Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on November 18, 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 R Lamb  Acting Director Planning and Infrastructure
1. Calling to order

The meeting was called to order at 6pm 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

Nil.

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 business, *Election Period Policy*, to be numbered in the agenda as item 8.9.

**Motion**

Crs Kat Bennett / Brian Mitchell

That an item of urgent business – *Election Period Policy* - be included in the agenda as item 8.9.

*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 October 21, 2019, as circulated, be confirmed.

Motion
Crs Danny Lowe / Libby Hall
That the recommendation be adopted. Carried unanimously

7. Delegates reports

7.1 MAV Annual Conference

8. Officers reports for determination

8.1 Election of a Deputy Mayor
8.2 2020 Council meeting dates
8.3 Appointments to committees
8.4 Sponsorship request
8.5 Community Engagement Policy - review and update
8.6 Proposed reserve names
8.7 Road rename - Frederic Street Road
8.8 Draft Single-Use Plastics Policy
8.9 Election Period Policy

9. Officers reports for noting

Nil

10. Officers reports for information

10.1 Finance Report for October 2019
10.2 Planning Report for October 2019
10.3 Building Report for October 2019
10.4 Competitive Services Report for October 2019
10.5 Assemblies of councillors
10.6 Decisions register
11. Notices of motion
   Nil 103

12. Petitions
   Nil 104

13. Council seal
   Nil 105

14. General business

15. Urgent business

16. Question time

17. Confidential business
    17.1 Confirmation of confidential minutes of 19 August 2019 110
    17.2 Civic precinct opportunity 111

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.
<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</td>
<td>Total impact on revenue or expenditure that may lead to the organisation being</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>revision</td>
<td>placed into administration</td>
</tr>
<tr>
<td>Service Delivery</td>
<td>Disruption to program, project or service with no downtime. May be dealt</td>
<td>Require management initiated review and have some impact on the business unit's</td>
<td>Would threaten the continuation of a business unit's program, project or</td>
<td>Would threaten the organisation's viability or would not allow the organisation</td>
</tr>
<tr>
<td></td>
<td>with routine operations or management action and have limited impact on</td>
<td>project or service; impact adversely on the Business Unit's strategic</td>
<td>service and/or on the business unit's program; project or service; or on the</td>
<td>to achieve its objectives</td>
</tr>
<tr>
<td></td>
<td>objectives</td>
<td>objectives. Unrecoverable loss of key data</td>
<td>service; impact adversely on the Business Unit's strategic objectives;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unrecoverable loss of key data</td>
<td></td>
</tr>
<tr>
<td>Reputation</td>
<td>Limited political/community sensitivity</td>
<td>Some political/community sensitivity and local media scrutiny and/or requires</td>
<td>Results in significant political community sensitivity and media scrutiny</td>
<td>Results in extreme political/community sensitivity and media scrutiny or may</td>
</tr>
<tr>
<td></td>
<td>No reputational damage. Resolved in normal</td>
<td>external audit</td>
<td>and/or results in a commission of inquiry or request</td>
<td>result in death or permanent disability of one or more people</td>
</tr>
<tr>
<td></td>
<td>operational management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>May result in minor injury or reversible health damage which may be dealt</td>
<td>Result in injury or health impacts that are reversible, but may require</td>
<td>Results in life-threatening or serious injury which is irreversible requiring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with primary First Aid</td>
<td>medical attention and ongoing treatment</td>
<td>medical attention and ongoing treatment</td>
<td></td>
</tr>
<tr>
<td>Legislative Compliance</td>
<td>Minor technical breach but no damage</td>
<td>Minor technical non-compliance and breaches of regulations or law with</td>
<td>Major compliance breach with potential exposure to large damages or awards.</td>
<td>Sancist compliance breach with potential prosecution with maximum penalty imposed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>potential for minor damage or monetary penalty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Likelihood             | Almost Certain (A)                                                                 | Significant                                                                 | High                                                                 | Extreme                                                                 | Extreme                                                                 |
|                       | Can be expected to occur in most circumstances (i.e. weekly)                 |                                                                              |                                                                      |                                                                       |
|                       | Likely (B)                                                                            | Medium                                                                      | Significant                                                             | High                                                                  | Extreme                                                                 |
|                       | Will probably occur in most circumstances in the future (i.e. monthly)             |                                                                              |                                                                      |                                                                       |
|                       | Possible (C)                                                                         | Medium                                                                      | Significant                                                             | High                                                                  | High                                                                     |
|                       | May occur in some circumstances in the future (i.e. yearly)                        |                                                                              |                                                                      |                                                                       |
|                       | Unlikely (D)                                                                         | Low                                                                         | Medium                                                                  | Significant                                                             | High                                                                     |
|                       | Could occur at some time in the future, but doubtful (i.e. every 2-10 years)      |                                                                              |                                                                      |                                                                       |
|                       | Rare (E)                                                                             | Low                                                                         | Low                                                                    | Significant                                                             | High                                                                     |
|                       | Expected to occur in exceptional circumstances (i.e. 10 years)                   |                                                                              |                                                                      |                                                                       |

| Response based on risk score | Extrem - 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 shared | Medium - Manage through usual procedures and accountabilities | Low - Add treatments where appropriate |

Ordinary meeting - November 18, 2019
7.1 - MAV Annual Conference

The 2019 MAV Annual Conference was held in Melbourne on Thursday, 17 October 2019. The Mayor, Cr Speedie attended and will provide a verbal report on the outcomes from the conference.

Attachments

The following documents are attached to this report:

- Attachment A: MAV Annual Conference program

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 report from Cr Speedie on the 2019 MAV Annual Conference be received and noted.

Motion

Crs Anna Speedie / John Watson

That the recommendation be adopted. Carried unanimously
**MAV Annual Conference**

Thursday 17 October 2019  
Sofitel Melbourne on Collins – 25 Collins Street, Melbourne

*Local Government: looking at big issues and big vision*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>REGISTRATION, TEA AND COFFEE</td>
</tr>
<tr>
<td>9.00am</td>
<td>WELCOME AND CONFERENCE OPENING</td>
</tr>
<tr>
<td></td>
<td>Cr Coral Ross</td>
</tr>
<tr>
<td></td>
<td>President, Municipal Association of Victoria</td>
</tr>
<tr>
<td>9.05am</td>
<td>WELCOME TO COUNTRY</td>
</tr>
<tr>
<td></td>
<td>Warandjeri Tribe Council</td>
</tr>
<tr>
<td>9.10am</td>
<td>ADDRESS FROM THE MINISTER</td>
</tr>
<tr>
<td></td>
<td>Hon Adem Somyurek MP</td>
</tr>
<tr>
<td></td>
<td>Minister for Local Government and Small Business</td>
</tr>
<tr>
<td>9.20am</td>
<td>Sarah Barker</td>
</tr>
<tr>
<td></td>
<td>Head of Climate Risk Governance, Minter Ellison Lawyers</td>
</tr>
<tr>
<td></td>
<td>What ‘emergency’?! Climate change for LGA’s through a finance and liability lens.</td>
</tr>
<tr>
<td>10.15am</td>
<td>Amanda Sinclair</td>
</tr>
<tr>
<td></td>
<td>Professorial Fellow, Melbourne Business School, The University of Melbourne</td>
</tr>
<tr>
<td></td>
<td>Gender and Leadership – Getting the Numbers in Local Government</td>
</tr>
<tr>
<td>10.45am</td>
<td>STREAT MORNING TEA</td>
</tr>
<tr>
<td></td>
<td>sponsored by Vision Super</td>
</tr>
<tr>
<td>11.15am</td>
<td>CEO PRESENTATIONS</td>
</tr>
<tr>
<td></td>
<td>Local Government From The Outside / Rethinking Relationships With Government</td>
</tr>
<tr>
<td></td>
<td>• Justin Hanney - CEO, City of Melbourne</td>
</tr>
<tr>
<td></td>
<td>• Jacqui Weatherill - CEO, City of Stonnington</td>
</tr>
<tr>
<td></td>
<td>• John Baker - CEO, Mornington Peninsula Shire Council</td>
</tr>
<tr>
<td></td>
<td>• Dr Nerine Di Lorenzo - Executive General Manager, Service Delivery, Melbourne Water</td>
</tr>
<tr>
<td>11.55am</td>
<td>Christine Young</td>
</tr>
<tr>
<td></td>
<td>Director, Community Development, City of Melville (Perth, Western Australia)</td>
</tr>
<tr>
<td></td>
<td>Chairperson, LGFro WA Network Age Friendly Communities</td>
</tr>
<tr>
<td></td>
<td>Growing Age Friendly Communities – Why Not?</td>
</tr>
<tr>
<td>12.25pm</td>
<td>LUNCH</td>
</tr>
<tr>
<td></td>
<td>sponsored by Moray &amp; Agnew Lawyers</td>
</tr>
<tr>
<td>1.10pm</td>
<td>THE BIGGEST THREAT COUNCILS HAVE YET TO FACE</td>
</tr>
<tr>
<td></td>
<td>Samantha Ratnam</td>
</tr>
<tr>
<td></td>
<td>Leader of the Victorian Greens</td>
</tr>
<tr>
<td>1.30pm</td>
<td>THE VICTORIAN LIBERAL PARTY</td>
</tr>
<tr>
<td></td>
<td>Hon. Michael O’Brien MP</td>
</tr>
<tr>
<td></td>
<td>Leader of the Opposition, Leader of the Liberal Party, Shadow Minister for Small Business</td>
</tr>
</tbody>
</table>
### 7.15pm  COUNCILLOR SERVICE AWARDS

### 10.30pm  DINNER CONCLUDES

**WHO SHOULD ATTEND?**

Mayors, Deputy Mayors, councillors, CEOs, and directors.

**COST:**

CONFERENCE and DINNER: $500 per person (inc GST)

CONFERENCE only: $350 per person (inc GST)

DINNER only: $200 per person (inc GST)

*Partners are also welcome to attend the dinner – purchase a ticket for them at the same price*

*NO shared registrations for the conference or dinner*

**TO REGISTER:**


**QUERIES:**

Email [events@mav.asn.au](mailto:events@mav.asn.au) or telephone the MAV events team via 03 9667 5555

*NOTE: Program subject to change.*
8.1 - Election of a Deputy Mayor

Purpose of report

The purpose of this report is for the Council to determine whether an appointment will be made for the position of Deputy Mayor and, if it so determines, to elect a councillor to the position.

Background

Although the *Local Government Act 1989* (the Act) is silent on the matter, the Council may choose to elect a Deputy Mayor.

Clause 8.2 of the *Meeting Procedure Local Law no. 1 of 2019* (the Local Law) provides that “any election for the appointment of a Deputy Mayor … will follow the same procedure as that for an election of Mayor with such adaptations as necessary”.

The process for electing the Mayor (and which is to be adapted for the position of Deputy Mayor) is stipulated in clause 8.1:

"In determining the election of the Mayor, the following process will apply:

a) The Chief Executive Officer or delegate must invite nominations for the office of Mayor.

b) All nominations must be seconded, and the nominee must consent to his or her nomination.

c) If there is only one nomination, the candidate nominated is deemed to be elected.

d) If there is more than one nomination, a vote must be taken to elect one of the candidates.

e) In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

f) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. A further vote will then be taken for the remaining candidates.

g) If one of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

h) In the event of two or more candidates having an equality of votes and one of them having to be declared:

  i) a defeated candidate; or

  ii) duly elected

the declaration will be determined by lot.

i) If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:

  i) each candidate will draw one lot;
Ordinary meeting – November 18, 2019

8 - Officers reports for determination

8.1 - Election of a Deputy Mayor (cont’d)

ii) the order of drawing lots will be determined by the alphabetical order of the surnames of the councillors who received an equal number of votes except that if two or more such councillors’ surnames are identical, the order will be determined by the alphabetical order of the councillors’ first names; and

iii) as many identical pieces of paper as there are councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). If the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.

Conflict of interest
The Local Government Act provides that councillors do not have a conflict of interest with the election of the Mayor. Since the Act does not mention the position of Deputy Mayor, there is no similar provision within the Act for that position. Nonetheless, it involves an appointment to a similar civic role, with no additional remuneration, and officers’ advice is that councillors would not have a conflict of interest in this matter.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</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>

Council policy / strategy implications
The CEO has previously issued guidelines for the position of Deputy Mayor and this report is framed around those guidelines.

Risk and opportunity management implications
There are no risk management implications associated with this report.

Financial implications
Allowances for the mayor and councillors were set in June 2017 for four years and are subject to Ministerial review each year. Allowances are currently funded in annual budgets. No additional allowance is paid to a Deputy Mayor.
8.1 - Election of a Deputy Mayor (cont’d)

Environmental implications

There are no environmental 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 Council’s *Meeting Procedure Local Law* (no. 1 of 2019).

The Deputy Mayor could act as Mayor if the Mayor has been granted leave of absence, and act as Chairperson at a Council meeting when the Mayor is absent.

Community engagement and internal consultation

The results of any election would be reported to the community through general media releases, social media feeds, the *CityLife* newsletter, and on Council’s web site.

Options for consideration

1. Option one
   
   Do not appoint a Deputy Mayor.

2. Option two
   
   Appoint a councillor as Deputy Mayor for one year.

Conclusion

This report explains that the Council has the option to appoint a Deputy Mayor, and outlines the process for the election.

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.

### The process for dealing with this item

#### Option one:

If councillors do not wish to fill the position of Deputy Mayor the following motion could be put:

> That the position of Deputy Mayor not be filled.  
> (Nb: no motion would have the same effect).

#### Option two:

If councillors wish to elect a councillor to the position of Deputy Mayor the following motion could be put:

> That an election be held for the position of Deputy Mayor for a one year term,  
and that the Deputy Mayor:

1. **Act as Mayor if the Mayor has been granted leave of absence; and**

2. **Act as Chairperson at a Council meeting if the Mayor is unable to attend or remain at a Council Meeting for any reason, or is required to declare a conflict of interest. If the Deputy Mayor is not present a temporary Chairperson would be elected in accordance with the local law.**

In the event of a Council resolution to elect a Deputy Mayor, the election would be conducted in accordance with clauses 8.1 and 8.2 of the *Meeting Procedure Local Law No. 1 of 2019*. 
8.1 - Election of a Deputy Mayor (cont’d)

Motion
Crs Danny Lowe / John Watson

That an election be held for the position of Deputy Mayor for a one year term, and that the Deputy Mayor:

1. Act as Mayor if the Mayor has been granted leave of absence; and

2. Act as Chairperson at a Council meeting if the Mayor is unable to attend or remain at a Council Meeting for any reason, or is required to declare a conflict of interest. If the Deputy Mayor is not present a temporary Chairperson would be elected in accordance with the local law.

