 (DDO6)</li><li>Land Subject to Inundation Overlay (LSIO)</li><li>Parking Overlay – Precinct 1 Schedule (PO1)</li></ul>
<b>Referrals</b>	<ul style="list-style-type: none"><li>Council's Heritage Advisor</li></ul>

#### PROPOSAL

This application is to seek retrospective approval for buildings and works within a Heritage Overlay that have been undertaken without a planning permit. The works undertaken include:

1. Repainting the front façade in Monument Grey.
2. Replacement of the existing timber-framed front door and associated trim with a new aluminum-framed glazed door.
3. Replacement of the front steel-framed window with a new aluminum-framed window to match the new door.

The above works are shown in image three below.

#### Site and Surrounds

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

The subject site is located on the south side of Bridge Street East, Benalla and is a rectangular shaped parcel with an area of 185.19-meters squared and a frontage to Bridge Street East, Benalla of 4.52-meters.

It is approximately 23-meters west of Nunn Street, Benalla and 128-meters east of Lake Benalla.

## Previous and Existing Conditions

The building is constructed of clay brick with a rendered plinth extending approximately one metre in height along the base of the wall. A small awning projects over the front façade, providing shade to the window below and entry door. The original window has a steel frame construction and the door and jam and highlight window above were a timber construction.

The timber and steel frame constructions had deteriorated over time and the applicant has also provided evidence of termite activity and widespread damage, although there was no evidence of live termites.



*Image 1: Google Streetview of the subject site prior to the works occurring.*



*Image 2: Google Streetview of the subject site and context prior to the works occurring.*





Image 3: Changes to façade undertaken.

## LOCALITY MAP



## **PUBLIC NOTIFICATION**

The planning application was not advertised as in accordance with Section 52 (1)(d) of the *Planning and Environment Act 1987* there was not considered to be any material detriment. Public notice was also exempt under Clause 34.01-7 of the C1Z, Clause 43.01-4 of the HO26 and Clause 44.04-6 of the LSIO.

## **PLANNING SCHEME PROVISIONS**

### **Municipal Planning Strategy (MPS)**

Clause 02.03-1 of the Benalla Planning Scheme recognizes Benalla as the major urban centre of the municipality and provides the focus for most residential, commercial, retail and industrial opportunities.

Clause 02.03-5 of the Benalla Planning Scheme recognizes Benalla's neighbourhood character and that Lake Benalla provides a significant natural attraction in the centre of the town.

*"Together with the Benalla Botanical Gardens, established in 1887, this setting provides an attractive focus for the town".*

In promoting development that respects neighbourhood character, Council seeks to:

- *Protect established neighbourhood character while providing for urban growth.*
- *Ensure that new development responds to the established neighbourhood character of an area.*

Clause 02.03-5 of the Benalla Planning Scheme relates to built environment and heritage. It recognizes that Benalla is rich in its natural, cultural and built heritage. In managing heritage buildings and places, Council seeks to:

- *Protect individual sites and precincts of heritage significance.*
- *Ensure new development respects the significance of heritage places.*
- *Encourage the retention of historical building elements in new development.*

### **Planning Policy Framework (PPF)**

Clause 11.03-1L Benalla Central Business District applies to retail and office use and development in Benalla (city).

The objective of this policy is:

- *To reinforce the structure and function of the Benalla Central Business District (CBD).*

Relevant strategies include:

- *Protect and enhance the existing character of commercial centres.*
- *Encourage 'landmark' and 'gateway' buildings on Bridge Street/Sydney Road, Coster Street, and Midland Highway that provide visual interest, are distinguished from surrounding buildings and that use a variety of quality finishes made from robust, durable and attractive materials.*

Clause 15.03-1S Heritage Conservation seeks to ensure the conservation of heritage significance. Strategies include:

- *Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.*
- *Provide for the protection of natural heritage sites and man-made resources.*



- *Provide for the conservation and enhancement of those places that are of aesthetic, archaeological, architectural, cultural, scientific or social significance.*
- *Encourage appropriate development that respects places with identified heritage values.*
- *Retain those elements that contribute to the importance of the heritage place.*
- *Encourage the conservation and restoration of contributory elements of a heritage place.*
- *Ensure an appropriate setting and context for heritage places is maintained or enhanced.*
- *Support adaptive reuse of heritage buildings where their use has become redundant.*
- *Consider whether it is appropriate to require the restoration or reconstruction of a heritage building in a Heritage Overlay that has been unlawfully or unintentionally demolished in order to retain or interpret the cultural heritage significance of the building, streetscape or area.*

## **ZONE**

### **Clause 34.01 Commercial 1 Zone (C1Z)**

The site is wholly located within the Commercial 1 Zone. The purpose of the Commercial 1 Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

Pursuant to Clause 34.01-4 of the C1Z a planning permit is not required for the buildings and works as it meets the exemption provided in that clause which is highlighted below:

*“A permit is required to construct a building or construct or carry out works.  
This does not apply to:*

- *The installation of an automatic teller machine.*
- *An alteration to an existing building façade provided:*
  - *The alteration does not include the installation of an external roller shutter.*
  - *At least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing.*
- *An awning that projects over a road if it is authorised by the relevant public land manager”.*

## **OVERLAYS**

### **Heritage Overlay Schedule 26 (HO26)**

The site is wholly located within the Heritage Overlay Schedule 26 which relates to the Benalla Central Urban Conservation Area, Benalla. The purpose of the Heritage Overlay is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

Clause 43.01-1 of the Heritage Overlay requires a planning permit to construct a building or construct or carry out works. Schedule 26 applies external paint controls, tree controls and solar energy system controls. The latter two are not relevant to this application, however the paint controls are.

### **Design and Development Overlay (DDO)**

The site is wholly included in a Design and Development Overlay Schedule 1. The purpose of the DDO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which are affected by specific requirements relating to the design and built form of new development.*

Clause 43.02-2 of the DDO requires a planning permit to construct or carry out works. There are some exemptions including if a schedule to the overlay states that a permit is not required.

### **Design and Development Overlay Schedule 1 (DDO1)**

Schedule 1 of the DDO relates to the Aerodrome Environs Area Benalla.

The design objectives in the DDO1 are to:

- *Protect Benalla aerodrome, an important asset from development that may affect the safe flying environment of the aerodrome and approaches.*
- *Protect the approaches to the Benalla Aerodrome by regulating the construction and height of buildings or works or natural vegetation.*
- *Specify the height limitations which apply to the area around the Benalla Aerodrome and along the flight path approaches to the runways.*

Schedule 1 does not provide any exemptions for a planning permit

### **Land Subject to Inundation Overlay (LSIO)**

The site is wholly included in a Land Subject to Inundation Overlay. The purpose of the LSIO is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To minimise the potential flood risk to life, health and safety associated with development.*
- *To reflect a declaration under Division 4 of Part 10 of the Water Act, 1989.*
- *To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.*
- *To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health.*

Clause 44.04-2 of the LSIO requires a planning permit to construct a building or carry out works. There are no relevant planning permit exemptions in the LSIO.

## Parking Overlay – Precinct 1 Schedule (PO1)

The site is wholly included within a Parking Overlay – Precinct 1 Schedule. The purpose of the PO1 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To facilitate an appropriate provision of car parking spaces in an area.*
- *To identify areas and uses where local car parking rates apply.*
- *To identify areas where financial contributions are to be made for the provision of shared car parking.*

This overlay has no relevance to the planning permit application subject of this report.

## Referrals

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Goulburn Broken Catchment Management Authority	Exempt from referral

Internal referrals:

Referrals	Advice/Response/Conditions
Heritage Advisor	Recommends refusal

## ASSESSMENT

### Heritage Advisor Response

The Central Benalla Urban Conservation Area (HO26) is locally significant for its role as the commercial centre of the city since the 1850's. The subject site is a contributory building within the conservation area and has been identified as being of aesthetic and historical cultural heritage significance. Its attractiveness and integrity contributes to its significance.

It is a significant representative of the development of the Benalla commercial area east of the river, when this area was being established as the primary commercial area. There are several fine commercial buildings from this period in Benalla and these are representative of the gradual transformation of the township. The building at the subject site provides evidence of these changes and is one of the few buildings to have retained its significant architectural features and integrity.

The building is a fine example of an early twentieth century commercial building and the following features are noted as important:

- The rendered mannerist ashlar banding to the base.
- Face brickwork to the upper wall.
- Timber panel door.
- Timber framed triplet windows.
- Cantilevered porch.

The recommendation is to refuse the application in its current form as the replacement of the original door and windows with contemporary design and materials will markedly compromise the significance of this building.

Consideration has been given to the relevant decision guidelines in Clause 65 of the Benalla Planning Scheme and the decision guidelines in the heritage overlay.

The views of Council's Heritage Advisor have also been considered.

Decision Guidelines	Officers Response
The Municipal Planning Strategy and the Planning Policy Framework.	Key heritage elements of the building have been either removed or altered, compromising the heritage integrity of the building. It is Council's role to protect places with significant heritage value and support of the current proposal does not meet this policy direction.
The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.	The replacement of original features with contemporary design and material will compromise the significance of the building. Paint colours also contribute to the aesthetic character and cream accents were typical of this period and associated with the style of the building. The 'monument' colour which is dark grey also compromises the heritage significance of the building
Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy	n/a
Any applicable heritage design guideline specified in the schedule to this overlay.	n/a
Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.	As described previously the appearance of the building which has been altered will adversely affect the heritage significance of the building.
Whether the location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.	The altered façade is not in keeping with the intent of the HO26 and is not in character with adjacent or nearby buildings.
Whether the demolition, removal or external alteration will adversely affect the significance of the heritage place.	The altered façade has adversely impacted the heritage significance of the building.
Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.	Refer above
Heritage Overlay	Officers Response
To conserve and enhance heritage places of natural or cultural significance.	Rather than conserving and enhancing the heritage building the external works have compromised the heritage integrity of the building.
To conserve and enhance those elements which contribute to the significance of heritage places.	The original door and windows were important elements of the heritage integrity of the building.
To ensure that development does not adversely affect the significance of heritage places.	The external works have adversely impacted the heritage significance of the building.

