Wodonga Council

Agenda

Ordinary meeting of the council

March 18, 2019

Tabled papers
## Contents

<table>
<thead>
<tr>
<th>Item No</th>
<th>Attachments</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Document A: Draft Meeting Procedure Local Law</td>
<td>4</td>
</tr>
<tr>
<td>8.1</td>
<td>Document B: Meeting Procedure Local Law Community Impact Statement</td>
<td>35</td>
</tr>
<tr>
<td>8.4</td>
<td>Document A: Draft Birallee Park Masterplan Update 2019</td>
<td>42</td>
</tr>
<tr>
<td>8.4</td>
<td>Document B: Draft Kelly Park Masterplan Update 2019</td>
<td>64</td>
</tr>
<tr>
<td>10.5</td>
<td>Document A: Council Plan progress report</td>
<td>84</td>
</tr>
</tbody>
</table>
Meeting Procedure Local Law (No. 1 of 2019)
Contents

PART 1 - PRELIMINARY PROVISIONS ................................................................. 4
1. Title .................................................................................................................. 4
2. Purpose ............................................................................................................ 4
3. Authorising provision ..................................................................................... 4
4. Commencement, revocation and areas of operation ........................................ 4
5. Definitions ....................................................................................................... 4

PART 2 – ELECTION OF MAYOR AND OTHER CHAIRPERSONS ...................... 7
6. Election of Mayor .............................................................................................. 7
7. Method of voting ............................................................................................... 7
8. Determining the election of the Mayor ............................................................. 7

PART 3 – COUNCIL MEETINGS ....................................................................... 9
Division 1 – Notices of Meetings and Agendas .................................................... 9
9. Date, time and place of meetings ..................................................................... 9
10. Special Council meetings ............................................................................... 9
11. Notice of meeting .......................................................................................... 9
12. Leave of absence .......................................................................................... 10
13. Convening a meeting due to urgent or extraordinary circumstances .......... 10

Division 2 - Quorums .......................................................................................... 10
14. Ordinary Council meetings .......................................................................... 10
15. Inability to obtain or maintain a quorum ...................................................... 10
16. Inability to achieve or maintain a quorum due to conflicts of interest ......... 10

Division 3 - Minutes .......................................................................................... 10
17. Keeping of minutes ....................................................................................... 10
18. Confirmation of minutes ............................................................................... 11
19. No debate on confirmation of minutes ......................................................... 11
20. Objection to confirmation of minutes ........................................................... 11

Division 4 – Business of Meetings .................................................................... 12
21. The order of business ................................................................................... 12
22. Delegates’ reports ....................................................................................... 12
23. General business .......................................................................................... 12
24. Urgent business ............................................................................................ 13

Division 5 - Voting ............................................................................................. 13
25. Voting ............................................................................................................ 13
26. How determined ........................................................................................... 13
27. Recount .......................................................................................................... 13
28. Divisions ....................................................................................................... 13
29. Casting vote ................................................................................................... 14
30. No discussion once declared ....................................................................... 14

Division 6 – Procedure at meetings ................................................................. 14
31. Addressing the meeting ............................................................................... 14
32. Chairperson may speak ............................................................................... 14
33. Questions for the purpose of clarification .................................................... 14
34. No interruption ............................................................................................. 15
35. Chairperson’s duty ....................................................................................... 15

Division 7 - Motions .......................................................................................... 16
36. Moving a motion ........................................................................................... 16
37. Agreed alterations to a Motion ..................................................................... 16
38. Moving an amendment ............................................................................... 16
39. Foreshadowing motions ............................................................................. 17
40. Withdrawal of motions ................................................................................ 17
41. Separation of motions .................................................................................. 17
42. Motions in writing ........................................................................................ 17
43. Debate must be relevant to the motion ........................................................ 17
44. Speaking times ............................................................................................. 17
Division 8 – Formal Motions .............................................................. 18
45. Formal motions ...................................................................... 18
46. Laying the question on the table .......................................... 18
47. Proceeding to the next business .......................................... 18
48. The previous question .......................................................... 19
49. The closure .......................................................................... 19
50. Adjourning the debate ............................................................ 19

Division 9 – Points of Order .............................................................. 19
51. Valid points of order .............................................................. 19
52. Procedure for points of order ................................................. 20
53. Chairperson to decide ........................................................... 20
54. Final ruling on a point of order ............................................ 20
55. Adjournment and resumption of meeting ................................ 20

Division 10 – Notice of Motion ............................................................ 20
56. Must be listed on agenda ........................................................ 20
57. Rejection of a notice of motion ............................................. 21
58. Listing notice of motion on agenda ...................................... 21
59. Register of notice of motion .................................................. 21
60. May be moved by a councillor and amended ......................... 21

Division 11 – Notice of Alteration or Rescission ............................. 21
61. Procedure ............................................................................. 21
62. Listing notice on agenda ....................................................... 22
63. Criteria to alter or rescind a motion ..................................... 22
64. When not required ................................................................. 22
65. Register of notices of alteration or rescission ......................... 22

Division 12 – Public Participation ...................................................... 22
66. Question time ....................................................................... 22
67. Directions given by Chairperson .......................................... 23
68. Chairperson may remove ..................................................... 23
69. Petitions .............................................................................. 24
70. Public Submissions ............................................................... 24

Division 13 – Other Procedural Matters .......................................... 25
71. Suspension of standing orders .............................................. 25
72. Use of recording devices at meetings ..................................... 25
73. Criticism of members of Council staff ................................. 25
74. Special Committees ............................................................... 25
75. Matters not provided for ...................................................... 26

PART 4 – COMMON SEAL .............................................................. 27
76. The Council’s common seal ................................................. 27
77. Common seal clause ............................................................. 27

PART 5 – ENFORCEMENT AND PENALTIES .............................. 28
78. Offences .............................................................................. 28
79. Infringement notices ............................................................ 28
80. Payment of penalty .............................................................. 28

SCHEDULE ONE ........................................................................... 29
SCHEDULE TWO .......................................................................... 30
SCHEDULE THREE ....................................................................... 31
PART 1 - PRELIMINARY PROVISIONS

1. Title
This is the Meeting Procedure Local Law (No.1 of 2019).

2. Purpose
The objectives of this Local Law are to:
   a) regulate and control the procedures governing the conduct of meetings of the Council and of Special committees appointed by the Council;
   b) regulate and control the election of the Mayor, the Deputy Mayor (if one is appointed by Council), and the chairpersons of any Special committees;
   c) regulate and control the use of the Council’s seal;
   d) promote and encourage community participation in the local government system;
   e) provide a mechanism through its formal meeting procedure to ensure effective and efficient Council decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;
   f) provide for the administration of the Council’s powers and functions; and
   g) provide generally for the peace, order and good government of the municipal district.

3. Authorising provision
This Local Law is made in accordance with the provisions of sections 5, 91 and 111 of the Local Government Act 1989 (“the Act”).

4. Commencement, revocation and areas of operation
This Local Law:
   a) commences operation on the day following the day on which notice of the making of this Local Law is published in the Victoria Government Gazette; and
   b) unless sooner revoked this Local Law ceases to operate on the 10th anniversary of its commencement; and
   c) applies to all meetings of the Council including the meetings of any Special committees appointed by the Council; and
   d) From the date of operation of this Local Law the Meeting Procedure Local Law (No. 1 of 2009) is revoked.

5. Definitions

   ‘Agenda’ means the notice of a meeting setting out the business to be transacted at the meeting.
   ‘Authorised officer’ means a person appointed by Council under section 224 of the Act.
### 8 - Officers reports for determination

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Document A</td>
</tr>
</tbody>
</table>

- **‘Chairperson’** means the person who chairs a meeting of the Council or Special committee of the Council, and includes an acting, a temporary and a substitute Chairperson.

- **‘Chief Executive Officer’** means the Chief Executive Officer of Council or any person acting in that position during his or her absence.

- **‘Common seal’** means the common seal of the Council.

- **‘Council’** means the Wodonga City Council.

- **‘Councillor’** means a person who is an elected member of the Council.

- **‘Council meeting’** means an Ordinary or Special meeting of the Council.

- **‘Deputy Mayor’** means the Deputy Mayor of the Council.

- **‘Division’** means a formal count and record taken of those for and against a motion.

- **‘Formal motion’** means a motion which relates to a procedural matter only and which is not designed to produce any substantive result but merely used as a formal procedural measure.

- **‘Mayor’** means the Mayor of Council or any person acting in that position during his or her absence.

- **‘Meeting’** means an Ordinary meeting, Special meeting of Council, or a Special committee meeting.

- **‘Minister’** means the Minister responsible for administering the Act.

- **‘Motion’** means a proposal framed in a way that will result in the opinion of Council being expressed or a Council decision being made.

- **‘Municipal district’** means the municipal district of Council.

- **‘Offence’** means an act or default contrary to this Local Law.

- **‘Ordinary meeting’** means any meeting of Council which is not a special meeting.

- **‘Penalty unit’** has the meaning ascribed to it by section 110 (2) of the *Sentencing Act 1991*. 
‘Petition’ means a formal written application requesting some action by Council. The petition must be typed or printed without erasure, and be received from at least ten persons of voting age, signed by those persons whose name and physical address also appears and on which each page of the petition bears the formal petition prayer of the whole of the petition.

‘Quorum’ means the minimum number of members required by this Local Law to be present in order to constitute a valid meeting of the Council or a Special committee.

‘Resolution’ means a motion moved, seconded and carried by a vote of a meeting.

‘Schedule’ means a schedule to this Local Law.

‘Special committee’ means a Special committee established by Council under section 86 of the Act.

‘Special committee meeting’ means a meeting of a Special committee.

‘Special meeting’ means a Special meeting of Council convened and held in accordance with section 84 of the Act.

‘Suspension of standing orders’ means the suspension of the provisions of this Local Law to facilitate full discussion of an issue without formal constraints.
PART 2 – ELECTION OF MAYOR AND OTHER CHAIRPERSONS

6. **Election of Mayor**

At any meeting to elect the Mayor, the Chief Executive Officer or delegate will preside over the meeting until a Mayor is elected. As temporary chair the Chief Executive Officer or delegate will deal with the receipt of nominations for the election to the position of Mayor and conduct the election of the Mayor in accordance with the provisions of this Local Law.

7. **Method of voting**

The election of the Mayor will be carried out by a show of hands.

8. **Determining the election of the Mayor**

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

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

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

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

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

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

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

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

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

i) a defeated candidate; or

ii) duly elected

the declaration will be determined by lot.

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

i) each candidate will draw one lot;

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

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

8.2 Any election for the appointment of a Deputy Mayor or an acting Chairperson of a meeting of the Council or of a Chairperson of a Special committee will follow the same procedure as that for an election of Mayor with such adaptations as necessary.

8.3 If the Mayor is unable to attend or remain at a Council Meeting for any reason; or is required to declare a conflict of interest:
   a) The Deputy Mayor will act as Chairperson;
   b) or if a Deputy Mayor has not been appointed or the Deputy Mayor is not present, then an acting Chairperson is to be elected.
PART 3 – COUNCIL MEETINGS

Division 1 – Notices of Meetings and Agendas

9. Date, time and place of meetings
9.1. The date, time and place of all Council meetings are to be fixed by the Council and reasonable notice of the meetings, being at least seven days, must be provided to the public.
9.2. The Council may change the date, time and place of any Council meeting which has been fixed and must provide reasonable notice of the changes, being at least seven days, to the public.

10. Special Council meetings
10.1 The Council may by a resolution call a Special meeting, or the Mayor or at least three councillors may by a written notice call a Special meeting.
10.2 The resolution or notice must specify the date and time of the Special meeting and the business to be transacted.
10.3 The Chief Executive Officer must convene the Special meeting as specified in the resolution or notice.
10.4 Unless all councillors are present and unanimously agree to deal with any other matter, only the business specified in the resolution or notice is to be transacted.
10.5 Subject to any resolution providing otherwise, the order of business of any Special meeting must be the order in which such business stands in the agenda for the meeting.
10.6 The Chief Executive Officer may also summon a Special meeting of the Council, but only within 14 days following a general election for the purpose of the first meeting of the new Council.

11. Notice of meeting
11.1 A notice of meeting, incorporating or accompanied by an agenda of the business to be dealt with, must be served on every councillor:
   a) for an Ordinary meeting, at least five days before the meeting; and
   b) for a Special meeting, at least five days before the meeting, unless urgent circumstances require less notice; and
   c) for a Special committee meeting, at least five days before the meeting.
11.2 The notice of agenda for any meeting must:
   a) state the date, time and place of the meeting; and
   b) the business to be dealt with; and
   c) be sent by electronic means or be otherwise delivered to each councillor’s place of residence or usual place of business (if applicable) or as otherwise specified by the councillor.
   d) be published on the Council website and a hard copy available for public inspection.

Explanatory note
If a Council meeting is scheduled for a Monday evening, the agenda and any related material must be delivered electronically to each councillor and appear on Council’s website by close of business on the immediately preceding Wednesday. Hard copies of the agenda and any related material must be available for
12. **Leave of absence**

It will not be necessary to forward a notice of meeting to any councillor who has been granted leave of absence, unless the councillor has made a written request to the Chief Executive Officer to continue to give notice of any meeting to be held during the period of his or her absence.

13. **Convening a meeting due to urgent or extraordinary circumstances**

13.1 In the case of urgent or extraordinary circumstances, the Chief Executive Officer may call a meeting of the Council, without the necessity to comply with clause 9 provided reasonable attempts are made to notify every councillor.

13.2 The Chief Executive Officer must specify in the minutes of the meeting the urgent or extraordinary circumstances which prevented Council from complying with clause 9.

### Division 2 - Quorums

14. **Ordinary Council meetings**

The quorum required for Council meetings or Special committee meetings is a majority of the members of the Council or the Special committee.

15. **Inability to obtain or maintain a quorum**

15.1 Those councillors present, or if there are no councillors present, the Chief Executive Officer must adjourn the meeting if there is insufficient numbers of councillors present to form a quorum within 30 minutes of the scheduled starting time of the meeting; or

15.2 The meeting may be adjourned until another time and place is determined and written notice of the adjournment must be provided by the Chief Executive Officer to all councillors unless the meeting is adjourned to a later time on the same day, in which case, any form of notice may be given to councillors.

16. **Inability to achieve or maintain a quorum due to conflicts of interest**

If during any meeting a quorum cannot be achieved or maintained due to the number of declarations of a conflict of interest by councillors, the Chief Executive Officer may adjourn the meeting for a length of time sufficient to enable an exemption for the affected councillors to be obtained from the Minister in accordance with section 80 of the Act.

### Division 3 - Minutes

17. **Keeping of minutes**

The Chief Executive Officer or his or her delegate must record in the minutes of each meeting:

a) the date, time and place of each meeting; and
b) the names of the councillors present and the names of those councillors who tendered an apology and the names of those councillors who have been given leave of absence; and

c) the names of Council officers present and their titles; and

d) the arrival and departure times of councillors, including any temporary departures during the course of the meeting; and

e) all declarations of a conflict of interest of a councillor; and

f) every motion and amendment moved, including the mover (and seconder) of any motion or amendment; and

g) the outcome of every motion put to the vote, including if it was carried unanimously; and

h) procedural motions; and

i) the vote cast by each councillor on each division called and the way their vote was cast; and

j) when requested by a councillor, a record of that councillor’s support or opposition for any motion; and

k) the failure of a quorum; and

l) any adjournment of the meeting and the reasons for that adjournment; and

m) the time at which standing orders were suspended and resumed; and

n) closure and reopening of the meeting to members of the public; and

o) any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or reading of the minutes.

18. **Confirmation of minutes**

18.1 The minutes of Ordinary meetings must be presented for confirmation to the next Ordinary meeting of the Council.

18.2 The minutes of Special meetings must be presented for confirmation to the next Ordinary meeting of the Council or as otherwise determined by the Chief Executive Officer.

18.3 The Chief Executive Officer must cause a copy of the Minutes of each Council meeting to be circulated to all councillors within twenty-one days of the meeting.

18.4 After the Minutes are confirmed, they must be signed by the Chairperson of the meeting at which they are confirmed.

18.5 The Council may defer the confirmation of the minutes until later in the meeting or until the next meeting as appropriate.

19. **No debate on confirmation of minutes**

No debate or discussion on the confirmation of the minutes will be permitted except where the accuracy as a record of the proceedings of the meeting to which they relate is questioned.

20. **Objection to confirmation of minutes**

If a councillor is dissatisfied with the accuracy of the minutes, then he or she must:

a) state the item or items with which he or she is dissatisfied; and

b) propose a motion clearly outlining the alternative wording to amend the minutes.
Division 4 – Business of Meetings

21. **The order of business**

21.1 The order and content of business of any Meeting will be determined by the Chief Executive Officer in order to facilitate and maintain open, efficient and effective processes of government.

**Explanatory note**

As a guide, for an ordinary meeting the business order might be:

a) Calling to order
b) Statement of acknowledgment
c) Apologies and requests for leave of absence
d) Declaration under acts, regulations, codes or local laws
e) Declaration by councillors of any conflict of interest
f) Confirmation of minutes of previous meetings of Council
g) Delegates’ reports
h) Officer reports for determination
i) Officer reports for information
j) Notices of motion
k) Petitions
l) Council seal
m) General business
n) Urgent business
o) Question time
p) Confidential business
q) Confidential urgent business
r) Close of meeting

21.2 Once the agenda has been sent to councillors or members of a Committee, the order of business for that meeting, including the addition or deletion of items from the order of business, may only be altered by resolution.

21.3 The Chief Executive Officer may include any matter on an agenda that he or she thinks should be considered at the meeting.

22. **Delegates’ reports**

22.1 At an Ordinary meeting, the Mayor and councillors who are delegates or representatives of the Council on other bodies may report to the meeting on issues of importance to the Council, notwithstanding that the report is not listed on the agenda.

22.2 No motion (except to receive any such report) can be accepted by the Chairperson unless there is a matter raised in it which is resolved in the manner prescribed for dealing with urgent business.

23. **General business**

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

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

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

24. Urgent business

If the agenda for an Ordinary meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:
   a) relates to or arises out of a matter which has arisen since distribution of the agenda; or
   b) cannot safely or conveniently be deferred until the next Ordinary meeting or involves a matter of urgent community concern.

Division 5 - Voting

25. Voting

Voting shall be by show of hands.

26. How determined

To determine a motion before a meeting, the Chairperson must:
   a) first call for those in favour of the motion; and
   b) then call for those opposed to the motion; and
   c) if required, identify any councillor who has abstained from voting,
and must then declare the result to the meeting. The Chairperson will announce when the vote is carried unanimously.

27. Recount

The Chairperson may direct that a vote be recounted to satisfy him or herself of the result.

28. Divisions

28.1 A division may be requested by any councillor on any matter.
28.2 The request must be made to the Chairperson immediately after any question is put to a meeting and before the next item of business has commenced.
28.3 Once a division has been requested, the Chairperson will call for those councillors voting for the motion to raise their hand and the Chairperson will duly name those councillors. The Chairperson will then call for those councillors voting against the motion to raise their hand and the Chairperson will duly name those councillors. The Chairperson will then call for those councillors abstaining to raise their hand and the Chairperson will duly name those councillors.
28.4 Councillors who were absent from the original vote, but who may have returned to the meeting in time for voting on the division, may cast a vote.
28.5 The Chairperson must announce the result of the vote immediately after the division is taken. The result of the division supersedes the result of the original vote.
28.6 The Chairperson shall state, and the Chief Executive Officer must record the names of those councillors voting in the affirmative, those voting in the negative, and those abstaining.
28.7 A division may be requested at Council and Special committee meetings that are composed solely of councillors.
29. **Casting vote**

In the event of a tied vote, the Chairperson has a second, or casting, vote and must exercise it in accordance with the Act.

30. **No discussion once declared**

Once a vote on a question has been taken no further discussion relating to the question is allowed unless the discussion involves a councillor:

30.1 requesting, before the Council meeting moves to the next item of business, that his or her opposition to a resolution be recorded in the minutes of the Council meeting;

30.2 calling for a division under clause 28; or

30.3 foreshadowing a notice of motion to rescind or amend a resolution where it has just been made, or a positive motion where a resolution has just been rescinded.

**Division 6 – Procedure at meetings**

31. **Addressing the meeting**

31.1 Any councillor wishing to speak at a Council meeting must first obtain the permission of the Chairperson.

31.2 Any councillor or person who addresses the meeting at an Ordinary or Special meeting of the Council may remain seated and must direct all remarks through the Chair.

31.3 Despite clause 31.2, the Chairperson may permit a councillor or person to stand while addressing the meeting.

31.4 any person addressing the Chair must refer to the Chairperson as:
   a) Madam Mayor; or
   b) Mr Mayor; or
   c) Madam Chair; or
   d) Mr Chair
   as the case may be;

31.5 all councillors, other than the Mayor, must be addressed as Cr _____________ (name).

31.6 all members of Council staff, must be addressed as Mr or Ms _______________ (name) as appropriate or by their official title.

32. **Chairperson may speak**

The Chairperson may address a Meeting upon any matter under discussion, and is not deemed to have left the Chair on such occasions. However, such address should only take place after all other councillors have had the opportunity to address the Meeting.

