Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on February 19, 2018.

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

In attendance
Ms P Harrington Chief Executive Officer
Mr T Ierino Director Business Services
Ms D Mudra Director Community Development
Mr L Schultz Director Planning and Infrastructure
1. Calling to order

The meeting was called to order at 6pm by the Mayor.

2. Statement of acknowledgement

The Mayor read the following:
*We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders and to Elders from other communities who may be here today.*

3. Apologies and requests for leave of absence

Cr Quilty was granted leave of absence for the period from July 7 to July 30, 2018.

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

Recording of council meeting

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

5. Declaration by councillors of any conflict of interest

Cr Danny Lowe disclosed a conflict of interest, being an indirect financial interest (section 78A of the Local Government Act, 1989), for item 8.12 Proposed sale of Council land - 35 Huon Creek Road. The nature of the interest is that a member of Cr Lowe owns property nearby and in the same street where valuations were conducted.

Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the Local Government Act, 1989), for item 8.5 International Relations Policy. The nature of the interest is that Cr Mildren is a member of the Wodonga Senior Secondary College Council and the policy has been developed as a consequence of a request from the College.

Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the Local Government Act, 1989), for item 8.6 Business and education delegation to China and Vietnam. The nature of the interest is that Cr Mildren is a member of the Wodonga Senior Secondary College Council and the invitation has been issued in part by the College.

Cr Ron Mildren disclosed a conflict of interest, being an indirect interest because of receipt of gifts (section 78C of the Local Government Act, 1989), for item 8.8 Manufacture and installation of signage (W1181-17). The nature of the interest is that Cr Mildren received a gift for his election campaign from one of the tenderers.
Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the Local Government Act, 1989), for item 8.13 Draft Wodonga CBA Car Parking Plan for community consultation. The nature of the interest is that Cr Mildren’s business Living Streets Design Pty Ltd has previously represented an objector to WPS Amendment C123, from which this plan draws its justification.

Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the Local Government Act, 1989), for item 9.2 Planning Report. The nature of the interest is that Cr Mildren’s business Living Streets Design Pty Ltd has undertaken work for the applicant owner for planning permit 133/2017.

Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the Local Government Act, 1989), for item 9.3 Building Report. The nature of the interest is that Cr Mildren’s business Living Streets Design Pty Ltd has undertaken work on behalf of the owner of 18 Keighran Avenue.

Cr Anna Speedie disclosed a conflict of interest, being a direct interest (section 77B of the Local Government Act, 1989), for item 8.6 Business and education delegation to China and Vietnam. The nature of the interest is that Cr Speedie would be the council representative to participate on the delegation.

**Acting Chairperson**

At this point Cr Speedie noted that due to her conflict of interest an acting Chairperson would need to be elected for items 8.6.

Cr Speedie asked for nominations for the position of acting Chairperson when item 8.6 was before the meeting.

Cr Bennett nominated Cr Watson, and the nomination was seconded by Cr Lowe.

There were no other nominations.

In the absence of any other nominations the Mayor declared Cr Watson elected to the position of acting Chairperson for items 8.6 on the agenda.
6. Confirmation of minutes of previous meeting

**Recommendation**

That the minutes of the ordinary meeting of council held on January 22, 2018, as circulated, be confirmed.

**Motion**

Crs Kat Bennett / Libby Hall

That the recommendation be adopted.  

Carried

7. Delegates reports

7.1 Murray Darling Association Region 1

8. Officers reports for determination

8.1 Wodonga Hills Advisory Group
8.2 December 2017 quarterly financial report
8.3 Review of the Instruments of Delegation
8.4 Live Streaming, Recording and Publishing of Council Meetings
8.5 International Relations Policy
8.6 Business and education delegation to China and Vietnam
8.7 Supply and delivery of one leased EWP truck with attached travel tower
8.8 Manufacture and installation of signage (W1181-17)
8.9 Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18)
8.10 Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan
8.11 Council’s intention to sell land at Alpine Views Estate
8.12 Proposed sale of Council land - 35 Huon Creek Road
8.13 Draft Wodonga CBA Car Parking Plan for community consultation

9. Officers reports for noting

9.1 Finance report for January 2018
9.2 Planning report for January 2018
9.3 Building report for January 2018
9.4 Competitive services report for January 2018 163
9.5 Quarterly Council Plan progress report 166

10. Officers reports for information
10.1 Assemblies of councillors 168
10.2 Status report on council meeting resolutions 175

11. Notices of motion
Nil 180

12. Petitions
Nil 181

13. Council seal
Nil 182

14. Urgent business

15. Question time and presentation of awards

16. Confidential business
Nil 185

17. Confidential urgent business

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

**Consequence**

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

**Response based on risk score**

- Extreme - Council/CEO's attention immediately required. Possibly avoid undertaking the activity OR implement new controls.
- High - Director's attention required. Consider suspending or ending activity OR implement additional controls.
- Significant - Manager's attention required. Ensure that controls are in place and operating and management responsibility is agreed.
- Medium - Manage through usual procedures and accountabilities.
- Low - Add treatments where appropriate.
7 - Delegates reports

7.1 - Murray Darling Association Region 1

The council’s representative to the Murray Darling Association Region 1, Cr Mildren, has provided the following report.

The Murray Darling Association Region 1 AGM was held in the Robert Brown room at Albury City Council offices on Tuesday 30 January 2018. Attendees came from all across Region 1 and guest observers from the executives of most of the other MDA regions were also present as the AGM was planned to coincide with an MDA executive meeting. Wodonga City was represented by Mark Verbaken, Manager Environment and Community Protection, and myself.

Cr Kevin Mack Mayor of Albury City opened the meeting and welcomed attendees.

The guest speaker was Luke Pearce from the NSW DPI Fisheries who gave a very interesting presentation on Blackwater Events and the effects on fish populations in the river system.

Cr David Thurley from Albury City Council was re-elected unopposed to the chair and Cr David Wortman from Towong Council was elected unopposed as the deputy chair for the first time. There were no changes to the committee although some committee membership positions remain unfilled.

The meeting heard a brief statement from all the other regions as to the issues in their respective areas and a very brief discussion was had in regard to region 1 issues and strategic priorities.

**Recommendation**

That the report from Cr Mildren on the Murray Darling Association Region 1 AGM be received and noted.

**Motion**

Crs Ron Mildren / Kat Bennett

That the recommendation be adopted.  

Carried
8.1 - Wodonga Hills Advisory Group

Purpose of report

To progress part two of the Council motion adopted 16th of October 2017.

“A further report be provided to the council outlining the establishment of an advisory group, the report to include scope, membership criteria and terms of reference.”

The full motion was as follows:

That:

1. The following documents, as tabled, be adopted:
   - Planning for the Wodonga Hills – Engagement Report
   - Planning for the Wodonga Hills Strategy
   - Bears Hill Masterplan
   - Federation Hill Masterplan
   - Huon Hill Masterplan
   - Klings Hill Masterplan
   - Mahers Hill Masterplan

2. A further report be provided to the council outlining the establishment of an advisory group, the report to include scope, membership criteria and terms of reference.

3. Undertake the development of formal agreements with the user groups of the Hilltops.

4. This strategy be reviewed each three years by the council

Background

To guide the organisation in this process, councillors agreed that both the Mayor and Councillor Mildren should have initial input into the development of the documents that would determine membership, appointment process and define the role and responsibilities of the Wodonga Hills Advisory Group.

The four draft documents are attached for consideration.

1. Wodonga Hills Advisory Group advertisement.
4. Wodonga Hills Advisory Group Skills Matrix
8.1 - Wodonga Hills Advisory Group (cont’d)

Attachments

The following documents are attached to this report:
- Attachment A: Advisory Group application form
- Attachment B: Advertisement
- Attachment C: Terms of reference
- Attachment D: Skills matrix

Tabled papers

Nil

Declaration of conflict of interests

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

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

Chief Executive Officer - Patience Harrington
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the:

1. Wodonga Hills Advisory Group advertisement;
2. Wodonga Hills Advisory Group Application;
3. Wodonga Hills Advisory Group Terms of Reference; and
4. Wodonga Hills Advisory Group Skills Matrix,

be adopted and implemented.

Motion

Crs Danny Lowe / Ron Mildren
That the recommendation be adopted.

Carried
Thank you for registering interest in a position on the Wodonga Hills Advisory Group. (Thank you for registering interest in the position of Chairperson for the Wodonga Hills Advisory Group.)

Council is establishing a Wodonga Hills Advisory Group to provide advice to Council on aspects of the environmental sustainability and community use of Wodonga’s hills and to guide the implementation of the Wodonga Hills strategy.

Applicants will need to demonstrate relevant skills and/or interests in working on behalf of the community for the sustainability of and community access to the hills environment around Wodonga.

It is expected that the advisory group will meet for 2 hours monthly, in the evening at Council Offices – and/or as members determine and approved by Council.

Prior to completing your application – it is advised that applicants read all the relevant hilltop documents provided and request a meeting with the CEO if you have any questions about your capacity and/or interest to be a member of this group or to clarify what the position will entail.

An interview process will be scheduled and successful applicants will be appointed by Council at a public Council meeting.

Name
Address
Contact details
1. Wodonga Hills Advisory Group - MEMBER Nomination

What specialist skills and competencies do you bring to the role of advisory group member?

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What particular contribution(s) could you make to the hills and the Hills Process?

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What are your particular areas of interest in relation to Wodonga Hills?

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…………………………………………………………………………………………………………..
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Please provide details of 2 referees who can be contacted by Council

1. ………………………………………………………………………………………………………
2. ………………………………………………………………………………………………………
2. Wodonga Hills Advisory Group - CHAIRPERSON Nomination

Skills and Competencies

What particular skills and competencies do you bring to the role of chairperson of the Wodonga Hills Advisory Group?

Please outline your experience in:

- Meeting procedure
- Governance
- Facilitation
- Examples of acting in leadership roles

And how this experience is relevant to the role of Chairperson.

Please provide details of 2 referees who can be contacted by Council

1. ........................................................................................................................................
2. ........................................................................................................................................

If you are offered a position on the Wodonga Hills Advisory Group you will need to:

- Declare all interests
- Read and sign the terms of reference
- If necessary – undertake a working with Children’s check
Wodonga Hills Advisory Group Advertisement

Would you like to contribute to the sustainable management and community access for the Wodonga hills?

Wodonga Council is establishing a Wodonga Hills Advisory Group to provide advice to Council on aspects of the environmental sustainability and community use of Wodonga’s hills and to guide the implementation of the Wodonga Hills strategy.

Participation in this group will be on a voluntary basis with secretarial and other support provided by Council officers.

Council is seeking nominations from Wodonga residents to fill (4) positions on the advisory group of 9 members.

Council is also seeking nominations for one of the 4 resident positions to be a Chairperson of the group.

Residents will need to demonstrate relevant skills and/or interests in working on behalf of the community for the sustainability of and community access to - the hills environment around Wodonga.

It is expected that the advisory group will meet fortnightly for the first two months, progressing to 2 hours monthly, in the evening at Council Offices – and/or as members determine and approved by Council.

Further information and application forms are available on the Council website.

If you require further discussion, please contact Wodonga Council Chief Executive Officer, Patience Harrington phone: 02 6022 9202.
WODONGA HILLS ADVISORY GROUP

DRAFT TERMS OF REFERENCE

(Date of adoption by Council)
SCHEDULE

1. DEFINITIONS

In this Schedule unless contrary intention appears:

**Wodonga Hill Advisory Group** will advise Council on aspects of Wodonga Hills Strategy comprising:

- *Planning for the Wodonga Hills – Engagement Report*
- *Planning for the Wodonga Hills Strategy*
- *Bears Hill Master plan*
- *Federation Hill Master plan*
- *Huon Hill Master plan*
- *Klings Hill Master plan*
- *Maher’s Hill Master plan*

**Financial Year** means the period from 1st day of July to 30th day of June following.

**Advisory Group** means the persons who are appointed to the Special Advisory Group in the manner hereinafter provided.

2. OBJECTIVES OF THE ADVISORY GROUP

The objectives of the **Wodonga Hills Advisory Group** shall be to act as an advisory Group for the implementation of the Wodonga Hills strategy, and in particular to:

2.1 Act as an advisory group to the Council.

2.2 To reflect on the work done to date and to develop and enhance current strategies and actions.

2.3 To reflect the views of key stakeholder groups in relation to the Wodonga Hills strategy.

2.4 To request and consider expert advice on aspects of the Wodonga Hills strategy.
2.5 Contribute to the review and development of:

- An (independent) review of the Hilltops Strategy commencing March 2020 and completed by November 2020

3. Council’s Responsibilities to the Advisory Group

3.1 Council will provide the Advisory Group with the necessary expert advice to enable it to reach its recommendations commencing with the provision of a Reference Group manual, which includes background information on the Hills Strategy.

Council will support participation of Officers as required to inform the meeting, support meeting processes and other meeting requirements.

3.2 Council may use the information provided from the Advisory Group and consult further with the wider Wodonga community.

3.3 Council may use this information that has been obtained from the Advisory Group and the wider Wodonga community as part of its decision making process. Council may amend the recommendations of the Advisory Group based on the information obtained during any subsequent consultations with community and/or stakeholders.

3.4 The Chief Executive Officer of Wodonga City Council shall be an *ex-officio*, non-voting member of the Advisory Group. The Chief Executive Officer may delegate this membership to other officers.

3.5 Council will provide secretarial support to the Advisory group inclusive of minute taking and distribution and coordinating members and / or group requests.

4. COMPOSITION AND PROCEEDINGS OF THE SPECIAL ADVISORY GROUP

4.1 The Advisory Group shall comprise of 9 members appointed by resolution of Council as follows:

- Representative of Department of Water Environment, Land and Planning
- Representative of the local indigenous community
- (4) Members from the Wodonga Community;
• Representative of Country Fire Authority
• Representative of Wodonga Urban Landcare Network
• Temporary specialist representation as requested by Council and/or advisory group (both Council officers and specialists from other sectors)

4.2 All persons nominated to serve on the Advisory Group shall be subject to the initial and continued approval of Council for the term set out in 4.3.

4.3 Subject to Clause 4.4 all Advisory Group members remain in office for a period of two (2) years and shall be eligible for re-appointment.

4.4 On the resignation of, or in the case of a representative being incapable of acting as a representative body, the Council will advertise for a replacement Advisory Group person. The term of office of persons appointed to fill such a vacancy shall expire on the date at which the previous member would have gone out of office. Members of the Advisory Group so appointed shall be eligible for re-appointment.

4.5 The Council is empowered to declare an Advisory Group member’s office vacant if he/she fails to attend three (3) consecutive meetings without leave of the Reference Group by resolution duly passed or on the recommendation of the Advisory Group.

4.6 The position of Chairperson for the reference group will be approved by Council.

4.8 If a member of the Advisory Group has a conflict of interest in any matter in which the Advisory Group is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed. Members with a conflict of interest must abstain from the proceedings, including removing themselves from the meeting while the item is under discussion.

Meetings of the Advisory Group

4.10 Meetings of the Advisory Group shall be held as determined by the advisory Group and approved by Council.

4.11 A meeting of the Advisory Group must be held at a time and place determined by the Advisory Group.

4.12 A motion before a meeting of the Advisory Group is to be determined by consensus on the following basis:
(a) Each member of the Advisory Group who is entitled to vote is entitled to one vote;

(b) Unless the procedures of the Advisory Group otherwise provide, voting must be by show of hands;

(c) If there is an equality of votes the motion is lost.

4.13 The Advisory Group shall keep a record of each of its meetings and the Chairperson shall ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

4.14 When the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.

4.15 (6?) members of the Advisory Group shall constitute a quorum at any meeting of the Advisory Group and no business shall be transacted at any such meeting unless a quorum is present.

4.16 The Advisory Group may form Sub-Advisory Groups from amongst its members for the purpose of recommending on matters pertaining to the provisions of this Instrument, provided that no decision may be acted upon until adopted by the full Advisory Group.

4.17 The Chairperson shall be an ex-officio member of all Sub-Advisory Groups.

4.18 Such Sub-Advisory Groups shall only be established by resolution of the Advisory Group and shall only carry out those functions stated in such resolution, as determined by the Advisory group.

5. INDEMNITY

5.1 The Council will indemnify members of the Advisory Group against any action liability claim or demand on account of any matter or thing done by them on behalf of the Advisory Group when they are acting in accordance with this Terms of Reference by that member of the Advisory Group in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Advisory Group.

5.2 All Advisory Group meetings will be deemed confidential unless approved by Council as not being confidential.
6. TERM OF APPOINTMENT

6.1 Advisory Group shall cease in November 2020 unless otherwise extended in writing by the Council.

7. REVOCATION

7.1 These terms of reference may be revoked if the Advisory Group is not managing the process in the best interests of the community and the Council. The Council shall not exercise this power of revocation unless all reasonable attempts at negotiation have been exhausted between Council and the Advisory Group member(s).

8. ADVISORY GROUP REPRESENTATION

8.1 It will be the responsibility of the Advisory Group to notify Council of the resignation and/or appointment of members from the Advisory Group.
Each candidate to be scored individually against the following skills and qualifications criteria.

1. **Area specific knowledge / experience / skills**
   - Recreation – both passive and active
   - Tourism
   - Health and well-being
   - Environmental
   - Risk management
   - Compliance
   - Community development

2. **General skills / experience**
   - Leadership
   - Team member
   - Ideas / strategy development
   - Governance
   - Public / community participation
   - Achievements to date

3. **Behavioural competencies**
   - Team player / collaborative
   - Ability and willingness to respectfully challenge others
   - Sound judgement
   - Integrity and high ethical stands
   - Interpersonal relations
   - Listening skills
   - Understanding of effective decision making processes
   - Demonstration of agreed values
   - All of community – not personal interests

Any successful candidates will need to sign off and/or read on terms of reference and the organisations relevant policies.
Purpose of report

To review the financial performance of Council for the quarter ending 31 December 2017.

Background

Under section 138 of the Local Government Act 1989 the Chief Executive Officer at least every three months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council.

Report

1. Executive Summary

This second quarterly review covers the period October 1, 2017 to December 31, 2017.

The quarterly review forecasts a $0.5 million improvement in the income statement revised surplus and a net reduction of $0.1 million in the capital budget.

The major outcomes forecast to 30 June 2018 are as follows:

- Council’s operating budget surplus is projected to be $0.8 million.
- Council’s projected cash position is $13.4 million.
- Capital expenditure has increased to $25.9 million and capital revenue to increase to $3.1 million.

2. Second Quarter 2017-2018 Identified Budget Variations

The main variation in the capital budget is the result of increased revenue from the Department of Finance as a result of the sale of land at Baranduda Industrial Park of $0.07 million and a reduction in expenses for WAVES enhancements of $0.03 million, which was transferred to operating expenses to cover urgent tile repairs at WAVES.

Additional capital grants of $0.69 million have been recognised together with a subsequent increase in capital expenditure equal to the additional revenue (net $0). Other minor capital adjustments with a net impact of $0 were included to correct project allocations.
Ordinary meeting – February 19, 2018

Officers reports for determination

Business Services

8.2 - December 2017 quarterly financial report (cont’d)

Operating variations that contributed to the $0.5 million increase in the budgeted surplus included:

- increased garbage charges and rate supplementary revenue $0.20 million
- infringement charges for non-voting and animal roaming $0.06 million
- fee and recyclables revenues $0.08 million
- developer contributions $0.16 million
- reduced waste contractor payments $0.10 million
- increased Workcover insurance premium due to higher claims ($0.09) million

Other budget variances for the December quarter were predominantly to take up increased grant revenue of $0.36 million together with corresponding increase in expenditure relating to those grants, together with some entries to correct identified timing and allocation issues that net out to nil overall.


The following table details the operating program actual results as at December 31, 2017, the 2017-2018 full year first quarter forecast, the second quarter forecast adjustments (unapproved) and 2017-2018 Revised Budget (unapproved) for the full year.