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

### **Community**

- *A connected, involved and inclusive community.*

### **Liveability**

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

## Economy

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

## Environment

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

## 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:

#### Part A

**That Council having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to issue a Notice of Decision to Refuse to Grant a Planning Permit under the provisions of the Benalla Planning Scheme in respect of the land known and described as Lot 1 on Title Plan 421867V (18 Bridge Street East Benalla) for buildings and works to an existing office building subject to the following grounds:**

- 1. The proposed works do not meet the Municipal Planning Strategy including Clause 02.03-5 of the Benalla Planning scheme as they don't protect or retain the historical elements of the building.**
- 2. The proposed works do not meet the objectives of Clause 15.03-1S of the Benalla Planning Scheme as they remove and alter contributory elements and compromise the heritage integrity of the building.**
- 3. The proposed works do not meet the purpose of the Heritage Overlay as they adversely affect the heritage significance of the building.**

#### Part B

**That Council commence enforcement proceedings in relation to the works undertaken without a planning permit to achieve compliance with the Benalla Planning Scheme.**

***This page intentionally left blank***

#### 4. Building and Planning Approvals – May and June 2025

Ref: 2005329054-537

Sarah Ford – Building Coordinator

Joel Ingham – Planning Coordinator

Nilesh Singh – Manager Development

##### PURPOSE OF REPORT

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

##### Planning Permit Applications Determined under Officer Delegation

###### May

Permit No.		Description	Property Address	Decision
1	P059-25	Extension of an existing dwelling	16 Parkview Parade, Benalla	Approved
2	P066-25	Construction of a shed	4 Russell Street, Benalla	Approved
3	P039-25	Installation of three water tanks	35 Gillies Street, Benalla	Approved
4	P038-25	Construction of a dwelling	22 Honeyeater Street, Benalla	Approved
5	P049-25	Extension to the existing dwelling	10 Boger Street, Benalla	Approved
6	P036-25	Subdivision of land into two lots	18 Ryan Street, Benalla	Approved
7	P034-25	Construction of a shed	8 Mayfair Drive, Benalla	Approved
8	P022-25	Construction of a shed and patio	43 William Street North, Benalla	Approved
9	P052-25	Construction of two single storey dwellings	63 Waller Street, Benalla	Approved
10	P010-25	12 lot subdivision	104 Clarke Street, Benalla	Approved
11	P044-25	Use and development of land for a dwelling	111 Warnock Road, Swanpool	Approved
12	P0115-24	Use of land for the purpose of a plant nursery and food and drink premises (Coffee Van)	141 Witt Street, Benalla	Approved
13	P043-25	Construction of a dwelling	19 Honeyeater Street, Benalla	Approved
14	P019-25	Construction of a dwelling	628 Sawyer Road, Tatong	Approved
15	P021-25	Construction and display of a sign with a display area in excess of 10 square metres and concerning more than 20 lots	Woods Drive, Benalla	Approved
16	P037-25	The construction of a garage	159 Witt Street, Benalla	Approved
17	P031-25	Construction of a garage and patio	892 Mansfield Road, Benalla	Approved



## June

Permit No.		Description	Property Address	Decision
1	P080-25	Construction of a dwelling	21 Honeyeater Street, Benalla	Approved
2	P076-25	Construction of a dwelling	11 Honeyeater Street, Benalla	Approved
3	P050-25	Alterations and additions to the existing dwelling	2 Hiscock Court, Benalla	Approved
4	P060-25	Construction of a verandah	27 South Street, Benalla	Approved
5	P045-25	Construction of a shed and verandah	5 Ascot Court, Benalla	Approved
6	P032-25	Construction of a dwelling	12 Mayfair Drive, Benalla	Approved
7	P053-25	Two lot subdivision and creation of an easement	53 Faithfull Street, Benalla	Approved
8	P046-25	Construction of a dwelling	17 Mayfair Drive, Benalla	Approved

### Planning Permit Amendments Determined Under Officer Delegation

There were no planning permit amendments determined under officer delegation during the months of May and June 2025.

### Planning Permits Issued Under VicSmart

#### May

Permit No.		Description	Property Address	Decision
1	VS008-25	Construction of a shed	814 O'Dea Road, Molyullah	Approved

#### June

Permit No.		Description	Property Address	Decision
1	P0065-24	The construction of an outbuilding	171 Upper Taminick Road, Taminick	Approved
2	VS007-25	Construction of an open sided structure	413 Quinn Road, Broken Creek	Approved

### Planning Permit Applications Determined by the Council

There were no planning permit applications determined by the Council during the months of May and June 2025.

### Planning Permit Amendments Determined by the Council

There were no planning permit amendments determined by the Council during the months of May and June 2025.

### Planning Permit Applications Withdrawn or Lapsed

There were no planning permit applications withdrawn or lapsed during the month of May 2025.

#### June

Permit No.		Description	Property Address	Decision
1	P062-25	Use of land for the purpose of animal husbandry	53 Willis Little Drive, Benalla	Lapsed

Notices of Decision

There were no Notice of Decisions issued in May and June 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.

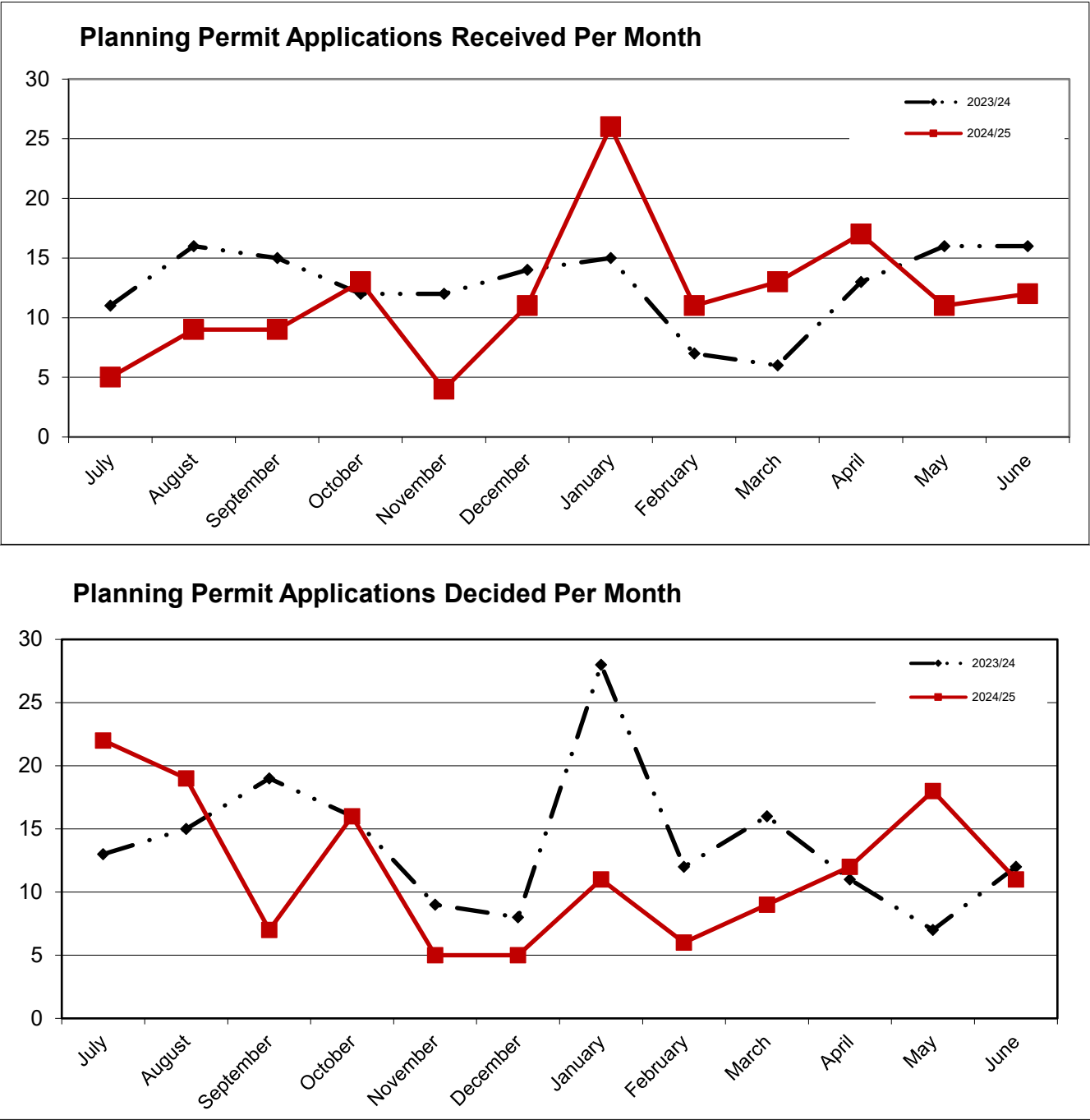
Planning Permit Applications Determined by VCAT

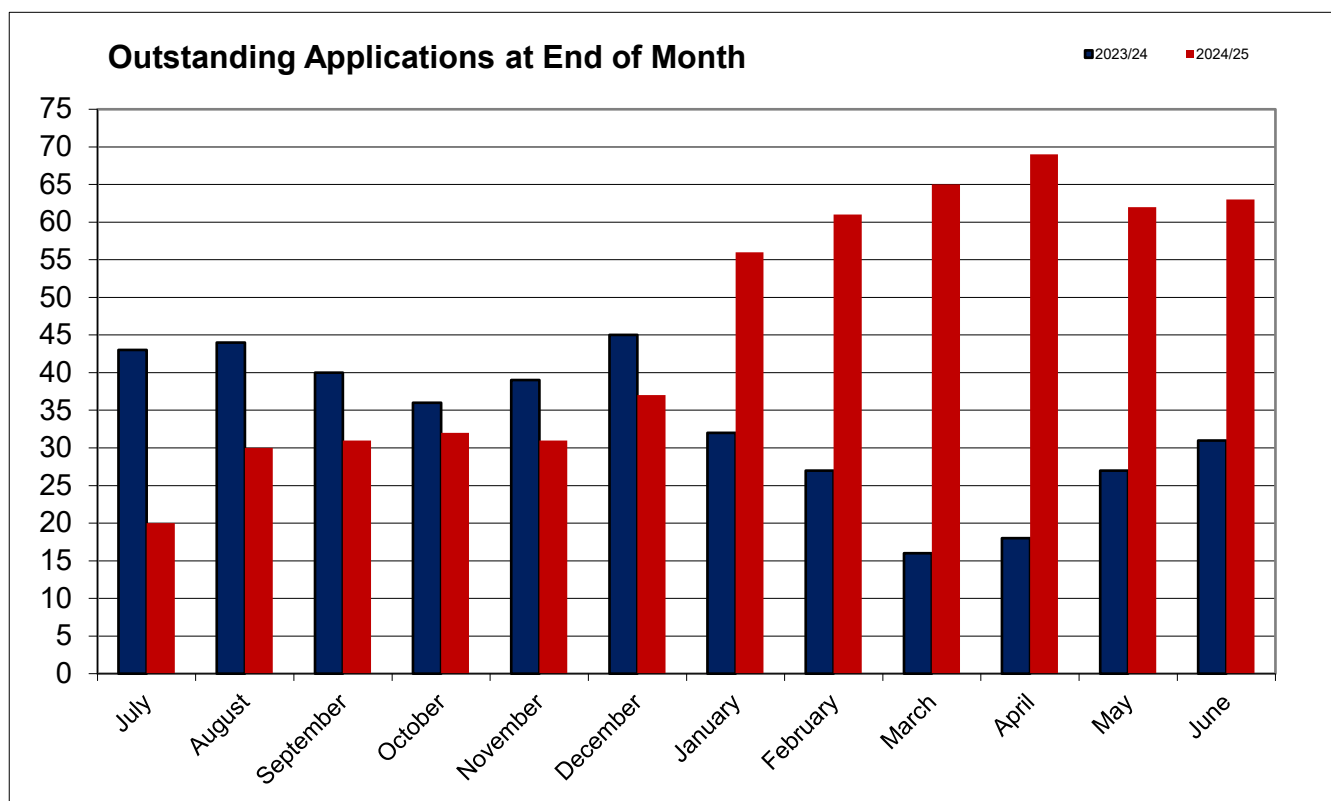
There were no planning permit applications determined by VCAT during the months of May and June 2025.