33. **Questions for the purpose of clarification**

A councillor may, when no other councillor is speaking, ask any question concerning or arising out of a motion or amendment for the purposes of clarification. The Chairperson has the right to limit questions and direct that debate be commenced or resumed. A councillor asking a question is not deemed to be speaking to the motion or amendment before the meeting.
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.1 - Document A

34. **No interruption**

34.1 Councillors addressing the Chairperson must not be interrupted except by the Chairperson or upon a point of order.

34.2 If a councillor is interrupted by the Chairperson or upon a point of order the councillor must remain silent until the Chairperson has ceased speaking or the point of order has been disposed of.

35. **Chairperson’s duty**

35.1 In addition to the duties and discretions otherwise provided by this Local Law, the Chairperson will have the following duties and discretions:

a) The Chairperson must not accept or entertain any motion, question or statement which:
   i) is objectionable in language or nature; or
   ii) appears to be derogatory, defamatory or embarrassing to any councillor, member of Council staff, ratepayer or member of the public; or
   iii) relates to a matter outside the duties, functions and powers of Council; or
   iv) is not relevant to an item of business on the agenda and has not been admitted as urgent business; or
   v) relates to personnel matters; or
   vi) purports to be an amendment but is not.

b) The Chairperson must call to order any person, including any councillor, who is disruptive or unruly during any meeting and any person who, having been so called to order fails to comply with the Chairperson’s call will be guilty of an offence under clause 68.1.

c) The Chairperson may without resolution adjourn, for a period not exceeding five minutes, any meeting which has, in the opinion of the Chairperson, become unruly to the extent that the business of the meeting cannot be reasonably continued; and

d) The Chairperson may remain seated during all or any part of any meeting.

35.2 Any person who upon being requested by the Chairperson to leave a meeting does not do so forthwith will be guilty of a further offence under clause 68.3.

35.3 The Chairperson has absolute discretion to terminate the use of an audio, video or still image recording device, or a combination of such devices, notwithstanding that its use may have been previously authorised under clause 72.2, where in the opinion of the Chair such conduct is unnecessarily impacting on the meeting.

35.4 Any person who upon being requested by the Chairperson to cease the use of an audio, video or still image recording device, or a combination of such devices, does not do so may be forthwith removed from the meeting.

35.5 Any person in attendance at a Council or committee meeting must ensure that his or her mobile telephone or audible pager is switched to, and remains, in silent mode so that the device does not make an audible sound for the duration of that meeting.

**Explanatory note**

The use of mobile devices by councillors and staff should be limited to viewing the agenda papers, note taking and assisting with running the meeting. It is
inappropriate for mobile devices to be used for phone calls, text messages, social
media posts, and other online communication.

Division 7 - Motions

36. Moving a motion
The procedure for any motion is:

- the mover must state the motion without speaking to it;
- unless the motion is a formal motion it must be seconded by a councillor
  other than the mover;
- if a motion is not seconded it shall lapse for want of a seconder;
- if the motion is seconded, the Chairperson must ask whether the motion is
  opposed or if any councillor wishes to address a particular aspect of the
  motion;
- if there is no opposition or no councillor has indicated they want to speak to
  the motion it must be declared to be carried unanimously without the need
  for a vote;
- if a councillor indicates opposition, then the Chairperson must permit all
  councillors to address the motion in the following sequence:
  - invite the mover to address the Council on the motion; and
  - after the mover has exercised his or her option to address the meeting
    invite the seconder to address the meeting (the seconder may reserve
    their right to speak until later in the debate)
  - invite any other councillors for and against the motion to speak until all
    councillors wishing to speak have spoken;
- the mover of an original motion, which has not been amended, may, once
  debate has been exhausted, exercise a right of reply to matters raised
  during debate; and
- after the right of reply has been taken, the motion must be immediately put
  to the vote without any further discussion or debate.

37. Agreed alterations to a Motion
At the discretion of the Chairperson, both the mover and seconder of a motion
may agree to an alteration to the original motion proposed by any other
councillor. This does not necessitate the recording of an amendment into the
minutes of the meeting as the alteration would then form part of the substantive
motion.

38. Moving an amendment
38.1 A motion having been moved and seconded may be amended by leaving out
or inserting words, which must be relevant to the original motion, and
framed so as to complement it as an intelligible and consistent whole.
38.2 An amendment may be proposed or seconded by any councillor, other than
the mover or seconder of the original motion.
38.3 An amendment cannot be moved once the right of reply to the original
motion has been exercised.
38.4 A councillor may address the meeting once on any amendment, whether or
not they have spoken to the original motion but debate must be confined to
the terms of the amendment.
38.5 Any number of amendments may be proposed to a motion but only one
amendment may be accepted by the Chair at any one time. No second or
subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.

38.6 No right of reply is available to the mover of an amendment.

38.7 If the amended motion is carried, it then becomes the question before the Chair.

38.8 The original mover of the motion shall retain the right of reply to the amended motion.

39. **Foreshadowing motions**

39.1 At any time during debate, a councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any rights to the foreshadowed motion.

39.2 A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chairperson is resolved in a certain way, a councillor intends to move an alternative or additional motion.

39.3 A foreshadowed motion has no procedural standing and is merely a means to assist the flow of the meeting.

39.4 The Chief Executive Officer is not required to have foreshadowed motions recorded in the minutes until the foreshadowed motion is formally moved, but may do so if thought appropriate.

40. **Withdrawal of motions**

40.1 Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with leave of Council.

40.2 If the majority of councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

41. **Separation of motions**

41.1 Where a motion contains more than one part, a councillor may request the Chairperson to put the motion to the vote in separate parts.

41.2 The Chairperson may decide to put any motion to the vote in separate parts.

42. **Motions in writing**

The Chairperson may require any motion to be submitted in writing where it is lengthy, unclear or for any other reason and may suspend the meeting while the motion is being written or Council may defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

43. **Debate must be relevant to the motion**

43.1 Debate must always be relevant to the question before the Chairperson, and if not, the Chairperson may request the speaker to confine the debate to the subject motion.

43.2 If after being requested to confine debate to the motion before the Chairperson, the speaker continues to debate irrelevant matters, the Chairperson may require the speaker to be seated and not speak further in respect of the matter before the Chairperson.
44. Speaking times
44.1 Unless a motion for extension of time has been carried the maximum speaking times will be:
   a) the mover of the motion - five minutes;
   b) the mover of the motion when exercising his or her right of reply - two minutes;
   c) any other councillor - three minutes.
44.2 One extension only of up to two minutes may be permitted by resolution of the Council meeting.
44.3 Any councillor, except the councillor speaking, may move or second a motion for an extension of time.
44.4 Committees may set time limits for Members.

Division 8 – Formal Motions

45. Formal motions
45.1 Unless otherwise prohibited, a formal motion may be moved at any time and must be dealt with immediately by the Chairperson.
45.2 Formal motions are not required to be seconded.
45.3 The mover of a formal motion must not have moved, seconded or spoken to the question before the Chairperson or any amendment of it.
45.4 A formal motion cannot be moved by the Chairperson.
45.5 Unless otherwise provided, debate on a formal motion is not permitted and the mover does not have a right of reply.
45.6 Unless otherwise provided, a formal motion cannot be amended.

46. Laying the question on the table
46.1 A motion may be moved – “that the (question, letter, document, report, etc) lay on the table”.
46.2 The motion in clause 46.1:
   a) is a formal motion which may be debated and, if carried, has the effect of adjourning any further debate on the matter currently before the Council until such time (if any) as the Council resolves to take the question from the table; and
   b) if carried in respect to an amendment, has the effect that both the original motion and the amendment will be adjourned; and
   c) prevents debate on the matter currently before the Council proceeding until a motion to take the question from the table is passed.

47. Proceeding to the next business
47.1 A motion may be moved “That the meeting proceed to the next business”.
47.2 The motion in clause 47.1:
   a) is a formal motion which cannot be moved during the election of the Chairperson; and
   b) if carried in respect to an original motion, requires the Chairperson to direct the meeting to the next item of business; and
   c) if carried in respect to a formal motion, disposes of the formal motion immediately and permits debate upon the original motion to resume; and
   d) if carried in respect to an amendment, disposes of the amendment immediately and permits debate upon the original motion to proceed
but no similar amendment may be moved at that meeting or any adjournment of it.

48.  The previous question
48.1 A motion may be moved “That the question be NOT put” –
48.2 The motion in clause 48.1:
   a) is a formal motion which cannot be moved while there is an amendment before the Chairperson or during the election of a Mayor; and
   b) if carried, prevents the original motion to which it relates being dealt with at that meeting or any adjournment of it; and
   c) if lost, requires that the original or substantive motion to which it relates be put to the vote immediately without any further debate or amendment.
48.3 The Chairperson has the discretion to reject a motion for the previous question if the matter is contentious by nature or has not been adequately debated.
48.4 Adequate debate arises when every councillor who wishes to put a view has had an opportunity to do so.

49.  The closure
49.1 A motion may be moved “That the motion be now put” –
49.2 The motion in clause 49.1:
   a) is a formal motion which if carried in respect of an original motion requires that the original motion must be put to the vote immediately without any further debate, discussion or amendment: and
   b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
   c) if lost, allows debate to continue unaffected.
49.3 The Chairperson has the discretion to reject such a motion for closure if the motion upon which it is proposed has not been sufficiently debated.
49.4 Sufficient debate arises when those possessing different views have been given an opportunity to state them.

50.  Adjourning the debate
50.1 A motion may be moved “That the motion and amendment now before the meeting be adjourned until ...............” –
50.2 The motion in clause 50.1:
   a) is a formal motion which cannot be moved while any person is speaking or during the election of the Mayor; and
   b) may be debated but may only be amended in relation to time, date and place of the proposed adjournment.
50.3 If the time, date or place is not included in a motion carried under clause 50.1, the matter may be re-listed at the discretion of the Chief Executive Officer or upon a subsequent resolution of the Council.

Division 9 – Points of Order

51.  Valid points of order
51.1 A point of order may be raised in relation to anything which is:
   a) a question of procedure;
   b) contrary to this Local Law;
c) outside Council’s power; or

d) any act of disorder.

51.2 Rising to express a mere difference of opinion or to contradict a speaker will not be treated as a point of order.

52. **Procedure for points of order**

A councillor raising a point of order must:

a) state the point of order; and

b) state the clause, paragraph, provision, rule, practice or precedent constituting the point of order.

53. **Chairperson to decide**

53.1 The Chairperson will decide all points of order, including points of order against the Chairperson, by stating the provision, rule, practice or precedent he or she considers applicable to the point raised without entering into any discussion or comment.

53.2 The Chairperson may adjourn the meeting to consider a point of order. Otherwise he or she must rule on it as soon as it is raised and all matters before the Council are to be suspended until the point of order is decided.

54. **Final ruling on a point of order**

54.1 The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless the majority of the councillors present adopt a motion of dissent.

54.2 A motion of dissent on a point of order must contain the rule, provision, practice or precedent in substitution for the Chairperson’s ruling.

54.3 When a motion of dissent is moved and is seconded the following procedures must be followed:

a) The Chairperson asks the mover, then the seconder, to speak to their motion and the matter is then further debated as required.

b) A motion of dissent on a point of order is not a motion of no confidence in the Chairperson who must at all times remain in the chair and he or she shall maintain his or her right to a second vote.

c) The matter is put to the vote and the Chairperson announces the result.

d) A motion of dissent on a point of order will take precedence over all other business and if carried must be acted upon instead of the ruling given by the Chairperson.

55. **Adjournment and resumption of meeting**

55.1 The Chairperson or the Council may adjourn any meeting to a time, date and place to be fixed at the time of the adjournment.

55.2 For the purpose of stating the time to which a meeting is adjourned, that time may be indicated as the adjournment or conclusion of another meeting or event.
Division 10 – Notice of Motion

56. Must be listed on agenda
56.1 A notice of motion cannot be accepted by the Chairperson unless it has been listed on the agenda for the meeting at which it is proposed to be moved.
56.2 Councillors may ensure that an issue is listed on an agenda by completing a “Notice of Motion” form included at schedule 1.
56.3 All notices of motion must be in writing, dated and signed by one or more councillors and given to the Chief Executive Officer not less than seven days prior to the Council meeting at which one of the councillors who signed the notice of motion proposes to move the motion.

57. Rejection of a notice of motion
The Chief Executive Officer:
57.1 may reject any notice of motion that he or she considers is too vague, but must before rejecting it give the councillor or councillors who signed the notice the opportunity to amend it; and
57.2 must notify the relevant councillor or councillors of any notice of motion which has been rejected and give the reasons for such rejection.

58. Listing notice of motion on agenda
Unless the notice of motion specified a particular meeting date, the Chief Executive Officer must list the notice of motion and if more than one, in the order they were received, on the next appropriate meeting agenda.

59. Register of notice of motion
The Chief Executive Officer must cause every notice of motion received to be sequentially numbered and maintained in a register established for that purpose.

60. May be moved by a councillor and amended
60.1 A notice of motion listed on a meeting agenda may be moved by any councillor present and may be amended.
60.2 A notice of motion which has been lost, or a similar motion, must not be put before the Council for at least three months from the date it was lost.
60.3 If a notice of motion is not moved at the meeting at which it is listed, it lapses.
60.4 If the motion is moved but not seconded, it will lapse

Division 11 – Notice of Alteration or Rescission

61. Procedure
61.1 A councillor may propose a notice of motion to alter or rescind a decision of the Council provided:
   a) the decision has not been acted upon; and
   b) a written notice which has been dated and signed by at least three councillors is delivered to the Chief Executive Officer not less than seven days prior to the meeting outlining:
      i) the decision proposed to be altered or rescinded; and
      ii) the date and place when the decision was made.
61.2 A decision will be deemed to have been acted upon once its details have been formally communicated to persons affected by or reliant on the
decision, or where a statutory procedure has been carried out as a result of that decision.

61.3 The Chief Executive Officer, or delegate, must defer implementing a resolution which:
   a) has not been acted on; and
   b) is the subject of a Notice of Rescission which has been delivered to the Chief Executive Officer in accordance with part b) of clause 61.1;
   unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

**Explanatory note**

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a councillor lodges a notice of motion to rescind that resolution. Finally, assume that the Notice of Rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard). In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the Notice of Rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the Notice of Rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost. Clause 61.3 would, in such circumstances, justify the Chief Executive Officer, or delegate, actioning the resolution rather than deferring implementation of it.

**62. Listing notice on agenda**

Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of alteration or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a brief report outlining the criteria required for the decision to be altered or rescinded.

**63. Criteria to alter or rescind a motion**

63.1 For a decision of the Council to be altered or rescinded, the motion for alteration or rescission must be carried by the majority of the votes cast.

63.2 Unless the Council resolves to re-list at a future meeting a notice to alter or rescind a motion which has been lost, a similar motion must not be put before the Council for three months from the date it was last considered.

63.3 If a notice of alteration or rescission is not moved at the meeting for which it is listed on the agenda, it will lapse.

63.4 A notice of alteration or rescission listed on a meeting agenda may be moved and amended by any councillor present.

**64. When not required**

A notice of alteration or rescission is not required where the Council wishes to change the effect of a previous decision relating to a policy of the Council.
65. **Register of notices of alteration or rescission**

The Chief Executive Officer must cause every notice of alteration or rescission received to be sequentially numbered and maintained in a register established for that purpose.

**Division 12 – Public Participation**

66. **Question time**

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

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

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

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

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

66.6 If a person has submitted two questions to a meeting, the second question:

a) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or

b) may not be asked if the time allotted for public question time has expired.

66.7 A question may be disallowed by the Chairperson if the Chairperson determines that it:

a) relates to a matter outside the duties, functions and powers of Council;

b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

c) deals with a subject matter already answered;

d) is aimed at embarrassing a councillor or a member of Council staff;

e) relates to personnel matters;

f) relates to the personal hardship of any resident or ratepayer;

g) relates to industrial matters;

h) relates to contractual matters;

i) relates to proposed developments;

j) relates to legal advice;

k) relates to matters affecting the security of Council property; or

l) relates to any other matter which Council considers would prejudice Council or any person.

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

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

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

67. **Directions given by Chairperson**

Any member of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.
68. Chairperson may remove
68.1 Any person who has been called to order, including any councillor, who fails to comply with the Chairperson’s direction, shall be guilty of an offence.
68.2 The Chairperson has the discretion to cause the removal of any person, including any councillor, who disrupts any meeting or fails to comply with a lawful direction.
68.3 Any person who fails to leave a meeting after being directed to do so by the Chairperson shall be guilty of an offence.

69. Petitions
69.1 A petition is defined as a formal written application requesting some action by Council and must be in the prescribed form as set out in Schedule 2.
69.2 Notwithstanding clause 69.1 an e-petition will be accepted, with such modifications as necessary, subject to the adoption by council of E-petition Guidelines.
69.3 Every petition presented to Council shall:
   a) Be in writing (other than pencil), type or print.
   b) Contain the request of the petitioners.
   c) Be signed by the person whose names are appended to it by their names or marks and except in cases of incapacity or sickness by no one else.
   d) Clearly state the address of every signatory to the petition.
   e) Be signed by at least ten persons who are residents or ratepayers of the Wodonga municipal district.
69.4 Any signature appearing on a page which does not bear the wording of the whole of the petition shall not be considered by the Council.
69.5 Every page of a petition shall be a single piece of paper and shall not be pasted, stapled or pinned or otherwise affixed to any piece of paper other than another page of the petition.
69.6 Any person who fraudulently signs a petition which is presented to the Council shall be guilty of an offence.
69.7 Unless clauses 69.7 or 69.8 apply, the only motions that may be considered on any petition are:
   a) that the petition be received;
   b) that the petition be referred to the Chief Executive Officer for consideration and response; or
   c) that the petition be referred to the Chief Executive Officer for report to a future Council Meeting.
69.8 If a petition relates to:
   (a) a ‘planning matter’ which is the subject of a public notification process under the Planning and Environment Act 1987; or
   (b) a ‘statutory matter’ which is the subject of a public submissions process under section 223 of the Act,
   the petition will be treated as a joint submission in relation to the ‘planning matter’ or the ‘statutory matter’ (as the case may be).
69.9 Where a petition presented to a Council meeting relates to an item of business on the agenda, the petition is to be considered by Council as part of its deliberations on the item.
69.10 A petition will not be presented to Council if, in the opinion of the Chief Executive Officer, it is:
   a) derogatory or defamatory; or
   b) aimed at embarrassing a councillor or a member of Council staff; or
c) relates to personnel matters; or

d) relates to the personal hardship of any resident or ratepayer.

70. **Public Submissions**

70.1 Council, or a committee appointed by Council for the purpose, shall at such time as is allocated by it, hear any person wishing to be heard in respect of their submission to Council under section 223 of the Act.

70.2 Councillors may through the Chairperson question any submitter in relation to their submission.

70.3 After hearing submissions Council may immediately consider them and any submissions made to it in writing or may adjourn its consideration of any such submissions.

**Division 13 – Other Procedural Matters**

71. **Suspension of standing orders**

71.1 To expedite the business of a meeting, Council may suspend standing orders.

71.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:

   "That standing orders be suspended to enable discussion on ...."

71.3 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

   "That standing orders be resumed."

72. **Use of recording devices at meetings**

72.1 If Council resolves that the proceedings of a Council Meeting be recorded, either as a live stream, video or audio recording, the Chief Executive Officer (or other person authorised by the Chief Executive Officer) must record all the proceedings of the Council Meeting.

72.2 Subject to clause 72.1, a person must not operate an audio, video or still image recording device, or a combination of such devices, at any Council meeting without first obtaining the consent of Council or the Chairperson (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chairperson (as the case may be).

72.3 Any person who contravenes the provisions of clause 72.2 shall be guilty of an offence.

72.4 Where the use of an audio, video or still image recording device, or a combination of such devices, has been permitted in accordance with this Local Law, the Chairperson shall at the commencement of the meeting, inform the meeting accordingly.

72.5 Security cameras are excluded from the provisions of clause 72.2 to the extent that they are required for security purposes.
73. Criticism of members of Council staff
73.1 The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a councillor made at the Council meeting criticising him or her or any member of Council staff.
73.2 Such a statement must be made by the Chief Executive Officer, through the Chairperson, as soon as it is practicable after the councillor who made the statement has finished speaking.

74. Special Committees
74.1 If Council establishes a Special Committee, all of the provisions of part 3 of this Local Law shall apply with any necessary modification or adaptations.
74.2 Notwithstanding clause 74.1 if Council establishes a Special Committee, Council may, or the Special Committee may, with the approval of Council resolve that any provision(s) of part 3 is or are (as appropriate) not to apply, whereupon that provision or those provisions shall not apply until Council resolves, or the Special Committee with the approval of Council resolves, otherwise.

75. Matters not provided for
Where a situation has not been provided for under the provisions of this Local Law, the Council may determine the matter by resolution.
PART 4 – COMMON SEAL

76. The Council’s common seal

76.1 The Chief Executive Officer must ensure the security of the Council’s common seal at all times.

76.2 The Council’s common seal may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be attested to by the signatures of any two councillors and the Chief Executive Officer, or some other officer he or she has authorised in writing.

