Minutes

Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on December 10, 2018.

Present

Cr A Speedie (Mayor)
Cr K Bennett
Cr L Hall
Cr D Lowe
Cr R Mildren
Cr T Quilty
Cr J Watson

In attendance

Ms P Harrington Chief Executive Officer
Ms N Klein Director Business Services
Ms D Mudra Director Community Development
Mr L Schultz 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 the land on which we are meeting. We pay our respects to their Elders and to Elders from other communities who may be here today.*

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

   There were no apologies or requests for leave of absence.

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

   **Recording of council meeting**

   The CEO advised that the council’s Meeting Procedure Local Law states that audio, video, or still image recording devices are not to be used, unless prior approval has been given by the chairperson or by council. Members of the public gallery were requested to observe this requirement.

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

   Cr Danny Lowe disclosed a conflict of interest, being a direct interest (section 77B of the *Local Government Act, 1989*), for item 12.1 Petition – Golf cart access. The nature of the interest is that Cr Lowe’s father helped write the petition and is instructing one of the residents.

   Cr Ron Mildren disclosed a conflict of interest, being an indirect interest because of conflicting duty (section 78B of the *Local Government Act, 1989*), for item 8.10 Wodonga Planning Scheme Amendment C98. The nature of the interest is that Cr Mildren’s business made an objecting submission on behalf of a client to the previous WPS Amendment from which this amendment is derived.

6. **Confirmation of minutes of previous meeting**

   **Recommendation**

   That the minutes of the ordinary meeting of council held on November 19, 2018, as circulated, be confirmed.

   **Motion**

   Crs John Watson / Kat Bennett

   That the recommendation be adopted.  

   **Carried**
Recommendation

That the minutes of the special meeting of council held on November 26, 2018, as circulated, be confirmed.

Motion

Crs Danny Lowe / Kat Bennett

That the recommendation be adopted. Carried

7. Delegates reports

Nil

8. Officers reports for determination

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8.2 Review of the Instruments of Delegation 12
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9. Officers reports for noting

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10. Officers reports for information

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11.1 Rescission motion - use of council land for a circus with exotic animals 106

12. Petitions

12.1 Petition - Golf Cart access to the Wodonga Golf Course 107

13. Council seal

Nil 114

14. Urgent business

15. Question time

16. Confidential business

Nil 117

17. Confidential urgent business

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

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

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

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

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

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

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

### Likelihood

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

### Consequence

- **Slight**
- **Low**
- **Medium**
- **Significant**
- **High**
- **Extreme**

**Response based on risk score**

- **Extreme**: Council/CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls
- **High**: Director’s attention required. Consider suspending or ending activity OR implement additional controls
- **Significant**: Manager’s attention required. Ensure that controls are in place and ongoing and management responsibility is met
- **Medium**: Manage through usual procedures and accountabilities
- **Low**: Add treatments where appropriate
Council has not received any Delegates reports for this meeting.
8.1 - Appointment of acting Chief Executive Officer

Purpose of report

This report has been authorised by the Mayor.

The purpose of this report is for the Council to appoint the Director Planning and Infrastructure and the Director Community Development for periods as acting Chief Executive Officer (CEO), pending a permanent appointment to the position.

Background

The CEO, Patience Harrington has resigned from the Council effective from January 1, 2019. Prior to that Ms Harrington will be on a period of leave, effective from December 24, 2018.

At its special meeting of November 26, the Council adopted a process for the appointment of a new CEO.

The CEO has various powers and authorities reposed by virtue of the position. These powers and authorities arise from legislative provisions as well as authorities delegated by Council. For these powers and authorities to be exercised by an acting CEO, an officer needs to be formally appointed to the position by the Council.

Therefore, it is proposed that:

- The Director Planning and Infrastructure, Leon Schultz, be appointed as acting CEO for the period from December 24, 2018 to January 31, 2019, both dates inclusive.
- The Director Community Development, Debra Mudra, be appointed as acting CEO for the period from February 1, 2019 until either a permanent appointment to the position is made, or June 30, 2019, whichever comes first.

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 appointment will ensure continuity of decision making pending a permanent appointment to the position.
Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risks</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Rating</th>
<th>Mitigation Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>An acting CEO is not appointed.</td>
<td>C</td>
<td>4</td>
<td>Medium</td>
<td>Appoint an acting CEO which is consistent with the requirements of the Act.</td>
</tr>
</tbody>
</table>

Financial implications

Remuneration for the acting CEO will be in accordance with the Higher Duties procedural guidelines. The guidelines provide that a Director acting as CEO will receive 50 per cent of the difference between the salary of the Director’s position and the salary of the CEO.

Environmental implications

No environmental implications are associated with the content or recommendation in this report.

Social / cultural implications

No social / cultural implications are associated with the content or recommendation in this report.

Legislative implications

Section 94(1A) of the Local Government Act 1989 (the Act) requires the Council to make a permanent appointment to the position of CEO as soon as is reasonably practicable after a vacancy in the position occurs. That process is underway following the resolution at the special council meeting of November 26, 2018.

Section 94(4A) of the Act allows the Council to appoint a person to act as its CEO pending a permanent appointment. The process outlined in this report is consistent with the Act.

Community engagement and internal consultation

Not applicable.
8.1 - Appointment of acting Chief Executive Officer (cont’d)

Options for consideration

1. Do nothing. This is not recommended as the Council is required to have a CEO in position at all times.

2. Appoint Mr Schultz and Ms Mudra for the periods recommended in this report. This is recommended.

Conclusion

The appointment of an acting CEO ensures continuity of decision making and senior management oversight of the organisation.

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 Governance and Customer Focus - Spencer Rich
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.
8.1 - Appointment of acting Chief Executive Officer (cont’d)

**Recommendation**

1. That:

   a) The Director Planning and Infrastructure, Leon Schultz, be appointed as acting Chief Executive Officer for the period from December 24, 2018 to January 31, 2019, both dates inclusive.

   b) Mr Schultz be authorised to exercise all powers and authorities reposed in the position of Chief Executive Officer for the period of the appointment as acting Chief Executive Officer.

2. That:

   a) The Director Community Development, Debra Mudra, be appointed as acting Chief Executive Officer for the period from February 1, 2019 until either a permanent appointment to the position is made, or June 30, 2019, whichever comes first; and

   b) Ms Mudra be authorised to exercise all powers and authorities reposed in the position of Chief Executive Officer for the period of the appointment as acting Chief Executive Officer.

**Motion**

Crs John Watson / Kat Bennett

That the recommendation be adopted.

Carried
8.2 - Review of the Instruments of Delegation

Purpose of report

The purpose of this report is for the council to review the instruments of delegations.

Background

Council operates a system of delegations to officers to enable the effective operation of the organisation. These delegations are updated periodically as legislation is amended, or new legislation introduced which impacts upon the operations of the council. This is the fourth update for 2018. The council updated the instruments in February and April, and the CEO reviewed and updated the instrument of sub-delegation in June. Importantly, the council has in place guidelines for reporting back on the exercise of the delegations.

The system of delegations the council operates has been developed by the council’s solicitor, Maddocks. The Maddocks templates are a starting point for the council’s instruments of delegation. For instance, the council may decide that it wants to retain certain powers rather than delegate them to members of staff, or that it wishes to impose additional conditions or limitations on the exercise of delegated powers by the relevant delegate.

The following information is extracted, in part, from explanatory notes issued by Maddocks:-

Most council decisions are not made at council meetings. Effective functioning of local government would not be possible if they were. Instead, most decision-making power is allocated by formal delegations.

The council is a legal entity composed of its members (i.e.: the councillors or commissioners). Because it is not a "natural" person, it can act in only one of two ways: by resolution, or through others acting on its behalf.

The power of a council to act by resolution is set out in section 3(5) of the Act:

"Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of the Council."

Alternatively, a council can act through others. Where this is to occur, it is recommended that the appointment be formalised through written "instruments of delegation" wherever practicable.

The Act, as well as other legislation, makes express provision for the appointment of delegates to act on behalf of councils. Section 98 of the Act provides that council may delegate its powers, duties, or functions. The section reads:
8.2 - Review of the Instruments of Delegation (cont’d)

(1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than:
   (a) this power of delegation; and
   (b) the power to declare a rate or charge; and
   (c) the power to borrow money; and
   (d) the power to approve any expenditure not contained in a budget approved by the Council; and
   (e) any power, duty or function of the Council under section 223; and
   (f) any prescribed power.

(2) The Chief Executive Officer may by instrument of delegation delegate to a member of the Council staff any power, duty or function of his or her office other than this power of delegation unless subsection (3) applies.

(3) The instrument of delegation to the Chief Executive Officer may empower the Chief Executive Officer to delegate a power, duty or function of the Council other than the power of delegation to a member of the Council staff.

(4) The Council must keep a register of delegations to members of Council staff.

(5) A delegation under this section to a member of Council staff may be made to:
   (a) a person named in the delegation; or
   (b) the holder of an office or position specified in the delegation.

(6) A Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council under subsection (1).

The instruments of delegation

There are five instruments recommended by Maddocks:

1. Instrument of Delegation from the council to the CEO.

   This delegates all of the council’s powers, duties and functions which are capable of delegation, subject to some exceptions and limitations as determined by the council, to the CEO.

2. Instrument of Delegation from the council to members of staff relating to council powers, duties and functions within various Acts and Regulations (or specific parts of those Acts or Regulations), which contain a specific power of delegation.

   This delegates certain powers directly from the council to staff due to the legislation referred to containing specific powers of delegation (see further below).
3. Instrument of Sub-Delegation from the CEO to council staff.

   This sub-delegates the council’s powers, duties or functions contained in Acts or Regulations which do not include a specific power of delegation.


   This instrument allows the CEO to delegate his or her powers, duties and functions existing under all Victorian legislation. This differs to the Sub-Delegation Instrument (above) in that it does not relate to Council powers, duties and functions, but those vested in the CEO personally.

5. Instrument of Delegation from CEO to staff (VicSmart).

   This provides for the CEO to delegate his or her powers as a responsible authority under the Planning and Environment Act 1987 in relation to VicSmart planning applications.

Section 98(1) of the Act provides that a council may, by instrument of delegation, delegate to a member of its staff any power, duty or function of a council under the Act or any other legislation, other than certain specified powers.

Section 98(2) provides that the Chief Executive Officer (CEO) may, by instrument of delegation, delegate to a member of the council staff any power, duty or function of his or her office other than the power of delegation itself.

Other Acts also empower a council to delegate certain powers, duties or functions. For example, sec. 188 of the Planning and Environment Act 1987 and section 58A of the Food Act 1984, empower councils to delegate their powers under those Acts to members of council staff.

There is a presumption that a power of delegation cannot be sub-delegated in the absence of express authority to do so.

The Planning and Environment Act, the Food Act, Part 9B of the Environment Protection Act and Part III of the Health Act contain specific powers of delegation, but do not contain an express power of sub-delegation. Therefore, it is assumed that the power of delegation cannot be sub-delegated. This means it is necessary for the delegation to come from the council to the staff members directly.

By contrast the Act provides that the powers of delegation under that Act can be either delegated to its staff members or to the CEO, who may then sub-delegate his or her powers (provided that the delegation to the CEO specifically authorises him or her to sub-delegate). Therefore, the CEO is able to sub-delegate to council staff without infringing the presumption.

While it could be argued that councils could simply rely on the general delegation powers in the Act to delegate matters under these other Acts and ignore the specific delegation powers in these other Acts, there is an appreciable risk in so
doing. This would be to ignore a rule of statutory interpretation which dictates that the specific takes priority over the general.

**All delegations are reviewed concurrently**
To ensure certainty the instruments of delegation are reviewed and updated concurrently. This is due to a change in Commonwealth legislation which now differs from Victorian legislation and raises the possibility of delegations made at different times being open to legal challenge.

**Changes recommended in this update**
A copy of all five proposed instruments are tabled. The different instruments of delegation have been updated to take account of recent legislative changes identified by council’s lawyers, Maddocks.

The Maddocks changes are summarised below:

**Instrument one: Delegation by the council to the CEO**
Maddocks has not identified any changes to this instrument. However it is recommended that ten of the new delegated powers not be delegated to the CEO (ie: be retained by the council).

This document is attached as tabled document A.

**Instrument two: Delegation by the council to staff other than the CEO**
The legislative review has identified the following changes:

1. The conditions and limitations column for s 41A(1) in the Domestic Animals Act 1994 (DA Act) has been updated to reflect the new language of the DA Act.

2. The Heritage Act 1995 has been replaced by the Heritage Act 2017 and the relevant provision for councils has now changed from s 84(2) to s 116.

3. There have been extensive changes to the Planning and Environment Act 1987 (P&E Act) prompted by the Planning and Environment Amendment (Public Land Contributions) Act 2018 (Public Land Contributions Amendment Act), including:
   a) removal of ss 46GF — 46GI(5), 46GL, 46GM and 224(8);
   b) insertion of ss 46GI(2)(b)(i) — 46LB(3) and 172C — 172D (2), which are provisions conferring powers, and functions, and imposing duties, on Council acting in one or more of the following capacities:
      i. collecting authority;
      ii. development authority;
      iii. municipal council;
      iv. planning authority; and
   c) amendment of ss 62(5)(a) and 62(6)(a).
4. Further changes to the P&E Act have been made by the Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018 (Distinctive Areas and Landscapes Amendment Act), which include the insertion of ss 46AW — 46AZK. These provisions apply where Council is a `responsible public entity'.

This document is attached as tabled document B.

**Instrument three: Sub-Delegation by the CEO to staff**

This instrument is approved by the CEO, and presented to the council with a recommendation that it be received and noted. Updates include:

1. The Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017 (Puppy Farms and Pet Shops Amendment Act) has introduced significant changes to the DA Act, which include the insertion of a number of new powers, duties and functions in relation to applications and registrations.

2. The power to offer a payment plan under s 46 of the Fines Reform Act 2014 has been removed and ss 174 and 175 have been clarified to indicate the capacity in which Council is acting when exercising the function and duty (respectively).

3. Amendments to the Infringements Act 2006, specifically the removal of ss 27D(3), 27F(3) and 54(1) — 164(3).

4. The amendment of s 411 of the Land Act 1958, which will commence on 1 November 2018, unless proclaimed earlier.

5. The insertion of new duties under ss 3H(1)(a) — 3H(1)(c) of the Local Government Act 1989 (LGA) following the commencement of the Distinctive Areas and Landscapes Amendment Act.

6. The amendment of s 27(1) of the National Parks Act 1975 to reflect assent being given to the Parks Victoria Act 2018 which will commence on 1 November 2018, unless proclaimed earlier.


8. The insertion of the Service Victoria Act 2018 (SV Act).

9. There have been consequential amendments to the Subdivision Act 1988 caused by the Public Land Contributions Amendment Act, which affects s 21(1) and introduces s 21(2CA).

10. Significant changes have been made to the Valuation of Land Act 1960 (VLA) by virtue of the State Taxation Acts Further Amendment Act 2017.
11. Regulations 155(7) and 155(8) of the Building Regulations 2018 (Building Regulations) are revoked.

12. Regulations 32 and 35 of the Infringements Regulations 2016 have been revoked by the IA Regulations.

This document is attached as tabled document C.

**Instrument four:** Delegation by the CEO of CEO’s powers, duties and functions to staff

This instrument is approved by the CEO, and presented to the council with a recommendation that it be received and noted. Updates include:

1. The insertion of two new powers under ss 46K(1)(g) and 46K(1)(h) of the Child Wellbeing and Safety Act 2005 which will commence on 31 December 2019, unless proclaimed earlier.

2. Clarification has been provided under s 175(1)(b) of the Fines Reform Act to indicate the capacity in which Council’s CEO is conferred the power.

3. The introduction of the Service Victoria Act which commenced on 1 July 2018.

4. The removal of the duty under s 13DJ(1) of the Valuation of Land Act and insertion of the 'power to request valuations of land' under s 3(5)(ba).

This document is attached as tabled document D.

**Instrument five:** Delegation by the CEO to staff (VicSmart)

This instrument is approved by the CEO, and presented to the council with a recommendation that it be received and noted. The updates all involve changes to the Planning and Environment Act:

1. Section 59(1) is now a 'power to decide an application without delay'.

2. Sections 62(5)(a) and 62(6)(a) have been amended by the Distinctive Areas and Landscapes Amendment Act. These amendments will commence on 2 July 2018.

3. Section 84AB has been inserted, which is a 'power to agree to confining a review by the Tribunal' where Council is a party to an application for review.

This document is attached as tabled document E.
The Staff Delegation Guidelines

Changes were last made to the Guidelines in April 2018. No further changes are proposed at this time but it is recommended that they be adopted.

This document is attached as tabled document F.

Non legislative changes

Organisational changes are also reflected in the document. Of note:

- The Director Community Development now has responsibility for Protected Disclosures and IBAC.
- The recently created position of Team Leader Financial Accounting has been included in the delegations.
- The position of Team Leader Strategic Asset Management replaces the position of Manager Strategic Assets.
- The position of Planning Technical Officer replaces the position of Subdivision Officer.
- The position of Manager Governance and Customer Focus has been included against those delegations where previously the only delegate was the Governance Officer.

Overseas Travel

It is proposed that overseas travel by council staff below Director level be approved by the CEO. Overseas travel by councillors, CEO and Directors would still require a resolution at a public council meeting.

Clarification of Development Plan approval

It is proposed to delegate the power to approve development plans to officers.

Council Plan

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

Council policy / strategy implications

Maddocks is contracted to provide six monthly updates to the instruments of delegations.
8.2 - Review of the Instruments of Delegation (cont’d)

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>If delegations are not updated the legality of a decision or an action purportedly made on behalf of the council could be questioned.</td>
<td>C</td>
<td>4</td>
<td>High</td>
<td>Adopt the revised instruments.</td>
</tr>
</tbody>
</table>

Financial implications

The cost of the templates provided by Maddocks is fully funded in the budget. There are no other financial implications.

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


Community engagement and internal consultation

The instruments have been reviewed by the directors and relevant managers and the proposed delegations reflect departmental advice.

Options for consideration

1. Do nothing. This is not recommended for the reasons outlined in this report.
2. Adopt the revised instruments of delegation, as tabled.

Conclusion

The council should regularly review and update the instruments of delegations to ensure they are compliant with legislation and reflect the organisational structure. The council has the opportunity to delegate responsibilities under various Acts, or it may choose to retain some responsibilities. It is timely to again conduct a review in-line with the latest legislative changes.