Matters Before VCAT

There are currently no planning matters before VCAT.

Planning Permit Applications





The volume of planning applications is increasing. There growing complexity is increasing the workload of planning staff. Where possible, contractors will be engaged to reduce the backlog.

## Building Approvals Issued by Council and Private Practitioners

### May

Permit No.		Description	Property Address	Value
1	7598233199264	Removal of a storage shed	1-21 Four Mile Road, Benalla	\$15,500
2	3152106809162	Construction of a shed/garage	25 Woods Road, Devenish	\$50,000
3	8061087146516	Construction of a shed	282 Upper Taminick Road, Glenrowan	\$27,000
4	3577815576268	Construction of a shed	45 Benson Street, Benalla	\$19,980
5	9756614801307	Construction of a feedlot cover - footing and frame only	492 Irvine Road, Thoona	\$640,000
6	1691274960367	Construction of garaport	7 Goomalibee Street, Benalla	\$42,710
7	2319012557886	Alterations to existing dwelling	67 Waller Street, Benalla	\$9,350
8	2042296239637	Construction of a new building - farm shed	567 Samaria Road, Benalla	\$180,000
9	2172520135697	Construction of a new dwelling and garage	7 Campbell Street, Baddaginnie	\$344,764
10	5635844394833	Demolition of telecommunications tower	251 Baileys Road, Taminick	\$43,590
11	6433302625123	Construction of a new dwelling and garage	20 Meretz Avenue, Benalla	\$277,884
12	4992549199484	Construction of a single storey dwelling and garage	16 Livingston Boulevard, Benalla	\$319,950

Permit No.		Description	Property Address	Value
13	3104291701290	Demolition of a building	1 Nicholson Court, Benalla	\$27,756
14	6343166621459	Demolition of a building	2 Kelly Court, Benalla	\$27,756
15	3916949865363	Demolition of a building	3 Nicholson Court, Benalla	\$27,756
16	5909790677960	Demolition of a building	4 Kelly Court, Benalla	\$27,756
17	1729884342376	Demolition of a building	5 Nicholson Court, Benalla	\$27,756
18	1008163744613	Demolition of a building	6 Kelly Court, Benalla	\$27,756
19	8845675021441	Demolition of a building	7 Nicholson Court, Benalla	\$27,756
20	9862261824103	Demolition of a building	8 Kelly Court, Benalla	\$27,756
21	4806158092585	Demolition of a building	9 Nicholson Court, Benalla	\$27,756
22	2851097754441	Demolition of a building	10 Kelly Court, Benalla	\$27,756
23	3938068260282	Demolition of a building	11 Nicholson Court, Benalla	\$27,756
24	4202698643070	Demolition of a building	12 Kelly Court, Benalla	\$27,756
25	1124782967442	Demolition of a building	15 Nicholson Court, Benalla	\$27,756
26	1481474349001	Demolition of a building	13 Nicholson Court, Benalla	\$27,756
27	5216869786253	Demolition of a building	17 Nicholson Court, Benalla	\$27,756
28	9514704972466	Demolition of a building	19 Nicholson Court, Benalla	\$27,756
29	4247793505808	Demolition of a building	21 Nicholson Court, Benalla	\$27,756
30	9990358863336	Demolition of a building	23 Nicholson Court, Benalla	\$27,756
31	6307213000867	Demolition of a building	25 Nicholson Court, Benalla	\$27,756
32	9867465074926	Construction of a single storey dwelling and associated garage	3 Croft Court, Benalla	\$395,325
33	5498708823946	Construction of a swimming pool	8 Jameson Court, Benalla	\$48,000
34	8518572627254	Construction of a new single storey dwelling and garage	24 Ambridge Avenue, Benalla	\$369,450
35	7700292253250	Construction of a new dwelling and garage	20 Roynic Parade, Benalla	\$379,990
36	1656351692845	Construction of new shed	159 Witt Street, Benalla	\$15,500
37	6116110910619	Construction of a shade structure	20 Faithfull Street, Benalla	\$40,000
38	3307498351632	Construction of dwelling and garage	7 Iva Street, Benalla	\$352,675
39	5702497990027	Construction of a single storey dwelling and garage	19 Honeyeater Street, Benalla	\$377,780
40	5236193998944	Construction of shed	8 Dunn Street, Benalla	\$29,920
41	6176997406059	Construction of shed and patio	892 Mansfield Road, Benalla	\$86,913
42	1318399066587	Construction of a new single storey dwelling and garage	44 Livingston Boulevard, Benalla	\$387,200
43	5836473341142	Construction of a new single storey dwelling and garage	22 Honeyeater Street, Benalla	\$323,368

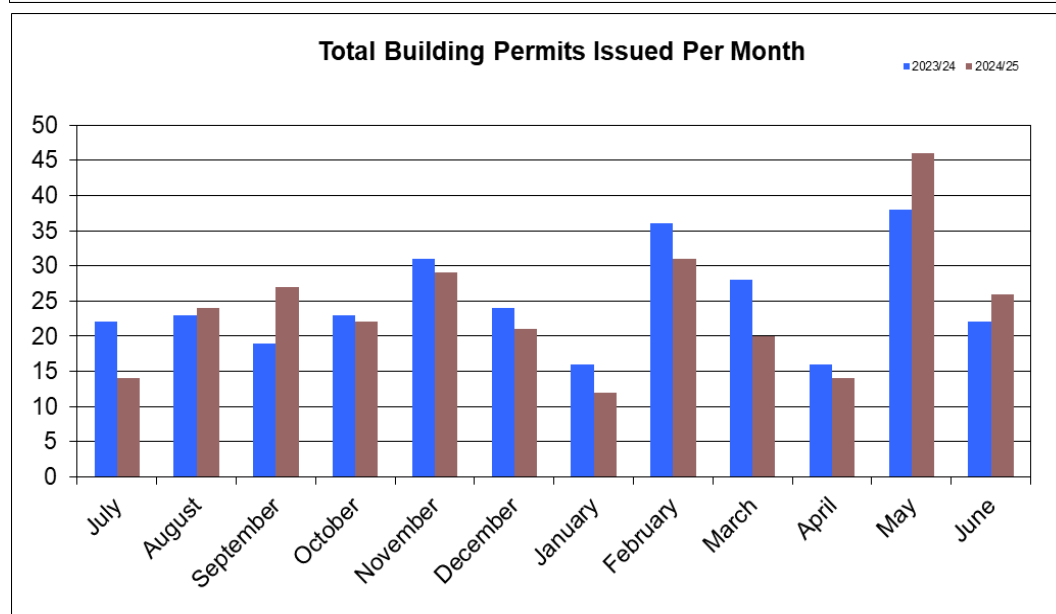
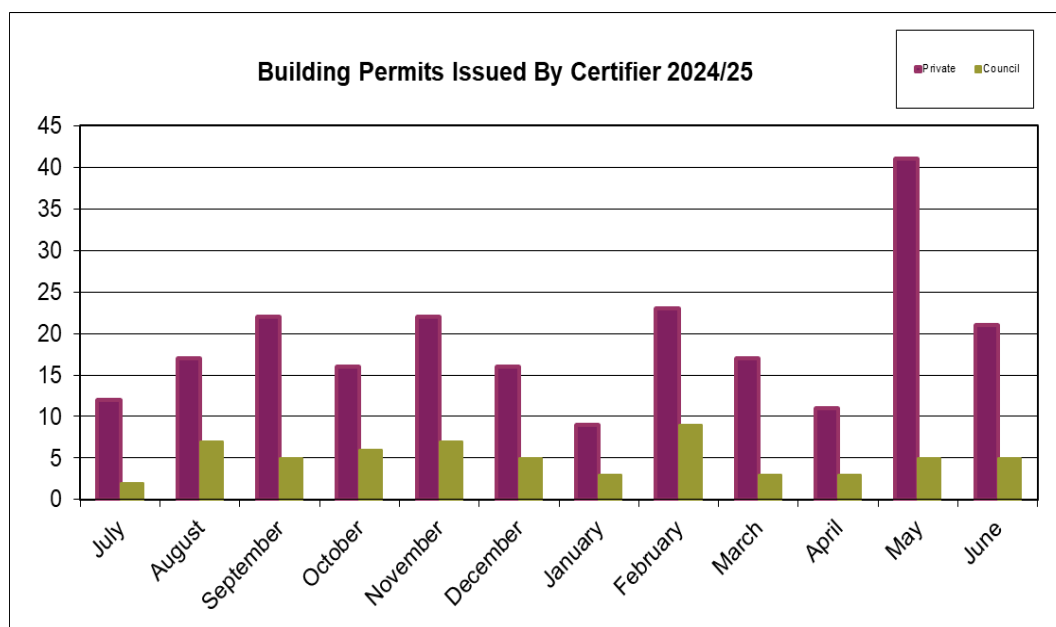
Permit No.		Description	Property Address	Value
44	4977882129653	Construction of a new single-storey dwelling and garage	8 Honeyeater Street, Benalla	\$400,500
45	6821474347199	Demolition of dwelling	25 Barrington Street, Benalla	\$40,000
46	7303281266521	Construction of medium voltage switchroom 1, medium, voltage switchroom 2 and low voltage control room	379 Goorambat-Chesney Road, Goorambat	\$991,000
<b>Total</b>				<b>\$6,735,713</b>