76.3 Any person who uses or causes to be used the Council’s common seal without authority shall be guilty of an offence.

76.4 Any person who uses or causes to be used a replica of the Council’s common seal shall be guilty of an offence.

77. Common seal clause

The Council’s sealing clause must be as follows:

“The common seal of the Wodonga City Council was affixed hereto by authority of the Council on the ……day of ……..20… in the presence of:

.............................................. Councillor

.............................................. Councillor

.............................................. Chief Executive Officer
PART 5 – ENFORCEMENT AND PENALTIES

78.  Offences
78.1  A person who contravenes or fails to comply with any provision of this Local Law is guilty of an offence and is liable to:
   a)  a maximum penalty of 20 penalty units, unless stated otherwise in this Local Law; and
   b)  a further penalty of one penalty unit for each day after conviction during which the contravention continues; and
   c)  upon conviction for a second or subsequent offences, 40 penalty units.
78.2  As an alternative to prosecution for an offence, a person may be served with an infringement notice under this Local Law.

79.  Infringement notices
79.1  An authorised officer may issue an infringement notice for an offence.
79.2  The penalty fixed for an infringement notice is as listed in Schedule 3 of this Local Law, unless otherwise specified.

80.  Payment of penalty
80.1  Payment of the fixed penalty for an infringement notice may be made to Chief Executive Office, Wodonga City Council, PO Box 923 Wodonga VIC 3689 or to a member of Council’s staff authorised for this purpose at the Council offices.
80.2  To avoid prosecution, the penalty indicated in an infringement notice must be paid within 42 days from the date of the issue of the infringement notice.
80.3  The form of an infringement notice shall be in the form as set out in section 13 of the Infringements Act 2006.
SCHEDULE ONE

NOTICE OF MOTION

In accordance with Clause 56.2 of the Meeting Procedure Local Law (no. 1 of 2009) the following Notice of Motion is submitted.

Subject:

________________________________________________________________________

Notice of motion

I hereby give notice of my intention to move at the next meeting of Council, the following motion:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Rationale (brief explanation to assist councillors to fully consider the notice)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Councillor: _____________________________________

Signed:          ____________________________________
SCHEDULE TWO

PETITION

The residents and ratepayers of Wodonga Council draw to the attention of the Council:

---------------------------------------------------------------------------------------------------------------------------------

---------------------------------------------------------------------------------------------------------------------------------

(give the circumstances of the case)

We therefore request that: ---------------------------------------------------------------------------------------------------------------------------------

---------------------------------------------------------------------------------------------------------------------------------

(outline the action sought)

NOTE: Every page of this petition must contain the above information.

The contact person for this petition is:

__________________________________________________________________________

Name                                    Address

__________________________________________________________________________

Name (please print name)                Address (please write full address)

__________________________________________________________________________

Signature

__________________________________________________________________________

On presentation to the Council this petition will become a public document.
## SCHEDULE THREE

### PENALTIES FIXED FOR INFRINGEMENTS

<table>
<thead>
<tr>
<th>Clause No.</th>
<th>Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>68.1</td>
<td>Failing to comply with the Chairpersons direction.</td>
<td>2 penalty units</td>
</tr>
<tr>
<td>68.3</td>
<td>Fail to leave meeting after being directed to do so by Chairperson.</td>
<td>2 penalty units</td>
</tr>
<tr>
<td>69.5</td>
<td>Fraudulently sign a petition.</td>
<td>2 penalty units</td>
</tr>
<tr>
<td>72.3</td>
<td>Use a recording device during any Ordinary or Special meeting of Council.</td>
<td>2 penalty units</td>
</tr>
<tr>
<td>76.3</td>
<td>Use or cause the use of the common seal without proper authority.</td>
<td>2 penalty units</td>
</tr>
<tr>
<td>76.4</td>
<td>Use or cause the use of a replica common seal.</td>
<td>2 penalty units</td>
</tr>
</tbody>
</table>

The Common Seal of the Wodonga City Council was hereunto affixed, in accordance with a resolution of Council of …………………………, in the presence of:

................................................................. Councillor

................................................................. Councillor

................................................................. Chief Executive Officer
Council provides the following information to the community in respect of the proposed Local Law.

**Part A - General comments**

**Introduction**

Council is proposing to adopt a new Meeting Procedure Local Law to incorporate changes in local government legislation and to reflect current governance practice at Wodonga City Council.

The proposed Local Law is based on a model widely used by councils across Victoria.

This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to the Council during the public consultation process required under the *Local Government Act 1989*.

**Background**

Section 91(1) of the Act requires a Council to make local laws governing the conduct of meetings of the Council and its special committees. A Council is also required to regulate the election of the Mayor and use of its common seal by way of local law.

**Objectives**

The objectives of this Local Law are to:

a) regulate and control the procedures governing the conduct of meetings of the Council and of Special committees appointed by the Council;

b) regulate and control the election of the Mayor, the Deputy Mayor (if one is appointed by council), and the chairpersons of any Special committees;

c) regulate and control the use of the Council’s seal;

d) promote and encourage community participation in the local government system;

e) provide a mechanism through its formal meeting procedure to ensure effective and efficient Council decisions are made in a manner which acknowledges the role of local government within the Australian system of Government;

f) provide for the administration of the Council’s powers and functions; and

g) provide generally for the peace, order and good government of the municipal district.

Commencement of the proposed Local Law will also cause Council’s current Meeting Procedure Local Law (No. 1 of 2009) to be revoked.
In accordance with guidelines issued by the Minister for Local Government in relation to the making of local laws, Council has conducted an evaluation of the proposed Local Law. The evaluation is outlined in the following Table.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Evaluation</th>
</tr>
</thead>
</table>
| Measures of success of proposed Local Law  | The extent to which it:  
1. Provides for and facilitates the orderly, efficient and fair conduct of the election of the Mayor and Deputy Mayor.  
2. Provides for and facilitates the orderly, efficient, participative and fair conduct of meetings to which it applies.  
3. Effectively controls and records use of the common seal.                                                                                               |
| Existing legislation which might be used instead | Existing legislation cannot be used to achieve the objectives of the proposed Local Law on the basis that:  
1. Section 91 of the Local Government Act 1989 (the Act) requires that Council to make a local law governing the conduct of Council and Special Committee meetings.  
2. Section 5 of the Act provides that Council must have a common seal the use of which must be in accordance with the its local laws.  
3. Section 71 of the Act, relating to Election of Mayor, is silent on the process to be used to conduct the election. It is therefore appropriate that the process for election of Mayor be articulated in this proposed Local Law.  
4. Except as provided for in the Act, the conduct of meetings is at the discretion of the Council.                                                      |
| State legislation more appropriate         | Not applicable. State Legislation compels the Council to make local laws governing the conduct of meetings of the Council and special committees.                                                              |
| Overlap of existing legislation            | It is not considered that the proposed Local Law overlaps existing legislation, rather it operates in conjunction with the requirements of the Act. To the extent that the proposed Local Law addresses the same subject material as the Act, it does so in a manner which is consistent with the requirements of the Act. |
### Community Impact Statement – draft Meeting Procedure Local Law

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overlap of planning scheme</td>
<td>There are no provisions in the proposed Local Law which overlap with the Wodonga Planning Scheme.</td>
</tr>
<tr>
<td>Risk assessment</td>
<td>The proposed Local Law prescribes common governance procedures to be followed by Council and prescribes standards of behaviour for those participating in, or present at, Council meetings and Committee meetings. Council does not believe there are any risks associated with the proposed Local Law.</td>
</tr>
</tbody>
</table>
| Legislative approach adopted     | The proposed Local Law is necessitated by the provisions of the Act.  
1. Conduct of Mayoral Elections  
   In relation to the election of the Mayor, the proposed Local Law adopts a high impact regulatory approach that is highly prescriptive with no discretionary process. This is considered appropriate as it provides certainty and transparency to candidates and the community and ensures elections are conducted in a fair and equitable manner.  
2. Conduct of Meetings  
   In relation to conduct of meetings, the proposed Local Law adopts a medium impact regulatory approach. Whilst being largely prescriptive, the proposed Local Law retains a level of discretion which is considered appropriate to facilitate the orderly conduct of meetings.  
3. Council’s Common Seal  
   The proposed Local Law adopts a high impact regulatory approach. This approach is considered appropriate as it provides clear accountability for appropriate use and safekeeping of the Council seal. |
| Restriction of competition       | The proposed Local Law relates only to meeting procedure processes and there are no National Competition Policy implications associated with the proposal. |
| Penalties                        | The proposed Local Law creates a minimal number of offences. Penalties for these offences are considered reasonable. Benchmarking indicates the penalties prescribed are reasonable when compared with equivalent local laws of other municipalities. |
### Community Impact Statement – draft *Meeting Procedure Local Law*

<table>
<thead>
<tr>
<th>Permits</th>
<th>The proposed Local Law does not make provision for the issue of permits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>The proposed Local Law does not prescribe any fees.</td>
</tr>
<tr>
<td><strong>Performance standards or prescriptive</strong></td>
<td>Drafting of the proposed Local Law has adopted a prescriptive approach which is considered appropriate given its purpose is to describe the procedures and processes for the election of Mayor, use of the Common Seal and conduct of Council meetings and Committee meetings. The prescriptive nature of the proposed Local Law provides procedural certainty for councillors, Council staff and the community. It is consistent with processes required by the Act.</td>
</tr>
<tr>
<td><strong>Comparison with neighbouring and like councils</strong></td>
<td>Each council in Victoria is required to make a local law governing the conduct of meetings of the Council and its Special Committees and to regulate the use of its common seal. The proposed Local Law is generally consistent with the meeting procedure local laws of other Victorian councils.</td>
</tr>
<tr>
<td><strong>Charter of Human Rights</strong></td>
<td>The proposed Local Law has been reviewed for compatibility with the Charter. The key rights are the right to freedom of expression and the right to participate in the conduct of public life. The proposed Local Law is considered to be compatible with the Charter.</td>
</tr>
<tr>
<td><strong>Consultation meetings</strong></td>
<td>The proposed Local Law has been reviewed in consultation with councillors and Council staff. Community consultation will be conducted as a part of the legislated process, and which is described below under ‘submissions’.</td>
</tr>
<tr>
<td>Submissions</td>
<td>A community consultation process will be conducted in accordance with sections 119(2) and 223 of the Act. This requires that Council give public notice of its intention to make the proposed Local Law and provide members of the public with an opportunity to make a written submission in relation to the proposed Local Law. Council will consider submissions before making a final decision on the proposed Local Law. A person who makes a written submission is entitled to request (in the submission) to be heard by the Council in support of his/her submission. When the Council makes a final decision on the proposed Local Law, it must notify in writing each submitter of the decision and the reasons for the decision. This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission.</td>
</tr>
</tbody>
</table>
Community Impact Statement – draft Meeting Procedure Local Law

Part B – Comments on specific parts or provisions of the proposed Local Law

All provisions of the current Local Law have been reviewed. Substantive changes are outlined in the following paragraphs. For convenience, clauses in the existing Local Law are referred to as if they are changing rather than being replaced by the proposed Local Law.

The following does not comment on:

- Minor grammatical changes;
- Alterations arising from re-numbering of clauses;
- Re-arrangement of clauses; and
- Format changes to the document.

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Insertion of additional phrase to provide clarity on the CEO’s role at the meeting to elect the Mayor.</td>
</tr>
<tr>
<td>8.1</td>
<td>Changes to parts d) and f) recognise that councillors may abstain from voting during the election of the Mayor, bringing the proposed Local Law into compliance with the <em>Local Government Act</em>.</td>
</tr>
<tr>
<td>8.3</td>
<td>New clause to improve procedures when the Mayor is unable to attend or remain at a council meeting.</td>
</tr>
<tr>
<td>11.1</td>
<td>Improved timelines for the issuing of the agenda, from 48 hours under the existing local law to five days under the proposed local law.</td>
</tr>
<tr>
<td>11.2</td>
<td>Explanation on delivery of the agenda by electronic means, including an Explanatory Note.</td>
</tr>
<tr>
<td>17(g)</td>
<td>New sentence to recognise when a vote is carried unanimously [also see clause 26]</td>
</tr>
<tr>
<td>21.1</td>
<td>Removal of prescriptive business order for a council meeting, to allow the order to be determined by the CEO. The order of business in the existing Local Law is now referenced in an Explanatory Note.</td>
</tr>
<tr>
<td>23</td>
<td>New section of general business, recognising that council meetings providing councillors with an opportunity to report directly to the community.</td>
</tr>
<tr>
<td>26</td>
<td>Inclusion of words that recognises that councillors may abstain from voting, bringing the Local Law into compliance with the <em>Local Government Act</em>. New sentence to recognise when a vote is carried unanimously [also see clause 17(g)].</td>
</tr>
<tr>
<td>28</td>
<td>Changes to clauses 28.3 and 28.6 recognise that councillors may abstain from voting, bringing the Local Law into compliance with the <em>Local Government Act</em>.</td>
</tr>
</tbody>
</table>
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.1 - Document B

**Community Impact Statement – draft Meeting Procedure Local Law**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>New clause to provide clarity on discussion after a vote is carried.</td>
</tr>
<tr>
<td>32</td>
<td>New clause to provide clarity on the role of the Chairperson during debate.</td>
</tr>
<tr>
<td>33</td>
<td>New clause to confirm that councillors can ask general questions for the purpose of clarification.</td>
</tr>
<tr>
<td>34.2</td>
<td>Replacement of requirement for a councillor to “be seated” with “remain silent”.</td>
</tr>
<tr>
<td>35.5</td>
<td>New words and an explanatory note dealing with mobile phones and devices.</td>
</tr>
<tr>
<td>37</td>
<td>New clause allowing for a motion to be altered without the need to move an amendment.</td>
</tr>
<tr>
<td>51.1</td>
<td>Changes to clause to improve clarity with “points of order”.</td>
</tr>
<tr>
<td>61.1</td>
<td>Insertion of additional words to confirm that a rescission motion is a notice of motion.</td>
</tr>
<tr>
<td>61.3</td>
<td>New clause and Explanatory Note explaining the role of the CEO with a rescission motion.</td>
</tr>
<tr>
<td>66.10</td>
<td>New clause to remove question time during the election caretaker period.</td>
</tr>
<tr>
<td>69.2</td>
<td>New clause to allow for e-petitions.</td>
</tr>
<tr>
<td>69.3</td>
<td>Removal of “voting age” requirement for petitions.</td>
</tr>
<tr>
<td>69.7 &amp; 69.8</td>
<td>Two new clauses, 69.7 and 69.8, provide additional motions for consideration when a petition is presented. This may improve the response time with petitions.</td>
</tr>
<tr>
<td>72.1</td>
<td>New clause to reflect the council’s policy and practice of live streaming and video recording council meetings.</td>
</tr>
</tbody>
</table>
Biralle Park
Master Plan
revised 2019
Executive summary

Introduction
Bralloke Park is the largest multi-sport venue managed by Wodonga Council. The facility is heavily used and includes two ovals, cricket practice facility, netball court, BMX facility and synthetic hockey field. Additionally, with a lift pedestrian link, the park is popular for walkers, joggers and cyclists.

Existing situation
The 15.4-hectare council-owned facility is located on the western side of Wodonga about 2.5 kilometres from the central business district. The bulk of the park is zoned Public Park and Recreation with a small section of land zoned General Residential in the south-west corner toward the intersection of Silva Drive and Marshall St.

The park is built into an undulating setting with levelled playing fields cut into the landform. Significant embellishments associated with the main oval have been developed in the north-west corner while less intense infrastructure has been developed in the south-east. Mature shade trees form much of the northern perimeter and create a central spine across the park.

While the two ovals, netball court and BMX facility are in good condition, the former tennis courts have redeveloped their usefulness and have not been used for a number of years. Upgrades to the hockey fields that occurred in early 2018 have allowed the field to continue hosting both games and training sessions for a variety of local clubs.

Existing embellishments include:
- Two ovals (both lit for training purposes);
- Five net cricket practice facilities;
- Netball court (lit for training purposes);
- BMX track with covered seating area;
- Hybrid sand-based hockey pitch;
- Function room, past players pavilion, main pavilion, spectators’ shelter, media platform and sealed car park servicing the main oval;
- Pavilion, players’ shelter and scores’ box servicing the netball court;
- Pavilion and sealed car park servicing BMX and hockey;
- Small administration building located between the BMX facility and hockey pitch;
- Former tennis pavilion;
- Aged amenities building servicing Emerald Oval;
- Additional overflow car parking is located directly to the south of the main oval, and between the two ovals off Emerald Avenue; and.
- Walk/cycle paths link between Silva Drive and Emerald Avenue.

Demand for upgrade
Demand for upgrades to the park has been established through consultation with council, user groups and peak bodies and with consideration of existing opportunities. Key directions include the following:

- Sport
  - Capped numbers in Australian Rules Football and netball;
  - Limited court space for netball resulting in some training to be held off-site;
  - Recent growth in hockey and cricket;
  - Steady participation in BMX;
  - Approved development of a regional cricket centre indoor training facility;

- Recreation
  - Suitable and well-located unallocated space to develop an attractive recreation node;

- Common areas
  - Poor ‘entry’ and sense of arrival at the interface between the Wodonga Sports and Leisure Centre (WSLC);
  - Opportunities to enhance pedestrian connectivity between the park’s activity areas, regional cricket centre, WSLC, adjoining schools, residential areas and retail precincts.

Design directions
The proposed master plan is located within Section 6.
The vision for Bralloke Park is:
- To provide a quality multi-sport and recreation facility - home to the city’s only BMX track, regional cricket centre training facility, a premier outdoor netball complex and quality fields for cricket, hockey and Australian Rules football. Facilities will be developed to ensure the park continues to attract regular community events and is popular for its recreation opportunities.

Proposed ultimate embellishment:

Sporting opportunities
- Premier field hosting Australian Rules football and cricket (turf wicket block);
- Premier regional cricket centre indoor training facility including an administrative hub;
- 16 outdoor cricket nets to service regional cricket centre;
- Expansion of Emerald Oval with the addition of a turf wicket block;
- Two-court lit netball precinct;
- Hockey facility with synthetic field;
- Premier BMX facility;
- Recreation opportunities;
  - Extensive recreation node complete with amenities toward the south-west corner of the facility;
  - Recreation node on the eastern side of the facility;

- Improved pedestrian connections and circulation;
- Upgraded entry and interface with the WSLC.
Introduction and purpose

In late 2014, Wodonga Council engaged ROSS Planning to develop a master plan for Birallee Park (the park). Key components of the plan relied on the relocation of Hockey to the Baranduda Fields Sporting Complex. With this development no longer moving forward in the short term, ROSS Planning was re-engaged in 2019 to conduct a review of the previous master plan.

The park is situated to the west of the central business district and is currently home for:

- Wodonga Raiders Sports Club (senior Football and netball);
- Wodonga Raiders Junior Football Club;
- Wodonga Raiders Cricket Club (senior and junior);
- Wodonga Hockey Club; and,
- Border BMX Club.

Additionally, the Wodonga Raiders Sports Club facility hosts regular community functions and an annual New Year’s Five celebration.

The aim of the master plan is to provide a realistic and achievable vision for the park, where the needs and requirements of the user groups, community and council are established and balanced. Importantly, the project will require a staged approach to development, that provides for smooth implementation limiting impact on users. Ultimately, the report will guide community, council and user group decision-making and resource allocation.

Through site analysis, background research and consultation, the project aims to provide optimal use of the park for sport and recreation groups and the wider community.

What is a master plan?

A master plan provides a vision for a site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement. It considers the interrelationship between:

- Character and functionality of the landscape;
- Public expectations and needs;
- Emerging issues and trends; and,
- The realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

The master plan does not suggest that all elements of the plan should proceed immediately, or that council nor the user groups should be responsible for all capital costs in respect of those items that are progressed. It is important to note that the intent of the master plan is to provide a framework for future development of the park over an extended time period so that ad hoc improvements are avoided and community use and long-term viability are maximised. The master plan should be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.

Project methodology

The methodology used to develop the master plan comprised the following stages:

Stage 1 - Preliminary
- Inception meeting
- Review of the 2015 master plan, relevant reports, plans, policies and other documents
- Review of the demographic profile of the community including consideration of population growth projections

Stage 2 - Site assessment
- Detailed site assessments
- Discussions with Council officers

Stage 3 - Engagement
- Discussions with user groups, peak bodies and key stakeholders

Stage 4 - Draft master plan
- Preparation of draft master plan report and layout
- Review of draft master plan by Council
- User group and public review

Stage 5 - Review and finalisation
- Review of feedback on draft master plan report
- Agreed amendments to the master plan report
- Council endorsement.
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.4 - Document A

Literature review

In order to present a clear picture of the background issues impacting on the potential upgrade and development of Birrilkee Park, a literature review has been undertaken. A summary of the documents reviewed is included below, while key impacts for the development of the master plan are highlighted in the summary breakout.

Wodonga Council Plan 2017-2038 to 2020-2023

The Council Plan is the key document leading council delivery over a four-year period. Key strategic objectives and actions are presented under five key focus areas. Those with the most direct relevance to the master plan review are the Healthy, safe and resilient community and Sustainable and forward-looking key focus areas and include the following:

- Families, children and young people
  - Plan, facilitate and provide where appropriate quality services, activities and spaces that meet the needs and provide the best outcomes for our children, young people and families
- Being active
  - Manage and develop the city’s sporting, recreation and leisure facilities and spaces for sustainability, amenity and to encourage active participation
- Open spaces
  - Design and maintain our parks, reserves, public and green spaces for their continued attraction for our community and visitors.

These key directions have been considered throughout the development of the master plan.