Carried unanimously

The Mayor called for nominations for the position of Deputy Mayor.

Cr Mitchell was nominated by Cr Watson and seconded by Cr Bennett.

Cr Mitchell accepted the nomination.

There were no other nominations.

There being no other nominations the Mayor declared Cr Mitchell elected as Deputy Mayor.
8.2 - 2020 Council meeting dates

Purpose of report

The purpose of this report is to determine the meeting dates for ordinary council meetings in 2020.

Background

Section 89(4) of the Local Government Act, 1989 (the Act) requires that the council give public notice of its meetings, and that such notice be at least seven days before the holding of a meeting. It is recommended that the council schedule its 2020 meeting dates as set out below in order to allow the meeting schedule to be publicised appropriately across various media platforms.

Ordinary meetings of the council are generally held on the third Monday of each month in the council chamber, commencing at 6pm. The dates proposed have been chosen to maintain this meeting cycle but with three variations:

1. There would be no ordinary meeting in January. This reflects the Christmas / New Year closure and the low level of business activity during the period. A special meeting of Council could be called if required.

2. The June meeting would be held on the fifth Monday, in order to accommodate the 28 day consultation associated with the Budget and Council Plan (as required by section 223 of the Act).

3. The December meeting would be a week earlier in order to accommodate the Christmas / New Year closure.

The financial statements must be certified by September 30. It is intended that the statements be presented to the September 21 meeting. However, if this timeline cannot be achieved, being reliant upon a number of factors, some of which are external to the council, then a special meeting would need to be scheduled for the last week of September. The need for a special meeting could be determined at the ordinary meeting scheduled for September 21.

The proposed 2020 meeting dates are:

- Monday, February 17
- Monday, April 20
- Monday, June 29
- Monday, August 17
- Monday, October 19
- Monday, December 14
- Monday, March 16
- Monday, May 18
- Monday, July 20
- Monday, September 21
- Monday, November 16
8.2 - 2020 Council meeting dates (cont’d)

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</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>

Council policy / strategy implications

This conforms to the existing practice of providing advance notice of council meetings.

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>Lack of awareness of meeting dates in the community leading to poor governance outcomes.</td>
<td>3</td>
<td>C</td>
<td>M</td>
<td>Adopt a meeting schedule for 2020 and ensure appropriate publicity.</td>
</tr>
</tbody>
</table>

Financial implications

There are no financial implications with only minor advertising costs associated with publicising the schedule, and an amount has been included in the 2019-2020 budget for this purpose.

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

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

Legislative implications

The relevant legislation is section 89 (4) of the Act.

Community engagement and internal consultation

There has been no community consultation undertaken.
8.2 - 2020 Council meeting dates (cont’d)

Options for consideration

1. Adhere strictly to the third Monday of each month. This is not recommended because there are occasions when the community and organisation are better served by a modified schedule.

2. Adopt the schedule proposed in this report. This is recommended.

3. Adopt an alternative schedule.

Conclusion

The setting of meeting dates for the year provides the council with an opportunity to promote upcoming meetings to the community and encourage participation and attendance.

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.

Recommendation

That the meeting schedule for 2020 ordinary council meetings set out in this report be adopted and the public advised accordingly.

Motion

Crs John Watson / Kat Bennett
That the recommendation be adopted.

Carried unanimously
8.3 - Appointments to committees

Purpose of report

The purpose of this report is for the council to determine its nominations to the various statutory, advisory, and representative committees.

Background

There are a number of statutory, advisory and external committees and organisations where the constituted membership includes representation from Wodonga Council.

The council annually nominates representatives to these various committees and this is usually undertaken to coincide with the mayoral election.

While the majority of these committees tend to be ongoing they may also be subject to evolutionary change and in some cases may be established for a specific project ie; with “sunset” provisions.

For some of these committees, members of the council staff are already members and / or may attend to assist a councillor representative.

These committees serve a range of purposes including:

- Being involved in developing the strategic direction for the city;
- Providing advice and feedback to the council;
- Statutory requirements for the organisation concerned; and
- Demonstrating the council’s interest and involvement in the community.

The recommended appointments for the next 12 months are shown at option two below.

Conflict of interest

Section 79C(1)(a) of the Local Government Act 1989 (the Act) states that a councillor is taken to not have a conflict of interest if the matter only relates to “the nomination or appointment by the Council of the Councillor to a position for which the Councillor will not be remunerated”.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
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<tbody>
<tr>
<td>Provide strong leadership and governance, demonstrating excellence in the way we</td>
<td>Good governance and customer experience</td>
</tr>
<tr>
<td>do business by being innovative, responsive and transparent. We will be accountable</td>
<td></td>
</tr>
<tr>
<td>and steward the organisation with the highest regard.</td>
<td></td>
</tr>
</tbody>
</table>
Council policy / strategy implications

The work of these committees is integral to many of the policies and strategies that direct the operations of the council.

Risk and opportunity 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>Appointments are not updated for 2019-2020.</td>
<td>M</td>
<td>C</td>
<td>3</td>
<td>Resolve to make appointments as recommended in this report.</td>
</tr>
</tbody>
</table>

Financial implications

The council’s budget provides for travel and expenses associated with councillors’ participation on committees.

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

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

Legislative implications

There are a number of statutory committees (ie: established under legislation) on the appointment list.

Community engagement and internal consultation

Appointments to these committees will provide a mechanism for the council to receive input from the community and to also act as an advocate on behalf of the community.

Options for consideration

Option one - do nothing. This is not recommended as council representation on these committees is considered important.
Option two - adopt the recommended list of nominees to committees as shown below:

<table>
<thead>
<tr>
<th>Statutory committees</th>
<th>Councillor representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Committee</td>
<td>Cr Brian Mitchell</td>
</tr>
<tr>
<td>Municipal Association of Victoria</td>
<td>Cr Anna Speedie Substitue: Cr Danny Lowe</td>
</tr>
<tr>
<td>Municipal Emergency Planning Committee</td>
<td>Cr Ron Mildren</td>
</tr>
<tr>
<td>Municipal Fire Management Committee</td>
<td>Cr Ron Mildren</td>
</tr>
<tr>
<td>North East Waste Resource Recovery Group (NEWRRG)</td>
<td>Cr Libby Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisory committees to council</th>
<th>Councillor representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day Committee</td>
<td>Cr Danny Lowe</td>
</tr>
<tr>
<td>Place Names Advisory Committee</td>
<td>Cr Kat Bennett</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Representative committees</th>
<th>Councillor representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance of the Councils and Shires of the Upper Murray</td>
<td>Mayor</td>
</tr>
<tr>
<td>Goulburn Broken Greenhouse Alliance</td>
<td>Cr Kat Bennett</td>
</tr>
<tr>
<td>Lake Hume Land &amp; On-Water Plan Community Reference Group</td>
<td>Cr John Watson</td>
</tr>
<tr>
<td>Rail Freight Alliance</td>
<td>Cr Brian Mitchell Substitue: Cr Libby Hall</td>
</tr>
<tr>
<td>Two Cities One Community Working Group</td>
<td>Mayor Cr Danny Lowe Cr John Watson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Committees – Officers</th>
<th>Council officer representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Emergency Planning Committee</td>
<td>Municipal Emergency Resource Officers, and the Municipal Recovery Manager</td>
</tr>
<tr>
<td>Country Fire Authority - Municipal Fire Management Committee</td>
<td>Municipal Fire Prevention Officer</td>
</tr>
<tr>
<td>Regional Emergency Planning Committee</td>
<td>Municipal Emergency Resource Officers</td>
</tr>
</tbody>
</table>

Option three - revise the above list of nominees to committees.

Conclusion

The council annually appoints councillor and / or staff representatives to various committees and local organisations. The process outlined in this report continues that practice and helps ensure the council contributes appropriately to other representative bodies and that the views of the council are made known.
8.3 - Appointments to committees (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.

Recommendation

That councillor and staff appointments to committees, as listed at option two in this report, be approved.

Motion

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

Carried unanimously
Purpose of report

To seek the council’s determination on a sponsorship request submitted by Wodonga Rotary Club for the amount of $3000 to hold the 65th Senior Citizens Christmas Luncheon.

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 $1000. All other requests require council approval.

Separately a copy of the Wodonga Rotary Club application has been provided to councillors.

Project background

The Wodonga Rotary club has provided a Christmas luncheon to the senior citizens of Wodonga for the past 64 years (consecutively) with 2019 celebrating their 65th anniversary. They are planning a special Christmas celebration that will be promoted across the community and will provide the opportunity for recognition of the long term partnership of the Rotary club and the council with this event.

The event will be held on December 8, 2019 for 300 seniors. It will assist with providing the opportunity for senior citizens in the community to come together to socialise as well as bringing together volunteers who help provide a special occasion of food and entertainment for seniors.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</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>Promote opportunities for older people to participate in Wodonga’s services and programs.</td>
</tr>
</tbody>
</table>
8 - Officers reports for determination  
Chief Executive Officer

8.4 - Sponsorship request (cont’d)

Council policy / strategy implications

At the ordinary council meeting on November 20, 2017, the council resolved to adopt the Sponsorship and Donations Policy requiring all requests for sponsorship or donations over $1000 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>$1999.50</td>
<td>$18,000.50</td>
</tr>
</tbody>
</table>

Request and past contributions

- Wodonga Rotary Club request is $3000.
- The total project cost is $4600.
- Wodonga Rotary Club have received funding from Council of $2500-3000 each year since 2009.

Environmental implications

There are no environmental impacts identified at this time.

Social / cultural implications

Positive implications of the initiative include:

- Net benefit to the community;
- Inclusion of senior community members; and
8.4 - Sponsorship request (cont’d)

- Bringing together volunteers and participants from different generations within the community.

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 Wodonga Rotary Club sponsorship request of $3000.
2. Partially fund Wodonga Rotary Club (amount to be determined by the council).
3. Decline the sponsorship request for Wodonga Rotary Club.

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

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.

Chief Executive Officer - Mark Dixon
In providing this advice, I have no interests to disclose in this report.
8.4 - Sponsorship request (cont’d)

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.

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the sponsorship request from Wodonga Rotary Club of $3000 be determined by the council.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs John Watson / Kat Bennett</td>
</tr>
<tr>
<td>That the sponsorship request from Wodonga Rotary Club of $3000 be approved.</td>
</tr>
</tbody>
</table>

Carried unanimously
8.5 - Community Engagement Policy - review and update

Purpose of report

This report presents a revised and updated Community Engagement Policy for the council’s consideration and adoption.

Background

The council’s existing community engagement policy was adopted in June 2014.

Schedule one of the Local Government (Planning and Reporting) Regulations 2014 (the Annual Report’s “Governance and Management Checklist in Report of Operations”) requires that council must have:

- A community engagement policy (policy outlining the council’s commitment to engaging with the community on matters of public interest);
- Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community).

The policy is an important tool which outlines to the community the council’s approach to engagement.

At an operational level, it is presently supported by a community engagement toolkit which has been developed to assist staff to identify when and how they engage.

The policy was due for review in 2018, however, at the time the proposal for a new Local Government Act was expected to be enacted in that year, meaning the policy review was postponed.

The draft local government bill indicated some significant changes related to community engagement including its inclusion in the Act for the first time.

Further updates to the draft local government bill this year also included changes in reference to community engagement.

As such, review of the council's policy had been deferred but following advice from Local Government Victoria, the council has decided to review and update the policy ahead of further work to be undertaken on the passing of the new Act and councillor elections in 2020.

The new policy includes additional elements considered best practice in the sector.

It is proposed, following the adoption of the policy, the council will work on a new strategy and resources in line with the Victorian Auditor-General's Report Public Participation and Community Engagement: Local Government Sector 2017 and the expectations of the new Local Government Act.
8.5 - Community Engagement Policy - review and update (cont’d)

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>Communications and engagement.</td>
<td>Continue to run consultation activities to ensure the community has a say on issues that affect or are of importance to them.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

This is an update to the existing council policy.

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>Council does not have a policy which meets legislative requirements as outlined by the Governance and Management Checklist in Report of Operations.</td>
<td>4</td>
<td>C</td>
<td>H</td>
<td>Adopt a revised and updated policy.</td>
</tr>
</tbody>
</table>

Financial implications

Consultation, engagement and information activities are covered within business unit budgets.

There are no direct financial implications from the adoption of this policy.

Environmental implications

There are no environmental implications from the adoption of this policy.

Sustainability Implications

There are no direct sustainability implications from the adoption of this policy.

However, sustainable practices are considered in undertaking consultation and engagement activities.
7.1.3 – Community Engagement Policy – review and update (cont’d)

Social / cultural implications

The policy outlines the council’s commitment to engaging the community.

It aims to ensure that community engagement activities are accessible and inclusive for all community.

Legislative implications

This policy and guidelines meet the criteria of the Local Government (Planning and Reporting) Framework Governance and Management Checklist.

It is also in line with the council’s legislative requirements of the Local Government Act 1989 and the Planning and Environment Act 1987.

It also considers requirements under a range of related legislation as outlined in the policy.

Community engagement and internal consultation

As this is a policy update, there has been no consultation undertaken on this document.

However, in line with expectations around the changes to the Local Government Act and the VAGO best practice report, work will be undertaken in 2020 to consult the community on a community engagement strategy and staff resources.

Options for consideration

1. Do not update the policy. This is not recommended as the council is required to have a community engagement policy to meet its annual reporting requirements as outlined in this report.

2. Adopt the updated Community Engagement Policy. This will ensure the council is meeting its reporting requirements and set it up for the introduction of the new Local Government Act.