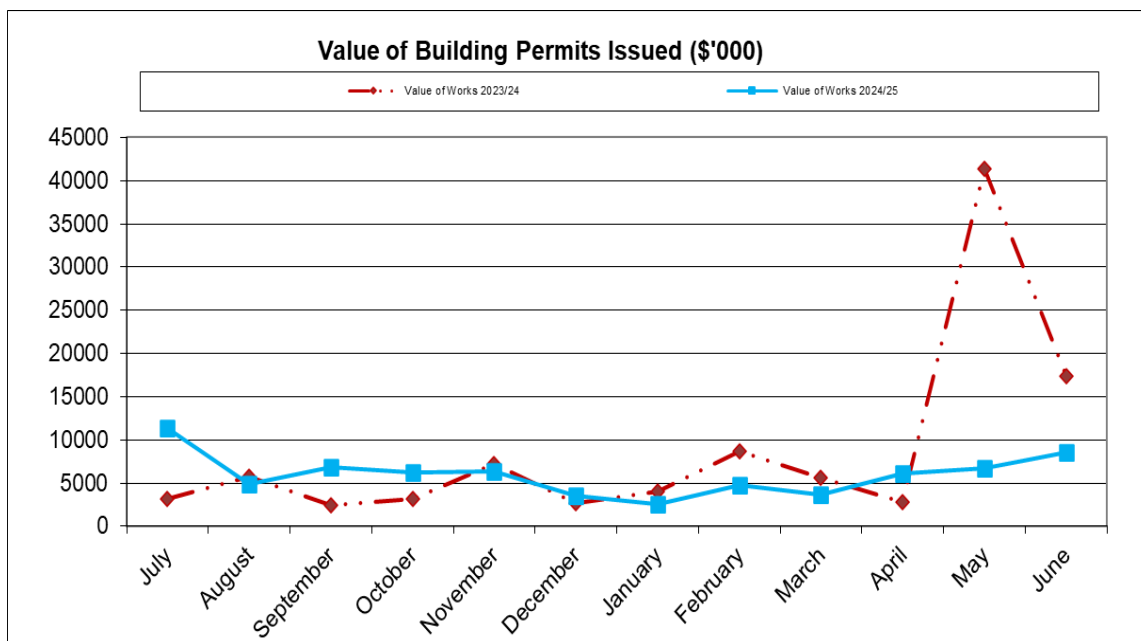
## June

Permit No.		Description	Property Address	Value
1	4028426307129	Domestic shed	8 Mayfair Drive, Benalla	\$9,280
2	2963183769084	Dwelling	366 Four Mile Road, Benalla	\$316,542
3	1217104772688	Domestic garaport	51 Peck Road, Goorambat	\$46,805
4	6657277647597	Stage 1 - Shed and dwelling slab only	176 Racecourse Road, Benalla	\$162,000
5	2606495093440	Construction of a new verandah	22 Noarana Drive, Benalla	\$4,200
6	9384056968970	Construction of dwelling and garage	1394 Mansfield Road, Benalla	\$441,172
7	9879506678517	Construction of retaining walls	14 Bourke Drive, Benalla	\$11,745
8	4260481515640	Construction of a new dwelling & garage	14 Bourke Drive, Benalla	\$422,947
9	1751194196078	Construction of dwelling	103 Sargeant Street, Thoona	\$200,000
10	9342047398027	Construction of proposed pvc cantilever structure	36 Arundel Street, Benalla	\$251,680
11	1096345656144	Construction of a new dwelling and garage	12 Mayfair Drive, Benalla	\$482,529
12	6471426656377	Construction of a single storey dwelling and garage	1 Kingparrot Circuit, Benalla	\$381,150
13	4509715364559	Construction of a new dwelling and garage	54 Livingston Boulevard, Benalla	\$387,817
14	3378811380152	Construction of under cover area	413 Quinn Road, Broken Creek	\$45,981
15	6899240649065	Construction of shed & patio cover	43 William Street, Benalla	\$40,784
16	7833538021716	Proposed construction of a new dwelling and garage	4 Croft Court, Benalla	\$333,794
17	4782312654082	Construction of new dwelling	1089 Upper Lurg Road, Upper Lurg	\$996,356
18	9628541099183	Construction of a new single storey dwelling and garage	19 Meretz Avenue, Benalla	\$425,000
19	3371337740066	Proposed construction of a new dwelling and garage	6 Ambridge Avenue, Benalla	\$392,201

Permit No.		Description	Property Address	Value
20	1436827466374	Construction of control room (8) and amenities building (10a)	379 Goorambat-Chesney Road, Goorambat	\$1,160,000
21	3398755741434	Construction of a shed	814 Odea Road, Molyullah	\$99,000
22	1968344148531	Re-roof existing recreation centre building	Ackerly Avenue, Benalla	\$321,882
23	8024606354720	Construction of dwelling	701 Lake Mokoan Road, Chesney Vale	\$566,794
24	3850149897710	Construction of dwelling and 2 sheds	518 Embling Road, Upper Lurg	\$430,000
25	4718378998536	Construction of new dwelling and garage	3 Meretz Avenue, Benalla	\$292,705
26	2297574606210	Proposed construction of a new dwelling and garage	31 Livingston Boulevard, Benalla	\$389,131
<b>Total</b>				<b>\$8,611,495</b>

### Building Permits Issued by Certifier by Month





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

### **Community**

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

### **Livability**

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

### **Economy**

- Population growth.

### **Environment**

- Healthy and protected natural environment.

### **Leadership**

- Good governance.

## **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.**



## 5. Development Department Activity Report For The Quarter Ended 30 June 2025

Ref: 2005329054-534  
Nilesh Singh – Manager Development

---

### PURPOSE OF REPORT

The report presents the activities of the Development department for the quarter ended 30 June 2025.

### Strategic Planning

- The draft *Heritage Study* is now complete and will be discussed at a meeting with the Heritage Working Group for comment prior to being advertised to all affected landowners in accordance with the community engagement plan.
- The Council was successful in obtaining \$150,000 in funding from the Regional Planning Hub (State Government). The funding will facilitate the procurement of all remaining technical reports required to inform the Benalla Urban Growth area including a Community Infrastructure Study and Open Space Study. The Community Infrastructure Study is now complete and the Open Space study draft will be completed in the month of July.
- All technical reports for the Benalla Urban Growth Strategy which commenced previously have been completed with the exception of the Traffic report.
- The planning scheme review amendment will be submitted to the Department of Transport and Planning in the month of July for processing.

### Statutory Planning

- 40 applications received during the quarter.
- 41 applications decided during the quarter.
- 268 phone calls received.

### Building Surveying

- 108 building inspections.
- 83 building certificates.
- 13 building permits issued.
- 73 private building permits issued.

There has been an increase in building enquires and permit issued within the municipality. These are generally in the new subdivisions.

### Public Health

- A recent problem at a store involved damaged goods, dirty conditions, and several customer complaints. A sharp-eyed customer noticed spoiled food packages and reported it to Council with photo evidence. Unfortunately, the store threw away the item before Council got involved. After an official visit from Council staff the full extent of the issue was uncovered. The store then took major steps to fix things, such as like pest control, safety improvements, and a deep clean. This situation shows how important it is for people to report health concerns quickly. Community members can report food issues to Council. This case highlights the need for public awareness and stronger accountability.
- There were 26 Routine Food Safety assessments of class 1 and class 2 food premises conducted in this quarter.

## Compliance

- The compliance team impounded 75 domestic animals.
- Responded to 219 domestic animal related requests.
- 23 dogs and cats were returned to their homes.
- New dog park to be built at Saleyards Road. Funding was received from DEECA (\$150,000) and Council contribution of \$50,000 and \$25,000 in-kind
- Magistrates Court – Four successful swimming pool prosecutions

## Emergency Management

- Completed first draft of Municipal Emergency Management Plan review which has now gone to the Municipal Emergency Management Planning Committee for comment.
- Before being sent to Regional Emergency Management Planning Committee for 'Assurance Process'.
- Final draft of Neighbourhood Safer Places – Bushfire Place of last Resort, will go to next Municipal Emergency Management Planning Committee meeting for final comment. Does not require Regional Emergency Management Planning Committee assurance.
- Partnering with Goulburn Broken Catchment Management Authority to undertake the Baddaginnie Flood study (State Government funded) and project managed by the Goulburn Broken Catchment Management Authority.
- Participating in the Emergency Management Victoria 'Response and Recovery' sub-committee to develop Regional Training opportunities.
- Country Fire Authority have circulated the Benalla Municipal Fire Management Plan to the Municipal Emergency Management Planning Committee for comments.

## Manager Development

### Septic Tanks

- 18 Permit to Install issued.
- 24 Certificate to Use' issued.
- 62 septic inspections conducted.

### Wastewater Referrals for Planning Permit

Twenty-six applications were referred for planning comments to Manager Development for wastewater comments for planning proposals.

### Fee Dispensation

The Council supports community groups and not-for-profit organisations through fee dispensation or reduction and responding to other circumstances as warranted.

For the quarter ended 30 June 2025, four applications to the value of \$797.50 in fee dispensations were approved:

Fundraising	0
Burning Off	0
General	3
Food and/or accommodation premises	1
Planning Matters	0
Building Matters	0

## Applications Received:

Applicant	Permit Type	Value
Wayne Rich	General Permit – Free Busking during Street Art Festival	\$65.50
Callum Morrison	General Permit – Free Busking during Street Art Festival	\$65.50
Benalla Rural City Council	General Permit – Placement of Generator on footpath	\$65.50
Odyssey House Victoria	Food and Accommodation Registration Fee	\$601 (50% of fee approved to be waived)
<b>Total</b>		<b>\$797.50</b>

## COUNCIL PLAN 2021-2025 ACTION PLAN

### Community

A healthy, safe and resilient community		
Strategy	Action	June Quarter Update
Work closely with community and key stakeholders to plan for emergencies and build community resilience.	Investigate Benalla Rural City's preparedness to respond to emergencies.	Working with partner agencies in preparing for emergencies. MEMP 2025-2028 in draft for circulation. Municipal Emergency Management Fire Plan in draft for circulation
A connected, involved and inclusive community		
Strategy	Action	June Quarter Update
Support and promote opportunities for the community to participate in a range of social, recreational, and arts and cultural programs, activities and events.	Investigate development of an Off-Leash Dog Park in the east of Benalla.	Locations investigated; Funding has been secured for Saleyards Road for the second dog park via DEECA. \$150K State funding, \$50K Council funding via Open Space Contribution and \$25K in kind contribution.