Sport and Recreation Plan 2014 to 2040

The Sport and Recreation Plan was prepared to provide a program for the development of organised sport in the city over a five-year period. Importantly, the plan advocates for both investment in existing facilities and for careful planning to meet future demand.

The plan notes that for the sports currently active at the park, projected demand by 2031 includes the following:

- Cricket
  - Five additional ovals

Australian Rules football
- Five additional senior fields and three additional junior fields

Netball
- Access to an indoor facility (with up to six courts) and a total of 15 outdoor courts

Hockey
- One additional synthetic pitch

BMX requirements were not considered in the plan.

The Sport and Recreation Plan also provides comment on each individual facility. For the park, the following recommendations have been made:

- The need for a detailed master plan
- Construction of second netball court
- Emerald Oval expansion
- Provision of additional pavilion development
- Traffic and pedestrian connection upgrades
- Ensure suitable cricket training facilities

The council has made the decision to not pursue a joint AFL approach at Birrilkee Park. Additionally, with no proposed development of Baranduda Fields in the short-term, a number of these recommendations are now obsolete (particularly with the re-development of a synthetic hockey field at Birrilkee Park and the construction of a new netball facility at Kelly Park).

Proposed Baranduda Fields Sporting Complex

Development of Baranduda Fields will not proceed until further funding (as secured) for a proposed park. However, this council will continue with planning and design stages at Baranduda Fields and thus the potential impacts on the site of Birrilkee Park have been considered below.

Proposed development at Baranduda Fields includes the following:

- Six AFL/cricket grounds (one with synthetic surface)
- 12 tennis courts
- Three-court indoor sports stadium
- Eight outdoor netball courts (in total)
- Synthetic athletics facility
- Criterium cycling circuit
- Two hockey pitches
- Four soccer fields
- Three rugby fields
- Four green lawn bowls facility

There is some potential for the proposed cricket fields to impact on the use at the park. However, the expansion of Emerald Oval, the development of the indoor regional cricket centre serviced by 10 outdoor nets with storage and associated amenities upgrades will further embed the sport of cricket at the park.

Given the significant infrastructure developed at the park and the proposed enhancements included in the master plan, the potential facilities at Baranduda Fields are not expected to encroach any of the existing clubs located at the park.

Demographic considerations

In order to understand the make-up for the park catchment, a snapshot of existing and future population and demographic characteristics has been undertaken. Given Birrilkee Park’s position as a premier sports facility, population characteristics for the entire council area have been the focus where possible. It is acknowledged that some participants will come from outside this catchment, however, core participation will come from within the council boundaries.

Analysis of these characteristics reveals the following:

- An estimated population of 41,665 in 2018 with significant population increases of almost 10,000 by 2031

Interestingly, Wodonga is not considered to be an ageing city (with age cohort structures between 2016 and 2036 not expected to change markedly).

- Higher proportion of young people 34 years and under (41 per cent) compared with regional Victoria (30.7 per cent)
- Lower proportion of older people 55 years and above (33.2 per cent) Compared with regional Victoria (41.2 per cent)

- More than 700 households without a motor vehicle
- More than 2000 households without internet connection

Literature review - summary

When considered together, the literature review highlights a number of key considerations:

- Council acknowledges the importance of sport and recreation facilities for the community
- A new master plan is clearly required to address changes resulting from recent Baranduda Fields directions
Demographic considerations - implications

In terms of impacts for the future development of Birallee Park, these demographic considerations suggest:
- a range of sport and recreation opportunities that are attractive across the ages should be made available at the Park (e.g. both formal sport and passive recreation activities)
- with an increasing population base, sports club memberships can, at least, be maintained (although clubs should be looking to achieve increases)

Trends considerations

Formal sport trends

Field and court quality

Facility providers face an increasing trend to develop and redevelop sporting fields and courts to a higher level in order to increase carrying capacity. Upgrades, such as lighting and flood irrigation, allow training and competition times to be extended and increases the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need rest periods (of up to four weeks) where necessary maintenance can be undertaken.

With senior and junior football clubs, junior and senior cricket club, and significant use from adjoining schools, the playing fields at Birallee Park are exceeding capacity. In particular, the council staff face difficulty scheduling necessary field maintenance for the main oval between the summer and winter sporting seasons.

Field sharing and establishing precincts

With many sports extending the lengths of pre-season and season fixtures, sharing of field space is becoming difficult. While providers strive to maximise the use of community resources and state governments expose field sharing, the reality is that shared use of ancillary facilities (e.g. pavilions, car parks) rather than fields may be more appropriate.

Inherent to this philosophy of sports field sharing and provision is the underlying principle of providing flexible use sports fields, not specifically designed fields for a particular sport.

Field sharing has regularly been the cause of angst at Birallee Park. Balancing requirements for turf wear: preparation and pre-season and finals fixtures (the beginning and end of the season) for Australian Rules football and cricket is challenging.

Further, integrating both formal sport facilities and passive recreation facilities into larger precincts with identified nodes of activity creates a facility attractive to a wider audience. This approach helps to ensure effective use of council resources.

Volunteer sport organisations

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multisport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers’ roles as well as asset management responsibilities.

Some “professionalisation” of clubs is also likely to take place with volunteer positions attracting a basic remuneration. The commercial sector will also displace some clubs by offering competitions that allow participants to compete without any requirements to undertake other duties (e.g. umpiring or canteen duty). Wirra Rovers’ Football-Netball Club has adopted a business-type approach with funds raised from commercial activities and events.

Passive recreation trends

Park design

The design of a park is critical in ensuring that it is successfully utilised by the community. Where practical, public open spaces should include:
- Attractive and safe open areas with good lighting, seating, shade, shelters and areas for play.
- Walkways, level and varied walks and cycle ways that provide links to open space, community, commercial areas, and public transport (where available).
- Range of infrastructure that supports participation by people with disabilities, including the provision of ramps, accessible amenities and safe pedestrian crossings.

Creating the right park setting is essential to the community’s use of it. For both active and passive recreation.

Numerous studies highlight the need for trails linking residential areas with parks and other types of open spaces. Walking continues to be the preferred physical activity for both men and women. Therefore, there is a need for path systems that provide good connectivity between places of activity, aesthetic appeal, safety and convenience.

Birallee Park currently offers limited passive recreation opportunities (with no play nor picnic areas). However, the facility provides a pedestrian link between Silver Drive and Emerald Avenue.

Trends considerations - summary

So what do the trends mean for the master planning of Birallee Park? As the master plan has been developed, we have:
- Ensured the provision of a range of high-quality field and court facilities;
- Ensured opportunities for shared use of key ancillary facilities;
- Established low-cost recreation experiences so that the facility has broad appeal; and,
- Catered for all age groups and considered the needs of the aged and less physically mobile.
Existing situation

Site description
Biralee Park is located to the west of the central business district. The northern, southern and western boundaries adjoin residential areas. To the east of the Park are two schools, the WSUL and a shopping precinct.

The 15.4-hectare park is council-owned and managed. The Park is made up of a number of land parcels.
- Lot 2 on LP121704
- Lot 678 on LP144511
- Lot 879 on LP201532
- Part of Lot 6 on LP210952.

The Park has levelled areas cut into an undulating landscape. It is currently home to regular Australian Rules football, cricket, netball, BMX and hockey matches.

Additionally, tennis was formerly played at the Park (prior to 2013).

Planning considerations

Biralee Park is primarily zoned Public Park and Recreation Zone (PPRZ) with a small section zoned General Residential (GZR).

The objectives of the PPRZ are to:
- Recognise areas for public recreation and open space;
- Protect and conserve areas of significance where appropriate; and,
- Provide for commercial uses where appropriate.

One of the objectives of the GZR is to allow residential, recreational, religious, community and a limited range of other non-residential uses to serve the local community needs in appropriate locations.

For the outdoor sport and recreation developments included in the master plan, a permit (other than necessary building permits) is not likely to be required as identified in 36/02-1 (informal outdoor recreation, outdoor sports ground) and 32/08-1 (informal outdoor recreation).

Site elements

Site characteristics

The key features of the facility include two quality turfed ovals, the City’s only BMX facility and synthetic hockey facility. Pavilions service the former tennis facility, BMX and hockey facilities, the main oval and netball precinct.

Buildings and improvements

Biralee Park has a range of embellishments.

- Main oval
  - Lit oval
  - Lit netball court
  - Cricket practice nets
  - Pavilion
  - Function room
  - Past players pavilion
  - Spectators shelter
  - Media platform
  - Netball pavilion
  - Netball players’ shelter
- Second oval (Emerald Oval)
  - Lit oval
  - Brick amenities building
- BMX facility
  - Quality competition track
  - Administration building (shored with hockey)
  - Pavilion (shared with hockey)
- Hockey facility
  - Lit synthetic pitch
  - Administration building (shored with BMX)
  - Pavilion (shared with BMX)
- Tennis facility
  - 5 decommissioned courts
  - Brick pavilion

Lighting

The two ovals and netball court are lit to training standards, while the hockey pitch is lit for competition purposes.

Parking

A large sealed car park (about 95 bays) is located adjoining the main oval. It is accessed via Marshall St. An overflow (unsealed) car park adjoins this car park to the south.

An additional sealed car park (about 60 bays) services BMX and hockey and is...
Linkages and connectivity
The concrete path leading from Shiva Drive to Emerald Avenue appears well used. However, it is clear that there are also key additional informal connections across the Park. Desire lines are evident between the BMX and hockey facilities leading up toward the pavilion, through the BMX facility to the west past the main oval and from the hockey facility to the east toward the schools, WSLEC and shopping complex (beyond).

Shade
As a sporting venue, Bradlee Park has limited shade - for either participants or spectators.
A covered spectator area is located at the main oval, while mature trees provide some shade for Emerald Oval. Again, mature trees provide the predominant shade for the BMX facility, while little shade is available for the hockey facility.

Signage
Significant signage is located at the entrance to the main oval. However, there is limited additional naming signage across the Park.

While the Park is quite large, relatively clear sight lines and raised viewing points decrease the need for internal directional signage.

Existing facilities
1. 6-net cricket practice facility
2. Covered spectator area
3. Sealed car park (95 bays)
4. Pavilion area (main building includes: changing rooms, casement, gym and amenities; area also includes media platform and concrete tiered seating)
5. Entry plaza
6. Function room (and covered extension)
7. Past players pavilion
8. Main oval with turf cricket wicket block and training standard lighting (for Australian Rules football)
9. Manual scoreboard and storage
10. Netball precinct (court lit to training standard, pavilion, covered spectator area and scores' box)
11. Overflow car park
12. Amenities building and utilities infrastructure
13. Emerald Oval with training standard lighting
14. BMX track with covered start ramp
15. Administration building
16. Hockey precinct (hybrid sand based hockey pitch with competition standard lighting, safety and perimeter fencing, dugouts and uncovered spectator stands)
17. Pavilion (includes amenities, change and storage)
18. Sealed car park (60 bays)
19. Five decommissioned hard court tennis courts
20. Small pavilion (includes amenities, kitchen and storage)
21. Wedonga Middle Years College
22. Catholic College Wedonga
23. Wedonga Sports and Leisure Centre
Main oval
The main oval includes a high quality surface and a wide range of ancillary facilities.
- Quality oval with turf cricket wicket (fit to Australian Rules football training standards)
- 5-net cricket practice facility
- Pavilion (with changerooms, canteen, gym and administration area)
- Function room and post players pavilion
- Media platform
- Covered spectator area
- Netball court (fit to training standards), pavilion and players' shelter

Emerald Oval
Emerald Oval is a key facility for junior cricket and AFL. The facilities include:
- Quality oval with synthetic wicket (fit to Australian Rules football training standards);
- Dated brick amenities building;
- Mature trees providing shaded spectator areas; and,
- Overflow car parking
**Ordinary meeting – March 18, 2019**

**8 - Officers reports for determination**

**Item 8.4 - Document A**

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**HMX facilities**

The council’s only premier BMX facility includes:

- Quality racing track with raised (and covered) starting platform;
- Shared administration building;
- Shared pavilion;
- Minimal lighting;
- Seated car park; and,
- Fencing (fully enclosed).

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**Hockey facilities**

The council’s only synthetic hockey facility includes:

- Synthetic field with competition standard lighting and full facility fencing;
- Dogpark and spectator grandstands;
- Shared administration building;
- Shared pavilion; and,
- Seated car park.

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**Common facilities**

- Two seated car parks (approximately 95 and 60 bays);
- Overflow car parks;
- Concrete pedestrian paths.

Note: All of the existing derelict tennis facilities will be removed.

---

**Demand analysis**

Demand for upgrade and development at Briaree Park has been established through consultation with council, user groups, peak bodies and adjoining schools. Review of outcomes from the Sport and Recreation Plan, combined with an analysis of existing opportunities.

**Consultation summary**

**Council**

Potential opportunities and issues for consideration were discussed with a number of council officers.

**Issues**

- The main oval is heavily used and facility sharing can be problematic;
- The second oval is popular for junior and female club and school use;
- A second netball court is required to meet current demand;
- No storage or suitable amenities servicing the second oval;
- Limited shared parking options, particularly on game days;
- Continued growth of female sports is placing pressure on facility.

**Opportunities**

- Establishment of the regional cricket centre should see the park become the premier training facility in the region;
- Border BMX conduct a popular annual open race meet;
- Potential for Emerald Oval to be expanded;
- Wodonga Raiders host the New Year’s Eve celebrations every year;
- Opportunity to supply additional sealed parking bays to service the main oval and new regional cricket centre training facility.

**Parkland Tennis Club**

- In addition, the council has determined that all tennis facilities and activities are to be removed from the park.

---

**Existing user groups**

- Wodonga Raiders Sports Club
  - Membership considerations
    - Senior AFL is capped at three full teams (50 players)
    - Netball has 40 players across four teams
  - Facility usage
    - Winter sporting season
      - Training is undertaken on the main oval Monday to Friday in the afternoon/evening
      - Senior matches are conducted on alternate Saturdays. All senior matches are conducted on the main oval
    - Netball training is conducted two afternoons/evenings each week with matches played on Saturdays on a home-and-away rotation. However, with only one court available at Briaree Park, two teams train at Fully Park to allow appropriate access to necessary court space.

**Clubs proposed development considerations**

- Provision of secured netball court;
- Change room extension to allow for female-friendly facilities;
- Provision of an amenities building to service Emerald Oval;
- Redesign the cricket practice area into a multi-use warm-up area;
- Provision of additional security lighting in the sealed car park area;
- Landscaping, coverage and deck between the function room and extending to the past players pavilion (where a new deck will be established);
- Roof extension from the main pavilion over the tiered seating;
- Provision of an electronic score board;
- Coverage between the main pavilion (change rooms) and spectator shelter;
- Canteen redevelopment upon relocation of the sports change facilities.
Netball Victoria comments

A recent audit highlighted that the single court at Binaloe Park is in good condition. Further to this, the recent development of amenities to service netball may assist to attract more participants and promote growth within the Wodonga catchment.

Wodonga Raiders Junior Football Club

- Junior AFL is capped at 150 players across six teams.
- Two recently established female teams were included in the Wodonga structure in 2018.

Facility usage

- Winter sporting season
  - Emerald Oval hosts junior and female training two afternoons/ evenings each week
  - Junior matches are conducted on alternate Saturdays on both ovals
  - Female matches (U16s and Opens) are played on Sundays
- It is also important to note that WRFPC manages the female teams and the current growth in female sport is increasing the pressure on Emerald Oval to serve as the primary field for both juniors and females.

Clubs proposed development considerations

- The club proposed development considerations are shared with that of the senior club with the junior club highlighting the expansion of Emerald Oval will allow for increased opportunities for junior and female fixtures.
- It is acknowledged that the increasing popularity of female participation in Australian Rules Football will create additional demand for female friendly facilities at the site along with increased demand on field requirements for training and match purposes.

AFL North East Border comments

The region has a well-established Australian Rules Football presence. There have been significant improvements in the quality of field standards. However, a lack of adequate lighting and suitable amenities remains an issue for a number of clubs. The same can be said for the park, with the club acknowledging the need for upgraded lighting in the long term. A reconfiguration of the current amenities in the main pavilion would allow for better utilisation of space currently available to the Raiders. These gaps and priorities have been addressed in the AFL North East Border 2019 Regional Facility Strategy.

Wodonga Raiders Cricket Club

Membership considerations

- The club fields four senior and five junior teams.
- Steady increase in membership over the past three years.
- Potential to field a female team in the 2019-2020 season.

Facility usage

- Senior matches are played on the turf wicket on the main oval Saturdays and Sundays throughout the summer season.
- Junior matches are conducted at Emerald Oval (with U16 matches conducted on the main oval when A. Grade are playing away).
- Training is conducted Monday to Friday in the afternoon and evening.

Clubs proposed development considerations

- The club would prefer it had a ‘hoe’ or double room adjoining the main oval (access to the past players pavilion may be adequate).
- Preference for both a hard wicket and turf wicket block to be available on Emerald Oval.

Cricket Albury-Wodonga

Membership considerations

- Cricket membership has remained steady with 32 clubs competing across the Albury-Wodonga region.
- Recognise the need for a turf wicket block at Emerald Oval.
- Acknowledge that, in upgrade to the existing facilities available to cricket is required in order to facilitate further growth.

Cricket NSW and Victoria comments

The club is growing well and with a keen group of committee members quality programs have been put in place. In the future, the club will have access to new outdoor practice facilities attached to the regional cricket centre further establishing the club (and venue) as a quality cricket destination. These peak bodies recognise expanded elite opportunities that could arise from the new centre and acknowledge Binaloe Park as becoming the cricket training hub for the region.

Regional Cricket Centre

In order to transform Wodonga as the epicentre of cricket in the North East Border region, 10 outdoor cricket nets are proposed to service the indoor nets and administrative building. These nets will comprise of six turf and four synthetic wickets to enable players the opportunity to improve bat skills across both surfaces. Designs have the barriers fitting toward the north mitigating any potential impact of balls hitting the proposed recacent node.

Wodonga Hockey Club

Membership considerations

- 240 players including
  - Indoor hockey program
  - The club has a team in each division and age group.

Catholic College Wodonga

The college undertook a master planning process throughout 2018. This activity highlighted that recent growth is projected to continue creating real pressure on the existing facilities (and a clear requirement for additional buildings). The college would be open to discussions with the council if vacant land was deemed surplus to requirements and if the acquisition of additional land is deemed appropriate by the council.
Catchment considerations

Sport
As identified in the Sport and Recreation Plan 2014 to 2040, there is currently an undersupply of playing fields and courts available to the Woodonga community. Provision of a second netball court and expansion of Emerald Oval will help to alleviate stress placed on the facility.

Recreation
As the key sport and recreation venue for the adjoining residential areas, the very limited formal recreation opportunities available in Brallee Park are surprising. The recreation facilities proposed for development in the master plan will provide an additional avenue for activity for local residents and visitors to the Park.
### Item 8.4 - Document A

<table>
<thead>
<tr>
<th>Issue</th>
<th>Opportunities/Constraints</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
</table>
| **Fencing** | • There is no need to fence the entire park (particularly the south-west corner of the venue)  
• Bulldozer fencing along Emerald Avenue is attractive and functional.  
• The tennis courts cannot be damaged as it is used by the public during and immediately after rain periods. | • Install bullrider fencing where applicable along Emerald Avenue  
• Continue monitoring around the tennis club, making sure it is tidied up (public during wet weather can reduce the amount of damage being caused to the courts (kept open for public use at other times)). |
| **Buildings and structures** | • The location of the canberra center for events causes a problem along the access route to the spectator's viewing area.  
• The existing concrete seated stands have limited views.  
• The canberra center is too small for required use.  
• The changing rooms and amenities require an upgrade and expansion. | • Extend the building to the east to allow for changing rooms separately.  
• The configuration of the building can provide a more appropriate layout, and allow for improved change facilities and additional restrooms.  
• The canberra center in the public area, rather than the concourse and seating, means the tennis center remains on the public side of the canberra center to allow for viewing opportunities.  
• Develop a multi-use roof extension from the main pavilion across the tennis court. |
| **Function room** | • Opportunity exists to join the function room and past players pavilion. | • Develop a covered deck area between the function room and past players pavilion to create additional flexibility for these multipurpose facilities. |
| **Past players pavilion** | • Opportunity to link with the function room. | • Develop a covered area between the function room and past players pavilion to create additional flexibility for these multipurpose facilities. |
| **Spectator's viewing area** | • Opportunity exists to provide a cover between the main pavilion and spectators viewing area. | • Simple roof structures constructed to increase the amount of protection for spectators. |
| **Media/TV broadcast** | • Needs a system that needs expectations for quality facilities. | • Construct a new media platform above the spectator's viewing area. |
| **Main stand** | • The large manual scoreboard is outdated and restricts views access to the netball facility. | • Remove the scoreboard facility and develop a new scoreboard integrated into the audience's viewing area. |
| **Emerald Oval amenities** | • Tennis and similar sports courts provide an amenity and storage facility serving Emerald Oval. | • Develop new amenity and storage facilities for Emerald Oval. |
| **West hockey pavilion** | • Existing building does not meet the combined needs of tennis and hockey. | • Replace the main pavilion with a large auditorium that includes a kitchen, administrative and social area and an open viewing area. |
| **Tennis pavilion** | • No longer required. | • Remove this building to create an open area. |
| **Storage** | • Storage shed is outdated and blocks view of netball from main oval. | • Remove current storage building and build new storage to service AFL and netball. |

### Open space

<table>
<thead>
<tr>
<th>Issue</th>
<th>Opportunities/Constraints</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
</table>
| **BHs** | • Opportunity to develop as a premier facility  
• Cricket:  
• Opportunity to develop the park as a new hub for cricket activity  
• Australian Rules Football:  
• Opportunity for development of the training and ancillary facilities  
• Netball:  
• Opportunity to develop a second court to reverse existing tennis. | • Replace the BHs starting gate with a pre-start or barrier gate  
• Upgrade the BHs facilities to tennis  
• Upgrade the BHs lighting to allow for night training and training.  
• Install seating under the shade trees at the BHs facility.  
• Raising the amenity facilities at the BHs facility to provide additional spectator area.  
• Expand the dimensions of Emerald Oval for the south-east  
• Upgrade power upgrades at Emerald Oval to facilitate outdoor lighting.  
• Construct a main tennis court/indoor area in accordance with community and tennis associations' needs for tennis association. |
| **Sports facilities** | • Tennis:  
• Opportunity to develop a second court to reverse existing tennis. | • Develop a quality recreation model, complete with amenities and passive open space.  
• Develop a feature entry plant leading to a central core of courts.  
• Develop a system of linked perimeter pathways. |

### Vacant land

<table>
<thead>
<tr>
<th>Issue</th>
<th>Opportunities/Constraints</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bushland to the needs of the park</strong></td>
<td></td>
<td>• Possible source of revenue through disposal.</td>
</tr>
</tbody>
</table>
The master plan has been developed by considering all consultation, appropriate strategic contexts and previous research. Overall, it provides an opportunity to continue to build upon existing achievements in order to ensure the facility meets the needs of the sporting community and also the recreation needs of nearby residents and park visitors.