Attachments

Nil
8.2 - Review of the Instruments of Delegation (cont’d)

Tabled papers

The following documents will be tabled at the meeting:
- Document A: Instrument of Delegation to the CEO
- Document B: Instrument of Delegation to staff other than the CEO
- Document C: Instrument of sub-delegation by the CEO
- Document D: Instrument of Delegation of CEO’s powers, duties and functions
- Document E: Instrument of Delegation from CEO to officers (VicSmart)
- Document F: Staff Delegation Guidelines

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 Governance and Customer Focus - Spencer Rich
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.
8.2 - Review of the Instruments of Delegation (cont’d)

Recommendation

That:

1. In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the Instrument of Delegation to the Chief Executive Officer, as tabled:

   a. The person holding the position or acting in the duties of Chief Executive Officer be delegated the powers, duties and functions set out in the Instrument of Delegation to the Chief Executive Officer, as tabled, subject to the conditions and limitations specified in that instrument.
   b. The instrument come into force immediately the common seal of the council is affixed to the instrument.
   c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer be revoked.
   d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of the council that it may from time to time adopt.
   e. It is noted that the instrument includes a power of delegation to members of council staff, in accordance with section 98(3) of the Act.

2. In the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the Instrument of Delegation by the council to members of council staff (other than the CEO), as tabled:

   a. The members of council staff holding or acting in the offices or positions referred to in the instrument, as tabled, be delegated the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
   b. The instrument come into force immediately the common seal of council is affixed to the instrument.
   c. On the coming into force of the instrument all previous delegations to members of council staff (other than the Chief Executive Officer) be revoked.
   d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of council that it may from time to time adopt.

3. The Wodonga Council Staff Delegation Guidelines, as tabled, be adopted.

4. The Instrument of Sub-Delegation by the CEO to other staff, as tabled, the Instrument of Delegation of CEO’s powers, duties and functions, as tabled, and the Instrument of Delegation by the CEO for VicSmart Applications under the Planning and Environment Act 1987, as tabled, be received and noted.
Motion
Crs Danny Lowe / Kat Bennett
That the recommendation be adopted.

Carried

Division
A division was called for.
Councillors Lowe, Speedie, Watson and Bennett voted for the motion.
Councillors Mildren, Hall and Quilty voted against the motion.
8.3 - Reconstruction of McIntosh Road from Murray Valley Highway and chain 1800

Purpose of report

To seek the council’s determination in awarding the tender W1515-18 for the reconstruction of an 1800 metre section of McIntosh Road from the Murray Valley Highway to just north of Camp Rd.

Background

The Victorian State Government has allocated council a grant of $287,500 through the Local Roads to Market Program as a contribution for the reconstruction and pavement strengthening of McIntosh Road. A requirement of the funding is to classify this section of road as a gazetted for B-Doubles.

Response

Tenders were advertised in The Border Mail and via TenderSearch on Saturday, October 20, 2018 and closed at noon on Tuesday, November 13, 2018.

Twenty three documents were issued. Five tenders were received. One non-conforming tender was received. The tender from Sancon Civil Pty Ltd was considered inadequate in that it did not address council’s procurement requirements, this tender was not considered.

Tenders were received from:

<table>
<thead>
<tr>
<th></th>
<th>Tender Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Walsh Wodonga Pty Ltd</td>
</tr>
<tr>
<td>2.</td>
<td>A.P. Delaney &amp; Co Pty Ltd</td>
</tr>
<tr>
<td>3.</td>
<td>Excell Gray Bruni Pty Ltd</td>
</tr>
<tr>
<td>4.</td>
<td>Sancon Civil Pty Ltd</td>
</tr>
<tr>
<td>5.</td>
<td>Begley Bros Limited</td>
</tr>
</tbody>
</table>

The lowest tender was $455,858 and the highest tender was $656,000. The average tender sum was $520,486 (excluding GST).

The evaluation team members were Conwae Knight, Senior Engineer, John Luftensteiner, Engineer, and Steve Larkin, Technical Officer.

The following selection criteria were used as advertised in the tender document.
8.3 - Reconstruction of McIntosh Road from Murray Valley Highway and chain 1800 (cont’d)

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodology</td>
<td>20</td>
</tr>
<tr>
<td>Ability to meet timeframes</td>
<td>20</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>20</td>
</tr>
<tr>
<td>Quality</td>
<td>15</td>
</tr>
<tr>
<td>Benefit to local region</td>
<td>10</td>
</tr>
<tr>
<td>Environmental sustainability</td>
<td>5</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
<tr>
<td>Price</td>
<td></td>
</tr>
</tbody>
</table>

The following point scoring was applied to the criteria:

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

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

The process
All tenders were evaluated in adherence with the council’s tendering policy and guidelines.

The evaluation team convened a meeting and independently reviewed the technical/quality components of the tenders and evaluated them according to the selection criteria as detailed above. Three of the tenderers, Walsh Wodonga Pty Ltd, A.P. Delaney & Co Pty Ltd and Excell Gray Bruni Pty Ltd have all worked for council on previous road construction projects to a satisfactory standard and are considered capable of completing the project. They all demonstrated adequate resources, suitable methodologies and met the construction timeframe requirements.
Begley Bros Ltd have not undertaken works for council for many years but have undertaken civil works for other development projects within the region during this period. They were considered to be able to complete the works and nominated an experienced site supervisor who is known to council. They did not submit a construction methodology as required.

The preferred contractor, Walsh Wodonga Pty Ltd, is an established Wodonga based family company. They have previously undertaken similar road reconstruction projects for council, though not in recent times. They have also undertaken works on many other civil projects within the region and have sufficient resources and expertise to complete this project.

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

<table>
<thead>
<tr>
<th>Name / company</th>
<th>Value for money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Walsh Wodonga Pty Ltd</td>
<td>1275</td>
</tr>
<tr>
<td>2. A.P. Delaney &amp; Co Pty Ltd</td>
<td>1911</td>
</tr>
<tr>
<td>3. Excell Gray Bruni Pty Ltd</td>
<td>1318</td>
</tr>
<tr>
<td>4. Sancon Civil Pty Ltd</td>
<td>Not assessed</td>
</tr>
<tr>
<td>5. Begley Bros Limited</td>
<td>1865</td>
</tr>
</tbody>
</table>

After the assessments process, the panel considered that the tender submission from Walsh Wodonga Pty Ltd provided the best value for money option.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</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>Integrated and well-connected transport network</td>
<td>Not applicable.</td>
</tr>
<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>Managing assets</td>
<td>Deliver a strategic, resourced and informed program to renew, upgrade and build community assets to meet the current and future needs of the community.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

The tender was evaluated in accordance with council’s tendering policy and guidelines.
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>A site accident occurs with either a contractor or member of the public</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Traffic management plans and SWMS are required to be submitted, from the contractors, before works commence. Council contract supervision is required to ensure plans are followed and are appropriate to the situation.</td>
</tr>
<tr>
<td>Third party property damage</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Appropriate Insurance coverage is required by the contractor prior to works commencing.</td>
</tr>
<tr>
<td>Contractor fails to meet obligations of the contract</td>
<td>2</td>
<td>D</td>
<td>M</td>
<td>The contractor has completed similar works previously to council’s expectations. Ensure high quality contract management, ensuring compliance with contract specifications and conditions.</td>
</tr>
</tbody>
</table>

Financial implications

An allocation of $498,000 has been made in the 2018-2019 council budget for Road Renewal and with the grant of $287,500 from the State Government, the costs for the works can be accommodated within council’s program. The tendered prices are within council’s estimate for the works.

Environmental implications

During the construction works appropriate areas will be identified for the required stockpile and works areas to minimise any disturbance to existing vegetation and identified habitat areas.

Social / cultural implications

Benefits to the local region
Based on the responses to this mandatory criteria:

Walsh Wodonga Pty Ltd are a locally based company employing locally based staff. They have a local focus on procurement requirements and engage widely with local community and sporting groups.

Legislative implications

The successful tenderer and any subcontractors are required to have suitable insurances, health and safety documentation and practices, conduct their activities within State and Federal legislation, local laws, Australian Standards and relevant Codes of practices and guidelines.
Community engagement and internal consultation

Residents and property owners were contacted to support the funding application and are aware of the project works. The local community have previously advocated for improvements to be made on McIntosh Rd so the works will be positively received by the community.

Options for consideration

Option one – Do Nothing: This is not recommended as funding has been received for the reconstruction of McIntosh Rd from the State Government.

Option two – Accept the recommendation and award the tender. This is the recommended option.

Conclusion

Four conforming tenders were lodged which has led to a competitive price being obtained.

An open market tender process has been advertised attracting four conforming tender responses. Following a value for money assessment, Walsh Wodonga Pty Ltd has been identified as the preferred tenderer.

The successful tendered price is within the budget.

Accordingly, it is recommended that the council pursue option two.

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 Infrastructure and Projects - Theo Panagopoulos
In providing this advice, I have no interests to disclose in this report.
8.3 - Reconstruction of McIntosh Road from Murray Valley Highway and chain 1800 (cont’d)

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

Manager Governance and Customer Focus - Spencer Rich
In providing this advice, I have no interests to disclose in this report.

Team Leader Project and Design - Anne Visser
In providing this advice as the report author, I have no interests to disclose in this report.

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

Recommendation

That the tender from Walsh Wodonga Pty Ltd for W1515-18 for the McIntosh Road reconstruction for the price of $455,858.70 (excluding GST) based on the schedule of rates tendered be accepted.

The contract period be from January 7, 2019 and have practical completion by no later than March 30, 2019.

Motion

Crs Danny Lowe / Tim Quilty

That the recommendation be adopted.  

Carried
8.4 - Proposed sale of Logic Land

Purpose of report

Wodonga Council has received a formal letter of intent from Formula Forage Australia to purchase Lots 1 to 6 (inclusive) on proposed plan of subdivision no. PS823624V (Plan) at Logic, being part of the land contained in certificate of title volume 11607 folio 545 (Land). A copy of the Plan is attached at Attachment A, as tabled.

The proposal is that Council:
   a. sell Lots 5 and 6 on the Plan to Jessica Wild (Purchaser), in accordance with the terms of the draft public notice, being Attachment A, as tabled (Public Notice);
   b. grant to the Purchaser options to purchase Lots 2, 3 and 4 on the Plan, in accordance with the terms of the Public Notice, and sell that land, together referred to as the ‘Proposal’.

Formula Forage Australia will be granted a right of first refusal to purchase Lot 1 on the Plan, for a period of five years from the day of sale of Lot 6, at market valuation.

The parties intend to enter into a heads of agreement to record their intention to undertake the Proposal (HOA), prior to Council complying the statutory requirements under the Act in respect of the Proposal.

The purpose of this report is for the Council to give public notice in accordance with sections 189 and 223 of the Local Government Act 1989 (the Act), of its intention to undertake the Proposal, and to authorise the entry of the HOA.

Background

Formula Forage was founded in 2011 in Southern Alberta, Canada, and has since expanded its operations to Australia, collaborating with growers and harvest contractors local to the Riverina. Formula Forage Australia supplies packaged fodder crops, in large volume, to Australian graziers. The Purchaser is trustee of an entity which is part of Formula Forage Australia.

With direct access to the Hume Freeway, Murray Valley Highway and the future Inland Rail route, Formula Forage Australia considers Logic as the strategic location for their business growth.

Formula Forage Australia has been working with Wodonga Council for site selection since July 2017 and has since undertaken due diligence on the site at Logic in preparation to purchase the Land.
8.4 - Proposed sale of Logic Land (cont’d)

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Business and investment</td>
<td>Continue to attract new and diverse business to Wodonga</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

Council has prepared and adopted the Property Divestment Policy. Section 4.1, ‘Considerations of a sound divestment strategy’ includes –

- Identification of current and potential future usage.
- Facilitating investment and positive economic development outcomes.
- Favourable financial and strategic outcomes.

Section 4.1.3, ‘Economic Development Promotion’ includes –

- Short and long term job creation opportunities.
- Employment opportunities for disadvantaged or minority groups.
- Growth opportunities for local business.
- Achievement of desired planning, design and planning outcomes.
- Attraction of desired businesses, industries and/or infrastructure.

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 adhere to the requirements of section 189 of the Act</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Adhere to the requirements of the section 189 process as specified in this report.</td>
</tr>
</tbody>
</table>

Financial implications

The financial implications are not disclosed, beyond those included with the public notice, for commercial in confidence reasons.

Environmental implications

There are no environmental implications associated with the section 189 process.

Social / cultural implications

There are no social / cultural implications associated with the section 189 process.

Legislative implications

The process set out in this report is legislated by sections 189 and 223 of the Act.
8.4 - Proposed sale of Logic Land (cont’d)

Community engagement and internal consultation

The adoption of the recommendation will commence the public notice process required under section 189, and conducted in accordance with section 223 of the Act.

Options for consideration

1. Do nothing. This is not recommended as Council must undertake a section 189 and 223 process as a part of determining whether to proceed with the Proposal.

2. Issue a public notice of Council’s intention to proceed with the Proposal.

Conclusion

This report has outlined the process to be followed by council if it wishes to proceed with the Proposal.

Attachments

The following documents are attached to this report:

- Attachment A: Draft plan of subdivision
- Attachment B: Public notice

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 Economic Development - Adam Wiseman
In providing this advice as the report author, I have no interests to disclose in this report.
Ordinary meeting – December 10, 2018

Officers reports for determination

Business Services

8.4 - Proposed sale of Logic Land (cont’d)

Recommendation

1. That Council, acting under section 189 of the Local Government Act 1989 (Act), resolves to commence the required statutory procedures to:
   a. sell to Jessica Wild (Purchaser) Lots 5 and 6 on proposed plan of subdivision no. PS823624V (Plan), being part of the land contained certificate of title volume 11607 folio 545, in accordance with the terms of the public notice, being Attachment B, as tabled (Public Notice);
   b. grant to the Purchaser separate options to purchase Lots 2, 3 and 4 on the Plan, being part of the land contained certificate of title volume 11607 folio 545, in accordance with the terms of the Public Notice, and sell such land, together being the ‘Proposal’.

2. That Council authorises the Chief Executive Officer to give public notice of the Proposal under sections 189 and 223 of the Act.

3. That the Public Notice stipulate that persons may make a submission in respect of the Proposal in accordance with Section 223 of the Act and that written submissions must be received by no later than 5pm on January 16, 2019, being a date which is not less than 28 days after the date of publication of the Public Notice.

4. That 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.

5. That the Chief Executive Officer to be authorised sign (on behalf of Council) a heads of agreement to record the parties’ intention to undertake the Proposal, subject to the statutory procedures required under the Act.

6. That Council hold a Special Meeting of Council to hear from any persons who ask to be heard in support of their written submission at a meeting to be held at 9am on Friday, January 18, 2019 in Council’s offices, 104 Hovell Street, Wodonga in relation to the Proposal.

7. That Council receives a further report following the completion of the procedures required under sections 189 and 223 of the Act, at a council meeting on a future date to be determined.

Motion

Crs Tim Quilty / John Watson

That the recommendation be adopted.
### PLAN OF SUBDIVISION

<table>
<thead>
<tr>
<th>LOCATION OF LAND</th>
<th>EDITION 1</th>
<th>PS823624V</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARISH:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOWNSHIP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECTION:</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>CROWN ALLOTMENT:</td>
<td>1(PT), &amp; 4(PT)</td>
<td></td>
</tr>
<tr>
<td>CROWN PORTION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TITLE REFERENCE:</td>
<td>Vol.11607 Fol.545</td>
<td></td>
</tr>
<tr>
<td>LAST PLAN REFERENCE:</td>
<td>PS726592D (LOT C)</td>
<td></td>
</tr>
<tr>
<td>POSTAL ADDRESS:</td>
<td>LOGIC BOULEVARD BARNAWARTHA NORTH 3688</td>
<td></td>
</tr>
<tr>
<td>MGA K Coordinates</td>
<td>E 474 100 ZONE: 55 N 0007 400 GDA 94</td>
<td></td>
</tr>
</tbody>
</table>

### VESTING OF ROADS AND/OR RESERVES

<table>
<thead>
<tr>
<th>IDENTIFIER</th>
<th>COUNCIL/BODY/PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIL</td>
<td>NIL</td>
</tr>
</tbody>
</table>

### NOTATIONS

**DEPT LIMITATION:** NIL

**SURVEY:**
This plan is NOT based on survey.

**STAGING:**
This is not a staged subdivision.
Planning Permit No:
This survey has been connected to permanent marks Not(s).
In Proclaimed Survey Area No. 68

**DRAFT**
20/11/2018

### EASEMENT INFORMATION

**LEGEND:** A - Appurtenant Easement  E - Encumbering Easement  R - Encumbering Easement (Road)

<table>
<thead>
<tr>
<th>Easement Reference</th>
<th>Purpose</th>
<th>Width (Metres)</th>
<th>Origin</th>
<th>Land Benefited In Favour Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-7</td>
<td>TRANSMISSION LINE</td>
<td>18</td>
<td>PS538251Y</td>
<td>SPI POWERNET PTY LTD</td>
</tr>
</tbody>
</table>

**EDM Group**  
www.edmgroup.com.au

**SURVEYORS FILE REF:** 07016827  
**ORIGINAL SHEET SIZE:** A3  
**SHEET 1 OF 2**
WODONGA CITY COUNCIL

NOTICE OF INTENTION TO SELL LAND AND TO GRANT AN OPTION TO SELL LAND

Wodonga City Council (Council) gives notice under Section 189 of the Local Government Act 1989 (Act) that it intends to sell two parcels of land and grant three options to sell other land, and sell that land, as described below (Proposal).

The land which is the subject of the Proposal is the lots shown on the plan below (Plan), each being part of the land contained in certificate of title volume 11607 folio 545.

Sale of Lot 6 on the Plan (Lot 6)

The Proposal is that Lot 6 be sold by private treaty to Jessica Wild (Purchaser).

The contract of sale for Lot 6 (Lot 6 Contract) will provide as follows:-

1. a purchase price of not less than market value determined by a valuation obtained by Council;
2. payment of a deposit equal to 10% of the price;
3. settlement will be due on the later of:
3.1 30 days after the day of sale;

3.2 14 days after Council gives to the Purchaser written notice of registration of plan of subdivision no. PS823624V (Subdivision Plan); and

3.3 14 days after the Purchaser obtains a planning permit to use and develop the land in the Plan for agricultural silage and manufacturing, within 6 months after the day of sale (Planning Approval);

4. the sale will be conditional on:

4.1 Council procuring registration of the Subdivision Plan; and

4.2 the Purchaser procuring the Planning Approval; and

5. the Purchaser will be granted a right of first refusal to purchase Lot 1 on the Plan (Lot 1), for a period of 5 years from the day of sale of the Lot 6 Contract (provided that the Purchaser has settled the purchase of Lots 2 to 6 (inclusive) on the Plan), for a price which is not less than the market value of Lot 1 on the date that the right of first refusal is exercised.

Sale of Lot 5 on the Plan (Lot 5)

The Proposal is that Lot 5 be sold by private treaty to the Purchaser.

The contract of sale for Lot 5 (Lot 5 Contract) will provide as follows:-

1. a purchase price of not less than market value determined by a valuation obtained by Council;

2. payment of a deposit equal to 10% of the price;

3. settlement will be due on the later of:

   3.1 24 months after the day of sale;

   3.2 14 days after Council gives to the Purchaser written notice that the Subdivision Plan has been registered; and

   3.3 14 days after the Purchaser obtains the Planning Approval; and

4. the sale will be conditional on:

   4.1 Council procuring registration of the Subdivision Plan; and

   4.2 the Purchaser procuring the Planning Approval.