Conclusion

The council recognises that community engagement strengthens relationships between the council and the community by allowing for clear and honest communication, improving the understanding of each other’s opinions, concerns, restrictions and strengths.
It also encourages ownership of the council's activities, projects and decisions.

While the council has legislative requirements that must be met, importantly, community engagement - across a broad range of issues and situations - allows the council to understand community needs and priorities as well as providing the opportunity for the community to collaborate on shared solutions and opportunities.

The adoption of the policy ensures we continue to have a clear platform by which we undertake our community engagement activities.

**Attachments**

The following documents are attached to this report:
- Attachment A: Community Engagement Policy

**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.

Manager Communications and Marketing - Kellie Davies
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That the updated Community Engagement Policy, as attached, be adopted.

**Motion**

Crs Kat Bennett / John Watson
That the recommendation be adopted.  
*Carried unanimously*
Community engagement policy

PURPOSE

The Community Engagement Policy outlines the council’s commitment to engaging and consulting its community through appropriate, timely, effective and inclusive practices.

This policy outlines the expectations and legislative requirements in regards to community engagement.

OBJECTIVE

Community engagement is considered to be critical to effective, transparent and accountable governance in the public, community and private sectors.

It is defined as the range of opportunities and activities that allow for public involvement in council’s decision-making.

Wodonga Council staff should undertake community engagement to assist in better decisions that deliver sustainable economic, environmental, social and cultural benefits.

Meaningful community engagement seeks to address barriers and build the capacity and confidence of people to participate in, and negotiate and partner with, institutions that affect their lives.

SCOPE

This policy applies to all councillors, employees of the council and external consultants employed as representatives of council who organise, convene and facilitate the council’s community engagement activities.

DEFINITIONS

Advocacy: Public support for or recommendation of a particular cause or policy.

Community: Includes individuals or groups who live, work, play, study, visit or invest in the municipality.

Community Engagement: For the purpose of this policy, this refers to the range of opportunities available to the community to be involved and provide feedback on issues that directly affect them or in which they may have a significant interest.

Policy: Sets out the council’s views with respect to a particular matter. It includes a set of principles or rules that provide a definite direction for the organisation.
Community engagement policy

POLICY

Principles

Inclusive and accessible
When undertaking engagement, the council will use appropriate and suitable tools and methods that are accessible to all ages and abilities to ensure everyone is able to have a say on matters of importance to them. The council will seek and encourage participation that is representative of our community and diverse in viewpoints.

Timely and appropriate
Community engagement is considered and planned during the planning stages to maximise the community’s engagement and influence of a project at the earliest appropriate stage. Engagement activities consider all factors that could impact on the community’s ability to participate in a meaningful way.

Clear and responsive
The council will clearly communicate the purpose, process and opportunities for participation in a way that is easily understood and available to all. The council will engage, listen value all participants’ input, recognising their individual knowledge, expertise and experiences and their different views and needs.

Review and respond
Each engagement activity will be subject to review both during and after the project as part of an approach of continuous improvement of our community engagement processes. The council commits to providing feedback at key points during a consultation and report back to the community in a timely manner on what we heard and the final outcomes.

When to engage

The council must use community engagement methods when:

- It is required by legislation; and,
- An issue may have potential significant impacts on the health, safety or wellbeing of any community member.

Wodonga Council should use community engagement methods when:

- Any proposed changes will impact on current users or customers of a council service or facility;
- Any proposed changes will affect the rights or entitlements of community members including minority groups;

Printed copies of this policy are uncontrolled. The controlled version is available on council’s website www.wodonga.vic.gov.au, or by contacting council on 02 6022 9300.
Community engagement policy

- There is potential impact on surrounding neighbours;
- It wants to identify community issues, needs and priorities;
- Any proposed changes are inter-generational in nature;
- Any proposed changes impact the greater public good;
- It wants to monitor customer satisfaction with council’s services and facilities; and,
- There is a level of controversy, conflict or sensitivity about a particular issue.

Statutory obligations in engaging with the community

Local Government Act

Section 223 of the Local Government Act outlines provisions for the rights of people to make submissions to Council.

The minimum requirement for submissions from the date of publication of a public notice inviting submissions is 28 days.

Some of the documents governed by Section 223 include:

- Council Plan
- Council Budget
- Local laws
- Road closures
- Road discontinuance
- Intention to sell land
- Intention to lease land

Section 163 of the Local Government Act requires the council to give public notice of its intention to declare a Special Charge at least 28 days before making the declaration.

Planning and Environment Act

Wodonga Council has a number of obligations to advertise or ‘give notice’ of planning permit applications and amendments to the Wodonga Planning Scheme which are set out under the Planning and Environment Act.

Some examples of documents for consultation and minimum timeframes under the Planning and Environment Act include:

- Amendments to planning scheme – 28 days’ minimum timeframe
- Planning permits – 14 days’ public notice; 16 days’ adjoining neighbours; 28 days’ referral authorities

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Community engagement policy

Reasons for community engagement

Community engagement is used in a variety of issues and situations, all requiring different engagement levels and methods. Some such situations are:

- Site specific – Matters about a particular site such as a change in use or sale of a property, excluding matters that need to be decided under the Planning and Environment Act;

- Area improvement – Matters that affect people in a specific area or neighbourhood, e.g. a change in service delivery, township strategy or structure plan;

- Service planning for entire municipality – To develop, alter or improve a service that would see a significant change in the level of service;

- Policy development – To develop or improve policies or the council’s position on particular matters. This does not include internal operating matters;

- Key strategic issues/major development – A project that, because of its size, could impact on the finances or the future of the whole municipality;

- Strategic plans for the city – Establishing the decision-making framework for the council, e.g. the council plan; and,

- Legislative requirements – This refers to all prescribed activity under the Local Government Act (1989) and any other relevant Acts.

ATTACHMENTS

Nil

RELATED LEGISLATION

Planning and Environment Act 1987  
Subdivision Act 1988  
Local Government Act 1989  
Local Government Regulations 1990  
Health Act 1958  
Equal Opportunity Act 2010  
Transport Integration Act 2010  
Information Privacy Act 2000  
Building Act 1993  
Age Discrimination Act 2004  
Disability Discrimination Act 2004  
Charter of Human Rights and Responsibilities Act 2006

Printed copies of this policy are uncontrolled. The controlled version is available on council’s website [www.wodonga.vic.gov.au](http://www.wodonga.vic.gov.au), or by contacting council on 02 6022 9300.
Community engagement policy

RELATED DOCUMENTS
Council Plan 2017-2018 to 2020-2021

REFERENCES
Section 223 procedural guidelines

REVIEW
Council may review this policy at any time but unless otherwise requested at least every four years from the date of adoption. Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy e.g.: typographical errors, a change to the name of a related policy or a change to the name of legislation.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Community engagement policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No:</td>
<td></td>
</tr>
<tr>
<td>Business Unit:</td>
<td>Communications, Marketing and Customer Focus</td>
</tr>
<tr>
<td>Category:</td>
<td>Policy</td>
</tr>
<tr>
<td>Version:</td>
<td>One</td>
</tr>
<tr>
<td>Approved By:</td>
<td></td>
</tr>
<tr>
<td>Next Review:</td>
<td></td>
</tr>
</tbody>
</table>

Printed copies of this policy are uncontrolled. The controlled version is available on council's website www.wodonga.vic.gov.au, or by contacting council on 02 6022 9300.
8.6 - Proposed reserve names

Purpose of report

To present three proposed park names and their locations to Council for approval.

Background

The Wodonga Place Names Advisory Committee (PNC) has previously presented a number of park names that Council has endorsed within the Wodonga area to better identify the park’s location. The reasons for doing this are in case of an emergency and to commemorate the park with a person’s name that has made a significant contribution to Wodonga. The named parks also flow through to internal systems to enable officers to easily identify locations and allocate asset information. The names have been gazetted with history of the commemoration available to the public on the Department of Environment, Land, Water and Planning (DELWP) website. Signage has been ongoing.

A considerable amount of positive feedback has been provided by the public on the textual content of the signs and with interest in the historical information of people being commemorated.

The PNC has now collated a further three parks and reserves to present to Council for naming and ratification. Each park being submitted in this report has been researched and background information developed on the individual/s outlining their achievements; it is hoped that further information may be obtained where necessary during the consultation period.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Engage with our community to promote a sense of civic pride.</td>
<td>Continue to maintain city landscapes and public areas that promote civic pride.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

Not applicable

Risk management implications

Park signs already deployed have received various degrees of graffiti or willful damage. On average there have been approximately twenty signs per year requiring maintenance and one sign requiring relocation since the first signs were deployed in 2010.
Ordinary meeting – November 18, 2019

8 - Officers reports for determination

8.6 - Proposed reserve names (cont’d)

Consideration should be given to the location in which the sign is placed as evidence shows that if the sign is in a high traffic, well-lit area, it is less likely to be damaged.

<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>Budgetary funds not available</td>
<td>3</td>
<td>C</td>
<td>C</td>
<td>Stage installation as budget allows. Concern from public that signs are slow to be distributed.</td>
</tr>
<tr>
<td>Individual named discredited</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Local community concern. Media attention. Validated research and family approach.</td>
</tr>
<tr>
<td>Sign costs over budget</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Expenditure for an individual unit is 5 - 10% over budget. Less signs released - Concern from public that signs slow to be distributed.</td>
</tr>
</tbody>
</table>

Financial implications

Since the inception of the park naming project in 2010, and providing all park names in this report are gazetted, a total of 107 new parks have been named and signed which can be seen as an exceptional financial commitment by Council.

The current cost to erect signs is now estimated at approximately $2,000 per sign. Some parks may require two signs in some instances (dependent on size and number of access points).

If vandalism, graffiti cleaning and general maintenance is required, it is estimated that $60 per sign would be required.

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 approved budget $</th>
<th>This proposal $</th>
<th>Balance to approved budget $</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>30,000</td>
<td>6,000</td>
<td>24,000</td>
<td>The minimum amount of signs required to complete all parks in this report would be 3 at $2,000 per unit (One or two signs per park). The approved budget listed could complete up to 15 parks.</td>
</tr>
<tr>
<td>New result</td>
<td>(30,000)</td>
<td>(6,000)</td>
<td>$24,000</td>
<td></td>
</tr>
</tbody>
</table>
8.6 - Proposed reserve names (cont’d)

Environmental implications

Not applicable

Sustainability Implications

Not applicable

Social / cultural implications

By naming the parks and reserves and signposting them accordingly, the PNC believe that the local community will begin to know specific areas by name. Emergency service organisations will be able to maintain a gazetted feature name in their navigation systems should an emergency arise. Each park name will also hold and maintain some history of people that made a contribution into how Wodonga came to be.

Legislative implications

The Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities (2016) document is the result of extensive stakeholder consultation and emphasises the important role naming rules have under the Geographic Places Names Act 1998.

The rules advise naming authorities that the immediate and extended community should be consulted when naming features.

The PNC’s advice is to conform with the above rules when consultation takes place and advertise via local media allowing for the full 28 day consultation period.

Community engagement and internal consultation

Registrar of Geographic Names has been consulted and given ‘in principle support’ for the proposed names.

Below is the list of proposed nominees, their proposed location and number of signs required in brackets.
1. **Park name:** Jenny Elford Park (1)

**Location:** Acacia Crescent, Wodonga

Jenny Elford, (Deceased 2012) known across Australia as the Snow Girl after becoming lost in the mountains for four days in 1953 in Mt Donna Buang. As a result she lost both legs below her knee to frostbite. Jenny, a trained nurse, later became a chiropodist and after marrying Hugh Elford she moved to Wodonga in 1981 with her two children. She instigated and operated the Albury Wodonga Amputee Support Group.
2. **Park name:** Haeusler Park (1)

**Location:** Kingswood Way, Wodonga

The Haeusler family was an early land owner. They arrived in Lobethal South Australia from Germany in the 1850s and then set out their walk to Wodonga West, arriving in 1860. Haeusler had owned the property now known as “Whitestone” on Coyles Road, and had also owned a sheep farm on the hill country at Wodonga West. Their farm land now is occupied by the Wodonga Golf Club.
3. **Park name:** Whitla Park (1)

**Location:** Between Fisher Court and Nicholson Court, Res2 on LP203101 and Res1 on LP138959

Charles Francis Whitla, aka Chas Whitla, has contributed so much to the community. In 1979, he received Wodonga Council’s Community Service Award and later that year the British Empire Medal (BEM) in the Queen’s Honours. From Wangaratta to Benalla to Wodonga, many of his former students have gone on to become leaders in their own fields and continue Charles Whitla’s community work.

**Options for consideration**

The PNC does not have any other considered options.

**Conclusion**

The PNC would like Council to consider naming the three parks and determine community consensus by advertising its intention in the local media.

Each proposed name is after a person who has had significant input or brought character and culture to the local community or the vicinity being named.

By naming the parks, the PNC believe that the local community will begin to know specific areas by name and emergency service organisations will be able to maintain a registered feature name in their navigation systems should an emergency arise. Each park name will also hold and maintain some history of people that had exceptional input into how Wodonga came to be.

**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.

**Acting Information Services Manager** - Matthew Garoni  
In providing this advice, I have no interests to disclose in this report.

**GIS Property Officer** - Zoe Jin  
In providing this advice as the report author, I have no interests to disclose in this report.

### Recommendation

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 gazetted procedure.

### Motion

**Crs Kat Bennett / Ron Mildren**  
That the recommendation be adopted.  

*Carried unanimously*
8.7 - Road rename - Frederic Street Road

Purpose of report

To present recommendations of the Wodonga Place Names Advisory Committee (PNC) to rename Frederic Street Road to Frederic Road (figure 1).

Background

The PNC has received a request from residents on Frederic Street Road to rename the road.

The PNC discussed the request and decided to recommend the renaming of Frederic Street Road to Frederic Road. The decision had been made based on:

- To conform to the *Naming rules for places in Victoria 2016,* ”Road types are not to be used in the formation of a road name."
- To address the inconveniences residents have endured. There are seven rural residential properties on the road currently.

Frederic Street Road is a rural country road, located south of Baranduda Boulevard in Leneva. It was formally a part of Streets Road until 2005. It has been named after one of Leneva’s Pioneer families – Frederic Street.