The master plan integrates a number of the existing site features with a limited range of new elements and embellishments.

**Vision**
The vision for Biralle Park is:

To provide a quality multi-sport and recreation facility – home to the city’s only BMX track, regional cricket centre training facility, a premier outdoor netball complex and quality fields for cricket, hockey and Australian Rules football. Facilities will be developed to ensure the park continues to attract regular community events and is popular for its recreation opportunities.

### Master plan

The Master Plan shows the overall layout of the proposed design. The table below depicts proposed developments and rationale.

<table>
<thead>
<tr>
<th>Element</th>
<th>Master Plan reference</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sporting opportunities</td>
<td>1, 3, 4, 6, 7</td>
<td>• Redevelop the existing cricket practice facility as a grassed multi-use warm-up area. • Reconfigure the main pavilion to provide expanded change facilities and an expanded carpark. • Construct a second netball court and alter the oval access road. • Light the main oval for cricket and (and or) competition. • Extend the building to the west to allow for change room expansion. • Develop a doubled roof extension from the main pavilion across the tiered seating. • Develop a covered area between the function rooms and park players pavilion. • Construct a simple roof structure between the main pavilion and spectators covered area. • Construct a new mezzanine above the spectators covered area. • Remove the scoreboard facility and develop a new digital scoreboard further toward the middle of the oval.</td>
<td>• To ensure suitable amenities and training facilities for players and spectators. • To ensure a range of facilities for hosting community activities. • To create additional outdoor function space.</td>
</tr>
<tr>
<td>Main oval and netball facility</td>
<td>5, 16, 18</td>
<td>• Expand the dimensions of Emerald Oval to the southeast. • Construct a turf wicket block and retain the hard wicket at Emerald oval.</td>
<td>• To create a formal hub for the oval.</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>• Construct the regional cricket centre.</td>
<td>• To establish Biralle Park as the premier training centre for cricket in the region.</td>
</tr>
<tr>
<td>Regional Cricket Centre</td>
<td></td>
<td>• Construct up to 10 outdoor practice nets (six turf and four synthetic nets).</td>
<td></td>
</tr>
</tbody>
</table>
### Ordinary meeting – March 18, 2019

### 8 - Officers reports for determination

#### Item 8.4 - Document A

<table>
<thead>
<tr>
<th>Element</th>
<th>Master Plan reference</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
</table>
| Bmx facility | 13, 14                 | - Carry out track upgrades  
- Replace the BMX start gate with a pop-up or barrier gate  
- Upgrade the start lane to bitumen  
- Upgrade the bank lighting to allow for night racing and training  
- Raise the area behind turn 2 at the BMX facility to provide an additional spectator area  
- Install seating under the shade trees at the BMX facility  
- Replace the small pallets with a large shared pallet that includes a cantilever, administrative and social area and an open viewing area. | To ensure the city offers a quality BMX facility  
To provide suitable opportunities for spectators. | |
| Hockey facility | 13, 14                  | - Replace the small pallets with a large shared pallet that includes a cantilever, administrative and social area and an open viewing area.  
- Undertake a lighting upgrade at the hockey field  
- Install an area of synthetic turf on the northern boundary of the hockey area to be utilised as a warm up area. | To allow for membership growth and facility expansion | |
| Tennis facility | 22, 23                   | - Develop an entry plaza with pedestrian links to replace the existing tennis infrastructure  
- To facilitate renewal of existing tennis infrastructure  
- To facilitate the development of an entry plaza and recreation node for service hockey and Emerald Oval. | To ensure a range of quality informal recreation opportunities are available for locals and visitors. | |
| Recreation opportunities | 9, 10, 24               | - Develop a quality recreation node complete with amenities and passive open space  
- Develop a feature entry plaza leading to a central civic node. | To ensure a range of quality informal recreation opportunities are available for locals and visitors. | |
| Walk/cycle paths | 9, 24                   | - Develop a network of linked paths across the park  
- Develop footpaths along Silver Drive, Marshall Rd and Emerald Avenue linking with the wider path network  
- Develop links from the hockey/sport car park down to the central pedestrian spine and west to Marshall St. | To ensure a safe pedestrian network is available  
To provide appropriate links across the facility and between key nodes. |
<table>
<thead>
<tr>
<th>Element</th>
<th>Master Plan reference</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage</td>
<td>29</td>
<td>Remove current storage building and build new shared shed to service AFL and Netball.</td>
<td>To provide adequate storage space for the park.</td>
</tr>
<tr>
<td>Vacant land</td>
<td>25</td>
<td>Consider suitable options for disposal.</td>
<td>To provide funding for park upgrades.</td>
</tr>
</tbody>
</table>
Birallee Park - Master plan layout

1. Remove the cricket nets to create a multi-use warm up area
2. Cover linking the main pavilion and spectators stand
3. Main pavilion roof extension over the tiered seating, change room expansion, reconfiguration or rebuild to allow umpire change facilities and canteen expansion.
4. Upgraded scoreboard
5. Additional sealed car parking (approx. 80 new bays), install security lighting and new entry
6. Construct a series of decks, cover and landscaping to link the function room and past players pavilion
7. Netball precinct - two net courts, pavilion, screen's box, spectator cover and improved oval access only
8. Regional Cricket Centre - new indoor and outdoor training facility (incl construction of 6 turf and 4 synthetic outdoor nets)
9. Internal pedestrian paths to link key features throughout the park (and to the surrounding residential, education and retail areas
10. Develop an extensive central play node complete with amenities
11. Overflow car park
12. BMFC facility - undertake track upgrades, provide race standard lighting, develop spectator areas around the track
13. BMFC hockey pavilion - includes a paved forecourt, canteen, administrative and social areas and an open viewing platform
14. Synthetic hockey warm up and training area
15. Expanded oval dimensions (to the south east)
16. Amenities and storage facility
17. Sealed car parking (approx. 20 new bays)
18. Turf wicket block and hurl wicket
19. Tree clearing/planting
20. Remove current storage and build new shed to service AFL and Netball
21. Additional sealed car parking (approx. 30 new bays)
22. Feature entry plaza leading to a central recreation node
23. Additional sealed parking (approx. 30 new bays) and links to the entry plaza and central recreation node
24. Central reserve area with formal planting, seating and viewing points
25. Vacant block - potential disposal land to assist fund development of the park
26. Undertake power upgrades at Emerald Oval to facilitate oval lighting
8 - Officers reports for determination

Item 8.4 - Document A

VIEW A
Feature entry plaza - The entry plaza will form the interface with the Wodonga Sports and Leisure Centre, schools and shopping precinct. The area will provide the surrounding schools and wider community users opportunities to engage in a thriving community hub. It will include formal and informal seating options with garden beds and shade trees. The area will also feature a drop-off and pickup zone.

VIEW B
Proposed shared BMX/hockey pavilion - This building will serve as the new home for both BMX and hockey. It will offer amenities, storage facilities and a canteen area on the ground level. A viewing area will be installed on the second level offering uninterrupted views of the new BMX track and hockey field.

VIEW C
New regional cricket centre and central play node - The new regional cricket centre will become the elite hub for cricket training and development for the region. The node will incorporate a range of play opportunities and, importantly, will be located along the major spine of the pedestrian network.
Staged implementation and indicative costing

The cost of the development of the master plan is beyond the council's and the community's ability to fund in the short term. Thus, this section provides staged budgeting. The information provided is designed as a flexible guide—changes in user group priorities or earlier opportunities for funding may alter stages. The adjoining table summarises indicative costs. The costs do not include legal fees or goods and service tax.

**Stage 1 (short-term)**
- Construct the Regional Cricket Centre Indoor Facility
- Install 10 outdoor nets to service the Regional Cricket Centre (8 turf and 4 synthetic)
- Ensure a common suite of signage is installed
- Undertake substantial main pavilion reconfiguration and expansion
- Develop a second netball court, including relocation of spectator shrub and developing a new entrance to the main oval
- Redevelop the existing cricket practice facility as a multiuse warm-up area
- Demolish the existing amenities building between the ovals
- Construct an amenities and storage facility at Emerald Oval
- Expand Emerald Oval to the south east
- Undergo power upgrades at Emerald Oval to facilitate oval lighting
- Undertake a lighting upgrade to LED at the hockey field
- Remove tennis courts, courts and fencing
- Undertake selective tree clearing and planting in the central section of the park
- Extend the existing car park servicing the main oval. Additional car park security lighting at main oval
- Formalise car parking at Emerald Oval

**Stage 2 (medium-term)**
- Develop coverage and deck between the function room and past players pavilion
- Develop a skillful roof extension from the main pavilion across the tiered seating
- Develop a cover between the main pavilion and spectators stand
- Develop a new media platform
- Provide an electronic scoreboard at the main oval
- Construct a turf wicket block (and return the hard wicket) at Emerald Oval
- Upgrade starting gate, lay berms with bitumen, competition lighting to allow for night BMX racing
- Raise the area behind the 2 at the BMX facility to provide an additional spectator area
- Install seating under the shade trees at the BMX facility
- Install a warm-up area of synthetic turf adjacent to hockey fields
- Develop a quality recreation node complete with amenities and passive open space
- Develop a system of linked pedestrian paths
- Install simple low rail fencing to designate the large overflow car parking area
- Extend parking to service the hockey facility and Emerald Oval

**Stage 3 (long-term)**
- Construct a simple roof structure between the main pavilion and spectators covered area
- Replace the small BMX/Hockey pavilion with a large shared pavilion that includes a canteen, administrative and social area and open viewing area
- Develop a feature entrance plaza leading to a central civic node
- Open an entry to the Park from the east (and returning links with the WSLC)
- Establish car parking (approx. 35 bays) along eastern entry plaza
- Install bollard fencing where applicable along Emerald Avenue
- Light the main oval for cricket and AFL competition

---

**Stage: Area: Description: Cost**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Area</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Regional Cricket Centre</td>
<td>Construct regional cricket centre</td>
<td>Low cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Build 10 outdoor nets (8 turf and 4 synthetic)</td>
<td>220,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Redeveloping tennis (consider landscaping/formalising terraces)</td>
<td>60,000</td>
</tr>
<tr>
<td>Main Oval</td>
<td></td>
<td>Undertake pavilion reconfiguration and expansion</td>
<td>350,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop 2nd netball court</td>
<td>120,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop amenities area</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demolish amenities building</td>
<td>18,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Construct amenities/storage facility</td>
<td>Low cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expand width inside of Emerald Oval, upgrade irrigation/landscape lighting</td>
<td>105,000</td>
</tr>
<tr>
<td>Hockey</td>
<td></td>
<td>UST lighting upgrade</td>
<td>215,000</td>
</tr>
<tr>
<td>Tennis</td>
<td></td>
<td>Remove tennis courts, courts and fencing</td>
<td>154,000</td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
<td>Tree clearing and pruning</td>
<td>25,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td></td>
<td>Island main oval car park for services regional cricket centre and recreation side</td>
<td>497,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove car parking at Emerald Oval</td>
<td>104,000</td>
</tr>
</tbody>
</table>

**Stage 2**
- Sub-total (without landscaping) 4,000,000
- Total 4,049,000
- Total Inclusions and landscaping (3% per cent) 121,121
- Total 4,170,121

**Stage 3**
- Sub-total (without landscaping) 2,600,000
- Total 2,649,000
- Total Inclusions and landscaping (3% per cent) 79,490
- Total 2,728,490
Kelly Park
Master Plan
revised 2019
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.4 - Document B

Table of contents

Executive summary ........................................................................................................ 4
Introduction .................................................................................................................... 4
Existing situation .......................................................................................................... 4
Demand for upgrade .................................................................................................... 4
Design directions ........................................................................................................ 5
Background .................................................................................................................. 6
Introduction and purpose ............................................................................................ 6
What is a master plan? ................................................................................................ 6
Project methodology .................................................................................................. 7
Literature review ......................................................................................................... 8
Demographic considerations ...................................................................................... 10
Trends considerations ............................................................................................... 11
Existing situation ....................................................................................................... 13
Site description .......................................................................................................... 13
Planning considerations ............................................................................................ 13
Site elements .............................................................................................................. 14
Facility snapshot ........................................................................................................ 16
Demand analysis ........................................................................................................ 18
Consultation summary .............................................................................................. 18
Catchment considerations ......................................................................................... 22
Design considerations ............................................................................................... 23
Opportunities and constraints .................................................................................. 23
Master plan ............................................................................................................... 26
Vision ......................................................................................................................... 26
Facility design ............................................................................................................ 27
Staged implementation and indicative costing ......................................................... 34
Executive summary

Introduction
Kelly Park plays host to tennis, cricket, netball, croquet, and soccer. Additionally, a small playground is located among mature trees at the northern end of the park. With recently reconstructed netball courts at the facility, a revision of the 2015 master plan is required.

Existing situation
The 6.4-hectare site is located toward the north-west corner of Wodonga on a block bordered by Collins, Laurence, and Dalglish streets and Melrose Drive. Kelly Park is a council-owned facility zoned Public Use - Other Public Use.

The park is flat, has stands of mature trees around much of the perimeter and is heavily embellished.

Existing embellishments include:
- Turf cricket field and practice nets
- Lit field space for almost three soccer fields (overlaid on the cricket field)
- Nine bitumen netball courts
- Tennis complex (30 grass courts, eight synthetic grass courts and 10 Plexicourt hard courts)
- Up to three of the grass tennis courts are also used for croquet
- Tennis pavilion
- Netball pavilion
- Cricket/soccer pavilion
- Amenities building
- Small playground
- One large and one small sealed car park
- Scattered storage and
- Pipe rail and timber rail perimeter fencing

Demand for upgrade
Demand for upgrades to the park has been established through consultation with the council, user groups and peak bodies and from consideration of existing opportunities. Key directions include the following:
- Sport
  - Steady growth in netball
  - Increasing numbers in cricket and soccer
  - Requirements for the tennis facility to remain a flagship venue for hosting tournaments
- Recreation
  - Limited recreation opportunities for local residents
  - Opportunity to upgrade the play opportunities at the venue
- Common areas
  - Limited car parking and poor traffic flow from Laurence Street
  - Poor pedestrian links across the park

Design directions
The proposed master plan is located within Section 8.

The vision for Kelly Park is:
To provide a premier venue for regular tennis tournaments, quality facilities for cricket, croquet, netball and soccer and an attractive recreation setting for locals and visitors.

Proposed ultimate embellishment for the park includes the following:
- Sporting opportunities
  - Two full-size soccer fields to competition standard
  - A turf cricket field (overlaid) supported by a lit four-net practice facility that can also be used as a multi-purpose training space
  - Expanded pavilion servicing the soccer/cricket fields
  - Nine bitumen netball courts
  - Upgraded pavilion servicing netball and croquet
  - Tennis precinct (30 grass courts, six synthetic grass courts, 12 Plexicourt hard courts)
  - Two-storey pavilion centrally located within the tennis precinct
  - Additional multi-purpose training space
- Recreation opportunities
  - Shaded recreation node located centrally
  - Small playground within the tennis centre precinct
- Common areas
  - Two formal car park areas (approximately 242 bays total) and additional on-road sealed car parking opportunities
  - New entry signage reflecting the quality of the facility
  - Upgraded pedestrian pathway network, ensuring improved access for all
Introduction and purpose

In late 2014, Wodonga Council engaged ROSS Planning to develop a master plan for Kelly Park (the Park). Major changes to the Wodonga sporting “landscape” were expected to take place upon the opening of the Baranduda Fields Sporting Complex. This included the relocation of netball to Baranduda Park. However, as funding could not be secured for this project, netball will remain at the park. This led Wodonga Council to re-engage ROSS Planning in mid-2018 to review the master plan for the park.

The park is located on the north-west side of the city and is home to both field-based sports (cricket and soccer) and court-based sports (tennis and badminton). The aim of the master plan is to provide a realistic, achievable and balanced vision for the park, where the needs and requirements of the user groups, community and the council are established and balanced. Importantly, the project will require development to be staged in a manner that provides for smooth implementation limiting impact on users. Ultimately, the report will guide community, the council and user group decision-making and resource allocation.

Through site analysis, background research and consultation, the project aims to provide optimal use of the park for sport and recreation groups and the wider community.

What is a master plan?

A master plan provides a vision for a site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement. It considers the interrelationship between:

- Current character and functionality of the landscape;
- Public expectations and needs;
- Emerging issues and trends, and;
- The realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

The master plan does not suggest that all elements of the plan shall proceed immediately, or that the council or the user groups should be responsible for all capital costs in respect of these items that are progressed. It is important to note that the intent of the master plan is to provide a framework for future development of the park over an extended time period so that ad hoc improvements are avoided and community use and long-term viability are maximised. The master plan should be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.

Project methodology

The methodology used to develop the master plan comprised the following stages:

Stage 1 - Preliminaries
- inception meeting
- review of the 2013 master plan, relevant reports, plans, policies and other documents
- review of the demographic profile of the community including consideration of population growth projections

Stage 2 - Site assessment
- detailed site assessments
- discussions with Council officers

Stage 3 - Community engagement
- discussions with user groups, peak bodies and key stakeholders
- analysis of identified issues, ideas, needs and opportunities
- preparation of concept options for Council review

Stage 4 - Draft concept master plan
- preparation of draft master plan report and layout
- review of draft master plan by Council
- user group and public review

Stage 5 - Review and finalisation
- review of feedback on draft master plan report
- agreed amendments to the master plan report
- Council endorsement.
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

8.4 - Document B

Literature review

In order to present a clear picture of the background issues impacting on the potential upgrade and development of the Park, a literature review has been undertaken. A detailed summary of each document reviewed is included below, while key impacts for the development of the master plan are highlighted in the summary breakout box.

Wodonga Council Plan 2017-2018 to 2020-2021

The Council Plan is the key document leading council delivery over a four-year period.

Key strategic objectives and actions are presented under five key focus areas. Those with the most direct relevance to the master plan review are found within the Healthy, Safe and Resilient; Community and Sustainable and Forward Looking key focus areas and include the following:

- Families, children and young people
  - Plan, facilitate and provide where appropriate quality services, activities and spaces that meet the needs and provide the best outcomes for our children, young people and families

- Being active
  - Manage and develop the city’s sporting, recreation and leisure facilities and spaces for sustainability, amenity and to encourage active participation

- Open spaces
  - Design and maintain our parks, reserves, public and green spaces for their continued attraction for our community and visitors

These key directions have been considered throughout the development of the master plan.

Sport and Recreation Plan 2014 to 2040

The Sport and Recreation Plan was developed to provide a program for the development of organised sport in the city over a five-year period. Importantly, the plan advocates for both investment in existing facilities and for careful planning and implementation to meet future demand.

The plan notes that for the sports currently active at the park, predicted demand by 2033 includes the following:

- Cricket
  - Five additional ovals
  - Outdoor football (soccer)
  - One regional centre and three additional fields

- Netball
  - Access to an indoor facility (with up to six courts) and a total of 15 outdoor courts

- Tennis
  - Demand met by existing facilities (although court distribution to be reviewed)

The Sport and Recreation Plan also provides comment on each of the existing individual facilities. For the park, the following recommendations have been made:

- The need for a detailed master plan
- Redevelopment of cricket practice facilities and investigation of opportunities for additional turf wicket field
- Consolidation of tennis from across the city into the park.

Proposed Baranduda Fields sporting complex

Development of Baranduda Fields will not proceed until further funding is secured (government and/or private enterprise).

However, the council will continue with planning and design stages at Baranduda Fields and thus the potential impacts on the use of Kelly Park have been considered below.