Option to sell Lot 4 on the Plan (Lot 4)

The Proposal is that Council grant an option to sell Lot 4 to the Purchaser (Lot 4 Option) on the following terms:-

1. the Lot 4 Option will be exercisable for a period of one year after the date of settlement of the Lot 5 Contract;

2. a purchase price of not less than market value determined by a valuation obtained by Council;

3. payment of a deposit of 10% of the price on exchange of the contract of sale for Lot 4 (Lot 4 Contract); and
4. settlement is 30 days after exchange of the Lot 4 Contract.

Option to sell Lot 3 on the Plan (Lot 3)

The Proposal is that Council grant an option to sell Lot 3 to the Purchaser (Lot 3 Option) on the following terms:-

1. the Lot 3 Option will be exercisable only if the Lot 4 Option is exercised by the Purchaser. It will then be exercisable for a period of one year after the date of settlement of the Lot 4 Contract;

2. a purchase price of not less than market value determined by a valuation obtained by Council;

3. payment of a deposit of 10% of the price on exchange of the Lot 3 Contract; and

4. settlement is 30 days after exchange of the Lot 3 Contract.

Option to sell Lot 2 on the Plan (Lot 2)

The Proposal is that the Council grant an option to sell Lot 2 to the Purchaser on the same terms as the Lot 3 Option (varied to relate to Lot 2) (Lot 2 Option), provided that the Lot 2 Option will only be exercisable if the Lot 3 Option is exercised by the Purchaser.

A person may make a submission on the Proposal.

Any person proposing to make a submission under section 223 of the Act must do so by 5pm on 16 January 2019.

All submissions will be considered in accordance with section 223 of the Act.

Submissions should be addressed to the Chief Executive Officer, and can be hand delivered to Council's Office at 104 Hovell Street, Wodonga or posted to the following address:

- Chief Executive Officer
- Wodonga City Council
- PO Box 923
- WODONGA VIC 3689

Any person requesting to be heard in support of his or her submission is entitled to be heard before Council (or a Committee established by Council for this purpose) or be represented by a person acting on his or her behalf, and will be notified of the time and date of the hearing.

Patience Harrington
Chief Executive Officer
Wodonga City Council
8.5 - Albury Wodonga Destination Management Plan 2019 - 2023 - post community feedback

**Purpose of report**

The purpose of this report is to adopt the Albury Wodonga Destination Management Plan 2019-2023.

**Background**

Stafford Strategy (Stafford) was commissioned by AlburyCity and Wodonga Council, to develop a Destination Management Plan (DMP) for the combined region, which is marketed under the Visit AlburyWodonga (vAW) brand. A combined DMP was requested to:

- Reflect the Two Cities One Community approach adopted by both councils, noting that the region (Albury Wodonga) has a stronger brand recognition with visitors than the individual cities by themselves; and
- Align with the Albury Wodonga destination brand which is jointly owned by the two cities.

The key objectives of the DMP are:

1. Grow visitor numbers (especially during non-peak periods);
2. Increase visitor spend;
3. Grow the average length of stay of visitors;
4. Introduce more commissionable (paid) product; and
5. Increase profile by State tourism agencies.

This DMP has been developed to align with a number of existing state, regional, sub-regional and local plans and strategies which are outlined in Table 1 of the DMP. Particular consideration has been given to the regional and sub-regional plans because they provide either:

- A blueprint for the future tourism and economic growth and include specific actions for Albury and Wodonga i.e. the Riverina Murray DMP, The Murray Region DMP and the Regional Economic Development Strategy); or
- Provide the aspirations and ambitions of Albury and Wodonga’s community for the future (i.e. the Two Cities One Community Strategy).
**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Prospering tourism sector</td>
<td>Strengthen visitor attraction and experience by promoting Wodonga as a destination of choice by visitors.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

The council action plan 2018-2019 supports the adoption of the DMP through Strategy 18: Prospering Tourism sector. This is further supported by the Two Cities One Community Action Plan 2017-2021: 1.2.2 Create a Visit Albury Wodonga Destination Management Plan.

**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>Not adopting the Albury Wodonga DMP</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt the DMP to provide a strategic direction for Wodonga’s tourism sector.</td>
</tr>
</tbody>
</table>

**Financial implications**

The cost to develop the DMP was $38,000.00. Of this, Wodonga Council’s portion is 50%, equalling $19,000.00. There is no further cost to adopt the DMP.

**Environmental implications**

Not Applicable

**Social / cultural implications**

Albury Wodonga is a well-recognised regional hub, noted for the excellent lifestyle it offers its residents, its strategic location on main travel routes between Melbourne, Canberra and Sydney and its high quality natural assets, including the Murray River and surrounding hills.

The visitor economy plays an important role in the social, cultural and economic vibrancy of the region. The tourism sector is growing increasingly competitive, particularly amongst regional centres.

To ensure Wodonga’s competitiveness in the tourism environment, the adoption of the DMP will provide the required strategic direction.
Ordinary Meeting – December 10, 2018

8.5 - Albury Wodonga Destination Management Plan 2019 - 2023 - post community feedback (cont’d)

Legislative Implications

Not Applicable

Community engagement and internal consultation

During public exhibition, eight submissions were received. This feedback is provided as a separate attachment. It is recommended that the submissions be noted and no change made to the DMP. Separately Albury and Wodonga councils propose three key changes, with the amendment of the draft DMP as follows:

1. include specific reference to the Four Hills Trail as part of the Hill Strategy Overview;

2. include the provision of end-of-trip cycle facilities at key destinations i.e. the High Country Rail Trail Gateway; and
3. changing the language and reference around the major family attraction, currently referred to as an Eco-Coaster by removing all four dot points and replacing with ‘Councils invite interest from the private sector (Nationally) in the establishment and operation of a major family attraction in Albury Wodonga’. Timeframe – Medium term.

Options for consideration

1. Do nothing. Wodonga Councils Tourism unit will operate without a DMP. Not recommended.

2. Adopt the Albury Wodonga DMP 2019-2023, with amendments, to provide strategic direction for tourism in Wodonga. Recommended.

Conclusion

Stafford Strategy (Stafford) was commissioned by AlburyCity and the City of Wodonga to develop a Destination Management Plan (DMP) for the combined region which is marketed under the Visit AlburyWodonga (vAW) brand. A combined DMP was requested to:

- Reflect the Two Cities One Community approach adopted by both councils, noting that the region (Albury Wodonga) has a stronger brand recognition with visitors than the individual cities by themselves; and

- Align with the Albury Wodonga destination brand which is jointly owned by the two cities.

The key objectives of the DMP are:

1. Grow visitor numbers (especially during non-peak periods);

2. Increase visitor spend;

3. Grow the average length of stay of visitors;

4. Introduce more commissionable (paid) product; and

5. Increase profile by State tourism agencies.

The draft DMP was provided for public exhibition and received 10 responses. Eight responses required no action, two responses required three amendments. Adoption of the DMP will provide strategic direction to assist in advancing our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.
The Council Action Plan 2018-2019 supports the adoption of the DMP through Strategy 18: Prospering Tourism sector. This is further supported by the Two Cities One Community Action Plan 2017-2021: 1.2.2 Create a Visit AlburyWodonga Destination Management Plan.

**Attachments**

Nil

**Tabled papers**

The following documents will be tabled at the meeting:
- Document A: Destination Management Plan public submissions

**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 Economic Development - Adam Wiseman
In providing this advice, I have no interests to disclose in this report.

Tourism Coordinator - Cellina Little
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That the Albury Wodonga Destination Management Plan 2019-2023 be adopted.

**Motion**

Crs Danny Lowe / John Watson
That the recommendation be adopted.

Carried
8.6 - Draft Baranduda Fields Master Plan

Purpose of report

The purpose of this report is to present the draft Baranduda Fields Master Plan for adoption.

Background

In February 2012 council purchased a site now known as Baranduda Fields with the vision of the site to become a multifunctional sport and recreation precinct for the city. In November 2013 council adopted a long term master plan which identified the future sports needs and demands for the city and presented a staged approach for delivery of infrastructure. The draft Plan provides a long term vision and direction for future recreation infrastructure for Wodonga Council.

In 2015-2016 the council undertook further detailed planning and design work for the first capital project of Baranduda Fields which included undertaking a cultural heritage study. This work has resulted in modifications to the layout of facilities in Baranduda Fields and subsequently identified the requirement for the Plan to be reviewed and updated to reflect these changes.

As part of the master plan update the council sought to:

- Improve identification and options to support passive recreation and social activities within Baranduda Fields;
- Update of sports facility development and timing based on participation and sports data;
- Identify and plan for culturally significant items;
- Undertake broader site analysis work to inform the master plan; and
- Enhance the connection to and support for conservation lands within the precinct.

Wodonga Council engaged Spiire to undertake the plan update. Spiire undertook a site assessment, vision workshop, engaged with a variety of stakeholders which has resulted in the updated draft plan (tabled document A).

The draft plan includes the following changes/updates from the previous master plan:

- A proposed new vision statement

  “Baranduda Fields will be a precinct of major regional significance. It will be a destination offering unique and inclusive spaces for a variety of social interactions and recreation activities. The use of sustainable and innovative approaches will connect the community to the environmental value which exists at Baranduda Fields.”

- A new staged delivery plan with the following:
  - A three pitch soccer facility moved forward to a stage 1b priority;
8.6 - Draft Baranduda Fields Master Plan (cont’d)

- Inclusion of gymnastics facility in the indoor facility development as a stage 1b priority;
- One hockey pitch development included in stage 2 with an additional hockey pitch moved to stage 3;
- Lawn bowls facility moved from stage 3 to stage 2 priority; and
- Athletics complex deferred from a stage 1b to a stage 2 priority.

- Inclusion of identification and concepts around broader recreation and community social uses within identified precinct areas; and

- Greater detail and consideration of the *Wodonga Retained Environmental Network Strategy (WRENS)*.

On March 19 2018, at an ordinary council meeting the council resolved:

- That a public engagement process for the draft Baranduda Fields Master Plan be undertaken with a further report on the results of the engagement process to be presented to a future ordinary council meeting.

Current facilities

Wodonga is experiencing increased pressure from aging and non-compliant infrastructure, the current demand for facility provision, changing sporting trends such as extension of seasons, and environmental and funding constraints.

It is important that this masterplan is considered in this context and within the context of the Wodonga Sport and Recreation Plan, physical activity strategy and the masterplans for other sporting precincts across Wodonga.

This planning document for Baranduda Fields provides for the future growth of the city as well as considering increasing demand for sport and recreation opportunities that cannot be meet by the existing facilities.

While the council continues to invest in renewal programs for the city’s sports facilities, the investment in current facilities is still a high priority. This is to ensure that current needs are serviced and that demand and access can be spread across facilities and maintained at a neighbourhood level.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our people will enjoy an excellent quality of life</td>
<td>Offer diverse and accessible recreation, leisure and sporting opportunities.</td>
<td>Commence the Baranduda Fields sporting precinct plan.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

The draft Plan supports and connects with the *Leneva Baranduda Precinct Structure Plan* and the *Wodonga Sport and Recreation Plan*. 
## 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>Clubs and associations have unrealistic expectations on the delivery of master plan actions.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Community engagement plan established for public exhibition process. No set timelines attached to delivery of plan. Ongoing communications needed with existing clubs to understand delivery timelines.</td>
</tr>
<tr>
<td>Funds are not available to deliver the master plan.</td>
<td>2</td>
<td>C</td>
<td>H</td>
<td>Elements of the master plan included in the Leneva Baranduda Precinct Structure Plan. The master plan expands planning outside of sports to allow for a variety of funding sources to be considered for improvements and development of the precinct.</td>
</tr>
</tbody>
</table>

## Financial implications

The draft Plan includes precinct cost estimates of $122,385,275. This is presented in stages with the following breakdown:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Cost estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services (potable water, sewer, gas, recycled water and telecommunications)</td>
<td>$2,538,709</td>
</tr>
<tr>
<td><strong>Stage 1A</strong></td>
<td></td>
</tr>
<tr>
<td>Site earthworks (including roads, carparks, construction of two ovals / cricket, netball courts, etc)</td>
<td>$6,010,000</td>
</tr>
<tr>
<td>Buildings (ie: pavilion) - $5,950,000</td>
<td>$5,950,000</td>
</tr>
<tr>
<td><strong>Stage 1B</strong></td>
<td>$67,178,905</td>
</tr>
<tr>
<td>Three pitch soccer facility with associated amenities</td>
<td>$7,915,000</td>
</tr>
<tr>
<td>Four court local tennis facility</td>
<td>$4,170,000</td>
</tr>
<tr>
<td>Indoor multiuse facility</td>
<td>$24,000,000</td>
</tr>
<tr>
<td>Cycling criterion with supporting amenities</td>
<td>$500,500</td>
</tr>
<tr>
<td>Cafe</td>
<td>$1,150,000</td>
</tr>
<tr>
<td>Associated civil and landscaping allocation</td>
<td>$29,443,405</td>
</tr>
<tr>
<td><strong>Stage 1B total cost</strong></td>
<td>$67,178,905</td>
</tr>
<tr>
<td><strong>Stage 2</strong></td>
<td>$35,415,501</td>
</tr>
<tr>
<td>One synthetic hockey pitches</td>
<td>$1,467,500</td>
</tr>
<tr>
<td>Two pitch rugby league facility with shared amenities</td>
<td>$3,095,000</td>
</tr>
<tr>
<td>Two baseball/softball diamonds with training area</td>
<td>$2,670,000</td>
</tr>
<tr>
<td>8 lane athletics track</td>
<td>$8,950,000</td>
</tr>
<tr>
<td>Lawn bowls facility</td>
<td>$940,000</td>
</tr>
<tr>
<td>One local AFL/cricket facility and two outdoor netball courts with associated amenities</td>
<td>$4,860,000</td>
</tr>
<tr>
<td>Associated civil and landscaping allocation</td>
<td>$13,733,001</td>
</tr>
<tr>
<td><strong>Stage 2 total cost</strong></td>
<td>$35,415,501</td>
</tr>
<tr>
<td><strong>Stage 3</strong></td>
<td>$4,992,160</td>
</tr>
<tr>
<td>Multipurpose grass playing fields</td>
<td>$2,035,000</td>
</tr>
<tr>
<td>Associated civil and landscaping allocation</td>
<td>$1,489660</td>
</tr>
<tr>
<td>Second synthetic hockey/multiuse pitch</td>
<td>$1,467,500</td>
</tr>
<tr>
<td><strong>Stage 3 total cost</strong></td>
<td>$4,992,160</td>
</tr>
</tbody>
</table>
8.6 - Draft Baranduda Fields Master Plan (cont’d)

This is a long term master plan with each facility development requiring significant investment and support from a variety of external funding bodies including state and federal government as well as state and national sporting bodies.

The precinct has an allocation within the Developer Contributions Plan (DCP) of the Leneva Baranduda Precinct Structure Plan which will provide a contribution towards infrastructure elements within the precinct. It should be noted that this contribution is aligned to facilities servicing local level need and therefore some items included in the master plan have not been included as part of the DCP.

All projects within the draft master plan are subject to budget allocation and external funding support.

Environmental implications

Baranduda Fields contains a large parcel of WRENS land. This land is identified as part of a network of connected and protected reserves throughout Leneva and Baranduda designed to ensure long-term environmental benefits within the context of growth.

The draft Plan acknowledges this and highlights the need to ensure appropriate buffers are provided between organised active facilities and the conservation land.

The draft Plan also advances planning around water harvesting and systems to provide amenity to users in a sustainable way.

Social / cultural implications

The draft Plan aims to expand and include considerations of cultural and social opportunities for the community.

The document has been enhanced to include a variety of broader community uses and offerings of the site including addition of play spaces, water education opportunities, and a pathway network encompassing the WRENS land and cycling criterion.

Legislative implications

There are no legislative implications associated with the draft plan.

Community engagement and internal consultation

As outlined in the draft Plan, targeted stakeholder engagement was undertaken to update and refine the master plan.

A community engagement plan was developed for the public exhibition period to seek feedback and input from the community on the document.
A consultation period was undertaken between March 19, 2018 and May 14, 2018 that provided the opportunity for feedback regarding the draft plan document. As detailed below, feedback was submitted from a range of stakeholders. Where contact details were provided letters were sent thanking the submitters for their feedback.

**Consultation process**
In addition to the general community, the following list indicates the range of targeted stakeholders who were provided the opportunity to provide feedback on the review:

- There were eighteen sporting clubs/groups notified of the opportunity to participate in providing feedback on the draft plan;
- Letters were posted to 20 local schools;
- Four community groups;
- Emails were sent to 32 interest groups/peak bodies;
- Emails to five referral agencies; and
- Letters were sent to neighbourhoods that reside near major precincts.

**Council received feedback from:**
In total council received 22 responses to the draft plan as follows:

- Three sporting clubs / peak bodies;
- Seven Facebook comments of which one was a sporting club; and
- Twelve others.

**Comments from across user groups were:**
- That Baranduda Fields was not required at this stage and there should be focus on providing infrastructure to meet current needs. In addition, there were some concerns relating to Baranduda Fields distance and location within Baranduda;
- The potential impact of costs for clubs relocating to Baranduda Fields;
- Detail design elements relating to a criterium circuit, synthetic playing surfaces and athletics infrastructure;
- Ability to hold multiple events at one venue was appealing;
- Inclusion of other elements such as MTB track and skills tracks, stadiums and parking, heated pool, velodrome, etc;
- Need to clarify Baranduda Fields role in meeting future growth and in addition to what currently exist;
- Need to amend the master plan as a result of current development occurring such as the regional cricket hub; and
- Feedback regarding council’s management plan for the abutting Wrens land.

**Specific feedback relates to:**
- Wodonga Athletic Club and Wodonga Little Athletics future at Pat Parker Athletics Park;
- Questions regarding the width of the proposed criterium circuit; and
- Gymnastics Victoria seeks consideration for a gymnastic facility being part of stage 1 of the master plan.
**8.6 - Draft Baranduda Fields Master Plan (cont’d)**

**Additional information**

During the course of the review, the pavilion plans (tabled document B) have been finalised and will form part of the master plan documentation. The pavilion plans will be ready should a future funding opportunity emerge.

**Summary**

The original master plan was developed in 2000 with subsequent updates in 2007 and 2012. The current update was undertaken in order to establish a new vision statement, confirm overarching objectives and inform guiding principles for design and landscaping. Extensive stakeholder engagement was undertaken throughout the review and again during the exhibition period.

There was feedback received that could form part of future considerations for Baranduda Fields such as Wodonga Athletics and Wodonga Little Athletics future at Pat Parker Park and specific sporting infrastructure.

