Minutes

Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on December 09, 2019.

Present

Cr A Speedie (Mayor)
Cr B Mitchell (Deputy Mayor)
Cr K Bennett
Cr L Hall
Cr D Lowe
Cr R Mildren
Cr J Watson

In attendance

Mr M Dixon Chief Executive Officer
Ms D Mudra Deputy Chief Executive Officer
Ms N Klein Director Finance and Systems
Ms S Hogg Acting Director Community Development
Mr L Schultz Director Planning and Infrastructure
1. **Calling to order**

   The meeting was called to order at 6.08pm by the Mayor.

2. **Statement of acknowledgement**

   The Mayor read the following:
   
   *We acknowledge the traditional owners of this land on which we are meeting and pay our respects to their Elders past, present and emerging, and to those from other communities who are here with us today, for they hold the memories, the tradition and the culture of all Aboriginal and Torres Strait Islander People.*

3. **Apologies and requests for leave of absence**

   There were no apologies or requests for leave of absence.

4. **Declaration under Acts, Regulations, Codes or Local Laws**

   **Late item**

   The CEO advised that with the agreement of council it was proposed to introduce a late item of urgent confidential business, *Proposed sale of land at Logic*.

   **Motion**

   Crs John Watson / Danny Lowe

   That an item of urgent confidential business – *Proposed sale of land at Logic* - be included in the agenda as item 17.2, with the consequential inclusion in the agenda of the *Confirmation of the Confidential minutes* as item 17.1.

   **Carried unanimously**

   **Change to order of business**

   Clause 21.2 of the Meeting Procedure Local Law permits the council to change the order of business for a meeting by resolution.

   **Motion**

   Crs Kat Bennett / Brian Mitchell

   That the order of business for the council meeting be changed by moving item 8.9 *Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga* to be considered immediately after the conclusion of agenda item 8.3, and prior to item 8.4.

   **Carried unanimously**
5. Declaration by councillors of any conflict of interest

There were no conflict of interest disclosures.

6. Confirmation of minutes of previous meeting

**Recommendation**

That the minutes of the ordinary meeting of council held on November 18, 2019, as circulated, be confirmed.

**Motion**

Crs Kat Bennett / John Watson

That the recommendation be adopted.  
**Carried unanimously**

**Recommendation**

That the minutes of the special meeting of council held on November 25, 2019, as circulated, be confirmed.

**Motion**

Crs Brian Mitchell / John Watson

That the recommendation be adopted.  
**Carried unanimously**

7. Delegates reports

Nil

8. Officers reports for determination

8.1 Section 223 submission on proposal to sell land known as CBD West  

8.2 Gifts, Benefits and Hospitality Policy  

8.3 Donation and Sponsorship Requests  

8.4 Tender for the construction of new Wodonga Gallery/Library  

8.5 Municipal Early Years Plan 2019-2020 to 2020-2021  

8.6 Community Grants Policy and Community Impact Infrastructure Grant Program Guidelines
8.7 Sport and Recreation Victoria Funding Program 2020-21 62
8.8 Outdoor Operations Depot - proposed negotiations into new leases or acquisition. 67
8.9 Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga 27

9. Officers reports for noting

Nil 77

10. Officers reports for information

10.1 Finance Report for November 2019 78
10.2 Planning Report for November 2019 90
10.3 Competitive Services Report for November 2019 94
10.4 Assemblies of councillors 97
10.5 Decisions register 101

11. Notices of motion

Nil 107

12. Petitions

Nil 108

13. Council seal

Nil 109

14. General business

15. Urgent business

16. Question time
17. Confidential business

17.1 Confirmation of the confidential minutes
17.2 Proposed sale of land at LOGIC

18. Confidential urgent business

19. Close of meeting
Live streaming and video recording of meeting

The council meeting will be live streamed on the internet and video recorded.

The video recording of the meeting will be uploaded online within 48 hours of the conclusion of the meeting, and be capable of repeated viewing.

The voices and images of those participating in the meeting, and in the gallery, may be captured as part of this recording.

Every care is taken to maintain the privacy of persons in the public gallery with the camera focussed on the Mayor, Councillors and Executive Officers.

However, persons in attendance at a public council meeting are advised that incidental capture of an image or sound of persons in the public gallery may occur. By remaining at the meeting persons give their consent to being filmed and the possible use of images and sound recordings in a live streaming or published video of the public council meeting.
## Risk Assessment Matrix

<table>
<thead>
<tr>
<th>Environment</th>
<th>Minor (4)</th>
<th>Moderate (3)</th>
<th>Major (2)</th>
<th>Catastrophic (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Brief, non-hazardous or contained temporary pollution</td>
<td>Residual pollution requiring cleanup</td>
<td>Significant harm to the environment requiring restorative work</td>
<td>Irreversible damage to the environment</td>
</tr>
<tr>
<td>Financial</td>
<td>Little to no impact on revenue or expenditure</td>
<td>Moderate impact on revenue or expenditure</td>
<td>Major impact on revenue or expenditure that will result in a council budget restructure</td>
<td>Total impact on revenue or expenditure that may lead to the organisation being placed into administration</td>
</tr>
<tr>
<td>Service Delivery</td>
<td>Disruption to program, project or service with no downtime. May be dealt with by routine operations or management action and have limited impact on objectives.</td>
<td>Require management initiated review and have some impact on the business unit’s program, project or service, or on the strategic objectives. Temporary loss of key data.</td>
<td>Would threaten the continuation of a business unit’s program, project or critical service. Impact adversely on the business unit’s strategic objectives. Unrecoverable loss of key data.</td>
<td>Would threaten the organisation’s viability or would not allow the organisation to achieve its objectives</td>
</tr>
<tr>
<td>Reputation</td>
<td>Limited political/community sensitivity No reputational damage. Resolved in normal operational management.</td>
<td>Some political/community sensitivity and local media scrutiny and/or requires external audit.</td>
<td>Results in significant political community sensitivity and media scrutiny and/or parliamentary questions.</td>
<td>Results in extreme political/community sensitivity and media scrutiny or may result in a commission of inquiry or request for a Royal Commission.</td>
</tr>
<tr>
<td>Safety</td>
<td>May result in minor injury or reversible health damage which may be dealt with through primary First Aid</td>
<td>Result in injury or health impacts that are reversible, but may require medical attention but limited ongoing treatment.</td>
<td>Results in life-threatening or serious injury which is irreversible requiring medical attention and ongoing treatment.</td>
<td>Results in death or permanent disability of one or more people</td>
</tr>
<tr>
<td>Legislative Compliance</td>
<td>Minor technical breach but no damages</td>
<td>Minor technical non-compliance and breaches of regulations or law with potential for minor damage or monetary penalty.</td>
<td>Major compliance breach with potential exposure to large damages or awards.</td>
<td>Sanction compliance breach with potential prosecution with maximum penalty imposed.</td>
</tr>
</tbody>
</table>

## Likelihood

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Almost Certain (A)</th>
<th>Likely (B)</th>
<th>Possible (C)</th>
<th>Unlikely (D)</th>
<th>Rare (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Can be expected to occur in most circumstances (i.e. weekly)</td>
<td>Will probably occur in most circumstances in the future (i.e. monthly)</td>
<td>May occur in some circumstances in the future (i.e. yearly)</td>
<td>Could occur at some time in the future, but doubtful (i.e. every 2-10 years)</td>
<td>Expected to occur in exceptional circumstances (i.e. 10+ years)</td>
</tr>
</tbody>
</table>

## Consequence

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Almost Certain (A)</th>
<th>Likely (B)</th>
<th>Possible (C)</th>
<th>Unlikely (D)</th>
<th>Rare (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Significant</td>
<td>Medium</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>Significant</td>
<td>High</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td>Extreme</td>
<td>Extreme</td>
<td>High</td>
<td>Significant</td>
<td>Significant</td>
</tr>
</tbody>
</table>

## Response Based on Risk Score

- **Extreme (Council/CEO’s attention immediately required)**: Possibly avoid undertaking the activity OR implement new controls
- **High (Director’s attention required)**: Consider suspending or ending activity OR implement additional controls
- **Significant (Manager’s attention required)**: Ensure that controls are in place and operating and management responsibility is agreed
- **Moderate (Manager’s attention required)**: Manage through usual procedures and accountabilities
- **Low (Add controls where appropriate)**

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**Ordinary meeting – December 09, 2019**
There were no delegate reports received for this meeting
8.1 - Section 223 submission on proposal to sell land known as CBD West

Purpose of report

The purpose of this report is to consider a submission received in response to the public notice of the council’s intention to sell the land known as CBD West, Wodonga, including a report on the presentation made at the Special Council Meeting of November 25, 2019.

Background

At its ordinary meeting of August 19, 2019, in confidential, the council resolved that the Criterion Property Group be identified as the preferred purchaser of the land known as CBD West. Further, subject to the CEO negotiating the terms and conditions, the council resolved to give public notice of its intention to sell the land.

The background to this decision of the council was that on Tuesday, July 23, 2019, the Criterion Property and Capital Pty Ltd (Criterion) submitted an offer to purchase 41 – 43 Elgin Boulevard in the sum of $1.4 million. On Friday, July 25, 2019, Rescom submitted an offer to purchase the whole of the CBD West site in the value of $2.7 million to $3.2 million.

Criterion followed up their offer of July 23 on August 6, 2019 by adding 26 Stanley Street to their proposed purchase in the sum of $2.15 million, effectively proposing to purchase the whole of the CBD West in the total sum of $3.55 million.

Subsequent to the council decision on August 19, through ongoing negotiations, Criterion and the Wodonga Council concluded and signed a Heads of Agreement on October 9, 2019, giving effect to the proposed purchase and enabling public notification of the intention to sell land known as CBD West.

The public notice (attachment A) was given on Saturday, October 12 and the period for submissions closed on Monday, November 11, 2019.

One submission was received from RESCOM Mortgagees Pty Ltd (Rescom). In accordance with section 223(1)(a)(iv), representatives from Rescom requested to be heard and spoke to the written submission at the Special Council Meeting of Monday, November 25, 2019.

Section 223 submission from Rescom.

Rescom’s submission to the proposed sale is set out at attachments B to F.

The Rescom offer does not contain any pre-commitments and ‘consolidates’ the entire site into a single development entity – facilitating a well-integrated and homogenous precinct.

The submission sets out that the proposal includes hotel, serviced apartments, a boutique cinema offering, food and beverage-related service outlets, offices, student accommodation, an early learning centre and retirement/aged care living.
It is also proposed that underground parking will be provided and that green spaces and vegetated and shaded laneways are provided through the site.

Brad Matthews, Managing Director, Rescom and James Pearce of Fender Katsilidis spoke to the written submission at the Special Council Meeting held on Monday, November 25, 2019.

In that presentation Mr Matthews highlighted:

- Correspondence of 14 August from Rescom to the council in which the company’s vision for the land was explained (attachment E); and
- Correspondence of 11 November from Rescom to council in which further detail on the use of the land was given (attachment B).

Mr Katsilidis worked through the preliminary master planning documents (attachment F), in particular highlighting the plans that showed:

- Precinct 4 – CBD West – map, objectives, requirements and guidelines
- Concept plan
- Sketch plan
- Ground floor plan
- Typical upper level plans
- 3D views

The presentation at the Special Council Meeting concluded with Mr Matthews referring to the comparison table developed by the company (attachment D) which set out the Rescom offer against the Criterion offer.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Business and investment</td>
<td>Continue to promote and seek investment in the former Stanley St pool site (CBD West).</td>
</tr>
</tbody>
</table>

**Council policy/strategy implications**

The sale and development of the land parcels making up CBD West is recognised within the current Council Plan as an important component of the continued development and revitalisation of the Wodonga central business area (CBA) and could provide ongoing impetus to the activation of the immediate precinct and confidence within the city.
8.1 - Section 223 submission on proposal to sell land known as CBD West (cont’d)

Under the Wodonga Planning Scheme, the land falls within the Activity Centre Zone (ACZ) and is covered by Schedule 1 (Precinct 4 – CBD West).

A number of precinct objectives and guidelines are included within the schedule and any proposed development application will need to demonstrate how these are achieved.

Risk management implications

It is appropriate to note that should the council, after exercising its powers under section 223 of the Local Government Act, 1989 (the Act), decide not to proceed with the sale of the CBD West land parcels to Criterion, the Heads of Agreement is automatically terminated. Criterion will be entitled to recover all costs reasonably incurred by themselves up to the date of being notified in writing of the termination of the Agreement.

The Heads of Agreement with Criterion provides a high level of certainty for the sale proceeding. This is not the case with any other party.

Financial implications

The Criterion offer had the staged sale prices of the two land parcels as follows:

- 41 – 43 Elgin Boulevard: $1,740,000
- 26 Stanley Street: $1,810,000

Total: $3,550,000

The Rescom offer is based on a single staged contract of sale, the key financial terms being:

- 41 – 43 Elgin Boulevard: $1,759,000
- 26 Stanley Street: $1,830,000

Total: $3,589,000

This favourable financial outcome in the Rescom offer could be negated by the reasonable costs Criterion may be entitled to as a result of the termination of the Heads of Agreement.

It should be noted that the conditions for Criterion were negotiated via a detailed Heads of Agreement process. Any claimed conditions by Rescom for comparative purposes would need to be confirmed via a similar Heads of Agreement.

Environmental implications

There are no direct environmental implications associated with this report.
Sustainability implications

There are no direct sustainability implications resulting from this report.

Social/cultural implications

There are no social or cultural implications associated with this report.

Legislative implications

Under section 223 of the Act the council has fulfilled its obligations in that it has given public notice of its intention to sell the land parcels making up CBD West.

Accordingly, one submission (in effect a counter-offer to the Criterion offer) was received from Rescom and must be considered as required by the Act.

This report deals with and considers the written submission and the subsequent presentation by Rescom at the Special Meeting on November 25, 2019.

Community engagement and internal consultation

No further community engagement or internal consultation is required for council to make its determination with respect to its intention to sell the land known as CBD West to Criterion.

Options for consideration

Following the public notification process and the receipt of a single submission, the following four options are submitted for the consideration of the council.

Option 1 - Do nothing

The council, at its meeting on August 19, 2019 resolved to commence a land sales process with the clear intention of selling the land parcels known as CBD West. This process has culminated in a submission being received.

It is now incumbent upon the council to make a decision on whether it sells the land to Criterion in accordance with the executed Heads of Agreement, or whether it terminates same and possibly negotiates and prepares a new Heads of Agreement with another party.

The option to do nothing is not supported as the council is required to make a decision on the section 223 process.

Option 2 - Enter into a Sales Contract with the Criterion Property & Capital Pty Ltd

Under this option, having duly considered the submission made by Rescom, the council would negotiate and enter into a Sales Contract with Criterion, in
Ordinary meeting – December 09, 2019

8 - Officers reports for determination

Planning and Infrastructure

8.1 - Section 223 submission on proposal to sell land known as CBD West (cont’d)

accordance with the terms and conditions set out within the executed Heads of Agreement and explained in the public notice.

This option concludes the section 223 process and does not pursue any further the counter-offer set out within the Rescom submission, or any other offer from other potential parties.

This option is the recommended option because:

a) The proposed sale price for the land known as CBD West is above valuation, and is considered a good financial outcome for the community;

b) The terms of sale including the purchase price, deposit, settlement, and special conditions are acceptable to council; and

c) The Heads of Agreement with Criterion provides a high level of certainty that the sale will proceed, and this is not presently the case with any other party.

Option 3 - Accept the RESCOM Mortgagees Pty Ltd offer and enter into negotiations to prepare a Heads of Agreement

Under this option the council would terminate the executed Heads of Agreement with Criterion, and accept in principle the offer set out within the Rescom submission. The council would then negotiate and enter into a Heads of Agreement with Rescom for the proposed sale of the land parcels making up CBD West, before commencing a new section 223 process.

This option is not supported because council has an agreement in place with Criterion that provides a good financial outcome, along with positive benefits for the development of the CBD.

Option 4 - Terminate the Heads of Agreement and re-market the CBD West site

Under this option the council would terminate the executed Heads of Agreement with Criterion, and commence a re-marketing of the sale and development of CBD West.

This option is not supported because council has an agreement in place with Criterion that provides a good financial outcome, along with positive benefits for the development of the CBD.

Conclusion

During late July and early August 2019, the council received two unsolicited offers to purchase the land parcels making up CBD West, as follows:

23 July 2019
Criterion offer to purchase 41 – 43 Elgin Boulevard @ $1.4 million.
8.1 - Section 223 submission on proposal to sell land known as CBD West (cont’d)

25 July 2019
Rescom offer to purchase the whole of CBD West @ $2.7 – $3.2 million.

6 August 2019
Criterion offer to purchase 26 Stanley Street @ $2.15 million.

At its August 2019 Council meeting, and after considering the two offers, the council resolved to accept the offers made by Criterion and enter in negotiations to conclude a Heads of Agreement which would confirm council’s intent to enter into a Sales Contract and facilitate the development of the site. This Heads of Agreement was signed on October 9, 2019.

In accordance with section 189 of the Act, the council notified the public of its intentions to sell the CBD West land and in accordance with section 223 received a single submission from Rescom.

This submission consisted of a counter-offer for the purchase and development of the site.

Rescom’s submission has been considered along with their presentation made at the Special Council Meeting held on 25 November 2019.

The major advantage with the Heads of Agreement already executed is that there is certainty about the sales and development outcomes as the process rolls out and shows a demonstrated, yet practical commitment to the site.

As negotiated, there appears to be no disadvantages to the Heads of Agreement that would be significant enough to warrant its termination.

It is thus proposed that the council, after considering the submission and the presentation made by Rescom, confirm the agreement with Criterion and commence a process to conclude the Sale Contract as contemplated within the Heads of Agreement.

Attachments

The following documents are attached to this report:

- Attachment A: Public notice
- Attachment B: Rescom covering letter of November 11, 2019
- Attachment C: Rescom letter of November 11, 2019 - offer to purchase
- Attachment D: Rescom submission - comparison table
- Attachment E: Rescom letter of August 14, 2019 - vision for the site
- Attachment F: Rescom Preliminary Masterplan for CBD West

Tabled papers

Nil
Declaration of conflict of interests

Under section 80C of the *Local Government Act* 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Chief Executive Officer - Mark Dixon
In providing this advice, I have no interests to disclose in this report.

Director Planning and Infrastructure - Leon Schultz
In providing this advice as the report author, I have no interests to disclose in this report.

Manager Outdoor Operations - Richard Lamb
In providing this advice as the report author, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.
Recommendation

1. That having considered the issues raised in the written submission and having heard those people who requested to be heard in support of the submission in accordance with section 223 of the Local Government Act 1989 (the Act), that council proceed with the sale of land as described in the public notice to Criterion Property and Capital Pty Ltd for the following reasons:

   a) The proposed sale price for the land known as CBD West is above valuation, and is considered a good financial outcome for the community;

   b) The terms of sale including the purchase price, deposit, settlement, and special conditions are acceptable to council; and

   c) The Heads of Agreement with Criterion provides a high level of certainty that the sale will proceed, and this is not presently the case with any other party.

2. That having followed all the required statutory procedures pursuant to sections 189 and 223 of the Act that council resolve to sell:

   - the land known as 41-43 Elgin Boulevard, Wodonga; and
   - the land known as 26 Stanley Street, Wodonga

in accordance with the terms and as described in the public notice of October 12, 2019 (attachment A).

3. That the Chief Executive Officer be authorised to sign on council’s behalf all documents that are required to be signed in connection with the sale.