Proposed key short-term facility development at Baranduda Fields includes:

- Two AFL/cricket fields (one with synthetic surface)
- Four tennis courts
- Two outdoor netball courts (in conjunction with AFL field development)
- Synthetic athletics facility; and, the Criterion cycling circuit.

None of these developments are expected to impact on current uses at Kelly Park.

Ultimate development at Baranduda Fields includes the following:

- Six AFL/cricket grounds (one with synthetic surface)
- 12 tennis courts
- Three-court indoor sports stadium

- Eight outdoor netball courts (in total)
- Synthetic athletics facility
- Criterion cycling circuit
- Two hockey pitches
- Four soccer fields
- Three rugby fields
- Four green lawn bowls facility

If funding is secured for Baranduda Fields, there is some potential for the proposed cricket and soccer fields to impact on the use at Kelly Park in the future. However, importantly, it is proposed that much of the use of the Baranduda Fields’ Sporting Complex will come from within the Lenses growth area.

Literature review - summary

When considered together, the literature review highlights a number of key considerations:

- The council acknowledges the importance of sport and recreation facilities for the community
- The council highlights the need to review current uses and facility layout at Kelly Park
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.4 - Document B

Demographic considerations

In order to understand the make-up for the park “catchment”, a snapshot of existing and future population and demographic characteristics has been undertaken. Given Kelly Park’s position as a premier sports facility, population characteristics for the entire council area have been the focus where possible. It is acknowledged that some participants will come from outside this catchment. Indeed, the tennis facility has previously attracted international events. However, core participation will come from within the council boundaries.

Demographic considerations - implications

In terms of impacts for the future development of Kelly Park, these demographic considerations suggest:

- A range of sport and recreation opportunities that are attractive across the ages should continue to be made available at the park (eg. both formal sport and passive recreation activities).
- With an increasing population base, sports club memberships can, at least, be maintained (although clubs should be looking to achieve increases).

Analysis of these characteristics reveals:

- An estimated population of 43,695 in 2018 with significant population increases of almost 15,000 by 2041;
- Woodglen is not considered to be an ageing city with age cohort structures between 2018 and 2036 not expected to change markedly;
- Higher proportion of young people 34 years and under (48 per cent) compared with Regional Victoria (40.7 per cent);
- Lower proportion of older people 50 years and above (33.2 per cent) compared with Regional Victoria (41.2 per cent);
- More than 700 households without a motor vehicle, and;

Trends considerations

Field and court quality

Facility providers face an increasing trend to develop and redevelop sporting fields and courts to a higher level in order to increase carrying capacity. Upgrades, such as lighting and field irrigation, allow training and competition times to be extended and increase the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need “rest periods” (of up to four weeks) where necessary maintenance can be undertaken.

However, the replacement of turf fields with synthetic fields can significantly increase carrying capacity by limiting maintenance-required field down time. A number of councils and facility providers are moving toward the provision of synthetic fields (particularly for soccer where a number of internationally certified surfaces are available).

While the potential for a synthetic field was considered for the Park, the continued demand for cricket on the site meant that this was not a preferred option.

Field sharing

With many sports extending the lengths of pre-season and season fixtures, sports are no longer classifying themselves as strictly summer or winter sports, this has led to the sharing of field space becoming more difficult. While providers strive to maximise the use of community resources (and State Government’s exposers field sharing), the reality is that shared use of ancillary facilities (e.g. clubhouses, car parks) rather than fields may be more appropriate. Field sharing has been proposed for the Park.

Volunteer sport organisations

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers’ roles as well as asset management responsibilities.

Some professionalisation of clubs is also likely to take place with volunteer positions attracting a basic remuneration. The commercial sector will also displace some clubs by offering competitions that allow participants to compete without any requirements to undertake other duties (e.g. umpiring or canteen duty).
Creating the right park setting is essential to the community's use of it for both active and passive recreation.

Numerous studies highlight the need for trails linking residential areas with parks and other types of open spaces. Walking continues to be the preferred physical activity for both men and women. Therefore, there is a need for path systems that provide good connectivity between places of activity, aesthetic appeal, safety, and is easy to understand for a first-time user.

While much of this connected network exists around Kelly Park, a small number of key links are required.

### Trends considerations summary

So what do the trends mean for Kelly Park? As the master plan has been developed, we have:

- Ensured the provision of a range of high-quality field and court facilities
- Ensured opportunities for shared-use of key ancillary facilities
- Maximised opportunities for walking and cycling, as these are popular physical activity options
- Considered low-cost recreation experiences potentially being developed within the park so that it has broad appeal
- Created naturally and artificially shaded areas
- Catered for all age groups and considered the needs of the aged and less physically mobile.

### Existing situation

#### Site description

Kelly Park is located toward the northwest corner of the city in a residential area (as depicted in the context map below).

The 8.4-hectare park (Lot E on RP100733) is council-owned and managed.

The park is relatively flat and is home to regular tennis, croquet, netball, cricket, and soccer use.

#### Planning considerations

Wodonga Council Planning Scheme

Public use zone

Kelly Park is zoned PU77 Public Use Zone - Other Public Use.

The objectives of the public use zone are:

- Recognise public land use for public utility, community services and facilities; and
- Provide for associated uses that are consistent with the intent of the public land reservation or purpose.

For the outdoor sport and recreation development included in the master plan, a permit (other than necessary building permits) is not likely to be required as identified in 36.01.1 (any other use).
Site elements

Site characteristics

The eastern part of the site has a quality turf surface and is relatively flat, tennis courts (of various surface type) dominate the western side of the park. A bank of netball courts is the key central feature.

Buildings and improvements

Kelly Park is heavily established.
- Three separate pavilions (service tennis, netball and soccer/cricket)
- Separate storage sheds for cricket, netball, croquet and tennis and a storage container used by football
- Turf cricket field and practice nets
- Lit field space for almost three soccer fields (overlaid on the cricket field)
- Nine lit bitumen netball courts
- Tennis complex (30 grass courts, eight synthetic grass courts and 10 plexipave hard courts)
- A simple climb-and-slide play structure is located under mature shade trees at the far northern end of the park
- A recently constructed amenities building is located at the northern end of the netball courts near the play structure.

Lighting

The turf playing fields are lit to training purposes. The netball courts, synthetic grass and plexipave tennis courts are all lit to competition standard. The recently constructed netball court area includes nine courts with competition standard lighting.

Parking

A large sealed car park accessible from Dalgethy St is located in the north-west corner of the park. A small central sealed car park is located adjoining the netball pavilion and is accessed from Lawrence St. Off-street parking is located along each of the four sides of the park.

Access, linkages and connectivity

Entry and access

The timber rail and low chain mesh fences around the playing fields and the northern boundary of the park create limited access restriction for pedestrians and facility users. However, the fence does restrict vehicle access to the playing surfaces.

Tennis fencing along the western and southern edges directs pedestrians to a single entry point on Melrose Drive or via the vehicle entry on Lawrence St.

Linkages and connectivity

While there are presently no pedestrian paths around the perimeter of the park, either a very small section at the corner of Lawrence St and Melrose Drive, there are clear desire lines in the dirt along Lawrence St and Melrose Drive.

Interestingly, a pedestrian path already exists along Melrose Drive beyond Dalgethy St and on the park side of Lawrence St either side of the park.

Paths also exist in Dalgethy, Collins and Lawrence streets on the opposite side of the road to the park.

Shade

A stand of mature trees provides a large shaded area around the playing fields. Pine trees along Lawrence St provide shade for spectators of the southern grass courts at the tennis centre (although the needles falling on the courts cause significant damage and these trees compete with the grass courts for access to water).

A mixture of artificial and natural shade provides an attractive setting for spectators along the northern bank of grass courts. There are also shade structures built to service the plexipave and synthetic grass courts.

The play area is located in a well-treed location.

Signage

The park has limited naming signage and this does not reflect the quality of the facilities available at the venue.

A small sign is located on the corner of Lawrence and Collins Streets, while a more appropriate and modern sign is located at the entry to the central car park off Lawrence Street.

As a flat park with relatively clear sightlines, there is little need for internal signage.

Directional signage at the roundabout in the Central Business District would be beneficial.
8 - Officers reports for determination

Item 8.4 - Document B

Tennis-specific facilities
The tennis facility offers a range of quality opportunities and hosts regular high-level tournaments.
- 10 plexipave hard courts (lit)
- 8 synthetic grass courts (lit)
- 30 grass courts (northern bank - 14 courts, southern bank - 16 courts), including overlay for croquet
- Well-located two-storey pavilion (with canteen, office, function rooms, toilets, amenities and changerooms)
- Shaded spectator facilities for northern grass courts
- Storage compound and storage sheds (one used primarily for croquet)

Netball-specific facilities
The netball courts have been recently redeveloped and are in excellent condition.
- Nine bitumen hard courts
- Single-storey pavilion facing down the length of the courts (with timekeeper’s box, canteen, function area, storage, office, amenities and changerooms)

Cricket-specific facilities
The single cricket field has a quality turf outfield and well-turfed wicket block.
- Turf block with three pitches
- Three net cricket practice facility
- Storage shed
- Single-storey pavilion (shared with soccer) that includes changerooms, carpark, function area, covered area and amenities

Soccer-specific facilities
Soccer fields are overlaid across the cricket oval. Unfortunately, the two senior-size fields are designed in an east-west orientation (rather than the preferred north-south).
- Two senior-size soccer fields (lit for training)
- Additional space for smaller games
- Single-storey pavilion (shared with cricket) that includes changerooms, canteen, function area, covered area, and amenities
Demand for development at Kelly Park has been established through consultation with the council, user groups and peak bodies, review of outcomes from the Sport and Recreation Plan, combined with an analysis of existing opportunities.

Consultation summary
Council
Potential opportunities and issues for consideration were discussed with a number of council officers.

Issues
- Regular scheduling issues arise between soccer and cricket.
- The park does not have enough field space for the amount of use trying to be accommodated.
- Fallen needles and pine cones from the pine trees along Lawrence St cause significant issues for the tennis club.
- The car park accessed from Lawrence St is problematic during winter season weekends due to its size. Proposed development considerations
- Current training nets are in poor condition and the club would prefer if the cricket nets were relocated so that the nets were on the middle of the field rather than on the road or neighbouring properties.
- Additionally, a four-net practice facility (on-site of existing playground) would be beneficial.
- Important that the oval retains a turf wicket block.

Existing user groups
Bellevue Cricket Club
Membership considerations
- Senior numbers are beginning to be affected as facilities at the park are not up to par with neighbouring clubs.
- Junior numbers remain steady.

Facility usage
- Senior fixtures are played every Saturday (and on infrequent Sundays) throughout the summer sporting season.
- Training is conducted Monday to Friday using the nets for bowling and batting practice and the adjoining field for additional drills.

Twin City Wanderers Football Club
Membership considerations
- Membership is steady in both seniors and juniors with numbers having remained about 300 players for the past three years.
- In 2018, the club lost a junior boys team but gained a junior girls team.

Facility usage
- Junior fixtures are conducted Sunday mornings during the winter season, with senior fixtures played on Sundays on a home-and-away basis.
- Minininos fixtures are Saturdays at Willow Park.
- Training is conducted four afternoons/ evenings each week.

Proposed development considerations
- Would prefer if cricket was relocated from the park as it does not allow for year-round access (pre-season matches and proposed weekend summer competition).

Murray United Football Club
Membership considerations
- Steady increases in membership has seen the club grow to more than 300 members.

Facility usage
- Train three days each week, with seniors, U0s and U11s training at Kelly Park. While all juniors train at La Trobe University.
- Matches are conducted on Saturdays.
Ordinary meeting – March 18, 2019

8 - Officers reports for determination

Item 8.4 - Document B

<table>
<thead>
<tr>
<th>and Sundays at La Trobe University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior development programs are held on Monday nights</td>
</tr>
</tbody>
</table>

Proposed development considerations

- The Club indicates that they have outgrown the carrying capacity of Kelly Park.

Football Federation Victoria (FFV) comments

The region has seen steady growth in Minorca and junior competitions with senior numbers seeing no change over the past five years. FFV has acknowledged the lack of a regional facility has affected its ability to attract new players. The potential Baranduda Fields facility may be able to accommodate this demand in the medium-long term. However, the need for local-based club facilities such as Kelly Park will remain important.

Netball Wodonga

Membership considerations

- Recent steady increases has resulted in more than 450 players (including a strong all-abilities program)

Facility usage

- Fixtures are conducted on Saturday mornings throughout the winter sporting season
- Primary and secondary school matches are also conducted during school hours in the winter season
- Training is conducted on four afternoons and evenings each week shared between Netball Wodonga teams and representative teams and local football-netball clubs seeking court space
- One-day successful representative carnival is conducted each season. (With only nine courts, nominations for this event are capped and there is a long list of teams on a “waiting list” seeking entry)

Wodonga Tennis Club

Membership considerations

- Membership is steady, with 380 members in 2018. In addition to this, about 100 casual players have used the book-a-court system

Facility usage

- Fixtures are conducted four evenings and on four occasions throughout the day each week
- Coaching is conducted every day
- Pennant fixtures are held every Saturday afternoon

Clubs proposed development considerations

A recent audit highlighted that the newly constructed courts are in good condition. Incorporating the development of further amenities to service the club may assist to attract more participants and promote growth within the Wodonga catchment.
Catchment considerations

Sport
As identified in the Sport and Recreation Plan 2014 to 2040, there is an under-supply of playing fields and courts available to the Wodonga community. While sports facility development at Baranduda may ultimately prove attractive to clubs, the project cannot proceed until further funding is secured (government and/or private enterprise). This has resulted in existing Kelly Park user groups needing to stay at the current location.

Recreation
The site context map on page 7 highlights the limited range of parks servicing the residential area surrounding Kelly Park (particularly the residential area to the north that has no recreation parks). To the east of the park, a linear reserve links Willow and Belvoir Parks, while two small local parks offering limited recreation opportunities are located both to the west across Melrose Drive and south across Lawrence St.

Demand - summary
- Opportunities exist for enhanced informal physical activity (including quality walking and play opportunities).
- Much of the existing infrastructure is in good condition.
- Continued focus on tennis as a provider of high-level events.
- Opportunity for targeted facility upgrades.
- Opportunity to provide additional areas of artificial shade.

Design considerations

Opportunities and constraints
Key opportunities and constraints for Kelly Park are summarised below and provide much of the direction for the designs.

<table>
<thead>
<tr>
<th>Opportunity/Constraint</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site is easily accessed off the A11 Freeway and Lawrence St.</td>
<td>Onsite an entry statement to the facility at the Lawrence St entrance</td>
</tr>
<tr>
<td>Despite the closure of events at times, the site suffers from limited destination signage</td>
<td>Provide secondary entry statements around the facility.</td>
</tr>
<tr>
<td>Limited formalised parking off Lawrence St</td>
<td>Construct a large central car park with turnarounds (traffic flow opportunities) off Lawrence St</td>
</tr>
<tr>
<td>On-street (lawns) parking opportunities in adjacent streets</td>
<td>Reinforce existing parking opportunities along Dalglish and Collins streets</td>
</tr>
<tr>
<td>Very limited existing internal and external path system</td>
<td>Construct an internal path that connects pedestrian from the large car park to the netball pavilion and through to Lawrence St</td>
</tr>
<tr>
<td>Lack of adequate paths for all abilities access through the park</td>
<td>Ensure internal paths link to all key attractions at the Park (central play node) and the external path network</td>
</tr>
<tr>
<td>Pedestrian network</td>
<td>Construct footpaths extending along Melrose Drive and Lawrence St to link with the existing wide network</td>
</tr>
<tr>
<td>Peninsular fencing for tennis is unattractive along Lawrence St, the northern end of the grass courts and certain sections of the fencing around the synthetic grass courts</td>
<td>Construct additional fencing along the eastern edge of the large car park</td>
</tr>
<tr>
<td>Low-relief mounds and timber rail fencing throughout the remainder of the park is appropriate</td>
<td>Construct low-relief mounds and timber rail fencing throughout the remainder of the park is appropriate</td>
</tr>
<tr>
<td>Infrequent complaints regarding soccer balls on anti-turf areas</td>
<td>Conduct trials to determine feasibility of using anti-turf areas</td>
</tr>
<tr>
<td>Fencing between the eastern side of the large car park and netball courts is inappropriate</td>
<td>Conduct trials to determine feasibility of using anti-turf areas</td>
</tr>
</tbody>
</table>

Document B
## Item 8.4 - Document B

### Ordinary meeting – March 18, 2019

#### Officers reports for determination

<table>
<thead>
<tr>
<th>Issue</th>
<th>Opportunities/Constraints</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
</table>
| **Tennis pavilion** | - Large well located facility  
- Quality viewing areas, cantilever, office and multiple open social areas  
- Opportunities to update the interior of the building  
- Opportunities for enhanced community use of the upper level |  
- Investigate opportunities for internal re-configurations and upgrades  
- Widely promote community use of the facility |
| **Netball pavilion** | - Quality multipurpose facility  
- Well located centrally and with views across main playing areas  
- Amenities instead of upgrade |  
- Upgrade the amenities to include additional female friendly facilities and improved access for people with a disability |
| **Soccer pavilion** | - Centrally located with views across the existing soccer fields and single cricket field |  
- Extend the change rooms to the west to facilitate opportunities to provide female friendly facilities and establish larger, more flexible change spaces  
- Create additional viewing areas (Design 1 to stay within current building footprint) |
| **Storage areas** | - Cricket storage shed located on north east corner in need of upgrade  
- Storage containers used by soccer no longer fit for purpose |  
- Install a large storage shed complete with separate bay behind new cricket net  
- Remove the existing cricket storage shed |
| **Additional storage sheds** | - Storage facilities are located  
- Near the cricket practice facility  
- To the west of the netball cubicles  
- In a storage compound at the eastern end of the grass tennis courts  
- Near the entrance to the tennis facility from Alkemade Drive |  
- Reduce the size of the tennis storage compound to allow for car parking and traffic turnaround  
- Install a large storage shed to the north of the soccer/football practice  
- Remove the cricket storage shed |

### Sports facilities

<table>
<thead>
<tr>
<th>Issue</th>
<th>Opportunities/Constraints</th>
<th>Desired Outcomes/Design Drivers</th>
</tr>
</thead>
</table>
| **Tennis** | - Impact of pole trees on southern grass courts  
- Difficulty attracting some tournaments with only 15 hard surface (paved-cobble) courts  
- Limited viewing of southern grass courts (spectators sitting on the road verge and within readable car parking) |  
- Tennis  
- Remove the pole trees on Lawrence St, move the fencing south, extend the southern bank of courts and develop an informal walkway and seating area between the two banks of courts  
- Redevelop the synthetic grass courts as hard courts to achieve a total of 12 |
| **Netball** | - Recently constructed nine court venue meets demand for weekly fixtures  
- Can only hire in limited facilities/shades for players and spectators |  
- Netball  
- The association would prefer a 12-court facility to allow for greater capacity to host large carnivals (after recent development of nine hard courts there is no space to accommodate an additional three courts)  
- Install shelter and shade options for spectators and players |
| **Soccer** | - Sinking opportunities for expansion (including potential for multi-purpose synthetic training and natural area)  
- Impact of balls hitting neighbouring properties |  
- Soccer  
- Maintain the existing quality field space  
- Construct a shared storage shed  
- Install three catcher’s boxes behind goals where currently non-existing |
| **Croquet** | - **Condition**  
- **Crock** |  
- **Croquet**  
- **Crock** |  
- **Crock** |
| **Irrigation and drainage infrastructure** | - **Field drainage system in need of an upgrade** |  
- **Irrigation and drainage infrastructure** |
| **Recreation spaces** | - **Limited existing opportunities in surrounding residential areas**  
- The existing playground will be removed to accommodate new cricket practice nets |  
- **Recreation spaces**  
- Develop a play node in a central location  
- Develop a small play node within the tennis centre
8 - Officers reports for determination

Item 8.4 - Document B

Master plan

The master plan has been developed by considering all consultation, appropriate strategic contents and previous research. Overall, it provides an ideal opportunity to significantly enhance the capacity of the facility to meet the needs of the sporting community and also the recreation needs of nearby residents and visitors.

The master plan sits well within the existing open space network, providing for local residents and complementing the existing facilities.

The master plan integrates a number of the existing site features with a limited range of new elements and embellishments. The provision of quality recreation facilities and a more attractive environment will encourage use from the non-sporting community and with the range of facilities and programs available, all age groups will find activities to enjoy.

The master plan includes an overall layout and perspective illustrations.

Vision

The vision for Kelly Park is:

To provide a premier venue for regular tennis tournaments, quality facilities for cricket, croquet, netball and soccer and an attractive recreation setting for locals and visitors.

Facility design

The master plan shows the overall layout of the proposed design and facilities. The table below depicts the proposed developments and rationale for individual sport and common areas.