That detail design elements relating to the criterium circuit, synthetic playing surfaces and athletics infrastructure and inclusion of other elements such as MTB track and skills tracks, stadiums and parking, heated pool, velodrome could all form part of future considerations for Baranduda Fields.

If the position is taken that Baranduda Fields will meet the growth needs of Wodonga into the future, it would be prudent for the council to adopt this updated long term master plan and then review it against needs sometime into the future or when a significant funding opportunity arises.

It is recommended that the council adopts the draft masterplan and that detailed design elements and additional components be reviewed at the time when the council is in a position to proceed with the development of Baranduda Fields.

**Options for consideration**

The options presented for consideration include:

Option 1 – Do nothing. This option is not recommended as it does not update the master plan to reflect the outcomes from the cultural heritage study and the stage 1 design works.

Retaining the outdated master plan does not assist with future lobbying to potential funding agencies.

Option 2 – Council adopts the draft Baranduda Master plan.

This option allows for the master plan to be finalised and ready for discussion should a significant funding opportunity arise.
8.6 - Draft Baranduda Fields Master Plan (cont’d)

**Conclusion**

The draft Plan provides a critical document supporting the future planning and delivery of the Baranduda Fields precinct. The update of the master plan was required due to significant variations identified during further planning and design works undertaken for the first on site project.

The updated master plan takes into account latest sport demand and needs for the future Wodonga population along with expanding the master plan to identify site opportunities for Baranduda Fields to become a multipurpose community space for future Wodonga residents.

An updated master plan for the Baranduda Fields precinct will continue to further support the lobbying work of the council in attracting future external support and funding towards the delivery and construction of the precinct.

**Attachments**

Nil

**Tabled papers**

The following documents will be tabled at the meeting:
- Document A: Baranduda Fields Masterplan
- Document B: Baranduda Fields Pavilion

**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 Community Development - Debra Mudra
In providing this advice, I have no interests to disclose in this report.

Active Communities Officer - Liona Edwards
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That the *Baranduda Fields Master Plan* be adopted.

**Motion**

Crs Kat Bennett / John Watson

That the recommendation be adopted.

Carried
8.7 - 2018 Gateway Island Master Plan

Purpose of report

This report seeks a resolution from the council to adopt the draft 2018 Gateway Island Master Plan as presented.

Background

Gateway Island has been the subject of the Gateway Island development and implementation plan – 1997 and the Gateway Island Masterplan Review – 2002.

Spiire consultants were appointed in September/October 2017 to undertake the Gateway Island Master Plan (GIMP) project and have held a number of meetings with Council’s (cross-directorate) Project Control Group (PCG) and the councillors.

An extensive community consultation program was followed both pre-development of the initial planning documentation, once the draft documentation had been developed, and post the council endorsing the draft Gateway Island Master Plan for public exhibition. The detailed Consultation Report – March 2018 sets out the work undertaken and the issues raised and the views of the community regarding the development, enhancement and uses on the Island.

It is noteworthy that Albury council staff and councillors were also engaged during the process. All of these consultation and engagement sessions culminated in changes to the draft Gateway Island Master Plan to better align with developments on the Albury bank of the Murray River.

The documentation making up the draft 2018 Gateway Island Master Plan is tabled and includes:

- Gateway Island Master Plan V5);
- A set of maps and plans setting out the proposals within each Precinct, including character and theme images for these; and
- Gateway Island Master Plan Priority Setting table.

It should be noted that other pieces of work (as set out below) have formed background studies and informed the draft 2018 Gateway Island Master Plan:

- Various Community Engagement Consultation Reports (TwinPrism);
- GIMP SWOT Analysis (Spiire); and
- GIMP Tourism and Economic Assessment (Urban Enterprise)

Councillors were last briefed on 5 November 2018 and provided with “sorted” copies of the Priority Setting tables on Thursday 8 November, as requested at the briefing. Councillors were finally briefed on Monday, 3 December 2018.

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</td>
<td>Land use planning</td>
<td>Develop a master plan for Gateway Island including Gateway Village and the</td>
</tr>
</tbody>
</table>
8.7 - 2018 Gateway Island Master Plan (cont’d)

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>growth, demonstrating leadership and stewardship now and into the future.</td>
<td>Gateway Lakes precinct.</td>
<td></td>
</tr>
</tbody>
</table>

Council policy / strategy implications

Council, with the previous planning done for the Gateway Island (circa 1997 and 2002) has recognised the value of the natural asset and in consultation with its community has undertaken a detailed analysis and planning process to develop, enhance and protect the Island.

In doing so, the community have enunciated their interests, wishes and concerns regarding the Island and how they would like to see it developed over the coming years.

While the work done to produce the draft 2018 Gateway Island Master Plan (GIMP) is at a high level, further, more detailed work will be required prior to undertaking some of the projects set out within the GIMP Priority Setting document.

Typically, this work would include full Cultural Heritage assessments along with appropriate Cultural Heritage Management Plans, project scoping, feasibility and design and project funding allocations in future budgets. But, the GIMP allows the council to plan, prioritise and fund the projects identified, secure in the knowledge that these works carry the support of its community.

These projects will be worked into council’s long term capital investment program and considered by this and future councils as budgets are deliberated.

Risk management implications

The risk implications associated with the adoption of the draft 2018 Gateway Island Master Plan are largely limited to creating community expectations as to the development, enhancement or protection of the Island.

This can readily be managed by the identification of proposed actions (as set out in the GIMP Priority Setting document) and the development of future capital investment projects and budgets.

As and when these projects are developed, full risk and opportunity matrices will be developed to ensure that risks are mitigated and opportunities enhanced.

Financial implications

The adoption of the draft 2018 Gateway Island Master Plan, while including a set of short and medium actions, in itself has no immediate financial implications.

The development of the GIMP has been funded from specific operational budget allocations made in the 2017/2018 and 2018/2019 financial years.
Environmental implications

The adoption of the draft 2018 Gateway Island Master Plan has manageable environmental implications.

As set out in the documentation, particularly at Chapter 5 (Planning Policy), Chapter 6 (Cultural Heritage Overview) and Chapters 15 – 21 (individual Precinct’s discussion around the river and the environment) careful and deliberate consideration has been afforded the environment, cultural heritage and statutory planning considerations.

It is a well-known fact that the whole of the Island is covered by, as an example, a Flood Overlay, placing a range of requirements and restrictions upon development. These requirements, and a range of others, will need careful consideration as the actions of the master plan are contemplated.

Social / cultural implications

Chapter 6 (Cultural Heritage Review) discusses in limited detail a Cultural Heritage Assessment undertaken by the consulting team.

This assessment concluded that a review of the Victorian Aboriginal Heritage Register (the VAHR) showed that 27 features within the activity area are associated with 17 Aboriginal places. It is noteworthy that these places were found only where surveys were undertaken – potentially suggesting that many more places of Aboriginal heritage exist on the Island – requiring further, project-based detailed assessments and management plans.

Legislative implications

The draft 2018 Gateway Island Master Plan recognises that statutory planning requirements and restrictions apply, through the Wodonga Planning Scheme, to the Island and that any development, enhancement or protection will need to be carefully considered and planned in accordance to these requirements.

A range of other legislative considerations are in place, including those related to the environment and Aboriginal heritage.

A range of property owners, both private and Federal have a role to play, as do a number of State agencies, such as VicRoads and VicTrack.

Community engagement and internal consultation

As set out in Chapter 10 (Community and Stakeholder Engagement), considerable community and internal consultation has occurred since the appointment of the consultants resulting in approximately 320 submissions being received. 1200 views on the makewodongayours website were also registered.
At its meeting held on 25 June 2018, the council resolved to place the draft Gateway Island Master Plan on public exhibition for a period of at least 6 weeks, concluding on or about 10 August 2018.

It was considered at the time that the additional opportunities/time should be provided to ensure that adequate input be received, particularly from groups whose input was critical. Following this, final, minor amendments were made to the documentation, culmination in this report seeking adoption by the council of the draft 2018 Gateway Island Master Plan.

**Options for consideration**

It is considered that three options exist to deal with the proposed draft 2018 Gateway Island Master Plan.

**Option 1 – Do nothing.** This is not the preferred outcome as considerable costs, effort and community involvement has occurred to derive the master plan for Gateway Island. Its preparation is in accordance with the Council Plan and is considered a blueprint for future development, enhancement and protection of the Island.

**Option 2 – Not adopt the draft 2018 Gateway Island Master Plan and continue its development.** This is not the preferred option as extensive community and internal input (including with councillors from Albury and Wodonga) has been received, evaluated, considered and included.

Minor refinements, through annual or biennial revisions would ensure that the GIMP remains relevant and complies with changing legislation or, as an example, amendments to the Wodonga Planning Scheme.

**Option 3 – Adopt the draft 2018 Gateway Island Master Plan.** This is the preferred option, as the presented GIMP has been under development since the appointment of the consultants approximately 12 months ago.

The extensive community and internal consultation has seen more than 320 attendees make submissions to the various components of the GIMP, resulting in a plan that is representative of the views of the community and sets the blueprint for the development, enhancement or protection of Gateway Island.

This master plan will be used to secure funding (local, State or Federal) for the planning and implementation of future works, all in accordance with the Implementation Plan.

**Conclusion**

The master planning of the Gateway Island has long been a strategic objective of the council and inclusion of developing a master plan for the Island and the allocation of the budget for these works in the 2017/2018 council budget signalled council’s clear intention to progress this planning.
8.7 - 2018 Gateway Island Master Plan (cont’d)

Following the appointment of the consultant team and the commencement of the project, a significant and insightful community engagement process commenced wherein more than 320 people participated in face-to-face workshops, a further 60 written submissions were received via council’s online facility and 23 comments were received via other social media channels.

The overwhelming response from the community was to further enhance this natural amenity to draw visitation to the island and showcase the history and natural beauty and to build on these for the future.

The workshops held with councillors (both from Albury and Wodonga) and others have refined these plans, taking into consideration the range of input received.

Following public exhibition, and some additional time to secure input from groups who perhaps had not had the opportunity to provide feedback previously, the Gateway Island Master Plan has been refined to best reflect the community feedback for the development, enhancement and protection of Gateway Island.

It will also be recommended that future capital investment programs consider the projects set out in the Gateway Island Master Plan Priority Setting and that annual or at least biennial revisions of the master plan be undertaken.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Gateway Island Master Plan Overall
- Document B: Gateway Island Master Plan Precincts
- Document C: Gateway Island Master Plan Character and Theme Images
- Document D: Gateway Island Master Plan Priority Setting Table

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.

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

That:

1. The 2018 Gateway Island Master Plan be adopted;
2. The Gateway Island Master Plan Priority Setting be used to program future capital investment projects; and
3. Revisions of the adopted 2018 Gateway Island Master Plan be undertaken biennially and reported to the council.

### Motion

Crs Danny Lowe / John Watson

That the recommendation be adopted.

Carried
Purpose of report

To report to council the submissions and feedback received during the public exhibition of the Wodonga Housing Strategy (the Strategy); and

To seek a council resolution to adopt the Strategy with changes in response to the public exhibition feedback.

The Strategy is provided as a tabled document.

Background

Policy context

The Wodonga Growth Strategy, adopted by council in 2016, is Wodonga Council’s long term strategic land use planning document, and was prepared in response to the State Government’s Hume Regional Growth Plan. The growth strategy’s main function is to set out the direction for the city’s growth over the next three to five decades, with the key themes of “Liveability and Prosperity”. The Growth Strategy recognises the importance of developing a clear strategy to positively manage change to meet the housing needs of the community as Wodonga grows.

The Safety, Inclusion and Equity Strategy 2016-2017 to 2021-2022 (SIES) recognises that despite Wodonga being well placed to progressively enhance its liveability and prosperity, there are some members of the community on low to very low incomes who are unable to access housing.

The key priorities to develop a Housing and Affordable Housing Strategy are recognised in these key documents, as well as being key priorities in the Council Plan.

Wodonga has taken an integrated approach to housing and affordable housing to address the needs of the whole community, which mirrors the State Government’s approach in its housing strategy Homes for Victorians to increase affordability, access and choice for Victorians.

The Housing Strategy Framework

The overarching objective of the Strategy is to maintain and enhance housing affordability. The Strategy consists of six sections; they are:

1. **Part A: Overview**, which found:

- Wodonga is an attractive destination for existing and future residents given its relative affordability of housing, and range of employment and lifestyle opportunities.
However, there are also challenges to ensure the housing supply and stock meet the community’s evolving needs under the pressures of rapid growth.

The Strategy identifies a range of objectives and actions in each of the key focus areas to ensure the housing needs of the whole community are addressed as Wodonga grows.

2. **Part B: Housing Strategy – Living in Wodonga**, which found:
   - Despite Wodonga’s ample land supply, some issues are emerging in terms of affordability which may affect Wodonga’s competitive advantage.
   - High levels of land supply are not translating into a high level of diversity in housing size and type – larger lots and larger detached houses make up most of supply.
   - There are some identified gaps in the market in terms of provision of aged care beds and smaller dwellings sizes.
   - Wodonga’s planning policy system is well structured, not overly restrictive or onerous, and is capable of supporting diverse housing development. However, some challenges have been identified at an implementation and process level, in terms of providing clarity and certainty to the development industry about preferred outcomes and facilitating development through the process.
   - A key strength of the Wodonga housing market is diversity in greenfield price points (i.e. diversity in value of estates).
   - Wodonga is well placed to respond to the objectives of liveability and prosperity, while maintaining competitive advantage of affordability.

3. **Part C: Affordable Housing**, which found:
   - There is evidence that housing stress, homelessness and risk of homelessness are increasing, and that an increased supply of affordable housing is required.

4. **Part D: Quality**, underpinned by the *Neighbourhood Character Analysis* which found:
   - A range of issues that currently influence neighbourhood character, including lack of design guidelines, misuse of development plan overlays and ad-hoc use of agreements and development covenants.
Implementation measures can be undertaken to address these issues, including establishing preferred future character for Wodonga’s character areas, education and process improvements.

5. **Part E: Sustainability**, underpinned by the *Environmentally Sustainable Design (ESD) for subdivisions in Regional Victoria: Proof of Concept and Cost Benefit Analysis* which found:

- A range of cost effective measures which can assist in improving the thermal comfort and reducing operational costs of housing, improving affordability of housing over its life cycle.
- Council can progressively improve the sustainability and climate resilience of subdivision and housing through a staged regional roadmap approach.

6. **Part F: Implementation**

There is also a series of background analysis documents that inform the Strategy.

**Project status**

At the council meeting of September 17, 2018, the Council reached a resolution to commence a six-week public exhibition period on the Strategy; the exhibition concluded on October 29, 2018.

Council has provided significant opportunity for the community and key stakeholders to provide their feedback on the Strategy throughout the public exhibition period. A series of engagement events were held, including drop-in sessions, engagement sessions with target groups including a developer forum.

In addition to verbal feedback received during these sessions, 13 written submissions were received to the Strategy.

The key themes of the feedback are:

1. Future proofing of housing and neighbourhoods (including enhanced transport connectivity, Integrated Water Management, biodiversity, bushfire resilient landscaping and environmentally sustainable design) – feedback received was broadly supportive.

2. Demand for; small lots, affordable smaller housing and more diverse housing – there were diverse views from the development and building/community housing sector, with the majority of relevant feedback indicating a need to increase such supply across Wodonga.

3. Increase supply of affordable housing – identified the need to support and incentivise (such as through fee waivers or policy incentives, such as
4. Unlock sloping land – feedback received was generally supportive of council’s initiatives with various views on the approach to achieve this.

5. Streamlined processes regarding on title restrictions for neighbourhood character purposes – feedback received was generally supportive.

6. Environmentally Sustainable Design – generally supportive, with diverse views about how this should be achieved (for example, concerns about strict application of subdivision solar orientation standard in light of competing constraints such as challenges achieving this on sloping land, servicing and environmental constraints).

While feedback across the building and development/community housing sectors throughout the entire process of the Strategy was diverse, the majority of the feedback and submissions received during the community engagement period are considered positive and constructive; with only a small proportion of feedback and submissions containing opposing views.

There are a number of opportunities identified from the feedback for council to improve the Strategy and to better facilitate housing diversity and affordability.

An analysis of the feedback and officer’s response to the feedback is included at Attachment A.

A set of submissions is provided at Attachment B.

Next steps:

- Adopt the Wodonga Housing Strategy with changes, responding to exhibition feedback.

- Proceed with phase 2 of the Wodonga Housing Strategy to commence the implementation plan in Part F of the Strategy.

## 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>Community planning</td>
<td>Develop the Wodonga housing strategy to clearly define the council’s role in planning, regulatory and policy mechanisms for growth and influencing housing pathways and affordability.</td>
</tr>
</tbody>
</table>
8.8 - Wodonga Housing Strategy - A Place to Call Home - Consultation feedback and adoption (cont’d)

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Develop an affordable housing strategy to guide the council’s role in attracting appropriate social housing to meet the needs of our more vulnerable people</td>
</tr>
<tr>
<td></td>
<td>Land use planning</td>
<td>Prepare a feasibility study for best practice Environmentally Sustainable Design (ESD) subdivisions in regional Victoria. Develop the Neighbourhood Character Strategy to articulate a vision to create and maintain liveable suburbs to attract development, growth and prosperity.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

In accordance with the current Council Plan (including the Municipal Public Health and Wellbeing Plan), this project seeks to articulate councils approach to housing to meet the housing needs of the community now and into the future.

The Strategy takes an integrated approach to housing, mirroring the state government’s approach in *Homes for Victorians*. Further, it builds on and forms part of the implementation of key strategic projects:


**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 not involved in the housing market and enhancing housing affordability.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Approve the housing strategy. The housing strategy plays a critical role in articulating council’s role and approach, and adoption of a proactive position to meeting the housing needs of current and future residents.</td>
</tr>
<tr>
<td>Community is not involved in the strategy, their feedback provided was not addressed in the strategy.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Feedback received during the public exhibition be analysed and addressed in a revised housing strategy.</td>
</tr>
</tbody>
</table>
The strategy is not supported by stakeholders and general community

A series of engagement sessions, including community forums, targeted consultation, and drop-in sessions were undertaken during the public exhibition period. A number of verbal and written responses were received. The feedback received is generally supportive with constructive comments which will assist in improving the final housing strategy.

The Strategy which promotes housing affordability and provides positive social implications is supported by stakeholders and general community.

Proceed to seek approval from the council for implementation of actions.