4. That the Chief Executive Officer be authorised to write to the submitters informing them of this resolution and the reasons for it.

Motion

Crs John Watson / Kat Bennett

That the recommendation be adopted.

Carried unanimously

Correction to agenda report and comments by the CEO

Prior to the motion being moved the CEO advised that there was an error on page 11 of the agenda with respect to the amount listed for the Rescom offer for 26
8.1 - Section 223 submission on proposal to sell land known as CBD West (cont’d)

Stanley Street. The amount listed was $1,810,000 but should have been $1,830,000.

The correct amount was included on pages 7 and 8 of the attachments for this meeting and also formed part of the tabled papers for the special meeting of 25 November.

The CEO stated that the error in the agenda would be corrected in the minutes.

Further, the CEO noted that Brad Matthews from Rescom has emailed councillors today, in response to the officer report.
8.2 - Gifts, Benefits and Hospitality Policy

Purpose of report

The purpose of this report is for the Council to review the Gifts and Hospitality Policy (the policy) and to note the Gifts and Hospitality Guidelines (the guidelines).

Background

The policy was last reviewed by the Council on November 16, 2015.

The policy has proven effective in providing guidance to councillors and staff on the issue of gifts and hospitality. This review of the policy is proposing:

- Alignment with the recommendation of the IBAC report of March 2019 - Local government integrity frameworks review – for the inclusion of the GIFT test;
- The inclusion of “benefits” as a category of gifts;
- The submission annually of the Gifts register to the Audit Committee; and
- Other minor incidental changes, including a change to the name of the policy.

The guidelines do not require a decision of the Council but will be approved by the Chief Executive Officer (CEO), subject to the policy being adopted.

The number of declarations recorded in the Gifts and Hospitality Register since its inception is shown below for the information of councillors:

<table>
<thead>
<tr>
<th>Year</th>
<th>Declarations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>32</td>
</tr>
<tr>
<td>2011</td>
<td>25</td>
</tr>
<tr>
<td>2012</td>
<td>22</td>
</tr>
<tr>
<td>2013</td>
<td>8</td>
</tr>
<tr>
<td>2014</td>
<td>11</td>
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<td>2015</td>
<td>12</td>
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<td>2016</td>
<td>11</td>
</tr>
<tr>
<td>2017</td>
<td>10</td>
</tr>
<tr>
<td>2018</td>
<td>9</td>
</tr>
<tr>
<td>2019</td>
<td>14 (year to date)</td>
</tr>
</tbody>
</table>

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide strong leadership and governance, demonstrating excellence in the way we do business by being innovative, responsive and transparent. We will be accountable and steward the organisation with the highest regard.</td>
<td>Good governance and customer experience</td>
</tr>
</tbody>
</table>
8.2 - Gifts, Benefits and Hospitality Policy (cont’d)

Council policy / strategy implications

Good governance requires that councillors and staff:
- Never solicit gifts, benefits and hospitality;
- Never accept gifts of money; and
- Always consider the value and purpose of a gift, benefit or hospitality before making any decisions about accepting it.

The policy, and its supporting guidelines, contribute to a comprehensive and effective internal governance system.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The policy is not reviewed and councillors and staff are unsure of correct practice.</td>
<td>3</td>
<td>D</td>
<td>S</td>
<td>The council to adopt the policy and the CEO to approve the guidelines.</td>
</tr>
</tbody>
</table>

Financial implications

There are no financial implications associated with this report.

Environmental implications

There are no environmental implications associated with this report.

Sustainability implications

There are no sustainability implications associated with this report.

Social / cultural implications

There are no social / cultural implications associated with this report.

Legislative implications

The *Local Government Act 1989* (the Act) lists the receipt of gifts as one type of indirect interest (section 78C). While the policy and guidelines are not required by legislation they build on the intent of the Act, and reflect best practice.

Community engagement and internal consultation

This has been reviewed by Exec prior to consideration by the Council.

Options for consideration

1. Do nothing. This is not recommended as policies should be reviewed at least every four years.
2. Adopt the attached policy.

Conclusion

This policy provides councillors and staff with a framework for dealing with offers of gifts, benefits and hospitality and assures the community that councillors and staff will act in the public interest.

The policy should be formally approved by the Council, with the CEO authorised to issue the guidelines.

Attachments

The following documents are attached to this report:
- Attachment A: Gifts, Benefits and Hospitality Policy
- Attachment B: Gifts, Benefits and Hospitality Guidelines

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Deputy Chief Executive Officer - Debra Mudra
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the Gifts, Benefits and Hospitality Policy, included with the attachments, be adopted.

Motion

Crs Kat Bennett / Brian Mitchell
That the recommendation be adopted.

Carried unanimously
8.3 - Donation and Sponsorship Requests

Purpose of report

To seek the council’s determination on a donation request submitted by Border Trust for the amount of $3,000 to go towards the 2020 City2City RunWalk.

Background

In accordance with council’s sponsorship and donations policy, sponsorship is any financial or in kind assistance that is provided by the council to any individual, group, organisation to support a service, program or initiative.

The council will only pursue sponsorship and donation opportunities that clearly deliver one or more of the following outcomes.

- Provide opportunities to drive social, environmental, cultural and economic outcomes.
- Provide a net benefit to the community with no detriment to the public interest.
- Support agencies or groups that help address issues affecting the community.
- Deliver strong engagement opportunities, enabling the council to connect with its community in a meaningful and relevant way that would not be possible without sponsorship or a donation.

The Chief Executive Officer has delegated authority to approve sponsorship and donation requests up to $1,000. All other requests, require council approval.

The full application for the sponsorship and donation request for Border Trust is included with the tabled papers.

Project background

*City2City RunWalk* is an annual event aimed at promoting community health and wellbeing, while raising funds for Albury Wodonga Health. The event starts in Albury and finishes in Wodonga.

The *City2City RunWalk* has three objectives:

- To be the major annual event for the community to celebrate and fundraise for Albury Wodonga Health. This is measured by delivering a positive financial return to the health service.
- To promote better health and wellbeing of the Albury Wodonga and surrounding community through participation in a run or walk for better health. This is measured by increasing participant numbers year-on-year.
- Increasing the number of visitors to Albury Wodonga.
Border Trust is seeking a $3,000 donation towards finish line expenses and a walk through water station at Sumsion Gardens replacing a traditional run through station to reduce waste and keep participants hydrated.

### Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community</td>
<td>Being active</td>
</tr>
</tbody>
</table>

### Council policy / strategy implications

At the ordinary council meeting on November 20, 2017, the council resolved to adopt the sponsorship policy requiring all requests for donations or sponsorships over $1,000 to be determined by resolution of the council.

The sponsorship and donations program needs to align with the *Council Plan*, the community vision 2033 and relevant adopted strategies and plans of the council.

### Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C'quence</th>
<th>L'hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants disagree with sponsorship / donation outcomes.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Policy and guidelines provide consistent and transparent process for decision making.</td>
</tr>
<tr>
<td>Community approach councillors / council officers directly for donations and sponsorship.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Policy and guidelines provide information regarding the relevant process to inform community of eligibility and application process and timelines.</td>
</tr>
<tr>
<td>Sponsorship funds are used in a way that is detrimental to the public interest or to council’s reputation.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Council’s policy provides a position on appropriate sponsorship/donations activities.</td>
</tr>
</tbody>
</table>

### Financial implications

<table>
<thead>
<tr>
<th>Grant program</th>
<th>2019-2020 approved budget $</th>
<th>YTD actuals</th>
<th>YTD Remaining funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship/Donations</td>
<td>$20,000</td>
<td>$5,912</td>
<td>$14,088</td>
</tr>
</tbody>
</table>
8.3 - Donation and Sponsorship Requests (cont’d)

Request and past contributions:

- Border Trust request for February 2020 is $3,000 with the total project cost at $197,500.
- Border Trust received a $2,000 donation from the council in 2018 to cover costs of staging the finish line in Wodonga.
- There was no funding request made in 2017.
- The council has previously funded Border Trust $1,000 in 2016.

AlburyCity provides in kind support to this event.

Economic impact

Over the past 4 years this event has attracted more than 16,600 participants. Events such as these are seen as economic drivers due to the potential to attract a large contingent of people to the event that in return benefits local businesses.

Funds raised through the fun run

The event over the past four years has attracted 16,600 participants and has raised $420,000 for AWH.

**2019**
There was $110,000 raised by the 2019 Hume Bank City2City Run Walk that funded life-saving ultra-sound equipment for critical care services, including Emergency, Intensive Care and Anaesthetics. The upgraded equipment allows for faster diagnosis and treatment of Albury Wodonga Health’s most critically ill patients.

**2018**
There was $107,000 (accessed Border Mail 18/2/18) raised for Albury Wodonga Health in 2018. The funds will be used to fund life-saving chronic lung disease equipment and 100 per cent of the events registration fees will go to support the purchase of an Endo Bronchial Ultra Sound Scope (E-BUS).

**2017**
The $110,000 raised in 2017 for Albury Wodonga Health were directed to Albury Wodonga Maternity Unit and Special Care Nursery. This helped pay for the refurbishment of the nursery and patient rooms, improving facilities and amenities for both babies and parents.

**2016**
The 2016 Hume Bank City2City RunWalk raised $110,000 for the Albury Wodonga Health Mental Health Services. This helped fund nine preventative mental health programs.
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8.3 - Donation and Sponsorship Requests (cont’d)

2015
The $100,000 raised in 2015 went toward cardiac services at AWH. The money helped to fund further mobile cardiac monitoring of patients.

Environmental implications
The event will be looking to reduce its environmental impact by replacing a traditional run through water station with a walk through drink station to reduce waste.

Social / cultural implications
City2City activates and unites communities of Albury/Wodonga. It provides an opportunity for people of all ages, abilities and fitness levels to get active and get involved with their community. It is high energy, inclusive and accessible to all and attracts residents and visitors to Wodonga CBD. Additionally, events such as these provide an opportunity for social connections and civic participation, especially with opportunities for volunteerism.

Legislative implications
Section 195A of the Local Government Act 1989 (the Act).
Section 3C (1), 3C (2) (b), 3D (2) (c), of the Act.

Community engagement and internal consultation
Not applicable.

Options for consideration
1. Award Border Trust donation request of $3000.
2. Partially fund Border Trust (amount to be determined by the council).
3. Decline the Donation request for Border Trust.

Conclusion
The council provides sponsorship and donations to a diverse range of individuals, groups and organisations aimed at improving social, environmental, cultural and economic outcomes for Wodonga residents.
The council acknowledges that it is accountable to the community for the responsible and prudent management and disbursement of its funds and that this must be undertaken in a fair, transparent, and equitable manner that maximises community benefit.

**Attachments**

The following documents are attached to this report:
- Attachment A: Border Trust City2City Application

**Tabled papers**

Nil

**Declaration of conflict of interests**

Under section 80C of the *Local Government Act 1989* officers providing advice to the council must disclose any interests, including the type of interest.

Deputy Chief Executive Officer - Debra Mudra
In providing this advice, I have no interests to disclose in this report.

Executive Services Co-ordinator - Stacey Wagner
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That the council make a determination of the donation and sponsorship request from Border Trust for $3,000.

**Motion**

Crs John Watson / Kat Bennett

That the application from Border Trust for a donation of $3,000 towards the 2020 City2City RunWalk be approved.

**Division**

A division was called.
*Councillors Mitchell, Bennett, Speedie, Lowe and Watson voted for the motion. Councillors Hall and Mildren voted against the motion.*

*Carried*
Correction to agenda report

During discussion of this item it was noted that on page 20 of the agenda there was a reference to Wodonga Rotary Club. This was incorrect and should have read: ‘Border Trust’. This error has been corrected in these minutes.
Purpose of report

To seek a council resolution to grant a planning permit (PP 138/2019) for buildings and works for the construction of a Library and Art Gallery and a reduction of 13 car parking spaces at 126 Hovell Street Wodonga (CA 22A Section Y, CA 2048, CA 15 Section Y and CT-11809/398 Township of Wodonga).

The submitted development plans by JWP Architects are included at Attachment A.

Background

The revitalisation of Wodonga’s Central Business Area (CBA) is one of the Council’s key strategic initiatives. Over the last 10 years, Wodonga's CBA has seen a number of city-changing developments occur - the removal of the railway crossing from High Street and the relocation of the station to Melrose Drive; the realignment of Elgin Boulevard and major traffic works to High Street, Elgin Boulevard and Smythe Street; the completion of the inner city bypass along South Street; the redevelopment of the former railway station, goods shed, Junction Square; and the completion of cornerstone developments at the Manns site and the Woolworths site.

The ‘Wodonga CBA Revitalisation Plan’, adopted by Council in 2014, has the goal of making the CBA a “highly attractive and functional centre for existing and new businesses, property investors, residents and visitors”. The Revitalisation Plan and the accompanying ‘CBA Design Guide’ provided the strategic context for Amendment C124 to the Wodonga Planning Scheme, which rezoned the CBA to its current Activity Centre Zone in April 2017. A key objective of the Activity Centre Zone is to develop the CBA into a “vibrant and diverse pedestrian oriented, mixed-use, higher density principal activity centre”.

The current proposal involves the construction of a modern library and art gallery on the site of the existing library and art gallery complex.

Site context

The proposed development site is located to the north east of the intersection of Hovell Street and Lawrence Street. The subject land has an irregular shape, with a frontage of approximately 45-metres to Lawrence Street along the southern site boundary and 157-metres frontage to Hovell Street along the western site boundary. The subject land also has a frontage of approximately 36-metres to Havelock Street to the east. The Cube Wodonga is located to the immediate north of the subject land. The Wodonga Senior Citizens Centre is located to the immediate north-east, while TafeSpace is located to the immediate east. Across Hovell Street to the west is Woodland Grove, which abuts the High Street Shopping Strip.

The site is located within the Wodonga Central Business Area (CBA) and is generally surrounded by commercial, civic and community uses. Land use surrounding the CBA is overwhelmingly residential in nature.
8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

Figure 1: Site Context

Zoning and overlays
The subject land is located within the Activity Centre Zone – Schedule 1 (ACZ1). The ACZ is broken up into ten precincts, with the library within ‘Precinct 5 – Civic and Community’. The use of the land for a library and art gallery is classified as a ‘Section 1 – permit not required’ use in the Civic and Community precinct.

The subject land is affected by a Parking Overlay (PO). This Overlay is discussed later in the report.

Development Assessment
The officer’s delegate report provides a comprehensive assessment of the proposal and is included at Attachment B.

Strategic context
The proposal to redevelop the existing library and art centre facility represents a major development on a strategically significant site in Wodonga's CBA. At a strategic level, the proposal is well supported by State and local planning policy and, in turn, the zoning of the land as an Activity Centre Zone.

There is strategic support for the proposal in planning policies relating to settlement, activity centres, social and cultural infrastructure, and in both the community and strategic planning visions for the City.

**Economic development**
The development of a new library and art gallery on this strategic site will assist in realising Council's overall aim to redevelop the CBA into a robust centre with increased economic, cultural and community activities.

The revitalisation of the CBA (of which the current proposal forms a part) should help to encourage the further concentration of businesses within the CBA. Specifically, the redevelopment of the library/gallery will significantly reinforce the pedestrian movement corridor along High Street between the water tower and Junction Square supporting businesses in High Street. This will, in turn, reinforce future levels of commercial vibrancy within the CBA.

**Social and Cultural Infrastructure**
Locating social and cultural infrastructure within activity centres as proposed is strongly encouraged by the planning policy framework, while Schedule 1 to the Activity Centre Zone clearly directs the provision of social and cultural infrastructure within ‘Precinct 5 – Civic and Community’. The proposal broadly supports and implements Council’s objectives for Activity Centres and specifically the Wodonga CBA.

Clause 21.13-1 Wodonga Central Business Area (CBA) Activity Centre
- **Vision:** A Central Business Area that is welcoming, people-friendly, thriving, inclusive, healthy and sustainable, and is the cultural and community heart of the City.

**Building Design**
Schedule 1 to the Activity Centre Zone has a strong focus on achieving a high standard of building and urban design for new development in the ACZ. The built form and urban design principles contained within Schedule 1 to the ACZ are based on the principles set out in the Wodonga CBA Revitalisation Plan and the Wodonga CBA Revitalisation Design Guide.

Clause 2.0 of Schedule 1 to the Activity Centre Zone sets out the land use and development objectives to be achieved as follows:
- to facilitate a new built form that offers a high quality urban environment and strong connections to the valued landscape setting of the Wodonga CBA.
8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

- to encourage increased environmentally sustainable performance of new buildings in the Wodonga CBA maximising energy efficiency and water conservation.
- to develop a significantly enhanced public domain and streetscapes throughout the activity centre.
- to increase active frontages and visual interest at interfaces with the public realm.
- to encourage building design that enhances passive surveillance and the perception of safety to streets, shared spaces and the public realm.
- to encourage innovative and integrated landscape architecture as part of all new development.

In terms of building and urban design, at ground floor level the proposed building is substantially glazed and visually permeable to its active frontages (northern, southern and western elevations).

Requisite building services / utilities have been deliberately located on the eastern side of the proposed structure facing the TAFE Space building, which is the sites’ least visually sensitive elevation.

The partial upper level contains the proposed Art Gallery space and has been designed to appear to float above the ground floor below. The upper level sits adjacent to Hovell Street and is partially cantilevered to the north.

The proposed design of the upper level creates a large undercover entry adjacent to Hovell Street and provides shade for the proposed courtyard area (shared with The Wodonga Cube to the north).

**Figure 2: Proposed Northern Elevation (Facing the Cube Wodonga)**

The upper level is proposed to be finished with corten steel cladding and an exposed steel truss.

A large skylight and internal void is proposed to provide the library and art gallery with natural lighting. The circular form of the proposed skylight is a deliberate reflection of the form of the adjacent water tower in Woodland Grove.
The submitted development plans include a mixed materials palette that are high quality, durable and enhance the visual interest of the building. This includes extensive use of the following materials:

- Recycled Brick
- Precast Concrete Panels
- Corten Street Cladding
- Glazing at ground floor levels

The proposed courtyard area (shared with The Wodonga Cube) incorporates turfed landscape mounds, a sunken courtyard and a sculpture terrace. This courtyard area provides significant opportunity for further activation of the Hovell Street frontage and connection with Woodland Grove to the west.

In terms of sustainable development, the proposed building has gone through a sustainable building design process. Environmentally Sustainable Design (ESD) features to be included in the development include:

- Shading and passive screening
- Passive thermal mass
- Provision for photovoltaic panels
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8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

- Double glazing
- Water efficient fixtures and fittings
- Energy efficient heating and cooling systems

A permit condition has been included requiring the submission of a plan that shows the ESD features that will be incorporated into the final design. This condition ensures the ESD measures set out in the application documents are clearly translated through to the endorsed plans.

Overall it is considered that the proposal represents an excellent development outcome from a building and urban design perspective, particularly in respect to providing:

- An iconic building at a landmark site
- An attractive southern entry point for the Wodonga CBA
- A visually permeable, inviting ground floor
- A distinctive, attractive and visually interesting first floor structure
- Good visual and physical connections to the north, west and south
- A significantly enhanced public domain in the courtyard between the Wodonga Cube and the new building
- A large, undercover and welcoming entry area
- A naturally light and airy interior

**Car Parking**

The proposal does not include the provision of any new car parking spaces on site. Rather, it seeks a waiver of the statutory car parking requirement, and relies on the existing supply of publicly accessible car parking within the Civic Precinct and surrounds to meet its anticipated car parking demand.