<table>
<thead>
<tr>
<th>Element</th>
<th>Master Plan reference</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation opportunities</td>
<td>2.2</td>
<td>Develop a play side in a central location</td>
<td>To ensure a range of minimal recreation opportunities are available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop a small play node within the tennis centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Install path connections that link the play nodes to the central and external path networks in the park</td>
<td></td>
</tr>
<tr>
<td>Walk/cycle paths</td>
<td>6, 9</td>
<td>Construct an internal path that connects Ripple Jetty, the large car park, the netball pavilion and through to Lawrence St</td>
<td>To ensure a range of minimal recreation opportunities are available for locals and visitors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Construct footpaths extending along Ripple Jetty and Lawrence St to link with the wider network</td>
<td></td>
</tr>
<tr>
<td>Sporting opportunities</td>
<td>2.4, 6</td>
<td>Remove the grass courts on Lawrence St, more the fencing, extend the southern rank of courts and develop an internal walkway and seating area between the two ranks of courts</td>
<td>To remove the poor surfaces and provide an enhanced spectator experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Redevelop two synthetic grass courts as hard courts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investigate opportunities for internal reconfigurations and upgrades</td>
<td></td>
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<td></td>
<td></td>
<td>Widen promote community use of the facility</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Realign the wine tables and provide an enhanced spectator experience</td>
<td></td>
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<td></td>
<td></td>
<td>Establish pedestrian opportunities along the northern side of Lawrence St</td>
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<td></td>
<td></td>
<td>To enable movement to waterfront courts more efficiently</td>
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<td></td>
<td></td>
<td>To provide total of 10 hard courts and, thus, increase opportunities to attract more regular tournaments</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>To enhance the pavilion by ensuring it is an attractive food option for the tennis complex</td>
<td></td>
</tr>
<tr>
<td>Croquet</td>
<td>15</td>
<td>“Relocate” to the netball pavilion and play on the grass courts immediately for the south of the pavilion</td>
<td>To ensure players can continue to participate in croquet at the park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Erect simple lighting to allow for evening play</td>
<td></td>
</tr>
<tr>
<td>Netball</td>
<td>10, 18</td>
<td>Upgrade the amenities to include additional female friendly facilities, improved across for people with a disability and install shade/shelter options for players</td>
<td>To ensure play continues to provide netball with facilities and amenities to ensure continued growth (with a potential move to an alternate site in the longer term)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue to provide netball with facilities and amenities to ensure continued growth (with a potential move to an alternate site in the longer term)</td>
<td></td>
</tr>
</tbody>
</table>
### Officers reports for determination

**Item 8.4 - Document B**

**Holly Park Master Plan revision 2019**

<table>
<thead>
<tr>
<th>Element</th>
<th>Master Plan reference</th>
<th>Description</th>
<th>Rationale</th>
</tr>
</thead>
</table>
| Cricket | 11, 19, 21            | • Develop a new four-net cricket training facility (that can also function as a multi-use training facility)  
• Construct a shared storage shed  
• Upgrade cricket/soccer field lighting | • To ensure suitable facilities are available to facilitate growth in cricket  
• To provide cricket with adequate storage space |
| Soccer  | 11, 10                | • Extend the change rooms to the west to facilitate opportunities to provide female-friendly facilities and establish larger, more flexible change spaces (design is to remain within the current building footprint)  
• Install three catch nets behind goals where currently non-existing  
• Upgrade the coastal and social area (re-paint the building face)  
• Extend the covered awning on the eastern side of the building  
• Undergo soccer field irrigation/irrigation upgrades | • To ensure quality facilities are available to facilitate growth in soccer |
| Multi-use training area | 20                  | • Construct a multi-use synthetic training area adjoining the new cricket practice facility | • To provide an additional area for training (particularly during periods of wet weather) |
| Common areas |                      |             |           |
| Entries | 4                    | • Create an entry statement to the facility at the Lawrence St entrance  
• Create secondary entry statements around the facility | • To ensure destination signage reflects the quality of the facility and the calibre of events it hosts  
• To contribute to encourage locals to recreate at the park  
• To provide a focal entry point for the Redeveloped Field area |
| Car parking | 13, 15, 17         | • Construct a larger entry car park with parking opportunities off Lawrence St  
• Formalise (seal) existing car park opportunities along Ulrich and Collins streets | • To provide adequate car parking (particularly to limit congestion during peak times for formal sporting user groups) |
| Fencing | 25                   | • Construct black plastic-coated fencing along all sections of the tennis facility as the existing fencing reaches the end of its useful life (or where significant facility changes are made)  
• Ensure suitable catch nets are constructed behind goals in key areas  
• Construct rail fencing along the eastern edge of the large car park | • To enhance the tennis facility in an attractive and thrilling venue  
• To provide suitable pedestrian access whilst limiting vehicles entering the park  
• To limit soccer balls entering roadways and residential properties |

**Storage**

- Reduce the size of the tennis storage compound to allow for car parking and facility turnaround
- Install a large shared storage shed with separate bays for cricket and soccer equipment
- Remove the existing cricket storage shed

**Landscaping**

- Landscape key gathering areas and the recreation node
- Plant appropriate shade-trees along Lawrence St (as a replacement for the pine trees) and medially across the site
- Replace the existing trees along the eastern and northern edge of the central car park

- To ensure suitable storage opportunities exist
- To allow for necessary car park alterations
- To provide shade
- To retain an attractive border for the park
1. Entry signage and landscaping
2. Two additional (1st hard play areas) tennis courts with shaded spectator areas, bringing total number of hard courts to 14.
3. Play mode and shaded seating
4. Six lit synthetic grass tennis courts
5. 30 grass tennis courts with internal walkway and spectator areas
6. Lawrence St tree removal, court extension, fence realignment and rockpath
7. Tennis pavilion (internal reconfiguration and upgrades)
8. Melrose Drive pedestrian path
9. Formalised pedestrian pathway connecting the northern and southern ends of the park
10. Netball (and croquet) pavilion (upgraded amenities and improved access for people with a disability)
11. Two full-size U1 soccer fields, one turf cricket wicket block
12. Soccer/cricket pavilion (upgraded changerooms, canteen, amenities and covered extension)
13. Reconfigured tennis storage compound
14. Tree replacement
15. Enlarged car park (about 25 new spaces) with traffic improvements
16. Croquet area, install lighting to enable evening play
17. Formalised noise-in (overflow) car parking (about 145 spaces)
18. Nine lit bitumen netball courts
19. Four-net cricket training facility with full floodlighting (on site of existing playground)
20. Multipurpose synthetic training area
21. Shared storage shed for cricket and soccer with separate bays
22. Central play mode to replace existing playground and shaded seating
23. Three soccer catch nets (behind goals where no fencing exists)
24. Lighting upgrade to cricket/soccer fields

Item 8.4 - Document B
VIEW B
Pedestrian link between the grass tennis courts - Development of a link between the grass courts will increase spectator areas for tennis and provide more suitable flow for players and officials during tournaments.

VIEW A
Central play node - The central play node will incorporate a variety of play opportunities. It will link well with the other areas in the park and the wider community through a series of walk/cycle paths.

VIEW C
Tennis play node - The node will be located within the Wodonga Tennis centre. It will offer a limited range of play, yet provide an activity area for young children while older siblings and/or parents are playing and training.
### Staged implementation and indicative costing

The cost of the development of the master plan is beyond the council's and the community's ability to fund in the short term. Thus, this section provides staged budgeting. The information provided is designed as a flexible guide. Change in user priorities or earlier opportunities for funding may alter staging. The adjoining table summarises indicative costs (and do not include legal fees or GST).

#### Stage 1 (short-term)
- Develop a new four-net cricket training facility (on site of existing playground)
- Upgrade the soccer/cricket pavilion
- Upgrade irrigation/drainage system on cricket/soccer playing surface
- Undertake lighting upgrade for cricket/soccer
- Create secondary entry statement at the Lawrence St entrance
- Remove the pine trees on Lawrence St
- Develop a play node in the central north of the park (to replace the existing playground)
- Develop a small play node within the tennis facility
- Replace the trees along the eastern and northern edges of the central car park
- Construct footpaths extending along Malleson Drive and Lawrence St to link with the existing wider network

#### Stage 2 (medium-term)
- Relocate "No Dogs" to the grass courts immediately north of the netball pavilion, erect simple lighting
- Remove the existing cricket net shed and install a central shared storage shed behind new cricket nets
- Ensure suitable catch nets are constructed behind goals where not existing
- Redevelop two synthetic grass tennis courts as hard courts
- Construct tennis court internal access way and relocate fencing
- Construct an internal path that connects Dalgety St through to Lawrence St
- Construct rail fencing along the eastern edge of the large car park
- Construct a multi-use synthetic training area

#### Stage 3 (long-term)
- Investigate opportunities for internal re-configurations and upgrades to the tennis pavilion
- Construct black coated fencing along all sections of tennis facility
- Upgrade netball pavilion to increase female friendly facilities, improved disabled access
- Construct a larger central car park with turn around opportunities (includes re-alignment of the tennis storage area)
- Formalise (sealed) ross-in parking opportunities on Dalgety and Collins streets
- Landscape key gathering areas and the recreation node

---

**Stage | Area/Space | Description | Cost**

| 1 | Cricket | Four-net cricket training facility (on site of existing playground) | $133,000 |
| 2 | Cricket/Soccer | Irrigation system upgrade and oval repairs | $50,000 |
| | | Undertake lighting upgrade for cricket/soccer | $250,000 |
| | | Central play node (to replace the existing playground) | $250,000 |
| | | Construct tennis play node | $50,000 |
| | | Replace trees | $40,000 |
| | | External paths that link to existing wider network | $50,000 |
| | Sub-total (with GST) | | $7,047,000 |
| 3 | Croquet | Lighting for existing croquet | $15,000 |
| | Cricket/Soccer | Construct four-net cricket shed and construct shared central storage shed | $60,000 |
| | | Install catch nets | $30,000 |
| | Tennis | Re-develop synthetic grass courts as hard courts | $206,200 |
| | | Internal court connection | $40,000 |
| | | Court internal access way and fence relocation | $450,000 |
| | | Rail fencing on eastern car park | $15,000 |
| | | Multi-use training facility | $50,000 |
| | Sub-total (with GST) | | $762,700 |
| 4 | Centre | Investigate opportunities for internal re-configurations and upgrades | not charged |
| | | Black mesh fencing | $13,000 |
| | Netball | Upgrade the netball pavilion | $230,000 |
| | Car Parking | Construct a larger central car park | $130,000 |
| | | Formalised on-street parking | $510,000 |
| | Recreation | Landscape key gathering areas and the recreation node | $50,000 |
| | Sub-total (with GST) | | $893,000 |

**Sub-total** | $2,647,000

**Contingency and sundry works (10 per cent)** | $287,700

**Sub-total** | $3,234,700

**Gardening (2 per cent)** | $65,100

**TOTAL incl. GST** | $3,279,800
<table>
<thead>
<tr>
<th>Action</th>
<th>%</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1.1 Develop and adopt a youth strategy that focuses on improving the health and wellbeing of young people.</td>
<td>0</td>
<td>Draft of the youth strategy has been sent to director level for feedback.</td>
</tr>
<tr>
<td>1.1.1.2 Ensure young people are consulted and considered in matters that directly impact them.</td>
<td>25</td>
<td>Consultation undertaken with young people from schools to inform priorities for the Wodonga youth Strategy. A draft project plan has been collated which aims to form project-base learning groups together in which young people from ages 9-24 will have an opportunity to voice their ideas, develop skills and have professional support.</td>
</tr>
<tr>
<td>1.1.1.3 Continue to recognise the efforts of young people through youth awards including Red Carpet youth awards, the Young Achiever Scheme and the annual Young Citizen of the Year award.</td>
<td>25</td>
<td>Red Carpet Youth Awards young people committee are planning the event for 2019. Young Achiever Scheme awards continue to be awarded at Council meetings.</td>
</tr>
<tr>
<td>1.1.3.1 Provide accessible options and connections to promote and encourage the community to participate in walking and cycling across the city.</td>
<td>74</td>
<td>Update and promotion of pathway brochure and Walk Wodonga Brochure. Recently completed path upgrades from rail trail to CBD. Rail trail surface upgrade to be completed by June 2019</td>
</tr>
<tr>
<td>1.1.3.2 Plan and deliver appropriate, well-planned and sustainable infrastructure and improvements to sporting and recreation precincts across the city.</td>
<td>80</td>
<td>Several well planned, sustainable infrastructure sport and recreation projects are underway or have been completed. Belvoir Park solar lighting project; Baranduda Cricket net/multiuse facility upgrade; Wodonga Athletics change room and public toilet upgrade; Willow Park sports field lighting upgrade.</td>
</tr>
<tr>
<td>1.1.1.5 Deliver high quality services that support, educate and improve the health and wellbeing of children and their families subject to federal and state government policies and funding arrangements.</td>
<td>75</td>
<td>Continuing to provide Maternal and child health services including enhanced home visiting, supported playgroups, access to early learning, preschool and child care for DET and integrated family services for DHHS</td>
</tr>
<tr>
<td>1.1.2.4 Meet regularly with partner organisations to understand local needs and define the council’s position in relation to mental health priorities.</td>
<td>70</td>
<td>Mental Health as a key priority for community, in particular evident for young people through consultation with sector and youth. Continue to meet with Gateway/Headspace to share knowledge and initiatives.</td>
</tr>
<tr>
<td>1.1.5.10 Assist our sporting clubs and community organisations address key health and social issues through dedicated programs and campaigns.</td>
<td>30</td>
<td>Reviewing 'A Fair Game' resource, a campaign which seeks to make our sporting clubs more inclusive. - Project officer currently scoping project for 2019 role out.</td>
</tr>
<tr>
<td>1.1.4.2 Work in partnership with key agencies and the wider community to increase breastfeeding rates in Wodonga.</td>
<td>75</td>
<td>Attending Ovens Murray alliance, Compact, Regional implementation group and Child youth area partnership</td>
</tr>
<tr>
<td>1.1.4.3 Support key settings and stakeholders to increase access to healthy food options by creating a supportive built and social environment.</td>
<td>65</td>
<td>Council representative works with the Local Food Network to support healthy eating initiatives. Council early years preschools working to achieve Healthy Eating</td>
</tr>
<tr>
<td>Item 10.5 - Document A</td>
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<td>------------------------</td>
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</tr>
<tr>
<td><strong>1.1.2.5</strong> Advocate to other levels of government for local mental health priorities.</td>
<td>65 Met with VicHealth about youth mental health as well as the Office of Youth Affairs. Mental health is a key concern for our young people. Funding available in future through Vic Health.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.5.2</strong> Participate in preventative programs and awareness campaigns to build community capacity in responding to family violence including elder abuse and promoting gender equity.</td>
<td>50 The Taskforce has developed a year two Prevention of Intimate Partner Violence Community Action Plan with a focus on taskforce sustainability and building on the momentum of actions from the year one plan. Opportunities to participate and work with key partners on gender equity work is continually being sought.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.4.4</strong> Support initiatives that aim to increase access to affordable and healthy food for all people in Wodonga.</td>
<td>60 Supporting sustainable living fair that aims to increase access to healthy foods through clean food production.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.1.7</strong> Participate in relevant networks at the local, state and regional level that support all our children and families and particularly the vulnerable.</td>
<td>75 Attending local, state and regional network meetings.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.5.3</strong> Implement the alcohol culture research project to reduce alcohol-related harm among identified sub-populations.</td>
<td>62 Woolworths, Visy Board and Council depot involved in workplace program to reduce alcohol consumption. Documentary launched on 29 Nov 2018.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.3.5</strong> Participate in key campaigns to promote physical activity including Walk to School month, Ride to Work Day, Active April and Wodonga Children’s Fair.</td>
<td>65 Successfully supported the delivery of the Walk to School program October 2018, were increased our school participation from 7 to 8 schools. Hosted Ride to Work day in October 2018, with over 30 participants. Currently working on free and subsidised staff and community activities for Active April.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.2.6</strong> Promote and participate in community wide youth anti-bullying and mental wellbeing campaigns.</td>
<td>61 Collaborating with AWYN and Headspace.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.6.2</strong> Ensure available information on emergency preparation and assistance is relevant and up-to-date.</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.6.3</strong> Participate in key campaigns to promote awareness and safety.</td>
<td>80 General information on a range of health and safety issues are included in Citylife including pool fencing, asbestos, fire prevention etc.</td>
<td></td>
</tr>
<tr>
<td><strong>1.1.3.6</strong> Engage and work with AlburyCity and other neighbouring councils and state sporting associations to increase regional sport and recreation planning.</td>
<td>33 Albury City and Wodonga Council have jointly submitted a funding application to Sport and Recreation Victoria for regional planning to prepare a feasibility study into NPL soccer on the border. We are now working with Albury City on the following SCIC actions: 1.4.2 Develop cycling strategy 3.3.2 Investigate a consolidated Sports and recreation Strategy</td>
<td></td>
</tr>
<tr>
<td>Item 1.1.5.4</td>
<td>Work with key stakeholders to align local efforts, strengthen the service system and raise community awareness of the risks of alcohol and other drugs.</td>
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<tr>
<td>64</td>
<td>The Wodonga Local Drug Action Team developing a strategic plan to address alcohol and other drug misuse to reduce AOD related harm. Plan includes developing a social media campaign and event to increase social connectedness amongst disengaged youth.</td>
<td></td>
</tr>
<tr>
<td>1.1.1.8</td>
<td>Build partnerships across the youth sector and strategically plan and advocate for required infrastructure, services and funding.</td>
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<tr>
<td>25</td>
<td>Chairing the Albury Wodonga Youth network. Consulting with the sector to create new partnerships for implementation of Youth strategy objectives and actions.</td>
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</tr>
<tr>
<td>1.1.5.5</td>
<td>Maintain a healthy community through promotion and delivery of environmental health services including immunisation.</td>
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<tr>
<td>90</td>
<td>5 sessions provided per month. Good attendances to date.</td>
<td></td>
</tr>
<tr>
<td>1.1.6.4</td>
<td>Continue to progressively update bushfire management plans for environmental land, to be incorporated into the Municipal Fire Management Plan.</td>
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</tr>
<tr>
<td>50</td>
<td>Currently 4 high priority bushfire management plans have been completed, out of the 8 high priority clusters of reserves identified by the 'Wodonga Environmental Lands Bushfire Management Strategy'. It is envisaged that an addition 1 or 2 (budget dependent) high priority plans will be completed in 2018/2019.</td>
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</tr>
<tr>
<td>1.1.3.7</td>
<td>Explore the options for the development of another competition oval to service the city’s current sporting demands.</td>
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<tr>
<td>15</td>
<td>A stakeholder group has been formed to discuss the development of another competition oval. Looking at possibly conducting and environmental scan of our recreational facilities; including current demand, limitations and opportunities.</td>
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</tr>
<tr>
<td>1.1.6.5</td>
<td>Participate in preventative programs and awareness campaigns to build community capacity in responding to family violence including elder abuse and promoting gender equity.</td>
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</tr>
<tr>
<td>75</td>
<td>Council participated in the 16 days of activism campaign through a calendar of events. Council was successful in obtaining a grant through the Free from Violence funding program. This project will have a key focus on workplaces. A Gender Equity Coordinator has been employed to oversee this project.</td>
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<tr>
<td>1.1.5.6</td>
<td>Plan and install improved lighting along pathways and in public spaces.</td>
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<tr>
<td>10</td>
<td>Tenders have been advertised and evaluated for the installation of approximately 50 solar lights. The tender will be awarded at the November meeting of council.</td>
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<tr>
<td>2.1.1.1</td>
<td>Redevelop the council website for an improved experience that is easily navigated, accessible, mobile responsive and user focused.</td>
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<tr>
<td>25</td>
<td>Project rescoped and going back out to tender.</td>
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<tr>
<td>1.1.5.8</td>
<td>Increase awareness of local laws and legislative requirements to reduce non-compliance and increase a feeling of safety and security.</td>
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<tr>
<td>10</td>
<td>Articles are provided for each edition of Citylife</td>
<td></td>
</tr>
<tr>
<td>2.1.2.1</td>
<td>Implement cycling and pathway improvements promoting linkages to the central business area.</td>
<td></td>
</tr>
</tbody>
</table>
| 50          | The "Pedestrian cyclepath linkages to CBD (Rail Trail)" project has been designed, tendered and will be awarded at the November or December 2018 council meeting. Works are anticipated to
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1.2</td>
<td>Inform the community about the council’s events and activities through a broad range of communications channels.</td>
<td>50 Activities include Senior Celebrations, Children's Fair and FOMM, rates notice information, works updates including Richardson Park, and various community centres and library activities.</td>
</tr>
<tr>
<td>2.1.1.3</td>
<td>Continue to run consultation activities to ensure the community has a say on issues that affect or are of importance to them.</td>
<td>50 Activities include draft Gateway Island masterplan, rating strategy reference group, environmental health services and place names committee.</td>
</tr>
<tr>
<td>2.1.3.1</td>
<td>Deliver a range of events and public programs in diverse locations and facilities that allow the community to engage, connect and express themselves.</td>
<td>67 In the 2018/19 year to date (July - February 2019) the council has delivered at total of 30 community events with an estimated attendance of 18,527 people. In the 2018/19 year to date (Feb 2019) the four venues; Bonegilla Migrant Experience, Arts Space Wodonga, The Wodonga Library and The Cube Wodonga; hosted a total of 967 events with over 195,670 visitors across all of the sites.</td>
</tr>
<tr>
<td>2.1.2.2</td>
<td>Install key pedestrian crossings and infrastructure at identified locations to improve safety and connections.</td>
<td>40 Melrose Drive crossings at Lawrence Street and Brockley Street are awaiting the connection of power prior to the finalisation of the installation of the pedestrian operated signals. Work has commenced on the signals for Felltimber Creek Road and the zebra crossing for Thomas Mitchell Drive at Southside Terrace.</td>
</tr>
<tr>
<td>2.1.3.11</td>
<td>Work with agencies and service providers to promote a range of quality and accessible services and programs to older people.</td>
<td>50 Continue to meet regularly with aged care providers and the senior citizens - Regularly utilise councils communications channels to promote services and events for older people</td>
</tr>
<tr>
<td>2.1.3.12</td>
<td>Engage with the NDIS local coordination service on initiatives that increase the inclusion of people with a disability in community life.</td>
<td>30 Continue to sit on steering committee for Capability Albury Wodonga - Continue to share NDIS information with networks</td>
</tr>
<tr>
<td>2.1.3.13</td>
<td>Work with community agencies and committees towards the creation of a sustainable built and natural environment that enhances and supports accessibility and mobility.</td>
<td>85 CBA Plan, CBA Design Guide and CBA public domain master plan's actions to improve accessibility are in progress as part of the Stronger Regions Fund project to date to reconstruct High Street to be more accessibility friendly. Improve accessibility is one of the main features in the Leneva Baranduda Precinct Structure Plan, which is adopted by council (Sep 2018). Reconstruction of the last section of High Street is underway which implements the objective of CBA Plan and CBA Public Domain Master Plan to enhance accessibility (Mar 2019)</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Progress</td>
</tr>
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<td>------</td>
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<tr>
<td>2.1.2.3</td>
<td>Investigate and present options for improving child travel safety to schools and other key destination points from neighbourhoods across the city.</td>
<td>25</td>
</tr>
<tr>
<td>2.1.3.2</td>
<td>Offer and promote a range of volunteering opportunities.</td>
<td>50</td>
</tr>
<tr>
<td>2.1.3.3</td>
<td>Support local organisations through the provision of a community grants program to assist groups to meet identified community needs.</td>
<td>50</td>
</tr>
<tr>
<td>2.1.1.5</td>
<td>Develop a key positional statement to promote Wodonga as a key destination to live, work and invest.</td>
<td>25</td>
</tr>
<tr>
<td>2.1.3.5</td>
<td>Support the inclusion and participation in community life for vulnerable population groups.</td>
<td>60</td>
</tr>
<tr>
<td>2.1.3.6</td>
<td>Facilitate and encourage collaborative relationships and partnerships with the Aboriginal and Torres Strait Islander community to address issues impacting their quality of life and create greater cultural connection.</td>
<td>25</td>
</tr>
<tr>
<td>2.1.3.7</td>
<td>Continue to work with the ethnic community to increase connection and inclusion and support opportunities for all people to be involved in community life.</td>
<td>59</td>
</tr>
<tr>
<td>2.1.3.8</td>
<td>Encourage and support Wodonga businesses to be more accessible and more inclusive of people with disability.</td>
<td>65</td>
</tr>
<tr>
<td>3.1.1.1</td>
<td>Deliver a strategic program to renew, upgrade and build community assets that is informed by data analysis and good service planning to meet the current and future needs of the community.</td>
<td>25</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Target</td>
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<tr>
<td>2.1.3.9</td>
<td>Continue strategic planning work to deliver council’s priorities and actions from the Age-Friendly City strategy.</td>
<td>50</td>
</tr>
<tr>
<td>3.1.1.2</td>
<td>Enhance green streetscapes, road reserves and public places that are clean, attractive and improve public safety and community wellbeing.</td>
<td>70</td>
</tr>
<tr>
<td>3.1.3.10</td>
<td>Implement priority projects from the Two Cities One Community Action Plan.</td>
<td>25</td>
</tr>
<tr>
<td>3.1.1.3</td>
<td>Deliver a well-planned program of playground renewals, upgrades and new infrastructure across the city.</td>
<td>50</td>
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<tr>
<td>3.1.3.11</td>
<td>Progress works of the planning for the redevelopment of the cultural precinct.</td>
<td>50</td>
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<tr>
<td>3.1.3.12</td>
<td>Identify and define the library's position as a community hub within the planning for the cultural precinct.</td>
<td>66</td>
</tr>
<tr>
<td>3.1.2.3</td>
<td>Facilitate future land development and subdivisions to meet the needs of tourism, retail and small lot industrial precincts and ensuring ample land availability.</td>
<td>75</td>
</tr>
<tr>
<td>3.1.5.1</td>
<td>Develop a significant tree register for the municipality.</td>
<td>20</td>
</tr>
<tr>
<td>3.1.6.1</td>
<td>Increase participation of commercial waste streams into the 3-bin system to reduce waste volumes and increase recycling.</td>
<td>50</td>
</tr>
<tr>
<td>3.1.4.3</td>
<td>Ensure appropriate levels of usable and suitable open space that is fit for purpose is allocated in new developments that will contribute to the liveability of the city.</td>
<td>40</td>
</tr>
<tr>
<td>3.1.2.6</td>
<td>Implement actions from the Gateway Island Master Plan.</td>
<td>25</td>
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</tbody>
</table>