Frederic Street was born in Hampshire, England in 1807 and married Sarah Kinchington in England in 1836. They migrated to Australia in 1838 and managed 145,000 acres of Baranduda Station from 1852 until 1880s. It was one of the main meat suppliers to the surrounding goldfields population. After he passed, his family sold Baranduda Homestead to Whytes Brothers in 1894.
Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</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>

Council policy / strategy implications

Not applicable

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>Public disagree with name</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Minor / isolated concerns raised by members of public.</td>
</tr>
</tbody>
</table>

Financial implications

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>300</td>
<td>300</td>
<td>0</td>
<td>It is proposed to cover the cost of the sign in operational expenses.</td>
</tr>
<tr>
<td>Net result</td>
<td>(300)</td>
<td>(300)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Environmental implications

Not applicable

Sustainability Implications

Not applicable

Social / cultural implications

An address is required to support emergency services finding the properties in the event of an emergency, location services and deliveries.

The historical information regarding road name history will be registered with Department of Environment, Land, Water and Planning (DELWP) to retain for future generations.
8.7 - Road rename - Frederic Street Road (cont’d)

Seven rural residential properties and one vacant property have the street addressed to Frederic Street Road. Property owners are aware of the proposed road name change. Address modification would be required in the near future.

Legislative implications

*Naming rules for places in Victoria* (2016) advise naming authorities that section 223 of the *Local Government Act 1989* could be modelled when naming roads and places. The PNC’s advice is to conform with the Act when consultation takes place and advertise via local media, social media and public notice boards allowing for the full 28 days consultation period.

Community engagement and internal consultation

The Guidelines for Geographic Names consultative process states that naming proposals should be exhibited and advertised as widely and effectively as possible, using clearly placed advertisements in all relevant local newspapers. A reasonable period should be allowed between first advertisement of notices to assign or alter a name and notification to the registrar of a name determination. All comments received from the public during the consultation / advertisement stage should be analysed to discover community consensus.

Options for consideration

1. Option one – Do nothing

   This is not recommended because of the following;
   
   • A request from the residents of Frederic Street Road has been received.
   
   • Frederic Street Road as a road name is not in compliance with *Naming rules for places in Victoria* (2016).

2. Option two – Adopt the recommendation and put the proposed road name change out for public consultation

   This is the preferred option.

Conclusion

The PNC recommends council consider renaming Frederic Street Road, as outlined in the above report, to Frederic Road and determine community consensus by advertising its intention in the local media, social media, and displaying on community notice boards.

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.

Acting Information Services Manager - Matthew Garoni
In providing this advice, I have no interests to disclose in this report.

GIS Property Officer - Zoe Jin
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

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.

Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted.  

Carried unanimously
8.8 - Draft Single-Use Plastics Policy

Purpose of report

To seek a Council resolution to place the attached draft Single Use Plastics Policy on public exhibition for a period of 28 days.

Once this exhibition period has closed, a feedback report along with a final draft Single Use Plastics Policy will be presented to a future meeting of the Council for consideration.

Background

Single use plastics are generally described as plastic items used only once before being discarded, almost always to landfill. These items include plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

The policy plans to formalise Council’s commitment to:
- reducing single use plastics within its operations and at civic events;
- implementing responsible procurement practices;
- exercising influence on supply chains; and
- improving consumer information on single use plastics.

The attached draft Single Use Plastics Policy (attachment A) was developed by the sustainability coordinators (and others) from both Wodonga and Albury councils.

Managers and team leaders provided feedback on the draft policy and completed a survey on single use plastics within Council operations. To maintain consistency this survey was similar to the survey distributed to AlburyCity staff.

Other councils have undertaken similar policy development. As an example, the Indigo Shire Council introduced a Plasticwise Policy in July 2018 and have also developed fact sheets to support the change away from single use plastics.

AlburyCity had their single use plastic policy and implementation action plan out for public comment until the 27th October 2019. AlburyCity received 11 submissions during the public exhibition period which were positive and supportive of the introduction of the policy.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</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>Sustainable practices</td>
<td>Continue to participate in programs that embed waste management practices that increase rates of recycling, reuse and waste reduction.</td>
</tr>
</tbody>
</table>
Council policy / strategy implications

Currently Council does not have a policy relating to plastics usage. A policy would demonstrate Wodonga Council’s leadership in plastic waste reduction by reducing single use plastic within Council operations and events with the aim to, over time, eliminate single use plastic from its operations.

The Victorian Government has banned single use plastic bags which means that plastic shopping bags less than 35 microns thick, including degradable, biodegradable and compostable plastic shopping bags, are now banned.

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 food handling with reusable plastics resulting in food contamination and illness</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Ensure all food storage and preparation materials are washed in hot water and detergent or through a dishwasher.</td>
</tr>
<tr>
<td>Community backlash</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Ensure councillors, staff and community are well briefed to the adoption of and reasons for a single use plastic policy, including the clause to allow single use plastics for medical or safety reasons.</td>
</tr>
<tr>
<td>Trader backlash or trader black ban</td>
<td>3</td>
<td>A</td>
<td>H</td>
<td>Engage actively with usual supply businesses. Assist with locating alternatives.</td>
</tr>
<tr>
<td>Increased cost</td>
<td>3</td>
<td>A</td>
<td>H</td>
<td>The most cost effective and waste sensitive materials would be purchased.</td>
</tr>
</tbody>
</table>

Financial implications

Any financial implications need to be weighed against less tangible costs and savings such as environmental and social impacts. While there are potential direct and indirect costs and savings as a result of this single use policy, the financial implications are not intended to be prohibitive in this first stage of implementation, as one of the early actions is to audit Council’s work practices to identify more sustainable processes, goods and services.

The aim is to identify appropriate alternatives and implement these over the life of this policy. Additionally, the aim of the policy is to look for savings and efficiency gains through the implementation of this policy and cost competitiveness will always be sought through procurement or purchasing processes.*

* The wording on the financial implications has been sourced and amended from the following reports;
  AlburyCity, Draft Single Use Plastic Policy report – 8th July 2019
The Sustainability unit’s budget has a specified allocation for sustainability initiatives, however, any additional costs for alternate measures that are identified will need to be covered by individual business units. Therefore forward planning and identification of such alternatives need to be considered and planned for during the Council budgeting processes as well as where there are measures identified that have significant costs.

**Environmental implications**

Some plastics are recyclable but large volumes are dispatched to landfilled, representing approximately 10% of all waste disposed of to landfill in Victoria\(^1\). Plastic does not break down, but often breaks into smaller pieces and at times finds its way into our waterways. These small pieces cause harm to native wildlife when ingested, whereas larger plastic items such as shopping bags may cause death by breathing or digestion blockages, or strangulation.

It takes large amounts of natural resources to produce plastic and for single use plastics this impact is significant. Reducing single use plastics reduces the amount of carbon-based production processes and the emittance of greenhouse gases and also reduces the degradation of our natural ecosystems.

**Sustainability Implications**

Introducing this policy will encourage staff and the community to be more sustainable and to reduce their impact on our natural resources.

**Social / cultural implications**

Community awareness with regards to single use plastics is very mixed. Some members of the community completely avoid single use plastics at all times while others do not consider the implications of single use plastics at all e.g. disposable coffee cups.

When provided with additional information as to the impacts on the environment and the financial costs, large numbers of people reconsider their actions and successfully reduce their purchasing of single use plastic.

**Legislative implications**

The *Climate Change Act 2017* sets targets for Victoria aimed at reducing greenhouse gas emissions. The reduced use of single use plastics will assist in achieving these targets.

**Community engagement and internal consultation**

Council’s Sustainability Co-ordinator has informally engaged with and surveyed staff in most of Council’s units to gauge the range of single use plastics used within Council operations. The local community has not yet been consulted due to the internal nature of the development of the policy.
8.8 - Draft Single-Use Plastics Policy (cont’d)

It is however recommended that the draft Single Use Plastics Policy be placed on public exhibition for 28 days and that a further report be placed before the Council for consideration post this process.

Options for consideration

Option 1 - Do nothing.
Not supported due to the impact that single use plastic has on the environment.

Option 2 - Council endorse the draft Single Use Plastics Policy for public exhibition.
This option allows the draft policy to be placed on public exhibition for a period of 28 days, allowing the Wodonga community to provide feedback for consideration.

Once this process has concluded, a feedback report along with the draft Single Use Plastics Policy will be placed before the Council for consideration.

This option is supported.

Conclusion

There are multiple single use plastic items used in Council operations and a small number of viable options for alternatives. The transition to alternatives to single use plastics will take time, and it is therefore proposed that Wodonga Council and AlburyCity phase in the policy over a two-year period.

Both councils have similar processes and projects, including suppliers and waste systems that together with the movement of large numbers of residents, students and business operations between the cities, makes it prudent that the one policy be developed and applied. It further strengthens the merit of the Two Cities One Community Plan.

Placing the policy on public exhibition will enable the Wodonga community to provide valuable feedback which will be used to inform the final version of the policy.

References

Attachments

The following documents are attached to this report:
- Attachment A: Draft Single-Use Plastics Policy
Ordinary meeting – November 18, 2019

Officers reports for determination

Planning and Infrastructure

8.8 - Draft Single-Use Plastics Policy (cont’d)

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

Manager Environment and Community Protection - Mark Verbaken
In providing this advice, I have no interests to disclose in this report.

Sustainability Coordinator - Robyn Nicholas
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

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.

Motion

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

Carried unanimously
Purpose

Wodonga Council and Albury City Council (AlburyCity) are committed to progressively reducing the use of single-use plastics by 2021. This policy applies to council operations and council-managed events including, but not limited to, official functions, civic events, community forums, listening posts, workshops, meetings, training events and parties. This policy outlines how the councils will lead and work together with our community to achieve this commitment.

Under the banner of the Two Cities One Community partnership, this policy is to formalise Albury and Wodonga councils’ commitment to progressively reducing and, where possible, eliminate single-use plastics by 2021 within its operations and at civic events, implement responsible procurement practices, influence supply chains and improve consumer awareness on single-use plastics.

Scope

This policy applies to all council officers (see definition below) involved in council operations.

The scope of the policy aims to encourage improved planning and consideration of plastic waste, from the procurement phase, to use, and finally to disposal.

Exemptions may be granted for plastic products that are required to meet medical and safety requirements, or where there is no other practical alternative product or distribution method available.

Events and activities occurring on council land, but not managed by council staff, are not included in the mandatory scope of this policy, but shall be encouraged and supported by council to voluntarily comply.

Definitions

Council Means the local government authority (i.e. Wodonga Council) with responsibility over that jurisdiction.

Council-managed land Land owned by the State (i.e. Crown Land) or a third party that the council manages day to day.

Council officers Includes councillors, employees whether they are permanent or temporary employees, volunteers and contractors.

Council operations Anywhere that council staff are present at a location or provide a service or function to the community.

Council-owned land Land owned by council.
Ordinary meeting – November 18, 2019

8 - Officers reports for determination

Item 8.8 - Attachment A

Events Any planned activity where any structure (permanent or temporary), open area, road way, fenced or unfenced area will contain a number of persons greater than that normally found in that area or location at one time.

Plastic The Oxford dictionary defines plastic as “a synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, etc., that can be moulded into shape while soft, and then set into a rigid or slightly elastic form”.

Single-use plastic items Includes any disposable plastic and polystyrene items, including but not limited to stationery packaging, cleaning items, balloons, cutlery and food and drink packaging designed to be used once and then discarded.

Policy

Under the Two Cities One Community Action Plan 2017–2021, item 2.1.2, AlburyCity and Wodonga Council have committed to continuing to collaborate on waste management and the Halve Waste program marketing and education.

AlburyCity and Wodonga Council will have similar policies and documents associated with single-use plastics, based on each council’s relevant state legislation.

To achieve our commitment by 2021, AlburyCity and Wodonga Council will work together to:

- Progressively reduce and where possible eliminate single-use plastic items within council operations;
- Encourage and support events and activities that are held on council-owned or managed land to voluntarily comply;
- Comply with all national and state legislation in relation to waste avoidance, generation, recycling and disposal;
- Advocate all levels of government regarding the use of single-use plastics;
- Implement procurement practices and influence supply chains to avoid soft plastic packaging wherever possible;
- Influence the local business and retail industry sectors to provide products and services that do not rely on single-use plastics;
- Build awareness within the community on single-use plastics; and,
- Support the National Packaging Targets.

Exemptions apply for plastic products that are required to meet medical and safety requirements, or where there is no other practical alternative product or distribution method available.
Related legislation and supporting documentation

- Single-use plastic implementation action plan – as updated and issued from time to time.
- Sustainable Wodonga Sustainability strategy 2014 – 2020
- Statewide Waste Resource Recovery Infrastructure Plan (SWRRIP)
- National Packaging Targets 2020

References

This policy relies on information contained in the following.

1. https://en.oxforddictionaries.com/definition/plastic
3. Northern Beaches Council Single Use Plastic Policy
4. Two Cities One Community Action Plan – 2.1.2 Continue to collaborate on waste management and Halve Waste program marketing and education.

Review

The council may review this policy at any time but unless otherwise requested at least every four years from date of adoption.

Minor amendments to the policy may be authorised by the Chief Executive Officer at any time where such changes do not alter the substance of the policy e.g. typographical errors, a change to the name of a related policy, or a change to the name of legislation.
8.9 - Election Period Policy

Purpose of report

The purpose of this report is to review the Election Period Policy.

Background

Council’s Election Period Policy was last reviewed in March 2016. The current policy has been reviewed by officers and only minor changes are proposed, principally to reflect the 2020 election dates, and minor organisational changes. The draft policy is included with the attachments.

The *Local Government Act 1989* (the Act) requires that the policy include:

a. Procedures intended to prevent the council from making inappropriate decisions or using resources inappropriately during the election period before a general election;

b. Limits on public consultation and the scheduling of council events; and

c. Procedures to ensure that access to information held by council is made equally available and accessible to candidates during the election.

Inappropriate decisions made by a Council during an election period includes any of the following:

a. Decisions that would affect voting in an election;

b. Decisions that could reasonably be made after the election.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Practice good governance, act with transparency and integrity in our decision-making.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The policy review reflects the legislative requirements as well as experience from the 2016 elections.