### Liveability

Vibrant public spaces and places		
Strategy	Action	June Quarter Update
Advocate for and act on opportunities to protect, maintain and preserve heritage assets.	<i>Adopt Benalla Rural City Heritage Study.</i>	Schematic report complete. To be presented to the Heritage Committee via Deb Kemp – Heritage Planner prior to consultation with landowners in accordance with the engagement plan approved by the Council.

### Recommendation:

**That the report be noted.**

***This page intentionally left blank***

## 6. People and Performance Department Activity Report For The Quarter Ended 30 June 2025

Ref: 1138149297-12912

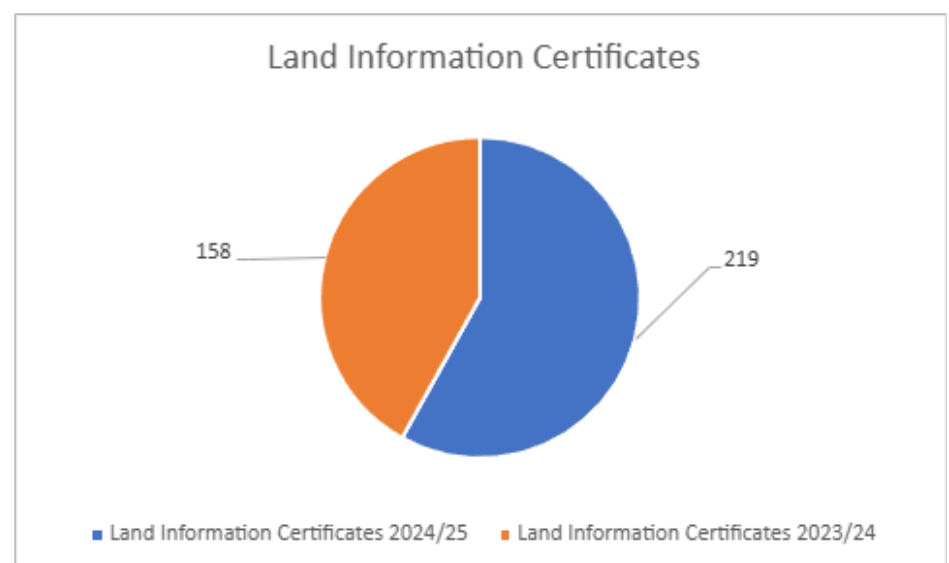
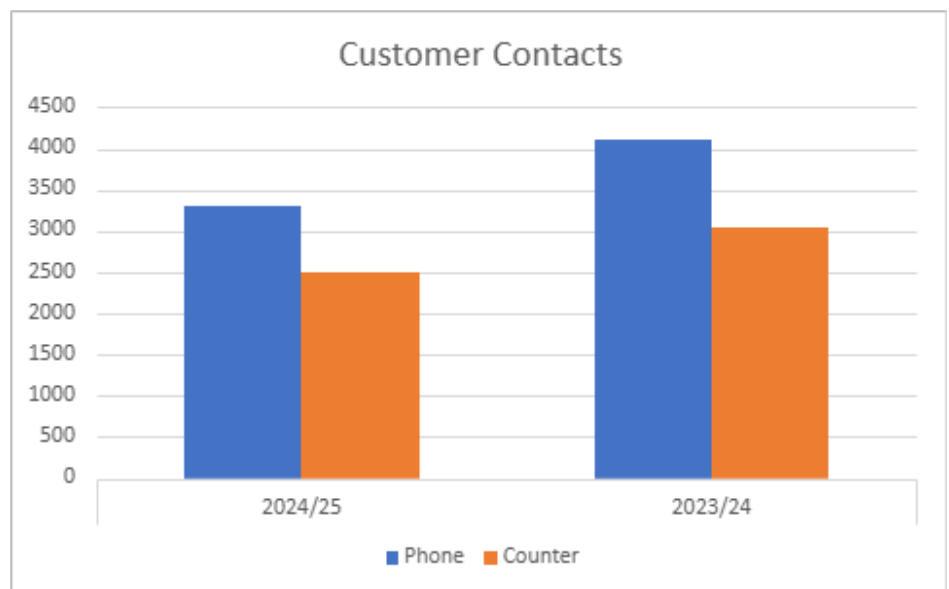
Janine McMaster – Manager People and Performance

### PURPOSE OF REPORT

The report presents the activities of the People and Performance Department for the quarter ending 30 June 2025.

### Customer Relations

- The Customer Relations Coordinator has attended several Collaborative Digital Transformation (CODI) project meetings, workshops, training sessions relating to the configuration of Civica Customer Request Management and the receipting process.
- There has been a 24 per cent decrease in over-the-counter payments compared to the same quarter in 2023/24. This decline is primarily due to Building and Planning fees now being issued and processed through the Greenlight program.
- There has been an 18 per cent decrease in counter contacts and a 20 per cent decrease in phone contacts compared to the same quarter in 2023/24. The decline in customer contacts is primarily due to Building and Planning enquiries now being submitted through the Greenlight program, including those lodged by the Customer Relations Team on behalf of customers.
- There was a 39 per cent increase in Land Information Certificates compared to the same quarter in 2023/24.
- There was a 45 per cent decrease in missed bin requests and a 33 per cent decrease in partially emptied bins in comparison to the previous quarter.



## Human Resources

- Ongoing maintenance and administration of the Human Resources functions, including the following areas: recruitment, interview, induction, organisational-wide training and monitoring of the training budget.
- WorkSafe Premium received for Councils' Workcover insurance. The cost is slightly higher this year due to a premium rate increase from 1.8020 per cent to 1.8524 per cent. The Council's performance rating is 26.72 per cent more favorable than the industry average.
- The Human Resources Coordinator continues to implement the Learning module in Council's new HR System (ELMO), after finalising the input of staff details as part of system development.
- The workplace incident(LTI) was caused by a staff member injuring their foot when stepping from their vehicle. This incident resulted in a claim where the staff member lost a total of four days, however, has since made a complete recovery and returned to full duties.

Service	March 2025	June 2025
Recruitment	4	5
Turnover	5	1
Training Applications	10	164
Workplace incidents	2	1
WorkCover claims	0	1

## Payroll

- Maintained Payforce database in response to changes in employee details and terms of employment.
- Responded to internal payroll enquiries.
- Continue working with Civica on the new payroll system which will be introduced in November as part of Collaborative Digital Transformation (CODI) project.
- Assisted with the Enterprise Agreement bargaining process.

## Risk Management

- A review and update of the Business Continuity Plan is continuing in consultation with all managers.
- The Corporate Risk Coordinator has conducted six new staff inductions.
- Conducting lone worker risk assessments in consultation with a risk advisor.

OH&S continues to be monitored through the following regular:

- scheduled OH&S workplace site inspections
- designated Workplace Group meetings.
- incident and hazard reporting and monitoring.
- incident and hazard action lists.
- reporting to the Leadership Team and OH&S Committee.
- Risk management meetings.

## Information Management

- SharePoint additional training sessions have been held across several departments and individuals on request.
- Further work with CircleT (search hub developer) to improve end user experience. This resulted in the Management Panel being allocated prime position in search portal and workflow number counts.
- Privacy Awareness Week took place 16-22 June. There were 77 views of the article posted on Council's internal Intranet.
- The volume of support requests is reducing as staff become more comfortable with SharePoint.

## Volunteer Development

Volunteer activity for the quarter:

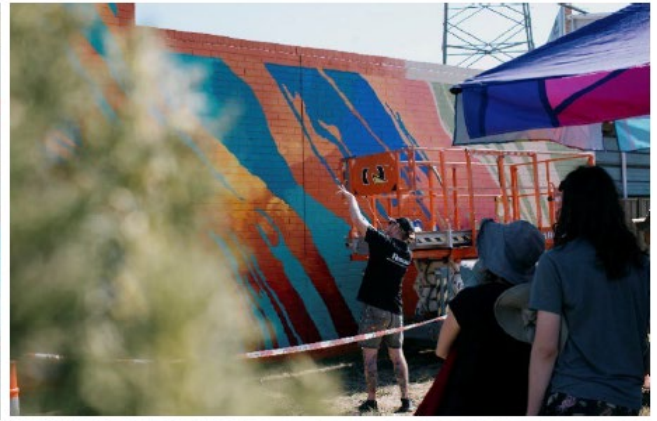
Activity	Current 2025	
	Registered	Active
Arts and Tourism ( <i>includes Cinema</i> )	54	36
Events and Festivals ( <i>Includes Benalla Street Art 2025</i> )	44	35
Youth Programs ( <i>Live4Life only</i> )	45	45
L2P ( <i>Mentors only</i> )	39	35
Gardens maintenance and Litter Reduction	15	15
Specialist Committees & Steering Groups ( <i>includes Age Friendly and ARG</i> )	38	30
RedB4 Bookshop Benalla Library	42	42

Note: Some volunteers volunteer in more than one activity.

- The Benalla Street Art Festival had 12 Volunteers sign up this year to help with various activities.
- Updating all documentation and Volunteer Position Descriptions to new BRCC style format as required.
- Five new L2P volunteer mentors have completed their mentor training.
- 2025 National Volunteer Week was celebrated between 19-25 May 2025. Recognition activities included:
  - Hanging of a bridge banner to recognising volunteer week.
  - Benalla Ensign published a comprehensive article about National Volunteer Week.
  - Certificates of appreciation were given to all current volunteers.
  - 2025 Volunteer Years of Service Awards event held at the Benalla Lakeside Community Centre. This was attended by approximately 30 volunteers who received five, 10, 15, 20 and 25 years of service certificates of appreciation. These were presented by the Mayor and Chief Executive Officer.