### 3.1.5.3 Promote public use and responsible management of the natural environment.

50

Council in partnership with WULN has held stalls at the Wodonga farmers market and volunteer fair to promote natural environment. We also held a stand alone session at the SAC. Since July 2018 WULN, with support from council has established 3 new 'Friends of' groups, all working on council's environmental lands - Friends of Federation Hill - Friends of Whenby Grange - Friends of WREN's Baranduda Bush Kinder Program run at Belgrade Avenue Preschool. Grant funding obtained to expand the program to another two preschools.

### 3.1.4.4 Design and maintain our public open space that is fit for purpose to positively impact on our community’s health and wellbeing.

50

Several landscape projects are underway including Willow park irrigation, Auskick oval and Latrobe oval drainage upgrades, sound mound revegetation, Bandiana link roundabout landscaping along with further upgrades to the central irrigation system.

### 3.1.2.7 Implement actions from Wodonga Industrial Land Strategy.

70

In the process of forming the implementation working group to undertake the actions. West Wodonga Framework Plan is being updated that will reflect the needs for smaller industrial lots in the precinct (March 2019).

### 3.1.6.3 Further investigate ways for the council to reduce its carbon footprint through energy efficient programs.

94

An energy audit of council buildings has been conducted and a priority listing developed. Over a number of years investing in upgrades will produce savings over the long term. Electric vehicles are also being investigated.

### 3.1.4.5 Prepare an Open Space strategy for the municipality.

50


### 3.1.3.7 Participate in the emergency relief providers network and support community organisations working directly with people at risk of homelessness to reduce housing stress.

50

Attend ERPN meeting regularly.

### 3.1.4.6 Review the Belvoir Park Master Plan and identify priority projects.

50

Review of the masterplan in progress.

### 3.1.6.4 Investigate and determine the viability of waste to energy technologies to attract such industries to Wodonga.

60

Attended a workshop hosted by Ballarat Council. There are options available. A number of companies with an interest in Waste to Energy have approached council staff. We are working with all units, planning, investment attraction, sustainability etc to determine site suitability. This is very much driven by private enterprise.

### 3.1.2.8 Implement actions from Wodonga Activity Centre Retail Hierarchy Strategy.

60

Draft final report completed (Sep 2018). Additional work done based on council’s feedback. To seek council endorsement for public exhibition at April 2019 meeting.
<table>
<thead>
<tr>
<th>3.1.6.5 Increase public place recycling options.</th>
<th>Public placed recycling bins are constantly being installed with every new estate that is developed or upgrade to a Wodonga open space/park etc. No infrastructure grants have been made available this financial year from the State Government pertaining to the purchase of recycling bins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.2.9 Implement actions from Wodonga Central Business Area Car Parking Plan.</td>
<td>The CBA Car Parking plan has recently been adopted. No actions have yet been started.</td>
</tr>
<tr>
<td>3.1.5.6 Collaborate with partners and stakeholders and the community in the planning for urban waterways.</td>
<td>Draft plan completed and has been presented to Exec</td>
</tr>
<tr>
<td>3.1.3.8 Work with Albury Wodonga Health to develop a strategy that responds to future growth and to changing social and health needs to maximise positive outcomes for Wodonga.</td>
<td>Attending primary care and population health network. vulnerable children’s meeting and breastfeeding network meetings</td>
</tr>
<tr>
<td>3.1.6.56 Implement actions from Environmentally Sustainable Design for Subdivision in Regional Victoria.</td>
<td>ESD for subdivisions in Regional Victoria (proof of concept and cost benefit analysis) is a background document and appendix to the draft Wodonga Housing Strategy and informs the Sustainability Chapter of the draft strategy. Communications materials informed by the ESD for subdivisions in Regional Victoria have been developed including best practice ESD subdivision case studies and an information sheet for sustainability.</td>
</tr>
<tr>
<td>3.1.6.57 Investigate sustainable options for future proofing the city and its key assets.</td>
<td>Waste options are well covered. Recycling needs are being addressed after the recent introduction of the China bans. The recent energy audit of council buildings provides a way forward to implement energy savings and work being undertaken with North East Water, shall address some water resourcing issues. The development of a solar farm at Logic will provide a source of locally produced renewable energy but will not be commissioned until at least 2020.</td>
</tr>
<tr>
<td>3.1.6.6 Continue to participate in programs that embed waste management practices that increase rates of recycling, reuse and waste reduction.</td>
<td>Heavily involved in the development of programs with the Halve Waste team to ensure a consistent waste message is portrayed across both cities.</td>
</tr>
<tr>
<td>3.1.3.9 Implement the actions of the Wodonga Housing Strategy to support diverse and affordable housing choices for all of the community.</td>
<td>Strategy adopted. Working group established for the Affordable Housing chapter. Implementation underway.</td>
</tr>
<tr>
<td>4.1.2.1 Develop a new business plan which includes sponsorship and fundraising for Bonegilla Migrant Experience to improve the sustainability of the site.</td>
<td>Service planning complete, service review nearing completion, strategy in draft.</td>
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<td>Item 1.0.5 - Document A</td>
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<tr>
<td><strong>4.1.1.3</strong> Investigate the repositioning and rebranding of Arts Space Wodonga.</td>
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<tr>
<td><strong>4.1.3.10</strong> Host or support a range of community, cultural and sporting events that showcase the city and celebrate diversity and achievement.</td>
<td>66</td>
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<tr>
<td><strong>4.1.3.1</strong> Support and grow a major event initiative that profiles the regional food industry.</td>
<td>85</td>
</tr>
<tr>
<td><strong>3.1.6.8</strong> Develop a business case for a Wodonga community solar farm.</td>
<td>100</td>
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<tr>
<td><strong>4.1.2.2</strong> Implement the actions of the Wodonga Aboriginal Reconciliation Action Plan.</td>
<td>25</td>
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<tr>
<td><strong>4.1.4.1</strong> Continue to attract new and diverse industry to Logic Wodonga.</td>
<td>50</td>
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<tr>
<td><strong>4.1.2.3</strong> Develop and implement opportunities to celebrate and preserve the council’s culture and heritage assets - indigenous, cultural and environmental.</td>
<td>66</td>
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<tr>
<td><strong>4.1.1.4</strong> Activate the city through culture venue programs, events and space activation that encourage community access and participation.</td>
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<td>Item</td>
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<tr>
<td>4.1.3.3</td>
<td>Work with tourism stakeholders to position their services and products in key markets, with a focus on the food industry.</td>
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<tr>
<td>4.1.2.4</td>
<td>Explore options for the establishment of a dedicated museum space in the city.</td>
</tr>
<tr>
<td>4.1.5.1</td>
<td>Work in partnership with community organisations to improve opportunities for people with disabilities, Aboriginal people, youth and culturally and linguistically diverse communities to participate in education, employment and training.</td>
</tr>
<tr>
<td>4.1.6.1</td>
<td>Complete the reconstruction of South, Bond and High streets as part of the City Heart project.</td>
</tr>
<tr>
<td>4.1.5.2</td>
<td>Review how the existing transport network can be improved to support equitable access to education, employment and training.</td>
</tr>
<tr>
<td>4.1.6.2</td>
<td>Encourage support of local business through shop local campaigns and promotion of the City Heart website and app.</td>
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<tr>
<td>4.1.4.4</td>
<td>Seek investment in council-owned development sites including the former Stanley St pool site (CBD West).</td>
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<tr>
<td>4.1.4.5</td>
<td>Continue to work with the Wodonga Chamber of Commerce to actively investigate opportunities for business growth and promotion.</td>
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</table>

The Farm to Plate program is in its first of three years. Ongoing work with tourism operators continue through workshops and webinars delivered locally and via Murray Regional Tourism. The 2019-2020 Tourism Partner Program is well underway with an increase in participants from 2017-2018.

Council has entered into a new MOU with the Wodonga Historical Society; improvements have been made to their present location to support present tenure; and council officers are working with the society to define future long term needs and optimise strategic opportunities.

In partnership with NELLAN (lead) and NDCO scoping project (There is Capacity) to increase pathways into education, training and employment for vulnerable population groups.

- Workplace Diversity Project currently underway for City of Wodonga -Project officer brought on board

Professional development programs delivered to date include grant writing and how to work with council. Smart Arts workshops are presently being advertised for March.

Current works underway in High Street.

CBA Car Parking Plan (adopted May 2018) include actions to improve equitable access. Implementation working group to be established in Nov 2018. Planning scheme amendment C98 to implement the CBA car parking plan is approved by council, and is awaiting Minister for Planning's approval (Mar 2019)

Planning under way for next stage of works beginning in January 2019.

An Expression of Interest (EOI) process is complete with a preferred proponent chosen. Council will negotiate with the proponent on settlement terms, design guidelines and development timelines.

Council continues to work with Wodonga Chamber now their new MOU is in place. We have noticed the inclusion of some different events from Business Wodonga that created as a result to engage members as part of the new MOU. We have also been in discussion regarding efforts to collaborate with Albury Northside Chamber along with plans to re-open High Street at
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<th>Item</th>
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<th>Detail</th>
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<tr>
<td>4.1.6.3</td>
<td>Enhance the city’s laneways to promote activation and vibrancy that contribute to the amenity and public realm of the city heart.</td>
<td>Bennetts Lane (connecting Acacia Car Park and High Street) is completed with artwork and new lighting installed providing interest and security to community using the access walkway. Designs and landlord confirmation of Sesame Lane is underway.</td>
</tr>
<tr>
<td>4.1.3.6</td>
<td>Strengthen visitor attraction and experience by promoting Wodonga as a destination of choice by visitors.</td>
<td>Business case has been developed - investment prospectus is the next step Council is continually canvassing prospects for industrial land and Wodonga’s central business area.</td>
</tr>
<tr>
<td>4.1.6.4</td>
<td>Support and develop a range of social, space activation and event programs across the CBA.</td>
<td>Activation projects across the city to date include: - Open Gallery exhibitions; - Pink Bellied Moth artwork on the Cube Courtyard piano. - Soak City water play for young children and families;</td>
</tr>
<tr>
<td>4.1.4.6</td>
<td>Continue to develop required infrastructure at Logic Wodonga to support new investments.</td>
<td>There are currently no planned infrastructure extension for the Logic development. Discussions have commenced with the gas distributor in relation to the provision of a gas gate.</td>
</tr>
<tr>
<td>4.1.5.5</td>
<td>Work with the education sector to identify gaps and opportunities to strengthen pathways into the local employment sector for our community.</td>
<td>Council is collaborating with Wodonga Senior and Middle Years College, Wodonga Tafe, La Trobe University and industry to identify skill gaps and entrepreneurial learning within our community. Council is represented in a North East Victorian Manufacturing Cluster to address some of these skill gap issues. A proposed Innovation Hub will encourage entrepreneurial thinking.</td>
</tr>
<tr>
<td>4.1.3.8</td>
<td>Plan, review and upgrade track and trail networks including rail trail and linkages to neighbouring councils to enhance tourism opportunities and cycle tourism initiatives.</td>
<td>Tenders for the construction of rail trail works between Havelock Street and Whytes Road have been awarded.</td>
</tr>
<tr>
<td>4.1.4.7</td>
<td>Continue to attract new and diverse business to Wodonga.</td>
<td>Council is continually canvassing prospects for industrial land and Wodonga’s central business area. Wodonga Council is working closely with real estate agents to promote the exciting development and business opportunities.</td>
</tr>
<tr>
<td>4.1.5.6</td>
<td>Continue to implement the council’s Procurement Policy as a lever for improving employment opportunities for people with a disability.</td>
<td>The policy was last reviewed in June 2018. Next review of the policy will occur in 2019.</td>
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<td>Item</td>
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<tr>
<td>4.1.6.5</td>
<td>Ensure businesses and community are well-informed and updated during major works in the CBA.</td>
<td>Council has informed and updated CBA businesses regarding the final stage of High Street construction in 2019. This includes face to face discussions with traders on the following: • Finalisation of tender process. • Effective use of a deploying a parking map strategy. • Effective usage of available widow / wall space for directional signage. • Discussion with major commercial real-estate agents for the purpose of any questions they may field from tenants on the subject. • Planning session held by Phil Badura (Action Business Coach) regarding upcoming road works. This included Phil walking High Street talking to businesses on the issue and how they can plan for any disruption.</td>
</tr>
<tr>
<td>5.1.1.1</td>
<td>Ensure outcomes of council meetings are readily accessible to members of the community.</td>
<td>Minutes are uploaded on the web, and placed in the library. Meetings are live streamed and video recorded for later viewing through council’s YouTube page. Media releases are issued for items of public interest.</td>
</tr>
<tr>
<td>5.1.2.1</td>
<td>Provide council services and projects with a strong financial planning framework.</td>
<td>Working with business unit and project managers to ensure accurate financial planning and reporting.</td>
</tr>
<tr>
<td>5.1.1.2</td>
<td>Continue to explore and use existing and emerging technologies to maximise accessibility, reach, impact and responsiveness.</td>
<td>Continual review of telecommunication costs, upgrade to main office internet, introducing more mobile inspections, online planning applications, further IPS Asset Management data capture and mobile offerings, new corporate data searching, data sharing controlled via document management and new digital signage.</td>
</tr>
<tr>
<td>4.1.6.7</td>
<td>Continue to attract new and diverse retail businesses to our city centre.</td>
<td>Wodonga Council is regularly cold calling retail businesses to consider CBA. Understanding the major brands are already represented in Wodonga Plaza and Albury, Council is targeting higher end retail to compliment the High Street redevelopment.</td>
</tr>
<tr>
<td>4.1.5.8</td>
<td>Develop a model for a innovation hub or incubator space for the city.</td>
<td>Wodonga Council has submitted a $300,000 grant application to the Victorian Government for a feasibility study to develop an Innovation Hub/Accelerator in Wodonga's CBA. The grant is awaiting Minister approval.</td>
</tr>
<tr>
<td>5.1.3.1</td>
<td>Continue to lobby state and federal governments for funding towards projects of regional significance such as the Baranduda Fields sporting precinct.</td>
<td>The masterplan for Baranduda Fields has been updated. This will place the council in a strong position should funding become available into the future.</td>
</tr>
<tr>
<td>4.1.6.8</td>
<td>Review and update the CBA Revitalisation Plan.</td>
<td>Initial discussions commenced with exec team for the scope of the CBA Plan review. Actions are being reviewed by the working group (Mar 2019).</td>
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<tr>
<td>5.1.2.2</td>
<td>Maintain accountable and transparent financial practices.</td>
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<tr>
<td>5.1.2.3</td>
<td>Review and enhance our financial management and reporting system to ensure relevant and timely financial advice.</td>
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<td>5.1.3.2</td>
<td>Meet with regional and neighbouring councils on a regular basis to discuss shared goals and outcomes.</td>
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<tr>
<td>5.1.3.3</td>
<td>Continue participation in Regional Cities Victoria and Regional Capitals Australia to keep both State and Federal governments’ focus on regional cities.</td>
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<tr>
<td>5.1.3.4</td>
<td>Lobby state and federal governments on a case by case basis on services cost-shifting to local government.</td>
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<tr>
<td>5.1.3.5</td>
<td>Continue to lobby for appropriate levels of grant funding from other tiers of government to deliver priority projects, infrastructure and service needs to the community.</td>
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<tr>
<td>5.1.3.6</td>
<td>Continue to have regular meetings held with Albury Council, and also meetings of the Alliance of Councils and Shires of the Upper Murray. Outcomes reported to councillor briefings.</td>
<td></td>
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<tr>
<td>5.1.3.7</td>
<td>Continue to lobby the state and federal governments for key improvements to the passenger rail on the North East rail line and train rolling stock.</td>
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<tr>
<td>5.1.3.8</td>
<td>Lobby and advocate for better transport options for the community through improvements to faster and more regular train and bus services.</td>
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<td>Item 10.5 - Document A</td>
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<tr>
<td>5.1.3.9 Advocate and co-ordinate with state and federal governments to identify future infrastructure and facilities that will need to be planned to meet the growth of Wodonga and the region.</td>
<td>25 The Mayor and CEO have advocated for gasgate at Logic and Baranduda Fields. Work undertaken with Albury Wodonga Health on future hospital sites. Outcomes reported to councillor briefings.</td>
<td></td>
</tr>
<tr>
<td>4.1.2.5 Implement stage 2 of the Bonegilla Migrant Experience master plan subject to funding arrangements.</td>
<td>66 Funding secured through Building Better Regions Fund, agreement is in place and works are in progress.</td>
<td></td>
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