The policy is strategically important because it helps ensure that council operations continue throughout the election period in a responsible and transparent manner, and in accordance with statutory requirements and established ‘caretaker’ conventions.
8.9 - Election Period Policy (cont’d)

Risk and opportunity 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>Council makes inappropriate decisions during the election period.</td>
<td>4</td>
<td>C</td>
<td>H</td>
<td>Adopt the policy and ensure its adherence across the organisation.</td>
</tr>
</tbody>
</table>

Financial implications

There are no financial implications in adopting this policy. The policy itself will impact upon council by way of restrictions with financial expenditure during the election period.

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

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

Legislative implications

Sections 3(1), 55D, 76D, 93A and 93B of the Act.

Community engagement and internal consultation

The policy has been reviewed by the Governance Officer and the Manager Communications, Marketing and Customer Focus.

Options for consideration

1. Do nothing. This is not recommended as the current policy should be reviewed and updated.

2. Adopt the attached policy. This is recommended. The review of the current policy:
   - addresses all of the legislative requirements of the Act;
   - sets out the various protocols that council will observe across the election period;
   - informs councillors and staff of their responsibilities during this period; and
   - explains to the community how council will continue to provides services during the period, while applying some restrictions with its decision making so as not to influence voting or have a significant impact on the incoming council.
3. Adopt an amended policy based upon the attached draft, and the legislative requirements detailed in this report.

Conclusion

The council has a legislative responsibility to adopt an election period policy. This report proposes the adoption of such a policy, often referred to as a ‘caretaker policy’, to ensure compliance with the Act.

Attachments

The following documents are attached to this report:
- Attachment A: Election Period Caretaker Policy

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 Election Period Policy, included with the attachments, be adopted.

Motion

Crs John Watson / Kat Bennett

That the recommendation be adopted.  Carried unanimously
1. PURPOSE

Council staff and councillors must observe specific legislative requirements during the period leading up to a council election.

In addition, section 93B of the Local Government Act 1989 (the Act) requires that councils maintain an Election Period policy.

The purpose of this Policy is to:

a) Comply with the legislative requirements of the Act;

b) Assure the community that Wodonga Council (the council) will not use public resources in election campaigning or make decisions that may bind the incoming council, while continuing to function on behalf of the community; and,

c) Explain to councillors and staff the legislative requirements and the caretaker protocols that must be observed during the election period.

2. SCOPE

This policy applies to all councillors and staff of the council.

Section 93B(3) requires that this policy include the following.

a) Procedures intended to prevent the council from making inappropriate decisions or using resources inappropriately during the election period before a general election.

b) Limits on public consultation and the scheduling of council events.

c) Procedures to ensure that access to information held by the council is made equally available and accessible to candidates during the election.

To avoid doubt, the policy applies only to the actual making of decisions, not the announcement of decisions that have been made prior to the election period. However, as far as practicable such announcements should be made before the election period begins.

3. DEFINITIONS

3.1 Election period (or caretaker period)

This period is defined by section 3(1) of the Act to commence on the last day on which nominations for the election can be received, and ends at 6pm on the election day.
Therefore, the election period for the 2020 elections commences on Tuesday, September 22, 2020 and ends at 6pm on Saturday, October 24, 2020.

3.2 Inappropriate decisions

Inappropriate decisions made by a council during an election period are defined by section 93B(5) of the Act to include any of the following.

- Decisions that would affect voting in an election.
- Decisions that could reasonably be made after the election.

3.3 Major policy decisions

Major policy decisions are defined by section 93A(6) of the Act to be decisions:

i. Relating to the employment or remuneration of a Chief Executive Officer (CEO) under section 94, other than a decision to appoint an acting CEO;

ii. To terminate the appointment of a CEO under section 94;

iii. To enter into a contract the total value of which exceeds whichever is the greater of $150,000 (goods and services, inclusive of GST) or $200,000 (building and construction, inclusive of GST) or 1% of the council's revenue from rates and charges in the preceding financial year; and

iv. To exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of $100,000 or 1% of the council's revenue from rates in the preceding financial year.

4. POLICY

4.1 Major policy decisions and inappropriate decisions

The Act prohibits the council, a special committee of the council or a person acting under delegation by the council from making 'major policy decisions', or 'inappropriate decisions', during the election period.

4.2 Major policy decisions

The council will not make any major policy decisions, as defined at section 3.3 of this policy, during the election period.

Any major policy decision made during the election period is deemed to be invalid under the Act.
If the council considers that there are extraordinary circumstances where the community would be significantly disadvantaged by the council not making a particular major policy decision, the council will, by resolution, request an exemption from the Minister for Local Government in accordance with section 93A(2) of the Act.

4.3 Inappropriate decisions

The council will not make any inappropriate decisions, as defined at section 3.2 of this policy, during the election period.

Inappropriate decisions include the following.

- Approval of contracts that require significant funding in future financial years or are regarded as politically sensitive.
- Decisions that have significant impacts on the council’s income or expenditure or that relate to expenditure on politically sensitive matters.
- Allocation of community grants or other direct funding to community organisations.
- Major planning scheme amendments.
- Sale or discontinuance of roads, etc.
- Decisions of a politically sensitive nature.
- Policy or strategy decisions.

4.3.1 Considerations for officers with delegated authority

Before making any decisions under delegated authority during the election period, officers should consider the following:

- Whether the decision would be likely to affect voting in the election.
- The urgency of the issue (that is, can it wait until after the election?).
- The possibility of financial repercussions if it is deferred.
- Whether the decision is likely to be controversial.
- The best interests of the council.

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from their Director in the first instance.

4.4 Public consultation
Public consultation means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Public consultation should be avoided during the caretaker period. The council should not commission or approve any public consultation if such consultation is likely to run into the election period.

Public consultation required under the Planning and Environment Act 1987, or matters subject to section 223 of the Act may be approved by the CEO or the council, where such consultation would not be deemed as an “inappropriate decision” as defined in this policy.

Where public consultation is approved to occur during the election period the results of that consultation will not be reported to the council until after the election period.

4.5 Access to information

4.5.1 Councillors

As councillors must continue to perform their elected role during the election period, they will, as a matter of course, receive all necessary information for them to fulfil that role.

Information to be provided to councillors will include:

- Information that is publicly and freely available such as Council Plans, Annual Reports, strategies, policies and the like.
- Information and advice provided by the CEO as part of the council meeting agendas. This information is publicly and freely available.
- Councillor briefing papers in relation to matters to be decided upon at forthcoming council meetings. It is likely that the briefing information provided to councillors during the election period will be of a more routine nature than normal, given the restrictions on major policy or significant decision making during the election period.

Section 76D of the Act prescribes serious penalties for any councillor who inappropriately makes use of their position or information obtained in the role of councillor, to gain an advantage.
4.5.2 Candidates, including sitting councillors

Once nominations have closed, the CEO, or delegate, will issue advice to all staff of the names of the candidates.

The council affirms that all candidates for the council election, including any sitting councillors, will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the council election will be provided equally to all candidates, subject to the conditions set out in section 4.5.3 of this policy.

All election process related enquiries from candidates will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or delegate for consideration.

All requests received by council staff for information about projects, programs or services will be responded to in a ‘business as normal’ manner. However, a ‘business as normal’ approach does not include extensive research or analysis involving significant council resources, or providing a level of information which would not normally be available.

Any Freedom of Information applications lodged during the election period on matters such as expenses or costs etc regarding current councillors will be dealt with where possible outside of the election period (the Freedom of Information Act 1982 specifies a 30 day period in providing a response to an FOI application).

4.5.3 Request for Information Register

During the election period, a request for information register will be maintained by the Governance Officer. This register will be a public document that records all requests relating to electoral matters, routine and non-routine requests for information by candidates (including any sitting councillors), as well as the responses provided. The information will be published to the council’s web page and updated on a daily basis, or as required.

Staff are required to discuss requests for information by all candidates (including any sitting councillors) with their Director to determine an appropriate response, prior to contacting the Governance Officer for inclusion of the request into the register.

Requests for information which require significant resources to be devoted to making a response, or which might be perceived to support an election campaign, will be referred to the CEO, or delegate, for consideration.
4.6 Publication of electoral matter

The council will not print, publish or distribute material that is electoral matter during an election period. Electoral matter is broadly defined to be matter which is intended or likely to affect voting in an election. This limitation does not apply to electoral material that is only about the election process.

Material is definitely electoral matter if it:

- Publicises the strengths or weaknesses of a candidate;
- Advocates the policies of the council or of a candidate;
- Responds to claims made by a candidate; or,
- Publicises the achievements of the elected council.

The council will not print, publish or distribute any advertisement, handbill, pamphlet, or notice during the election period unless it is first certified, in writing, by the CEO.

The CEO’s certification must be in writing and cannot be delegated to anyone else. Copies of all certifications and certified documents must be retained on council records.

4.6.1 Media, communications and marketing

Council communications are a legitimate way to promote council activities and services and will continue to be used during the election period. However, council communication channels will not be used in any way that might influence the outcome of a council election.

During the election caretaker period, the following protocols will be observed.

- The CEO, or a nominated officer, will be the official spokesperson/s in any council media releases. No media releases issued will quote or feature any councillors.

- In response to any media inquiries, only the CEO, Directors or Manager Communications, Marketing and Customer Focus will provide a response and only information related to services and operations will be included. It must not involve the election or possible election outcomes.

- Any requests from councillors for advice or assistance will be referred to the CEO. No media advice or assistance will be provided to councillors in relation to election campaign matters.

- A council employee will not initiate or make any public statement that could be construed as influencing the election or relates to an election issue. Public statements include not only formal media releases but verbal statements at meetings, functions and events they are attending as part of their council role.
• During the election period, publicity campaigns, other than for the purpose of conducting the election, will be avoided where possible. Where deemed necessary for a council activity, any publicity campaign must be approved by the CEO. Council media, publicity and communications will be restricted to promoting normal council activities and services and will not involve specific councillors.

• Councillors must not use their position as an elected representative or their access to council staff and other council resources to gain media attention specifically in support of their election campaign. This includes photographs taken by or provided to the council and applies to all council images including those on council websites which may be able to be copied. Please refer to section 4.7 of this policy.

Section 55D of the Act is only concerned with electoral matter that is printed or published. It would not prevent a councillor or candidate from responding to a matter by issuing their own media release in their own name and using their own resources (i.e. not using council staff or resources).

4.6.2 Publications

Section 55D of the Act limits the council from printing, publishing, or distributing publications during a caretaker period. It defines publications as “an advertisement, handbill, pamphlet or notice”.

Our interpretation of section 55D includes:

• Council newsletters;
• Advertisements and notices;
• Media release;
• Leaflets and brochures;
• Mailouts to multiple addresses;
• Social media posts;
• Council noticeboards;
• New website material;
• Enewsletters;
• Reports;
• Material to publicise an event; and,
• Publication and distribution of councillor speeches.
Any references to councillors or candidates in council publications printed, published distributed and online during an election period must not include promotional text. Profiles will be removed and details restricted to names, contact details, titles and membership of special committees and groups as part of their council role.

Councillors are, however, able to publish campaign material on their own behalf, but cannot purport for that material to be originating from, or authorised by, council. No council logos, images, graphics, letterheads or Wodonga Council branding will be used, or linked, to a candidate’s election campaign.

Publications must be read broadly to include electronic information and web-based productions.

All publications, as defined, must be reviewed by the Manager Communications, Marketing and Customer Focus, and subsequently forwarded to the CEO for certification.

The council must not print, publish or distribute a publication during the election period unless it has been certified in writing by the CEO.

The CEO’s certification must be in writing and cannot be delegated to anyone else. Copies of all certifications and certified documents must be retained on council records.

An internal protocol has been developed for the certification process.

**4.6.3 Online communications**

Online communications including social media, websites and enewsletters offer council a low-cost and effective way to reach a large section of the community with information on council services.

Its fast-paced, interactive and immediate nature present challenges in controlling content.

Wodonga Council has a range of corporate online channels across venues.

As per section 4.6.2 of this policy, any publications on social media sites during the election period must be certified by the CEO. This may mean messages and responses to queries may not be posted as quickly as normal.

Protocols have been developed for managing the council’s social media and online channels.

During the election period, the Manager Communications, Marketing and Customer Focus and the Communications team will monitor and oversee all online channels to ensure they are managed in accordance with this policy.

During the election period, the following social media controls will be implemented.
- No posts or comments that may be construed as electoral matter will be permitted on council sites.

- No hosting or responding to political content will be permitted.

- All comments and posts will be moderated in accordance with this policy.

- Any inappropriate posts will be removed, as soon as practicable.

- Councillors will not be profiled on council social media channels during the election period.

During the election period the council’s website will not contain material which is precluded by the statutory requirements or by this policy. Any references to the election will only relate to the election process. References to councillors will be restricted to titles, names, and contact details and will not include promotional text or photographs.

A disclaimer will be placed on social media channels and the council’s websites to inform the public that the council is operating in ‘caretaker’ mode.

### 4.6.4 Annual report

The council is required by the Act to produce an annual report. The 2019-2020 Annual Report must be submitted to the Minister by September 30, 2020. Given that this falls within the election period, the Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual councillors.

The Annual Report is required under the Act and is not normally considered an advertisement, handbill, pamphlet or notice. It does not require certification by the CEO.

It should be noted that the Annual Report must not include material that is considered electioneering, or that publicises the attributes or achievements of individual councillors.

It may not include information about councillors beyond what is required by the *Local Government (Planning and Reporting) Regulations 2014*.

The 2019-2020 annual report will not contain a message from the Mayor.

Any publication of any extract, or summary of the Annual Report is regarded as a pamphlet, and must be subjected to certification by the CEO.

### 4.6.5 Events and functions

Reference to events and functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions and balls.
The council will avoid holding or sponsoring events, citizenship ceremonies and functions during the election period outside of normal council activities including annual events.

If special circumstances require an event, function or ceremony to be held, the reasons must be justified and any risk of affecting voting or influencing the election must be mitigated or prevented and subject to CEO approval.