## Benalla Street Art Festival 2025



## Volunteer Week 2025 - Volunteer Years' of Service Awards Morning Tea



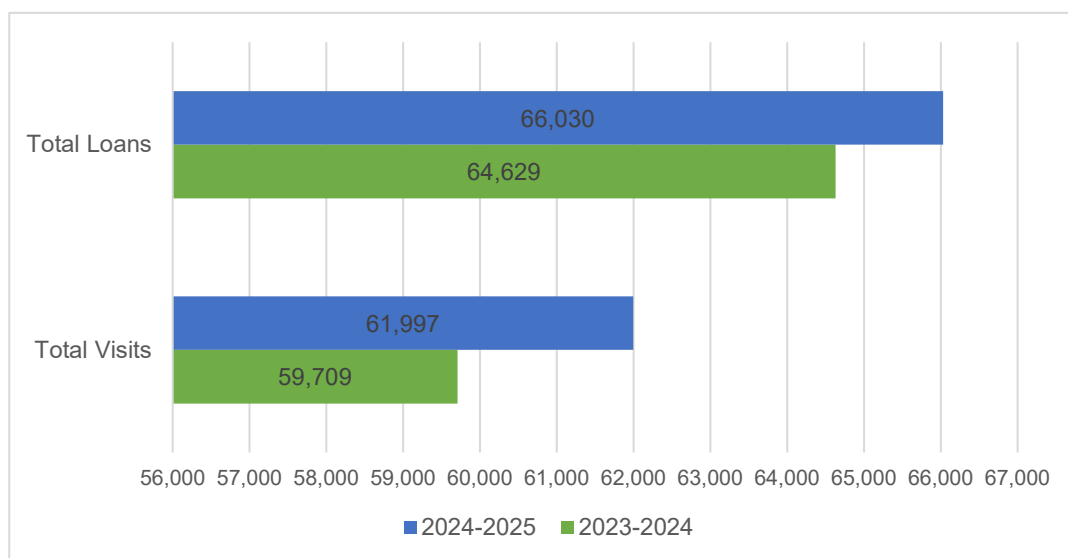


## Sir Edward 'Weary' Dunlop Learning Centre (Benalla Library)

During this quarter the Benalla Library welcomed 15,465 patrons through our doors and loaned a total of 15,774 items.

2025	April	May	June	Q4 Total	2024/25 Total
<b>Total Members</b>	4,019	4,053	4,042		
<b>New Members</b>	40	56	36	132	512
<b>Total Loans</b>	5,214	5,571	4,989	15,774	66,030
<b>Total Visits</b>	4,848	5,609	5,008	15,465	61,997

Over the 2024/2025 Financial Year, Benalla Library welcomed 61,997 patrons through our doors and loaned a total of 66,030 items.



### April 2025

- Benalla Library held its annual Easter Egg Hunt during school holidays, with record numbers of children of all ages and parents taking part.
- Over the school holidays, junior patrons got extra crafty with a Costume Design workshop with Cat's Pyjamas and a Beginners Knitting workshop run by Benalla Social Knitters.
- A local music teacher attended the Library and provided some peaceful music for the patrons during the school holiday period.
- Author, Stephen Gapps brought his new non-fiction book 'Uprising: War in the Colony of New South Wales, 1838-1844' and welcomed a panel of local historians to discuss the social and political environment around this time.



## May 2025

- Library staff participated in the Local Government Careers Day which was held at the Benalla Town Hall.
- A Library staff member attended the Public Libraries Victoria training in Myrtleford and enjoyed meeting other library staff from around the region.
- Kylie Ladd visited for an author talk and all of the attendees either purchased a book or placed a library copy on hold.
- As an accessibility initiative, Benalla Library commenced the “Sensory Friendly Quiet Hour” from 9:30 – 10:30am each Thursday to assist patrons with sensory dysfunction or a sensory processing disorder. Lights are dimmed, loud events are avoided, and strong smells are requested to be avoided.



## June 2025

- To further compliment accessibility, Benalla Library introduced their Social Story on our website to support patron comfort and our inclusive practice.
- During Reconciliation Week, Benalla Library hosted the unveiling of the Benalla Rural City Councils Reconciliation Action Plan, followed by a discussion with Levi Power to discuss treaty and steps forward.
- Benalla Library welcomed The Commonwealth Bank who held a Scam Awareness session, with tips and tricks on keeping finances safe online and in-person.



## COUNCIL PLAN 2021-2025 ACTION PLAN

### Community

A Connected, Involved and Inclusive Community		
Strategy	Action	June Quarter Update
Encourage, support, value and celebrate volunteering in the community.	Develop and implement a Volunteer Engagement Strategy.	The <i>Benalla Rural City Council Volunteer Development and Engagement Strategy 2023-2025</i> was adopted by the Leadership Team its May 2024 meeting.

## Leadership

High Performance Culture		
Strategy	Action	June Quarter Update
Improve customer experience through responsive, timely, efficient, well planned, and accessible services.	Review and update the <i>Customer Relations Strategy</i> .	The <i>Benalla Rural City Council Customer Experience Strategy 2023-2025</i> was adopted by the Leadership Team at its May 2024 meeting.
Develop a skilled, efficient, and high performing customer focussed workforce.	Adopt and implement a <i>Benalla Rural City Council Workforce Plan</i> .	The Benalla Rural City Council Workforce Plan 2021-2025 is current. Workforce planning workshops have been held with the Leadership Team and all managers are now developing their department plans.

### Recommendation:

That the report be noted.

***This page intentionally left blank***

## 7. Facilities and Information Technology Department Activity Report For The Quarter Ended 30 June 2025

Ref: 1964932628-357

Greg Robertson – Manager Facilities and Information Technology

---

### PURPOSE OF REPORT

The report presents the activities of the Facilities and Information Technology Department for the quarter ended 30 June 2025.

### Facilities Management

- Solar panels were installed at the Customer Service Centre as part of the Council's commitment to sustainable energy practices. The installation was completed by a Benalla based electrical contractor, and the system is now operational. Ongoing monitoring of energy output will be conducted to ensure optimal performance.
- An incident occurred where a vehicle travelling north along Willis Little Drive, Benalla, failed to navigate the T-intersection with Kilferra Road, Benalla, and destroyed approximately 50 meters of perimeter rural post-and-wire style fencing at the Benalla Airport. Temporary measures were put in place to secure the airport perimeter, with permanent repairs completed quickly after. The underlying cause of the accident has not been revealed to council and will remain a police matter. Discussions with the responsible party and their insurance providers are ongoing to recover property damage costs.
- Minor works to refurbish the Devenish Public Toilets were completed by the councils Facilities Maintenance Officer. A local building contractor fabricated and installed new metal doors to both toilets. Positive feedback has been received from the Devenish community on the minor refurbishments.
- Vandalism occurred at the Adventure Park toilets, with significant graffiti applied to the facility. The incident was captured on CCTV, and footage provided to the police for investigation. Councils cleaning contractors promptly removed the graffiti. The police investigation is ongoing.
- A Benalla based upholster completed the custom manufacture and installation of removeable cushioning to the heritage listed public gallery seating in the Civic Centre Council Meeting Room, and replacement of the leather top of the vintage office desk in the Mayor's Office.
- Councils cleaning contractor sent a newly formed specialist industrial cleaning team to undertake a deep clean at Art Gallery commercial kitchen and the Senior Citizens Community Centre kitchen. Positive feedback received from staff and user groups at both venues on the exceptional result.
- Munro and Seargeant Café ceased trading from the Benalla Art Gallery during the quarter. The business appointed a Restructuring Practitioner on 25 February 2025 under the *Corporations Act 2001* but has now moved to an External Administration. The council is referring all enquiries from unsecured creditors to the External Administrator.
- Copper power cable was stolen from a section of the Benalla Lake Walk Track lighting, just past the JayCee Island reserve. The live cable was cut, hauled from underground conduit and stolen. New power cable has been installed with additional anchoring to deter future theft attempts. Police investigations are ongoing.



## Information and Communications Technology (ICT)

- The ICT team continue to support the Collaborative Digital Innovation Project (CODI) as we move towards the Civica Authority Altitude (Civica) software testing phase. Civica will be the new software for all of Finance, Rates and Property, and Customer Requests.
- ICT are working on moving our on-premises internet server hosting technology from the VMWare server software platform to a Microsoft Hyper-V cloud-based server environment to better utilise annual software licensing spend. This step is enabled through the CODI project journey which reduces the number of software programs council need to host on our on-premises servers.
- Security events stopped by our firewall and the various layers of protection software are trending at around 10,000 attack events over the last quarter, highlighting the need to stay current with ICT security practises and hardware.
- There were just over 200 new ICT support tickets raised last quarter in the ICT Helpdesk system.

## Benalla Aquatic Centre YMCA

- Seasonally the trend has been that Membership and Swimming Lesson enrolments drop over the cooler months. General members remain at 382, a decrease on the 419 reported members reported last quarter.
- The YMCA launched a 'mums with bubs' class on Thursdays. Four mums and bubs signed up to the program and initial feedback has been positive. The class benefits new Mums allowing them to regain strength after an amount of time outside of the gym after the arrival of a new baby.
- Four new swim teachers were hired and have been shadowing the more experienced swim teachers during May and June. Once fully trained The YMCA are looking to expand the number of swimming lesson classes as they towards a goal of 700+ students.

## Highlight

- The YMCA launched a Winter Swimming Lesson Enrolment retention campaign at the Benalla Aquatic Centre with a superhero focused theme. Prizes were given for consistent attendance during the month of June. This campaign is proving successful with 650 Swimming Lesson enrolments retained (down from 695 enrolments reported last quarter) during a time where enrolments traditionally drop off sharply due to the cooler weather.

## COUNCIL PLAN 2021-2025 ACTION PLAN

### Liveability

Vibrant public spaces and places		
Strategy	Action	June Quarter Update
Enhance and maintain key places of significance.	Update Benalla Airport Master Plan	The Benalla Airport Masterplan Review was distributed to the Benalla Airport Advisory Committee.

## Leadership

High performance culture		
Strategy	Action	June Quarter Update
Improve customer experience through responsive, timely, efficient, well planned, and accessible services.	Review, update and implement the <i>Benalla Rural City Council Information Technology and Communications strategy</i> .	Works commenced to move on-premises software from VMWare server environments to a Microsoft Hyper-V server environment will reducing ongoing software license costs.
Improve customer experience through timely, efficient, well planned, and accessible services.	Participate in the Lower Northeastern Digital Transformation Partnership (CODI).	Works commenced to test the Civica Authority Altitude software platform which will house all finance, rates and customer data.

### Recommendation:

**That the report be noted.**

***This page intentionally left blank***

## 8. 2025/26 Quick Response Grants Program

Ref: 620098092-822

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

### PURPOSE OF REPORT

The report presents funding applications for 2025/26 Quick Response Grants Program.

### 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 \$750 allowing local clubs, groups and organisations the opportunity to seek funds when the need arises.

### DISCUSSION

Applications for consideration under the 2025/26 Quick Response Grant program are detailed in the table below.