Table 1 – Income statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Year to Date Actual as at 31/12/17</th>
<th>2017-2018 Full Year Forecast</th>
<th>2nd Qtr Forecast adj (Unapproved)</th>
<th>2017-2018 Revised Budget Qtr2 (Unapproved)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rates</td>
<td>44,806,674</td>
<td>44,607,855</td>
<td>203,000</td>
<td>44,810,855</td>
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<td>User Charges</td>
<td>3,099,704</td>
<td>5,235,091</td>
<td>104,447</td>
<td>5,339,538</td>
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<td>Interest Income</td>
<td>178,126</td>
<td>365,000</td>
<td>0</td>
<td>365,000</td>
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<tr>
<td>Grants</td>
<td>3,811,833</td>
<td>6,481,606</td>
<td>375,477</td>
<td>6,857,083</td>
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<tr>
<td>Internal Income</td>
<td>239,989</td>
<td>170,000</td>
<td>-170,000</td>
<td>0</td>
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<tr>
<td>Other Income</td>
<td>328,629</td>
<td>378,588</td>
<td>156,100</td>
<td>534,688</td>
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<tr>
<td>Total Income</td>
<td>52,464,953</td>
<td>57,238,140</td>
<td>669,024</td>
<td>57,907,164</td>
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<tr>
<td>EXPENDITURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Employee Costs</td>
<td>11,080,863</td>
<td>24,966,536</td>
<td>139,109</td>
<td>25,105,645</td>
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<td>Internal Expend.</td>
<td>37,170</td>
<td>44,186</td>
<td>3,500</td>
<td>47,686</td>
</tr>
<tr>
<td>Materials</td>
<td>9,069,182</td>
<td>20,076,212</td>
<td>205,958</td>
<td>20,282,170</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td>643,551</td>
<td>1,414,041</td>
<td>0</td>
<td>1,414,041</td>
</tr>
<tr>
<td>Depreciation</td>
<td>4,636,696</td>
<td>9,370,000</td>
<td>-172,125</td>
<td>9,197,875</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>632,949</td>
<td>1,077,426</td>
<td>-36,909</td>
<td>1,040,517</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>26,100,411</td>
<td>56,948,401</td>
<td>139,533</td>
<td>57,087,934</td>
</tr>
<tr>
<td>Surplus / (Deficit)</td>
<td>26,364,542</td>
<td>289,739</td>
<td>529,491</td>
<td>819,230</td>
</tr>
</tbody>
</table>
The 2017-2018 operating adopted budget has been adjusted for:

<table>
<thead>
<tr>
<th>Operating Revenue</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 Revised budget</td>
<td>57,238,140</td>
</tr>
<tr>
<td>Q2 Revised budget</td>
<td>57,907,164</td>
</tr>
<tr>
<td>Variance</td>
<td>669,024</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
</tr>
<tr>
<td>Increased Rates income due to higher than budgeted</td>
<td></td>
</tr>
<tr>
<td>November supplementaries</td>
<td>90,000</td>
</tr>
<tr>
<td>Increased Maternal and Child Health Grant funding (offset below)</td>
<td>142,164</td>
</tr>
<tr>
<td>Internal income / expenditure transfer (offset below)</td>
<td>(170,000)</td>
</tr>
<tr>
<td>Waste Management / transfer station charges</td>
<td>197,500</td>
</tr>
<tr>
<td>Increased grant funding (offset below)</td>
<td>227,119</td>
</tr>
<tr>
<td>Increased developer contributions</td>
<td>155,000</td>
</tr>
<tr>
<td>Higher infringement revenue</td>
<td>61,655</td>
</tr>
<tr>
<td>Other</td>
<td>(34,414)</td>
</tr>
<tr>
<td>Total Operating Revenue Variances</td>
<td>669,024</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 Revised budget</td>
<td>56,948,401</td>
</tr>
<tr>
<td>Q2 Revised budget</td>
<td>57,087,934</td>
</tr>
<tr>
<td>Variance</td>
<td>139,533</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
</tr>
<tr>
<td>Increased Maternal and Child Health expenditure (offset above)</td>
<td>142,164</td>
</tr>
<tr>
<td>Increased grant funded project expenditure (offset above)</td>
<td>227,119</td>
</tr>
<tr>
<td>Internal income / expenditure transfer (offset above)</td>
<td>(170,000)</td>
</tr>
<tr>
<td>Waste Management / transfer station charge changes</td>
<td>(22,924)</td>
</tr>
<tr>
<td>WAVES tile repairs, transfer from capital</td>
<td>30,000</td>
</tr>
<tr>
<td>Other</td>
<td>(66,826)</td>
</tr>
<tr>
<td>Total Operating Expenditure Variances</td>
<td>139,533</td>
</tr>
<tr>
<td>Total Operating Variances</td>
<td>529,491</td>
</tr>
</tbody>
</table>
4. Capital Program

The following table details the capital program actual results as at December 31, 2017, the 2017-2018 full year first quarter forecast, the second quarter forecast adjustments (unapproved) and 2017-2018 Revised Budget (unapproved) for the full year.

Table 2 – Capital revenue and expenditure

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>Year to Date Actual as at 31/12/17</th>
<th>2017-2018 Full Year Forecast</th>
<th>2nd Qtr Forecast adjts (Unapproved)</th>
<th>2017-2018 Revised Budget Qtr2 (Unapproved)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBD</td>
<td>0</td>
<td>702,123</td>
<td>0</td>
<td>702,123</td>
</tr>
<tr>
<td>Drainage</td>
<td>27,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Landscaping</td>
<td>3,800</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>8,000</td>
<td>0</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Plant</td>
<td>38,274</td>
<td>100,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>36,320</td>
<td>0</td>
<td>36,320</td>
<td>36,320</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>19,107</td>
<td>898,845</td>
<td>194,947</td>
<td>1,093,792</td>
</tr>
<tr>
<td>Roads</td>
<td>445,000</td>
<td>430,000</td>
<td>432,212</td>
<td>862,212</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>42,762</td>
<td>42,740</td>
<td>10,000</td>
<td>52,740</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>11,842</td>
<td>238,100</td>
<td>0</td>
<td>238,100</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>0</td>
<td>0</td>
<td>20,300</td>
<td>20,300</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>0</td>
<td>0</td>
<td>73,680</td>
<td>73,680</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>632,605</td>
<td>2,436,808</td>
<td>775,459</td>
<td>3,212,267</td>
</tr>
</tbody>
</table>

| Expenditure           |                                    |                             |                                     |                                             |
|-----------------------|                                    |                             |                                     |                                             |
| Building              | 494,233                            | 2,860,656                   | 100,000                            | 2,960,656                                   |
| Bridges               | 0                                  | 276,000                     | 0                                  | 276,000                                     |
| Car Parking           | 0                                  | 171,000                     | 0                                  | 171,000                                     |
| CBD                   | 2,880,141                          | 6,947,111                   | 0                                  | 6,947,111                                   |
| Drainage              | 20,437                             | 192,259                     | 0                                  | 192,259                                     |
| Footpath              | 24,187                             | 702,950                     | 0                                  | 702,950                                     |
| Gateway               | 304,809                            | 469,068                     | 30,000                             | 499,068                                     |
| I.T.                  | 272,223                            | 815,119                     | 0                                  | 815,119                                     |
| Kerb & Channel        | 36,760                             | 179,000                     | 0                                  | 179,000                                     |
| Landscaping           | 495,597                            | 830,000                     | -16,000                            | 814,000                                     |
| Miscellaneous         | 23,905                             | 354,907                     | -24,000                            | 330,907                                     |
| Plant                 | 297,165                            | 400,000                     | 0                                  | 400,000                                     |
| Playgrounds           | 201,905                            | 597,954                     | 36,320                             | 634,274                                     |
| Recreation Reserves   | 577,327                            | 4,525,466                   | 164,947                            | 4,690,413                                   |
| Roads                 | 1,310,573                          | 2,819,180                   | 432,212                            | 3,251,392                                   |
| WSLC                  | 11,610                             | 350,000                     | 0                                  | 350,000                                     |
| Street Lighting       | 10,189                             | 60,422                      | 10,000                             | 70,422                                      |
| Traffic Management    | 56,257                             | 694,599                     | 0                                  | 694,599                                     |
| Debt Servicing        | 824,267                            | 1,676,307                   | 0                                  | 1,676,307                                   |
| Community Facilities  | 362,785                            | 362,458                     | 20,300                             | 382,758                                     |
| LOGIC                 | 0                                  | 83,641                      | -83,641                            | 0                                           |
| Baranduda Industrial Estate | 510                              | 0                           | 0                                  | 0                                           |
| **Total Expenditure** | 8,204,880                          | 25,366,097                  | 670,138                            | 26,038,235                                   |

| Net Capital Expenditure | 7,572,275 | 22,931,289 | -105,321 | 22,825,968 |
The 2017-2018 capital adopted budget has been adjusted for:

**Capital Revenue**

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 Revised budget</td>
<td>2,436,808</td>
</tr>
<tr>
<td>Q2 Revised budget</td>
<td>3,212,267</td>
</tr>
<tr>
<td>Variance</td>
<td>775,459</td>
</tr>
</tbody>
</table>

Represented by:
- Roads to Recovery increased 17/18 funding (offset below) 432,212
- Hockey Albury Wodonga increased contribution (offset below) 175,000
- Grant or developer funding received for projects – fully offset below 86,567
- Baranduda sale of industrial block 73,680
- Osburn St land proceeds of sale 8,000

**Total Capital Revenue Variances** 775,459

**Capital Expenditure**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1 Revised budget</td>
<td>25,368,097</td>
</tr>
<tr>
<td>Q2 Revised budget</td>
<td>26,038,235</td>
</tr>
<tr>
<td>Variance</td>
<td>670,138</td>
</tr>
</tbody>
</table>

Represented by:
- Roads to Recovery increased 17/18 works (offset above) 432,212
- Hockey Albury Wodonga increased works (offset above) 175,000
- Hovell St office western entrance ramp repair 100,000
- Grant or developer funding received for works – fully offset above 86,567
- LOGIC Service Connections project excess budget (83,641)
- Athletics irrigation upgrade not needed (40,000)
- Irrigation for Gateway Lakes turf 30,000
- WAVES Operating funds transfer (30,000)

**Total Capital Expenditure Variances** 670,138

**Total Capital Variances** 105,321
4. Capital Program (cont.)

Graph 1 – Capital works (expenditure only) actual, forecast and prior year
5. Balance Sheet

The following table is a summary of Council’s actual financial position at December 31, 2017 and June 30, 2017.

Table 3 – Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>December 2017</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash assets</td>
<td>29,228,343</td>
<td>27,601,491</td>
</tr>
<tr>
<td>Receivables</td>
<td>23,567,713</td>
<td>2,159,089</td>
</tr>
<tr>
<td>Inventories</td>
<td>29,008</td>
<td>29,008</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>641,069</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>52,825,064</td>
<td>30,430,657</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td>534,202,857</td>
<td>531,610,627</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>534,202,857</td>
<td>531,610,627</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>587,027,921</td>
<td>562,041,284</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables &amp; provisions</td>
<td>2,400,953</td>
<td>4,067,301</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>4,420,634</td>
<td>4,367,516</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>845,894</td>
<td>1,748,464</td>
</tr>
<tr>
<td>Trust deposits</td>
<td>1,159,450</td>
<td>1,132,438</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>8,826,931</td>
<td>11,315,719</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>791,849</td>
<td>603,232</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>22,126,333</td>
<td>22,126,333</td>
</tr>
<tr>
<td>Other</td>
<td>3,222,375</td>
<td>2,856,487</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td>26,140,557</td>
<td>25,586,052</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>34,967,488</td>
<td>36,901,771</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>552,060,433</td>
<td>525,139,513</td>
</tr>
<tr>
<td><strong>Represented by:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>321,842,304</td>
<td>321,842,304</td>
</tr>
<tr>
<td>Reserves</td>
<td>203,567,813</td>
<td>203,297,209</td>
</tr>
<tr>
<td>Current year earnings</td>
<td>26,650,316</td>
<td>0</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>552,060,433</td>
<td>525,139,513</td>
</tr>
</tbody>
</table>
6. Cash Flow and Working Capital

a. Cash Flow

The Cash Held is $4,720 million more than revised budget. The following table details the variances between the cash held and the revised budget.

Table 4 – Cash held reconciliation

<table>
<thead>
<tr>
<th>Item</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held - Invested (Table 3 below)</td>
<td>29,100</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>128</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 2 below)</td>
<td>29,228</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 2 below)</td>
<td>24,508</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td><strong>4,720</strong></td>
</tr>
</tbody>
</table>

Variance comprises:
- Actual v Revised Budget YTD - Operating: 3,052
- Actual v Revised Budget YTD - Capital: 2,497
- Other (net movement in debtors/creditors/deposits etc.): (829)

The actual and budgeted cash balance position of Wodonga Council for the previous and current year is illustrated in the following graph. The peaks in the graph represent rate revenue receipts and Grants Commission instalments.

Graph 2 – Cash held position compared with budget and prior year
b. Cash Held – Key Commitments

The following table lists the major cash commitments as at December 31, 2017.

Table 5 – Cash commitments

<table>
<thead>
<tr>
<th>Cash Commitments</th>
<th>$ millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
<td>7.2</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>0.2</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>0.0</td>
</tr>
<tr>
<td>Working capital</td>
<td>21.8</td>
</tr>
<tr>
<td><strong>Cash commitments</strong></td>
<td><strong>29.2</strong></td>
</tr>
</tbody>
</table>

c. Cash Balance – Forecast 30 June 2018 compared with Notional Reserves

The following tables reconcile the revised cash balance forecast for June 30, 2018 compared with the balance for notional reserves at the same point in time. As discussed in the 2017-2018 Strategic Resource Plan, Wodonga Council should aim to have cash balances at least as high as the notional reserves balance in the short term.

As per Table 6 below Wodonga Council is currently forecast to have a year-end cash surplus of $6,227,009 above the balance for notional reserves as per Table 7 below.

Table 6 – Cash balance forecast

<table>
<thead>
<tr>
<th>FORECAST CASH BALANCE v NOTIONAL RESERVES &amp; PROVISIONS</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-18 Year End Cash Balance - Revised</td>
<td>13,412,730</td>
</tr>
<tr>
<td>Notional Reserves – Forecast 2017-18 Year End Balance (per Table 7 below)</td>
<td>7,185,721</td>
</tr>
<tr>
<td><strong>2017-18 Year End Cash Balance Surplus / (Shortfall v Forecast Notional Reserves)</strong></td>
<td><strong>6,227,009</strong></td>
</tr>
</tbody>
</table>
Table 7 - Notional reserves and provisions as at June 30, 2018 as per the Strategic Resource Plan.

<table>
<thead>
<tr>
<th>Categories</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trust funds and deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
<td>565,013</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>27,364</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>62,967</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>117,700</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>276,505</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>362,075</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td>1,411,624</td>
</tr>
<tr>
<td><strong>Notional reserves</strong></td>
<td></td>
</tr>
<tr>
<td>Environmental land (WREN)</td>
<td>1,722,444</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking, roads and drainage</td>
<td>1,318,210</td>
</tr>
<tr>
<td>Landfill provision</td>
<td>1,433,443</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
<td>1,300,000</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>7,185,721</td>
</tr>
</tbody>
</table>

d. Working Capital

The actual working capital ratio at June 30, 2017 was 269% and at December 31, 2017 is 598%. The increase is due to the 2017-2018 rates being taken up either as cash or debtors. This ratio will decrease throughout the year due to the funding of the operating and capital budgets.

The June 30, 2017 forecast working capital ratio as per the adopted budget was 186%.

While Council must watch its cash assets balance, in order to pay immediate liabilities, it is the working capital, that is, current assets less current liabilities, which must be the measure of available funds.
8.2 - December 2017 quarterly financial report (cont’d)

Table 8 - Comparison of working capital ratio

<table>
<thead>
<tr>
<th>Category</th>
<th>2017-18 Adopted Budget as at 30/6/17 $’000’s</th>
<th>Actual as at 30/6/17 $’000’s</th>
<th>As at 30/9/17 $’000’s</th>
<th>As at 31/12/17 $’000’s</th>
<th>As at 31/3/18 $’000’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>16,106</td>
<td>27,601</td>
<td>26,151</td>
<td>29,228</td>
<td>N/A</td>
</tr>
<tr>
<td>Receivables</td>
<td>2,943</td>
<td>2,159</td>
<td>39,973</td>
<td>23,568</td>
<td>N/A</td>
</tr>
<tr>
<td>Inventories</td>
<td>20</td>
<td>29</td>
<td>29</td>
<td>29</td>
<td>N/A</td>
</tr>
<tr>
<td>Other</td>
<td>650</td>
<td>641</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>19,719</td>
<td>30,430</td>
<td>66,153</td>
<td>52,825</td>
<td>N/A</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>3,289</td>
<td>4,067</td>
<td>4,279</td>
<td>2,401</td>
<td>N/A</td>
</tr>
<tr>
<td>Trust Deposits</td>
<td>1,412</td>
<td>1,132</td>
<td>1,050</td>
<td>1,159</td>
<td>N/A</td>
</tr>
<tr>
<td>Provisions</td>
<td>4,300</td>
<td>4,368</td>
<td>4,378</td>
<td>4,421</td>
<td>N/A</td>
</tr>
<tr>
<td>Borrowings</td>
<td>1,576</td>
<td>1,748</td>
<td>1,394</td>
<td>846</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>10,577</td>
<td>11,315</td>
<td>11,101</td>
<td>8,827</td>
<td>N/A</td>
</tr>
<tr>
<td>Ratio</td>
<td>186%</td>
<td>269%</td>
<td>596%</td>
<td>598%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

7. Financial Risks

<table>
<thead>
<tr>
<th>Risks</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Rating</th>
<th>Mitigation Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to achieve current budget due to tight budgets and unforeseen reactive maintenance needs being higher than budgeted</td>
<td>C</td>
<td>3</td>
<td>Significant</td>
<td>Conservative financial management.</td>
</tr>
<tr>
<td>Inability of Council to deliver the adopted capital budget and re-budgeted items.</td>
<td>C</td>
<td>3</td>
<td>Significant</td>
<td>Regularly review the capital budget status against target dates.</td>
</tr>
</tbody>
</table>
Council plan/key strategic activity

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

Council policy/strategy implications

Much of the concepts and discussion in this paper is derived, or has clear links with, the strategic direction enunciated in the 2017-2018 Strategic Resource Plan.

Financial implications

This review seeks approval for the budget variances that have been proposed via the budget variation approval process for the December 2017 quarter.

Environmental implications

N/A

Social/cultural implications

The community will benefit in the long term from prudent financial management combined with open and transparent governance. This paper provides step towards achieving better practice in that regard.

Consultation proposed / undertaken

Nil external consultations have occurred on the general contents of this paper. Specific consultation, however, will have taken place on some specific items with the budget such as the disposition of various items within the capital program.

Options for consideration

N/A

Attachments

Nil

Tabled papers

Nil
Declaration of conflict of interests

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

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

Manager Finance - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

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

Accountant - Michael Caton
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

Motion
Crs Tim Quilty / Libby Hall
That the recommendation be adopted. Carried
8.3 - Review of the Instruments of Delegation

Purpose of report

The purpose of this report is for Wodonga Council (the council) to review the instruments of delegations.

Background

The council operates a system of delegations to officers to enable the effective operation of the organisation. These delegations are updated periodically as legislation is amended, or new legislation introduced which impacts upon the operations of the council. The instruments were last updated in February 2017. Importantly, the council has in place guidelines for reporting back on the exercise of the delegations.

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

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

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

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

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

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

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

The Act, as well as other legislation, makes express provision for the appointment of delegates to act on behalf of councils. Section 98 of the Act provides that council may delegate its powers, duties, or functions. The section reads:

(1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than:
8.3 - Review of the Instruments of Delegation (cont’d)

(a) this power of delegation; and 
(b) the power to declare a rate or charge; and 
(c) the power to borrow money; and 
(d) the power to approve any expenditure not contained in a budget approved by the Council; and 
(e) any power, duty or function of the Council under section 223; and 
(f) any prescribed power.

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

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

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

(5) A delegation under this section to a member of Council staff may be made to:

(a) a person named in the delegation; or 
(b) the holder of an office or position specified in the delegation.

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

The instruments of delegation

There are five instruments recommended by Maddocks:

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

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

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

This delegates certain powers directly from the council to staff due to the legislation referred to containing specific powers of delegation (see further below).

3. Instrument of Sub-Delegation from the CEO to council staff.
8.3 - Review of the Instruments of Delegation (cont’d)

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

4. Instrument of Delegation from the CEO to council staff.

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

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

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

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

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

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

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

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

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

While it could be argued that councils could simply rely on the general delegation powers in the Act to delegate matters under these other Acts and ignore the specific delegation powers in these other Acts, there is an appreciable risk in so doing. This would be to ignore a rule of statutory interpretation which dictates that the specific takes priority over the general.
All delegations are reviewed concurrently
To ensure certainty the instruments of delegation are reviewed and updated concurrently. This is due to a change in Commonwealth legislation which now differs from Victorian legislation and raises the possibility of delegations made at different times being open to legal challenge.

Changes recommended in this update
A copy of all five proposed instruments are tabled.

The different instruments of delegation have been updated:

- To take account of recent legislative changes identified by council’s lawyers, Maddocks;
- To reflect changes to the council’s organisational structure; and
- To incorporate changes identified at a councillor delegations workshop held on September 25, and at councillor briefings held on December 4, 2017, January 22, 2018 and January 29, 2018.

The Maddocks changes are summarised below:

1. **Instrument of Delegation to the CEO**

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

There are also a further 22 provisions that officers have reviewed following the councillor workshop and propose be retained by the council. This document is attached as attachment B.

2. **Instrument of Delegation by the council to staff**

The reference to the “Growth Areas Authority” in the *Planning and Environment Act 1987* has been replaced with “Victorian Planning Authority”, reflecting that the *Victorian Planning Authority Act 2017* commenced on 1 July 2017.

A further power from section 19(3) of the *Food Act 1984* has been inserted. This power is to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process. However, this power is subject to conditions and limitations.