Councillors must not give speeches or keynote addresses at council-organised or sponsored events and functions during the election period.

Councillors may continue to attend events and functions during the election period. However, councillors attending in their role as a council representative must not use the opportunity for electioneering.

Any promotional material for an event, function or ceremony must be consistent with the publications control detailed in section 4.6.2 of this policy.

4.7 Council resources

It is essential that due propriety is observed in the use of all council resources. It is also important that all councillors have access to the resources necessary to fulfill their elected roles.

In order to ensure the proper use of council resources during the election period the following will apply.

- Council resources, including offices, support staff, hospitality, equipment, email, mobile phones and stationery will be used exclusively for normal council business and will not be used in connection with election campaigning. Council staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of council resources might be construed as being related to a candidate’s election campaign, advice will be sought from the relevant Director or the CEO.

- Reimbursement of councillors’ out-of-pocket expenses in the election period will only apply to costs that have been incurred in the performance of normal council duties, and not for expenses that could be perceived as supporting or being connected with a candidate’s election campaign.

- Council logos, images, graphics, letterheads, or other branding must not be used for, or linked in any way to, a candidate’s election campaign.

- Council staff must not be asked to undertake any tasks connected with a candidate’s election campaign.

- Photographs and images paid for by the council or developed/taken by council officers are not to be used in electoral material for any candidate. This includes images of councillors, events and the physical realm.
No election material or active campaigning is to be conducted at council sponsored functions or events.

4.8 Disclaimer

While this policy is intended to guide council staff and councillors, it is not a substitute for legal advice. Individuals should seek their own independent advice if they are unsure about any aspect of the Act in relation to the election period.

5. ATTACHMENTS

Nil.

6. RELATED POLICIES

Nil.

7. RELATED LEGISLATION

Local Government Act 1989. In particular, sections 3(1), 55D, 76D, 93A and 93B.

Local Government (Planning and Reporting) Regulations 2014


8. REFERENCES

Records Management Directive.

9. REVIEW

This policy has been developed for the council election scheduled for October 24, 2020. The council may review this policy at any time but unless otherwise requested at least 12 months before the commencement of each subsequent council election period (section 93B(2)(b) of the Act).

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy eg: typographical errors, a change to the name of a related policy, or a change to the name of legislation.
There were no Officers reports for noting for this meeting.
10.1 - Finance Report for October 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
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.

<table>
<thead>
<tr>
<th>Key financial summary</th>
<th>Year to Date – October 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>50,814,881</td>
<td>50,094,484</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>17,999,422</td>
<td>18,643,892</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>32,815,459</td>
<td>31,450,592</td>
</tr>
<tr>
<td>Capital Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Expenditure</td>
<td>4,101,859</td>
<td>4,863,705</td>
</tr>
<tr>
<td>Closing cash &amp; investments</td>
<td>36,709,874</td>
<td>35,786,742</td>
</tr>
</tbody>
</table>

*Refer Section D – Treasury for explanation*
### a. Income Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Actual</th>
<th>Revised Budget&lt;sup&gt;(b)&lt;/sup&gt;</th>
<th>Variance</th>
<th>Revised Budget&lt;sup&gt;(b)&lt;/sup&gt;</th>
<th>Adopted Budget&lt;sup&gt;(a)&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Charges</td>
<td>2</td>
<td>2,093,455</td>
<td>1,759,684</td>
<td>333,771</td>
<td>5,717,142</td>
<td>5,672,143</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>90,616</td>
<td>145,000</td>
<td>(54,384)</td>
<td>470,000</td>
<td>470,000</td>
</tr>
<tr>
<td>Grants</td>
<td>3</td>
<td>2,689,648</td>
<td>2,457,257</td>
<td>232,391</td>
<td>7,052,458</td>
<td>7,066,228</td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td>155,285</td>
<td>74,336</td>
<td>80,949</td>
<td>649,037</td>
<td>649,037</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>50,814,881</td>
<td>50,094,484</td>
<td>720,397</td>
<td>59,996,844</td>
<td>59,965,615</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>7,868,328</td>
<td>8,380,687</td>
<td>(512,359)</td>
<td>26,325,428</td>
<td>26,094,525</td>
</tr>
<tr>
<td>Materials</td>
<td>5</td>
<td>6,507,461</td>
<td>6,727,371</td>
<td>(219,910)</td>
<td>24,588,823</td>
<td>21,597,649</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td></td>
<td>105,039</td>
<td>106,004</td>
<td>(965)</td>
<td>1,264,252</td>
<td>1,264,252</td>
</tr>
<tr>
<td>Depreciation</td>
<td>6</td>
<td>3,289,532</td>
<td>3,181,668</td>
<td>107,864</td>
<td>9,545,000</td>
<td>9,545,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td>229,062</td>
<td>248,162</td>
<td>(19,100)</td>
<td>1,910,488</td>
<td>1,939,568</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td></td>
<td>17,999,422</td>
<td>18,643,892</td>
<td>(644,470)</td>
<td>63,633,991</td>
<td>60,440,994</td>
</tr>
</tbody>
</table>

| Surplus/(Deficit) |      | 32,815,459 | 31,450,592 | 1,364,867 | (3,637,147) | (475,379) |

Note:
- b. Includes approved 1st quarter adjustments and rebudgets, and unapproved 2nd quarter adjustments
b. Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>October 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>36,709,874</td>
<td>34,227,243</td>
</tr>
<tr>
<td>Receivables</td>
<td>5</td>
<td>33,922,374</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>70,655,275</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>632,500,091</td>
<td>632,064,834</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td></td>
<td>632,500,091</td>
<td>632,064,834</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td><strong>703,155,366</strong></td>
<td><strong>670,197,007</strong></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>5,562,541</td>
<td>4,825,813</td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>4,615,466</td>
<td>4,663,866</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>1,549,848</td>
<td>1,946,627</td>
</tr>
<tr>
<td>Trust deposits</td>
<td></td>
<td>1,366,894</td>
<td>1,387,134</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>13,094,749</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>706,721</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>20,382,371</td>
<td>21,237,610</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td><strong>33,477,121</strong></td>
<td><strong>34,061,049</strong></td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td><strong>669,678,246</strong></td>
<td><strong>636,135,958</strong></td>
</tr>
<tr>
<td><strong>Represented by:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td></td>
<td>426,608,019</td>
<td>411,588,547</td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td>209,672,810</td>
<td>224,547,412</td>
</tr>
<tr>
<td>Current year earnings</td>
<td></td>
<td>33,397,417</td>
<td>0</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td><strong>669,678,246</strong></td>
<td><strong>636,135,958</strong></td>
</tr>
</tbody>
</table>
### 10.1 - Finance Report for October 2019 (cont’d)

#### c. Variance Explanations

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation Year to Date Actual v Year to Date Budget</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Income – higher than budget:</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rates $128k</td>
<td>Rates for the year are budgeted on known base rates charged for the year plus an estimate for supplementary rates. Supplementary rates are variable year on year and are for new developments and changes to existing properties that changes the base rate amount. Determined as a timing variance at this stage.</td>
<td>T</td>
</tr>
<tr>
<td>2</td>
<td>User charges $334k</td>
<td>Income – higher than budget: • $200k leases, predominantly due to solar rental. Budget variation in progress. • $86k costs recovered, predominantly results of hoarding legal outcome, budget variation in progress. • $55k inspection fees due to building inspections higher than budget and prior year.</td>
<td>P T</td>
</tr>
<tr>
<td>4</td>
<td>Employee Costs ($512k)</td>
<td>Expenditure – lower than budget: • Salary and wages are ($554k) favourable to budget due to staff vacancies in Project and Design, 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. ($136k) favourable year to date in WorkCover premium and claims. Timing of actual claims is unknown, estimate only.</td>
<td>P/T</td>
</tr>
<tr>
<td>5</td>
<td>Materials ($220k)</td>
<td>Expenditure – lower than budget: • ($261k) timing of consultancy work for Strategic Planning, Projects and Design. • ($110k) Events and Festivals, timing of creditor invoices. • $127k Materials, predominantly operating projects, timing of tree planting purchases.</td>
<td>T T T</td>
</tr>
<tr>
<td>6</td>
<td>Depreciation $108k</td>
<td>Expenditure – higher than budget: • Plant and equipment and buildings were capitalised higher than forecast when the 19/20 budget was set.</td>
<td>P</td>
</tr>
</tbody>
</table>
## Balance sheet (differences with June 2019)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Expected variance</th>
</tr>
</thead>
</table>
| 7    | Receivables $30.1m | **Current Assets – Higher than June 2019:**  
  - The annual rates and fire service levy charges were raised in August 2019. | T |
| 8    | Other Current Assets ($928k) | **Current Assets – Lower than June 2019:**  
  - This reduction relates to the year-end prepayments accrued at the end of June 2019 being expensed in 2019/20. | T |
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>36,510</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>200</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 1 below)</td>
<td>36,710</td>
</tr>
</tbody>
</table>

Cash as per Revised Budget (Graph 1 below) 35,787

Variance 923

Variance comprises:

- Actual v Revised Budget YTD - Operating (excludes non-cash dep., asset sales) 1,365
- Actual v Revised Budget YTD - Capital (766)
- Other (net movement in debtors/creditors/deposits etc.) 324

Variance as above 923

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>$ millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
<td>7.9</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>0.4</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>3.5</td>
</tr>
<tr>
<td>Working capital</td>
<td>24.9</td>
</tr>
</tbody>
</table>

Cash commitments 36.7
### 10.1 - Finance Report for October 2019 (cont’d)

**Treasury (cont.)**

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>5.48%</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>8.21%</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>8.21%</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>3.56%</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>9.59%</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>5.48%</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>5.48%</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>5.48%</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>5.48%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>10/05/19</td>
<td>08/11/19</td>
<td>2.35%</td>
<td>2,000,000</td>
<td>5.48%</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>5.48%</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>8.21%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>TD</td>
<td>25/10/19</td>
<td>22/04/20</td>
<td>1.45%</td>
<td>2,000,000</td>
<td>5.48%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td>At</td>
<td>Call</td>
<td>0.80%</td>
<td>6,710,000</td>
<td>18.38%</td>
</tr>
</tbody>
</table>

**Total Invested** | **36,510,000** | **100%**

**Responsible Investments** | **73.4%**

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>6,404,682</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** | **20,065,880** | **100%**

**Reconciliation to balance sheet**

- Current Interest bearing liabilities | 1,549,848
- Non-Current Interest bearing liabilities | 18,516,032

**Total** | **20,065,880**
Ordinary meeting – November 18, 2019

Officers reports for information

Finance and Systems

10.1 - Finance Report for October 2019 (cont’d)

Treasury (cont.)

Table 5 - Notional reserves and provisions

<table>
<thead>
<tr>
<th>NOTIONAL RESERVES AND PROVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
</tr>
<tr>
<td>Trust funds and deposits</td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
</tr>
<tr>
<td>Other refundable deposits</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Sub-total trust funds and deposits</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Notional reserves</td>
</tr>
<tr>
<td>Environmental land (WREN)</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking, roads and drainage</td>
</tr>
<tr>
<td>Landfill provision</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
</tr>
<tr>
<td>Total Reserves</td>
</tr>
</tbody>
</table>

Graph 1 – Cash Held

<table>
<thead>
<tr>
<th>CASH HELD - ($000's)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 19</td>
</tr>
<tr>
<td>Actual</td>
</tr>
<tr>
<td>Revised Budget</td>
</tr>
<tr>
<td>Prior Year</td>
</tr>
</tbody>
</table>
**10.1 - Finance Report for October 2019 (cont’d)**

**d. Capital Program summary**

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>October 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>0</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>0</td>
<td>432,864</td>
<td>432,864</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>0</td>
<td>267,089</td>
<td>267,089</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 Revenue</strong></td>
<td>798,431</td>
<td>7,332,805</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>1,211,090</td>
<td>8,591,746</td>
<td>7,550,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>47,630</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>397,328</td>
<td>1,762,170</td>
<td>0</td>
</tr>
<tr>
<td>Drainage</td>
<td>27,700</td>
<td>279,173</td>
<td>137,357</td>
</tr>
<tr>
<td>Footpath</td>
<td>23,090</td>
<td>703,461</td>
<td>596,000</td>
</tr>
<tr>
<td>I.T.</td>
<td>45,506</td>
<td>491,386</td>
<td>250,500</td>
</tr>
<tr>
<td>Kerb &amp; Channel</td>
<td>44,510</td>
<td>205,000</td>
<td>205,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>2,032</td>
<td>28,189</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100,117</td>
<td>686,029</td>
<td>391,000</td>
</tr>
<tr>
<td>Plant</td>
<td>269,277</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>708,528</td>
<td>3,687,126</td>
<td>1,622,000</td>
</tr>
<tr>
<td>Roads</td>
<td>394,239</td>
<td>5,862,870</td>
<td>5,666,000</td>
</tr>
<tr>
<td>WSLC</td>
<td>147,082</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>192,959</td>
<td>380,288</td>
<td>15,000</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>302,014</td>
<td>1,851,862</td>
<td>1,851,862</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>0</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>1,833</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>4,101,859</td>
<td>29,432,516</td>
<td>21,910,808</td>
</tr>
<tr>
<td>Net Capital Income / (Expenditure)</td>
<td>(3,303,428)</td>
<td>(22,099,711)</td>
<td>(17,272,682)</td>
</tr>
</tbody>
</table>

**Note:**

b. Includes approved 1st quarter adjustments and rebudgets, and unapproved 2nd quarter adjustments.
c. Refer Graph 2.
Ordinary meeting – November 18, 2019

Officers reports for information

Finance and Systems

10.1 - Finance Report for October 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, I have no interests to disclose in this report.

Finance Officer - Alan Billington
In providing this advice as the report author, 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.
**Ordinary meeting – November 18, 2019**

<table>
<thead>
<tr>
<th>Officers reports for information</th>
<th>Finance and Systems</th>
</tr>
</thead>
</table>

**10.1 - Finance Report for October 2019 (cont’d)**

For information only.
### Planning Report for October 2019

Between October 1 and October 31, 2019, the planning unit determined 18 planning applications under delegation including two applications for secondary consent, one application for extension to a planning permit and one planning permit as directed by VCAT.