Applicant	Details	Amount Requested	Proposed Assistance
Lurg Hall and Reserve Committee of Management	2025 Lurg Hall Trivia Night. The Hall Committee are holding their annual trivial pursuit night at the Lurg Hall on 26 July 2025. This is an annual event that brings the local community together during the winter months and is the main fund raiser for the committee to cover costs for amenities and maintenance.	\$500	\$500
Farmers Day Out	Farmers Day Out is a free community event designed to support the mental health and wellbeing of farmers experiencing hardship due to drought and rural stressors. The event aims to offer farmers a brief respite from their daily demands - an opportunity to spend a few hours off the farm, connect with others in a supportive setting, hear from a guest speaker who genuinely understands the realities they face, and enjoy a game of community sport. Grant funding will be used to assist with the costs associated with securing the guest speaker and contributing to event catering. The event will be held on 23 August 2025 during the Benalla Saints vs Mansfield game.	\$750	\$750

Applicant	Details	Amount Requested	Proposed Assistance
Benalla Social Knitters	Benalla Social Knitters are seeking funding to support the group to continue 'Sit and Knits', which are held every Sunday from 2-4pm. The funding will enable the group to meet on two Sundays per month at the Benalla Library. The group has grown in size, with 15 to 20 knitters attending 'Sit and Knits' on Sundays. The group would like to hire the library conference room to make sure that they have a stable venue for their regular activities since the closure of Sargeant and Munro and also Mokoan Hub and Cafe.	\$750	\$750
<b>Total</b>		<b>\$2,000</b>	<b>\$2,000</b>

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

#### **Community**

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

#### **Leadership**

- *Engaged and informed community.*

### **COMMUNITY ENGAGEMENT**

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

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

### **FINANCIAL IMPLICATIONS**

The *2025/26 Budget* allocates \$15,000 to the Quick Response Grant program.

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:**

- 1. That a \$500 grant from the *2025/2026 Quick Response Grant Program* be awarded to the Lurg Hall and Reserve Committee of Management.**
- 2. That \$750 grants from the *2025/2026 Quick Response Grant Program* be awarded to Farmers Day out and Benalla Social Knitters.**



***This page intentionally left blank***

## 9. Community Department Activity Report For The Quarter Ended 30 June 2025

Ref: 246820173-11

Jane Archbold – Manager Community

---

### PURPOSE OF REPORT

The report presents the activities of the Community Department for the quarter ended 30 June 2025.

### Community Development and Recreation

- This quarter has been marked by significant progress across a range of strategic planning, community consultation, and infrastructure development initiatives. The team has worked closely with internal and external stakeholders to advance key projects, strengthen community partnerships, and support grant opportunities for local groups.
- The consultation period for the Open Space Strategy closed, receiving approximately 150 responses. A series of Project Control Group (PCG) meetings and discussions with Parks staff have helped refine key themes. The draft strategy is expected by the end of July. Community engagement for the Open Space Strategy also included successfully trialing an online mapping tool, which attracted strong community participation.
- *Fair Access Policy* planning progressed with survey responses collected and reviewed to inform upcoming recommendations.
- Construction of the Flying Fox is underway and scheduled for completion late July 2025.
- Tender documentation for the Benalla Pump Track is now open and closes on 31 July 2025. The first Project Control Group meeting has also taken place with the construction of the new Pump Track due to begin late 2025.
- A site tour of Benalla's recreation facilities was conducted with the Executive Director from Community Sport and Recreation Victoria, to showcase current and future recreation project priorities.
- The 2024/25 Community Grants Program opened, offering both Major and Minor funding streams. Applications closed at midnight on 1 June, with a strong response of 55 applications (28 Major, 27 Minor). Following assessment, nine Major and 23 Minor Grants were awarded to a broad range of community groups across the municipality.
- The team continues to provide one-on-one support to local groups interested in funding and other opportunities. Officers also attended the Churchill Reserve Committee of Management meeting to provide updates and support ongoing engagement.
- The Accessibility Reference Group reconvened this quarter to discuss future engagement processes and feedback opportunities on Council projects. This work supports the Council's broader goals of ensuring inclusive, accessible facilities and services for all community members.
- Free from Violence (FFV) Project Officer attended online 'Unpacking Resistance Training' from Safe and Equal. This training gave valuable information and insights into the work that the FFV Project Officer is completing internally and for community members.
- FFV Project Officer worked alongside Victoria Police to deliver a flag raising ceremony at the new Benalla Police Station with a small morning tea offered. Everyone conversations with great conversations had on the continued work needed in this area. The pride flag was also raised for the week at the Benalla Rural City Council Civic Centre. A free showing of Priscella Queen of the Desert was offered at the Benalla Cinema for IDAHOBIT day, with more than 14 attendees.

- Free From Violence Project Officer has begun planning for a packed 16 Days of Activism later in the year, working alongside Center Against Violence, Victoria Police and other organisations to deliver community-wide activities, events and training.
- The Independence to Drive program secured a \$1,500 Social Inclusion Action Group (SIAG). The pilot program assists older learner drivers to secure support with their driving. An independent review of the program was conducted over the quarter.
- Staff have spent a considerable amount of time working on the development of the draft *Benalla Rural City Council Plan 2025-2029*, assisting Ninety Mile Consulting (NMC). A fourth Community Panel session was facilitated by staff on 1 July 2025 to further workshop strategies and consider measures. After an extensive engagement period staff are currently working on the final draft to present to the Council in August 2025.

## Communication and Community Engagement

- Small Acts Big Impact Campaign: Funded by Sustainability Victoria, this campaign was rolled out across Benalla Rural City in collaboration with the Resource Recovery Coordinator. Waste sorting education material in the form of a die-cut bin flyer was posted to all households in the LGA, (7,100 in total). The campaign included full page and half page ads in the *Benalla Ensign* throughout June. A full website takeover of from 6–30 June 2025 and multiple *Benalla Ensign* Facebook paid partnership posts with the Council scheduled throughout the month of June to maximise engagement and coverage. The collaboration with *Benalla Ensign* was seen as a great success, attracting an estimated 32,000 views across print and digital during the three-week campaign.
- Coordinated a program of events across Council venues, including Benalla Library, Benalla Art Gallery, Benalla Cinema, and NAIDOC Week events. Published in the *Benalla Ensign* on 2 July to coincide with the start of the Winter School Holidays.
- Supported Councillors and the community with communications around the controversial Emergency Services Volunteer Fund Levy. This included writing advocacy articles for publication in local newspapers, supporting the Mayor with briefing notes and developing content for inclusion in the upcoming Council Rates Notice mailout.
- Organisation-wide Communications Support included producing 53 media releases on various topics, (Benalla Street Art Festival, Community Grants, Council Budget, Council Plan activities, International Volunteer Week, and Major Drainage Works).
- Introduced a weekly social media post providing a rundown of council activities, focusing on positive stories and Councillor engagement with the community. These posts have been performing well, and the communication team will continue to monitor performance and consider ways to improve engagement with the community using social media.
- Developed and actioned plan for the *Benalla and District Social Inclusion Action Group* to support the attraction of new committee members and the launch of the 2025 SIAG grants program.
- Supported the successful promotion and delivery of the *2025 Benalla Street Art Festival*. Activities included managing social media accounts for the festival, creating content and posting to social media channels, management and updating content on the official website, and supporting engagement with local media outlets including organising an outside live radio broadcast with Edge FM and coordinating the eight-page wrap around special publication with the *Benalla Ensign*.



- Facebook views for the Benalla Rural City Council page are stable, resulting in more than 311,000 views in the reporting period. Content interactions have increased compared to the previous quarter by 18.6 per cent with almost 4,000 interactions. Council's Facebook content is engaging and resonating well with the community and indicates that the posts are effectively capturing the audience's attention by encouraging more active participation.
- The Benalla Rural City Council Instagram Page saw significant growth this quarter, with 18,416 views, an increase of 51.2 per cent compared to the previous quarter. Content interactions also rose by 48 per cent, totaling 623 interactions for the quarter.
- Overall, while the engagement with our content is strong, we may need to explore strategies to improve our reach and attract more visits to our Instagram page.

## Youth Development

- FReeZA and the Full Impact Squad teamed up to offer a youth led market, live music, food and an activity spray-painting t-shirts under the Benalla Library – *Tunes, Tees & Treasures* as a part of the *2025 Benalla Street Art Festival*. More than 150 people attended this highly successful youth-led event.
- Benalla hosted Youth Development representatives from Albury, Strathbogie, Wangaratta, Indigo, Alpine and Mansfield for a quarterly Youth Development meeting. This meeting gives the different teams an opportunity to collaborate.
- FReeZA has been renamed Amplify by the Victoria Government; new logos and promotion of the name have recently been rolled out.
- More than 25 expressions of interest were received for Youth Mental Health First Aid (MHFA) training. Four sessions were held on 28 April–19 May 2025, with 18 people completing the training. Training has been well received. Further community training is to be held in November 2025.
- Live4Life Benalla Launch was held on Wednesday 7 May 2025 introducing over 130 students from Benalla P-12 College, FCJ College Benalla and the Australian Christian College to the Live4Life Benalla program. The Launch introduces the topic of mental health in a safe, supportive and fun environment for Year 8's before beginning their Teen MHFA training in Term 2.
- Teen MHFA training began over the quarter for Year 8's at Benalla P-12 College and FCJ College, while Year 8's and 9's completed the junior version and Year 10's completed the senior training at the Australian Christian College. Training has been well received by students and schools with over 150 young people newly trained in Term 2.
- The Youth Development Coordinator attended the annual Live4Life dinner. This dinner celebrates the work of Live4Life while raising awareness of the program and raising donations. Live4Life Partnership meetings were held over the quarter with one meeting being held at the new Benalla Police Station.
- Responsible Serving of Alcohol (RSA) training has been advertised, with training being held in early July 2025. RSA training is subsidised by Engage! funding with young people only having to pay \$20 for the training instead of \$150. This training is provided by The Centre.
- The team farewelled Youth Development Officer Will Smith.





- The L2P program supported seven young people to obtaining their licence over the reporting period. An average of 16 mentors providing over 233 hours of driving experience to learners. Forty-three professional driving lessons were provided to mentees. There are currently 29 learners on the wait list. To focus on high priority learners, the department has started weighing learner drivers.



- A special event was held on 16 April 2025 to acknowledge the amazing group of dedicated L2P Volunteer Mentors who give their time, support and guidance to assist local learners to become safe and confident drivers. Two retiring mentors, Rod Gunston and Laurie Bouch, who supported 37 and 14 learners respectively, were recognised by Mayor Bernie Hearn. Rod and Laurie provided over 1,300 driving hours between them over many years.