3. **Instrument of Sub-Delegation by the CEO to staff**

This instrument is approved by the CEO, and presented to the council with a recommendation that it be received and noted. Updates include:
a) Under the *Aboriginal Heritage Act 2006*, the duty to give a copy of the Aboriginal cultural heritage land management agreement to the Secretary of Victorian Communities has been replaced. Council must now give a copy of the agreement to the Secretary of the Department of Premier and Cabinet;

b) The *Urban Renewal Authority Victoria Amendment (Development Victoria) Act 2017* came into effect on 1 April 2017, abolishing the Urban Renewal Authority Victoria and establishing Development Victoria as its successor. Consequentially there have been a number of amendments throughout the Instrument, as well as to the powers, duties and functions in the *Development Victoria Act 2003*;

c) The *Building Amendment (Enforcement and Other Measures) Act 2017*, which will introduce a number of substantial changes to the *Building Act 1993*. The most recent changes commenced on 16 August 2017, with the majority still to come into effect on 1 July 2018 or 1 July 2019 (unless proclaimed earlier);

d) The amendments to the *Child Wellbeing and Safety Act 2005* outlined in the February 2017 update have commenced;

e) The introduction of the *Children, Youth and Families Regulations 2017* expands the definition of ‘service agency’ under the *Children Youth and Families Act 2005* to include a council that is not registered as a community service, but is established to provide services to meet the needs of children requiring care, support, protection or accommodation and of families requiring support. The result of this is that a further function has been added under the *Children Youth and Families Act 2005*;

f) The *Climate Change Act 2017* will be in force on 1 November 2017 (unless proclaimed earlier). Once in force, it will introduce the power to make a statement (a council pledge) in respect of greenhouse gas emissions reductions, as well as two duties - to give a copy of the council pledge to the Minister as soon as practicable, and to have regard to any directions of the Minister regarding preparation of an emissions reduction pledge;

g) The function of receiving details of alleged contraventions of building legislation under s.48R of the *Domestic Building Contracts Act 1995* is now in force;

h) The *Education and Care Services National Law Amendment Act 2017* has introduced a function and power relating to information in respect of education and care services;

i) A number of powers, duties and functions have been added under the *Freedom of Information Act 1982* due to the *Freedom of Information Amendment (Office of the Victorian Information Commissioner) Act 2017*;

j) The Health Services Commissioner has been renamed as the Health Complaints Commissioner. As such, the powers, duties and functions under the *Health Records Act 2001* have been updated to reflect the new name;

k) The *Heritage Act 1995* is to be repealed on the day the *Heritage Act 2017* comes into force, which is 1 November 2017, unless proclaimed earlier;

l) The *Infringements Act 2006* (Vic) to reflect those provisions which have been repealed, and those which have commenced since 30 June 2017;

m) The conditions and limitations of the *Livestock Disease Control Act 1994* (Vic). An amendment was made to the *Livestock Disease Control Regulations 2017* (Vic) which affected the *Livestock Disease Control Act 1994* (Vic), but which has not required the wording of the function to be updated;
n) The *Freedom of Information Amendment (Office of the Victorian Information Commissioner) Act 2017* has also made a number of changes to the *Privacy and Data Protection Act 2014*, including the renaming of the Commissioner referenced, to the Information Commissioner. Some other subtle changes have been included;

o) The *Family Violence Protection Amendment Act 2017* has introduced changes to the *Public Health and Wellbeing Act 2008*, which include new duties for councils in relation to family violence prevention in public health and wellbeing plans;

p) Under the *Rooming House Operators Act 2016*, the s 49(3) duty to comply with a request under s 49(1) to answer any questions has come into force;

q) The introduction of a duty and function under the VPA Act;

r) The *Building Regulations 2006* have been renamed the *Building Interim Regulations 2017*, however all relevant powers, duties and functions remain the same;

s) Three duties under the *Local Government (Planning and Reporting) Regulations 2014 (Vic)* commenced on 1 July 2017;

t) The *Occupational Health and Safety Regulations 2007* have been replaced with the *Occupational Health and Safety Regulations 2017*. There are some changes to the functions in relation to major hazard facilities and prescribed mines;

u) The *Road Safety Road Rules 2009* were revoked on 1 July 2017 and the *Road Safety Road Rules 2017* introduced. One new power is introduced, and we have revised the wording of the other power;

v) The *Road Safety Road Rules (Electric Personal Transporters Trail) Amendment Rules 2016* have been revoked; and

w) The *Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017* commenced on 19 June 2017, introducing two functions.

4. **Instrument of Delegation of CEO’s powers, duties and functions to staff**

There are no changes to this instrument.

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

5. **Instrument of Delegation by the CEO to staff (VicSmart)**

The ‘power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme’ is provided under r 20 of the *Planning and Environment (Fees) Regulations 2016*, not r 19 as previously stated.

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

6. **The Staff Delegation Guidelines**

Changes were last made to the Guidelines in February 2017. No further changes are proposed at this time.
8.3 - Review of the Instruments of Delegation (cont’d)

Council Plan

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

Council policy / strategy implications

Maddocks is contracted to provide six monthly updates to the instruments of delegations.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>If delegations are not updated the legality of a decision or an action purportedly made on behalf of the council could be questioned.</td>
<td>C</td>
<td>4</td>
<td>High</td>
<td>Adopt the revised instruments.</td>
</tr>
</tbody>
</table>

Financial implications

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

Environmental implications

There are no environmental implications associated with this report.

Social / cultural implications

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

Legislative implications


Community engagement and internal consultation

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

Options for consideration

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

The council should regularly review and update the instruments of delegations to ensure they are compliant with legislation and reflect the organisational structure. The council has the opportunity to delegate responsibilities under various Acts, or it may choose to retain some responsibilities. The council last reviewed the instruments in February 2017, and it is timely to again conduct a review in-line with the latest legislative update issued by Maddocks, recent changes to the organisational structure, and the councillor delegations workshop.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Instrument of Delegation to the CEO
- Document B: Instrument of Delegation to Staff other than the CEO
- Document C: Wodonga Council Staff Delegation Guidelines
- Document D: Instrument of Sub-Delegation from the CEO to Staff
- Document E: Instrument of Delegation from the CEO to Officers (VicSmart)
- Document F: Instrument of Delegation of CEO powers, duties and functions

Declaration of conflict of interests

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

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

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

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

That:

1. In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the Instrument of Delegation to the Chief Executive Officer, as tabled:
   
   a. The person holding the position or acting in the duties of Chief Executive Officer be delegated the powers, duties and functions set out in the Instrument of Delegation to the Chief Executive Officer, as tabled, subject to the conditions and limitations specified in that instrument.
   
   b. The instrument come into force immediately the common seal of the council is affixed to the instrument.
   
   c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer be revoked.
   
   d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of the council that it may from time to time adopt.
   
   e. It is noted that the instrument includes a power of delegation to members of council staff, in accordance with section 98(3) of the Act.

2. In the exercise of the powers conferred by section 98(1) of the Act and the other legislation referred to in the Instrument of Delegation by the council to members of council staff (other than the CEO), as tabled:
   
   a. The members of council staff holding or acting in the offices or positions referred to in the instrument, as tabled, be delegated the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument.
   
   b. The instrument come into force immediately the common seal of council is affixed to the instrument.
   
   c. On the coming into force of the instrument all previous delegations to members of council staff (other than the Chief Executive Officer) be revoked.
   
   d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of council that it may from time to time adopt.

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

4. The Instrument of Sub-Delegation by the CEO to other staff, as tabled, the Instrument of Delegation of CEO’s powers, duties and functions, as tabled, and the Instrument of Delegation by the CEO for VicSmart Applications under the Planning and Environment Act 1987, as tabled, be received and noted.
Motion

Crs Danny Lowe / Ron Mildren

That the recommendation be adopted. 

Carried
8 - Officers reports for determination

8.4 - Live Streaming, Recording and Publishing of Council Meetings

**Purpose of report**

The purpose of this report is for the council to consider a policy on live streaming and/or video recording.

**Background**

At its meeting of November 20 the council resolved that:

1. Council meetings be video recorded, and then available on council website;

2. Given the current plans to re-locate the Chamber to the ground floor of the council offices, online recording of council meetings commence as soon as practicable in the new ground floor Chamber, and no later than the ordinary council meeting in April 2018; and

3. The CEO develop a policy for online recording of council meetings and the policy be presented to the January 2018 council meeting for consideration.

Subsequently, at its meeting of January 22, 2018 the council resolved that the policy on Recording and broadcasting of council meetings be submitted to the February 2018 council meeting, along with an alternative policy to live stream council meetings.

The construction of the new council chamber is continuing and officers expect that the deadline of April 2018 will be met.

Drafts of the following are attached:

- Recording and Publishing of Council Meetings Policy; and
- Live Streaming, Recording and Publishing of Council Meetings Policy.

Both drafts have been checked against the MAV Insurance *Recording and Publishing of Council Meetings* (February 2015), a copy of which has been previously provided to councillors.

**Council Plan**

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

Councillors and staff are expected to maintain the high standards of conduct and behaviour required by the Councillor Code of Conduct and the Staff Code of Conduct.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live streaming / recording of council meetings is undertaken without an adopted policy leading to legal and reputational issues.</td>
<td>2</td>
<td>C</td>
<td>S</td>
<td>Adopt the attached policy.</td>
</tr>
<tr>
<td>Inappropriate content is discussed at the meeting.</td>
<td>2</td>
<td>C</td>
<td>S</td>
<td>The recommended policy provides a limited control whereby, in extenuating circumstances, the recording may be edited. Nonetheless councillors and staff are responsible for their comments and the option to edit does not remove the potential for inappropriate material to be published.</td>
</tr>
</tbody>
</table>

Financial implications

There has been no budget provision for the video recording of council meetings. This policy assumes the recording will be conducted by a single, fixed position camera with capital costs of less than $7,000. A budget variance may be required for this purchase, subject to a third quarter review of capital costs for information technology.

Staff costs associated with the setup of the recording and subsequent uploading to the council’s YouTube channel are expected to be absorbed for 2017-2018. Itemised staff costs will be reviewed as future budgets are developed.

It is expected that the editing of recordings would be rare, and costs associated with such an event cannot be anticipated.

Until the chamber is complete it is not possible to test the equipment. The layout of the Chamber and the complexities of the audio visual environment may require some modifications over time, and which may have budget implications.

Environmental implications

There are no environmental implications.
Social / cultural implications

The publication of council meetings to the internet can help reduce geographic and time barriers which may prevent the public from attending meetings in person.

Legislative implications

The resolution of November 20, 2017 conforms to the Meeting Procedure Local Law (the Local Law). Clause 67.1 of the Local Law allows for video recording at any council meeting provided that the council or the Chairperson has given consent.

Community engagement and internal consultation

While the council currently provides information on council meetings through a range of channels, including notices, agendas, minutes, media releases, and social media, the publication of video recordings makes use of the relevant technology to provide access to view council meetings at locations other than the Council Chambers. It is another tool to engage with the community.

Options for consideration

Option One

Do nothing. This is not recommended as the council has resolved that a policy be adopted prior to the commencement in April 2018 of the recording and publication of council meetings.

Option Two

The council has determined that its meetings should be recorded and published. Therefore it is recommended that the draft Recording and Publishing of Council Meetings Policy be adopted. This is the preferred option and is reflected in the recommendation.

Option Three

The council has also requested a draft policy to address live streaming. If councillors support live streaming council meetings the following motion could be put:

*That:*

1. Council meetings be live streamed, effective from April 2018.
2. The Live Streaming, Recording and Publishing of Council Meetings Policy, attachment B, be adopted.
This option is not recommended since there are greater risks associated with the live streaming of meetings.

**Conclusion**

The video recording and publication of council meetings will commence in April 2018. The attached draft policies address protocols for the live streaming, recording and publishing to the internet of council meetings.

**Attachments**

The following documents are attached to this report:
- Attachment A: Draft Recording and Publishing of Council Meetings Policy
- Attachment B: Draft Live Streaming, Recording and Publishing of Council Meetings Policy

**Tabled papers**

Nil

**Declaration of conflict of interests**

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

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

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

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

That the Recording and Publishing of Council Meetings Policy, attachment A, be adopted.

## Motion

Crs Kat Bennett / Tim Quilty

That:

1. Council meetings be live streamed, effective from April 2018.
2. The Live Streaming, Recording and Publishing of Council Meetings Policy, attachment B, be adopted.

Carried
Recording and Publishing of Council Meetings Policy

PURPOSE

The purpose of this policy is to establish protocols for the video recording and subsequent uploading online of council meetings.

SCOPE

This policy applies to all council meetings of the Wodonga Council (the council). It applies to all people in attendance at a council meeting.

DEFINITIONS

Closed council meeting: that part of a council meeting that is closed to members of the public in accordance with section 89(2) of the Act.

Council meeting: an ordinary or special meeting of the council, where these terms have the same meaning as in the Local Government Act 1989 (the Act).

Local Law: the Meeting Procedure Local Law (no. 1 of 2009).

Public council meeting: that part of a council meeting that is open to the public under section 89(1) of the Act.

Video recording: the recording of audio and images by an electronic device.

POLICY

The council has given permission that council meetings will be video recorded and then published to the internet.

The following principles will govern the process for video recording and publishing of the council meetings:

1. There will be no live streaming of council meetings.
2. Closed council meetings will not be video recorded.
3. Public notice

The Chief Executive Officer (CEO) will ensure appropriate signage is placed at the entrance to the meeting location notifying all attendees that the meeting will be recorded. Notice will also be given on the council’s website and in the published agenda.
Immediately prior to the commencement of each meeting, the CEO, or delegate, will state that the meeting will be video recorded, and that the video recording of the meeting will be uploaded online.

Persons in attendance at a council meeting will be advised that incidental capture of an image or sound of persons in the public gallery may occur. By remaining at the meeting those persons give their consent to being filmed and the possible use of images and sound recordings in a published video of the council meeting.

4. Production

The video recording will be from a single fixed camera.

The default camera position will be configured to provide vision of the councillors and executive council officers present at the meeting.

There will be no panning or zooming.

In so far as it is practicable there will be no coverage of the public gallery. However, under certain circumstances the video recording may capture an image or sound from a person attending the meeting in the public gallery.

The video recording will cease when:

- the Chairperson declares the public meeting closed;
- whenever the meeting is adjourned as allowed under the Local Law; and
- at any other time if the council or the Chairperson revokes the permission to video record the meeting (clause 67.1 of the Local Law).

5. Publication

The video recording will be uploaded online within 48 hours of the conclusion of the meeting.

Bookmarks advising of the agenda items considered during the meeting may be added to the video recording to provide ease of navigation.

Following any public council meeting, the CEO has the authority to direct the removal of all or part of any video recording that is considered inappropriate to be published. Inappropriate material would be material that, in the opinion of the CEO, having regard to legislation (refer “Related Legislation”) and case law, is any of the following:

- defamatory in nature
- an infringement of copyright
- a breach of privacy or discloses personal information
- offensive, abusive or discriminatory in nature
- incites hatred or vilifies another person
- confidential or privileged council information.

In making this determination the CEO may seek independent legal advice.
6. Disclaimer

Opinions expressed and statements made during a public council meeting are those of the individuals making them, and not those of the council. Unless set out in a resolution of the council, the council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a public council meeting.

Council does not accept any responsibility for any verbal comments made during public council meetings which may be inaccurate, incorrect or defamatory and does not warrant nor represent that the material or statements made during the meetings are complete, reliable, accurate or free from error.

Council does not accept any responsibility or liability for any loss, damage, cost, or expense that might be incurred as a result of the viewing, use or reliance of information or statements provided in a video recording of a council meeting.

Endorsed council minutes provide the definitive record of the council’s resolutions.

7. Official record of the meeting

The video recording is not an official record of the meeting. Only the official minutes may be relied upon as an official record of the meeting.

8. Copyright

The video recording is protected by copyright and owned by Wodonga Council. It is provided by the council for personal and non-commercial use.

Video, images and audio contained in a video recording must not be altered, reproduced or republished without the permission of the council. Copyright remains with the council.

9. Technical disclaimer

There may be situations where, due to technical difficulties beyond the council’s control, it is not possible to video record and / or upload the video online.

The council takes no responsibility for and accepts no liability in the event that a meeting is not video recorded and / or uploaded online.

ATTACHMENTS

Nil.

RELATED POLICIES

Councillor Code of Conduct
Human Rights Policy

Privacy Policy

Staff Code of Conduct

RELATED LEGISLATION

Charter of Human Rights and Responsibilities Act 2006

Defamation Act 2005

Freedom of Information Act 1982

Local Government Act 1989

Meeting Procedures Local Law (no. 1 of 2009)

Privacy and Data Protection Act 2014

Public Records Act 1973

Racial and Religious Tolerance Act 2001

REFERENCES

Retention of the recordings in accordance with PROS 09/05 (Public Records Office Victoria’s Retention and Disposal Authority for Records of Local Government Functions).

REVIEW

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

PURPOSE

The purpose of this policy is to establish protocols for the live streaming, video recording, and subsequent uploading online of council meetings.

SCOPE

This policy applies to all council meetings of the Wodonga Council (the council).

It applies to all people in attendance at a council meeting.

DEFINITIONS

Closed council meeting: that part of a council meeting that is closed to members of the public in accordance with section 89(2) of the Act.

Council meeting: an ordinary or special meeting of the council, where these terms have the same meaning as in the Local Government Act 1989 (the Act).

Local Law: the Meeting Procedure Local Law (no. 1 of 2009).

Public council meeting: that part of a council meeting that is open to the public under section 89(1) of the Act.

Video recording: the recording of audio and images by an electronic device.

Live streaming: online streaming media simultaneously recorded and broadcast in real time to the viewer (Wikipedia).

POLICY

1. Policy statement

Public council meetings will be live streamed, video recorded, and subsequently available on, or via, council’s website.

Closed council meetings will not be live streamed or video recorded.

2. Public notice

The Chief Executive Officer (CEO) will ensure appropriate signage is placed at the entrance to the meeting location notifying all attendees that the public council meeting will be live streamed, video recorded, and published to the internet. Notice will also be given on the council’s website and in the published agenda.
Immediately prior to the commencement of each public council meeting, the CEO, or delegate, will state that the meeting will be live streamed, and video recorded, and that the video recording of the meeting will be uploaded online.

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

3. Production

The live streaming and video recording will be from a single fixed camera.

The default camera position will be configured to provide vision of the councillors and executive council officers present at the meeting.

There will be no panning or zooming.

In so far as it is practicable there will be no coverage of the public gallery. However, under certain circumstances the live streaming and video recording may capture an image or sound from a person attending the meeting in the public gallery.

There will be no editing of the live streaming.

The live streaming and video recording will cease when:

- the Chairperson declares the public meeting closed;
- whenever the meeting is adjourned as allowed under the Local Law; and
- at any other time if the council or the Chairperson revokes the permission to live stream or video record the meeting (clause 67.1 of the Local Law).

4. Publication

The video recording will be uploaded online within 48 hours of the conclusion of the meeting.

Bookmarks advising of the agenda items considered during the meeting may be added to the video recording to provide ease of navigation.

Following any public council meeting, the CEO has the authority to direct the removal of all or part of any video recording that is considered inappropriate to be published. Inappropriate material would be material that, in the opinion of the CEO, having regard to legislation (refer “Related Legislation”) and case law, is any of the following:

- defamatory in nature
- an infringement of copyright
- a breach of privacy or discloses personal information
- offensive, abusive or discriminatory in nature
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• confidential or privileged council information.

In making this determination the CEO may seek independent legal advice.

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8. Technical disclaimer

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The council takes no responsibility for and accepts no liability in the event that a meeting is not live streamed and / or video recorded and / or published to the internet.

ATTACHMENTS
Nil.

RELATED POLICIES

Councillor Code of Conduct

Human Rights Policy

Privacy Policy

Staff Code of Conduct

RELATED LEGISLATION

Charter of Human Rights and Responsibilities Act 2006

Defamation Act 2005

Freedom of Information Act 1982

Local Government Act 1989

Meeting Procedures Local Law (no. 1 of 2009)

Privacy and Data Protection Act 2014

Public Records Act 1973

Racial and Religious Tolerance Act 2001

REFERENCES

Retention of the recordings in accordance with PROS 09/05 (Public Records Office Victoria’s Retention and Disposal Authority for Records of Local Government Functions).

REVIEW

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

The purpose of this report is to consider the adoption of an International Relations Policy which aims to provide guidelines on international relationships that Council may enter into to promote investment, cultural opportunities and humanitarian support.

Background

Regions and their communities across Australia face issues that can only be addressed internationally: sustainable futures, the changing world economy and security of people and environments all have an impact on the future of regions and our City.

Australia – and in turn Wodonga - requires citizens and sectors who are globally engaged, comfortable with diversity and with the skills to operate effectively across cultures.

In particular we need to ensure that young Australians are prepared to engage with peoples from the Asian region as this the part of the world to which we are most geographically connected.

Australia’s future is inextricably linked to the strength of the relationships and understandings that we forge with Asian countries. This diverse region’s rapid development demands increasingly sophisticated and informed responses from Australians.

Wodonga Council currently engages with numerous domestic and international bodies, including Councils, Government agencies and private businesses. These types of activities are also undertaken by other levels of Government and agencies, such as State and Federal Government, private businesses and other agencies from the region.

There are a range of ways to build international relationships including the more formal Sister City and Friendship Agreement City relationships. Generally these relationships begin with an approach from international-based parties looking to engage with Council and Wodonga has received a number of these enquiries from time to time.

Currently no policy exists to provide guidance on Council’s approach to establishing such relationships.

International relations projects need to be considered in the context of work being done by other levels of government in Australia. Some projects may be better undertaken by Federal or State agencies, with varying levels of Council involvement, rather than by Council alone.
8.5 - International Relations Policy (cont’d)

This policy is designed to guide Council with prioritising which international relationships and activities Council pursues and defines the criteria and procedures for the establishment and maintenance of a more formal agreement.