Financial implications

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Strategy which promotes housing affordability and provides positive social implications is supported by stakeholders and general community.</td>
<td>4</td>
<td>C</td>
<td>S</td>
<td>Proceed to seek approval from the council for implementation of actions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2017-2018 approved budget</th>
<th>This proposal</th>
<th>Variance to approved budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>25,000</td>
<td>$25,000</td>
<td>n/a</td>
</tr>
<tr>
<td>Expense</td>
<td>30,000</td>
<td>44,950</td>
<td>(14,950)</td>
</tr>
<tr>
<td>Expense</td>
<td>20,000</td>
<td>20,000</td>
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</tr>
<tr>
<td>Expense</td>
<td>4,000</td>
<td>6,000</td>
<td>(2,000)</td>
</tr>
<tr>
<td>Revenue</td>
<td>0</td>
<td>65,000</td>
<td>65,000</td>
</tr>
<tr>
<td>Net result</td>
<td>79,000</td>
<td>30,950</td>
<td>48,050</td>
</tr>
</tbody>
</table>
Environmental implications

The Strategy will have positive environmental effects in providing a roadmap to progressively improve sustainability of housing and subdivision design and development, by providing cost effective opportunities to reduce the environmental impact through increased energy, water and water efficiency.

Further, by improving sustainability of municipal infrastructure and greening to respond to increasing heatwaves and increasing climate resilience.

Social / cultural implications

Housing is a fundamental human need and is central to the health and wellbeing of individuals and communities. The Strategy will have positive social and cultural implications of ensuring that the city continues to meet the diverse housing needs of the community as Wodonga grows and changes; ensuring that housing supply and type of housing keeps pace with growth.

The Strategy identifies a range of actions to address homelessness which will have positive implications for vulnerable members of the community who do not have access to housing. The roadmap to improving sustainability of housing stock will benefit the community at large, and particularly vulnerable members of the community who would benefit from reduced operational costs of housing and improved health benefits of more liveable housing.

Legislative implications

The adoption of the Strategy will represent a relevant consideration for a Responsible Authority under section 60(1)(g) of the Planning and Environment Act 1987 and will inform council’s implementation approach in its capacity as Planning Authority.

Community engagement

The Wodonga Housing Strategy is the culmination of substantial research and input from key stakeholders over the last two years. The following engagement has occurred during this period:

1. Collective impact, system mapping forum: A series of housing forums were held in 2016 to collectively gain a shared understanding of the housing system in Wodonga. Information obtained through these forums informed the development of the Strategy. Stakeholders includes representatives from most relevant sectors, e.g. community housing, development industry, finance, government agencies.

2. ESD Subdivision for Regional Victoria: Targeted stakeholder workshop to inform the project, stakeholders include representatives from the development, building and sustainability sector (November 2017).
3. Housing Strategy pre-exhibition presentation to the Housing Institute of Australia members (July 2018).

4. Housing Strategy pre-exhibition stakeholder workshop (August 2018): Following the councillor briefing of 16th July 2018 councillors requested initial stakeholder consultation was undertaken by council officers with a range of participants across the building and development industry, community housing sector, real estate and financial services sector.

   The workshop was well attended, with 35 attendees representing a range of sectors and participants who engaged in discussion and contributed ideas. There was a divergence of views, but also a general consensus from the majority of the stakeholders that the Strategy demonstrates a holistic approach to tackle the housing issues, key issues have generally been covered.

5. The public exhibition of the Strategy was supported by a communications and consultation plan, with the Strategy, background and summary documents made available via the Make Wodonga Yours platform. The public exhibition and details of the events held were promoted via council’s usual social and traditional media platforms.

   Additionally, participants from earlier consultation and referral authorities were invited to make further comment.

   Council provided significant and equal opportunity for the community and key stakeholders throughout the public exhibition period, held eight consultation events. There were four community drop-in sessions organised for the general community, in addition to a series of targeted sessions:

   - Developers Forum
   - Master Builders Association member and Committee workshops
   - Wodonga and Albury Toward Climate Health (WATCH) workshop

   A full copy of the consultation findings is included at Attachment C.

**Options for consideration**

**Option 1:** Do nothing. This is not recommended as the outcomes of the Council Plan and the Wodonga Growth Strategy 2016 and Safety, Inclusion and Equity Strategy 2016-2017 to 2021-2022 will not be met.

**Option 2:** Adopt the Wodonga Housing Strategy with changes in response to the public exhibition feedback. **This option is recommended**.
Conclusion

The Housing Strategy has been developed to establish the overall vision and objectives for housing in Wodonga. A holistic approach has been taken through the Strategy to tackle the housing issues in Wodonga, which covers the areas of housing supply; choice and diversity; affordable housing; quality of housing; and sustainability.

The strategy was formulated having regard to a series of housing forums held in 2016, the ESD workshop in November 2017 and tested with a range of cross-sector stakeholders at pre-exhibition stage.

Through analysing the consultation feedback, officers identified a number of improvement opportunities and considerations to be addressed in the final Strategy.

As expected, various views have been expressed by the building and development/community housing sector throughout the entire process of the Strategy, the feedback and submissions received are considered generally positive and constructive, and identified a number of opportunities for council to better facilitate housing diversity and affordability.

The public engagement process informs the need to continuously monitor and facilitate greater cross-sector communications to meet housing needs for the community.

The analysis of the public exhibition feedback is now complete, a series of recommended changes based on the feedback are to be incorporated into the final Strategy for adoption.

Following adoption, officers will proceed to phase 2 to implement the Strategy.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Submissions and council responses
- Document B: Combined submissions
- Document C: Make Wodonga Yours engagement report
- Document D: Wodonga Housing Strategy
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 Strategic Planning - Kenneth Chan
In providing this advice, I have no interests to disclose in this report.

Strategic Planner - Bridie Guy
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**

That the *Wodonga Housing Strategy* be adopted with changes in response to the public exhibition feedback.

**Motion**

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

**Carried**

**Division**

*A division was called for.*

*Councillors Lowe, Speedie, Watson and Bennett voted for the motion.*

*Councillors Mildren, Hall and Quilty voted against the motion.*
8.9 - Wodonga Planning Scheme Review 2018

Purpose of report

To seek a resolution from the council to adopt the Wodonga Planning Scheme Review 2018 and authorise officers to submit the report to the Minister for Planning in accordance with Section 12B of the Planning and Environment Act 1987.

Background

In accordance with Section 12B of the Planning and Environment Act 1987 every council is required to:

- Review its planning scheme no later than one year after the approval of a Council Plan (every four years); and
- Report the findings of the review to the Minister for Planning.

In 2013, the council undertook a comprehensive review. In February 2014, the council adopted the review report and in March 2014, submitted the findings to the Minister.

The report noted a series of recommended changes to the Wodonga Planning Scheme and including the restructure and rewrite of the Local Planning Policy Framework (LPPF) to provide a streamlined, simplified and updated policy framework, which aligned with State Government guidance. This was implemented by Amendment C123 in December 2016.

Council has been undertaking a significant strategic work program since that time to address the planning policy gaps identified in the 2013 review and the Wodonga Growth Strategy.

The State Government has introduced a number of significant planning reforms since the 2013 review, most recently providing for the State (including regional) and Local Planning Frameworks to transition to a new integrated Planning Policy Framework through Smart Planning Reforms.

The State Government provided an extension to Victorian Councils with a review deadline of December 31, 2018 to allow councils to inform an assessment of the translation to the new Planning Policy Framework. The State Government will be undertaking a policy neutral translation of Wodonga’s LPPF into the new integrated Planning Policy Framework structure incorporating State, regional and local planning policy in 2019.

The Wodonga Planning Scheme Review 2018 (tabled document A) identifies that since the 2013 Review, Council has been progressively implementing its strategic work program. The Wodonga Planning Scheme Review 2018 - appendix document (tabled document B) identifies the full list of state and local amendments which have been implemented in the Wodonga Planning Scheme since the 2013 Review. The Review Report identifies that following the adoption of Amendment C123, the
Wodonga Planning Scheme has significantly improved in efficiency and effectiveness.

Council is currently undertaking a series of strategic work to address the substantial policy gaps, including housing and neighbourhood character (through the Housing Strategy), retail hierarchy (through Activity Centre Retail Hierarchy Strategy), industrial land (through the Industrial Land Strategy), open space (through the future Open Space Strategy) and biodiversity (through the Regional Natural Environment Strategy).

The 2018 Review identifies some further minor policy gaps, which can be addressed on a progressive basis as capacity becomes available.

**Council Plan**

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

**Council policy / strategy implications**

A strategic objective of the Council Plan is to: Protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future.

To achieve this, Strategy 11 for Land Use Planning seeks to: Undertake statutory planning and strategic planning practices to effectively manage growth, maintain liveability and foster appropriate development.

The 2018 Review provides an assessment of the efficiency and effectiveness of the Wodonga Planning Scheme to ensure that both statutory and strategic planning have the policy tools to effectively manage growth, maintain liveability and foster appropriate development.

**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>Failure to comply with legislative obligations under the Planning and Environment Act 1987.</td>
<td>2</td>
<td>B</td>
<td>H</td>
<td>Adopt the Wodonga Planning Scheme Review 2018, submit the report to the Minister without delay and progressively implement its recommendations.</td>
</tr>
</tbody>
</table>
Financial implications

The Wodonga Planning Scheme Review 2018 was prepared in-house and did not require a budget allocation. There are no financial implications associated with this Review.

Environmental implications

There are no direct environmental implications associated with this Review. The Review recommends a series of improvements to the planning scheme following completion of the relevant strategic work including flood studies and the Regional Natural Environment Strategy.

Social / cultural implications

There are no social implications associated with this Review.

Legislative implications

Wodonga Council in its capacity as Planning Authority, is required to review its planning scheme to improve its efficiency and effectiveness in accordance with Section 12B of the Planning and Environment Act 1987; and submit the findings to the Minister without delay.

Community engagement and internal consultation

Council completed a comprehensive planning scheme review in 2013, which included stakeholder consultation. This consultation informed the recommendations of the 2013 Review, which council has been progressively implementing. As such, for the 2018 Review, an in-house desktop approach was prepared.

Options for consideration

1. Do nothing (not recommended). Council has a legislative obligation to review its planning scheme and report the findings to the Minister without delay.
2. Adopt the Wodonga Planning Scheme Review 2018 and report the findings to the Minister without delay (recommended).

Conclusion

The Wodonga Planning Scheme Review 2018 identifies that since the 2013 Review, Council has been progressively implementing its strategic work program and the efficiency and effectiveness of the Wodonga Planning Scheme has significantly improved since the previous review.

Council is currently undertaking strategic work to address substantial policy gaps including housing and neighbourhood character, retail hierarchy, industrial land, open space and biodiversity.
The 2018 Review identifies some further minor policy gaps, which can be addressed on a progressive basis as capacity becomes available. Continuing on its current trajectory of implementing its current strategic work program, Wodonga will be well placed to achieve the objectives of the Wodonga Growth Strategy in progressively enhancing the prosperity and liveability of the city.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:
- Document A: Wodonga Planning Scheme Review 2018
- Document B: Wodonga Planning Scheme Review Report Nov 2018 - Appendix

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 Strategic Planning - Kenneth Chan
In providing this advice, I have no interests to disclose in this report.

Strategic Planner - Bridie Guy
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the Wodonga Planning Scheme Review 2018 be adopted and submitted to the Minister for Planning in accordance with Section 12B of the Planning and Environment Act 1987.

Motion

Crs Danny Lowe / Kat Bennett
That the recommendation be adopted.

Carried
8.10 - Wodonga Planning Scheme Amendment C98 Central Business Area Parking Overlay - for adoption

Purpose of report

1. To seek council’s consideration of submissions received during the public exhibition of Amendment C98 (the amendment);
2. To seek council’s adoption of the amendment without changes; and
3. To authorise officers to seek the Minister for Planning’s approval and gazettal of the amendment.

Background

At the Ordinary Meeting of May 2018, the council resolved to grant approval for officers to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C98 to the Wodonga Planning Scheme.

Amendment C98 proposes to give statutory effect to the Wodonga Central Business Area Car Parking Plan (2018), which was prepared to update the Interim Central Business Area Car Parking Strategy (2013), by making the following changes to the Wodonga Planning Scheme:

- Replace and update the Schedule 1 to the Clause 45.09 Parking Overlay
- Amend the Schedule to Clause 61.03 to insert new Planning Scheme Map 10PO
- Amend Planning Scheme Maps 6PO, 7PO

Process to date

Following the Ordinary Council Meeting, officers requested authorisation to commence public exhibition from the Minister for Planning subsequent to the May meeting. As a condition before the commencement of the public exhibition, the Minister requested pre-exhibition engagement to be undertaken with Development Victoria, in relation to the Junction Place development which is located in the proposed Parking Overlay.

Officers received minor comments from Development Victoria, along with their developer, Central Place, in relation to providing better clarity in the ‘Decision guidelines for car parking plans’ in the draft Parking Overlay. Officers agreed to incorporate the changes to the draft Parking Overlay which was then included in the public exhibition.

Exhibition of the amendment commenced on September 13, 2018 and concluded on October 15, 2018. Four submissions were received. Of the four submissions received, one submission (Albury Wodonga Community College (AWCC)) raised issues with proposed changes to the amendment. There was no objection from all the submissions.
8.10 - Wodonga Planning Scheme Amendment C98 Central Business Area Parking Overlay - for adoption (cont’d)

Officers’ response and recommendations to all of the submissions are summarised in tabled document A. A full set of submissions are included at tabled document B.

Negotiation with submitters and status of submissions

AWCC’s submission related to expanding the ‘proposed pedestrian priority area’ to cover the sections of streets fronting the college due to high pedestrian movement. The comment is outside of the scope of Amendment C98; therefore, it is not considered relevant to this amendment. No change is considered necessary for the amendment.

However, officers agree to consider this matter under a separate council action, i.e. CBA Revitalisation Plan review. The submitter was requested, and has agreed to withdraw their submission.

No negotiation is required for other submitters.

Next steps

As all the submissions have been resolved, no submission is required to be referred to a Planning Panel, therefore no Planning Panel is required for the Amendment.

Officers now seek council’s adoption of the amendment without changes, and request authorisation for officers to seek the Minister for Planning’s approval of the Amendment C98.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Vibrant city centre</td>
<td>Develop a Wodonga CBA Parking Strategy to promote the sustainable long-term revitalisation and development of the CBA</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

In accordance with the Council Plan this amendment implements the Wodonga CBA Parking Plan to promote the sustainable long-term revitalisation and development of the CBA.

The amendment builds on and forms part of the implementation of a variety of strategic projects relating the CBA, including:

- The Wodonga CBA Revitalisation Plan (CBA Plan, adopted in July 2014),
8.10 - Wodonga Planning Scheme Amendment C98 Central Business Area Parking Overlay - for adoption (cont’d)

- The Wodonga Planning Scheme Amendment C123 – Planning Scheme Rewrite (approved in December 2016)

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>A amendment is not approved by council, preventing implementation of the CBA Car Parking Plan</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Approve the amendment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The amendment is approved and the parking overlay is updated to provide certainty to the community and promote sustainable growth at the Wodonga Central Business Area.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Proceed to seek approval from the Minister for Planning on the Amendment C98.</td>
</tr>
</tbody>
</table>

Financial implications

<table>
<thead>
<tr>
<th></th>
<th>2016-2017 approved budget</th>
<th>This proposal</th>
<th>Variance to approved budget</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>$469.60 - prescribed fee</td>
</tr>
<tr>
<td>Expense</td>
<td>$469.60</td>
<td>$469.60</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Net result</td>
<td>$469.60</td>
<td>$469.60</td>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>

The amendment will replace and update the current Parking Overlay to revise the financial contribution scheme, with contributions raised from $5,000 to $10,000 for car parking space waived, to increase the viability that the future car parking and other sustainable transport initiatives will be able to be funded with the collected contributions.

Environmental implications

The updated Parking Overlay is formulated to achieve a sustainable balance between car parking requirements and provision. Car parking provision rates are set at a level that is considered appropriate for the new development in Wodonga CBA, provide a balanced approach which recognises private vehicle usage is one of key transport modes, while emphasising and promoting the adaption of other sustainable modes of transport.
The amendment will implement the objective of Clause 21.10-3 of the Wodonga Planning Scheme to improve the connectivity, safety and useability of Wodonga’s bicycle network, by addressing one of the key issues of lack of cycling facilities (including secure bicycle parking, showers and lockers) at key destinations including the Wodonga CBA. The amendment will also address one of the key issues identified in Clause 21.10-6 that existing car parks do not have good pedestrian pathways or contain shade structures.

Social / cultural implications

The amendment will provide social benefits by improving accessibility to Wodonga CBA, facilitating and promoting new developments in the CBA; and providing additional employment, retail, residential and recreational opportunities for the Wodonga community as well as residents in the region.

Legislative implications

The amendment is consistent with Section 4 of the Act; the objectives of Planning in Victoria.

The council will seek the Minister for Planning to approve the amendment under Section 31 of the Act.

The amendment is consistent with section 12 of the Act; which sets out the duties and powers of planning authorities.

Community engagement and internal consultation

A series of stakeholder and public engagement exercises were undertaken in 2017-2018 as part of the CBA Car Parking Plan (which informed this amendment) preparation process.

Stakeholder engagement and public exhibition was undertaken during August to October 2018, as part of the process of this Amendment.

Options for consideration

**Option 1** - Do nothing, abandon Amendment C98 – not recommended. The planning authority has a legislative obligation to adopt the amendment in whole or in part, or abandon the amendment. The amendment implements the CBA Car Parking Plan which was an outcome of a comprehensive strategic planning process. There is no objection received during the public exhibition period of the Amendment.

**Option 2** - Adopt Amendment C98 with changes – not recommended. There are no changes proposed in the submissions received during the public exhibition of the amendment that is considered relevant to the amendment.
Option 3 - Adopt Amendment C98 as exhibited without changes. **This is the recommended option.**

Conclusion

Amendment C98 proposes to give statutory effect to the Wodonga Central Business Area Car Parking Plan (2018), which was prepared to update the Interim Central Business Area Car Parking Strategy (2013), by making the following changes to the Wodonga Planning Scheme:

- Replace and update the Schedule 1 to the Clause 45.09 Parking Overlay
- Amend the Schedule to Clause 61.03 to insert new Planning Scheme Map 10PO.
- Amend Planning Scheme Maps 6PO, 7PO

In accordance with the Council Plan, the amendment implements the initiatives in the Wodonga CBA Parking Strategy to promote the sustainable long-term revitalisation and development of the CBA.

Officers seek council adoption of the amendment without changes, and a council resolution to instruct officers to seek the formal approval of Amendment C98 from the Minister for Planning under Section 31 of the Act.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Summary of submissions and officers’ response
- Document B: Full set of submissions to the amendment

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 Strategic Planning - Kenneth Chan
In providing this advice as the report author, I have no interests to disclose in this report.
8.10 - Wodonga Planning Scheme Amendment C98 Central Business Area Parking Overlay - for adoption (cont’d)

Recommendation

That:

1. The Amendment C98 be adopted without changes; and

2. Officers be authorised to complete and submit the documentation required to seek the formal approval of Amendment C98 to the Minister for Planning under Section 31 of the Act.

Motion

Crs Tim Quilty / Danny Lowe

That the recommendation be adopted.