The subject site is located in an area covered by Schedule 1 to the Parking Overlay (PO1). The library and art gallery uses are classed as a 'Place of Assembly', which has a statutory requirement of 3 car parking spaces to each 100sqm of leasable floor area.

Within the Civic Precinct public car parking is shared between the Cube, Wodonga Library, TafeSpace and Council offices. The difference in the leasable floor area between the existing library buildings and proposed buildings has been used to determine the statutory parking requirement and subsequent parking waiver. The proposal increases the floor area of the existing library and art gallery by 440 sq.m.
8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

of leasable floor area. This generates a statutory requirement for the provision of 13 car parking spaces.

The Application includes a Car Parking Demand Assessment prepared by SALT Pty Ltd traffic engineers. The SALT report is included with the attachments at Attachment C. The Car Parking Demand Assessment indicates car parking demand generated by the proposed additional floor space at the library and arts centre can readily be accommodated within existing public on and off street car parking areas. A car parking survey undertaken by Salt in 2017 on Friday, 28 April and Saturday, 29 April between 7am and 7pm found the following:

- The total number of public car parking spaces within the Civic Precinct is 187.
- Peak parking demand occurred at 2pm on the Friday. At this time, 174 car parking spaces were occupied, with an occupancy rate of 93%.
- There are an additional 55 car parking spaces along the middle of Lawrence Street approximately 100m from the subject site. For the same time period these spaces had a maximum occupancy of 31% and average occupancy of 22%.
- Car parking occupancy within the Civic Precinct was significantly different on a Saturday, with a peak demand of 21% at 2pm. This equates to a demand for 40 of the 187 spaces available.
- Evening demands were not recorded past 7pm however they are significantly lower than during the day. At 7pm on the Friday and Saturday, occupancy was 24% and 17% respectively.

The Assessment also found that the following factors supported the proposed waiver of car parking requirements:

- The subject land is well serviced by public transport.
- Many streets close to the subject land include bicycle lanes which encourage non-car based access.
- There is a high likelihood that some visitors will be undertaking a multi-purpose trip and choose to park the car elsewhere for their primary visit (i.e. employment, errand) and walk to the subject site.

Financial contribution where a reduction in car parking is granted
Under Schedule 1 to the Parking Overlay, a financial contribution requirement applies to a waiver of one or more car parking spaces associated with a use other than a dwelling, with the financial contribution being $10,000 (exclusive of GST) for each car parking space that is not provided.
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8 - Officers reports for determination

Planning and Infrastructure

8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

Given the application seeks a reduction of 13 car parking spaces, the current proposal generates a financial contribution requirement of $130,000 (exclusive of GST).

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future.</td>
<td>Land use planning</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The application is placed before Council for deliberation in accordance with Council’s Instrument of Delegation retaining unto itself the power, duty and responsibility to determine applications that include car parking waiver requests in excess of 10 car parking spaces.

The granting of the permit and eventual realisation of the development will help to anchor the southern end of High Street and strengthen Wodonga’s CBA as a highly attractive and functional centre for existing and new businesses, investors, residents and visitors.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of the proposed reduction in car parking results in the development having adverse traffic and parking impacts in the CBA.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Assessment of the application has given careful consideration to the proposed reduction in car parking. An independent traffic engineer has assessed the proposal and supports the proposed level of parking to be provided.</td>
</tr>
<tr>
<td>Council refuses the planning permit application</td>
<td>2</td>
<td>D</td>
<td>S</td>
<td>Officers believe the application complies with the relevant provision of the Wodonga Planning Scheme and recommends the application be approved.</td>
</tr>
</tbody>
</table>

Financial implications

Under Schedule 1 to the Parking Overlay, a financial contribution requirement applies to the proposed waiver of 13 car parking spaces, which equates to $130,000+GST (indexed).
The funds must be used for public parking projects within the Wodonga Central Business Area. These can include:

- Pedestrian amenity improvements
- Bicycle facility improvements
- Bicycle parking (within the road reserve)
- End of trip facilities
- Electric Vehicle Charging Points
- Motorcycle Parking (with off-street car parks and road reserves)

The car parking overlay was introduced into the planning scheme via amendment C98 which was approved by the Minister for Planning in July 2019. Strategic context for the Parking Overlay amendment is provided in the Wodonga Central Business Area – Car Parking Plan 2018 adopted by Council in May 2018.

**Environmental implications**

The proposal incorporates a range of sustainable design features that will reduce energy demands for the life of the building.

**Sustainability implications**

It is recommended that any permit granted include a condition requiring the provision of bicycle parking facilities to facilitate cycling as a sustainable transport option. The provision of a greater number of bicycle parking facilities than the statutory minimum should be encouraged.

**Social / cultural implications**

The granting of a permit and eventual realisation of the development will give residents and visitors to Wodonga greater access to a significant cultural and recreation facility.

The ongoing revitalisation of the CBA, which will be aided by the re-development of the library and art gallery complex, should help to encourage the further concentration of businesses within the CBA, which in turn should reinforce future levels of business, commercial and residential vibrancy within the CBA.

**Legislative implications**

Section 96 of the *Planning and Environment Act 1987* prescribes:

“A responsible authority must obtain a permit from the Minister before carrying out any use or development for which a permit is required under the planning scheme
Community engagement and internal consultation

The Application was placed on Public Notice on 7 November 2019 in accordance with Section 52 of the Planning and Environment Act 1987. No objections to the Application were received.

The Application was referred to Transport for Victoria pursuant to Clause 66.02-11 of the planning scheme "A place of assembly comprising 400 or more seats or 600 or more square metres of gross floor area". Transport for Victoria has provided its conditional consent to the proposal.

The application was referred internally for comment to engineering, landscaping, and strategic planning.

Options for consideration

Option 1: Do nothing. Council has a duty to consider and determine the planning application.

Option 2: Approve the planning permit application with conditions. (recommended option)
Officers have assessed the development proposal and believe it represents a development outcome that meets the relevant requirements of the Wodonga Planning Scheme.

Option 3: Refuse the planning permit application. Officers have assessed the current proposal and are satisfied that it meets the relevant requirements of the Wodonga Planning Scheme.

Conclusion

The proposed Library and Art Gallery redevelopment overwhelmingly meets the requirements of the Wodonga Planning Scheme and represents a cultural and civic development that should add to the vitality and presentation of the CBA.

A reduction in the number of car parking spaces is supported on the basis that there is sufficient public parking in easy walking distance of the subject land to support the proposed development. A financial contribution of $130,000+GST will be applied as a condition of any permit issued for the waiver of the 13 car parking spaces.
8 - Officers reports for determination

Planning and Infrastructure

8.9 - Building and works for the construction of a library and art
gallery in the Activity Centre Zone and a reduction of 13 car
parking spaces at 126 Hovell Street, Wodonga (cont’d)

Attachments

The following documents are attached to this report:
- Attachment A: Development Plans
- Attachment B: Delegate Report
- Attachment C: Car Parking Demand Assessment

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to
the council must disclose any interests, including the type of interest.

Manager Outdoor Operations - Richard Lamb
In providing this advice, I have no interests to disclose in this report.

Manager Planning and Building - John Sidgwick
In providing this advice, I have no interests to disclose in this report.

Team Leader Statutory Planning - Simon Maughan
In providing this advice as the report author, I have no interests to disclose in this
report.
Recommendation

That Council, having considered all relevant matters as required by section 60 of the Planning and Environment Act 1987, grant a Planning Permit for “Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga” subject to the following conditions:

**Amended Plans Required**

1. Prior to the commencement of any building and works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the submitted drawings but modified to show:
   a) Deletion of the optional LED display.
   b) Any modifications as required by Conditions 3 (ESD), 8 (Bicycle Facilities), 11 (Landscape Plan), 14 (Signage Plan) and 16 (Lighting Plan).

**Endorsed Plans**

2. The development must be generally in accordance with the endorsed plans forming part of this permit and must not be altered without the prior written consent of the Responsible Authority.

**Environmentally Sustainable Design (ESD)**

3. Prior to the commencement of any works, an ESD plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan must show the ESD features of the development that incorporate:
   a) Energy efficient heating and cooling systems
   b) Double glazing
   c) Shading and passive screening
   d) Passive thermal mass
   e) Provision for photovoltaic panels
   f) Water efficient fixtures and fittings

Upon approval, the plan will be endorsed as part of the Permit and the development must incorporate the sustainable design initiatives outlined in the plan to the satisfaction of the Responsible Authority.

**Stormwater Management**

4. Stormwater from all roofs, gutters, downpipes and paved areas shall be
drained to a legal point of discharge to the satisfaction of the Responsible Authority.

**Construction to follow sediment control principles**

5. Construction must follow sediment control principles outlined in ‘Construction Techniques for Sediment Pollution Control’ (EPA, 1991). Specifically, the applicant must ensure:
   a) Grading, excavation and construction must not proceed during periods of heavy rainfall.
   b) Sediment traps must be designed, installed and maintained to maximise the volume of sediment trapped from the site during development and construction.
   c) Disturbed areas must be stabilised and revegetated following the completion of works.

**Construction Management**

6. Prior to the commencement of any works, a Construction Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan must address but is not limited to:
   a) Traffic management plan, including provision for pedestrians;
   b) Fencing to contain all litter, restrict vehicle access and deter unauthorised access to the site;
   c) Temporary fencing of the site during construction;
   d) Construction vehicle access point to the site during construction;
   e) Parking facilities for construction workers;
   f) Erosion and sediment control during construction.
   g) Control of mud on roads during construction;
   h) Control of dust generation during construction;
   i) Collection and recycling of construction waste;
   j) Details including contact details of a liaison officer for contact by adjacent business owners and the Responsible Authority in the event of relevant queries or problems experienced during construction.

7. The provisions, recommendations and requirement of the endorsed Construction Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.

**Bicycle Facilities**

8. Provision must be made for the parking of a minimum of 6 bicycles on the subject land in accordance with Clause 52.34 (Bicycle Facilities) of the Wodonga Planning Scheme to the satisfaction of the Responsible Authority.

**Loading and Unloading**

9. Loading and unloading of vehicles and delivery of goods to and from the premises must be carried out within the land as it is shown on the endorsed plans and be conducted as to cause minimum interference with other
8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

vehicular traffic. Loading areas must be kept unobstructed when not in use.

10. Loading and unloading of vehicles and delivery of goods to the subject land must only occur between the following times;
   - 7am to 10pm Monday to Saturday
   - 9am to 10pm Sundays and public holidays

Landscaping

11. Prior to the commencement of any landscape works, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale and show:
   a) Buildings, outbuildings and other structural features on the land that influence the landscape design.
   b) Pedestrian footpaths in Council road reserves.
   c) Natural features that influence the landscape design.
   d) Planting within and around the perimeter of the site comprising trees and shrubs.
   e) Canopy trees to reduce heat island effect.
   f) The proposed design features such as paths, paving, lawn and finished surfaces.
   g) The integration of any public art into the courtyard area.
   h) A schedule of all proposed vegetation (trees, shrubs and ground covers) which includes botanical names, common names, pot size, mature size and total quantities of each plant.
   i) Means of watering the landscaped area.
   j) Landscape construction details and specification.

12. Prior to the occupation of the building, the landscaping works as shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority. Landscaping must then be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

Waste Management

13. All goods, refuse and packaging material associated with the development must be stored within the premises at all times (with the exception of waste collection) unless the Responsible Authority has approved, in writing, alternative arrangements.

Signage Plan

14. Prior to the erection of any signage, a signage plan generally in accordance with the plans submitted by JWP Architects, to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must demonstrate that the impacts of any proposed illumination does not have an adverse impact on:
8 - Officers reports for determination
Planning and Infrastructure

8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

a) Road and pedestrian safety.
b) Residents of any nearby residential development.

15. All signs must be constructed and maintained to a safe and tidy standard to the satisfaction of the Responsible Authority.

Lighting Plan
16. Prior to the commencement of any works, a Lighting Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan must detail the following:
   a) Lighting to all public areas external to the building;
   b) Façade lighting;
   c) Security lighting;
   d) Hours of operation of the lighting system, including method of control.

Financial Contribution for Parking Waiver
17. Before the use of the building commences, a contribution of $130,000 (exclusive of GST) must be made to a fund that is utilized for public parking projects within the Wodonga Central Business Area in accordance with Section 5.0 of the Parking Overlay (Schedule 1).

Amenity Conditions
18. The amenity of the area must not be detrimentally affected by the development through the:
   a) Transport of materials, goods and commodities to or from the land;
   b) Appearance of any buildings, works or materials;
   c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, waste water, waste products, grit or oil;
   d) Presence of vermin;

to the satisfaction of the Responsible Authority.

19. Windows at ground floor level are not to be provided with obscure glazing or signage which prevents surveillance of the streetscapes without the prior written consent of the Responsible Authority.

20. Noise emissions from activities from the site must not exceed that prescribed in the State Environment Protection Policy (Control of noise from Commerce, Industry and Trade) No. N1 (or as amended), as if the subject land fell within the area of the policy to the satisfaction of the Responsible Authority.

21. Noise emissions from the site must comply with State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 (or as amended) to the satisfaction of the responsible authority.

22. All plant and equipment (including air-conditioning units) must be located or screened so as to minimise visibility from any of the surrounding footpaths
8.9 - Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga (cont’d)

and from overhead views and must be baffled so as to minimise the emission of unreasonable noise to the satisfaction of the Responsible Authority.

23. Prior to occupation, access for persons with disabilities must be provided in compliance with the Disability Discrimination Act 1992 and such access must be maintained at all times the building is occupied or in use, to the satisfaction of the Responsible Authority.

24. Prior to the commencement of any works over any easement, the permit holder must obtain approval from the relevant authorities to remove and/or build over the easements pertaining to the site to the satisfaction of the Responsible Authority.

Transport for Victoria Conditions

25. The demolition and construction of the development must not disrupt bus operations on Hovell Street without the prior written consent of the Head, Transport for Victoria.

26. Any request for written consent to disrupt bus operations on Hovell Street during the demolition and construction of the development be submitted to the Head, Transport for Victoria not later than 8 weeks prior to the planned disruption and must detail measures that will occur to mitigate the impact of the planned disruption.

Expiry

27. This permit will expire if one of the following circumstances applies:
   a) The development is not commenced 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 periods referred to if a request is made in writing before the permit expires or within six months afterwards. The Responsible Authority may extend the time for the completion of the development, if an application is received within 12 months after the permit expired and the permit was lawfully commenced prior to the expiry of the permit.

Motion

Crs John Watson / Kat Bennett

That the recommendation be adopted.  

Carried unanimously
8.4 - Tender for the construction of new Wodonga Gallery/Library

Purpose of report

To seek the council’s determination in awarding the tender W1774-19 Construction of the new Wodonga Gallery/Library.

Background

The redevelopment of the Wodonga Cultural Precinct is a key strategic imperative in strengthening Wodonga’s economic, cultural and social capacity, both now and into the future.

The precinct is home to infrastructure and services that provide significant social, cultural, educational and tourism offerings that benefit community, businesses, workers and visitors in the city.

The project proposes to redevelop and expand Arts Space Wodonga (Wodonga Gallery) and Wodonga Library, two of the main facilities within the cultural precinct, to be significant amenities that service the community of Wodonga into the future.

Arts Space Wodonga and Wodonga Library are important assets in Wodonga’s community cultural precinct. They are facilities accessed by both residents and visitors to the city, and integral to the landscape of a developing city. The community cultural precinct offers a vibrant program and receives over 300,000 visitors per annum, activating the southern anchor of the CBA.

Wodonga Council commenced master planning of its community cultural precinct in 2015. This process identified the limitation of the present gallery and library service and the need to address both infrastructure and operational limitations in order to take the services into the future.

Wodonga’s community cultural precinct sits between Lawrence Street and Elgin Boulevard and Havelock and Hovell Street, Wodonga. The master plan over the precinct provides future options and proposed staged developments for up to a 25 year timeframe.

Gallery Vision

The gallery will provide a contemporary space for the development, delivery and celebration of arts and culture.

It will deliver a visual arts program that showcases regional artists and is intellectually and emotionally accessible to the community and visitors through interactive and immersive programs, with a focus on young families. Creating opportunities for young families to engage in the visual arts is a key niche the venue will play in the wider region. This in line with both the demographic profile of Wodonga and visitors to the city.

The gallery will also foster the development of an innovative and creative cultural industry through providing pathway opportunities, partnerships and programs.
Library Vision
Public libraries play a central role in the modern community. Wodonga Library will be a safe place; a space for information and life-long learning; and a space for relaxation, recreation and community engagement.

With new technology coming on line at a rapid pace, along with moves towards a knowledge-based society, the public library is changing and moving to keep pace.

Council engaged the services of JWP Architects (JWP) to develop the design for the new Wodonga Gallery Library in September 2018. In the time following the award, JWP and council staff have developed the final design for the facility ready for tender.

Works undertaken to date include:

- Concept Planning
- Detailed Design
- Tender documentation
- ESD report
- Quantity Surveyor reports

Tenders for the demolition of the existing facility were advertised on July 6, 2019 and closed on July 30, 2019. Works on demolition commenced in late November, 2019.

Response
Tenders for the construction of the facility were advertised in the Border Mail, the Age, Sydney Morning Herald and Tender Search on Saturday July 13, 2019. The original closing date was Tuesday August 27, 2019; however, this was extended to close at noon on Tuesday September 17, 2019.

Three tenders were received from:

1. H. Troon Pty Ltd
2. Zauner Construction Pty Ltd
3. Hansen Yuncken Pty Ltd

It should be noted that for this report the dollar value of each tender has not been provided for commercial in confidence reasons.

Evaluation
The evaluation team members were:

- Anne Visser, Team Leader Projects and Design
- Simone Hogg, Acting Director Community Development
- Theo Panagopoulos, Manager Infrastructure and Works
8.4 - Tender for the construction of new Wodonga Gallery/Library (cont’d)

- John Guthrie, Architect and Director at JWP Architects

The following selection criteria were used as advertised in the tender document.

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodology</td>
<td>15%</td>
</tr>
<tr>
<td>Ability to meet timeframe</td>
<td>15%</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>15%</td>
</tr>
<tr>
<td>Quality</td>
<td>15%</td>
</tr>
<tr>
<td>Resources</td>
<td>10%</td>
</tr>
<tr>
<td>Benefit to the local region</td>
<td>10%</td>
</tr>
<tr>
<td>Environmental sustainability</td>
<td>10%</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Scoring**

The following point scoring was applied to the criteria:

<table>
<thead>
<tr>
<th>Score</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Non compliant</td>
<td>Fails to satisfy specified requirements</td>
</tr>
<tr>
<td>1</td>
<td>Below expectations</td>
<td>Does not meet the requirement to a major degree</td>
</tr>
<tr>
<td>2</td>
<td>Marginally</td>
<td>Does not meet the requirement but may be adaptable or made acceptable</td>
</tr>
<tr>
<td>3</td>
<td>Acceptable</td>
<td>Meets the requirement except in minor aspects Successful completion likely</td>
</tr>
<tr>
<td>4</td>
<td>Very good</td>
<td>Meets the requirement but may be marginal in minor aspects</td>
</tr>
<tr>
<td>5</td>
<td>Superior</td>
<td>Meets or exceeds the requirement in all respects</td>
</tr>
</tbody>
</table>

To calculate the weighted score: weighting x technical / quality analysis score = weighted score. The tendered price is then divided by the weighted score to provide the value for money (VFM) indicator. The best value is the tender with the lowest VFM indicator.