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Use / Development</th>
<th>Site address</th>
</tr>
</thead>
<tbody>
<tr>
<td>47/2011/B</td>
<td>Construction of a retirement village Secondary consent to amend plans – to remove 31 service apartments and replace with a shared community centre.</td>
<td>2 Flinders Way, West Wodonga</td>
</tr>
<tr>
<td>154/2013</td>
<td>Extension to permit - Multiple lot staged subdivision.</td>
<td>Baranduda Boulevard, Baranduda</td>
</tr>
<tr>
<td>154/2013/A</td>
<td>Multiple lot staged subdivision - Amendment lodged to address the BMO requirements.</td>
<td>Baranduda Boulevard, Baranduda</td>
</tr>
<tr>
<td>65/2014/A</td>
<td>307 Lot staged subdivision of the Land (Amend condition 28 to reflect Section 173 Agreement). Secondary consent to amend plans – rearrangement of six lots.</td>
<td>115 Kinchington Road, Leneva</td>
</tr>
<tr>
<td>193/2018</td>
<td>Use and development of a contractors depot and materials recycling facility (construction and demolition materials recycling). <strong>VCAT direction to issue permit and modify condition 6.</strong></td>
<td>Whytes Road, Baranduda</td>
</tr>
<tr>
<td>35/2019</td>
<td>Construction of two dwellings on a lot in the GRZ.</td>
<td>1/165 Wilson St Wodonga</td>
</tr>
<tr>
<td>70/2019</td>
<td>Subdivide the land into four lots in the GRZ1. Subdivide land adjacent to a RDZ1.</td>
<td>3511 Beechworth-Wodonga Rd, Wodonga</td>
</tr>
<tr>
<td>89/2019</td>
<td>Buildings and works (storage shed) and car parking in the IN1Z.</td>
<td>Kendall St, Wodonga</td>
</tr>
<tr>
<td>93/2019</td>
<td>Two lot re-subdivision in FZ</td>
<td>965 Castle Creek Rd, Castle Creek</td>
</tr>
<tr>
<td>102/2019</td>
<td>Subdivision of land into two lots in the C2Z.</td>
<td>21 Osburn St Wodonga</td>
</tr>
<tr>
<td>104/2019</td>
<td>To use the land as a store, contractors depot and buildings and works (shed) in the C2Z.</td>
<td>2 Glenairne St Wodonga</td>
</tr>
<tr>
<td>105/2019</td>
<td>Use and development of land for a dwelling in the RCZ. Buildings and works associated with a dwelling in the BMO and ESO2.</td>
<td>3 Auhl Court West Wodonga</td>
</tr>
<tr>
<td>106/2019</td>
<td>Two lot subdivision and construction of two dwellings in the GRZ1.</td>
<td>35 Southgate Drive, Leneva</td>
</tr>
<tr>
<td>108/2019</td>
<td>Buildings and works (shed) in the LDRZ and ESO2, buildings and works associated with accommodation in the BMO and construction and illumination of a private tennis court in the ESO2.</td>
<td>6 Kingswood Way, West Wodonga</td>
</tr>
</tbody>
</table>
### 10.2 - Planning Report for October 2019 (cont’d)

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Use / Development</th>
<th>Site address</th>
</tr>
</thead>
<tbody>
<tr>
<td>113/2019</td>
<td>Licensed Premises (café/restaurant licence) - <strong>Burger Urge.</strong></td>
<td>130 High St Wodonga</td>
</tr>
<tr>
<td>117/2019</td>
<td>Change of Use to an indoor recreation facility (fitness classes) in the ACZ1.</td>
<td>72 Church St Wodonga</td>
</tr>
<tr>
<td>125/2019</td>
<td>Buildings and works (carport) in the ACZ1 and the HO.</td>
<td>27-29 Stanley St Wodonga</td>
</tr>
<tr>
<td>132/2019</td>
<td>To erect and display business identification signage in the IN1Z.</td>
<td>61 Wigg St Wodonga</td>
</tr>
</tbody>
</table>

#### Planning permits issued

<table>
<thead>
<tr>
<th>Year</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/2015</td>
<td>12</td>
<td>35</td>
<td>47</td>
<td>73</td>
<td>93</td>
<td>111</td>
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<td>154</td>
<td>162</td>
<td>182</td>
<td>202</td>
<td>211</td>
</tr>
<tr>
<td>2015/2016</td>
<td>18</td>
<td>35</td>
<td>55</td>
<td>69</td>
<td>77</td>
<td>85</td>
<td>91</td>
<td>104</td>
<td>113</td>
<td>122</td>
<td>136</td>
<td>153</td>
</tr>
<tr>
<td>2016/2017</td>
<td>18</td>
<td>35</td>
<td>48</td>
<td>62</td>
<td>78</td>
<td>91</td>
<td>104</td>
<td>116</td>
<td>130</td>
<td>139</td>
<td>147</td>
<td>153</td>
</tr>
<tr>
<td>2017/2018</td>
<td>17</td>
<td>38</td>
<td>48</td>
<td>61</td>
<td>71</td>
<td>87</td>
<td>100</td>
<td>123</td>
<td>146</td>
<td>174</td>
<td>189</td>
<td>205</td>
</tr>
<tr>
<td>2018/2019</td>
<td>18</td>
<td>36</td>
<td>54</td>
<td>70</td>
<td>87</td>
<td>102</td>
<td>110</td>
<td>116</td>
<td>126</td>
<td>141</td>
<td>158</td>
<td>170</td>
</tr>
<tr>
<td>2019/2020</td>
<td>18</td>
<td>30</td>
<td>39</td>
<td>57</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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 Planning and Infrastructure - Leon Schultz
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.

For information only.
10.3 - Building Report for October 2019

The value of building permits issued in Wodonga from 1 October to 31 October 2019 was $13,055,595. Details of the building approvals in excess of $100,000 are:

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Value</th>
<th>Construction</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/391/Coa</td>
<td>$1,400,000</td>
<td>Stage 2 - Verandah And Facade Alterations (Birallee Shopping Centre)</td>
<td>3 Birallee Place West Wodonga</td>
</tr>
<tr>
<td>2019/468/Dwell</td>
<td>$296,895</td>
<td>Dwelling</td>
<td>39 Gratwick View Wodonga</td>
</tr>
<tr>
<td>2019/483/Dwell</td>
<td>$310,600</td>
<td>Dwelling</td>
<td>38 Dartnell Crescent Wodonga</td>
</tr>
<tr>
<td>2019/500/Dwell</td>
<td>$432,200</td>
<td>Dwelling</td>
<td>29 Devitt Way Killara</td>
</tr>
<tr>
<td>2019/506/Dwell</td>
<td>$301,675</td>
<td>Dwelling</td>
<td>9 Dartnell Crescent Wodonga</td>
</tr>
<tr>
<td>2019/508/Dwell</td>
<td>$356,000</td>
<td>Dwelling</td>
<td>8 Pacific Court West Wodonga</td>
</tr>
<tr>
<td>2019/510/Dwell</td>
<td>$264,687</td>
<td>Dwelling</td>
<td>3 Hearst Court Wodonga</td>
</tr>
<tr>
<td>2019/511/Dwell</td>
<td>$338,500</td>
<td>Dwelling</td>
<td>31 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2019/512/Dwell</td>
<td>$361,195</td>
<td>Dwelling</td>
<td>26 Dartnell Crescent Wodonga</td>
</tr>
<tr>
<td>2019/515/Dwell</td>
<td>$448,750</td>
<td>Dwelling</td>
<td>33 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2019/526/Dwell</td>
<td>$214,469</td>
<td>Dwelling</td>
<td>15 Henricks Street Killara</td>
</tr>
<tr>
<td>2019/527/Dwell</td>
<td>$323,819</td>
<td>Dwelling</td>
<td>5 Nettle Court Baranduda</td>
</tr>
<tr>
<td>2019/539/Dwell</td>
<td>$350,225</td>
<td>Dwelling</td>
<td>19 Saffron Circuit Baranduda</td>
</tr>
<tr>
<td>2019/547/Dwell</td>
<td>$250,000</td>
<td>Dwelling</td>
<td>36 Devitt Way Killara</td>
</tr>
<tr>
<td>2019/552/Dwell</td>
<td>$250,000</td>
<td>Dwelling</td>
<td>30 Devitt Way Killara</td>
</tr>
<tr>
<td>2019/554/Dwell</td>
<td>$180,000</td>
<td>Dwelling</td>
<td>22 Hampshire Boulevard Leneva</td>
</tr>
<tr>
<td>2019/557/Dwell</td>
<td>$262,878</td>
<td>Dwelling</td>
<td>71 Highcliffe Road Leneva</td>
</tr>
<tr>
<td>2019/576/Dwell</td>
<td>$261,510</td>
<td>Dwelling</td>
<td>7 Ziebell Circuit Wodonga</td>
</tr>
<tr>
<td>2019/578/Dwell</td>
<td>$313,834</td>
<td>Dwelling</td>
<td>80 Dwyer Avenue</td>
</tr>
</tbody>
</table>
## 10.3 - Building Report for October 2019 (cont’d)

<table>
<thead>
<tr>
<th>Reference</th>
<th>Value</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/163/Pbsalt</td>
<td>$200,000</td>
<td>Dwelling Alterations And Additions</td>
<td>Leneva 9 Dowell Lane Barnawartha North</td>
</tr>
<tr>
<td>2019/214/Pbscoa</td>
<td>$176,000</td>
<td>Classroom Alterations (St Francis Of Assisi Primary School)</td>
<td>214 Baranduda Boulevard Baranduda</td>
</tr>
<tr>
<td>2019/186/Pbsdwl</td>
<td>$307,526</td>
<td>Dwelling</td>
<td>Leneva 14 Easton Lane</td>
</tr>
<tr>
<td>2019/192/Pbsdwl</td>
<td>$170,000</td>
<td>Dwelling</td>
<td>Wodonga 8 Throsell Crescent</td>
</tr>
<tr>
<td>2019/195/Pbsdwl</td>
<td>$419,524</td>
<td>Dwelling</td>
<td>Wodonga 22 Church Street</td>
</tr>
<tr>
<td>2019/196/Pbsdwl</td>
<td>$170,000</td>
<td>Dwelling</td>
<td>Wodonga 26 Keysor Way</td>
</tr>
<tr>
<td>2019/197/Pbsdwl</td>
<td>$320,524</td>
<td>Dwelling</td>
<td>Wodonga 20 Throssell Crescent</td>
</tr>
<tr>
<td>2019/199/Pbsdwl</td>
<td>$170,000</td>
<td>Dwelling</td>
<td>Wodonga 30 Keysor Way</td>
</tr>
<tr>
<td>2019/200/Pbsdwl</td>
<td>$314,215</td>
<td>Dwelling</td>
<td>Wodonga 2 Kintore Lane</td>
</tr>
<tr>
<td>2019/207/Pbsdwl</td>
<td>$237,400</td>
<td>Dwelling</td>
<td>Killara 11 Devitt Way</td>
</tr>
<tr>
<td>2019/209/Pbsdwl</td>
<td>$384,285</td>
<td>Dwelling</td>
<td>Wodonga 27 Keysor Way</td>
</tr>
<tr>
<td>2019/217/Pbsdwl</td>
<td>$330,034</td>
<td>Dwelling</td>
<td>Killara 17 Callus Street</td>
</tr>
<tr>
<td>2019/222/Pbsind</td>
<td>$2,020,000</td>
<td>Workshop And Office (Border Crane Consultants)</td>
<td>Baranduda 98 Baranduda Drive</td>
</tr>
</tbody>
</table>
10.3 - Building Report for October 2019 (cont’d)

Building activity

- Total number of building permits issued in Wodonga: 79 (55)
- Total number of dwellings approved in Wodonga (Dwellings & Units): 28/0 (19/0)
- Total number of permits relating to commercial & industrial works in Wodonga: 3 (8)
- Percentage of work approved by Council: 70.88% (70.90%)
- Number of permits approved outside Wodonga – Victoria **: 13 (15)
- Number of permits approved outside Wodonga – NSW **: 5 (12)

** Registered Building Practitioner, Registration No: BS-U 1369
### Accredited Certifier, Registration No: BPB 0368, Building Professionals Board, Sydney

![Building Permit Values - Cumulative](image-url)
10.3 - Building Report for October 2019 (cont’d)

[Graph: Building Permit Numbers - Cumulative]

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 Planning and Infrastructure - Leon Schultz
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.

Manager Building Services - David Seal
In providing this advice, I have no interests to disclose in this report.