Adoption of this policy may support the achievement of strategic outcomes, including:

- Maximising inward investment/outbound trade opportunities;
- Creating, developing and managing international relationships; and,
- Providing leadership, guidance and support for all international activities involving or being undertaken on behalf of Council.

Engaging with international organisations can deliver economic and cultural benefits to Wodonga and the businesses and residents of the community.

Such benefits include:

- Export and investment opportunities for the City’s businesses.
- A greater understanding by city residents of other international cultures.
- An increase in the numbers of international visitors and students to the City.
- Community engagement with other cultures.
- Promoting the City’s international profile.

The key focus of economic exchanges is to create employment opportunities - including attracting new businesses to the region and facilitating local jobs expansion of locally-based businesses, via investment and trade opportunities.

Cultural exchanges are equally important to promote greater understanding and respect between people from different cultural backgrounds, which can potentially influence economic and employment outcomes.

Accordingly, a set of criteria needs to be developed to ensure that the outcomes of international relationships are prioritised and maximised.

Upfront investment in relationships is critical to the development of long term benefits. Relationships between decision makers, particularly when dealing within Asia are vital and are built through frequent and repeat political, cultural and business engagement.

In particular the role of the Mayor in promoting and engaging directly with potential partners cannot be overstated.
8.5 - International Relations Policy (cont’d)

**Council Plan**

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

**Council policy / strategy implications**

Currently Wodonga has no formal policy in this area, nor relationships with overseas cities. As a consequence significant opportunities for the city may be being lost.

**Risk management implications**

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost opportunities through not having a formal policy on international relationships</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt this policy or as amended</td>
</tr>
<tr>
<td>Unproductive or ineffective relationships developed</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt this policy or as amended</td>
</tr>
<tr>
<td>Adverse community reaction. Purpose of policy misunderstood or otherwise not accepted or embraced by the community</td>
<td>3</td>
<td>B</td>
<td>S</td>
<td>Communications proposed to explain positive benefits of international trade to local economy, and importance of fostering relations face to face to achieve such outcomes</td>
</tr>
<tr>
<td>Failure of Council to thoroughly assess the rationale for entering into an international relationship</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt this policy or as amended</td>
</tr>
<tr>
<td>Failure of Council to set up mechanisms to effectively manage the relationship</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt this policy or as amended</td>
</tr>
</tbody>
</table>

**Financial implications**

There are no direct financial implications of adopting this policy on its own. Future engagements, relationship building activities, or any other form of activity overseen by this policy will be assessed on its merits with regard to benefit to Council, including how such activity is to be funded, on a case by case basis.

**Environmental implications**

Not applicable
8.5 - International Relations Policy (cont’d)

Social / cultural implications

Through cultural, education and investment exchanges, international relations have the potential to help break down intercultural barriers. Such activity can promote diversity and encourage openness, tolerance and mutual understanding, all of which enrich our communities and those of any international partners.

Legislative implications

There is no specific legislation in this area.

Community engagement and internal consultation

Council has had a range of interactions with overseas parties, both directly and through local connections. Such interactions include local schools seeking to explore the opportunity for attracting foreign students to Wodonga, new overseas based owners of significant assets located in Wodonga, investors seeking opportunities in Wodonga such as investing in solar energy, and council hosting foreign delegations seeking to learn about Wodonga and explore investment opportunities.

Options for consideration

1. Do Nothing – do not adopt the proposed policy. Not recommended as Wodonga will continue to be exposed to lost opportunity in this area.
2. Adopt this policy with further amendments
3. Adopt the attached policy – Recommended.

Conclusion

This policy provides Council with the opportunity to position itself in the international arena.

Significant opportunities exist for Wodonga to attract new investment in the city along with creating trade opportunities overseas. Such investment may include hard infrastructure along with service sector growth such as the attraction of overseas students to local education institutions.

All these scenarios have the potential for significant flow on effects to the local economy.

International relations also have significant humanitarian benefit, with the potential enrich both our own as well as overseas communities. Better understanding through exchanges helps us all to embrace diversity, mutual understanding and promotes tolerance.

The attached draft policy provides a framework for Council to categorise its international relationships and determine appropriate justification and commitment to entering into such relationships, ultimately for the benefit of the City of Wodonga.
Acknowledgements

In researching and developing this paper and the attached draft policy ideas, content and extracts of text have been sourced from other government agencies and local governments, and include the following:-

1. Latrobe City International Relations Plan 2001-2014
2. International Relations Policy – Mildura Rural City Council
3. International Relations Policy – City of Holdfast Bay
4. Draft Civic Relations Policy – City of Wollongong
5. International Relations and Engagement Policy – City of Gold Coast
6. International Relations Policy – City of Ipswich

Attachments

The following documents are attached to this report:
- Attachment A: International Relations Policy

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

Recommendation

That the International Relations Policy, as attached, be adopted.

Motion

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

Carried
8.5 - International Relations Policy (cont’d)

Division

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

Conflict of interest disclosures

Prior to the commencement of item 8.5 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren also disclosed a conflict of interest for item 8.6, the details of which are recorded in these minutes at item 5.

As Cr Mildren had conflicts of interest for consecutive items, he remained outside the meeting room for both items.

Cr Mildren left the meeting room at 6.33pm prior to consideration of item 8.5, and returned to the meeting room at 7.08pm after the resolutions for items 8.5 and 8.6 had been carried.

Comments recorded

During discussion of this item Crs Lowe, Hall and Quilty requested that their comments be recorded in the minutes.

Cr Lowe
The first thing that hit me when this policy was presented for reviewing to adopt was why the hell do we not have this in place already. I’m sure we are presently active in these spaces so it dumbfounded me to not have this policy in place.

Researching other council policies for examples was a great reassurance that this is a must as most councils already have a policy or policies in place and have had for quite some time.

We are part of a global economy and it’s not just about a policy around economic investment opportunities, cultural opportunities, but also humanitarian support, history, education, sport and recreation.

Relations is a key word in the title of this policy as relationships are built on a 2way Street. We have to think about what Wodonga has to offer other countries, what are we doing well that others can learn from us? In order for countries to learn from us and we learn from them we need to learn about how each other do business. We have to prepare ourselves to be great partners.
8.5 - International Relations Policy (cont’d)

Cultural language is just not spoken language but also how we engage with others and how we share learnings and opportunities. How we can connect our local businesses, educational institutions, sporting or humanitarian business.

In some countries Cultural Language in business is all about hierarchy. They just want to deal with leaders. In other countries it’s about building relationships and in other countries its more direct. The point is we need to have an understanding of what countries talk what cultural language and yes State and Federal have agencies in place to tap into for these answers. But we also do not want to sit by and wait for opportunities just to come to us. We need to be taking a proactive position and go looking for opportunities.

In my workplace we had to put a staff member on the ground for six months in an Asian country to build a relationship with manufacturers just so we could manufacture there.

This policy is a must to help guide Councils approach around:

- Councils Role
- Principals
- Process
- Business and Investment Relationships
- Cultural Relationship
- Humanitarian
- Visits to and from International Cities
- Guiding Criteria
- Assessment Criteria

For the importance of having controls set in place to help guide is why I will be voting in favour of adopting the International Relations Policy

Cr Hall

This policy has given me very little encouragement to support it in its current form. There was no business case or any real evidence that this policy would have any real benefits for the community.

I don’t believe councils have the expertise, resources and International Trade knowledge required to give the appropriate advise to businesses and organisations who would like to trade or do business with our overseas counterparts and vice versus.

This is why we have State and Federal agencies like Austrade, Trade Victoria, Invest Victoria, Export and Trade Victoria. We are already paying for these organisations through our taxes.

They support businesses by guiding and supporting them in their business enterprises. To help them navigate the regulatory processes and hurdles that can exist with overseas expansion and vice versus with overseas businesses investing in Australia.
8.5 - International Relations Policy (cont’d)

There is a mention of Sister City relationships within the policy. This I believe is a contentious issue and over the years these relationships have been used as reasons for overseas travel by many councils Australia wide.

I would say the benefits of these relationships have often been questioned out there in the public, with some viewing these are at best negligible in benefit, at worse, an excuse for councillors and or council staff to travel on the ratepayers purse.

You can find examples of these opinions reported in the media over the years, documenting the junkets of overseas travel racked up many councils at the ratepayers expense.

I quote in the Herald Sun dated June 2014 that “Victorian’s are spending more than half a million dollars on overseas travel so councillors and staff can connect with their international sister cities, visit vineyards and study trees”.

As of 2014 “Shepparton had 11 international Sister cities/friendship agreements”. “Latrobe City Council spent $32,487 on two weeks to China to celebrate a 10 year sister city anniversary.”

The Courier Mail dated January 2014 also stated: “Jetsetting Southeast Queensland councils have spent almost $400,000 on junkets around the globe in just one year”.

The Daily Telegraph September 2015 stated: “Councils will be forced to make public any costs associated with overseas trips under a NSW government crackdown on Travel junkets”. The move follows an investigation by “The Sunday Telegraph,” which shows councils are still spending ratepayer funds on overseas trips with questionable benefits and accountability.

If these relationships councils have with sister cities are as good as they say, where are the achievements they attained, attached in the documents?

This policy fails to specifically set out any concrete references to probable, economic, value and outcomes.

There are no letters or documents that support the policy at this stage, other than to say that there are possibilities and beliefs of benefits to the community and business, but no real evidence provided that supports the case they have presented.

This Policy is full of froth and bubble and is my belief, more of a sales pitch rather than an informative, advisory document providing information on how the policy would be implemented and supported both strategically wise and economically.

The references of other councils having such arrangements or policies in place fails to assure us that they are achieving any positive outcomes, as these are not listed, documented or attached within the policy documents.
Adoption of this policy will with, a high probability, open the door for further overseas travel by council and will most probably need a budgetary allocation going forward.

Without any further information to support this policy I cannot vote in favour of it being adopted.

Cr Quilty
So, I’m fairly sure someone thinks we have just established the People’s Republic of Wodonga, and we need an independent foreign policy. Personally, I think we can safely outsource that to higher levels of government, and just get back to providing services to ratepayers and making things a little less difficult for business.

This version of the policy is somewhat less objectionable than earlier drafts. Support and partner. I suppose arguments can be made for council to support the efforts of ratepaying businesses. I’m less excited about fostering the cultural relationships – I think we can leave that to the experts and the interested. And I can’t see what Wodonga Council has to do with humanitarian relationships at all.

I don’t mind council bending over backwards to assist any business that needs to impress foreign visitors. I’m OK with hosting delegations of overseas officials. But I would want to see a pretty good business case before we send councillors jaunting off overseas.

So, in short, this policy does not represent the greatest waste of ratepayer’s money we will indulge in as a council. But it is still getting above and beyond our role. While most of it could probably be choked down, I can’t support it in its current form.
PURPOSE

To provide guidelines on the types of international relationships that Council may enter into to promote investment, cultural and / or humanitarian connections.

OBJECTIVE

Council continues to have opportunities to form formal international relationships with internationally located cities and regions.

Council is strategically positioned to support international relationships and will involve and partner with community, public and private sectors that are prepared to actively support and participate in the relationship.

This policy is intended to provide guidelines on the types of international exchanges that Council could develop.

Council will seek to do this by:-

- Promoting Wodonga and assisting in fostering economic development, tourism and trade relations;
- Supporting the range of existing cultural, sporting, educational, and youth exchange and investment opportunities
- Seeking a wider understanding of other nations, their traditions, customs and cultures;
- Providing opportunities for residents to develop international relationships in a council approved program;

SCOPE

This policy applies to councillors, staff and volunteers of Wodonga Council.

DEFINITIONS

For the purpose of this Policy the following definitions apply:

**International (National) Relationship** – a relationship with an international city where a formal agreement is made, outlining a program with mutual long term benefits that will be maintained between two cities and based on the objectives outlined in this document.

**Humanitarian** - concerned with or seeking to promote human welfare.

POLICY

The Council seeks to promote, establish and maintain international relationships, based upon benefits which can be agreed and achieved by participating cities.
Council’s role

- To research the opportunities/benefits of international regional city relationships
- To seek a wider understanding of other nations, their traditions, customs and cultures;
- To assist in fostering economic development, tourism and trade relations
- To support the education sector to participate in educational exchanges
- To facilitate the exchange of promotional material
- To provide opportunities for the community to develop international relationships in a council approved program;
- To broaden the range of existing cultural, sporting, educational, and youth exchange opportunities; and,
- To capitalise on the activities of individual groups and organisations to the benefit of the wider community.

Principles

- Strong cultural linkages between resident communities including opportunities for interaction in history, education, sport and recreation activities
- Sound economic opportunities between business communities, where appropriate.
- Opportunity to develop business and investment in Wodonga region
- Opportunity for Wodonga companies to expand into international markets
- Potential to build trust through face-to-face contact and shared activities leading to successful business partnerships; or
- Maintenance of existing business relationships.

Process

- Enter into a Memorandum of Understanding with any potential partnering city stating the objectives and mutually agreeable areas of interest;
- Commitment to visit international city where agreed to by Council;
- Host visitations from international city;
- Support agreed sporting, cultural and educational programs; and
- Develop business and investment opportunities
- Assist in the attraction of visitors to the region.

Business and Investment Relationship

The purpose of Business and Investment relationships shall be to facilitate investment in Wodonga and to assist in the development of business opportunities for Wodonga schools or companies in overseas countries.

Cultural Relationship

The purpose of cultural relationships shall be to foster cultural, historical, educational, sporting and where appropriate, economic links.
Humanitarian Relationship

The purpose of Humanitarian relationships shall be to provide support and assistance to countries that have been disadvantaged by economic, social or environmental circumstances.

Determination of Activity

Determination of an activity into one of these categories shall be based on the primary purpose of the activity.

Visits to and from International Cities

Wodonga Council will warmly welcome visitors from an international city in a spirit of international goodwill.

Council shall determine its participation in any delegation to an international city.

All official visits to Wodonga Council by international visitors are to be treated as a civic matter with due regard to the appropriate protocols.

Guiding Criteria

When deciding to enter into a new International Relationship, Council will:

- Gain as much information as possible about the proposed city;
- Establish clearly what tangible benefits can be gained from the relationship;
- Clearly define the benefits to the community;
- Decide what types of activities will be conducted under the relationship and what funding is available to support such activities;
- In the case of trade, aim to maintain a facilitation role, facilitating relationships between business entities;
- If an international relationship is identified, progress to determine the desirability of the arrangement before a formal international relationship is made using the principles and guiding criteria.

Assessment Criteria

The following criteria will be used by Council when assessing whether or not to endorse a new international relationship:-

- Strong cultural linkages between resident communities, including opportunities for interaction in education, sporting and recreational activities;
- Sound economic opportunities between business communities;
- Similar status of cities in terms of geography, population industries
- No more than one international city relationship will be established with any one foreign country, except in exceptional circumstances;
- Capacity of respective city authorities to support and facilitate cultural and business linkages; and,
- Willingness and capacity of resident, cultural and business communities to contribute financial and human resources to respective activities.
Promotion and Reporting

Council will give appropriate public notification of its existing and on-going international city arrangements, so as to adequately inform the community of the Council’s international city activity.

Review and Expiry of International Relationship Arrangements

Existing international relationships will be reviewed by the Council within 12 months of a general election of the council to ensure that they continue to meet the criteria above and are still appropriate and achievable. Should it be recognised that such is no longer the case, negotiations with the City authorities will be undertaken with a view to discontinuing any formal arrangements.

RELATED POLICIES
(Other relevant policies known at the time of writing should be included. If this information alters the policy should be updated to reflect the change.)

RELATED LEGISLATION

Nil

REFERENCES

REVIEW

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8.6 - Business and education delegation to China and Vietnam

Purpose of report

The purpose of this report is for the council to consider a request from three local education providers for the Mayor to participate in an overseas education delegation with related business opportunities.

Clause 3.5 of the Councillor Support and Expenses Policy reads:

*Overseas travel for councillors must be approved by council resolution at a public council meeting.*

Background

The council has received a request from the Wodonga Federation of Government Schools, Wodonga Institute of TAFE and the Wodonga Campus of La Trobe University for the Mayor and/or council representatives to participate in the 2018 delegation to Weihai, China. A copy of the letter is attached.

The delegation will run from March 19 to March 24.

There is also an opportunity to extend the trip with representatives from the Wodonga Senior Secondary College to visit Hanoi, Vietnam, from 24 to 29 March.

The invitation states that the economic benefits for Wodonga are significant.

“Education alone is currently the highest export earner for the State of Victoria. Every international student contributes at least $25,000 to the local economy each year. This results in more local employment and a viable “Home Stay” industry where each student contributes around $300 per week to families for accommodation in the family home.”

The purpose of the trip is to build upon links with educational institutions and to secure further business opportunities.

Given the importance placed upon the role of Mayor by both of these countries in securing and developing city to city relationships, it would be appropriate for the Mayor to represent council and the City.

As demonstrated by both State and local governments across Victoria - attendance by the Mayor will boost economic and educational investment in the region and likely build relationships to facilitate tourism and wider business investment. It also streamlines processes plus ensuring relevant contacts are made.

As an example Warrnambool Council’s international activities include:

- Launch of the Warrnambool China Bureau in 2017 which has been accessed by 25 businesses in the region to date;
- A number of targeted business delegations both inbound and outbound with an initial focus on agriculture and education;
8.6 - Business and education delegation to China and Vietnam (cont’d)

- Investment and trade in the region in the areas of livestock cattle;
- MoU signed between Deakin University (Warrnambool Campus) and a Changchun University;
- Tourism promotional activities exchange from both cities;
- A Changchun Trade Co-ordinator living and working in Warrnambool for a period of up to 8 months during 2015;
- MoU signed between local Primary School and Changchun Primary School (Warrnambool local school visiting Changchun in September 2016 with 12 students);
- Support for tourism operators to access China readymade materials and mandarin classes;
- Cultural and sporting exchange initiatives; and
- Two University staff members specialising in health undertaking secondments with the Changchun Centre of Disease Control.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, training and employment</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

At the time of preparing this report council does not have a policy that addresses international relations. However, a separate report is included with this agenda recommending the adoption of such a policy.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic benefits from business and education are not fully realised.</td>
<td>Medium</td>
<td>C</td>
<td>4</td>
<td>Consider sending the Mayor to participate in the education delegations to China and Vietnam.</td>
</tr>
<tr>
<td>Negative media profile</td>
<td>Significant</td>
<td>B</td>
<td>3</td>
<td>Explain the benefits for the city.</td>
</tr>
</tbody>
</table>

Financial implications

There is no budget provision for this.
Clause 3.6 of the Councillor Support and Expenses Policy provides that councillors will be given the option to travel in business class for all international flights of more than six hours duration, subject to the travel being approved at a public council meeting. In this case flights to China and flights to Vietnam both exceed six hours duration.

The following estimates are based upon participating in the delegations to both China and Vietnam:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (economy)</td>
<td>$2,730</td>
</tr>
<tr>
<td>Accommodation</td>
<td>$2,100</td>
</tr>
<tr>
<td>Sustenance</td>
<td>$1,200</td>
</tr>
<tr>
<td>Visas</td>
<td>$250</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,430.00</strong></td>
</tr>
</tbody>
</table>

Formal quotes have not been sought, although comparative quotes have been sighted to assist with the above estimation.

It is estimated that business class travel would add a further $3,000 to the costs.

**Environmental implications**

There are no environmental implications associated with this report.

**Social / cultural implications**

The social and cultural implications are discussed throughout this report. International links and exchanges help to strengthen educational, cultural and employment opportunities.

**Legislative implications**

There are no legislative implications associated with this report.

**Community engagement and internal consultation**

The councillors met with education providers as a part of its councillor briefing on January 29, 2018. There has been no other community engagement.
**Options**

1. Decline the invitation.

2. Accept the invitation to attend the delegations to China and Vietnam, with all air travel at economy class.

3. Accept the invitation to attend the delegations to China and Vietnam, with all air travel over six hours duration at business class.

**Conclusion**

On Monday, January 29, 2018 councillors participated in a roundtable discussion with Wodonga Senior Secondary College, Wodonga Institute of TAFE, and La Trobe University to discuss the merits and economic outcomes achieved from education providers’ previous visits to China and the value add that local governments’ participation would make to secure future outcomes for Wodonga.

Although the initial contact was education focussed, there now exists a range of economic development outcomes that are currently being realised in Wodonga, and the opportunity to secure future investment and jobs in our city.

The invitation from the three education providers recognises the business opportunities for the education sector to market into Asia.

It is acknowledged that one of the key determinants of success is the support of the council and this is evidenced through participation in such programs and initiatives.

Formal invitations to Wodonga from Weihai and Hanoi are anticipated within the next week. Council participation would allow formal contact to be made with potential sister cities, in accordance with the draft International Relations Policy.

**Attachments**

The following documents are attached to this report:

- Attachment A: Letter of invitation
- Attachment B: Benefits of trade with China

**Tabled papers**

Nil

**Declaration of conflict of interests**

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

Business Services

8.6 - Business and education delegation to China and Vietnam (cont’d)

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

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

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

**Recommendation**

For the determination of the council.

**Motion**

Crs Danny Lowe / Tim Quilty

That the council accept the invitation for the Mayor to participate in the delegations to China and Vietnam, with all air travel at economy class.  