Carried

Conflict of interest disclosure

Prior to the commencement of item 8.10 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 6.44pm. Cr Mildren returned to the meeting room at 6.46pm after the resolution for item 8.10 was carried.
9.1 - Two Cities One Community Action Plan Progress Report

Purpose of Report

To present the Two Cities One Community six-monthly progress report to Council.

Background

On 13 October 2017 the Two Cities One Community partnership agreement was signed between AlburyCity and Wodonga Council. The partnership is supported by the Two Cities One Community Strategic Plan and Action Plan which were developed through a review of community aspirations for the Albury and Wodonga community.

The initiative provides a unique opportunity to develop a way forward that benefits both communities through a combined focus on the four pillars of leadership, economy, environment and community.

The Two Cities One Community Strategic Plan shares the long-term vision of the partnership and establishes the goals for the future. The Two Cities One Community Action Plan is an implementation plan showing the actions we propose to achieve those goals. The Action Plan is reviewed annually as part of our Councils' budget process to ensure it remains consistent with our community needs.

Action Plan Progress reports provide updates to both Council and the community. We want to be clear on the progress we have made in achieving the aspirations of the Two Cities One Community Strategic Plan and demonstrate our commitment to the partnership agreement of working collaboratively.

The Two Cities One Community Action Plan progress report provides an update of commenced projects up until December 2018.

The report has been developed in consultation with AlburyCity.

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>Inflexibility to respond to changes as needed in relation to human and financial resources.</td>
<td></td>
<td></td>
<td></td>
<td>Regular progress reports are an important method to monitor progress against the scheduled projects under the Action Plan.</td>
</tr>
<tr>
<td>That the community is not kept informed of the progress and successes of the MOU</td>
<td></td>
<td></td>
<td></td>
<td>Regular progress reports are an important method to monitor progress against the scheduled projects under the Action Plan.</td>
</tr>
<tr>
<td>Projects across the four years are not completed or are delayed.</td>
<td></td>
<td></td>
<td></td>
<td>Regular progress reports are an important method</td>
</tr>
</tbody>
</table>
Community Engagement

Significant community engagement was undertaken to develop the community strategic plans for Albury and Wodonga – Albury 2030 and Wodonga 2033 respectively. The results of this engagement were then used to develop the Two Cities One Community Strategic Plan.

The presentation of regular progress reports to Council forms part of the communication and engagement plan for informing the community of the progress of the action plan implementation.

Conclusion

On 13 October 2017 the Two Cities One Community partnership agreement was signed between AlburyCity and Wodonga Council. As part of the commitment to the community, our Councils agreed to provide six-monthly progress reports on the implementation of the Two Cities One Community Action Plan. The Two Cities One Community progress report has been developed through consultation with relevant officers in both AlburyCity and Wodonga Council and is tabled for noting.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:
- Document A: 2C1C Action plan progress report for December 2018

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 Economic Development - Adam Wiseman
In providing this advice as the report author, I have no interests to disclose in this report.
## 9.1 - Two Cities One Community Action Plan Progress Report (cont’d)

### Recommendation

That the Two Cities One Community Action Plan progress report for December 2018 be received and noted.

### Motion

Crs John Watson / Libby Hall

That the recommendation be adopted.  

*Carried*

This report was developed with the assistance of AlburyCity who will be taking this report, the Two Cities One Community Action Plan Progress Report, on 10th December 2018 to a council meeting for noting.
10.1 - Finance Report for November 2018

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 investments with Responsible Investment Association Australia members and/or investment products certified by them. 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
10.1 - Finance Report for November 2018 (cont’d)

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

1. Financial Statements

Key financial highlights and overview

Key Points

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

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

<table>
<thead>
<tr>
<th>Key financial summary</th>
<th>Year to Date – November 2018</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Recurrent Income</td>
<td>52,202,530</td>
<td>51,849,301</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>21,450,075</td>
<td>23,577,185</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>30,752,455</td>
<td>28,272,116</td>
</tr>
</tbody>
</table>

- Capital Works
  - Expenditure               | 3,998,873 | 7,336,829 | (3,337,956) | 31,570,340 | 26,029,633 |

- Closing cash & investments | 37,562,375 | 30,400,796 | 7,161,579 | 13,245,402 | 9,884,123 |

*Refer Section D – Treasury for explanation*
10.1 - Finance Report for November 2018 (cont’d)

**a. Income Statement**

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Year to Date – Nov 2018</th>
<th>Full Year</th>
<th>Revised Budget(b)</th>
<th>Variance</th>
<th>Revised Budget(b)</th>
<th>Adopted Budget(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>1</td>
<td>45,752,500</td>
<td>45,931,534</td>
<td>(179,035)</td>
<td>45,981,534</td>
<td>45,981,534</td>
<td></td>
</tr>
<tr>
<td>User Charges</td>
<td>2</td>
<td>2,569,306</td>
<td>2,204,663</td>
<td>364,643</td>
<td>5,665,218</td>
<td>5,674,558</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>104,666</td>
<td>153,125</td>
<td>(48,459)</td>
<td>437,500</td>
<td>437,500</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>3</td>
<td>3,719,247</td>
<td>3,455,230</td>
<td>264,017</td>
<td>6,943,272</td>
<td>6,742,992</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td>56,811</td>
<td>104,749</td>
<td>(47,938)</td>
<td>654,820</td>
<td>652,031</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>52,202,530</td>
<td>51,849,301</td>
<td>353,228</td>
<td>59,682,344</td>
<td>59,488,615</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>4</td>
<td>9,279,823</td>
<td>9,772,262</td>
<td>(492,439)</td>
<td>25,224,139</td>
<td>25,210,691</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>5</td>
<td>7,649,026</td>
<td>9,165,638</td>
<td>(1,516,613)</td>
<td>21,749,768</td>
<td>19,828,615</td>
<td></td>
</tr>
<tr>
<td>Interest Exp.</td>
<td></td>
<td>222,417</td>
<td>224,955</td>
<td>(2,538)</td>
<td>1,342,799</td>
<td>1,459,272</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td>3,988,730</td>
<td>3,914,585</td>
<td>74,145</td>
<td>9,395,000</td>
<td>9,395,000</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>6</td>
<td>310,079</td>
<td>499,745</td>
<td>(189,666)</td>
<td>966,393</td>
<td>976,393</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>21,450,075</td>
<td>23,577,185</td>
<td>(2,127,111)</td>
<td>58,678,099</td>
<td>56,869,971</td>
<td></td>
</tr>
<tr>
<td><strong>Surplus/(Deficit)</strong></td>
<td></td>
<td>30,752,455</td>
<td>28,272,116</td>
<td>2,480,339</td>
<td>1,004,245</td>
<td>2,618,644</td>
<td></td>
</tr>
</tbody>
</table>

**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>Nov 2018</th>
<th>June 2018</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>37,562,375</td>
<td>29,123,840</td>
</tr>
<tr>
<td>Receivables</td>
<td>7</td>
<td>27,499,689</td>
<td>3,028,411</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>27,946</td>
<td>27,946</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>0</td>
<td>688,651</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>65,090,011</td>
<td>32,868,848</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>551,480,795</td>
<td>551,861,418</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td></td>
<td>551,480,795</td>
<td>551,861,418</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>616,570,806</td>
<td>584,730,266</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>3,521,743</td>
<td>4,350,747</td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>4,523,280</td>
<td>4,432,037</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>1,377,126</td>
<td>1,853,344</td>
</tr>
<tr>
<td>Trust deposits</td>
<td></td>
<td>1,102,869</td>
<td>1,088,623</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>10,525,018</td>
<td>11,724,752</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>621,134</td>
<td>571,918</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>20,367,894</td>
<td>20,367,894</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>2,804,725</td>
<td>2,804,725</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td></td>
<td>23,793,753</td>
<td>23,744,536</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>34,318,771</td>
<td>35,469,288</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td>582,252,035</td>
<td>549,260,978</td>
</tr>
</tbody>
</table>

**Represented by:**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated surplus</td>
<td></td>
<td>339,588,168</td>
<td>339,588,168</td>
</tr>
<tr>
<td>Reserves</td>
<td></td>
<td>209,672,812</td>
<td>209,672,810</td>
</tr>
<tr>
<td>Current year earnings</td>
<td></td>
<td>32,991,055</td>
<td>0</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td>582,252,035</td>
<td>549,260,978</td>
</tr>
</tbody>
</table>
### 10.1 - Finance Report for November 2018 (cont’d)

#### c. Variance Explanations

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Description</th>
<th>Expected variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Operating program</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1    | Rates ($179k) | **Income – lower than budget:**  
- 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 but are based on new developments and changes to existing properties changing this base rate amount. Total rates are ($179k) unfavourable year to date as the supplementary rates for July (before the rates were struck for the year) were lower than the budget estimate. Determined to be a timing variance at this stage, as subsequent supplementary rates have been ahead of budget, but this will be monitored going forward and a budget variation put through if later supplementary rates for the year do not improve. | T                 |
| 2    | User Charges  | **Income – higher than budget:**  
- $111k timing of reimbursement from the State Revenue Office for valuations.  
- $50k timing of Preschools fees.  
- Fees Permits, Fees Inspections, and Fees Lodgements are $110k greater than budget, timing of building services and planning activity.  
- Rent and Leases are $82k more than budget. Timing related - some rents/leases raised in advance for the full year. | T, T             |
| 3    | Grants $264k  | **Income – higher than budget:**  
- $105k Preschools grants and $44k Maternal and Child Health grants, timing of grants received.  
- $40k Sustainability grants higher than budget. Forecast has been adjusted for full year.  
- $57k Funded Community Projects – timing of grant payment.  
- $34k Recycling Services Temporary Relief Funding received, budget variation will be put through. | T, T, P          |
| 4    | Employee Costs ($492k) | **Expenditure – lower than budget:**  
- Salary and wages are ($330k) favourable to budget due to staff vacancies in Project and Design, Statutory Planning, Corporate Governance, Youth Services, Works, and Outdoor Operations Management.  
- ($65k) favourable year to date in WorkCover claims. Timing of actual claims is unknown, estimate only.  
- ($68k) favourable staff training, timing of training undertaken.  
- Staff Travel and accommodation is ($36k) favourable across council. | P/T, T, T        |
5. **Materials** ($1,517k)

**Expenditure – lower than budget:**
- ($428k) contract payments external less than budget, due to timing of Waste Management contractor payments for service collection, and timing of payment for IT support services, building maintenance, and the aquatics contract for Recreation.
- ($496k) timing of consultancy work for Strategic Planning, Recreation, Exec Services, and footpath inspections for Asset Management.
- ($135k) marketing and promotion, for Two Cities One Community work, and timing of invoices for Marketing.
- ($260k) timing of strategy, plans and programs work for Economic Development, Funded Community Projects, Early Home Learning/ Early Years and Preschools.
- Maintenance costs are ($109k) lower than budget, predominantly due to timing of works at Bonegilla Migrant Experience and Gateway Village.
- Utilities are ($67k) lower than budget due to timing of invoices.

6. **Other expenses** ($190k)

**Expenditure – lower than budget**
- Contributions are ($129k) less than budget due to timing of ($39k) waste management payment, and ($90k) community grants funding timing and applications received.
- Memberships are ($64k) less than budget, offset by timing of Councillor allowance payments $20k.

---

**Balance sheet (differences with June 2018)**

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation Year to Date Actual v June 2018</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
</table>
| 7    | Receivables $30.1m | **Current Assets – Higher than June 2018:**
  - The annual rates and fire service levy charges were raised in August 2018. | T |
| 8    | Other Current Assets ($689k) | **Current Assets – Lower than June 2018:**
  - This reduction relates to the year-end prepayments accrued at the end of June 2018 being expensed in 2018/19. | T |
d. 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>36,500</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>1,062</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 1 below)</td>
<td>37,562</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 1 below)</td>
<td>30,401</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td><strong>7,161</strong></td>
</tr>
</tbody>
</table>

**Variances comprise:**
- Actual v Revised Budget YTD – Operating (excludes non-cash dep., asset sales) 2,448
- Actual v Revised Budget YTD - Capital 3,338
- Other (net movement in debtors/creditors/deposits etc.) 1,375

**Variance as above** 7,161

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>7.5</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>2.5</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>1.5</td>
</tr>
<tr>
<td>Working capital</td>
<td>26.1</td>
</tr>
<tr>
<td><strong>Cash commitments</strong></td>
<td><strong>37.6</strong></td>
</tr>
</tbody>
</table>
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>Mystate Bank</td>
<td>Bank</td>
<td>TD</td>
<td>16-10-18</td>
<td>17-06-19</td>
<td>2.70%</td>
<td>3,000,000</td>
<td>8.2%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>TD</td>
<td>05-09-18</td>
<td>04-12-18</td>
<td>2.50%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>Mystate Bank</td>
<td>Bank</td>
<td>TD</td>
<td>08-06-18</td>
<td>05-12-18</td>
<td>2.83%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>Rural Bank</td>
<td>Bank</td>
<td>TD</td>
<td>13-06-18</td>
<td>16-01-19</td>
<td>2.83%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>Mystate Bank</td>
<td>Bank</td>
<td>TD</td>
<td>20-06-18</td>
<td>23-01-19</td>
<td>2.83%</td>
<td>3,000,000</td>
<td>8.2%</td>
</tr>
<tr>
<td>MyState Bank-WREN</td>
<td>Bank</td>
<td>TD</td>
<td>22-05-18</td>
<td>22-02-19</td>
<td>2.75%</td>
<td>1,500,000</td>
<td>4.1%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>13-07-18</td>
<td>09-04-19</td>
<td>2.80%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>13-08-18</td>
<td>10-05-19</td>
<td>2.75%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>05-09-18</td>
<td>04-03-19</td>
<td>2.65%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>Bank</td>
<td>TD</td>
<td>27-08-18</td>
<td>25-02-19</td>
<td>2.70%</td>
<td>3,000,000</td>
<td>8.2%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>05-10-18</td>
<td>03-04-19</td>
<td>2.60%</td>
<td>3,500,000</td>
<td>9.6%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>TD</td>
<td>29-11-18</td>
<td>28-05-19</td>
<td>2.65%</td>
<td>2,000,000</td>
<td>5.5%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td>22-05-18</td>
<td>22-02-19</td>
<td>2.75%</td>
<td>1,500,000</td>
<td>4.1%</td>
</tr>
</tbody>
</table>

**Total Invested**  
36,500,000 100%

**Responsible Investments**  
63.0%

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>10,809,531</td>
<td>50%</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>6,688,816</td>
<td>30%</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>4,246,672</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Total Loans**  
21,745,020 100%
10.1 - Finance Report for November 2018 (cont’d)

Treasury (cont.)

Table 5 - Notional reserves and provisions

<table>
<thead>
<tr>
<th>NOTIONAL RESERVES AND PROVISIONS</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trust funds and deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
<td>232,096</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>22,536</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>63,600</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>132,110</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>347,667</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>304,860</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td><strong>1,102,869</strong></td>
</tr>
</tbody>
</table>

| **Notional reserves**            |       |
| Environmental land (WREN)        | 1,701,509 |
| Reserves for community facilities, open space, car parking, roads and drainage | 1,682,914 |
| Landfill provision               | 1,323,091 |
| Defined Benefits Superannuation call reserve | 1,700,000 |
| **Total Reserves**               | **7,510,383** |

Graph 1 – Cash Held
### e. Capital Program summary

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>Nov 2018 YTD Actual</th>
<th>Full Year Revised Budget(b)</th>
<th>Full Year Adopted Budget(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBD</td>
<td>1,639,040</td>
<td>4,367,500</td>
<td>6,367,500</td>
</tr>
<tr>
<td>Drainage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Footpaths</td>
<td>0</td>
<td>594,550</td>
<td>594,550</td>
</tr>
<tr>
<td>Landscaping</td>
<td>35,387</td>
<td>35,077</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>48,000</td>
<td>132,860</td>
<td>0</td>
</tr>
<tr>
<td>Plant</td>
<td>16,542</td>
<td>120,000</td>
<td>120,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>7,400</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>284,545</td>
<td>838,833</td>
<td>253,333</td>
</tr>
<tr>
<td>Roads</td>
<td>0</td>
<td>146,468</td>
<td>508,278</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>35,000</td>
<td>65,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>181,200</td>
<td>181,200</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>2,257,114</td>
<td>6,681,488</td>
<td>8,098,661</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>436,567</td>
<td>2,742,057</td>
<td>1,815,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>75,000</td>
<td>77,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td>3,335</td>
<td>293,250</td>
<td>293,000</td>
</tr>
<tr>
<td>CBD</td>
<td>1,034,465</td>
<td>8,809,921</td>
<td>7,401,400</td>
</tr>
<tr>
<td>Drainage</td>
<td>17,465</td>
<td>277,703</td>
<td>128,559</td>
</tr>
<tr>
<td>Footpath</td>
<td>117,073</td>
<td>1,925,500</td>
<td>1,940,500</td>
</tr>
<tr>
<td>I.T.</td>
<td>113,333</td>
<td>751,391</td>
<td>572,500</td>
</tr>
<tr>
<td>Kerb &amp; Channel</td>
<td>0</td>
<td>169,000</td>
<td>179,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>421,909</td>
<td>726,838</td>
<td>705,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>239,874</td>
<td>906,484</td>
<td>754,235</td>
</tr>
<tr>
<td>Plant</td>
<td>25,455</td>
<td>658,269</td>
<td>610,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>43,497</td>
<td>615,000</td>
<td>626,000</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>694,154</td>
<td>2,901,423</td>
<td>827,000</td>
</tr>
<tr>
<td>Roads</td>
<td>178,640</td>
<td>2,299,000</td>
<td>2,594,000</td>
</tr>
<tr>
<td>WSLC</td>
<td>62,370</td>
<td>450,402</td>
<td>250,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>0</td>
<td>132,646</td>
<td>40,000</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>122,339</td>
<td>697,374</td>
<td>325,000</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>381,313</td>
<td>1,762,912</td>
<td>1,646,439</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>105,417</td>
<td>474,503</td>
<td>345,000</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>4,900,000</td>
<td>4,900,000</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>1,667</td>
<td>1,667</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>3,998,873</td>
<td>31,570,340</td>
<td>26,029,633</td>
</tr>
<tr>
<td><strong>Net Capital Income / (Expenditure)</strong></td>
<td>(1,741,759)</td>
<td>(24,888,852)</td>
<td>(17,930,972)</td>
</tr>
</tbody>
</table>

**Note:**


b. Includes approved 1st quarter adjustments and rebudgets and unapproved 2nd quarter adjustments.

c. Refer Graph 2.
10.1 - Finance Report for November 2018 (cont’d)

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

Attaches
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 - Stephen Byrns
In providing this advice, I have no interests to disclose in this report.

Team Leader Financial Accounting - Nicola Gleeson Coopes
In providing this advice as the report author, I have no interests to disclose in this report.

For information only.
10.2 - Planning Report for November 2018

Between November 1 and November 30 2018, the planning unit determined 17 planning permits under delegation, one approval for an extension of time to a planning permit and one application for secondary consent.