- In partnership with Benalla Toyota, the L2P program offered an interactive *Know your Ride* workshop in May 2025 targeting learner drivers, L2P mentors and the wider community. The session offered hands-on tips for car safety and learning how to stay safer on our roads.
- The L2P Coordinator was successful in negotiating funding for a new car thanks to the sponsorship of Benalla Toyota and departmental funding. The new car is a Toyota Yaris Hybrid. Benalla Signs installed all the new car decals with L2P and Sponsor signage. The new L2P car will be operating from Friday 4 July 2025.

### Social Inclusion Action Group (SIAG)

- In collaboration with the Communications Team, SIAG staff developed a media release to support a new Expression of Interest (EOI) process for recruiting SIAG committee members. This work was undertaken in response to several members stepping away. The EOI is also being promoted via Facebook, local email networks, and community channels.
- This quarter, SIAG Coordinators attended several community events funded by the Social Inclusion Grants, demonstrating our ongoing commitment to supporting inclusive, locally driven initiatives. A highlight was the Sip, Savour and Socialise held at the Baddaginnie Jubilee Hall. The evening focused on supporting local stallholders, building community connections, and celebrating the importance of staying socially connected. Attendees had the opportunity to meet new faces, reconnect with neighbours, and enjoy a range of delicious offerings from 11 local producers.
- On Friday 4 April 2025, Coordinators attended the Colour Splash event at the Splash Park. The event was designed to support people with a disability in building stronger, more positive relationships with local police, the event offered a fun and engaging environment that promoted trust, safety, and connection.
- This quarter SIAG supported the establishment of the Suicide Loss Support Group by assisting with key set-up requirements. This included sourcing a suitable venue in Benalla, promoting the program through community networks and social media, and funding the cost of venue hire for the group's first meeting. The group now meets regularly on the third Wednesday of each month at the Benalla CWA Hall.
- SIAG Coordinators took part in a Case Clinic Coaching Circle, a structured peer learning session focused on gaining new insights. The session encouraged deep listening and emotional support, helping participants reflect on how situations impact them personally.

- Work continued on the SIAG Coordinators Practice Guide. The guide aims to help both new and existing SIAGs implement the program more effectively, by sharing practical tips and lessons learned.
- On 26 March 2025, the SIAG Coordinator attended the *Mastering Manual Photography* workshop with Matt Krumins Photography. The session provided valuable skills in manual camera settings and composition, which have since been applied to capturing high-quality content at SIAG community events. These new skills have also been used to support the Communications Team by contributing photography for promotional and reporting purposes.
- CUBE Group was engaged by the Wellbeing Promotion Officer to conduct an evaluation of the SIAG program. The purpose of the evaluation was to better understand how the program has been implemented to date, assess its impact, and identify emerging outcomes. The findings will help inform the future rollout of SIAGs in other locations. The evaluation report is currently being finalised by CUBE.

### **Maternal and Child Health (MCH)**

- 34 Birth Notices were received over the quarter, 22 being first-time Mothers. 12 children transferred into the service from other areas and 17 Children transferred out (moving to other areas within Victoria).
- 463 children are currently enrolled in our service, 21 being Aboriginal children.
- This quarter saw 13 mums and bubs attend our First Time Parents Group running between 24 April and 18 June and six dads attend our First Time Dads Group
- Feedback from the sessions highlighted the value of these programs to new parents. Participants spoke of the opportunities the group provided to make friends with other parents, gain confidence in their parenting and knowledge about child development, tips for coping and just being able to get out of the house.
- The Enhanced MCH service has 25 active families they are currently working with.
- The MCH team continue to undertake a variety of professional development opportunities including a '*Motivational Interviewing*' workshop with staff from Shepparton. Two MCH staff also attended '*Child-focused practice with parents who use substances*' workshop in Wodonga.
- The team supported a MCHN student from LaTrobe University who commenced a placement on 7 April 2025. The student is required to complete 300 hours with the MCH service.

### **Integrated Family Services (IFS)**

- Family Services funding targets were achieved at 111.94 per cent for the quarter, having 111.07 per cent for the 2024/2025 financial year. This data has been used to discuss the need for further support and additional funding in the Benalla LGA. This has been further evidenced with the release of the Ovens Murray Community Needs Assessment.
- Family Services were active in supporting 34 families over the quarter.
- The Integrated Family Services team discussed the outcomes of the Family Services Review which occurred during the last quarter, allowing input from the Integrated Family Services Team Leader (who was on leave at the time of the review). Outcomes discussion also included an overview of remuneration scoping.
- The team farewelled our long-standing Family Liaison Officer Jan Day at the end of May 2025. Recruitment was finalised for the Family Liaison position, with a new staff member scheduled to commence in July 2025.



- Supported Playgroup was able to relocate back to the facilities at Waminda Community House in Benalla West, providing a safe and secure location for the parents and children. Our Supported Playgroup Facilitator successfully completed the required accreditation for delivery of SmallTalk through Swinburne University.

## Age Friendly Benalla

- Age Friendly Benalla (AFB) meetings have begun successfully working in subgroups focusing on Seniors' Festival, reaching out to rural communities and communications, thus continuing to implement the *Age Friendly Benalla Action Plan*.
- Success of Devenish Seniors event on 13 June 2025 with more than 50 people attending the event. This event was supported by Age Friendly Benalla and helped raise nearly \$2,000 for the Anti-Cancer Council. Several Councillors attended the event.
- Staff have started hosting monthly afternoon tea catch-ups with the Age-Friendly Benalla Reference Group. These gatherings have been a huge success, with attendance exceeding 20 people.
- Working in partnership with Customer Relations Coordinator, the Ageing Well Officer is finalising brochures and portable stands for Age Friendly pamphlets to be relocated in the reception area at the Customer Service Centre, helping to keep our older residents informed of what services and programs are available.
- The Ageing Well Officer has continued to organise activities for this year's Senior Festival in October 2025. Some of the planned events include Tai Chi in Devenish, chair yoga, dance lessons, movie screenings at Swanpool Cinema, high teas with a twist, and an event at the Benalla Community Garden. Throughout the month of October, there will be around 34 activities available, all centered around the Seniors Festival theme 'Create, Connect, and Celebrate.'

## Highlights

- Council was proud to celebrate National Reconciliation Week with a series of community events and activities from 27 May to 3 June 2025. An annual celebration, National Reconciliation Week aims to foster dialogue, strengthen bonds and encourage the community to embrace the rich cultural heritage of First Nations peoples while working towards a shared future. This year's National Reconciliation Week theme was *Bridging Now to Next*.
- Staff and Councillors attended various events including those hosted by Waminda, Benalla Health, and VACCA. As part of BRCC's Reconciliation Week activities, staff developed a culturally focused quiz to help educate council staff in an engaging and interactive format and offered an Aboriginal Flag Bunting Workshop at the VIC for the community. Council's Reconciliation Action Plan was also launched at the Benalla Library on the last day of National Reconciliation Week with Aunty Cheryl Cooper speaking.



## COUNCIL PLAN 2021-2025 ACTION PLAN

### Community

A healthy, safe and resilient community		
Strategy	Action	June Quarter Update
With our community and key stakeholders address the priorities of the Victorian Public Health and Wellbeing Plan 2019-2023: healthy eating and active living; mental wellbeing, sexual and reproductive health, reducing tobacco related harm and harmful alcohol and drug use and preventing violence and injury, drug-resistant infections and climate change and its impact on health.	Implement and monitor Benalla Rural City Municipal Health and Wellbeing Action Plan.	<p>The theme for the June meeting of the Health and Wellbeing partnership was services focusing on older people with six organisations overviewing their services and programs.</p> <p>The partnership continues to attract new service providers keen to link in with other providers servicing the Benalla area. Feedback was gathered from the partnership at the March 2025 facilitated workshop into the development of the <i>Municipal Public Health and Wellbeing Plan</i> which is to be incorporated into the draft <i>Benalla Rural City Council Plan 2025-2029</i>.</p>
Work together with key health, welfare and community organisations and networks to support better learning, development and wellbeing outcomes for community members.	Work with the State Government to plan for future Benalla Rural City kindergarten infrastructure and workforce needs.	<p>Attended meetings organised by the department in preparation for the Kindergarten on School Site to be built in Clarke Street in 2027. Completed a survey in June for the Department of Education seeking Council's confidential input into the KOSS Service Provider Assessment process, providing advice on the local community and early years market.</p> <p>The final Workforce Plan for Early Childhood Education Centres was submitted in early May 2025 to the department.</p>
Offer programs, services, activities and events that support, develop and connect community members of all abilities and lead the community in being age friendly and child and Covid safe.	Adopt and implement the Disability Action Plan.	<p>The Accessibility Reference Group met to discuss processes moving forward. Disability Action Plan to be incorporated into the draft <i>Benalla Rural City Council Plan 2025-2029</i>.</p> <p>The Child Safe Working Group continues to meet regularly and has progressed in documenting evidence against the 11 child safe standards.</p> <p>Follow-up Child Safe training sessions were delivered to several teams across the organisation facilitated by members of the working group.</p>

<b>A connected, involved and inclusive community</b>		
<b>Strategy</b>	<b>Action</b>	<b>June Quarter Update</b>
Continue to respectfully engage, include, celebrate and promote Aboriginal and Torres Strait Islander culture and people.	Develop and implement Benalla Rural City Council Aboriginal Reconciliation Plan.	Reconciliation Week, observed from 27 May to 3 June 2025, saw active participation from staff, who attended various events including those hosted by Waminda, Benalla Health and Victorian Aboriginal Child Community Agency. As part of BRCC's Reconciliation Week activities, staff developed a culturally focused quiz to help educate council staff in an engaging and interactive format and offered an Aboriginal Flag Bunting Workshop at the Visitor Information Centre for the community. Reconciliation Action Plan was officially launched at Benalla Library on June 3 2025 with Aunty Cheryl Cooper speaking. Staff continue to attend planning meetings in preparation for the 2025 NAIDOC week celebrations.
Promote, support and actively engage with smaller rural communities.	Develop and implement Rural Township plans.	Staff and Councillors continued to support and attend community events in rural communities including Baddaginnie, Molyullah, Tatong and Devenish.

## Leadership

<b>A connected, involved and inclusive community</b>		
<b>Strategy</b>	<b>Action</b>	<b>June Quarter Update</b>
Promote, support and actively engage with smaller rural communities.	Continue to improve community engagement processes and new ways to engage.	Extensive engagement undertaken in the development of the draft <i>Benalla Rural City Council Plan 2025-2029</i> over the quarter including attending the Devenish market. Focus on smaller rural communities over the quarter continued with several rural community events funded through SIAG and Council's Age Friendly program.

## Recommendation:

The report be noted.

## **10. Urgent Business**

### **Closure of Meeting**