**Defeated**

**Division**

A division was called for.
Councillors Lowe and Watson voted for the motion.
Councillors Hall, Quilty and Bennett voted against the motion.

**Conflict of interest disclosure and acting Chairperson**

As noted at item 8.5, Cr Mildren disclosed a conflict of interest for item 8.6, the details of which are recorded in these minutes at item 5.

Cr Speedie also disclosed an interest for item 8.6, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 6.33pm prior to the commencement of item 8.5. Cr Mildren remained out of the meeting for item 8.6.

Cr Speedie left the meeting room at 6.58pm.

Cr Watson, having been elected as acting Chairperson for this item (refer to election conducted at item 5) assumed the role.
Crs Mildren and Speedie returned to the meeting room at 7.08pm after the resolutions for item 8.6 had been carried.

Cr Speedie resumed the role of Chairperson.

Comments recorded

During discussion of this item Crs Lowe, Quilty, Bennett and Hall requested that their comments be recorded in the minutes.

Cr Lowe
This has been a difficult decision to make in the end. I have actually talked myself into and out of whether I should vote for the mayoral position to go on this delegation. Most people that know me would probably think that this would be an easy decision to make for me as I’m all about investment attraction and relationship and network building.

But what I’m not all about is spending money without getting a return on that investment either directly or indirectly and whether that is an economic or social benefit. I had to evaluate my decision based on this.

The reason the decision was made hard was this approach by The Wodonga Federation of Government Schools, Wodonga Institute of TAFE and the Wodonga Campus of Latrobe University was late last year.

A) This was very late notice so it leaves little time for us councillors to work through the nuts and bolts of the ask.

B) I feel as this is an ask of these education providers to help strengthen their position on the purpose of their trip. I feel that there should of been some financial assistance to cover the cost of the Council’s commitment to the Mayoral position expenditure as this was outside of our budget. Yes there is mutual benefit but the benefit to Wodonga is more indirect in nature for this particular trip.

The direct nature of the economic benefit to these institutions should of been reason enough for some assistance for their ask. Unfortunately due to the late notice of the request it was said that they are unable to fund cross sectors and time doesn’t allow to seek other funding to assist with sending the Mayoral position for the educational institutions requests.

So while the expense outlay is minimal in context we as councillors are not dealing with our money but that of our ratepayers. As we do in all instances we need to scrutinise what and why we spend any money.

While I think these institutions should be making a monetary commitment not funding but a commitment for partial cost I do fully understand their ask and
8.6 - Business and education delegation to China and Vietnam  
(cont’d)

understand the “Cultural Language” of doing business in this what I have learnt is termed the “Asian Century”.

The providers will not be making a contribution whether I agree with this or not I take the view they are all very big employers in our town. The TAFE is one of the only profitable TAFE’s in Victoria and we have an opportunity here to help it maintain that and help the TAFE and the University continue to be amongst our bigger employers.

Education and training is one of Wodonga’s top five industry sectors contributing $148 million into the local economy.

You only have to see the work Vern and his team have put in over the last 10 years or so on fostering those international relationships in establishing the reciprocal student exchanges and international school programs. Each one of those students contributing in excess of $25,000 to our local economy.

They have led the way and are now extending a request for our help.

So my decision tonight is about the young people of Wodonga, the ones that are half as likely to continue on to higher Education compared to their Victorian counterparts. It’s about them getting opportunities they might not ever get without the work these institutions are putting in and relationships they are trying to establish.

As our community planning and wellbeing team have documented - A factor that impacts a child’s desire to learn is poor provision of and access to education opportunities. These institutions have recognised the importance of having a continued educational pathway thru school, TAFE and then University and the opportunities for Wodonga and its students.

So I will be supporting them and therefore I will vote in favour of the Mayoral position to accept the invitation and accompany the delegation.

If we vote in favour tonight of sending the Mayor as requested by the institutions, this will be an excellent opportunity for the Mayor to help restore some faith in these types of trips to not fly business class and fly economy and let the people of Wodonga know we are serious when using their money for the benefit of the city.

Cr Quilty

As I may have remarked before to my colleagues, the number one thing that ratepayers hate is council spending money on public artworks. The number two is councillors going on overseas trips.

$6,000 odd. It is a relatively small amount of money. This trip is a long way from the worst thing we will chuck money at in the coming year. It is certainly not the most expensive thing we will use ratepayer’s money on. Yes, education makes up a
significant chunk of the local economy. Although - I note it is a chunk that does not pay rates. Part of our role is to smooth the way for growth in the local economy.

If, as a council, we didn’t have the history of overseas travel that we have, I might have gritted my teeth and said nothing. If a strong business case was being put forward to support this, that actually showed projected returns – in economic growth, benefit to ratepayers, I might have been willing to stand up and defend it. I requested a business case to be prepared. I haven’t seen one. I can’t in good conscience go to ratepayers and say yeah, I support cutting spending, but I’ll wave the overseas trip through. Maybe next time, with a stronger business case, I will reconsider my position.

Cr Bennett
Firstly I want to acknowledge that quality post-secondary education is absolutely critical for the ongoing viability and sustainability of regional areas.

Education alone is currently the highest export earner for Victoria, every international student contributes about $25,000 to the local economy, and it is high time that Wodonga got more of a piece of that pie.

I also want to acknowledge that within some cultures, the presence of a mayor can be extremely important in delegations.

However there are also limitations to councils’ involvement, primarily due to budget constraints.

I have reservations about setting a precedent for council to fully fund trips for the Mayor to accompany business delegations.

Even though there will be a flow on benefit to Wodonga with the potential increase in international students attending our education institutions, it is the education institutions themselves that benefit directly.

Given this, I think it is reasonable to expect these education institutions to contribute financially to having the Mayor accompanying them on their trip.

Surely there must be an investment attraction / marketing / international student recruitment budget they could access to finance this contribution.

In the future, there needs to be a more extensive timeframe, so that any organisation that wishes to have the Mayor accompany them, can explore co-funding options.

When council applies for grants, it’s usually a matching grant, one to one. To access these grants, we have to have the long term vision, and money put aside in our budget to show our commitment to the project.
So in principal, I support the notion of the Mayor accompanying these sorts of delegations and I have absolutely no doubt the current Mayor would be a very worthy and influential ambassador for Wodonga. However, at the very least, there needs to be a clear co-funding arrangement.

Finally, just to clarify, there was a very misleading heading in a newspaper today “mayor wants permit to fly on Asia junket’. If you actually care to read the report, it is the council officers responding to our education providers. It was our education providers asking, not the Mayor asking.

Also pretty insulting to our respected education providers that this misleading headline calls their business trip a junket.

Cr Hall
Whilst this policy has stated there may, and I highlight the word may, be some merit for further education outcomes with visitation stays, enrolments, overseas student and local student exchanges, there is again no documentation in support of positive outcomes.

There is no real information, evidence attached to the request asking for council’s support or of other councils achievements, benefits or educational providers who have already set up such programs and their documented evidence given.

The policy documents have been rushed and cobbled together and are without substantive documentation attached to support this proposal.

It is also my view that I don’t believe local government and therefore ratepayer’s money should be supplementing, what is ultimately, I believe, an education department push for educational providers to source income from overseas students and other sources.

The Government should be providing them with either the needed funding, or if they believe that mayors are an important component of sourcing other income streams, then allow or provide the educational delegation with the resources and measures to do so.

There seems to be a never ending push by governments to councils to adopt new policies with the net result of cost shifting with what I believe should State or Federal Governments responsibility away from them and on to the burden of councils.

We have limited budgets and resources to absorb these policies and the associated costs. Our rates and debt are already too high to be able to absorb these costs in our budget.
6 February 2018

Cr. Anna Speedie
Mayor
City of Wodonga

Attention: Kevin Scully

Dear Anna,

On behalf of the Wodonga Federation of Government Schools, Wodonga Institute of TAFE and the Wodonga Campus of La Trobe University, may I extend an invitation to you and/or representatives of Wodonga City Council to participate in our 2018 delegation to Weihai, China.

Our planned delegation dates are from the 19-24 March, 2018 (inclusive of travel) and indicative costs based upon bookings made by Wodonga TAFE are approximately $1500 for flights and accommodation. This trip is designed to build upon our strong personal links with educational institutions in these regions and to explore extending relationships for the economic and cultural benefit of our community. An initial itinerary has been developed, however this will change significantly if Council participation is confirmed.

To progress Wodonga as a preferred location for “on-shore” education and investment, the involvement and active support of the Mayor of the City and Council is vitally important. Engagement between civic leaders in the development of cross-national relationships is an expectation in Chinese and other Asian cultures. There is great educational, cultural and long-term employability value for our students by us making the attraction of international students a priority for our community. The attached link gives a snapshot of why it is so important to make our students aware of where the world may be in the next ten years. https://youtu.be/3ywORYID_1

From a Wodonga Community perspective, as recognised by the Wodonga City Council, there is an urgent need to improve the community’s understanding of global realities and to position the City to participate fully in what is termed the “Asian Century”. Specifically, this trip will enable the City to actively encourage educational and investment in our region and to build the relationships to facilitate tourism and wider business investment. The tour will also enable participants to increase their understanding of the importance of Asia to the Wodonga Community.

Building from a focus to foster relationships with sister schools and their communities to establish host reciprocal student exchanges and promote international student programs at our campuses in Wodonga, the tour will assist in forming sister-city relationships. These relationships link economic opportunities for businesses with international education. We have contacts who can facilitate initial introductions and future agreements.
You should note that the Senior Secondary College will also visit Vietnam, extending the dates of their delegation to 29 March, where similar opportunities exist to develop sister-city relationship for education and commerce. You would, of course, be most welcome to attend both countries, but you should be aware that the TAFE and University are focusing their initial engagements on Weihai. Trip duration and costs would be limited by attending only the first stage of the trip, but should consider attending both segments to fully exploit the evident opportunities in both China and Vietnam.

The economic benefits for Wodonga are potentially significant. Education alone is currently the highest export earner for the State of Victoria. Every international student contributes at least $25,000 to the local economy each year. This results in more local employment and a viable "Home Stay" industry where each student contributes around $300 per week to families for accommodation in the family home.

As you will be aware, the establishment of Sister City relationships other regional Victoria municipalities is yielding economic benefits for those communities, in education and also in commerce and tourism.

The importance of presenting a united educational, business and civic community will be essential to establishing the sister-city relationships in China. We do hope that you are able to join us on this important business delegation commencing 19th March this year.

Yours sincerely

\[Signature\]

Vern Hilditch  Executive Principal Wodonga Senior Secondary and Middle Years Colleges

For and on behalf of

Mark Dixon  CEO Wodonga Institute of TAFE

Dr Guinever Threlkeld  Head of Campus La Trobe University Albury-Wodonga Campus
The Benefits of trade with China

Since 2009 the benefit to the Australian household of trade with China has increased almost fivefold from $3,400 to $16,985 in 2013.

200,000

Approximately one in 58 Australian jobs is sustained by direct export activities to China in 2011.

Direct trade with China has contributed 5.5 per cent to Australian GDP, twice as much as agriculture, forestry and fishing.

5.5%

Two thirds of Australian firms see China as being of high importance to their plans for global expansion.

2/3

China is the top purchaser of Australian agricultural products and education services, the third largest buyer of Australian manufactured goods, and a crucial growth market for the Australian service industry.

1st 3rd

Australian manufacturing export to China has been increasing since 2002 (AUD million):

- 2002: $1,806.13
- 2011: $10,016.08
8.7 - Supply and delivery of one leased EWP truck with attached travel tower

Purpose of report

To seek the council’s determination in awarding the tender W1164-17 for the supply and delivery of one leased elevated work platform (EWP) truck with attached travel tower.

Background

The above unit will replace our existing leased Nifty Lift Elevated Work Platform which is due for replacement having reached its optimum operating life and the current lease is due to expire shortly with no further lease extensions available.

Since the initial elevated work platform was put into operation, in 2011, the utilisation continues to increase particularly with the wire clearance program, tree pruning and removal, tree inspections and assessments. The unit has also been utilized by the environmental lands team for habitat creation, fire trail clearance and seed collection.

The fully maintained operating lease includes; capital purchase and finance costs, initial stamp duty, initial registration, annual registration and all scheduled maintenance for both the cab chassis and elevated work platform. The lease excludes ongoing replacement tyres, insurance and damage.

The evaluation team developed a specification with a high level of OH&S focus; particularly in the operator environment around the design of the elevated work platform as our existing unit has what is called a ‘knuckle boom’. The knuckle boom when in use; in so far as reaching its upper limit; whilst pruning a tree, requires the boom to protrude into the kerbside traffic. The specifications in this tender called for what is known as a ‘fly over’ boom configuration that will reduce the need to protrude over the kerb and allow more flexibility in and around the trees. The fly over boom reduces the need to climb trees and reduces manual handling injuries due to the reduction in reaching and stretching. The proposed unit also increases efficiencies due to less sets ups, i.e.: moving the elevated work platform around and the vehicle will provide for more reach in and around the work environment. The operator basket design provides for safer access and egress points. The advertised specification required a commitment to provide backup service and ongoing operator training in our region.

Response

Tenders were advertised in The Border Mail and Tender Search on Saturday, September 22, 2017 and closed at noon on Tuesday, October 24, 2017.

Fifteen documents were issued. Four documents were received. The tender document submitted from tenderer number four Hartwigs Trucks Pty Ltd was deemed non-conforming as they provided a purchase price; not a leasing cost submission, and did not meet the technical requirements of the tender specification. The tender submission was not considered any further.
Ordinary meeting – February 19, 2018

8 - Officers reports for determination  Business Services

8.7 - Supply and delivery of one leased EWP truck with attached travel tower (cont’d)

Tenders were received from:

1. Sherin Rentals Pty Ltd
2. Australian Crane and Machinery Pty Ltd
3. The Trustee for Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd
4. Hartwigs Trucks Pty Ltd

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

The evaluation team members were Jim Maher, Team Leader Fleet, Plant & Building Maintenance, Michael Power, Team Leader Parks and Gardens, and Brad O’Grady, Supervisor Tree Crew.

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

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>10%</td>
</tr>
<tr>
<td>Capability</td>
<td>35%</td>
</tr>
<tr>
<td>Compliance with specification</td>
<td>20%</td>
</tr>
<tr>
<td>Customer Service</td>
<td>10%</td>
</tr>
<tr>
<td>Benefit to Local Region</td>
<td>10%</td>
</tr>
<tr>
<td>Environmental Sustainability</td>
<td>5%</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100 %</td>
</tr>
</tbody>
</table>

The following point scoring was applied to the criteria:

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

To calculate the weighted score: weighting x score = weighted score. The tendered price is then divided by the technical / quality analysis (competitively neutral, net present value), to provide the value for money (VFM) indicator.
The process
All tenders were evaluated in adherence with the council’s tendering policy and guidelines. As stated above the tender from Hartwigs Trucks Pty Ltd was deemed non-conforming and not considered any further.

It was evident from the initial evaluation that two of the tenderers (Sherin Rentals Pty Ltd and Australian Crane and Machinery Pty Ltd) did not meet the specification brief particularly around the design and model of the proposed travel tower; that was to be built on the truck. Further internet research was conducted and confirming the models submitted could not be identified and/ or if in fact if they were a fly over boom type tower. Both tenderers also failed to address the benefit to the local region section, back up service capability / commitment and OH&S requirements.

The evaluation committee then performed a further detailed assessment on the preferred unit; (supplied by The Trustee for Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd (Wodonga) based on the overall requirements of the specification. These requirements included the size of the elevated work platform for the truck chassis, occupational health and safety, the operator environment, on board monitoring systems and environmental credentials. Also of importance was the training and experience of the supplier’s local technicians, initial and ongoing operator training for the council staff, customer service standards and seven day back up service. At this point is was deemed this submission met all requirements of the tender specification.

Twin City Truck Centre has built a long term customer relationship with the council through the Australian Business Excellence Framework. They have been awarded previous council contracts for an elevated work platform, street sweeper, waste compaction truck and water trucks and as a result have developed strong relationships with parent companies of these vehicles. This included a commitment to training their Wodonga staff in all technical matters relating to those units. Council now has access to technical expertise in Wodonga for those vehicles being leased and/or purchased. Previously Council has had to bring tradesmen from Melbourne for repairs, which led to significant downtime of council vehicles.

Twin City Truck Centre has clearly demonstrated an ongoing commitment in their relationship with the manufacturer, Nifty-Lift, in the ongoing training of their technicians to enhance their servicing and repair capability. This means the council will have continued access to local customer service seven days a week.

Value for money: the value for money indicator for each tenderer is shown below:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Value for Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sherin Rentals Pty Ltd</td>
<td>3709</td>
</tr>
<tr>
<td>2. Australian Crane and Machinery Pty Ltd</td>
<td>6972</td>
</tr>
<tr>
<td>3. The Trustee for Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd</td>
<td>1997</td>
</tr>
<tr>
<td>4. Hartwigs Trucks Pty Ltd</td>
<td>2052</td>
</tr>
</tbody>
</table>

Note: Non-Conforming
Therefore, after all assessments, the panel considered that the tender submission from The Trustee for Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd (Wodonga) provided the best value for money option for the Council.

### Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a city that is well-connected, informed and engaged, which supports people to meet, participate and move safely and easily to access services and opportunities.</td>
<td>Inclusion, participation and access</td>
<td>Work with community agencies and committees towards the creation of a sustainable built and natural environment in our CBD, parks and green spaces, that enhances and supports accessibility and mobility across the city</td>
</tr>
</tbody>
</table>

### Council policy / strategy implications

Council is committed to the principle of social procurement by encouraging socio-economic benefits to the local region in its purchasing policies and procedures.

### Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>As the existing elevated work platform has reached its optimum operating life and is at the end of its lease term</td>
<td>2</td>
<td>A</td>
<td>E</td>
<td>Existing unit and truck would require works that would reduce operating time and impact on service delivery. The current lease would need to be extended.</td>
</tr>
<tr>
<td>Increased operator OH&amp;S control through the ergonomic design of the fly over boom on the EWP increases road side safety when in operation and the Euro5 engine reduces over all noise.</td>
<td>2</td>
<td>E</td>
<td>H</td>
<td>By entering into the proposed new lease the opportunity will be realised</td>
</tr>
</tbody>
</table>

### Financial implications

The operational costs of this plant are within the current and projected parks and gardens budget. Possession of the vehicle will not occur until November 2018. The contract price is $738,780.00 (excluding GST) and the maintained operating lease arrangement is for a period of 84 months (over seven years).

### Environmental implications

The award of this tender will have environmental benefits since the preferred plant offered is of the highest emission standard, being Euro5.
8.7 - Supply and delivery of one leased EWP truck with attached travel tower (cont’d)

Social / cultural implications

Benefits to the local region
The preferred tender, Twin City Truck Centre is a local business that was established in 1981 and employs 50 staff of which 100 percent are based in the Albury-Wodonga region. They employ four mechanical apprentices each year and hold in excess of $1 million in parts which services their five and half day workshop operation and 24 hour, seven day a week emergency service. They have strong relationships with other suppliers within the region which compliments their workshop and support the community through sponsorship of various sporting codes, horse racing events and local hospital events.

Legislative implications

The machine offered meets all current state and federal OH&S and plant operation standards.

Community engagement and internal consultation

Suppliers and staff have been kept informed throughout the process as to when a decision will be made via written communications.

Options for consideration

Option one – Do nothing. This is not recommended as due to the ageing condition of the existing plant and the current lease will expiry in August 2018 and no further extension of the lease is available.

Option two – Accept the recommendation and award the tender.

Conclusion

Three conforming tenders were lodged which has led to a competitive price being obtained. The equipment on offer and back up service from tenderer number three, The Trustee for Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd (Wodonga) will deliver an increased level of operational efficiency and operator OH&S, the tender cost submitted is within current budget parameters.

Accordingly it is recommended that the council pursue option two.

Attachments

Nil

Tabled papers

Nil
Declaration of conflict of interests

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

Manager Finance - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

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

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

Team Leader Plant, Fleet and Building Maintenance - Jim Maher
In providing this advice as the report author, I have no interests to disclose in this report.

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

Recommendation

That:

1. Tender number 3 from The Trustee For Twin City Truck Centre Unit Trust t/as Twin City Truck Centre Pty Ltd for contract number W1164-17 Supply and delivery of one leased EWP Truck with attached travel tower, for the contract sum of $738,780.00 (excluding GST) be accepted based on the schedule of rates provided.

2. The contract period be 84 months with the above sum paid at equal monthly instalments for the contract period.

3. The Chief Executive Officer be authorised to sign the Twin City Truck Centre Pty Ltd leasing documents.

Motion

Crs John Watson / Tim Quilty

That the recommendation be adopted.

Carried
8.8 - Manufacture and installation of signage (W1181-17)

Purpose of report

To seek the council’s determination in awarding the tender for Manufacture and Installation of Signage (W1181-17).

Background

Wodonga Council is seeking to engage a preferred supplier(s) for the manufacture and installation/supply of signage.

The manufacture and installation of signage will encompass the following types of signage:

- City entrance, for example, 7 metre ‘City of Wodonga’;
- Locality entrance, for example, 5 metre ‘Leneva’, ‘Baranduda’;
- Industrial/precinct, for example, Baranduda Industrial Estate, Enterprise Park, Logic;
- Precinct, for example, Felltimber Community Centre;
- Venue, for example, WAVES;
- Car park, for example, Oak Car Park;
- Wayfinding – Walk/Cycle/Pathways;
- Interpretative, for example, St Francis of Assisi Nature Trail, Willow Park Bushland Corridor Trail;
- Parks/reserve – major;
- Parks/reserve – minor; and
- Council venues/buildings.