**The process**

All tenders were evaluated in adherence with the council’s tendering policy and procurement guidelines.
The submission from H. Troon Pty Ltd (Troon) was fairly brief in detail and submitted a short construction time of just 9 months. The company is based in Ballarat and specialises in metal fabrication and building construction. Their submission did not detail any recent or relevant projects as examples but rather examples of large industrial warehouse/bulky goods buildings. The evaluation panel concluded that H. Troon Pty Ltd appeared to lack the relevant expertise for this particular project at this time.

The submission from Zauner Construction Pty Ltd was considered to be of very high quality and their methodology contained quite specific details about the construction processes proposed and finishing details including details in relation to the entrance stairs and skylight atrium that are a feature of this building. Site management controls including traffic management were also detailed. Zauner Construction Pty Ltd listed a number of specific relevant projects including The Cube in Wodonga and MAMA, the Albury Regional Art Gallery. Zauner Construction Pty Ltd has also completed a number of other projects for council including Waves.

The submission from Hansen Yuncken Pty Ltd was of a high standard and contained a detailed methodology regarding the construction process and site management procedures. Hansen Yuncken Pty Ltd had a similar timeframe for construction as Zauner Construction Pty Ltd of around 16-18 months which is the expectation for a project of this size. Hansen Yuncken Pty Ltd have completed a large range of public buildings such as hospitals, arts and community centres.

**Value for money**

The value for money indicator for each tenderer is shown below:

<table>
<thead>
<tr>
<th>Name / company</th>
<th>Value for money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. H. Troon Pty Ltd</td>
<td>32932</td>
</tr>
<tr>
<td>2. Zauner Construction Pty Ltd</td>
<td>29139</td>
</tr>
<tr>
<td>3. Hansen Yuncken Pty Ltd</td>
<td>33300</td>
</tr>
</tbody>
</table>

After the first stage of the assessments, the tender submission from Zauner Construction Pty Ltd was identified as providing the best value for money option for Council. The panel also determined that there were a number of clarifications required in the submitted schedules from all three tenderers. This was duly sought and responses obtained.

Following this, it was determined to seek value management options from Zauner Construction Pty Ltd and Hansen Yuncken Pty Ltd as their submissions were considered to be of the better quality, demonstrated a greater understanding of the work involved and had the more relevant experience. The value management options were received and further evaluated by the panel. These ranged from
alternative external cladding options to internal features such as linings, lighting and door types.

Council met with both Zauner Construction Pty Ltd and Hansen Yuncken Pty Ltd in order to further quantify the value management opportunities being offered and firm up their final tendered offers. A number of meetings were held to determine a way to meet the budget requirements for the project whilst maintaining the architectural design intent.

At the conclusion of the value management exercise, both Zauner Construction Pty Ltd and Hansen Yuncken Pty Ltd identified significant savings without materially impacting on the design intent of the building.

In the final assessment it was determined that Zauner Construction Pty Ltd provided the best value for money to council.

This is what is now presented to council for consideration.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Arts and culture</td>
<td>Support and provide a range of programs, events and facilities for the community and visitors to enjoy arts and cultural activities and promote civic pride, expression and participation.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

Wodonga Council prepared the Wodonga Community Cultural Master Plan in 2015. This plan identified the limitations of the present gallery and library and the need to address these issues in order for the services to be effectively delivered into the future.

Following this process the Wodonga Gallery and Library Feasibility Study was undertaken. This study assessed the future potential redevelopment options for the gallery and library.

Following the successful receipt of State Government funding for the project, council awarded a tender for the design of the new facility in September 2018.

**Risk management implications**

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe work practices resulting in death of worker.</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Safe Worth Method Statements for job activities created and used.</td>
</tr>
</tbody>
</table>
A comprehensive risk assessment will accompany the construction project once awarded.

A comprehensive risk assessment accompanies the present venue operations and interim operational model.

**Financial implications**

Council has committed a sum of $8,870,100. Council has received funding from Regional Development Victoria (RDV) of $4,000,000 for this project. The total available budget for the project is $12,870,100. Any future funding received in relation to this project will offset Council’s contribution.

Based on a tender award to Zauner Construction Pty Ltd in the sum of $10,353,700, plus preliminaries, equipment and a project contingency, the current anticipated total project expenditure is $12,790,770.

The project contingency will be controlled by council and will only be expended as approved and in accordance with the procurement guidelines.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Project Budget $</th>
<th>Project Expenditure $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council RDV</td>
<td>8,870,100</td>
<td>4,000,000</td>
<td>Council allocation Confirmed State Government funding</td>
</tr>
<tr>
<td>Living Libraries funding application is unsuccessful.</td>
<td>2</td>
<td>C</td>
<td>H</td>
</tr>
<tr>
<td>Outcome of ‘value engineering’ realises a saving of less than the assumed $750,000.</td>
<td>3</td>
<td>C</td>
<td>S</td>
</tr>
</tbody>
</table>

**Environmental implications**

The design of the building incorporates environmental design features including:
Material selection: The external building materials have been selected to allow future recycling and reduction in ongoing maintenance costs. Recycled red brick has been selected to reduce material energy consumption in fabrication.

Reduced Energy: The facility will be supported by a solar panel array, low energy Mechanical Chiller, LED lighting and high levels of thermal control including double glazing and shading devices for external windows. These thermal and energy initiatives will reduce ongoing running costs.

Passive Design: Large North facing windows allow for indirect natural light to flood into the Library and meeting room. The East and West elevations have carefully controlled opening to minimize heat load while providing natural light and connectivity to the external environment.

Reduced Building Footprint: The building footprint has been reduced to allow for more garden and community spaces increasing the opportunities to enhance the site’s ecological value with native plantings.

Energy Consumption: Installation of solar panels on the roof space to generate electricity for the site.

Sustainability implications

An Environmentally Sustainable Design report was prepared and recommendations incorporated into the final design of the facility. The most significant elements are detailed in the section above.

Social / cultural implications

The project will have a social impact on the Wodonga community and the wider region by providing opportunities for social inclusion, cultural expression, sharing of heritage and identity, access to diverse resources, community education and capacity building, and quality of life.

The overarching aspiration for the combined facility is to offer elevating and interesting spatial experiences and have scale and presence while conveying warmth and welcome in its role as a community space.

Benefits to the local region

Based on the responses to this mandatory criteria:

Zauner Construction Pty Ltd are a local company that employ staff from the local area, employ local student building cadets and expect to utilise up to 95% of local subcontractors for this project. They also sponsor local sporting clubs, community groups and events.
8.4 - Tender for the construction of new Wodonga Gallery/Library (cont’d)

Legislative implications

The winning tenderer is required to have suitable insurance and to conduct their activity within State and Federal legislation, local laws, Australian Standards and Codes of Practice, VicRoads standard specifications, supplier/manufacturers recommendation/instructions and any industry standards.

Community engagement and internal consultation

Consultation has already occurred with key stakeholders for the library and gallery during the feasibility study development and concept design phase. A communication plan has been developed and will be executed over the duration of the design and build processes.

Options for consideration

Option one – Do nothing.

This is not recommended as the Wodonga Community Cultural Precinct Master Plan and the Wodonga Gallery and Library Feasibility Study strongly support the redevelopment of the gallery and library and the outcomes it can deliver for the Wodonga community.

Option two – Award the tender

Accept the recommendation to award the tender for W1774-19 Construction of the new Wodonga Gallery/Library to Zauner Constructions Pty Ltd for the contract sum of $10,353,700 with a completion date of 30 June, 2021.

Conclusion

It is recommended that the council pursue Option Two and award the tender for W1774-19 Construction of the new Wodonga Gallery/Library to Zauner Constructions Pty Ltd for the contract sum of $10,353,700 with a completion date of 30 June, 2021.

Attachments

Nil

Tabled papers

Nil
Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Manager Infrastructure and Projects - Theo Panagopoulos
In providing this advice, I have no interests to disclose in this report.

Engineering Project Management Officer - Peter Whitmarsh
In providing this advice as the report author, I have no interests to disclose in this report.

Contracts Administrator - Melanie Simpson
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

1. That the tender from Zauner Constructions Pty Ltd for Construction of the new Wodonga Gallery/Library for the contract sum of $10,353,700 (excl GST) be accepted.


Motion

Crs John Watson / Brian Mitchell
That the recommendation be adopted.

Carried unanimously
8.5 - Municipal Early Years Plan 2019-2020 to 2020-2021

Purpose of report

The purpose of this report is to present the revised Municipal Early Years Plan 2019-2020 to 2020-2021.

Background

A Municipal Early Years Plan (MEYP) is a local strategic plan that outlines council’s role in providing services, infrastructure, planning, advocacy and community development for children and families. It fosters a whole-of-community, whole-of-system approach to building community strength and addressing the underlying causes of inequity and vulnerability of children and families. Vulnerability can be a fluctuating state that knows no boundaries such as socioeconomic status or cultural background.

The early years of a child’s life provide a critical opportunity to give a child the best start in life. There are a large number of risk factors associated with these years that can have negative impacts on the child’s health, developmental, learning and social wellbeing. Conversely there are a large number of protective factors in early childhood that are associated with prevention of these adverse effects.

The Municipal Association of Victoria (MAV) initially developed a MEYP framework in 2006 with Wodonga Council adopting the previous Municipal Early Years Plan 2015-2016 to 2016-2017 in 2015 to provide a link between the Council Plan and the early year’s programs and services. It provided a blueprint for how we delivered on the council plan and keep services effective and efficient.

Since this time there has been significant reform and investment by governments, both state and federal in supporting the early years and recognition of the important role local government has in leading local policy, delivering services and programs and providing infrastructure.

Whilst it is not a statutory requirement for council to have a MEYP it is recognised as an integral part of the collaborative partnership that was sealed with a formal agreement between local and state government in 2008. This was supported by The Compact – Supporting Children and Families in the Early years – A Compact between DET, DHHS and Local Government (represented by MAV) 2017-2027. The MAV Resource Guide to Municipal Early Years Planning was updated in 2018 to reflect the Compact agreement and continues to place MEYP’s within the broader policy context of social planning.

The revised Municipal Early Years Plan 2019-2020 to 2020-2021 feeds down from the Wodonga Council Plan 2017-2018 to 2020-2021 to give strategic direction to the implementation of programs and services that reflect the needs and priorities of our children aged 0-8 years and their families. The MEYP will be the key document that reflects council’s commitment to the early years and will supersede the Child Friendly City Policy that council adopted in 2012 which will be set aside. This comprehensive document incorporates the council plan key focus areas and
strategic objectives as well as the programs and services provided, forming a framework that ensures children and their families are supported in our city.

The revision of this document is an interim measure to ensure a current MEYP is in place whilst giving the Early Years and Family Services business unit time to undertake comprehensive community consultation, review and planning required for the implementation of the State Government’s early education reforms. These reforms include the school readiness funding commencing in 2021 and roll out of universal three year old preschool commencing in Wodonga in 2022.

### Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community.</td>
<td>Families, children and young people</td>
<td>Review and update the Municipal Early Years Plan to ensure evidence-based and responsive policy to reflect current standards of best practice.</td>
</tr>
</tbody>
</table>

### Council policy / strategy implications

The Municipal Early Years Plan 2015-2016 to 2016-2017 has been revised and updated to reflect the current council plan and its key focus areas and strategic objectives. The Municipal Early Years Plan 2019-2020 to 2020-2021 outlines the current activities and services that the council will provide over the next two years.

It articulates the council’s commitment to achieving the optimal health, development and wellbeing outcomes for the children and families in this community. It demonstrates the direction that the council is taking in ensuring that our most vulnerable children will ‘not be left behind’. In addition, it shows our role in advocacy, collaboration and partnership with community organisations and all levels of government.

### Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The absence of the Municipal Early Years plan - council plan action not completed.</td>
<td>4</td>
<td>C</td>
<td>Medium</td>
<td>Continue to work at an operational level.</td>
</tr>
<tr>
<td>Lack of strategic direction would impact on the organisations ability to demonstrate its commitment to supporting children and families.</td>
<td>4</td>
<td>C</td>
<td>Medium</td>
<td>Continue to provide early years services in line with service agreements and licencing authorities. Implement the reform agenda as set by the state government with a focus on how this impacts on our community.</td>
</tr>
<tr>
<td>The absence of the plan</td>
<td>4</td>
<td>C</td>
<td>Medium</td>
<td>Continue government</td>
</tr>
</tbody>
</table>
Financial implications

The Municipal Early Years plan will provide an opportunity for sound decision-making and provide clear direction to meet the council plan actions resulting in an effective and efficient use of resources. It will provide clear and concise information to the council and community and allow us to have a solid position by which to apply for funding grants and research projects, as well as leverage with other units in the council and outside partners.

Council plan actions are currently within budget forecasts.

Environmental implications

Children are aware of the environment and have previously stated a desire to be involved with the development of both the natural and built environments that surround them. Environmental impacts are considered when planning and delivering services and amenities. Environmental sustainability will have an emphasis in all council activities. There are no perceived environmental impacts with well-informed planning.

Social / cultural implications

By approving the revised Municipal Early Years Plan 2019-2020 to 2020-2021 there will be many positive social and cultural implications for our community and we will achieve council’s vision that:

- Children are born healthy;
- All children in the city reach their optimal development;
- Wodonga’s children are happy, healthy, safe and included. They share and enjoy all the benefits of the city, and add vibrancy and excitement to the daily life of the community;
- Children know they belong, and they feel connected within their families, their schools and their wider community. They have an abundance of opportunities to learn, to play and to discover. They are free to develop their cultural identity, and;
- Children have a voice within the community and the council actively seeks to hear it. The council embraces what the children can add to the future of the city and also celebrates the growth and achievements that they experience every day.
Ordinary meeting – December 09, 2019

Officers reports for determination

Community Development

8.5 - Municipal Early Years Plan 2019-2020 to 2020-2021 (cont’d)

Legislative implications

United Nations, Convention of the rights of the Child 1989

Community engagement and internal consultation

The revised plan is an interim measure to allow the time to complete a broad and multi-staged community consultation program that will inform and direct the creation of a new Municipal Early Years plan in 2020-2021 and implement the state government reform agenda.

To meet the needs of our community whilst implementing the many changes taking place in the early years sector a comprehensive consultation process is required. The following activities are proposed during the next two years:

1. Completion of the service reviews: The Early Years’ service review was completed in 2018, the Childcare service review will be completed 2019-2020 and the Maternal and Child Health service review is scheduled for 2020.

2. A community infrastructure plan, informed by the state wide Children’s Services Capacity Report being conducted by Ernst and Young on behalf of the Department of Education and Training, will be completed in 2019/20.

These activities will provide much needed data and an opportunity for a comprehensive community consultation that will inform the next MEYP. Undertaking a review of the services provided by the Early Years and Family Services business unit and developing a community infrastructure plan will facilitate:

- Strategically planned infrastructure and services that display best practice;
- Planning and delivery of services that are place-based and meeting our community’s needs; and
- Financially responsible and provide best value for the council and community.

Options for consideration

1. Do nothing. This option will provide no clear link between the key focus areas and strategic objectives of the Council Plan and the activities and services provided by the Early Years and Family Services business unit.

2. Approve the revised the Municipal Early Years Plan 2019-2020 to 2020-2021. This option will provide a clear blueprint for the continuation of the council plan actions. It will link the Council Plan with subsidiary strategic documents that will lead to well-planned and delivered services, infrastructure and
programs. This in turn will allow us to deliver services to children and families that are place based, cost effective and tailored to community needs.

**Conclusion**

Approve the revised *Municipal Early Years Plan 2019-2020 to 2020-2021* that links the Council Plan’s key focus areas and strategic objectives leading to well planned, strategically delivered and cost effective services.

**Attachments**

The following documents are attached to this report:
- Attachment A: Child Friendly City Policy
- Attachment B: Municipal Early Years Plan 2019-2020 to 2020-2021

**Tabled papers**

Nil

**Declaration of conflict of interests**

Under section 80C of the *Local Government Act 1989* officers providing advice to the council must disclose any interests, including the type of interest.

Acting Director Community Development - Simone Hogg
In providing this advice, I have no interests to disclose in this report.

Manager Early Years and Family Services - Nola Bales
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That:

1. The revised Municipal Early Years Plan 2019-2020 to 2020-2021 be adopted; and

2. The Child Friendly City Policy be revoked.

**Motion**

Crs Ron Mildren / Kat Bennett

That the recommendation be adopted.  

Carried unanimously
8.6 - Community Grants Policy and Community Impact Infrastructure Grant Program Guidelines

Purpose of report

The purpose of this report is to present the Community Impact Infrastructure Grant program guidelines and updated Community Grants Policy for endorsement. The grant program has been developed to meet identified community needs of community organisations when applying for grant funding.

Background

Council first established its grant program to provide support to community groups/organisations and individuals in recognition of their vital contribution to Wodonga’s development and community wellbeing. Council provides grants and donations to build community capacity and to assist with social, cultural, recreational and environmental outcomes, aligned to the outcomes as outlined in the council plan and other adopted strategies and plans.

These grants are provided through an open and competitive process. An assessment panel assesses the grant applications using a weighted assessment framework.

The following grant funding programs are currently offered twice a year (February and July):

**Community Impact Grant** is a funding program that provides direct financial contributions by the council to a group or organisation towards programs, services or initiatives that will benefit the community. Applicants can request up to $3,000. This grant is competitive.

**Community Impact Partnership Grant** is a funding program that provides direct financial contributions provided by the council to a group or organisation towards programs or services through Memorandums of understanding (MOU's) or contractual agreements between the council and the funded organisation that will benefit the community. Applicants can request up to $10,000 per year for up to three years. These agreements are over one, two or three years.

While these grant programs offer support in the form of seed funding to a broad range of projects and programs across Wodonga an evident gap has been identified. Council consistently receives requests for small infrastructure projects and equipment to improve/enhance community outcomes. For example, request for fencing to increase safety of children, or request for a disability ramp to make a building accessible for people of all abilities. The current grant programs do not adequately cover and/or address infrastructure and/or equipment requests.

In response, Council has developed the Community Impact Infrastructure Grant program guidelines (attachment A). This grant has been developed based on best practice and draws on other local government grant programs (Albury City). This program would be offered twice a year, in alignment with the Community
Impact Grants and Community Impact Partnership Grants. Applicants can request up to $10,000 for their project.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a city that is well-connected, informed and engaged, which supports people to meet, participate and move safely and easily to access services and opportunities.</td>
<td>Inclusion, participation and access.</td>
<td>Support local organisations through the provision of a community grants program to assist groups to meet identified community needs.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

The Community Impact Infrastructure Grant program has been developed to align with the council plan, the community vision 2033 and relevant adopted strategies and plans of the council.

In addition, the Community Grants Policy has been updated (attachment B, changes highlighted in yellow) to include the Community Impact Infrastructure Grant program.

**Risk management implications**

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community/applicant disagrees with criteria and eligibility.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Council has research and used best practice to develop guidelines.</td>
</tr>
<tr>
<td>Creates additional work for Council staff.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Clear requirements have been put in place through the guidelines for eligibility, including pre-work/attachments for capital project requests.</td>
</tr>
</tbody>
</table>

**Financial implications**

It is proposed $40,000 of the existing Community Impact Grant budget be redirected to the Community Infrastructure Grant program to enable more diverse community organisations, clubs and groups to access funding to better meet identified infrastructure or equipment needs of their user groups.

The table below outlines the 19/20 financial commitments and the proposed allocation for the three grant categories. Noting, no change to the total net cost to council for community grants.
The total amount available under the community grants programs will be determined annually by the council as part of the budgetary process.