Attachments

The following documents are attached to this report:
  - Attachment A: Planning Applications determined for the month of November 2018

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.

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

For information only.
### PLANNING APPLICATIONS DETERMINED FOR THE MONTH OF NOVEMBER 2018

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Use / Development</th>
<th>Site address</th>
</tr>
</thead>
<tbody>
<tr>
<td>189/2014/A</td>
<td>Staged Multi-lot subdivision (Industrial land) (Amendment to permit)</td>
<td>167 McKoy St, West Wodonga</td>
</tr>
<tr>
<td>56/2017/A</td>
<td>Subdivide the land into two lots (Amendment to permit)</td>
<td>337 Castle Creek Road, Leneva</td>
</tr>
<tr>
<td>121/2017/A</td>
<td>Multi-lot subdivision of land, creation of a reserve and removal of native vegetation (Daintree Estate Stage 7)</td>
<td>167 McKoy St, West Wodonga</td>
</tr>
<tr>
<td>117/2018</td>
<td>Buildings and Works (Picnic Shelter) in the Public Conservation and Resource Zone</td>
<td>Carrolls Lane, Wodonga</td>
</tr>
<tr>
<td>127/2018</td>
<td>Buildings and Works to construct a warehouse and restricted retail premise and to erect and display business identification signage</td>
<td>33 Hovell St, Wodonga</td>
</tr>
<tr>
<td>129/2018</td>
<td>Use (extension to existing use) and development of the land for a medical centre</td>
<td>340 Beechworth Rd, Wodonga</td>
</tr>
<tr>
<td>134/2018</td>
<td>Subdivide the land into two lots and the construction of a second dwelling in the General Residential Zone</td>
<td>60 Daintree Way, West Wodonga</td>
</tr>
<tr>
<td>144/2018</td>
<td>Buildings and works for the construction of a cinema based entertainment facility, six restaurants, three convenience restaurants (drive-through facilities), business identification signage and a reduction in car parking</td>
<td>Elgin Boulevard, Wodonga</td>
</tr>
<tr>
<td>146/2018</td>
<td>Subdivide the land into two lots. Use of the land for Industry, building and works in the Industrial 1 zone and business identification signage</td>
<td>7 Moloney Drive, Wodonga</td>
</tr>
<tr>
<td>152/2018</td>
<td>Building and works for the construction of a dwelling in the</td>
<td>21 Lexcen St, Baranduda</td>
</tr>
<tr>
<td>Permit No</td>
<td>Use / Development</td>
<td>Site address</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Bushfire Management Overlay</td>
<td></td>
</tr>
<tr>
<td>153/2018</td>
<td>Subdivision of land into three lots in the General Residential Zone 1, Rural Conservation Zone and Farming Zones and within the Environmental Significance Overlay - schedule 2 and the Bushfire Management Overlay</td>
<td>Castle Creek Road, Wodonga</td>
</tr>
<tr>
<td>158/2018</td>
<td>To erect and display an internally illuminated business identification pole sign in the Mixed Use Zone</td>
<td>255 McKoy St, West Wodonga</td>
</tr>
<tr>
<td>161/2018</td>
<td>Development associated with a single dwelling and associated buildings in the Farm Zone</td>
<td>2937 Murray Valley Hwy, Ebden</td>
</tr>
<tr>
<td>162/2018</td>
<td>Use of a dwelling under construction as a display home and 1 combined business identification and promotion sign</td>
<td>35 Woodbridge St, Killara</td>
</tr>
<tr>
<td>170/2018</td>
<td>Subdivision of land into two lots in the Mixed Use Zone</td>
<td>10 Murray Way, West Wodonga</td>
</tr>
<tr>
<td>175/2018</td>
<td>Buildings and works (storage shed) in the Industrial 1 Zone and reducing the requirement for car parking of 5 spaces</td>
<td>7 Moloney Drive, West Wodonga</td>
</tr>
<tr>
<td>179/2018</td>
<td>Buildings and works associated with a dwelling in the Design and Development Overlay 6</td>
<td>19 Cutler Cres, Wodonga</td>
</tr>
</tbody>
</table>
Ordinary meeting – December 10, 2018

10 - Officers reports for information

Business Services

10.3 - Competitive Services Report for November 2018

<table>
<thead>
<tr>
<th></th>
<th>November</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>26</td>
<td>78</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>4</td>
<td>54</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$617,622.83</td>
<td>$7,629,124.93</td>
</tr>
</tbody>
</table>

**Tenders advertised / quotations issued**

<table>
<thead>
<tr>
<th>Tender Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1488-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of carpentry, windows, doors and glazing services</td>
</tr>
<tr>
<td>W1490-18Q</td>
<td>Willow Park Pavilion reconstruction – provision of demolition services</td>
</tr>
<tr>
<td>W1491-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of electrical services</td>
</tr>
<tr>
<td>W1492-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of internal lining services</td>
</tr>
<tr>
<td>W1493-18Q</td>
<td>Willow Park Pavilion reconstruction - mechanical services</td>
</tr>
<tr>
<td>W1494-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of painting services</td>
</tr>
<tr>
<td>W1495-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of plumbing services</td>
</tr>
<tr>
<td>W1496-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of tiling services</td>
</tr>
<tr>
<td>W1523-18Q</td>
<td>Council office ground floor refurbishment Stage 2 - demolition works</td>
</tr>
<tr>
<td>W1535-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of concreting services</td>
</tr>
<tr>
<td>W1536-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of joinery &amp; cabinetry services</td>
</tr>
<tr>
<td>W1537-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of roofing services</td>
</tr>
<tr>
<td>W1538-18</td>
<td>Design of elevated Lawrence Street Bridge over House Creek</td>
</tr>
<tr>
<td>W1540-18</td>
<td>Supply and delivery of corporate uniforms</td>
</tr>
<tr>
<td>W1542-18Q</td>
<td>Wodonga Council Website Development</td>
</tr>
<tr>
<td>W1547-18Q</td>
<td>Latrobe Soccer Field fence replacement</td>
</tr>
<tr>
<td>W1551-18Q</td>
<td>Willow Park Pavilion reconstruction, provision of brickwork services</td>
</tr>
<tr>
<td>W1552-18Q</td>
<td>Construction of new changing area at Southern Rise Preschool</td>
</tr>
<tr>
<td>W1553-18Q</td>
<td>Construction of Park Lane levee</td>
</tr>
<tr>
<td>W1557-18Q</td>
<td>Spring Gully Road and Long Gully Road reconstruction</td>
</tr>
</tbody>
</table>

**Tenders / quotations under evaluation**

<table>
<thead>
<tr>
<th>Tender Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1450-18</td>
<td>Operation of the Re-use Retail Shop at the Waste Transfer Station</td>
</tr>
<tr>
<td>W1467-18</td>
<td>Provision of garden and timber waste processing</td>
</tr>
<tr>
<td>W1468-18</td>
<td>Supply and installation of pedestrian operated traffic signals on Felltimber Creek Road east of Barton Street</td>
</tr>
<tr>
<td>W1471-18</td>
<td>Wodonga to Bonegilla High Country Rail Trail reconstruction &amp; surfacing works</td>
</tr>
<tr>
<td>W1476-18</td>
<td>Construction of Thomas Mitchell Drive - zebra crossing</td>
</tr>
<tr>
<td>W1485-18Q</td>
<td>City Office, main switchboard in basement upgrade (electrical)</td>
</tr>
<tr>
<td>W1486-18</td>
<td>Supply of Depot maintenance support services</td>
</tr>
<tr>
<td>W1497-18</td>
<td>Birallee Park indoor cricket training facility project - steel works</td>
</tr>
<tr>
<td>W1499-18</td>
<td>Birallee Park indoor cricket training facility project - civil and pre-cast concrete panel works</td>
</tr>
<tr>
<td>W1500-18Q</td>
<td>Birallee Park indoor cricket training facility project - brick masonry works</td>
</tr>
</tbody>
</table>
### 10.3 - Competitive Services Report for November 2018 (cont’d)

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1501-18</td>
<td>Birallee Park indoor cricket training facility project - metal &amp; poly-carb sheeting, sarking, roof plumbing &amp; fall arrest equipment works</td>
</tr>
<tr>
<td>W1502-18</td>
<td>Birallee Park indoor cricket training facility project - hydraulics &amp; gas works</td>
</tr>
<tr>
<td>W1503-18</td>
<td>Birallee Park indoor cricket training facility project - carpentry, fibre cement linings, windows, doors and glazing works</td>
</tr>
<tr>
<td>W1504-18Q</td>
<td>Birallee Park indoor cricket training facility project - internal lining works</td>
</tr>
<tr>
<td>W1505-18Q</td>
<td>Birallee Park indoor cricket training facility project - floor covering works</td>
</tr>
<tr>
<td>W1506-18Q</td>
<td>Birallee Park indoor cricket training facility project - ceramic tiling works</td>
</tr>
<tr>
<td>W1507-18Q</td>
<td>Birallee Park indoor cricket training facility project - painting works</td>
</tr>
<tr>
<td>W1508-18</td>
<td>Birallee Park indoor cricket training facility project - mechanical services</td>
</tr>
<tr>
<td>W1509-18Q</td>
<td>Birallee Park indoor cricket training facility project - synthetic turf, netting and sporting requirements</td>
</tr>
<tr>
<td>W1510-18Q</td>
<td>Birallee Park indoor cricket training facility - electrical, lighting and data works</td>
</tr>
<tr>
<td>W1511-18Q</td>
<td>Birallee Park indoor cricket training facility - joinery &amp; cabinetry works</td>
</tr>
<tr>
<td>W1513-18</td>
<td>Agreement with WCC Maternal Child and Health and Albury Wodonga Aboriginal Health</td>
</tr>
<tr>
<td>W1514-18</td>
<td>Wodonga Council and Albury Wodonga Aboriginal Health Service - Form of Agreement DET Department of Education and Training</td>
</tr>
<tr>
<td>W1515-18</td>
<td>Reconstruction of McIntosh Road</td>
</tr>
<tr>
<td>W1522-18Q</td>
<td>Provision of pre-employment functional assessments</td>
</tr>
<tr>
<td>W1541-18Q</td>
<td>Supply and delivery of two 72” mid mount rear discharge mowers compete with factory fitted air conditioned ROPS cabins</td>
</tr>
<tr>
<td>W1543-18Q</td>
<td>Supply &amp; delivery of one large area rotary three winged mower 45 to 50 HP with enclosed factory fitted air conditioned ROPS cabin complete with trailer</td>
</tr>
<tr>
<td>W1544-18Q</td>
<td>Supply and delivery of one ute mounted 10.5 metre spray boom with 800 litre tank</td>
</tr>
</tbody>
</table>

#### Contracts awarded

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1426-18</td>
<td>Provision of services for mechanical services maintenance - HVAC</td>
</tr>
<tr>
<td>W1465-18</td>
<td>Supply and installation of Leadsun solar lights to six parks</td>
</tr>
<tr>
<td>W1475-18Q</td>
<td>Auskick Ovals drainage extension works</td>
</tr>
<tr>
<td>W1479-18</td>
<td>Provision &amp; maintenance of sanitary, nappy &amp; sharps disposal units</td>
</tr>
<tr>
<td>W1518-18Q</td>
<td>Fairy Light supply &amp; permanent install</td>
</tr>
</tbody>
</table>

#### Contracts not awarded

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>
Ordinary meeting – December 10, 2018

10 - Officers reports for information

Business Services

10.3 - Competitive Services Report for November 2018 (cont’d)

Contracts awarded to local suppliers

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>57%</td>
<td>86%</td>
<td>88%</td>
<td>92%</td>
<td>67%</td>
<td>75%</td>
<td>66%</td>
<td>85%</td>
<td>76%</td>
<td>90%</td>
<td>63%</td>
<td>80%</td>
</tr>
</tbody>
</table>

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

Manager Governance and Customer Focus - Spencer Rich
In providing this advice, I have no interests to disclose in this report.

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

For information only.
10.4 - Assemblies of councillors

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

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

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

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

The written record of each assembly is, as soon as possible, required to be incorporated in the minutes of the council meeting. The written records of the assemblies recently held are attached.

**Attachments**

The following documents are attached to this report:
- Attachment A: Written record of assemblies of councillors

**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.

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

**For information only.**
Written record of assemblies of councillors – report to December 10, 2018 council meeting

Councillor briefing of Monday, November 19, 2018, commencing at 8.30am and concluding at 1pm.

Venue | Council Chamber, ground floor, Council Offices, Hovell Street, Wodonga.

In attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Items Discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
<td>Leave of absence</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Business Services</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Mark Verbaken</td>
<td>Manager Environment &amp; Community Protection</td>
<td>Item 4a</td>
</tr>
<tr>
<td>Robyn Nicholas</td>
<td>Sustainability Coordinator</td>
<td>Item 4a</td>
</tr>
<tr>
<td>Ken Chan</td>
<td>Team Leader Strategic Planning</td>
<td>Item 4b</td>
</tr>
<tr>
<td>Bridie Guy</td>
<td>Senior Strategic Planner</td>
<td>Item 4b</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning &amp; Building</td>
<td>Item 4c</td>
</tr>
<tr>
<td>Simon Maughan</td>
<td>Team Leader Statutory Planning</td>
<td>Item 4c</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>Item one – that part dealing with Central Place.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Item 4c – cinema application</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 council meeting agendas:
   a) agenda for ordinary council meeting
   b) draft agenda for special council meeting
4. Briefing reports were provided on the following:
   a. Investigation into council's use of single use plastics
   b. Wodonga Planning Scheme Review 2018
   c. Cinema application
   d. Rating Strategy Reference Group Update
   e. Instruments of delegation
   f. Finance Report for October 2018
Written record of assemblies of councillors – report to December 10, 2018 council meeting

Councillor briefing of Monday, December 3, 2018, commencing at 8.30am and concluding at 2.10pm.

Venue | Council Chamber, ground floor, Council Offices, Hovell Street, Wodonga.

In attendance

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Position</th>
<th>Items Discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
<td>All items, except 4d to 4h</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items, except 1 and 2</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items, except part of item one and item 4g</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Director Business Services</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Adam Wiseman</td>
<td>Manager Economic Development &amp; Tourism</td>
<td>Item 4d and 4e</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning &amp; Building</td>
<td>Item 4g</td>
</tr>
<tr>
<td>Claire Taylor</td>
<td>Manager Community Planning &amp; Wellbeing</td>
<td>Item 4g</td>
</tr>
<tr>
<td>Ken Chan</td>
<td>Team Leader Strategic Planning</td>
<td>Item 4f and 4g</td>
</tr>
<tr>
<td>Bridie Guy</td>
<td>Strategic Planner</td>
<td>Item 4g</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>Item one – that part dealing with a discussion on Central Place.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Item 4g – WPS Amendment C98 Central Business Area Parking Overlay</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 agenda for ordinary council meeting
4. Briefing reports were provided on the following:
   a. SHK Skype Conference Call - Recruitment of CEO
   b. Wodonga Urban Land Care Bus Tour
   c. Petition - Golf Cart access to the Wodonga Golf Course
   d. Logic land enquiry
   e. Albury Wodonga Destination Management Plan 2019 - 2023 – post community feedback
   f. Wodonga Housing Strategy - A Place to Call Home - Consultation feedback and adoption
   g. Wodonga Planning Scheme Amendment C98 Central Business Area Parking Overlay
   h. Draft 2018 Gateway Island Master Plan
10.5 - Decisions register

The attached report provides an update on decisions from previous council meetings.

**Attachments**

The following documents are attached to this report:
- Attachment A: Decisions register as at December 2018

**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.

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

For information only.
## Decisions register – November 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Recreation Facilities Governance Review (19/03/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That a 6 week public engagement process for the draft <em>Wodonga Recreation Facilities Governance Review Report</em> be undertaken with a further report on the results of the engagement process to be presented to a future ordinary meeting.</td>
</tr>
<tr>
<td>Status</td>
<td>Working on actions with a report to council in the first quarter of 2019.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Baranduda Fields Master Plan (19/03/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That a public engagement process for the draft <em>Baranduda Fields Master Plan</em> be undertaken with a further report on the results of the engagement process to be presented to a future ordinary council meeting.</td>
</tr>
<tr>
<td>Status</td>
<td>Consultations completed &amp; report scheduled for December council meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Ombudsman's Report (14/05/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. The Victorian Ombudsman’s Report <em>Investigation into Wodonga City Council’s overcharging of a waste management levy</em>, April 2018 be received and noted; 2. The Ombudsman’s recommendation relating to Wodonga’s waste management service charge be implemented within two years; 3. Council undertake preparatory work with the Essential Services Commission and Local Government Victoria to investigate the implications of the review of the Local Government Act and how the implementation of the Ombudsman’s Report will impact Wodonga; and 4. The Municipal Association of Victoria be requested to advocate for an amendment to the <em>Local Government Act 1989</em> to implement recommendation two from the Ombudsman’s Report.</td>
</tr>
<tr>
<td>Status</td>
<td>The adoption of the 2018-2019 budget commenced the implementation of the Ombudsman’s recommendation. Meetings have been held with the ESC. The MAV has established a waste working group to advocate for councils impacted by the Ombudsman’s recommendations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga CBA Car Parking Plan for approval and Wodonga Planning Scheme Amendment C98 Car Parking Plan &amp; Parking Overlay (14/05/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. The <em>Wodonga CBA Car Parking Plan</em>, as tabled be adopted; and 2. Officers seek authorisation from the Minister for Planning to prepare and exhibit the Planning Scheme Amendment C98 to the WPS.</td>
</tr>
<tr>
<td>Status</td>
<td>Currently on exhibition.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Draft Gateway Island Master Plan (25/06/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That the Draft Gateway Island Master Plan be endorsed for formal exhibition for the period 25 June 2018 to 10 August 2018</td>
</tr>
<tr>
<td>Status</td>
<td>Likely to be presented to the November or December council meeting for consideration for adoption.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Intention to enter into lease - Hockey Albury Wodonga Incorporated (20/08/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That council resolves to enter into a new lease for a 20 year term made up of an initial ten year term and a further two by five year term options with Hockey Albury Wodonga Incorporated at a rental charge of $100.00 excluding GST per annum for the first year. The rent payable is to increase by a fixed amount of $10 per annum plus GST for each year thereafter for the duration of the lease. 1. In accordance with Section 190 and 223 of the <em>Local Government Act 1989</em> (&quot;the Act&quot;) public notice be given in the <em>Border Mail</em> of the intention to grant the current Tenant, Hockey Albury Wodonga Incorporated a 20 year lease of Wodonga hockey facilities at Silva Drive within the Birallee Park sporting precinct.</td>
</tr>
</tbody>
</table>
Decisions register – November 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Speed limit review - various locations (20/08/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>2. To extend the 70km/h speed limit on Felitimber Creek Rd, which currently terminates west of the McGaffins Rd intersection, a distance of approximately 800m to south of Coyles Rd.</td>
</tr>
<tr>
<td></td>
<td>3. To extend the existing 50km/h speed limit 300m past the new intersection of Hampshire Blvd.</td>
</tr>
<tr>
<td></td>
<td>4. To extend the existing permanent 60km/h speed limit 900m to the intersection with Boyes Rd.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

| Status | In progress. Application for speed variation sent to VicRoads. |

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That the Annual Financial Report and Performance Statement for the year ended 30 June 2018 be adopted, and:</td>
</tr>
<tr>
<td></td>
<td>1. Councillors Bennett and Quilty be designated signing councillors for the purpose of formally signing the 2017-2018 Annual Financial Report and the Performance Statement, and</td>
</tr>
<tr>
<td></td>
<td>2. A signed copy of the Annual Financial Report and Performance Statement forwarded to the Victorian Auditor General’s Office to facilitate the issue of the independent auditor’s reports.</td>
</tr>
</tbody>
</table>

| Status | Documents have been signed and forwarded to the Auditor-General. Completed. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Council’s intention to enter into a 15 year lease - La Maison (17/09/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That Council resolves to enter into a new 15 year lease made up of three five year terms with W &amp; M Saliba Pty Ltd for Shop 1&amp;2/40-42 Lincoln Causeway (restaurant), Shop 4/40-42 Lincoln Causeway (Bluestone Cottage), amenities</td>
</tr>
</tbody>
</table>
(toilets semi-detached from the main restaurant), Shop 5/40-42 Lincoln Causeway (Byrne Cottage) and storage shed 2 at a starting rent of $44,755 in the first year plus GST and all outgoings.