The manufacture and supply of signage will encompass the following types of signage:

- Event signage;
- Project signage - for example, capital projects and roadworks;
- Regulatory/compliance/safety signage;
- Promotional/interpretative signage; and
- Fleet signage.

Signs **not** within the scope of this tender are:

- Road signs.

The council has an annual capital budget allocated to signage for two key areas:
1. City signage; and,
2. Parks signage.

The priority of works will be determined by two factors:
1. New parks being gazetted as recommended by the Parks Name Committee; and,
2. Signage audit and priority for signage refurbishments.
The capital project budget for 2017-2018 is:

- City signage - $20,000 (excluding GST);
- Parks signage - $30,000 (excluding GST); and
- Signage maintenance - $10,000 (excluding GST) (repairs as a result of damage or vandalism to signs).

In addition to the above budget allocations, council has other signage requirements that form part of this contract as outlined in the specification.

Response

Tenders were advertised in The Border Mail and via TenderSearch on Saturday, December 2, 2017 and closed at noon on Tuesday, January 9, 2018. Eighteen documents were issued, two were received.

Tenders were received from:
1. TJ & TJ Knight Pty Ltd T/AS Signs By Knight
2. Rice Graphics Images Australia Pty Ltd

Please note that for commercial in confidence reasons prices submitted have not been provided in this report.

The tender specification comprised of the following schedules:

- Schedule 2a.1 City signage
- Schedule 2a.2 Parks signage
- Schedule 2a.3 Venue signage
- Schedule 2a.4 Signage services
- Schedule 2b Fleet signage
- Schedule 2c.1 Corflute
- Schedule 2c.2 Foam board
- Schedule 2c.3 Composite panel
- Schedule 2c.4 Aluminium
- Schedule 2c.5 Vinyl
- Schedule 2c.6 Diecut vinyl
- Schedule 2c.7 A frames

Both tenderers submitted pricing for all schedules.

The Evaluation team members were Tammy Dean, Team Leader Marketing, Jim Maher, Team Leader Plant Fleet and Building Maintenance, Nick Gauli, Engineer Projects and Design, Anne Visser, Team Leader Projects and Design.

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

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>15%</td>
</tr>
<tr>
<td>Customer service</td>
<td>15%</td>
</tr>
</tbody>
</table>
8.8 - Manufacture and installation of signage (W1181-17) (cont’d)

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

To calculate the weighted score: weighting x score = weighted score. The tendered price is then divided by the technical / quality analysis (competitively neutral, net present value), to provide the value for money (VFM) indicator.

The process
All tenders were evaluated in adherence with the council’s tendering policy and guidelines. Tender documents were reviewed by the panel members and rated against the evaluation criteria.

An evaluation panel meeting was held on Wednesday, January 24, 2018 where each tender proposal and ratings were reviewed and agreed.

Both tenderers are local suppliers and have completed work for council in the past. Both suppliers have the resources to deliver the contract requirements and both are OH&S prequalified with council.

In evaluating both tenderers against the criteria, prior experience with the suppliers was taken into consideration as well as competency demonstrated through the suppliers tender responses. Project management of signage projects, meeting deadlines, customer service, technical expertise of key staff, completion of jobs as per order requests, quality controls and the resource required by council for the day-to-day management of the contract were all factors which were weighted in favour of the recommended tenderer.

TJ & TJ Knight Pty Ltd T/AS Signs By Knight and Rice Graphics Images Australia Pty Ltd were requested to confirm the pricing methodology for particular schedules where anomalies were identified or clarification required.
Value for money
The value for money indicator for each tenderer is shown below:

<table>
<thead>
<tr>
<th>Name / company</th>
<th>Value for money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TJ &amp; TJ Knight Pty Ltd T/AS Signs By Knight</td>
<td>152</td>
</tr>
<tr>
<td>2. Rice Graphics Images Australia Pty Ltd</td>
<td>257</td>
</tr>
</tbody>
</table>

The panel considered that the tender submission from TJ & TJ Knight Pty Ltd T/AS Signs By Knight provided the best value for money option for the council based on the tender submissions provided.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect, enhance and manage our unique natural and built environments,</td>
<td>Managing assets</td>
<td>Deliver a strategic, resourced and informed program to renew, upgrade</td>
</tr>
<tr>
<td>planning for growth, demonstrating leadership and stewardship now</td>
<td></td>
<td>and build community assets to meet the current and future needs of the</td>
</tr>
<tr>
<td>and into the future.</td>
<td></td>
<td>community.</td>
</tr>
<tr>
<td>Create a city that is well-connection, informed and engaged, which</td>
<td>Communications and engagement</td>
<td>Inform the community about the council’s events and activities through a</td>
</tr>
<tr>
<td>supports people to meet, participate and move safely and easily to</td>
<td></td>
<td>broad range of communications channels</td>
</tr>
<tr>
<td>access services and opportunities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The *Communications and Marketing Strategy 2017-2018 to 2020-2021* has identified signage as one of the primary communication tools.

Signage is a key communication tool and can serve several purposes:
- Branding – visual/aesthetic appeal;
- Geographical identification – township, area, park, garden, reserve of land, suburb and locality, topographical feature, street, road, place or building;
- Safety/emergency services;
- Wayfinding/directional; and
- Interpretive.

Signage has a role to play across all key audience segments including residents, business, investors, staff, visitors and government.

The *Communications and Marketing Action Plan 2017-2018* has a key action to: *‘Develop a signage plan that outlines the style guide for new branded signage and identifies priorities for new signage and ongoing asset renewal and maintenance.’*
The engagement of a preferred supplier(s) for the manufacture and installation / supply of signage is an integral part of managing the asset.

**Risk management implications**

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury from signage failure during installation or post installation</td>
<td>3</td>
<td>D</td>
<td>M</td>
<td>Tenderers have submitted OH&amp;S documentation as part of the tender process demonstrating their safe work methods and practices. Both tenderers are current pre-qualified vendors to council. Site inductions would be undertaken with the contractors for new sites. Contractor audits could be undertaken as part of the contract management process.</td>
</tr>
<tr>
<td>Injury from failure to have traffic management in place during install</td>
<td>3</td>
<td>D</td>
<td>M</td>
<td>Tenderers have nominated their traffic management sub-contractors as part of the tender documentation along with their OH&amp;S documentation.</td>
</tr>
<tr>
<td>Signage supplier unable to perform services due to business closure</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Tenders have submitted information to enable council to assess their ability to carry out services. The recommended tenderer has a demonstrated track record in business.</td>
</tr>
<tr>
<td>Signage supplier does not meet the agreed service standards</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>There will be three primary points of contact for ordering and supervision of installation or delivery of the contract. Nominated staff will be responsible for contract supervision and ensuring services standards are met. The recommended tenderer has a demonstrated track record in signage manufacture and services customers of a similar nature to council. The recommended tenderer has also previously supplied to council for this contract.</td>
</tr>
</tbody>
</table>

**Financial implications**

The capital and operating budget for 2017-2018 finance year is detailed below:

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City signage</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$0</td>
<td>City signage projects would be managed within the budget allocation</td>
</tr>
</tbody>
</table>
8.8 - Manufacture and installation of signage (W1181-17) (cont’d)

| Parks signage | $30,000 | $30,000 | $0 | Parks signage projects would be managed with the budget allocation |
| OPERATING |  |
| Signage maintenance | $10,000 | $10,000 | $0 | Signage maintenance would be managed with the budget allocation where possible. Based on previous year trends. |

In addition to the above budget allocations, council has other signage requirements that form part of this contract as outlined in the specification.

Signage projects will be managed within the capital and operating budgets partially outlined above and also imbedded within other operational and capital program where signage may be required.

The annual estimated expenditure of this contract is based on previous financial years and there is no guarantee of expenditure for the life of this contract.

Environmental implications

The tender questionnaire gave consideration to the impact the goods and or services has on the environment. Tenderers were invited to detail their environmental policies and plans with evidence of their application and/or provide examples of practices and products that demonstrate a commitment and capacity to deliver environmental outcomes. The recommended tenderer sited examples of workplace practices delivering positive environmental outcomes.

Social / cultural implications

Based on the response to the mandatory criteria of demonstrating benefits to the local region, TJ & TJ Knight Pty Ltd T/AS Signs By Knight operations are based in Wodonga, with 100 per cent of staff based and 90 per cent of materials, plant and equipment sourced within the Wodonga/Albury region. They also currently support more than 15 local community groups in various ways.

Legislative implications

The tender was conducted in accordance with s.186 of the Local Government Act.

All signage must comply with all relevant Australian Standards, Wodonga Planning Scheme and Policies and VicRoads regulations. Wodonga Council will be responsible for obtaining the relevant permits.

TJ & TJ Knight Pty Ltd T/AS Signs By Knight is an OH&S pre-qualified vendor.

Community engagement and internal consultation

N/A
Options for consideration

Option one – Do nothing

This is not recommended as awarding the tender provides council with the stability in pricing for the life of the contract.

Option two – Accept the recommendation and award the tender.

Conclusion

Two conforming tenders were lodged with competitive pricing being obtained.

Accordingly it is recommended that the council pursue option two.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

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

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

Team Leader Marketing - Tammy Dean
In providing this advice as the report author, I have no interests to disclose in this report.
8.8 - Manufacture and installation of signage (W1181-17) (cont’d)

Recommendation

That:

1. The tender from TJ & TJ Knight Pty Ltd T/AS Signs By Knight for W1181-17 Manufacture and Installation of Signage for the sum not to exceed $135,000 (excluding GST) annually be accepted, based on the schedule of rates tendered.

2. The contract period be for 12 months with the option to extend for a further two x 12 month periods, at the discretion of council; to a maximum of three years.

Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted. Carried

Conflict of interest disclosures

Prior to the commencement of item 8.8 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 7.12pm. Cr Mildren returned to the meeting room at 7.15pm after the resolution for item 8.8 was carried.
8.9 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18)

Purpose of report

To seek council’s determination in the process for the awarding of the tender for W1244-18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services (New Tender) for Wodonga City Council.

Background

Procurement Australia (PA) are currently council’s tender agent for contract W617-15 Retail Energy, natural gas, public lighting and associated services. Procurement Australia has managed this contract on behalf of their participating members.

The current two year contract is due to expire June 30, 2018, with the option to extend a further two x 12 month periods, at the discretion of council, to a maximum of four years. The incumbent retailer is AGL.

The intention to proceed with the contract extension was initiated by Procurement Australia based on a Fixed Price / Fixed Term option in order to give council price certainty.

However, given the volatility of the market at this time, Procurement Australia approached AGL, and a number of other retailers, to submit pricing applicable for the two year extension period noting this was a benchmarking exercise to verify pricing submitted by the incumbent retailer against the market. In addition, independent verification was conducted by Procurement Australia’s energy consulting firm to ensure that the offer was deemed fair value.

The reprice process conducted in November by Procurement Australia gained critical insight from the process which has influenced them to alter their original energy procurement strategy for the period July 2018 through June 2020 inclusive.

The incumbent (AGL) offer was determined to be not in the member’s best interest to accept and therefore the current contract extension(s) will not be exercised by Procurement Australia.

Procurement Australia will now go to the market early 2018 for the Procurement Australia Tender and Resultant Contract: 2106/0634 Retail Electricity, Natural Gas and Associated Services for a fixed term, fixed energy price per 12 month period methodology.

Contract duration options will be a two or three year contract period (at the individual council determination) commencing July 1, 2018.

Letters of Engagement have been forwarded to individual councils (2/3 of the Victorian base) Water Boards and private sector members by Procurement Australia to determine participation and acceptance of the proposed process. The signing of the letter of engagement appoints Procurement Australia to act as the sole agent...
and to commit council to the volume tender and resultant contract. The Letter of Engagement has been signed by the CEO and submitted to Procurement Australia. The purpose of a request for tender event, for the above contract, will rely on committed volume from participating members for both the tender stage and the duration of the resulting contract.

The advantage of participating in a volume tender is the financial and long term benefits delivered through volume and spend aggregation as well as the technical knowledge of the market being managed by Procurement Australia to achieve the most competitive outcomes possible.

Council does not have the technical knowledge to operate an energy tender alone and would not have the same buying power as a large group of members.

The energy sector has undergone significant changes in recent times primarily due to generation and demand related issues. One of the impacts of these changes relate to price variation, which is almost on an hourly basis. Fixed Volume energy prices quoted to retailers from generators (prior to submitting tenders such as to Procurement Australia) are only valid for short periods of time in which tenders must be evaluated and the successful retailer notified. Once the successful retailer or retailers are notified of the outcome, their tendered price will remain valid under the terms of the contract.

Due to the Fixed Volume nature of this tender, it also means that “Energy Supply Agreements” must then be signed by individual Council’s and returned to the retailer within a short period of time, expected to be only a 72 hour period.

In order to meet this requirement, it is important to determine an approval process prior to the tender outcome. That is to approve the delegation / process on how Council is to effect the approval of the Energy Supply Agreement; within the limited timeframe being forecast, given the dates do not coincide with the gazetted council meetings schedule.

The Energy Supply Agreement, for Wodonga Council, will be in place for a three year period at an estimated cost of $2,153,012 per annum.

As advised by Procurement Australia, energy costs are expected to increase by 100% and distribution network costs to increase by 6%. Energy and distribution network costs are split almost 50/50 across current rates.

Estimated costs outlined in this report are calculated using council’s annual energy spend for financial year 2016-2017, incorporating the above increases in cost, multiplied by three years.
8.9 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18) (cont’d)

<table>
<thead>
<tr>
<th>Council Energy Spend FY16/17</th>
<th>$1,407,197.66</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Cost</td>
<td>$703,598.83</td>
</tr>
<tr>
<td>Plus 100% ($703,598.83)</td>
<td>$1,407,197.66</td>
</tr>
<tr>
<td>Distribution Network Costs</td>
<td>$703,598.83</td>
</tr>
<tr>
<td>Plus 6% ($42,215.93)</td>
<td>$745,814.76</td>
</tr>
<tr>
<td>Total</td>
<td>$2,153,012.42</td>
</tr>
<tr>
<td>Multiply by 3 (years)</td>
<td>$6,459,037.26</td>
</tr>
</tbody>
</table>

Note: This is the standard estimation format being used by other participating councils.

A more accurate estimate will be provided in the subsequent report together with the evaluation report; at the next available Council Meeting.

Tender Process Schedule

The forecast tender dates by Procurement Australia are as follows:

February 26, 2018  Tender to be advertised to the market
March 19, 2018      Tender to close
March 19-23, 2018   Assessment of non-financial components of the tender submissions for compliance
March 26, 2018      Price out to the market (PA to have 36-48 hour window to accept offer)
April 3, 2018       Tender awarded in that week (PA to approve group Energy Service Agreement)
April 9, 2018       Member briefing in Melbourne on tender process and award
April 10-12, 2018   Members to approve individual Energy Service Agreement and return to PA

Options

Following due consideration two options are proposed to council on how to proceed with this challenge and maintain integrity with the process:

Option One
That the awarding of the contract W 1244 - 18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services be delegated to the Chief Executive Officer.

This option will ensure an expedient response by council that will fit within the tight tender award timeframes, and is supported by expert advice provided by Procurement Australia.

A report of the tender process and outcome will be supplied at the next available council meeting.
Option Two
That the awarding of the contract W 1244 - 18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services be subject to a decision of the council at either a scheduled ordinary meeting or, if required, a special meeting, the latter to be called by the Mayor.

This option will require councillors to be available at short notice for attendance at a special meeting to award the contract. This may have negative impact the tight tender award time frame set if a meeting quorum is not achieved.

There is also a risk of community dissatisfaction and possible perception of reduced transparency with a special meeting called on short notice.

Evaluation
If the CEO is delegated the authority to award the contract then a report on the tender process and outcome will be presented at the next council meeting.

If council retains the delegated the authority to award the contract, a tender evaluation report will be included in the agenda papers for the special meeting.

Council Plan

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

Council policy / strategy implications

Not applicable. A complete report will be submitted to Council on receipt of the Evaluation Report.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council pays a higher c/kwh rate by contracting the supply of power individually</td>
<td>4</td>
<td>B</td>
<td>Medium</td>
<td>Award the contract in accordance with the recommendation of Procurement Australia</td>
</tr>
<tr>
<td>Council officers do not have the technical expertise or detailed knowledge of the power industry to enable the writing of specifications to individually contract the supply of energy.</td>
<td>4</td>
<td>A</td>
<td>Significant</td>
<td>Remain a member of the group and continue with the contracts prepared by Procurement Australia for the supply of energy</td>
</tr>
</tbody>
</table>
Financial implications

As advised by Procurement Australia, energy costs are expected to increase by 100% and distribution network costs to increase by 6%. Energy and distribution network costs are split almost 50/50 across current rates.

Estimated costs outlined in this report are calculated using council’s current annual energy spend, incorporating the above increases in cost, multiplied by three years.

The estimated contract sum, over three years, is $6,459,037.

A more accurate estimate will be provided in the subsequent report together with the evaluation report; at the next available Council Meeting.

Council will also benefit from value added service such as, ready access to a consultant with industry expertise, ongoing management of the contract and constant contract surveillance, supplier management and member assistance throughout the term of the contract and access to analysis tools for reporting. Procurement Australia will also continue to monitor the energy market and provide early notification regarding future contract options to either extend a contract or communicate recommendations for a new tender process.

Environmental implications

Not applicable.

Social / cultural implications

The street lighting component of the energy tender is an important element of community safety. It is important that council deliver this community service for the best possible price.

Legislative implications

It is a requirement of section 186A of the Local Government Act 1989 to seek tenders for all contracts over the sum of $150,000 for services.

Community engagement and internal consultation

Not applicable.

Options for consideration

Option One - do nothing

Option Two - the awarding of the contract W 1244 - 18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services be delegated to the Chief Executive Officer.
8.9 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18) (cont’d)

The estimated contract sum, over three years, is $6,459,037. The contract period is for three years only commencing July 1, 2018 and concluding June 30, 2021.

Option Three
That the awarding of the contract W 1244 - 18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services be subject to a decision of the council at either a scheduled ordinary meeting or, if required, a special meeting, the latter to be called by the Mayor.

Conclusion

The process undertaken by Procurement Australia and the ongoing industry expertise and advice that Council receives has insured that the best possible outcome for the supply of retail electricity, natural gas, street lighting and associated services.

Accordingly it is recommended that the council pursue Option 2.

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

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

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

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

Contracts Administrator - Peter Whitmarsh
In providing this advice as the report author, I have no interests to disclose in this report.
8.9 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18) (cont’d)

**Recommendation**

That the awarding of the contract W 1244 - 18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services for the period commencing July 1, 2018 and concluding June 30, 2021 be delegated to the Chief Executive Officer.

**Motion**

Crs Danny Lowe / John Watson

That the recommendation be adopted.

**Carried**

**Comments recorded**

_During discussion of this item Cr Quilty requested that his comments be recorded in the minutes._

Cr Quilty

Slow clap. This is a win for all the enthusiasts for shutting down the baseload power stations. You can toast your success in de-carbonising the economy as everyone’s rates rise, along with their power bills. And as businesses close. And as people die because they can’t afford the air-conditioning. Well done.

You can see in the figures the breakdown between the gold plating of the network costs – a 6% hike, and the renewable energy price spike – a 100% increase. It is not as if this is an accident – it is exactly what was supposed to happen – force up the price and stop people from using so much electricity. Fortunately, council can just pass the impact on to the ratepayers.

To put this in context – this is a bit more than the annual cost of two Visitor Information Centres. I think that is the go-to measure of spending from now on. Two VICS. $700,000. And there isn’t a thing we can do about it. But remember.
Purpose of report

To seek a resolution to request the appointment of a Planning Panel to consider submissions made in relation to Amendment C121 to the Wodonga Planning Scheme, and to authorise officers to continue to consider and negotiate submissions prior to the Planning Panel.

Background

The Amendment proposes to:

- Insert two incorporated documents into the Wodonga Planning Scheme: “Leneva Baranduda Precinct Structure Plan” (PSP) and “Leneva Baranduda Development Contributions Plan” (DCP);
- Rezone a number of land parcels within the PSP, including the Baranduda Sporting and Recreation Facility at Middle Creek, to Urban Growth Zone (schedule 1)(UGZ1);
- Apply the Development Contributions Plan Overlay (DCPO) to the PSP area; and
- Make a number of other technical changes to the Wodonga Planning Scheme, e.g. modifying the Floodway Overlay.

Authorisation to prepare and exhibit the amendment was granted by the Minister for Planning on the 13th August 2017. Numerous reports, workshops and briefings in regard to the development of the growth area and the PSP and process have been held with Council dating back to May of 2015.

Exhibition:

Following Authorisation, exhibition of the amendment commenced on October 19th 2017 and was completed on the 2nd December 2017 (6 weeks). In addition to the formal exhibition process, further engagement and information evenings were held by officers at the Baranduda Community Centre and the Wodonga Library in October and November of 2017. Information sessions were attended predominantly by impacted land owners.