**Environmental implications**

This grant program will consider and include infrastructure and equipment that supports environmentally sustainable outcomes, such as enhancement of green spaces, and/or tree planting and is aligned with the council’s strategic direction.

**Sustainability implications**

To address sustainability, when applying for the grant, applicants will be asked to address the ongoing maintenance of their infrastructure or equipment project as part of the assessment.

**Social / cultural implications**

The Community Infrastructure Grant program assists community infrastructure and equipment projects that provide direct benefits to residents of the city and links to the following key strategic objectives:

Healthy, safe and resilient community
Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community.

Connected and engaged community
Create a city that is well connected, informed and engaged, which supports people to meet, participate and move safely and easily to access services and opportunities.
Sustainable and forward looking
Protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future.

Legislative implications

Section 3C (1), 3C (2) (b), 3D (2) (c), of the Local Government Act 1989.

Community engagement and internal consultation

A review of community grants identified consistent feedback from internal staff members and external community/sporting groups that highlighted the need for an infrastructure and equipment category.

The grant programs are advertised at appropriate times throughout the year. Council staff are asked to contact their community groups and networks to promote the grant programs. This will include direct contact with community groups who have identified infrastructure or equipment needs.

Options for consideration

Option 1:

Do not endorse the Community Impact Infrastructure Grant program and updated Community Grants Policy.

Option 2:

Endorse the Community Impact Infrastructure Grant program and updated Community Grants Policy.

This grant program seeks to realign existing community grant funding to better meet the needs of our community organisations and sporting clubs. The funding will benefit our community through a range of infrastructure and equipment projects.

Conclusion

The purpose of this grant program is to provide a funding avenue to better meet the needs of the community through infrastructure and equipment projects.

Through offering another avenue for community organisations, groups and clubs to secure funding council can support projects that maximise community benefit. This will further enable our community to be safe, included and participate more in community life.
8.6 - Community Grants Policy and Community Impact Infrastructure Grant Program Guidelines (cont’d)

Attachments

The following documents are attached to this report:

- Attachment A: Community Impact Infrastructure Grant Program Guidelines
- Attachment B: Community Grants Policy_updated

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Acting Director Community Development - Simone Hogg
In providing this advice, I have no interests to disclose in this report.

Manager Community Planning and Well-Being - Claire Taylor
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That:

1. The Community Impact Infrastructure Grant program guidelines be endorsed; and
2. The Community Grants Policy be adopted.

Motion

Crs Kat Bennett / Brian Mitchell
That the recommendation be adopted.

Carried unanimously
8.7 - Sport and Recreation Victoria Funding Program 2020-21

**Purpose of report**

The purpose of this report is to provide options and recommendations of projects for the 2020-2021 Sport and Recreation Victoria Funding Programs.

**Background**

Wodonga Council’s *Sport and Recreation Plan 2014-2040* outlines the important role council plays in providing recreation and sporting infrastructure, spaces and services, as well as advocating and encouraging participation.

Each year council officers present the State funded sports grants to the council.

The *Victorian Government* has released its annual sport and recreation Local Sports Infrastructure Programs that provide grants for planning, building new infrastructure and improving existing facilities where communities conduct, organise and participate in sport and recreation.

The programs currently open for application includes:

- **2020-21 Planning Stream**
  The Planning stream provides support to undertake a range of strategic infrastructure planning projects which are independent, consultative and identify future actions to support Active Victoria’s strategic directions.

- **2020-21 Female Friendly Facilities Stream**
  The Female Friendly Facilities stream supports the development of new or redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation.

- **2020-21 Community Facilities Stream**
  The Community Facilities stream supports the development of new or redevelopment of existing community sport and active recreation infrastructure, ensuring all infrastructure is high quality and accessible to all.

- **2020-21 Strategic Facilities Stream**
  This program provides funding to support the development and upgrade of significant sport and active recreation infrastructure with a demonstrated strategic catchment beyond the local community.

- **2020-21 Aquatics Centres and Indoor Stadiums Stream**
  This program provides funding to support the development and upgrade of aquatic leisure centres and multi-sport indoor stadiums.
Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community.</td>
<td>Being active.</td>
<td>Plan and deliver appropriate, well-planned and sustainable infrastructure and improvements to sporting and recreation precincts across the city.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The delivery of these projects is supported by:

- Sport and Recreation Plan;
- Physical Activity Strategy;
- Recreation Facility Maintenance and Development Policy; and
- Sports Precinct Master Plans.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer labour and in kind support from clubs will not be completed.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Completion of volunteer labour forms are part of the application process. Clear and written understanding of the commitment by clubs prior to the application being submitted. Project meetings held with clubs on successful application prior to the works commencing and throughout the delivery of the project.</td>
</tr>
<tr>
<td>Proposed costs does not meet budget.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Costings developed by qualified contractors or quantity surveyors. Contingency allocations included in project budgets.</td>
</tr>
<tr>
<td>The council is unable to deliver the project in the required timeframe.</td>
<td>4</td>
<td>D</td>
<td>L</td>
<td>Suitable timeframes provided by state government for project delivery. Projects recommended have completed planning works prior to application.</td>
</tr>
</tbody>
</table>

Financial implications

The following table outlines projects recommended for application and the accompanying requested council contribution.
### Officers reports for determination

#### Community Development

**8.7 - Sport and Recreation Victoria Funding Program 2020-21 (cont’d)**

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>TOTAL PROJECT COST</th>
<th>GRANT</th>
<th>USER CONTRIBUTIONS</th>
<th>COUNCIL CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belvoir - Willow Park Masterplan upgrade House Creek shared path linkage</td>
<td>$43,500</td>
<td>$30,000</td>
<td>N/A</td>
<td>$13,500</td>
</tr>
<tr>
<td><strong>Female Friendly Facilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Park – Les Cheesley Oval pavilion Redevelopment</td>
<td>$751,482</td>
<td>$500,000</td>
<td>$200,000 Fed Govt $21,482 WCC</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Community Sports Infrastructure Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biralle Park Football and Netball Redevelopment 2nd netball court and sports field lighting upgrade</td>
<td>$625,000</td>
<td>$250,000</td>
<td>$300,000 Fed Govt</td>
<td>$75,000*</td>
</tr>
<tr>
<td>Belvoir Park Regional Playground – Stage 2 redevelopment</td>
<td>$1,019,500</td>
<td>$250,000</td>
<td>N/A</td>
<td>$276,500 - 2019/20 $200,000 - 2020/21 $293,000* - 2021/22</td>
</tr>
<tr>
<td><strong>Strategic Facilities or Aquatic Centre and Indoor Stadiums</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baranduda Fields – Stage 1 AFL oval and pavilion</td>
<td>$3,000,000</td>
<td>$800,000</td>
<td></td>
<td>$2,200,000 - 2021/22</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$5,439,982</td>
<td>$1,830,000</td>
<td>$521,482</td>
<td>$3,088,000</td>
</tr>
</tbody>
</table>

*Denotes a request for council contribution in addition to what is presently forecast in the 10 year capital budget.

Club contributions are still to be finalised (cash and/or in kind) which may reduce the council contribution for the recommended projects.

Councils are required to approve and underwrite any in-kind contribution from the clubs.

*Attachment A: Sport and Recreation Victoria Funding Options for Consideration* outlines the details of each of the projects, contribution from community groups and the requested financial contribution from the council.
Sustainability and Environmental implications

Projects submitted under this funding program are required to address issues around safety, risk management, universal design principles and environmentally sustainable design (ESD) elements in the application.

The projects presented improve or develop the council’s existing assets.

Social / cultural implications

The projects presented for consideration are aimed at improving the provision and sustainability of recreation facilities across Wodonga and therefore supporting access and opportunities for physical activity.

The provision of sporting infrastructure provides the opportunity for people to participate in sports, both formal and informal, and contributes to and encourages an individual’s propensity to be physically active; resulting in improved health outcomes.

These projects will provide modern, family and female-friendly, safe, inclusive and accessible facilities. Improved environments and infrastructure will support greater levels of physical activity, assist in reducing the incidence of obesity and improve mental health outcomes of the community.

Legislative implications

N/A

Community engagement and internal consultation

The projects proposed for consideration are strategically linked to both the council plan and individual facility masterplans. Stakeholder and community engagement informed the development of facility masterplans and strategic plans.

Council officers have consulted with Sport and Recreation Victoria to determine the strength of individual projects in satisfying the criteria of the Local Sports Infrastructure Fund.

Options for consideration

The options presented include:

1. Support the submission of the recommended applications for the Sport and Recreation Victoria funding programs for 2020-2021; or

2. Do not support the submission of the recommended applications for the Sport and Recreation Victoria funding programs for 2020-2021.
Conclusion

The Victorian Government provides a variety of annual funding programs to support sport and recreation facility developments.

The projects proposed for the council’s consideration have all been assessed based on the funding criteria to maximise the potential success of applications.

Council officers have also considered the direction and priorities of the council’s sport and recreation plan and precinct master plans to determine the proposed projects for presentation.

Attachments

The following documents are attached to this report:

- Attachment A: SRV funding projects 2020-21

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Acting Director Community Development - Simone Hogg
In providing this advice, I have no interests to disclose in this report.

Manager of Sport and Recreation - Liona Edwards
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the applications for funding listed in the officer report be supported for the Sport and Recreation Victoria Funding programs for the 2020-2021 financial year.

Motion

Crs John Watson / Danny Lowe

That the recommendation be adopted.

Carried unanimously
Purpose of report

The purpose of this report is to seek a Council resolution to enter into negotiations and to conclude these negotiations to either:

a) enter into a new lease for the continued and future accommodation arrangements for Council’s Outdoor Operations unit;

b) purchase the properties making up the current Council Depot plus an additional, adjacent site, at 10 Kane Road; or

c) enter into a new lease with an option to buy by 30 June 2021 included in the lease, so the proposed purchase can be included in the draft 2020-2021 budget to go out for consultation.

Background

Council’s Outdoor Operations unit works depot is located at 1 Kendall Street and 8 Kane Road, Wodonga. These two existing properties are linked by a common boundary to form an “L” shaped footprint (see plan at attachment A).

1 Kendall Street comprises a total land area of approximately 13,000m² with sheds and office space of approximately 3,000m².

8 Kane Road comprises a total land area of approximately 4,100m² and sheds of approximately 1,000m², including a wash-down bay for council’s plant and fleet.

The properties are owned by WILVAL Pty Ltd and ROJAN Developments Pty Ltd, and are currently leased through LJ Colquhoun Dixon Commercial Real Estate.

Council Outdoor Operations unit working out of the works depot include:

<table>
<thead>
<tr>
<th>Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads and roadsides teams</td>
<td>16</td>
</tr>
<tr>
<td>Gardens team</td>
<td>19</td>
</tr>
<tr>
<td>Parks team</td>
<td>20</td>
</tr>
<tr>
<td>Management and administration</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>

The existing practice of leasing premises for the works depot has been in place since the sale of the original works depot during the late 1990/early 2000’s. The council works depot was located at Howards Road, Wodonga, now known as Petcare Place.

The current works depot has significant operational benefits. 8 Kane Road is in close proximity to 1 Kendall Street, “the main depot facility” and within 10 kilometres to circa 90% of council’s open space and roads infrastructure assets, making access to these sites easy and efficient.
The open space available at these sites also facilitates the storage of a range of materials, including light poles, pavers, gravel, sand (for emergencies) and the like and provides ample parking for staff, visitors and operational plant and equipment.

This proposal adds 10 Kane Road for consideration, identified as a strategic inclusion into the depot precinct and able to cater for significant expansion over time and improved movements and storage of materials and equipment.

**Works depot at 1 Kendall Street – Some history**

**2010**
Council commenced a five year lease agreement with WILVAL Pty Ltd on July 14, 2010 for 1 Kendall Street, building A, with an option for another five year lease. The cost being $70k + outgoings per annum, paid monthly. Initial property lease period to July 14, 2015.

**2011**
Council’s commenced a four year lease agreement with WILVAL Pty Ltd July 14, 2011 for 1 Kendall Street, building B, with an option of another five years. The cost being $50 k + outgoings per annum, paid monthly. Initial property lease period to July 14, 2015.

**2015**
The lease extended for 1 Kendall Street to July 14, 2020 with L. J Colquhoun Dixon Commercial Real Estate.

**2020**
The current lease expires on 14 July 2020.

**Works depot at 8 Kane Road – Some history**

**2013**
Council commenced a four year and six month lease agreement with WILVAL Pty Ltd January 1, 2013 for 8 Kane Road, with an option for another four years and six months lease. The cost at the time being approximately $42k per annum + outgoings, paid monthly. Initial property lease period to June 30, 2017.

Correspondence, dated 1 August 2016, was received from L.J Colquhoun Dixon Commercial Real Estate drawing council’s attention to the requirement to exercise the extension option by 31 March 2017.

The lease extension was agreed to (54 months), extending this lease to 31 December 2021.

It is to be noted that the council has set aside a 5ha land parcel at the old Wodonga Saleyards to facilitate the possible construction and relocation of a new depot for the Outdoor Operations unit in the future. At this time, such a project is considered too costly, with estimated costs to construct a new depot in the order of $10 - $15 million, therefore a leasing proposal at the current sites was preferred.
With the expiry of these leases imminent, an Expression of Interest (EoI) process commenced in July 2019 with a closing date of 13 August, 2019. A total of eight documents were downloaded, four of which were later withdrawn, with only one submission being received, from ROJAN Developments PL and WILVAL PL.

The current premises have suited council’s Outdoor Operation’s function very well, with a number of small built improvements undertaken over the past number of years. These have generally been funded either by the property owner, or undertaken at council’s expense.

Over the past years however, it has become evident that to better accommodate the Outdoor Operations unit into the longer-term, some alterations/modifications to the existing built facilities will be required.

As an extension to the EoI, an indication of the costs of these extensions was included by the landlord – these costs to be borne by the landlord, but recoverable through the leases over the coming years.

These construction costs are estimated to be in the order of $900,000 and include additional undercover grader and truck storage, improvements to existing buildings with improved male and female amenities, change rooms and showers, renewal of plumbing and electrical services and construction of a new meeting/training/first aid room.

These additions/alterations/improvements are considered necessary and will provide the Outdoor Operations unit with a facility which is safe, accessible and which provides improved facilities, particularly for females entering the Outdoor Operations workforce.

In order for both parties to consider the options available in the event of these works being undertaken (or not), it is proposed that lease periods of 10 years, with two 5 year options be considered.

The EoI also included an additional vacant site at 10 Kane Road (approximate land area of 3600m²). The benefit by incorporating this option will result in additional storage space for materials currently stored offsite. This would realise substantial efficiencies and productivity improvements for depot staff having works materials more accessible and reduce any current public safety risks by accessing these materials at the Waste Transfer Station where they are currently stored. (attachment B).

At the request of Councillors to obtain an alternative comparison, an option to purchase the properties at 1 Kendall Street, 8 and 10 Kane Road was explored. Discussions with the property owner has resulted in a purchase price of $5.5 million, GST excluded, based on the properties in their current state.

It is likely that any improvements as contemplated elsewhere in this report will add approximately $1 million to this price.
Council’s valuation for rates purposes has the Capital Improved Value (CIV) and Site Values as set out below:

<table>
<thead>
<tr>
<th>Property</th>
<th>CIV</th>
<th>Site Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Kendall Street</td>
<td>$1,080,000</td>
<td>$660,000</td>
</tr>
<tr>
<td>8 Kane Road</td>
<td>$462,000</td>
<td>$286,000</td>
</tr>
<tr>
<td>10 Kane Road</td>
<td>$263,000</td>
<td>$263,000</td>
</tr>
</tbody>
</table>

The above values total $3.014 million.

A formal valuation has not been undertaken at this time, and no legislative requirements are set around this matter.

**Council policy / strategy implications**

No existing council policy or strategy relates to the works depot. It should, however, be noted that with the relocation of the old Wodonga Saleyards from its location at Whytes Road, during negotiations to sell that excess land, a 5 hectare land parcel was subdivided out and retained to provide the council with a future Depot site.

In the event that the current depot is purchased, the council-owned land at Whytes Road would no longer be required and should be considered for potential divestment, with an approximate value around $500,000.

**Risk and opportunity management implications**

With regard to entering into a new lease for the depot properties, the only identified risks relate to council not supporting future leases over the existing two properties located at 1 Kendall Street and 8 Kane Road, making up council’s Outdoor Operations depot, and the current landlord not being amiable to successfully negotiating a new lease.

The latter risk has been mitigated with some preliminary discussions held and the landlord being responsive to the EoI process undertaken.

With regard to the possible purchase of the properties, the risks associated therewith include the potential opportunity lost if the Council does not resolve to purchase the properties and prefers to enter into ongoing leases. A risk associated with the immediate purchase of the site is that if potential land sales currently under negotiation are not realised in the short term, some form of short to medium term borrowing may be necessary.

To mitigate this risk and prevent a revised budget incorporating the purchase and potential borrowings going out for consultation, the 10 year lease could have a clause that is an option to buy the property at an agreed price by June 30, 2021. This would allow the 2020-2021 budget to include the purchase and current land sales to conclude prior to Councillors agreeing to enter into the depot purchase.
Financial implications

**Leasing option**

Council’s Outdoor Operations unit’s annual operating budgets cover the leases of these facilities and are financially resourced to cover these costs over the long-term financial plan and beyond.

The ongoing and any additional costs would form part of future budget deliberations, with no foreseeable financial constraints identified, for consideration when entering into new lease agreements.

While current leasing costs are in the order of $250,000 per annum, these are anticipated to rise to approximately $350,000 once the proposed alterations and refurbishments (circa $1 million) have occurred and 10 Kane Road is included. The current outgoings are circa $50,000 per annum.

**Purchase option**

On a comparison of outright purchase –v- leasing for 10 + 5 + 5 years, the internal rate of return on the investment ($5.5 million purchase and $1 million renovation) is 6.36%, with a 17 year payback period using discounted cash flows. This makes the outright purchase a very attractive option.

By utilising future land sales and temporarily ‘borrowing’ from Council’s own cash reserves the outright purchase could potentially be accommodated without external borrowings.

Rent expense (no longer required) included in the long-term financial plan can be used to ‘repay’ back the cash reserves required to fund the long-term capital plan. With rent estimated at $332,000 for the first year, each 3 years of rent saved will generate just over $1 million of ‘repayment’ funds.

The sale of the 5 hectare site at the old Wodonga Saleyards could occur and also be used to repay cash reserves, thereby reducing the payback years from 17 to 15.

Council has a potential $3.5 million in land sales currently undergoing a S.223 process. There are sufficient cash reserves set aside to fund large capital projects over the next 4-5 years of the long-term capital plan that could be temporarily utilised while waiting for that property to settle.

There is $1.8 million in the reserve set aside for a potential Defined Benefit Superannuation Call-up. There is now a three year notification period prior to a payment being required. The current Vested Benefit Index at 30 September 2019 was 107.3%, which is well above the 97% intervention threshold. These funds are currently only earning 1.4% - 1.5% interest with rates expected to decrease further.
If Council is successful in obtaining grant funding of $2 million each from the State and Federal governments for Gasgate, then Council funds required would be $1.5 million less than what is included in the current long term capital plan, and could therefore be reallocated to the depot purchase.

There is $1.3 million cash set aside in a provision to fund the landfill monitoring and remediation over the next 16 years. This amount is earning interest at record low rates and therefore it would be financially advantageous to allocate part of these funds to generate the higher internal rate of return on this project. If part of this provision is used, it would be repaid over time from the unspent rent in the operating budget.