The lease is to increase in line with CPI per annum with a market rent review conducted at the end of each five year term, as per the current market rent valuation, and:

1. In accordance with sections 190 and 223 of the *Local Government Act 1989* ("the Act") public notice be given in the Border Mail of the intention to grant the current tenant, W & M Saliba Pty Ltd a 15 year lease of Shop 1 & 2/ 40-42 Lincoln Causeway (Restaurant), Shop 4/40-42 Lincoln Causeway (Bluestone Cottage), amenities (public toilets semi-detached from the main Restaurant), storage shed 2 being part of the land contained within Certificate of Title Volume 115810 Folio 808 and Shop 5/40-42 Lincoln Causeway (Byrne Cottage) being part of the land contained within Certificate of Title Volume 11580 Folio 807.

2. The public notice shall stipulate that persons may make a submission on the proposed lease in accordance with section 223 of the Act and that written submissions be received within 28 days after the publication of the notice.

3. The CEO is 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.

4. That if submissions are received under section 223 of the Act
   a) 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.
   b) A report on any s.223 submissions received by council along with a summary of any hearings held, be provided to the next ordinary council meeting.

5. That if no submissions are received within the prescribed period the council resolve to grant a new lease outlined in clause 1 without further resolution of council and that the CEO be authorised to sign any documents required to evidence the grant of the new lease.

**Status**

Submission period closes on 19/10/2018.

**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 – to be considered as part of the new library / gallery.

**Item**

**Wodonga Housing Strategy - A Place to Call Home (17/09/2018)**

**Resolution**

That the *Draft Wodonga Housing Strategy* be endorsed for public exhibition for a period of six weeks, following which officers prepare a report outlining feedback and next steps for the Housing Strategy.

**Status**

Feedback being assessed.

**Item**

**Wodonga Planning Scheme Amendment C121 - Leneva Baranduda Precinct Structure Plan and Development Contribution Plan (17/09/2018)**

**Resolution**

1. Having considered the Planning Panel’s report under s.27(1) of the *Planning and Environment Act*, Wodonga Planning Scheme Amendment C121 be adopted with changes under Sect 29(1) of the Planning and Environment Act; and

2. Officers be authorised to seek the formal approval of Amendment C121 from the Minister for Planning under Section 31 of the Act.

**Status**

Documentation submitted to the DELWP office.
## Decisions register – November 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 10.5</strong> - Attachment A</td>
<td><strong>Albury Wodonga Destination Management Plan 2019-2023 (15/10/2018)</strong></td>
<td>That the draft Albury Wodonga Destination Management Plan 2019-2023, as tabled, be endorsed for public exhibition and comment.</td>
</tr>
<tr>
<td></td>
<td><strong>Seven submissions received. Feedback being considered, and a report will follow to council.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Item 2019 Council meeting dates (19/11/2018)</strong></td>
<td>That the meeting schedule for 2019 ordinary council meetings set out in this report be adopted and the public advised accordingly.</td>
<td>Completed.</td>
</tr>
<tr>
<td><strong>Item Use of council land for a circus with exotic animals (19/11/2018)</strong></td>
<td>That council owned land not be available for hire by circuses and carnivals that involve the performance and display of exotic animals.</td>
<td>Rescission motion submitted. Action put on hold.</td>
</tr>
<tr>
<td><strong>Item Wodonga to Bonegilla High Country Rail Trail reconstruction and surfacing works (19/11/2018)</strong></td>
<td>1. That subject to a memorandum of understanding being reached with Parklands Albury Wodonga, the tender from Excell Gray Bruni Pty Ltd for W1471-18 Wodonga to Bonegilla High Country Rail Trail Reconstruction and Surfacing works for the contract sum of $1,017,722 (excluding GST) based on the schedule of rates tendered be accepted; 2. This contract sum includes a provisional sum of $115,250 (excluding GST) for the extension of works from the Murray Valley Highway overpass of the rail trail to Ebden Reserve, should budget still be available, following completion of the deliverables for the project; and 3. The contract period should be from December 1, 2018 and have practical completion by no later than March 30, 2019, or as otherwise negotiated with Excell Gray Bruni Pty Ltd.</td>
<td>In progress.</td>
</tr>
<tr>
<td><strong>Item Buildings and works for the construction of a cinema based entertainment facility in Junction Place, Wodonga (19/11/2018)</strong></td>
<td>The resolution is too large to reproduce here.</td>
<td>Permit issued. Completed.</td>
</tr>
<tr>
<td><strong>Item Review of council meeting procedures and processes (19/11/2018)</strong></td>
<td>That: 1. The update on the review of council processes and procedures at Council meetings and councillor briefings be received and noted; and 2. A further report be submitted to the ordinary council meeting in February 2019 on this review, with the report to also commence the process for a new Meeting Procedure Local Law.</td>
<td>In progress.</td>
</tr>
<tr>
<td><strong>Item Golf cart access to the Wodonga Golf Club (19/11/2018)</strong></td>
<td>That the petition requesting action in relation to golf cart access to the Wodonga Golf Club be received and that it lay on the table until the next ordinary meeting of the council in December.</td>
<td>In progress – submitted to the briefing of 3 December 2018.</td>
</tr>
</tbody>
</table>
11.1 - Rescission motion - use of council land for a circus with exotic animals

Purpose of report

The purpose of this report is to consider a rescission motion relating to a resolution of the council at its November 19 ordinary meeting.

Background

On Wednesday, November 21, 2018 Crs Bennett, Hall, and Lowe submitted a rescission motion with respect to a decision of the council at its ordinary meeting of Monday, November 19, 2018.

On receipt of the rescission motion the CEO suspended any action with this matter, and instructed that it be considered at the next ordinary meeting of the council.

The rescission motion reads:

Rescission motion

1. That the resolution of the council meeting of 19 November 2018 - “that council owned land not be available for hire by circuses and carnivals that involve the performance and display of exotic animals” - be rescinded.

2. That the CEO prepare a further report on the availability of council land for circuses and carnivals, the report to address:

   a) Definitions of key terms, including but not limited to, circuses and carnivals, and exotic animals.

   b) The scope of council owned land and crown land that may be impacted by any hire restriction.

   c) Whether any restriction should involve the use of council land rather than hire of council land.

3. The report to be submitted no later than the February 2019 ordinary meeting of council.

Motion

Crs Kat Bennett / Libby Hall

That the motion be adopted. Carried
12 - Petitions

Planning and Infrastructure

12.1 - Petition - Golf Cart access to the Wodonga Golf Course

Purpose of report

The purpose of this report is to respond to the petition laying on the table dealing with golf cart access to the Wodonga golf course.

The petition was received at the ordinary council meeting held on 19 November 2018, and in accordance with the Local Law, requires a response at the next ordinary council meeting – 10 December 2018.

The petitioners have requested the following:

The petition of Wodonga Ratepayers and / or Members of the Wodonga Golf Club and residents draw the attention of the Wodonga City Council to the following:

The entrance to the Wodonga Golf Club via the Easement in Down Court has been blocked by boulders stopping easy access by golf carts to the Wodonga Golf Club:

a) Forcing the carts to travel 3.2km on busy public roads to get to the Pro Shop.

b) Denying access for Emergency vehicles to that area of the Golf Club (holes 14-16) as happened recently when an ambulance had to turn around and enter via the main gate an extra 5km.

The petitioners therefore request that the Wodonga City Council remove the boulders blocking access to the Golf Club and clearly mark the boundaries of the easement.

Background

During January 2017 and again in June 2018, council received two customer action requests dealing with damage to the grassed areas at the eastern end of Down Court, West Wodonga.

An investigation revealed that vehicle access to the golf course had been gained via council’s Down Court road reserve, damaging the grassed surface between the edge of the road and the entry point to the golf course and the grassed area on private property (refer to tabled document A).

Some time after the initial investigation, bollards, limiting access were installed, only to be ripped out by persons unknown. In August 2018, council’s compliance officers spoke with the golf club about placing rocks in the gap to prevent vehicle access to the golf course.

Council’s director planning & infrastructure visited the site on 21 August 2018 and observed the damage caused by vehicle tracks onto the golf course and the location of the rocks placed within the gap to prevent said access (refer to photos at tabled
document B). The visit to the site also confirmed that a number of alternative entry points were available to the public to readily access the course.

On 18 October 2018, council’s acting Director Planning & Infrastructure received an email from the golf club’s General Manager who undertook to advise golf club members to consider other land owners when driving golf carts.

The petition claims that (1) that easy access has been denied via the easement at Down Court to the golf course, (2) that this has resulted in golf carts now having to travel 3.2km on busy roads to access the Pro Shop and (3) denying access to emergency vehicles along holes 14 – 16.

In response to the above, the following points are presented for consideration:

1) The results of a high level assessment into the access points to the Wodonga golf course is shown at tabled document C. It becomes clear that more than 20 access points exist, with the vast majority of these unlocked or unhindered by fences, bollards or rocks. In fact, access is easily gained at Reeve Court, approximately 270m by road from the Down Court access;

2) As indicated above, numerous entry point to the golf course exist. A person residing in Down Court, now wishing to access the Pro Shop can access the golf course at Reeve Court, Cromer Fairway or via the formalised access point traversing the golf course at Oatlands Fairway, no more than approximately 750m from the furthest point in Down Court.

Of interest is the fact that according to the VicRoads website, the following guidance is provided:

A vehicle described as a golf cart, golf buggy or ride-on lawn mower, is not considered to be a motor vehicle for the purposes of the law provided the following conditions are met:

- it is designed mainly for use outside the road system
- it is only being used for the purpose for which it was manufactured
- it is not used to travel on roads or road related areas for more than two kilometres at a time in one direction.

As these vehicles are not considered “motor vehicles”, they are exempt from registration. Because golf carts, golf buggies and ride-on lawn mowers do not have the safety features of a regular vehicle, their access to road and road related areas is limited to travel up to 2 kilometres in one direction at any time, and only when they are being used for their intended purpose (such as playing golf or mowing lawns).

No driver licence is required to operate these vehicles provided they are being used in accordance with the above conditions.
Users should not operate these vehicles under the influence of alcohol or drugs, should take extreme caution when using them after dark, travel at safe speeds and must not travel on footpaths, bike paths and shared paths.

If these vehicles are used for purposes other than the manufactured intent, or outside the above conditions then they are subject to the same laws as any other motor vehicle. This includes laws related to driver licensing and registration.

As a golf cart, golf buggy or ride-on lawn mower is not considered a motor vehicle they would not be covered by third party personal injury insurance. If these vehicles have an accident that does not involve another motor vehicle, they would not be covered by TAC.

The RACV provides the following on its website:

In Victoria, golf carts are not considered motor vehicles and do not need to be registered.

They can be used on public roads or road-related areas for no more than two kilometres at a time in one direction and only for the purpose for which they were built (i.e. travelling to or from a golf course to play golf). No driver’s licence is required provided the vehicle is being used as above.

If a golf cart is used other than as intended by the manufacturer, or outside the above conditions, they are subject to the same laws as any other motor vehicle.

In informal discussions with Victoria Police, the following general advice has been provided:

VicPol was very clear that the use of a golf cart to commute to and from the golf course is not legal. They advise that the exemption that is sometimes cited by users is an exemption from registration only, not from all other road rules.

The critical point that VicPol makes is that the golf cart is “only being used for the purpose for which it was manufactured” which is for use on the golf course, not on public roads.

The Wodonga Golf Course is private property, but is internally bounded by what is loosely referred to as a “footway” (refer to tabled document D), an easement of approximately 2.1m in width, and created circa 2005/2006 to limit the golf course’s financial exposure to sharing fencing costs with adjoining private properties. This walkway is used by a variety of local residents, be it for walking, jogging, bike riding, or perhaps even for traversing by golf cart, to and from the golf course, the Pro Shop or restaurant.
12.1 - Petition - Golf Cart access to the Wodonga Golf Course (cont’d)

A 2m wide concrete footpath traverses the golf course between Oatlands Fairway and Golflinks Avenue and is sign-posted as formal access through the course.

3) An unintended consequence of placing the rocks within the opening at Down Court is a limitation upon emergency vehicle access to a small part of the golf course. However, as noted and demonstrated at tabled document C, a number of golf course access points are located in close proximity to Down Court, readily able to permit entry to this part of the golf course.

The information above seems to dispel the premise of the petition by demonstrating (1) the placement of the rocks at an entry point in Down Court has not stopped easy access to the Wodonga golf course, (2) that the golf carts will not be required to travel 3.2km on busy roads to the Pro Shop, and (3) numerous points of entry to the golf course are evident, allowing emergency vehicles access at various locations around the course.

Council Plan

This matter does not fall within the Council Plan.

Council policy / strategy implications

This matter has no obvious council policy or strategy implications.

Risk management implications

There appears not to be any significant risks associated with this petition.

Financial implications

There are possibly minor cost implications associated with this matter should the rocks be removed, or alternate measures considered.

Environmental implications

There are no known environmental implications associated with this report.

Social / cultural implications

Possible social implications could arise as a result of the petitioner’s claim that easy access to the golf club has been stopped at the Down Court entry point, suggesting a loss of amenity for a few who would enter the course at this location.

The other points raised in their petition could have some social implications.

Legislative implications

There are no obvious legislative implications associated with this report.
Community engagement and internal consultation

Council undertook no community consultation prior to placing the rocks at this location. Engagement was largely limited to responding to a customer action request and discussions about this matter with the General Manager of the golf course.

Options for consideration

**Option 1 – Do nothing** - This option proposes that the rocks be left in place and those seeking golf cart access to the course utilise a variety of other access points as illustrated within this report’s attachments.

**Option 2 – Remove the rocks** - This option proposes to remove the rocks and return the entry point to a configuration which would allow all vehicles to access the course, possibly resulting in the same issues being experienced and the same concerns being raised with council.

**Option 3 – Fully assess all the access points to the golf course and report to the Council** - As indicated in this report, numerous access points to the Wodonga golf course are available, and limiting access to the course from Down Court may seem incongruous with the other access points. In order to better understand the needs of the public, the users of the golf course, the management of the golf course and the neighbouring residents, it is proposed that a full and proper assessment be undertaken before any further actions are proposed.

It is likely that this would take considerable time and that a further report with findings and recommendations be presented to the Council within 6 months of this report.

**Conclusion**

Council staff embarked on a course of action in response to customer complaints, on-site observations and a need to limit damage to council and privately owned property.

At the time, it was considered a reasonable solution to place large rocks within the Down Court/golf course entry point, limiting, or prohibiting unauthorised vehicle entry.

In response to these actions, a petition with 273 signatures was received citing a number of issues which have been investigated and commented upon within this report.

This report has found that a number of entry points currently exist to the Wodonga golf course, facilitating golf cart and emergency vehicle access, and the placement of these rocks has not necessarily contributed to any of the concerns raised within the petition.
The removal of the rocks, despite the suggestion that the easement be clearly demarcated will continue to allow the irresponsible behaviour of driving vehicles over council or privately owned property, onto the golf course, possibly placing people and/or property at risk.

While this report deals only with the Down Court entry point, other similar issues may have been experienced at other locations and may need a broader investigation and solution – this having to be budgeted and prioritised by the council.

This report concludes (a) that the issues raised within the petition tend to be overstated in that other, nearby access points exist and could easily and readily be used as an alternate to the Down Court entry point, and (b) that the issue of golf course access points be fully assessed and evaluated prior to any further action being taken at the Down Court location.

It is thus proposed that this investigation be undertaken and that a further report be presented to the Council. It is also proposed that no further action be taken at Down Court and that the status quo remain until the full assessment has been completed and reported to the Council.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Aerial image of Down Court
- Document B: Photos showing Down Court Entry Point
- Document C: Golf Course Access Points
- Document D: Wodonga Golf Course - Footway Easements

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 - Patience Harrington
In providing this advice, I have no interests to disclose in this report.

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

It is recommended that:

1. That a full assessment of all access points from public land onto the Wodonga golf course be undertaken and that appropriate levels of consultation be included to fully appreciate the expectations of the impacted community;

2. That a further report detailing the outcomes of the assessment be brought back to the Council for consideration within 6 months of this report;

3. That no further action be taken at the Down Court access point until such time as the Council have considered the report as contemplated above; and

4. The petitioners be advised of this outcome.

**Motion**

Crs Libby Hall / John Watson

That the recommendation be adopted.  

Carried

**Division**

A division was called for.

_Councillors Mildren, Speedie, Watson and Bennett voted for the motion. Councillors Hall and Quilty voted against the motion._

**Conflict of interest disclosure**

_Prior to the commencement of item 12.1 Cr Lowe disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5._

_Cr Lowe left the meeting at 7pm. Cr Lowe returned to the meeting room at 7.07pm after the resolution for item 12.1 was carried._
There were no documents requiring the attachment of the council seal, other than those listed at item 8.2
There was no urgent business.
Clause 61 of the council’s Meeting Procedure Local Law (no. 1 of 2009) states:

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

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

61.3 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.

61.4 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.

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

61.6 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.

61.7 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 matters affecting the security of Council property; or
   k) relates to any other matter which Council considers would prejudice Council or any person.

61.8 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.

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

Six questions were received. Questions were received from:

- Jack Baker
- John House
- Stuart Baker
- John Clifford
- Annette Baker
- Karen Scannell

The questions, along with the written responses, are included on the council web page.
There was no confidential business.
There was no confidential urgent business.
18 – Close of meeting

- Chairperson to close the meeting.

There being no further business the meeting closed at 7.27pm.

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

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