Articles in relation to the Amendment and the location of the documents for inspection, review and comment, appeared in the November and December ‘City Life’ publications (both e-version and hard copy). Over 250 individual notices were sent to land owners, prescribed Ministers, referral agencies (State and Local agencies) and to potentially impacted land owners.

As a result of the exhibition, 25 submissions were received during or immediately after the exhibition period. Additionally, there was a late submission received on January 27, 2018.

A summary of the issues and matters raised and officer recommendations in regard to these matters follows in this report. It is important to note that a number of written submissions did not request any changes to the amendment, but made...
comment only, or raised questions as to the future development of land, provision of community facilities such as schools, and the protection of vegetation. For ease of property identification, Plan 3 of the PSP is included in Tabled Document A. A copy of all submissions is also attached (see Tabled Document B).

Next steps:
Once a resolution to request the appointment of a Planning Panel is received from the council, a panel will be arranged with the Planning Panels Victoria. The tentative timeline is:

- Planning Panel’s directions hearing – early May 2018; and

Following the conclusion of the panel process, a report setting out the panel’s recommendations will be forwarded to the council. Once received, council officers will provide a final report to the Council, likely containing one of the following options for consideration:

1. Accept the Planning Panel’s recommendations and seek ministerial approval of the planning scheme amendment;
2. Accept the Planning Panel’s recommendation with changes and seek ministerial approval of the planning scheme amendment; or
3. Abandon the amendment altogether and advise the Minister for Planning.

It is likely that this report will be presented to the Council meetings of either August or September 2018.

Submissions:
The following analysis is a summary of the key submission points and issues raised. A finer analysis and extensive officer response is provided as Tabled Document C. In addition, Tabled Document D is a context plan for locations of properties outside of the PSP that were mentioned in the submissions.

- **Submitter 1:**
  Seeks an amendment to the “historical citation” for Bandiana Park Homestead.

  **Comment**
  See Tabled Document C for detailed officers’ response

- **APA:**
  Do not object to the amendment or the PSP documents. However, ask that street trees selected for street tree plantings have consideration of APA assets within the road reserves.

  **Comment**
  Detailed response to the issues raised is at Tabled Document C.

For the purposes of clarification the following points are discussed:
The **PLEM** is a valuation process to determine compensation payable to land owners in the preparation of a Development Contributions Plan;

**Audit** Section 173 (Planning and Environment Act 1987) Agreements over land parcels were audited to ensure that contributions to infrastructure items were not also provided via the Development contributions Plan;

**The boundary of the Precinct Structure Plan** (PSP) was considered at the time of the Ministerial Planning Scheme Amendment C117, undertaken via Section 20 (4) of the *Planning and Environment Act 1987*.

- **Submitter 2:**
  a) Submits that the land included within the PSP and DCP should be expanded to include the land in Volume 11362 Folio 217 (Lot 1 on PS 645684S) (**“the subject site”**).
  b) Submits that the said subject site will benefit from the infrastructure in the PSP and DCP and should therefore be included to reduce the contribution per net developable hectare of the properties currently included in the PSP. The submitter bases these “expectations” (officer’s emphasis) on the terms of the agreement. (see **Tabled Document C**, and **Tabled Document D** Context Plan)

**Comment**
The submission is not supported, see **Tabled Document C** for detailed officers’ response

- **Submitter 2 (submission two of three):**
The second submission lodged by these submitters refers to the area set aside on Property No. 1 for a potential school site and active open space of approximately 8 Ha in size. The submitter requests that a sunset date/ clause be inserted into the documentation for the acquisition or purchase of the land and be set aside for these purposes.

**Comment**
The submission is not supported. See **Tabled Document C** for detailed officers’ response.

- **Submitter 2 (submission three of three):**
The third submission lodged by these submitters request a new or improved road linkage to their property, based on road safety/ bushfire risk grounds. The submitters also request that the development of the proposed road linkage or improvement works should be funded by council or be included in the DCP.

**Comment:**
The submission is not supported. Detailed response to the issues raised is at **Tabled Document C**.
8.10 - Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan (cont’d)

- **Submitter 3:**
  Submits that the amendment represents overdevelopment of a beautiful valley.

  **Comment**
  No change to the amendment is requested. See **Tabled Document C** for detailed officers’ response.

- **Submitter 4:**
  Submitter requests the property be returned to a “residential zone” and that the designation of “Landscape Value” be removed from their property to allow for large lot subdivision.

  **Comment**
  The submission is not supported. See **Tabled Document C** for detailed officers’ response.

- **Submitter 5:**
  The submitter does not request any changes to the amendment but requests that Council take the following matters into consideration for the residents of Valley Views:
  a) Traffic management issues at the entrance to Valley Views due to the growth at Baranduda;
  b) Drainage issues, particularly from Baranduda Fields and future housing at Baranduda; and
  c) School facilities.

  **Comment**
  The issues of drainage, traffic and education are considered within the PSP.

- **Submitter 6:**
  The Submitter request that:
  a) The land, Lot 1 PS 407656, be shown/designated in the PSP, as “Cemetery”;
  b) The cemetery be recognised as a major community infrastructure facility and as such, be included as an infrastructure item in the DCP to assist the Trust with funding the cost of developing the cemetery, and that Council collect funds for its development.

  **Comment**
  Officers recommend support for Part a) of the submission. Part b) is not supported. See **Tabled Document C** for detailed officers’ response.

- **North East Water (NEW):**
  North East Water submit that:
  a) Council and any developer provide estate development plans and details on staging of the area for development at an early stage, to assist in the identification and delivery of these services inclusive of any “special asset needs”; and
b) NEW express a desire to purchase land at the identified “opportunity site” for infrastructure delivery and upgrade.

*Comment*
Detailed response to the issues raised is at **Tabled Document C**.

- **Environmental Protection Agency (EPA):**
  Has no objection to the amendment. The EPA support the application of a buffer zone between sensitive land uses and existing industry.

*Comment*
Detailed response to the issues raised is at **Tabled Document C**.

- **Submitter 7:**
  No change to the amendment is requested. The submitter would prefer to see their land parcel as a community based living "Eco friendly" village.

*Comment*
Detailed response to the issues raised is at **Tabled Document C**.

- **Submitter 8:**
  This submitter objects to the amendment on the basis that the subject area is of agricultural value and is environmentally significant. The submitter argues that any development should enhance these qualities.

*Comment*
The submission is not supported. See **Tabled Document C** for detailed officers’ response.

- **Submitter 9:**
  The submitter objects to the application/designation of “Landscape Value” to their property.

*Comment*
The submission is not supported. See **Tabled Document C** for detailed officers’ response.

- **Submitter 10:**
  Submits that the PSP represents over development and that population increases should be accommodated via “rural lifestyle” density. The submitter also argues that such lifestyle densities would reduce the footprint on the environment and create better communities wellbeing and respect the environment.

*Comment*
The submission is not supported. See **Tabled Document C** for detailed officers’ response.
• **Submitter 11:**
The submission makes comment on the amendment however, does not seek any changes to the documentation.

a) DCP costs: The submitter questions the comparative cost of the Leneva Baranduda DCP with similar DCPs, namely within Albury, and those developments outside of the PSP area.

b) Recreation and community facilities: The DCP includes costs for development of part of the Baranduda Sports and Recreation Facility, a substantial regional sports venue.

c) Drainage: The submitter questions the amount of land taken up by proposed drainage works and infrastructure.

d) Trees: The submitter raises the issue of isolated or scattered native trees being retained within the urban layout due to safety issues (falling limbs and fire threats).

e) Arterial roads: The submitter submits that the “Arterial Road” that runs approximately north – south through their property impacts on the development potential of their land.

f) Infrastructure cost appointment: Submits that the cost of infrastructure should be apportioned in a fair and equitable manner.

*Comment*
Detailed response to the issues raised is at **Tabled Document C**.

• **Submitter 12:**
The submitter does not seek any changes to the amendment however, seeks response to a number of questions:

a) Education:
   - Seeks guidance on the status of the two schools proposed in the PSP
   - Seeks clarification as to capacity of these schools
   - Seeks guidance as to the impact of the foreshadowed closure of Trinity School at Baranduda
   - What will happen to the Anglican Trinity site?

b) Retention of Existing Vegetation: Will there be adequate penalties and procedures to prevent accidental or otherwise removal of vegetation?

c) Town Centre: Will the Activity Centres be significant enough to provide critical mass that will ensure the healthy living network?

d) Housing: The submitter seeks to ensure that Requirement 51, be mandatory and not bargained away the Responsible Authority.

*Comment*
Detailed response to the issues raised is at **Tabled Document C**

• **Submitter 13:**
The submission seeks to ensure that the PSP considers proximity of sensitive land uses, at Baranduda Enterprise Park Estate, where the Submitter is located.
Comment
The amendment and its documentation addresses the issues raised, no changes to the documentation is proposed. See Tabled Document C for detailed officers’ response.

- **Submitter 14:**
  Submits that:
  a) Location of active open space: The submitter proposes that the active open space be relocated to adjoining land to the west (Property 30).
  b) Convenience centre location: Seeks to have the small neighbourhood activity centre relocated from Property 30 to within the submitter’s boundary.
  c) Developable Area: submits that the extent of non-developable area on this property is inequitable and reflects poor planning. Submits that there is an ‘over emphasis’ on open space at the expense of creating a sustainable, accessible and connected community;
  d) Compensation: The submitter seeks a reduction in the contribution rate to reflect the site’s contribution towards community benefit; and
  e) Modification to PSP and open space: The submitter suggests that adequate access east-west to the site needs to be considered.

Comment
The submission is not supported. See Tabled Document C for detailed officers’ response.

- **Submitter 15:**
  a) Municipal Strategic Statement: Submits that “Grid pattern of streets” (proposed clause 21.13-5) is not possible due to site constraints;
  b) UGZ1: The production of subdivision and building design guidelines is questioned; requirements for density, the requirement to classify vegetation in any adjoining conservation reserve land, seeks clarification that an application for subdivision is required to be submitted with an ‘Environmental Site Assessment’, for land identified as Assessment level ‘A’ or ‘B’ on Map 2 of the PSP, queries the intention and necessity of the provision of a “Site Management Plan” that addresses bushfire risk during construction and questions the need for a permit condition requiring the identification of land for future road widening/intersection works;
  c) Precinct Structure Plan: The submitter queries and seeks clarification on a number of requirements and guidelines, including - native vegetation, road reserves as interface treatments to bushfire hazard, cultural heritage assessment, reduced requirements for street tree plantings, infrastructure requirements including identification and delivery timing, the review of road cross sections, management of stormwater and the wider catchment strategy, retail space allocation to the future Baranduda Town Centre and the concept plan Figure 5 of the PSP, and dwelling density; and
  d) Development Contributions Plan – seeks clarification as to why certain items of infrastructure are not included in the DCP and staged or deferred contributions.
Comment
In collaboration with the VPA, officers will review issues related to Bushfire Management, however it is stated that all other issues raised are appropriately considered in the PSP. The amendment is strategically supported and justified. See Tabled Document C for detailed officers’ response.

- **Submitter 16:**
  Seeks to ensure that local neighbourhood shops do actually eventuate.

**Comment**
Detailed response to the issues raised, is at Tabled Document C.

- **Department of Environment Land Water and Planning (DELWP – environment division):**
The DELWP Environment submission raises the following points:
a) DELWP support the proposed amendment however, question the application of the Development Plan Contributions Overlay (DCPO) over land that is identified as Category 3 land (within the LVBNVPP). These parcels are to be retained for offset purposes, as such DELWP have questioned if the DCPO is necessary; and  
b) DELWP request that Council amend the UGZ1 “Application requirements on land containing or abutting a conservation reserve” (identified as Category 3 land within the LVBNVPP) to remove the word “minimisation”.

**Comment**
The submission is supported. See Tabled Document C for detailed officers’ response.

- **Submitter 17:**
The Submitter:
a) Advises that Submitter has resolved to close its facility. The designated use within the PSP is shown at Plan 2 as “existing non-government school”. The submittter therefore request that the PSP be amended to show the future use and development of the land for residential purposes, instead of for school purposes; and  
b) Requests the removal of the proposed Heritage Overlay (H054) from the property.

**Comment**
Part a) of the submission is supported. Part b) is not supported. See Tabled Document C for detailed officers’ response.

- **Submitter 18:**
There is no formal written submission, however through the public consultation and exhibition process it came to officers attention that the equalisation method relating to contributions has not considered the over provision of drainage infrastructure on this property. The documentation does not recognise the property. It is recommended that the Land Use Budget, amendment
8.10 - Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan (cont’d)

documentation and the DCP be amended to calculate this over provision of infrastructure.

- Department of Education and Training (DET):
The Department of Education and training submission:

a) Requests that plans and tables within the PSP and DCP be amended to refer to "Proposed Government School". The DET also request that the concept plan Figure 6 and 7 be amended to reflect a preferred layout of sites;
b) Requests, at section 3.4.4 of the PSP, an additional requirement that states “At least two roads abutting a proposed school site must have sufficient width to provide drop-off areas and on street indented parking in addition to other on street functions”;
c) Requests a new guideline at section 3.4.4 that reads “Where schools and community facilities are co-located, the design and layout of those facilities should encourage the integration of schools, early childhood and other community facilities and services”; and
d) Requests that the reference to the status of the Department of Education and Training as the lead agency for a future Government P-12 School, at Table 9 of the PSP be removed.

Comment
The submission is supported. See Tabled Document C for detailed officers’ response.

Submitter 19:
The Submitter support the identification of the separation distance in the PSP that provides a 1.5 kilometre buffer at the Baranduda Enterprise Park (Industrial Estate). The Submitter seek to have Council implement the purpose of the separation distance in the proposed controls by prohibiting incompatible uses or development allowing incompatible use within the separation distance.

Comment
The submission is not supported. See Tabled Document C for detailed officers’ response.

Council Plan

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

The future planning and development of the Leneva Valley and Baranduda Growth Area Corridor has been a long term planning objective of the Wodonga City Council. Planning policy, objectives, strategies and implementations actions dealing with Wodonga’s future growth and how Wodonga will grow, have been clearly articulated and stated within Wodonga’s planning scheme over many years.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to resource the operation and legislative requirements to ensure DCP is administered in a timely and legal manner</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Resource DCP committee and review DCP regularly to ensure costs and contributions remain relevant</td>
</tr>
<tr>
<td>Failure to achieve outcomes required by State government funding</td>
<td>2</td>
<td>B</td>
<td>S</td>
<td>Proceed with full PSA</td>
</tr>
<tr>
<td>Failure to maintain development fronts</td>
<td>3</td>
<td>B</td>
<td>M</td>
<td>Proceed with full PSA</td>
</tr>
<tr>
<td>Reputational Risk – future government funding</td>
<td>2</td>
<td>B</td>
<td>S</td>
<td>Proceed with full PSA</td>
</tr>
<tr>
<td>Proceeding with PSA that is not appropriate for local content and context</td>
<td>2</td>
<td>A</td>
<td>S</td>
<td>Proceed only when satisfied</td>
</tr>
</tbody>
</table>

Financial implications

Budget estimates and allocations for the running of the amendment process including advocacy, legal advice and expert witness have been undertaken.

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
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<tr>
<td>Revenue</td>
<td></td>
<td></td>
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<tr>
<td>Expense</td>
<td>100,000</td>
<td>100,000</td>
<td>Nil</td>
<td>This figure includes all planning panel related costs: peer review of PSP &amp; DCP, expert witnesses, legal advice and advocacy at panel, and Planning Panel Victoria’s charges</td>
</tr>
<tr>
<td>Net result</td>
<td>100,000</td>
<td>100,000</td>
<td>Nil</td>
<td></td>
</tr>
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</table>
Environmental implications

The Leneva-Baranduda Precinct Structure Plan (PSP) has been prepared by the Wodonga City Council and the Victorian Planning Authority (VPA) in collaboration with Government agencies, service authorities and major stakeholders. The PSP is a long term plan for urban development.

Generally the PSP sets out plans to guide the delivery of quality urban environments in accordance with relevant Victorian Government guidelines. It is informed by, among other documents, the Wodonga Growth Strategy and the Wodonga Retained Environmental Network Strategy.

Development is set around and not over, the biodiversity and conservation values of the Leneva and Baranduda areas, and is designed with Integrated Water Management principles to encourage a whole of water cycle management objectives in seeking to retain waterways and scattered vegetation within the urban landscape and design.

Social / cultural implications

The PSP will deliver affordable and sustainable housing and will be a place where all people can enjoy a healthy lifestyle and strong community. The foundations of community are based on a walkable and cycle-friendly street and trail network, housing and lifestyle choices, local jobs, local schools and safe attractive and functional open space and offer a broad range of recreational pursuits.

The PSP and subsequent development in accordance with its objectives and vision will deliver a community form that will contribute positively to the physical and social health and well-being of all members of the community.

Legislative implications

The amendment is in accordance with the Planning and Environment Act 1987 Section 4 (1) “Objectives of planning in Victoria”.

The Development Contributions Plan has been undertaken in accordance with the Ministerial Direction on the Preparation and Content of Development Contributions Plans.

The DCP will be administered in accordance with Ministerial Reporting Requirements for Development Contributions Plans.

Community engagement and internal consultation

In addition to the requirements of Authorisation by the Minister for Planning, a number of opportunities for the community to comment on the amendment was undertaken:
All documentation was reviewed and commented on by internal officers relevant to the project;
Consultation with relevant consultant authors was undertaken at regular intervals;
Councillors and Executive have been regularly briefed since 2014;
Community information session at Baranduda Community centre - 27th July 2017 (Amendment Process and rights);
Drop in and information session at Wodonga City Council Offices - 26th October 2017 (documents);
Baranduda Community Centre information evening – 31st October (documents and amendment); and
Wodonga Library information session – 4th November 2017 (documents and amendment).

Public exhibition extended for six weeks from the 18th October to the 2nd December 2017, included individual letters to land owners, throughout the Leneva and Baranduda Growth Area Corridor, State and local service and referral agencies and Prescribed Ministers.

It is recommended that following a peer review of the documentation Council engage the reviewer (expert witness) to present the documentation to panel. This approach lends additional weight to the robustness and process to incorporate the documents into the Wodonga Planning Scheme.

Options for consideration

Option 1 - Abandon the amendment – This is not the recommended option. The amendment will lapse. Urban development in Wodonga will remain in a state of “business as usual”. It is noted that the land in the Leneva Baranduda growth corridor cannot be developed as Urban Growth zone until a Precinct Structure Plan has been adopted.

Option 2 - Proceed with the amendment - and resolve to authorise officers to seek the appointment of a planning panel to consider submissions: - This is the preferred option.

Conclusion

The PSP applies to approximately 1,062 hectares of land located south east of the existing Wodonga urban area. Council has willingly been undertaking this process “conceptually” since early 2000s, and in this particular format since 2014 in collaboration with the VPA. Regular updates, discussions and information has been provided to Council along the journey.

A significant amount of work has been undertaken, including the production of relevant technical studies, the drafting and redrafting of provisions and versions of the planning framework (PSP and DCP).
Council is now at the point of taking the next significant step in the implementation of this large piece of strategic work and defining a direction for Wodonga’s future development. The risk of not proceeding with the amendment is to endorse a business as usual approach to the future urban development rather than a sound and robust planning framework to guide and direct the development of a future community.

Additionally, development of the Leneva Baranduda Growth Corridor cannot proceed until a PSP has been adopted. The alternative is that council would need to undertake a planning scheme amendment to back zone the land to its former rural living and farming zones.

Officers seek a resolution from Council to allow the appointment of a planning panel to consider the amendment and the submissions; and to be authorised to continue to consider and negotiate submissions prior to the planning panel.

**Attachments**

Nil

**Tabled papers**

The following documents will be tabled at the meeting:

- Document A: Boundary of Precinct Structure Plan and land parcel identification based on ownership
- Document B: Full set of submissions
- Document C: Submission analysis and officers' response
- Document D: Context plan

**Declaration of conflict of interests**

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

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

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

Natural Resources Planner - Claire Coulson
In providing this advice, I have no interests to disclose in this report.

Strategic Planner - Timothy Cheetham
In providing this advice as the report author, I have no interests to disclose in this report.
8.10 - Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan (cont’d)

Recommendation

1. That in accordance with Section 23(1) of the Planning and Environment Act 1987, having considered the submissions received in respect to amendment C121 to the Wodonga Planning Scheme, officers be authorised to refer submissions to a planning panel appointed under Part 8 of the Planning and Environment Act 1987; and

2. That officers be authorised to continue to consider and negotiate submissions prior to the planning panel.

Motion

Crs Ron Mildren / Tim Quilty

1. That in accordance with Section 23(1) of the Planning and Environment Act 1987, having considered the submissions received in respect to amendment C121 to the Wodonga Planning Scheme, officers be authorised to refer submissions to a planning panel appointed under Part 8 of the Planning and Environment Act 1987; and

2. That officers be authorised to continue to consider and negotiate submissions prior to the planning panel.

3. That in addition to the request for appointment of a panel to hear referred submissions to Planning Scheme Amendment C121 under S153 of the Planning and Environment Act 1987 (the Act) the Minister be requested to also establish the Panel as an Advisory Committee in accordance with S151 and 152 of the Act to review the Developer Contribution Scheme (DCP) and the proposed boundaries of the DCP and Precinct Structure Plan (PSP).