At current interest rates, if Council borrowed the additional $3 million required over and above the CBD West sale proceeds, the borrowing could be repaid within 10 years and the overall years to payback would only increase from 17 to 18 years as a result of the interest on the borrowings.

Overall, the purchase of the depot has very good merit and will result in a positive cash and profit outcome for Council. Council holds sufficient cash reserves and has sufficient land sale potential to self-fund the purchase in the short to medium term while rent savings will ultimately cover the full cost over time.

The worst-case scenario would be if the depot was purchased outright and all potential land sales under offer/negotiation fell through and a defined benefit superannuation call-up was made. In this case, Council may need to look to obtaining a temporary line of credit finance facility or other short-term borrowing until sufficient rent savings were generated to cover the cash shortfall. The outcome would still result in a positive cash and profit outcome with a positive internal rate of return substantially higher than that currently available for cash investments.

Environmental implications

No environmental implications have been identified in seeking new lease agreements with the current landlord of the Depot properties. Similarly, no environmental implications have been identified should the Council resolve to purchase the sites.

It should be noted that over the past years, some of the additional works undertaken to the property at 8 Kane Road have included the harvesting of rainwater to supplement potable water at the plant and fleet wash-down bay, reducing the costs associated with potable water.

Council has also funded improvements works to parts of these facilities, including an EPA-accredited wash-down bay for council’s plant and equipment fleet.
8.8 - Outdoor Operations Depot - proposed negotiations into new leases or acquisition. (cont’d)

Also, the close proximity to the majority of council’s operational assets reduces the kilometres travelled during maintaining and servicing these assets, reducing the depot’s transport carbon footprint.

Social / cultural implications

There are no known social or cultural implications in considering new future leases or acquisition over the properties concerned.

Legislative implications

There are no known legislative implications in considering new future leases or acquisition over the properties concerned, other than the potential for a budget revision if the decision was to immediately purchase the depot outright.

Community engagement and internal consultation

None required for a lease, however as mentioned elsewhere in the report community consultation would need to be undertaken if a revised budget was required.

Options for consideration

Option one – Do nothing.
This is not recommended as upon the expiry of the current leases, council’s Outdoor Operations unit will have no accommodation. This would negatively impact upon the delivery of council’s maintenance functions.

Option two – Commence discussions/negotiations of new leases over the two properties located at 1 Kendall Street and 8 Kane Road and an additional property located at 10 Kane Road.
This is a reasonable option if supported and preferred by the Council, and will ensure the seamless continuation of the outdoor operations functions from the existing facilities.

This option will include the lessor undertaking the building upgrade and refurbishment works before the commencement of the new leases.

This option has an opportunity cost involved, in that the potential internal rate of return achievable with the purchase of the depot is not realised.

Option three - Commence negotiations to purchase two properties and buildings located at 1 Kendall Street and 8 Kane Road and an additional property located at 10 Kane Road.
This option sees the Council resolve to enter into negotiations to conclude a purchase of the land and buildings making up the current depot sites, being 1 Kendall Street and 8 Kane Road as well as an additional site being 10 Kane Road.
The owner of the properties has provided council with a total purchase price, as is, of $5.5 million.

This option would also see the Council allocating an additional $1 million to the depot project to ensure that the necessary refurbishment and upgrade works are funded in the next financial year.

This option would require Council to prepare and adopt a revised budget and could result in a requirement to consider taking out borrowings in a future year if current land sales under negotiation/offer are not realised. For these reasons, an immediate outright purchase is not recommended.

**Option four – Commence discussions/negotiations of new leases over the two properties located at 1 Kendall Street and 8 Kane Road and an additional property located at 10 Kane Road and incorporate a clause with an option to buy the renovated property for $6.5 million by 30 June 2021.**

This is the preferred option as it includes the benefit of purchasing the property outright in the next financial year. This would enable the 2020-2021 budget to be prepared on the basis that the property purchase will occur. Potential land sales currently under offer should have contracts exchanged and settlement dates set, thereby providing assurance that those funds will be available should the option be exercised. If the land sales do not occur, Council may determine not to exercise the option if they did not want to risk taking out short-term borrowings.

The decision to exercise the option would be made by the new Council following next year’s council election and they would have sufficient time to be fully briefed and informed prior to making a decision by the end of June 2021. If the option is not exercised, Council would retain the lease for the full term of 10 + 5 + 5 years.

Given the financial benefits and lower risk of this option, it is recommended that the Council supports and pursues option four, by authorising the Chief Executive Officer to negotiate a lease with an option to purchase the depot, as set out in this report.

**Conclusion**

Council’s works depot operates effectively out of two leased sites in Wodonga. The leases for these expire on 14 July 2020 (1 Kendall Street) and 31 December 2021 (8 Kane Road).

Following an Expression of Interest process, only one submission was received. The respondent to the EoI was the current landlord of both properties.

This submission also included indications of likely costs to be incurred by the landlord to ensure that the current premises are upgraded, improved and rendered more appropriate to the longer-term requirements of the Outdoor Operations unit and their evolving needs into the future.
The EoI also included the offer for council to lease 10 Kane Road, an option worth considering to allow additional operational options that will improve the productivity and efficiency of the Outdoor Operations team while also catering for the needs of a growing city.

In order to ameliorate the likely increased lease costs associated with the proposed and necessary improvements to the sites, it is proposed that the leases be at least for an initial period of 10 years, with options of 5 + 5 years and that these be evaluated against current and future budgetary considerations.

Council has already had and funded improvement works to parts of these facilities, including an EPA-accredited wash-down bay for council’s plant and equipment fleet.

Discussions have occurred with the owner of the properties who has indicated a willingness to sell the land and buildings to council. They have provided council with a purchase price of $5.5 million dollars, as is, for an immediate sale of all three properties or a purchase price of $6.5 million after completion of the renovation works in an option to purchase by 30 June 2021 in the lease referred to above. This is an attractive option, given that a new depot built to ensure accommodation into the future, could be in the order of $10 - $15 million and the fact that current lending interest rates (if required) are lower than they have ever been.

By continuing to operate out of these premises, council’s effectiveness over Wodonga’s current geographical footprint is consolidated and allows the council to continually evaluate its options with regard to perhaps establishing a small ‘satellite depot’ in the Leneva Baranduda growth area over time.

It is proposed that the Chief Executive Officer be authorised to negotiate and enter into a new lease contract, with an option to purchase, over the existing properties at 1 Kendall Street and 8 Kane Road, Wodonga plus the site located at 10 Kane Road.

**Attachments**

The following documents are attached to this report:
- Attachment A: Current Leased Properties - Outdoor Operations Depot
- Attachment B: Proposed Leased Sites

**Tabled papers**

Nil

**Declaration of conflict of interests**

Under section 80C of the *Local Government Act* 1989 officers providing advice to the council must disclose any interests, including the type of interest.
8.8 - Outdoor Operations Depot - proposed negotiations into new leases or acquisition. (cont’d)

Chief Executive Officer - Mark Dixon
In providing this advice, I have no interests to disclose in this report.

Manager Outdoor Operations - Richard Lamb
In providing this advice as the report author, I have no interests to disclose in this report.

Director Business Services - Narelle Klein
In providing this advice as the report author, I have no interests to disclose in this report.

Director Planning and Infrastructure - Leon Schultz
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That:

1. The Chief Executive Officer be authorised to negotiate and enter into a new lease over the properties at 1 Kendall Street, 8 Kane Road and 10 Kane Road, Wodonga;

2. The lease initially be set at 10 years plus two 5 year options thereafter;

3. The lease include an option to purchase the three renovated properties at a purchase price of $6.5 million by 30 June 2021; and

4. The 2020-2021 draft budget be prepared on the basis that the option to purchase is exercised.

Motion

Crs Brian Mitchell / John Watson

That the recommendation be adopted.

Carried unanimously
Council has not received any Officers reports for noting for this meeting.
10.1 - Finance Report for November 2019

Purpose of report

The finance report provides a monthly update to the council on the performance of its business operations.

Background

This report is provided on a monthly basis. It provides financial information including comparison with budgets with regards to:

- Income Statement
- Capital Works
- Balance Sheet
- Treasury (cash management)

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide strong leadership and governance, demonstrating excellence in the way we do business by being innovative, responsive and transparent. We will be accountable and steward the organisation with the highest regard.</td>
<td>Financial management</td>
<td>Review and enhance our financial management and reporting system to ensure relevant and timely financial advice.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The finance report is part of the council’s practice of openness and transparency in its provision of information to the community.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to achieve current budget due to tight budgets and unforeseen events and needs being higher than budgeted.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Conservative financial management.</td>
</tr>
<tr>
<td>Inability of cash funds to cover mandatory reserves and deposits.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review budget. Take corrective action for unbudgeted expenditure.</td>
</tr>
<tr>
<td>Inability of council to deliver the adopted capital budget and re-budget items.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review the capital budget status against target dates.</td>
</tr>
</tbody>
</table>
Financial implications

This is contained in the body of the report.

Environmental implications

Within the parameters of the council’s investment policy and directive a proportion of funds invested are held in responsible investment products in organisations free from exposure to fossil fuel, tobacco, alcohol and/or gambling activities. See Table 3 – Funds Invested below for percentage of Responsible Investments.

Social / cultural implications

Not applicable

Legislative implications

Under section 138 of the Local Government Act 1989 the CEO at least every three (3) months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the council. This report, being developed on a monthly basis, more than ensures this legislative requirement is satisfied.

Community engagement and internal consultation

No consultation has been held separately on this report, although items within the budget will have included their own level of consultation on a case by case basis.

Options for consideration

Not applicable

Conclusion

Not applicable
## Contents

1. Financial Statements

   a. Income Statement
   b. Balance Sheet
   c. Variance Explanations
   d. Treasury Report
   e. Capital Program Summary

### 1. Financial Statements

#### Key financial highlights and overview

**Key Points**

- The income from rates and federal funding via the Grants Commission is received in large tranches at specified times during the year. The council manages this cash flow by investing and recalling surplus funds in term deposits, as required by the budgeted expenditure in the operating and capital programs.

- The council has a focus on ensuring that actual expenditure does not exceed the budgeted allocations. To this end, the expenditure in both the operating and capital programs are analysed monthly and where discrepancies are identified appropriate remedial actions are taken.

#### Key financial summary

<table>
<thead>
<tr>
<th>Key financial summary</th>
<th>Year to Date – November 2019</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Recurrent Income</td>
<td>52,548,791</td>
<td>52,196,628</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>22,438,426</td>
<td>24,041,959</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>30,110,365</td>
<td>28,154,669</td>
</tr>
<tr>
<td>Capital Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Expenditure</td>
<td>5,415,144</td>
<td>7,216,363</td>
</tr>
<tr>
<td>Closing cash &amp; investments</td>
<td>38,222,476</td>
<td>35,316,553</td>
</tr>
</tbody>
</table>

*Refer Section D – Treasury for explanation*
10.1 - Finance Report for November 2019 (cont’d)

a. Income Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Year to Date – November 2019</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td>(b)</td>
</tr>
<tr>
<td>User Charges</td>
<td>2</td>
<td>2,820,314</td>
<td>2,568,352</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>108,649</td>
<td>181,250</td>
</tr>
<tr>
<td>Grants</td>
<td>3</td>
<td>3,585,072</td>
<td>3,534,874</td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td>163,186</td>
<td>103,945</td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
<td>52,548,791</td>
<td>52,196,628</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>4</td>
<td>9,574,879</td>
<td>10,358,532</td>
<td>(783,652)</td>
<td>26,290,428</td>
<td>26,094,525</td>
</tr>
<tr>
<td>Materials</td>
<td>5</td>
<td>8,286,579</td>
<td>9,141,381</td>
<td>(854,802)</td>
<td>24,745,223</td>
<td>21,597,649</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td></td>
<td>213,464</td>
<td>216,285</td>
<td>(2,821)</td>
<td>1,264,252</td>
<td>1,264,252</td>
</tr>
<tr>
<td>Depreciation</td>
<td>6</td>
<td>4,106,356</td>
<td>3,977,085</td>
<td>129,271</td>
<td>9,545,000</td>
<td>9,545,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td>257,148</td>
<td>348,676</td>
<td>(91,528)</td>
<td>1,910,488</td>
<td>1,939,568</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td></td>
<td>22,438,426</td>
<td>24,041,959</td>
<td>(1,603,532)</td>
<td>63,755,391</td>
<td>60,440,994</td>
</tr>
</tbody>
</table>

| Surplus/(Deficit) |      | 30,110,365                   | 28,154,669 | 1,955,695 | (3,176,929) | (475,379) |

Note:
- b. Includes approved 1st quarter adjustments and rebudgets, and unapproved 2nd quarter adjustments
### 10.1 - Finance Report for November 2019 (cont’d)

#### b. Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>November 2019</th>
<th>June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash assets</td>
<td></td>
<td>38,222,476</td>
<td>34,227,243</td>
</tr>
<tr>
<td>Receivables</td>
<td>5</td>
<td>29,297,972</td>
<td>2,954,045</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>23,028</td>
<td>23,028</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
<td>0</td>
<td>927,858</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>67,543,476</td>
<td>38,132,173</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td></td>
<td>632,910,890</td>
<td>632,064,834</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td></td>
<td>632,910,890</td>
<td>632,064,834</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>700,454,366</td>
<td>670,197,007</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables &amp; provisions</td>
<td></td>
<td>5,415,220</td>
<td>4,825,813</td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>4,637,382</td>
<td>4,663,866</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>1,453,379</td>
<td>1,946,627</td>
</tr>
<tr>
<td>Trust deposits</td>
<td></td>
<td>1,341,201</td>
<td>1,387,134</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>12,847,182</td>
<td>12,823,439</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>726,190</td>
<td>643,931</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>18,516,032</td>
<td>18,516,032</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>1,159,618</td>
<td>2,077,646</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td></td>
<td>20,401,841</td>
<td>21,237,610</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>33,249,022</td>
<td>34,061,049</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td>667,205,344</td>
<td>636,135,958</td>
</tr>
</tbody>
</table>

**Represented by:**
- Accumulated surplus: 426,608,019, 411,588,547
- Reserves: 209,672,810, 224,547,412
- Current year earnings: 30,924,515, 0

**Equity**

<table>
<thead>
<tr>
<th></th>
<th>November 2019</th>
<th>June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>667,205,344</td>
<td>636,135,958</td>
</tr>
</tbody>
</table>
## 10.1 - Finance Report for November 2019 (cont’d)

c. Variance Explanations

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Year to Date Actual v Year to Date Budget</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
</table>
| 1    | User charges $252k | **Income – higher than budget:**  
- $98k Fees General favourable, due to timing of Preschool fees, and The Cube ticket sales and catering revenue.  
- $33k sale of land, budget variation to come.  
- $34k fees registrations, predominantly due to timing of food premises registrations.  
- $59k inspection fees due to building inspections higher than budget and prior year. | T | P  
  
| 2    | Employee Costs ($784k) | **Expenditure – lower than budget:**  
- Salary and wages are ($543k) favourable to budget due to staff vacancies in People and Workplace, Early Home Learning, Preschools, IT, Works – Parks and Gardens and Roads Maintenance. Partially offset by contractor costs to cover vacancies. Budget variations in progress to cover permanent staff vacancies for the year.  
- ($160k) favourable year to date in WorkCover premium and claims. Timing of actual claims is unknown, estimate only.  
- Travel and accommodation is ($44k) favourable due to timing of travel across council. | P/T | P/T |
| 3    | Materials ($854k) | **Expenditure – lower than budget:**  
- ($395k) timing of consultancy work for Strategic Planning, Projects and Design and Sustainability.  
- ($134k) Strategy, plans and programs, due to timing of Business Innovation and Youth Services programs.  
- ($148k) Events and Festivals, timing of creditor invoices.  
- ($256k) contract payments, predominantly due to timing of contract payments for council’s recreation facilities management, and to waste management operators.  
- $90k Materials, predominantly operating projects, timing of tree planting purchases. | T  
  
| 4    | Depreciation $129k | **Expenditure – higher than budget:**  
- Plant and equipment and buildings were capitalised higher than forecast when the 19/20 budget was set. | P |
## 10.1 - Finance Report for November 2019 (cont’d)

### Balance sheet (differences with June 2019)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Expected variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Receivables $29.3m</td>
<td>Current Assets – Higher than June 2019:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The annual rates and fire service levy charges were raised in August 2019.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Other Current Assets ($928k)</td>
<td>Current Assets – Lower than June 2019:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This reduction relates to the year-end prepayments accrued at the end of June 2019 being expensed in 2019/20.</td>
<td></td>
</tr>
</tbody>
</table>
Treasury

The following table details the variances between the Cash Held and the Revised Budget.

Table 1 – Cash Held reconciliation

<table>
<thead>
<tr>
<th>Item</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held - Invested (Table 3 below)</td>
<td>37,570</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>652</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 1 below)</td>
<td>38,222</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 1 below)</td>
<td>35,317</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td><strong>2,905</strong></td>
</tr>
<tr>
<td><strong>Variances comprise:</strong></td>
<td></td>
</tr>
<tr>
<td>Actual v Revised Budget YTD – Operating (excludes non-cash dep., asset sales)</td>
<td>1,956</td>
</tr>
<tr>
<td>Actual v Revised Budget YTD – Capital</td>
<td>1,801</td>
</tr>
<tr>
<td>Other (net movement in debtors/creditors/deposits etc.)</td>
<td>(852)</td>
</tr>
<tr>
<td><strong>Variance as above</strong></td>
<td><strong>2,905</strong></td>
</tr>
</tbody>
</table>

The following table details the main components of the current Cash as per Balance Sheet.