Building Administrative Officer - Vicki Teschner
In providing this advice as the report author, I have no interests to disclose in this report.
Building Services Administration Officer - Jasmine Jackson
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
## 10.4 - Competitive Services Report for October 2019

<table>
<thead>
<tr>
<th></th>
<th>October</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>11</td>
<td>60</td>
</tr>
<tr>
<td>Total number of contracts awarded</td>
<td>23</td>
<td>120</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>15</td>
<td>81</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$2,081,966.24</td>
<td>$8,726,037.24</td>
</tr>
</tbody>
</table>

**Tenders advertised / quotations issued**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1734-19</td>
<td>Recreational and Footpath Renewal Program 2019-20</td>
</tr>
<tr>
<td>W1846-19</td>
<td>Demolition and Construction of Lawrence Street Bridge over House Creek</td>
</tr>
<tr>
<td>W1871-19</td>
<td>Provision of Stationery Services</td>
</tr>
<tr>
<td>W1874-19Q</td>
<td>Wodonga Heritage Study - Stage 2B</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>W1882-19</td>
<td>Regional Development Contribution Plan (DCP) Toolkit</td>
</tr>
</tbody>
</table>

**Tenders / quotations under evaluation**

<table>
<thead>
<tr>
<th>Reference</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>W1721-19Q</td>
<td>Wodonga Community Project - Version 2</td>
</tr>
<tr>
<td>W1731-19Q</td>
<td>Gateway Island - Cultural Heritage Assessment and Management Plan</td>
</tr>
<tr>
<td>W1733-19Q</td>
<td>The Cube Wodonga Ticketing system</td>
</tr>
<tr>
<td>W1761-19Q</td>
<td>Survey of Various Locations In Birallee Park area</td>
</tr>
<tr>
<td>W1774-19Q</td>
<td>Construction of new Wodonga Gallery/ Library</td>
</tr>
<tr>
<td>W1786-19Q</td>
<td>Emerald Oval Power Upgrade works</td>
</tr>
<tr>
<td>W1813-19Q</td>
<td>New Wodonga Flood Studies 2019</td>
</tr>
<tr>
<td>W1815-19Q</td>
<td>New Library/ Gallery Audio Visual Requirements Supply and Installation</td>
</tr>
<tr>
<td>W1837-19Q</td>
<td>Geotechnical Assessment for the Martin Park Netball Court Wodonga</td>
</tr>
<tr>
<td>W1842-19Q</td>
<td>PIR sensors for Wodonga walking trails</td>
</tr>
<tr>
<td>W1845-19Q</td>
<td>Environmental Assessment of Felltimber Creek Road</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>
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</table>

**Contracts awarded**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1581-19</td>
<td>Information technology Products and Services (Procurement Australia)</td>
</tr>
<tr>
<td>W1708-19</td>
<td>Manufacture &amp; supply of non-ferrous castings - street name &amp; parking signs</td>
</tr>
<tr>
<td>W1718-19</td>
<td>Provision of 2019-2020 Sprayseal Program (Procurement Australia)</td>
</tr>
<tr>
<td>W1736-19</td>
<td>Demolition works for the removal of the Wodonga Library</td>
</tr>
<tr>
<td>W1753-19Q</td>
<td>Bonegilla Migrant Experience - Earthworks and Concrete Footpath</td>
</tr>
<tr>
<td>W1797-19Q</td>
<td>Installation of 5 bus shelters at specified locations in Wodonga</td>
</tr>
</tbody>
</table>
10.4 - Competitive Services Report for October 2019 (cont’d)

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1798-19Q</td>
<td>Feature Survey works of Felltimber Creek Road</td>
</tr>
<tr>
<td>W1806-19Q</td>
<td>Supply and Install of LED lighting, Exhibition Centre, Wodonga Racecourse</td>
</tr>
<tr>
<td>W1812-19Q</td>
<td>Willow Park gravel path installation</td>
</tr>
<tr>
<td>W1816-19Q</td>
<td>Willow park shade sails</td>
</tr>
<tr>
<td>W1817-19</td>
<td>Hereford St Bridge - Design and Construct</td>
</tr>
<tr>
<td>W1820-19Q</td>
<td>High street off ramp landscape works</td>
</tr>
<tr>
<td>W1823-19Q</td>
<td>Integrated Water Management Plan for Baranduda Fields Sporting Precinct</td>
</tr>
<tr>
<td>W1826-19Q</td>
<td>Pump Track at Biralle Park - Design and Construct</td>
</tr>
<tr>
<td>W1829-19Q</td>
<td>Box seat and Umbrella structure for Belvoir Park</td>
</tr>
<tr>
<td>W1830-19Q</td>
<td>Provision of carpentry, lining and painting works at Bonegilla Migrant Experience - Block 19</td>
</tr>
<tr>
<td>W1831-19Q</td>
<td>Restumping works at Bonegilla Migrant Experience - Block 19</td>
</tr>
<tr>
<td>W1876-19Q</td>
<td>Kelly Park Playground Renewal - Play Equipment Supply and Install (MAV)</td>
</tr>
<tr>
<td>W1883-19</td>
<td>IT audio visual equipment for Ground floor refurbishment</td>
</tr>
<tr>
<td>W1890-19Q</td>
<td>Invest Albury Wodonga Video Campaign</td>
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</table>

Contracts not awarded

<table>
<thead>
<tr>
<th>Contract ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1784-19</td>
<td>Expression of Interest Outdoor Operations Depot</td>
</tr>
<tr>
<td>W1800-19Q</td>
<td>Kelly Park Netball Shelters</td>
</tr>
</tbody>
</table>

Contracts awarded to local suppliers
10.4 - Competitive Services Report for October 2019 (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.

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

Manager Finance - Nicola Gleson 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.
10.5 - 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.
## 10.5 - Assemblies of councillors (cont’d)

Councillor briefing of Monday, October 21, 2019, commencing at 11am and concluding at 11.45am.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Tafe Space, Board Room, level one, 1/158 Lawrence St, Wodonga.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In attendance</strong></td>
<td></td>
</tr>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Deputy Mayor and councillor</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Brian Mitchell</td>
<td>Councillor</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
</tr>
<tr>
<td>Mark Dixon</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Deputy CEO</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Acting Director Community Development</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Finance &amp; Systems</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</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.
10.5 - Assemblies of councillors (cont’d)

Councillor briefing of Monday, 28 October, 2019, commencing at 8.30am and concluding at 12 noon.

<table>
<thead>
<tr>
<th>In attendance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Deputy Mayor and councillor</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Brian Mitchell</td>
<td>Councillor</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
</tr>
<tr>
<td>Mark Dixon</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Deputy CEO</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Acting Director Community Development</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Finance &amp; Systems</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Linda Griffiths-Brown</td>
<td>Facilitator – Managing Director, Total HRM</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 the discussion involving Central Place development.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Items discussed

Councillor planning day for 2020-2021 financial year.
10.5 - Assemblies of councillors (cont’d)

Councillor briefing of Monday, 4 November, 2019, commencing at 8.30am and concluding at 10.10am.

<table>
<thead>
<tr>
<th>In attendance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie, Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett, Deputy Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall, Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe, Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren, Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Brian Mitchell, Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>John Watson, Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Mark Dixon, Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra, Deputy CEO</td>
<td>All items</td>
</tr>
<tr>
<td>Simone Hogg, Acting Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Narelle Klein, Director Finance &amp; Systems</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz, Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully, Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Kellie Davies, Manager Communications, Marketing &amp; Customer Focus</td>
<td>Item 3a</td>
</tr>
<tr>
<td>Nola Bales, Manager Family &amp; Early Years</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Zoe Jin, GIS Officer</td>
<td>Items 3d &amp; 3e</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 discussing Central Place development.</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. Briefing reports were provided on the following:
   a) Community Engagement Policy - review and update
   b) Early Years presentation
   c) Donation and Sponsorship Requests
   d) Proposed Reserve Names
   e) Road Rename - Frederic Street Road
## Councillor briefing of Monday, 11 November, 2019, commencing at 8.30am and concluding at 11.50am (including attendance at Remembrance Day Ceremony).

<table>
<thead>
<tr>
<th>Venue</th>
<th>Council Chamber, council offices, ground floor, 104 Hovell St, Wodonga.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In attendance</td>
<td></td>
</tr>
<tr>
<td>Anna Speedie</td>
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<td>Kevin Scully</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Mark Verbaken</td>
<td>Manager Environment &amp; Community Protection</td>
</tr>
<tr>
<td>Robyn Nicholas</td>
<td>Sustainability Co-ordinator</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning &amp; Building</td>
</tr>
<tr>
<td>Steven Hawkins</td>
<td>Statutory Planner</td>
</tr>
<tr>
<td>Adam Wiseman</td>
<td>Manager Investment Attraction &amp; Economic Development</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 dealing with Riverside Estate and Kinchington Estate.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>That part of item one dealing with Central Place.</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) Draft Single Use Plastics Policy and Implementation Action Plan
   b) 67/2019 – 62A Thomas Mitchell Drive - Use the land as a restaurant, use land to sell and consume liquor, advertising signage, and reduction in car parking
   c) Civic precinct opportunity
   d) CBD presentation - where to next?

### For information only.
This report provides an update on decisions from previous council meetings.

### Item 10.6 - Decisions register

**Speed limit review - various locations (20/08/2018)**

**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.

### Item Wodonga Historical Society (17/09/2018)

**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.

### Item Petition - parking restrictions in Church Street (18/03/2019)

**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.

### Item 193/2018 - Whytes Road, Baranduda - Use and Development of a Contractors Depot and Materials Recycling Facility (13/05/2019)

**Resolution**
Due to the length of the resolution it is not reproduced in this register. Please refer to the meeting minutes for the resolution.

**Status**
VCAT consent orders issued.

### Item Golf Cart access to the Wodonga Golf Course (24/06/2019)

**Resolution**
That:
### 10.6 - 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>
</table>
| **Resolution** | 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. |
| **Status** | In progress. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C131 - Application to apply an Environmental Significance Overlay at Wodonga Water Treatment Plant - Anzac Parade (19/08/2019)</th>
</tr>
</thead>
</table>
| **Resolution** | 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 |
| **Status** | VCAT compulsory conference scheduled for 16 and 17 October. |

<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>
</table>
| **Resolution** | 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. |
| **Status** | In progress. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Gateway Island Master Plan - Priority Setting Table: Project Implementation (19/08/2019)</th>
</tr>
</thead>
</table>
| **Resolution** | 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 |
### 10.6 - 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>
</table>
| Resolution | the approved allocation for 2019/2020 of $200,000;  
2. The project list, as set out within this report be approved as the works program for 2019/2020;  
3. Once the projects have been fully investigated and scoped, they be brought back to the council for assessment;  
4. Council officers continue to plan for future infrastructure projects and that advocacy continues for grant funding for projects on Gateway Island. |
| Status | In progress. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C132 - Baranduda Neighbourhood Convenience Centre (16/09/2019)</th>
</tr>
</thead>
</table>
| Resolution | That:  
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;  
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  
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. |
| Status | In progress. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Coyles Road - McFarlane’s Hill - proposed road proclamation and discontinuance (16/09/2019)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. The remaining unspent funds (approximately $211,000) from 2018/2019, at Ledger 67110 – Hilltop Strategy and Implementation - be re-budgeted into 2019/2020;  
2. The combined allocated funding of approximately $311,000 be made available to implement:  
   a) Priority Action items Action 1 and Action 4, as determined by the Wodonga Hills Advisory Group and set out in their Interim Report, dated May 2019; and  
   b) The design and completion of the Klings Hill climb track (priority action 14 – Klings Hill).  
3. Once detail design for Action 4 and part of action 14 have been undertaken, that all necessary approvals be applied for and received and that any agreements required with Parklands Albury Wodonga or the Department of Environment Land Water and Planning (DELWP) be negotiated and entered into before any works are put in hand;  
4. Once works are ready to commence with Action 4 and 14 items, a detailed community information plan be assembled and put to the local community and interested parties; and  
5. Works be completed by 30 June 2020. |
| Status | In progress. |
### 10.6 - Decisions register (cont’d)

**Resolution**

That:

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 Local Government Act 1989 (the Act) 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.

**Status**

In progress.

**Item**

**Release of covenant AC867382G from lot 2 and lot 3 PS741672 (16/09/2019)**

**Resolution**

That Council release Covenant AC867382G from Lot 2 and Lot 3 PS741672.

**Status**


**Item**

**Recreational Facilities Governance Review update (16/09/2019)**

**Resolution**

That the report, Recreation facilities governance review, be received and noted.

**Status**

In progress.

**Item**

**2018-2019 final result and estimated re-budgets (21/10/2019)**

**Resolution**

2. That council refer the surplus funds of $1,048,196 from the 2018-2019 budget, to the September 2019 quarterly report and be considered in the context of that report.

**Status**

Completed.

**Item**

**September 2019 Quarterly and Monthly Finance Report (21/10/2019)**

**Resolution**

That:

2. $1.4 million, made up from the 2018-2019 surplus of $1.048 million and $0.4 million of cash reserves, be allocated to the Gallery Library project if required. If the full amount is not required for the Gallery Library project,
10.6 - Decisions register (cont’d)

|------|---------------------------------------------------------------------|
| Resolution | That:  
1. The tender from Downer EDI Works Pty Ltd for contract W1718-19 *Provision of 2019 - 2020 spray seal program* be accepted, and based on the schedule of rates tendered;  
2. The contract to include provision for the rise and fall of bitumen prices in accordance with VicRoads standard section 199 clause 199.06 *Price adjustment for bituminous materials for supply of bitumen for priming, primersealing and sealing*;  
3. The identification and approval of works, or any variations to this contract be carried out in accordance with the council’s current purchasing, tendering and contract management procedural guidelines, and that the total contract value is limited to the allocated budget of $850,000 (excluding GST) based on the schedule of rates submitted;  
4. The 2019 - 2020 spray seal program works are to be completed by April 03, 2020; and  
5. Council to advise Procurement Australia of its resolution. |
| Status | Tender awarded. **Completed**. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Setting of Infringement Penalty amounts (21/10/2019)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. The penalty for parking offences, that Council can determine the penalty for, be set at an amount of 0.5 of a penalty unit for the year 2019-2020;  
2. No change be made to the 2019-2020 budget as a result of the proximity to the adopted fee; and  
3. This be reviewed annually as part of the budget process. |
| Status | Penalty amounts updated. **Completed**. |

For information only.
There were no notices of motion for this meeting.
There were no Petitions for this meeting.
There were no reports requiring the attachment of the Council seal for this meeting.
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 Watson acknowledged the contribution made by Cr Kat Bennett over the past 12 months in the role as Deputy Mayor.
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 received.
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 Kat Bennett / Brian Mitchell

That the recommendation be adopted.

*Carried unanimously*
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 - Civic precinct opportunity

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.
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.
• Return to open council

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
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<tbody>
<tr>
<td>That the ordinary meeting of the council be resumed.</td>
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</table>

<table>
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<tr>
<th>Motion</th>
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<tbody>
<tr>
<td>Crs Kat Bennett / Libby Hall</td>
</tr>
<tr>
<td>That the recommendation be adopted.</td>
</tr>
</tbody>
</table>

Carried unanimously

• Adopt the 'in-camera' recommendations

<table>
<thead>
<tr>
<th>Recommendation</th>
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<tr>
<td>That the recommendations of the closed meeting of the council be adopted.</td>
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<tr>
<td>Crs Kat Bennett / Brian Mitchell</td>
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<td>That the recommendation be adopted.</td>
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</tbody>
</table>

Carried unanimously

• Chairperson to close the meeting.

There being no further business the meeting closed at 6.52pm.

Minutes confirmed this ....................... day of ................................. 2019.

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