Table 2 – Cash Commitments

<table>
<thead>
<tr>
<th>Item</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
<td>7,874</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>404</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>569</td>
</tr>
<tr>
<td>Working capital</td>
<td>29,375</td>
</tr>
<tr>
<td><strong>Cash commitments</strong></td>
<td><strong>38,222</strong></td>
</tr>
</tbody>
</table>
### Table 3 – Funds Invested

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Product</th>
<th>Lodged</th>
<th>Maturing</th>
<th>Yield</th>
<th>$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>04-06-19</td>
<td>04-12-19</td>
<td>2.40%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>Mystate Bank</td>
<td>Bank</td>
<td>TD</td>
<td>17-06-19</td>
<td>06-01-20</td>
<td>2.20%</td>
<td>3,000,000</td>
<td>7.99%</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>Bank</td>
<td>TD</td>
<td>26-08-19</td>
<td>24-02-20</td>
<td>1.70%</td>
<td>3,000,000</td>
<td>7.99%</td>
</tr>
<tr>
<td>ME Bank-WREN</td>
<td>Bank</td>
<td>TD</td>
<td>26-08-19</td>
<td>24-02-20</td>
<td>1.62%</td>
<td>1,300,000</td>
<td>3.47%</td>
</tr>
<tr>
<td>BankVic</td>
<td>Bank</td>
<td>TD</td>
<td>04-09-19</td>
<td>05-03-20</td>
<td>1.65%</td>
<td>3,500,000</td>
<td>9.32%</td>
</tr>
<tr>
<td>Mystate Bank</td>
<td>Bank</td>
<td>TD</td>
<td>05-09-19</td>
<td>05-03-20</td>
<td>1.65%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>Australian Unity</td>
<td>Bank</td>
<td>TD</td>
<td>30-10-19</td>
<td>30-04-20</td>
<td>1.60%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>30-10-19</td>
<td>29-10-20</td>
<td>1.45%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>28-06-19</td>
<td>06-01-20</td>
<td>2.00%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>10-05-19</td>
<td>20-05-20</td>
<td>1.55%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>28-05-19</td>
<td>04-12-19</td>
<td>2.25%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>25-10-19</td>
<td>12-05-20</td>
<td>1.55%</td>
<td>3,000,000</td>
<td>7.99%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>Maxi</td>
<td></td>
<td></td>
<td>1.45%</td>
<td>2,000,000</td>
<td>5.32%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td></td>
<td></td>
<td>0.80%</td>
<td>7,770,000</td>
<td>20.68%</td>
</tr>
</tbody>
</table>

**Total Invested** | **37,570,000** | **100.0%**

**Responsible Investments** | **71.3%**

### Table 4 - Loans

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Borrowed</th>
<th>Original Value</th>
<th>Term Years</th>
<th>Maturing</th>
<th>% Rate</th>
<th>Balance Owing</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac</td>
<td>21-Dec-05</td>
<td>15,668,624</td>
<td>25</td>
<td>21/12/30</td>
<td>6.50%</td>
<td>10,226,452</td>
<td>51%</td>
</tr>
<tr>
<td>BNY Trust</td>
<td>30-Aug-07</td>
<td>14,800,000</td>
<td>25</td>
<td>30/08/32</td>
<td>Float</td>
<td>6,308,123</td>
<td>32%</td>
</tr>
<tr>
<td>NAB</td>
<td>20-Jun-13</td>
<td>7,900,000</td>
<td>10</td>
<td>20/06/23</td>
<td>5.06%</td>
<td>3,434,746</td>
<td>17%</td>
</tr>
</tbody>
</table>

**Total Loans** | **19,969,411** | **100%**

### Reconciliation to balance sheet

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Interest bearing liabilities</td>
<td>1,453,379</td>
</tr>
<tr>
<td>Non-Current Interest bearing liabilities</td>
<td>18,516,032</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19,969,411</strong></td>
</tr>
</tbody>
</table>
10.1 - Finance Report for November 2019 (cont’d)

Treasury (cont.)

Table 5 - Notional reserves and provisions

<table>
<thead>
<tr>
<th>NOTIONAL RESERVES AND PROVISIONS</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trust funds and deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
<td>212,156</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>22,536</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>67,500</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>164,910</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>490,722</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>383,376</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td><strong>1,341,201</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notional reserves</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental land (WREN)</td>
<td>1,497,103</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking, roads and drainage</td>
<td>1,976,494</td>
</tr>
<tr>
<td>Landfill provision</td>
<td>1,259,618</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
<td>1,800,000</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td><strong>7,874,416</strong></td>
</tr>
</tbody>
</table>

Graph 1 – Cash Held

![Cash Held Graph](image-url)
## d. Capital Program summary

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>November 2019 YTD Actual</th>
<th>Full Year Revised Budget&lt;sup&gt;(b)&lt;/sup&gt;</th>
<th>Full Year Adopted Budget&lt;sup&gt;(a)&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>200,000</td>
<td>2,200,000</td>
<td>2,200,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>733,173</td>
<td>733,173</td>
</tr>
<tr>
<td>CBD</td>
<td>0</td>
<td>2,000,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Drainage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Footpaths</td>
<td>458,379</td>
<td>458,379</td>
<td>0</td>
</tr>
<tr>
<td>Landscaping</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>33,910</td>
<td>69,300</td>
<td>0</td>
</tr>
<tr>
<td>Plant</td>
<td>70,932</td>
<td>80,000</td>
<td>80,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>0</td>
<td>200,000</td>
<td>0</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>0</td>
<td>892,000</td>
<td>725,000</td>
</tr>
<tr>
<td>Roads</td>
<td>110,000</td>
<td>728,169</td>
<td>432,864</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,031,660</td>
<td>7,628,110</td>
<td>4,638,126</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>1,608,328</td>
<td>8,326,746</td>
<td>7,550,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>62,630</td>
<td>1,649,540</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td>950</td>
<td>394,000</td>
<td>394,000</td>
</tr>
<tr>
<td>CBD</td>
<td>423,090</td>
<td>1,762,170</td>
<td>0</td>
</tr>
<tr>
<td>Drainage</td>
<td>37,300</td>
<td>279,173</td>
<td>137,357</td>
</tr>
<tr>
<td>Footpath</td>
<td>24,259</td>
<td>703,461</td>
<td>596,000</td>
</tr>
<tr>
<td>I.T.</td>
<td>62,609</td>
<td>491,386</td>
<td>250,500</td>
</tr>
<tr>
<td>Kerb &amp; Channel</td>
<td>77,600</td>
<td>205,000</td>
<td>205,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>4,996</td>
<td>28,189</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>109,584</td>
<td>868,029</td>
<td>391,000</td>
</tr>
<tr>
<td>Plant</td>
<td>276,213</td>
<td>555,000</td>
<td>555,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>185,974</td>
<td>914,172</td>
<td>500,000</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>1,128,465</td>
<td>3,952,126</td>
<td>1,622,000</td>
</tr>
<tr>
<td>Roads</td>
<td>586,880</td>
<td>6,158,175</td>
<td>5,666,000</td>
</tr>
<tr>
<td>WSLC</td>
<td>147,165</td>
<td>479,923</td>
<td>150,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>0</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>259,737</td>
<td>380,288</td>
<td>15,000</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>398,483</td>
<td>1,851,862</td>
<td>1,851,862</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>19,048</td>
<td>688,581</td>
<td>387,089</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>69,120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>5,415,144</td>
<td>29,727,821</td>
<td>21,910,808</td>
</tr>
</tbody>
</table>

**Net Capital Income / (Expenditure)**

(4,383,484) (22,099,711) (17,272,682)

**Note:**


b. Includes approved 1<sup>st</sup> quarter adjustments and rebudgets, and unapproved 2<sup>nd</sup> quarter adjustments.

c. Refer Graph 2.
10.1 - Finance Report for November 2019 (cont’d)

Graph 2 – Capital Works (expenditure only) compared to Budget and Prior Year

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Manager Finance - Nicola Gleeson Coopes
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
### 10.2 - Planning Report for November 2019

Between November 1 and November 30 2019, the planning unit determined twenty-nine planning applications under delegation, including two extensions to time, two secondary consents and three amendments to a permit.

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Use / Development</th>
<th>Site address</th>
</tr>
</thead>
<tbody>
<tr>
<td>205/2006/B</td>
<td>Development and use of land as a medical centre and variation to car parking requirements</td>
<td>80 VERMONT STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>65/2014/B</td>
<td>307 Lot Staged subdivision of the land (Amend conditions 52 and 53)</td>
<td>115 KINCHINGTON ROAD LENEVA VIC 3691</td>
</tr>
<tr>
<td>123/2016</td>
<td>Buildings and works for the construction of two dwellings – extension to time</td>
<td>1 SWAN STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>160/2017</td>
<td>Building and works within a prescribed setback (within 100m of a designated waterway and 100m of a Road Zone 1) to extend a shed in the Farming Zone – secondary consent</td>
<td>2693 BEECHWORTH-WODONGA ROAD LENEVA VIC 3691</td>
</tr>
<tr>
<td>17/2018</td>
<td>Buildings and works within 100m of a waterway in the Rural Living Zone (RLZ1) – secondary consent</td>
<td>12 WHITESTONE PLACE WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>25/2018</td>
<td>Subdivide the land into two lots – extension to time</td>
<td>7 HIGH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>160/2018</td>
<td>Construction of 18 dwellings, Subdivision into 18 lots, Construction of a front fence that exceeds a height of 1.5 metres, reduction in the required number of visitor car spaces.</td>
<td>14-18 HAVELOCK STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>22/2019</td>
<td>Subdivide the land (re-subdivision of existing lots). Creation of easement. Buildings and works for a shed associated with a Section 2 use ( Dwelling on a lot less than 40ha) and within the road boundary setback in the Farm Zone and buildings and works in the Significant Landscape Overlay.</td>
<td>869 CASTLE CREEK ROAD CASTLE CREEK VIC 3691</td>
</tr>
<tr>
<td>61/2019/A</td>
<td>Development of a Second Dwelling on a Lot and Two Lot Subdivision; Removal of Easement</td>
<td>10 CUMMINGS STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>80/2019</td>
<td>Subdivision of the subject land into 8 Lots.</td>
<td>9 CONCORD STREET, WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>87/2019</td>
<td>Display and erection of an externally illuminated major promotion sign.</td>
<td>202 MELBOURNE ROAD WODONGA VIC 3690</td>
</tr>
</tbody>
</table>
### 10.2 - Planning Report for November 2019 (cont’d)

<table>
<thead>
<tr>
<th>Application No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91/2019</td>
<td>Construction and display of internally illuminated signage in the ACZ1 141-143 HIGH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>97/2019</td>
<td>Buildings and works associated with a single dwelling in the LSIO 1A CHURCH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>112/2019</td>
<td>To use the land for Car Sales in the C2Z; Provision of two (2) car parking spaces on another site UNIT3/205 MELBOURNE ROAD WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>115/2019</td>
<td>Use and development for a Contractors Depot in the IN1Z. 8 ROMET ROAD WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>116/2019</td>
<td>Buildings and works (shade structure and solar panels) in the Activity Centre Zone and Heritage Overlay. 63 HIGH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>118/2019</td>
<td>Buildings and Works (medical centre) in the GRZ1 80 VERMONT STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>119/2019</td>
<td>Removal of Restrictive Covenant found in the Transfer of Land No. S389830L 71 AZURE DRIVE WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>120/2019</td>
<td>Buildings and Works (shed) in the IN1Z 6-10 WODONGA STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>123/2019</td>
<td>Construction and carrying out of works for four new buildings associated with an existing Residential Aged Care Facility 265 BARANDUDA BOULEVARD BARANDUDA VIC 3691</td>
</tr>
<tr>
<td>128/2019</td>
<td>Buildings and Works (dwelling and shed) within 100m of a waterway 20 GULLIFER LANE BONEGILLA VIC 3691</td>
</tr>
<tr>
<td>129/2019</td>
<td>Change of Use to a Dance Studio SHOP 4-5/23-25 SOUTH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>131/2019</td>
<td>Buildings and Works (extension to existing motel) in the C2Z 4315 ANZAC PARADE WODONGA VIC 3690</td>
</tr>
<tr>
<td>139/2019</td>
<td>Buildings and Works (carport) in the IN1Z 22 MINT STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>140/2019</td>
<td>Construction and display of internally illuminated business identification signage in the ACZ1 130 HIGH STREET WODONGA VIC 3690</td>
</tr>
<tr>
<td>141/2019</td>
<td>Construct or display a sign (Bed and Breakfast Sign) in the Heritage Overlay. 322 BEECHWORTH ROAD WODONGA VIC 3690</td>
</tr>
<tr>
<td>143/2019</td>
<td>Buildings and works (shed) in the IN1Z and waiver of two car parking spaces UNIT1/14-16 OSBURN STREET WODONGA VIC 3690</td>
</tr>
</tbody>
</table>
10.2 - Planning Report for November 2019 (cont’d)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>144/2019</td>
<td>Buildings and works (shed) and signage in the INIZ</td>
<td>6 ROMET RD WEST WODONGA VIC 3690</td>
</tr>
<tr>
<td>147/2019</td>
<td>Buildings and works to construct a patio roof associated with a Place of worship in the GRZ.</td>
<td>11-17 MELROSE DRIVE, WEST WODONGA 3690</td>
</tr>
</tbody>
</table>

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests
10.2 - Planning Report for November 2019 (cont’d)

Under section 80C of the *Local Government Act* 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Manager Outdoor Operations - Richard Lamb
In providing this advice, I have no interests to disclose in this report.

Manager Planning and Building - John Sidgwick
In providing this advice, I have no interests to disclose in this report.

Team Leader Statutory Planning - Simon Maughan
In providing this advice, I have no interests to disclose in this report.

Planning Technical Officer - Antonia Wiltjer
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

This report is for information only.
10 - Officers reports for information

10.3 - Competitive Services Report for November 2019

<table>
<thead>
<tr>
<th></th>
<th>November</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>23</td>
<td>83</td>
</tr>
<tr>
<td>Total number of contracts awarded</td>
<td>11</td>
<td>141</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>5</td>
<td>86</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$529,414.74</td>
<td>$9,255,454.98</td>
</tr>
</tbody>
</table>

Tenders advertised / quotations issued

<table>
<thead>
<tr>
<th>Tender Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1800-19Q</td>
<td>Kelly Park Netball Shelters</td>
</tr>
<tr>
<td>W1879-19Q</td>
<td>Carry out the demolition works of the existing toilet block, and the</td>
</tr>
<tr>
<td></td>
<td>construction works for the new toilet block for the La Maison Cafe</td>
</tr>
<tr>
<td>W1891-19Q</td>
<td>City office Level 4, Mechanical Services Switchboard (MSSB) upgrade -</td>
</tr>
<tr>
<td></td>
<td>Electrical</td>
</tr>
<tr>
<td>W1892-19Q</td>
<td>Refurbishment of City Offices Ground Floor North Wing - Demolition works</td>
</tr>
<tr>
<td>W1896-19Q</td>
<td>Roadworks associated with new the Lawrence Street bridge over House Creek</td>
</tr>
<tr>
<td>W1897-19Q</td>
<td>Telstra conduits cross House Creek at Lawrence Street</td>
</tr>
<tr>
<td>W1899-19Q</td>
<td>Provision of Block 19 Mowing - Bonegilla Migrant Experience</td>
</tr>
<tr>
<td>W1900-19Q</td>
<td>Refurbishment of City Office Ground Floor North Wing- Carpentry, Joinery</td>
</tr>
<tr>
<td></td>
<td>and Glazing works</td>
</tr>
<tr>
<td>W1901-19Q</td>
<td>Refurbishment of Council City Offices Ground Floor North Wing Electrical</td>
</tr>
<tr>
<td></td>
<td>Lighting and Data works Refurbishment of Council City Offices ground floor</td>
</tr>
<tr>
<td></td>
<td>north wing</td>
</tr>
<tr>
<td>W1902-19Q</td>
<td>Refurbishment of City Office Ground Floor North Wing- Internal Lining and</td>
</tr>
<tr>
<td></td>
<td>Flooring works</td>
</tr>
<tr>
<td>W1903-19Q</td>
<td>Refurbishment of City Office Ground Floor North Wing - Design &amp; Construct</td>
</tr>
<tr>
<td></td>
<td>Mechanical Services</td>
</tr>
<tr>
<td>W1904-19Q</td>
<td>Refurbishment of City Office Ground Floor North Wing - Painting works</td>
</tr>
<tr>
<td>W1907-19Q</td>
<td>Upgrade of Kelly park oval irrigation</td>
</tr>
<tr>
<td>W1911-19Q</td>
<td>Industrial Land Audit for Wodonga</td>
</tr>
<tr>
<td>W1912-19Q</td>
<td>Supply and Install Wifi Access At Richardson Park, Junction Square and</td>
</tr>
<tr>
<td></td>
<td>Hovell Street Council Precinct</td>
</tr>
<tr>
<td>W1915-19Q</td>
<td>Belvoir Park Irrigation stage 2</td>
</tr>
<tr>
<td>W1917-19Q</td>
<td>Supply and Install Point to Point WAN links to Richardson Park, Junction</td>
</tr>
<tr>
<td></td>
<td>Square and Woodland Grove</td>
</tr>
</tbody>
</table>

Tenders / quotations under evaluation

<table>
<thead>
<tr>
<th>Tender Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1650-19Q</td>
<td>Consultancy for the purpose of an environmental site assessment of Gateway Island properties</td>
</tr>
<tr>
<td>W1696-19Q</td>
<td>Supply and delivery of one LWB crew cab diesel van with rear section fit out</td>
</tr>
<tr>
<td>W1733-19Q</td>
<td>The Cube Wodonga Ticketing system</td>
</tr>
<tr>
<td>W1734-19</td>
<td>Recreational and Footpath Renewal Program 2019-20</td>
</tr>
<tr>
<td>W1761-19Q</td>
<td>Survey of Various Locations In Biralle Park area</td>
</tr>
<tr>
<td>W1774-19</td>
<td>Construction of new Wodonga Gallery/ Library</td>
</tr>
<tr>
<td>W1813-19Q</td>
<td>New Wodonga Flood Studies 2019</td>
</tr>
</tbody>
</table>
### 10.3 - Competitive Services Report for November 2019 (cont’d)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1815-19</td>
<td>New Library/ Gallery Audio Visual Requirements Supply and Installation</td>
</tr>
<tr>
<td>W1842-19Q</td>
<td>PIR sensors for Wodonga walking trails</td>
</tr>
<tr>
<td>W1846-19</td>
<td>Demolition and Construction of Lawrence Street Bridge over House Creek</td>
</tr>
<tr>
<td>W1877-19</td>
<td>Carry out the construction works for the footpaths, for the proposed locations in the City of Wodonga</td>
</tr>
<tr>
<td>W1884-19</td>
<td>EOI - Short term grazing licence – 132 Bonegilla Road</td>
</tr>
<tr>
<td>W1893-19Q</td>
<td>Supply and Deliver Catcher Mower 20 to 25HP with factory fitted ROPS c/w trailer to suit</td>
</tr>
</tbody>
</table>

#### Contracts awarded

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1731-19Q</td>
<td>Gateway Island - Cultural Heritage Assessment and Management Plan</td>
</tr>
<tr>
<td>W1786-19Q</td>
<td>Emerald Oval Power Upgrade works</td>
</tr>
<tr>
<td>W1820-19Q</td>
<td>High street off ramp landscape works</td>
</tr>
<tr>
<td>W1837-19Q</td>
<td>Geotechnical Assessment for the Martin Park Netball Court Wodonga</td>
</tr>
<tr>
<td>W1845-19Q</td>
<td>Environmental Assessment of Felltimber Creek Road</td>
</tr>
<tr>
<td>W1851-19Q</td>
<td>Waves Splashpark recoating</td>
</tr>
<tr>
<td>W1853-19Q</td>
<td>Voluntary Housing Agreements: establishing a model for negotiation in Wodonga</td>
</tr>
<tr>
<td>W1854-19Q</td>
<td>Wodonga Reconciliation Action Plan Consultant</td>
</tr>
<tr>
<td>W1871-19Q</td>
<td>Provision of Stationery Services</td>
</tr>
<tr>
<td>W1874-19Q</td>
<td>Wodonga Heritage Study – Stage 2B</td>
</tr>
<tr>
<td>W1882-19Q</td>
<td>Regional Development Contribution Plan (DCP) toolkit</td>
</tr>
</tbody>
</table>

#### Contracts not awarded

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1721-19Q</td>
<td>Wodonga Community Solar Project (WCSP) - Version 2</td>
</tr>
</tbody>
</table>
Ordinary meeting – December 09, 2019

10.3 - Competitive Services Report for November 2019 (cont’d)

Contracts awarded to local suppliers

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>82%</td>
<td>75%</td>
<td>50%</td>
<td>100%</td>
<td>64%</td>
<td>80%</td>
<td>80%</td>
<td>72%</td>
<td>51%</td>
<td>65%</td>
<td>45%</td>
</tr>
</tbody>
</table>

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Director Business Services - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Manager Finance - Nicola Gleenon Coopes
In providing this advice, I have no interests to disclose in this report.

Contracts Administrator - Melanie Simpson
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
### 10.4 - Assemblies of councillors

Under section 3 of the *Local Government Act 1989* an assembly of councillors (however titled) means a meeting of an advisory committee of the Council, if at least one councillor is present, or a planned or scheduled meeting of at least half of the councillors and one member of Council staff which considers matters that are intended or likely to be:

a. the subject of a decision of the Council; or

b. subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

An assembly of councillors does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

The written record of each assembly is, as soon as possible, required to be incorporated in the minutes of the council meeting. The written records of the assemblies recently held are shown below.
10 - Officers reports for information

City Growth, Engagement and People

10.4 - Assemblies of councillors (cont’d)

Councillor briefing of Monday, November 18, 2019, commencing at 8.30am and concluding at 10.45am.

Venue Council Chamber, council offices, ground floor, 104 Hovell St, Wodonga.

In attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Items discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Deputy Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Brian Mitchell</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Mark Dixon</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Deputy CEO</td>
<td>All items</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Acting Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Finance &amp; Systems</td>
<td>All items</td>
</tr>
<tr>
<td>Richard Lamb</td>
<td>Acting Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Claire Taylor</td>
<td>Manager Community Planning and Wellbeing</td>
<td>Item 4a</td>
</tr>
<tr>
<td>Nola Bales</td>
<td>Manager Family and Early Years</td>
<td>Item 4b</td>
</tr>
</tbody>
</table>

Conflict of interest disclosures

There were no disclosures

Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Review of council meeting agenda.
4. Briefing reports were provided on the following:
   a) Community Planning and Wellbeing presentation
   b) Municipal Early Years Plan 2019-2020 to 2020-2021
   c) Gifts, Benefits and Hospitality Policy
10.4 - Assemblies of councillors (cont’d)

Councillor briefing of Monday, December 2, 2019, commencing at 8.30am and concluding at 11.50am.

Venue Council Chamber, council offices, ground floor, 104 Hovell St, Wodonga.

In attendance

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Role</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Deputy Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Brian Mitchell</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Mark Dixon</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Deputy CEO</td>
<td>All items</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Acting Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Finance &amp; Systems</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Mark Verbaken</td>
<td>Manager Environment &amp; Community Protection</td>
<td>Item 4a</td>
</tr>
<tr>
<td>Claire Taylor</td>
<td>Manager Community Planning and Wellbeing</td>
<td>Item 4b</td>
</tr>
<tr>
<td>Nicole Weyandt</td>
<td>Community Planning and Development Co-ordinator</td>
<td>Item 4b</td>
</tr>
<tr>
<td>Theo Panagopoulos</td>
<td>Manager Infrastructure &amp; Projects</td>
<td>Item 4c and 4d</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning &amp; Building</td>
<td>Item 4d</td>
</tr>
<tr>
<td>Simon Maughan</td>
<td>Team Leader Statutory Planning</td>
<td>Item 4d</td>
</tr>
<tr>
<td>Nigel Cunningham</td>
<td>Sport &amp; Recreation Officer</td>
<td>Item 4f</td>
</tr>
</tbody>
</table>

Conflict of interest disclosures

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Mildren</td>
<td>That part of item one relating to Kinchington Estate.</td>
<td>Yes</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>That part of item one relating to Kinchington Estate.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Review of draft council meeting agenda.
4. Briefing reports were provided on the following:
   a) Environment and Community Protection Presentation
   b) Community Impact Infrastructure Grants
   c) Tender for the Construction of new Wodonga Gallery/Library
   d) Building and works for the construction of a library and art gallery in the Activity Centre Zone and a reduction of 13 car parking spaces at 126 Hovell Street, Wodonga
   e) Outdoor Operations Depot - Proposed Negotiations into New Leases or Acquisition
   f) Sport and Recreation Victoria Funding Program 2020-21
   g) Donation and Sponsorship Requests
   h) Section 223 submission on proposal to sell land known as CBD West
10.4 - Assemblies of councillors (cont’d)

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

Under section 80C of the Local Government Act 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Deputy Chief Executive Officer - Debra Mudra
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
10.5 - Decisions register

This report provides an update on decisions from previous council meetings.

<table>
<thead>
<tr>
<th>Item</th>
<th>Speed limit review - various locations (20/08/2018)</th>
</tr>
</thead>
</table>
| Resolution | That the CEO be authorised to make application to VicRoads to seek approval for the speed limit changes as set out within this report, being:  
1. To extend the existing 60km/h speed limit 400m westwards on Huon Creek Road. This will also require the existing 80km/h speed limit to be moved an equal amount in a westerly direction  
2. To extend the 70km/h speed limit on Felltimber Creek Rd, which currently terminates west of the McGaffins Rd intersection, a distance of approximately 800m to south of Coyles Rd.  
3. To extend the existing 50km/h speed limit 300m past the new intersection of Hampshire Blvd.  
4. To extend the existing permanent 60km/h speed limit 900m to the intersection with Boyes Rd.  
5. To implement a timed 40km/h speed zone in Lawrence St from Campaspe St through to Drage Rd. Parkers Rd from 100m south of Lawrence St into Moorefield Park Drv to the intersection with Ambrose Court and Drage Rd from the roundabout to the existing 40km/h timed school speed zone east of Iron Way. |
| Status | In progress. Application for speed variation sent to VicRoads. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Historical Society (17/09/2018)</th>
</tr>
</thead>
</table>
| Resolution | That council:  
1. Enter into a three year memorandum of understanding with the Wodonga Historical Society with a total annual contribution of $23,500 with $10,000 per year for three years being funded from the Community Impact Partnership grant program; and  
2. Lobby State Government for land, funding or a permanent premises, on behalf of Wodonga Historical Society. |
| Status | 1. Completed. 2. In progress – temporary exhibition spaces to be considered as part of the new library / gallery. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Petition - parking restrictions in Church Street (18/03/2019)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. Option 5, Close Church St to through traffic at the Goods Shed, be implemented in the short term.  
2. Full closure be considered at the termination of the final lease, and any renegotiated leases to be in the knowledge of a full closure of Church St in future. |
| Status | Commencement date for works to be negotiated. |

<table>
<thead>
<tr>
<th>Item</th>
<th>193/2018 - Whytes Road, Baranduda - Use and Development of a Contractors Depot and Materials Recycling Facility (13/05/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>Due to the length of the resolution it is not reproduced in this register. Please refer to the meeting minutes for the resolution.</td>
</tr>
<tr>
<td>Status</td>
<td>VCAT consent orders issued.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Golf Cart access to the Wodonga Golf Course (24/06/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That:</td>
</tr>
</tbody>
</table>
10.5 - Decisions register (cont’d)

<table>
<thead>
<tr>
<th>Item</th>
<th>Local Government Renewable Energy Power Purchase Agreement Project (LG PPA) (15/07/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That council: 1. Participate in the tender process for the Victorian Government indirect supply-linked Power Purchasing Agreement for 100 per cent of Wodonga Council’s electricity load, and 2. Authorise the CEO to sign the contract documentation resulting from the PPA tender process.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C131 - Application to apply a Environmental Significance Overlay at Wodonga Water Treatment Plant - Anzac Parade (19/08/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That approval be given for officers to: 1. Seek authorisation from the Minister for Planning to prepare Amendment C131 to the Wodonga Planning Scheme to apply an Environmental Significance Overlay Schedule 7 (ESO7) over land adjoining the Wodonga Potable Water Treatment Plant; and 2. Formally prepare and exhibit Amendment C131 in accordance with the requirements of Section 19 of the Planning and Environment Act 1987 once Ministerial authorisation has been issued</td>
</tr>
<tr>
<td>Status</td>
<td>VCAT compulsory conference scheduled for 16 and 17 October.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C128. Correction to Wodonga Planning Scheme - Mapping and Ordinance Irregularities and Anomalies (19/08/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>It is recommended that: 1. Officers seek authorisation from the Minister for Planning to prepare Amendment C128 under section 20(2) of the Planning and Environment Act 1987 to the Wodonga Planning Scheme. The amendment corrects mapping irregularities and anomalies and updates ordinance within the Wodonga Planning Scheme. 2. Officers be authorised to undertake exhibition of the planning scheme amendment in accordance with the requirements of Section 19 and 20 of the Planning and Environment Act 1987, once authorisation has been received from the Minister for Planning.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Gateway Island Master Plan - Priority Setting Table: Project Implementation (19/08/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. The unspent component of ledger 64070 – Gateway Village Masterplan in the 2018/2019 capital investment program being $188,950, be carried over into the 2019/2020 capital investment program and be consolidated with</td>
</tr>
</tbody>
</table>
### 10.5 - Decisions register (cont’d)

<table>
<thead>
<tr>
<th>Item</th>
<th>Planning for the Wodonga Hills - Priority Action Plan: Project Implementation (19/08/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the approved allocation for 2019/2020 of $200,000;</td>
</tr>
<tr>
<td></td>
<td>2. The project list, as set out within this report be approved as the works program for 2019/2020;</td>
</tr>
<tr>
<td></td>
<td>3. Once the projects have been fully investigated and scoped, they be brought back to the council for assessment;</td>
</tr>
<tr>
<td></td>
<td>4. Council officers continue to plan for future infrastructure projects and that advocacy continues for grant funding for projects on Gateway Island.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C132 - Baranduda Neighbourhood Convenience Centre (16/09/2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>That:</td>
</tr>
<tr>
<td></td>
<td>1. It be formally entered into the minutes of the September 2019 Council meeting, that the Minister for Planning refused a request from the Wodonga City Council for authorisation to amend its Planning Scheme, to apply a Specific Control Overlay at land in Baranduda Village;</td>
</tr>
<tr>
<td></td>
<td>2. Officers be authorised to seek authorisation from the Minister for Planning to prepare Amendment C132 to the Wodonga Planning Scheme which seeks to facilitate the development and use of a neighbourhood convenience centre via rezoning of land in Baranduda Village; and</td>
</tr>
<tr>
<td></td>
<td>3. Officers be authorised to undertake the preparation and exhibition of the Planning Scheme Amendment in accordance with the requirements of section 19 of the Planning and Environment Act 1987, once authorisation has been received from the Minister for Planning.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>
### 10.5 - Decisions register (cont’d)

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>That:</td>
<td>1. Council agree to the proclamation of the area shown in attachment B and described as allotment 2011. 2. Subject to the above proclamation being finalised, council: a. In accordance with Schedule 10, Clause 3 and Section 223 of the <em>Local Government Act 1989 (the Act)</em> give public notice of its intention to discontinue a section of road, as shown in attachment B, and described as allotment 2010; b. The public notice stipulate that persons may make a submission on the proposed discontinuance in accordance with Section 223 of the Act and that written submissions must be received within 28 days of publication of the notice; c. The Chief Executive Officer be authorised to undertake the administrative procedures necessary to enable council to carry out its functions under section 223 of the Act in relation to this matter; d. That if submissions are received under section 223 of the Act: i. a special meeting of council be convened on a date to be determined, to hear from any person or persons who request to be heard in support of a section 223 written submission; and ii. a report on any section 223 submissions received by council be provided to the next available ordinary council meeting; and e. If no submissions are received within 28 days of the notice the council resolve to discontinue the road and to publish a notice of the discontinuance in the Victorian Government Gazette.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreational Facilities Governance Review update (16/09/2019)</td>
<td>That the report, <em>Recreation facilities governance review</em>, be received and noted.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Council meeting dates (18/11/2019)</td>
<td>That the meeting schedule for 2020 ordinary council meetings set out in this report be adopted and the public advised accordingly.</td>
</tr>
<tr>
<td>Status</td>
<td>Completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments to committees (18/11/2019)</td>
<td>That councillor and staff appointments to committees, as listed at option two in this report, be approved.</td>
</tr>
<tr>
<td>Status</td>
<td>Appointments have been updated. Completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship request (18/11/2019)</td>
<td>That the sponsorship request from Wodonga Rotary Club of $3000 be determined by the council.</td>
</tr>
</tbody>
</table>
## 10.5 - Decisions register (cont’d)

<table>
<thead>
<tr>
<th>Status</th>
<th>Completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
<td>Community Engagement Policy - review and update (18/11/2019)</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>That the updated Community Engagement Policy, as attached, be adopted.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Completed.</td>
</tr>
</tbody>
</table>

| **Item** | Proposed reserve names (18/11/2019) |
|**Resolution** | That:  
1. Public notice be given of the Council’s intention to name three parks as described in this report and recommended by the Place Names Advisory Committee.  
2. The public notice stipulate that persons may make a submission on the proposed names, and that written submissions must be received on a date that is no later than 28 days after the publication of the notice.  
3. That if submissions are received these be referred to the Place Names Committee for consideration and a report back to Council.  
4. If no submissions are received within the prescribed period, the proposed recommendations be adopted without further resolution of Council, and advice forwarded to the Registrar of Geographic Names to undertake the gazettal procedure. |
| **Status** | Public consultation is underway. |

| **Item** | Road rename - Frederic Street Road (18/11/2019) |
|**Resolution** | That:  
1. Public notice be given of council’s intention to change the name of Frederic Street Road to Frederic Road as described in this report and recommended by the Place Names Advisory Committee.  
2. The public notice stipulate that persons may make a submission on the proposed name, and that written submissions must be received on a date that is no later than 28 days after the publication of the notice.  
3. If objections are received these be referred to the Place Names Committee for consideration and a report back to council.  
4. If no objections are received within the prescribed period, the proposed recommendation be adopted without further resolution of council, and advice forwarded to the Registrar of Geographic Names to undertake gazettal procedure. |
| **Status** | Public consultation is underway. |

| **Item** | Draft Single-Use Plastics Policy (18/11/2019) |
|**Resolution** | That the draft Single Use Plastics policy be placed on public exhibition for a period of 28 days and a report provided to a future Council meeting on the results of the consultation. |
| **Status** | Public consultation is underway. |

| **Item** | Election Period Policy (18/11/2019) |
|**Resolution** | That the Election Period Policy, included with the attachments, be adopted. |
| **Status** | Completed. |
10.5 - Decisions register (cont’d)

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

Under section 80C of the *Local Government Act* 1989 officers providing advice to the council must disclose any interests, including the type of interest.

Deputy Chief Executive Officer - Debra Mudra
In providing this advice, I have no interests to disclose in this report.

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
There were no notices of motion received for this meeting.
There were no petitions received for this meeting.
There were no documents requiring the attachment of the council seal.
Clause 23 of the Council’s Meeting Procedure Local Law (no. 1 of 2019) states:

23.1 The purpose of general business is to provide councillors with an opportunity to provide an update on their duties and meetings attended and to raise matters such as:

a) A note of thanks or congratulations
b) Advise of attendance at event / meeting
c) Recognition
d) Tributes

23.2 A General Business item is for information only. Matters requiring a council resolution should be raised under urgent business.

Cr Bennett reported on her attendance at the Sustainable Living Festival. In a related matter, she acknowledged that Brendon Collins, Elmwood Living Developments received the Scorecard Champion Builder award at the recent Scorecard Awards Ceremony.

Cr Lowe acknowledged that Wodonga Council was the recipient of a VicHealth Award for the “Who’s it gonna hurt” campaign. In this respect he spoke about the innovative work done by Dutch Media, and stated that this award, plus the award received by Brendon Collins, highlighted that creative talent thrives in rural and regional Victoria.
Clause 24 of the Council's *Meeting Procedure Local Law* (no. 1 of 2019) states:

If the agenda for an Ordinary meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

a) relates to or arises out of a matter which has arisen since distribution of the agenda; or

b) cannot safely or conveniently be deferred until the next Ordinary meeting or involves a matter of urgent community concern.

There was no urgent business.
Clause 66 of the Council's *Meeting Procedure Local Law* (no. 1 of 2019) states:

66.1 There shall be a public question time at every Ordinary meeting to enable members of the public to submit written questions to Council.

66.2 Public Question Time will have a duration as determined by Council from time to time.

66.3 Questions submitted to Council must be prefaced by the name and address of the person submitting the question and generally be in a form approved or permitted by Council.

66.4 Persons submitting questions must be present in the gallery at the time the question is due to be read, or the question will not be addressed by Council.

66.5 No person may submit more than two questions at any one meeting.

66.6 If a person has submitted two questions to a meeting, the second question:
   a) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or
   b) may not be asked if the time allotted for public question time has expired.

66.7 A question may be disallowed by the Chairperson if the Chairperson determines that it:
   a) relates to a matter outside the duties, functions and powers of Council;
   b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
   c) deals with a subject matter already answered;
   d) is aimed at embarrassing a councillor or a member of Council staff;
   e) relates to personnel matters;
   f) relates to the personal hardship of any resident or ratepayer;
   g) relates to industrial matters;
   h) relates to contractual matters;
   i) relates to proposed developments;
   j) relates to legal advice;
   k) relates to matters affecting the security of Council property; or
   l) relates to any other matter which Council considers would prejudice Council or any person.

66.8 Questions will be answered either at the Council meeting or as soon as possible after the Council meeting, subject to such policy or guidelines that Council may adopt from time to time.

66.9 No debate on questions asked or answers given is permitted.

66.10 Clause 66.1 does not apply during a local government election caretaker period.

There were no questions submitted for this meeting.
Closure of meeting to the public

Section 89 (2) of the Local Government Act 1989 provides that a council may resolve that a meeting be closed to members of the public if the meeting is discussing any of the following:

(a) personnel matters;
(b) the personal hardship of any resident or ratepayer;
(c) industrial matters;
(d) contractual matters;
(e) proposed developments;
(f) legal advice;
(g) matters affecting the security of Council property;
(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
(i) a resolution to close the meeting to members of the public.

The item/s listed at item 16 were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the Local Government Act 1989. In accordance with that Act, the council may resolve to consider these issues in open or closed session.

**Recommendation**

That the meeting be closed to members of the public in order to consider matters pursuant to section 89(2) of the Local Government Act, 1989, and that the meeting be adjourned for two minutes to allow the public to leave the Chamber.

**Motion**

Crs Brian Mitchell / Kat Bennett

That the recommendation be adopted.  

**Carried unanimously**
17 - Confidential business

17.1 - Confirmation of the confidential minutes

Consideration of this item will be closed to members of the public as it contains matters listed under section 89(2) of the *Local Government Act 1989*. 
17.2 - Proposed sale of land at LOGIC

Consideration of this item will be closed to members of the public as it contains matters listed under section 89(2) of the Local Government Act 1989:

(d) contractual matters;
(e) proposed developments.
Clause 24 of the Council's *Meeting Procedure Local Law* (no. 1 of 2019) states:

If the agenda for an Ordinary meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

a) relates to or arises out of a matter which has arisen since distribution of the agenda; or

b) cannot safely or conveniently be deferred until the next Ordinary meeting or involves a matter of urgent community concern.

A confidential urgent business item also needs to stipulate the reason for the matter being considered as confidential in accordance with section 89 (2) and section 89 (3) of the *Local Government Act 1989*.

There was no confidential urgent business, other than items 17.1 and 17.2, which was included in the agenda by resolution of the council at item 4.
19 – Close of meeting

- **Return to open council**

  **Recommendation**
  That the ordinary meeting of the council be resumed.

  **Motion**
  Crs Kat Bennett / Brian Mitchell
  That the recommendation be adopted. **Carried unanimously**

- **Adopt the 'in-camera' recommendations**

  **Recommendation**
  That the recommendations of the closed meeting of the council be adopted.

  **Motion**
  Crs Kat Bennett / Libby Hall
  That the recommendation be adopted. **Carried unanimously**

- **Chairperson to close the meeting.**

  There being no further business the meeting closed at 7.22pm.

Minutes confirmed this ....................... day of ............................. 2020.

..........................................
Chairperson