Defeated

Division

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

Motion

Crs Danny Lowe / Kat Bennett

That the recommendation be adopted.

Carried
Comments recorded

During discussion of this item Cr Mildren requested that his comments be recorded in the minutes.

Cr Mildren

This planning scheme amendment and more particularly the strategic planning documentation that underpins it is far more complicated than it needs to be. As a result it creates uncertainty and confusion. It seems to create inequities and lacks consistency across components. Different components are addressed under differing land areas and the overall delineated area does not encompass the whole of the developing area of the valley. It inadequately recognises the planning and development history of the area, seems to create inequities and consequently seems to draw incomplete and divergent conclusions.

To set the scene and do justice to the debate in the short time available here is very difficult. In short, strategic planning for Baranduda-Leneva started early in the time of the AWDC circa 1975/76 when the projected Albury Wodonga population was to be around 300,000 by the year 2000. Clearly there has been some variation on that.

More recently circa 2000 with the introduction of the then 'new format' planning schemes renewed and perhaps more detailed strategic planning was applied in the Wodonga Planning Scheme. Various refinements and adaptations were later applied leading to circa 2011/2 when contemporary thinking and the emerging pressures of the likelihood of actual development lead to a major revision, indeed essentially commencement of a complete new strategic plan that evolved into the Precinct Structure Plan (PSP) encompassing a Developer Contributions Plan (DCP).

Not to put too finer point on it but with the transition there were winners and losers as there almost always is in planning.

The former plan effectively encompassed the whole Baranduda Leneva valley which included areas that might conceivably not face development for perhaps longer than 50 years. However what that plan did was give good guidance for protection of the longer term areas from inappropriate development that could adversely impact on its future availability. The former plan, in addition to the residential concepts, also focused in some detail on areas it identified as central locations suited to commercial development. To some extent the identified potential commercial location was emerging as problematic for Council and in part was a catalyst for commencement of the new strategic planning exercise.

The contentiousness of the matter led to the then Planning Minister Matthew Guy offering I believe circa $250,000 to contribute to the new strategic planning exercise on the basis that the then MPA (now Victorian Planning Authority) undertake the project. I understand that basis may have changed with the change of Government.
The current strategic planning and planning scheme amendment proposal has a much smaller area and I say less readily understood effect. The PSP and more particularly the DCP is a difficult shape and area to understand in logical terms and furthermore it seems to reference differing boundaries in respect to differing aspects.

It has sought to be explained to me that you can only plan for a foreseeable future. Well that maybe so but it rejects the concept of long term option protection which has proven to be one of the biggest failures in land use and development planning in history.

But more importantly how can an extraordinarily irregular and convoluted shape with gaps and protrusions seemingly randomly applied produce an effective strategic plan or indeed a sound DCP. It is suggested that the strategic planning boundaries reflect existing Urban Growth Zone boundaries, the history and rationale of which is unclear. However I reject that as a sound basis for undertaking a strategic planning exercise of the nature of the Leneva Baranduda plan. At a strategic level everything should be in and addressed to the level of detail commensurate to its purpose, place and timing overall. In this context boundaries should be natural not forced by existing statutory planning constructs.

What is a Developer Contributions Plan (DCP)? In as simple terms as I can describe, a 'Developer Contributions Plan' under the Victorian system is a funding regime for the provision of infrastructure in a designated development area. In this case the designated area is essentially the DCP area as provided under the PSP. It is not the PSP area.

The system operates (amongst other things) on the basis of nexus, equity and accountability such that all parties that derive a benefit contribute to the infrastructure cost and 100% of the estimated attributable cost is to be borne by those who benefit being those in the nominated DCP area. The only two material deviations may be where development has already occurred within part of the logical DCP area, in which case Council funds collected from normal rates revenue or through S173 Agreements over the already developed areas (or from government grants) may be applied as a commensurate contribution or secondly where a proportionate contribution to a wider strategic piece of infrastructure such as say duplication or expansion of a major regional sewer main is included. In the latter case contributions may be obtained through several DCPs over differing locations or in certain circumstances through S173 Agreements over other sites.

Double dipping or accrual of funds from other (non-government grant) sources such as by imposition of levies through S173 Agreements on parties not included in the DCP area for contribution to local infrastructure included under the DCP is not appropriate under the system. In its essence the system operates on the fundamental basis that the funds contributed are for the nominated infrastructure under the DCP and in theory if surplus funds were to eventuate they ought to be
8.10 - Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan (cont’d)

returned to the contributor, although in practice that can be difficult with the effluxion of time.

This also means that parties outside of the DCP area should not ordinarily or commonly benefit from local infrastructure funded by those within the DCP area. In this regard it is important to get the catchment or boundary area correct. This DCP seems to provide infrastructure that more than incidentally benefits areas outside of the DCP and whose landholders are not compelled by the DCP to contribute to the infrastructure cost.

This PSP and DCP changes the location of many components from those previously planned under the former strategic plans. Some of these changes would seem to deviate from infrastructure funding that was secured through S173 Agreements with developers currently undertaking development in the Leneva Valley but which, at least in part, is now outside of the PSP and/or DCP area.
8.11 - Council’s intention to sell land at Alpine Views Estate

Purpose of report

To commence a process under sections 189 and 223 of the Local Government Act 1989 (the Act) to provide public notice of the council’s intention to sell land at Alpine Views Estate.

Background

This report deals with a request to sell council-owned land and transfer the land at Alpine Views Estate.

In 2015, it came to council’s attention that the developer had constructed a service road/fire trail associated with Stage 6 of the development on council-owned land without documented approval to do so.

This report deals only with the developer’s request to purchase the impacted land so as to provide legal access to a number of proposed residential Lots within the subdivision.

Recent History

A Planning Scheme amendment – C15, (applicable to land known as De Kerilleau) was gazetted on 20 February 2003. This amendment rezoned land located at the western base of Huon Hill, Bakers Lane from Rural to Residential 1 and Low Density Residential zones and applied the Design and Development Overlay (DDO) to the land, a Public Acquisition Overlay (PAO) to adjoining land required for Regional Parkland use, introduced a new Design and Development schedule for the land and made some minor corrections to planning scheme maps.

The amendment gave effect to rezoning approximately 140ha to Residential 1 land, approximately 20ha to Low Density Residential land and approximately 185ha of land for a future Regional Parkland.

A further amendment to the Wodonga Planning Scheme, amendment C43 was gazetted on 17 March 2005. This amendment rezoned approximately 21ha of the southern face of Huon Hill from Low Density Residential land to Residential 1 land and amended the DDO schedule. The PAO was also removed as the land had come into council’s ownership.

A planning permit (PP 54/2005) was issued on 15 September 2005.

Generally, this permit allowed for the development of a 267 Lot subdivision, removal of vegetation, removal of some easements and access to a Road Zone.

A requirement of the permit was that a section 173 agreement be entered into between the developer and the council. This was done and signed on 7 November 2006 and registered on 24 September 2007.

An amendment to the planning permit was made on 16 January 2006. In accordance with a VCAT Consent Order, the permit was once again amended on 7
June 2006.

Another amendment to the planning permit was made on 13 September 2007, and once again on 21 May 2009 (PP 54/2005/B). Yet another amendment was made to the permit on 24 June 2010 (PP 54/2005/C) and a final amendment on 20 October 2010 (PP 54/2005/D).

It is to be noted that this permit included an Expiry of Permit condition which set out that “....this permit will expire if all stages of the subdivision are not completed within 8 years of the date of certification of the plan of subdivision.” This condition has not been met. The existing planning permit has expired.

During 2014-2015, council officers engaged with the property owner with regard to access requirements to a number of properties fronting the southern slopes of Huon Hill. It became apparent that access was deemed to be obtained from the exiting fire track – Timberline Trail – a position not supported by council officers at that time. In an attempt to progress the development, the developer then sought to purchase land from council to enable legitimate access to approximately seven Lots in Stage 6.

At its meeting on 16 November 2015, the council resolved that:

1. "In accordance with Sections 189 and 223 of the Local Government Act 1989 (the Act) to give public notice of its intention to transfer the following parcels of land to the adjoining owner (Alpine Views Estate) to facilitate creation of a road:
   - Land parcel 1 3,608.82 sq.m.
   - Land parcel 2 1,043. 8 sq.m.
   - Land parcel 3 407.24 sq.m.
   being part of Lot 18 on PS502127C, Volume 10737 Folio 800.

2. The public notices stipulate that persons may make a submission on the proposed transfer in accordance with Section 223 of the Act and that written submissions must be received within 28 days of publication of the notices;

3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter;

4. That if submissions are received under section 223 of the Act:
   a. a special meeting of the council be convened on a date to be determined, to hear from any person or persons who request to be heard in support of a section 223 written submission
   b. a report on any section 223 submissions received by the council be provided to the next available ordinary council meeting; and

5. If no submissions are received within 28 days of the notice:
8.11 - Council’s intention to sell land at Alpine Views Estate (cont’d)

a. The council resolve to proceed with the transfer of the parcels to the adjoining owners;

b. The CEO be authorised to commence the transfer process, execute all necessary documentation pertaining to the transfers of the described land, on terms and conditions agreed between the council and the purchasers, without further resolution of the council.”

No submissions were received.

A planning permit, PP 69/2016 was issued on 24 October 2016 for a staged multi-lot subdivision (Alpine Views Stage 6). This permit allowed the development of 7 lots gaining access off the proposed new road. More recently, and at the final stage of this process the developer identified an error in the survey plan resulting in the amount of land identified for purchase being overstated by 1,043.8m².

The consultant who was commissioned to prepare the survey plans, confirmed the error and advised council that the survey plan provided identified parcel 1 as 3,608.82m², parcel 2 as 1,043.8m² and parcel 3 as 407.24m². The plan should have identified parcels 1 and 2 being 3,608.82m² combined (refer to the correct plan tabled). This error has resulted in a total of 5,059.86m² being identified for sale when it should have been 4,016.06m². The valuation report dated August 15, 2015 is based on the incorrect sized parcel of land being purchased.

The council resolution of the 16 November, 2015 meeting and the subsequent advertisement represented council’s intention to sell the land to the developer based on the incorrect land size. Further advice obtained from Maddocks lawyers indicates that council must start the process again as the public notice is defective and the council resolution does not authorise the correct parcel of land for sale.

Summarising, two planning scheme amendments (C15 and C43) enabled the rezoning of the land suitable for a residential development, while planning permit PP 54/2005 allowed for the development of a 267 Lot subdivision, removal of vegetation, removal of some easements and access to a Road Zone. While this permit has now expired, a new permit (PP 69/2016) has been issued to enable the development of Stage 6 of the Alpine Views development – requiring access from the existing fire trail – the subject of this report.

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance our position as a leading regional city, fostering opportunities for development and jobs, and building a destination that offers a variety of experiences, recognising our rich and diverse history and culture.</td>
<td>Business and investment</td>
</tr>
</tbody>
</table>
Ordinary meeting – February 19, 2018

Officers reports for determination
Planning and Infrastructure

8.11 - Council’s intention to sell land at Alpine Views Estate (cont’d)

Council policy / strategy implications

The Property Divestment Policy provides for the assessment of individual properties, including consultation with internal and external stakeholders and the wider community.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land has been used to create a fire trail/access road that forms part of the current development. This creates a potential precedent for other developers to informally use council land.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>The council should confirm whether it will consider the transfer of land to Alpine Views Estate through a public process or whether Alpine Views Estate need to return the council land to its pre development condition.</td>
</tr>
<tr>
<td>Alpine Views Estate refuses to pay for the land that has been developed as a fire trail/access road.</td>
<td>3</td>
<td>D</td>
<td>M</td>
<td>Alpine Views can be required to return the land in question to its pre development state. Such a requirement is likely to have a significant financial cost.</td>
</tr>
<tr>
<td>Alpine Views Estate disputes the amount payable for the area of council land in question.</td>
<td>3</td>
<td>B</td>
<td>S</td>
<td>The use of sections 189 and 223 of the Act allow an independent review of the issue along with submissions for the council to consider before making a decision on the matter.</td>
</tr>
</tbody>
</table>

Opportunity description | C’quence | L’hood | Rating | Controls & treatments |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Formalising a process to assess and value the area of land used for a fire trail/access road provides an opportunity to resolve a current development constraint.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>The council has received survey information and has commissioned a valuation of the land to confirm any financial liability to Alpine Views Estate and removing a potential development constraint.</td>
</tr>
</tbody>
</table>

Financial implications

Survey data was provided to the council and was paid for by Alpine Views Estate. The council provided this information to valuers Taylor Byrne Pty Ltd who undertook a new valuation. The costs associated for a new valuation are being paid for by the developer’s agents.
8.11 - Council’s intention to sell land at Alpine Views Estate (cont’d)

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>0</td>
<td>38,000</td>
<td>38,000</td>
<td>This revenue was previously $48,000 based on an extra 1043.8m² however adjusted to reflect the correct land area.</td>
</tr>
<tr>
<td>Expense</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Net result</td>
<td>0</td>
<td>38,000</td>
<td>38,000</td>
<td></td>
</tr>
</tbody>
</table>

**Environmental implications**

There are no environmental implications associated with the proposal. The potential transfer of land has been discussed with the council’s environmental resources officer, who is satisfied that there will be no adverse environmental impact to arise from the proposals.

Proposed works within the Environmental Significance Overlay (ESO) will require a planning permit and be subject to the requirements of the schedule.

**Social / cultural implications**

Subject to the completion of a formal process under sections 189 and 223 of the Act, the transfer of land between the council and the relevant developer would represent fair and orderly planning.

The process would formalise the transfer of land that the previous council formally agreed upon on November 16, 2015, which would then provide certainty for the developer and remove a potential constraint to land development in the estate.

**Legislative implications**

This report proposes that the council give notice of its intention to sell the land in accordance with sections 189 and 223 of the Act.

**Community engagement and internal consultation**

In the event that the council supports the notification of the transfer of land at Alpine Views Estate, the council would be required to undertake a public notice as required under section 189 of the Act, with a notice placed in the Border Mail.

The council will also consult the community on the current proposal by seeking public comments under section 223 of the Act.
Options for consideration

Option 1 - Do nothing.
This is not recommended as the developer requires a positive response to the request to enable the continued development of the estate.

Option 2 – Do not agree to consider the sale of land to Alpine Views Estate.
This is not recommended as the developer requires the land to enable the continued development of the estate.

Option 3 – Abide by the Council resolution and proceed to a formal notification under section 189 of the Act and consideration of submissions under section 223 of the Act for the parcels of land at Alpine Views Estate. This is the recommended option.

Conclusion

This report proposes that the council advises the public of its intention to sell the land identified at Alpine Views Estate, and which is identified in tabled document A, and provide the public with the opportunity to make a submission on the proposed sale.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:
- Document A: Valuation report December 1, 2017
- Document B: Road-Lot correct areas
- Document C: Plan of subdivision

Declaration of conflict of interests

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

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

Director Planning and Infrastructure - Leon Schultz
In providing this advice as the report author, I have no interests to disclose in this report.
8.11 - Council’s intention to sell land at Alpine Views Estate (cont’d)

**Recommendation**

Council resolves that:

1. In accordance with Sections 189 and 223 of the *Local Government Act 1989* (the Act) to give public notice of its intention to transfer the following parcels of land to the adjoining owner (Alpine Views Estate) for $38,000, plus GST, to facilitate creation of a road:

   Land parcel 1 & 2 - 3,608.82m²
   Land parcel 3 - 407.24m², being part of Lot 18 on PS502127C, Volume 10737 Folio 800.

2. The public notices stipulate that persons may make a submission on the proposed transfer in accordance with Section 223 of the Act and that written submissions must be received within 28 days of publication of the notices;

3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter;

4. That if submissions are received under section 223 of the Act:
   - a special meeting of the council be convened on a date to be determined, to hear from any person or persons who request to be heard in support of a section 223 written submission; and
   - a report on any section 223 submissions received by the council be provided to the next available ordinary council meeting; and

5. If no submissions are received within 28 days of the notice:
   - The council resolve to proceed with the transfer of the parcels to the adjoining owners; and
   - The CEO be authorised to commence the transfer process, execute all necessary documentation pertaining to the transfers of the described land, on terms and conditions agreed between the council and the purchaser, without further resolution of the council.

**Motion**

Crs Tim Quilty / Danny Lowe

Council resolves that:

1. In accordance with Sections 189 and 223 of the *Local Government Act 1989* (the Act) to give public notice of its intention to transfer the following parcels of land to the adjoining owner (Alpine Views Estate) for $48,000, plus GST,
8.11 - Council’s intention to sell land at Alpine Views Estate (cont’d)

Section 223

2. The public notices stipulate that persons may make a submission on the proposed transfer in accordance with Section 223 of the Act and that written submissions must be received within 28 days of publication of the notices;

3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter;

4. That if submissions are received under section 223 of the Act:
   - a special meeting of the council be convened on a date to be determined, to hear from any person or persons who request to be heard in support of a section 223 written submission; and
   - a report on any section 223 submissions received by the council be provided to the next available ordinary council meeting; and

5. If no submissions are received within 28 days of the notice:
   - The council resolve to proceed with the transfer of the parcels to the adjoining owners; and
   - The CEO be authorised to commence the transfer process, execute all necessary documentation pertaining to the transfers of the described land, on terms and conditions agreed between the council and the purchaser, without further resolution of the council.

Carried
8.12 - Proposed sale of Council land - 35 Huon Creek Road

**Purpose of report**

To advise council of a request to purchase council land by the landowners of 35 Huon Creek Road, Wodonga and to seek the council’s agreement to enter into a potential sale process pursuant to section 189 of the *Local Government Act 1989* (the Act).

This report follows a previous report considered at the council meeting of 20 November 2017 at which the following resolution was carried:

1. *That the proposed sale of council land abutting 35 Huon Creek Road be deferred pending a further report to council to include an assessment as to whether the land was part of a public open space contribution by the land developer.*

2. *That a separate assessment be undertaken to ascertain if any other land owners may be occupying council owned land and a report back to council.*

**Background**

Approximately two and a half years ago, council became aware of private infrastructure encroaching on council’s reserve located adjacent to 35 Huon Creek Road.

On-site investigations, a property title boundary and feature survey confirmed that private infrastructure including the boundary fencing, a covered outdoor spa, landscaping including irrigation and reticulated garden illumination, pool paving and a grassed area lay within council land.

This investigation revealed that the new property owners were largely unaware that the property extended into the council reserve (known as the Huon Creek Road Reserve). The extent of the encroachment (subject land) is approximately 256m² in extent (refer to tabled document A).

Investigations also revealed that the swimming pool, constructed approximately 32 years ago, was marginally also constructed outside of the private property (approximately 100mm) while the pool surround and paving extends approximately 500mm onto the council land.

Other infrastructure includes a boundary fencing (non-compliant as a pool fence), a covered outdoor spa, landscaping including irrigation and reticulated garden illumination, and a grassed area.

Following the above confirmation, various pieces of correspondence were directed to the new property owners.

Again, numerous emails and letters were exchanged with the owners’ representative and a meeting convened in September 2016. A number of options were discussed, these being put to council’s solicitors in October 2016.
8.12 - Proposed sale of Council land - 35 Huon Creek Road (cont’d)

More recently, the owners of 35 Huon Creek Road appointed local consultants to assist in progressing the matter. Officers outlined a process for the sale of council land, with the following steps already completed:

- The land in question has been surveyed to confirm the precise land area;
- Council has appointed an independent valuer to value the land proposed to be sold to the owners of 35 Huon Creek Road;
- The consultants, acting on behalf of the owners, have been advised of the costs associated with the process and the steps to proceed.

The sale of council land is set out in the Act. Section 189(2) of the Act states:

Before selling or exchanging the land the Council must –

(a) Ensure that public notice of intention to do so is given at least four weeks prior to selling or exchanging the land;

Officers recommend that the council give public notice of its intention to sell the land in line with section 189 of the Act.

Following the November 2017 council meeting, staff undertook further work to ascertain the process followed with the original subdivision of the residential land, and are now satisfied that the reserve, known as Huon Creek Road Reserve was not part of a public open space contribution associated with the subdivision of the residential land.

Regarding the second component of the council resolution, council staff have progressed a detailed investigation into whether similar situations exist within the Wodonga municipal area where private infrastructure, or where unauthorised occupation of public land, has occurred. This matter will be the subject of a further report to be brought to the councillors in due course.

It can also be confirmed that a planning permit application has been received to realign the common property boundary of 35 Huon Creek Road and the Huon Creek Road Reserve. The determination of this permit application is in abeyance at this time, awaiting the outcome of this matter.

Council Plan

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

The current property owner purchased the property from the original property owner during late 2015 and was by accounts unaware of the encroachment or the implications of such an encroachment.

It is not often that council’s attention is drawn to issues similar to this, so its impact on existing policies or processes is largely untested. However, in resolving a course of action in this instance, it could set the precedent for future instances and how council could address these.

The reduction of the Huon Creek Road Reserve by 256 sq.m. is insignificant and the actual loss would be unnoticeable for the public in that the situation seems to have been in place for many years.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>If left as is, the existing property owner will continue to use council land as part of their own private residence, creating a potential precedence, however slim, for other property owners around the city.</td>
<td>3</td>
<td>E</td>
<td>L</td>
<td>Entering into a transparent sale of council land process enables council to seek a fair price for its land for any interested parties to make a submission to council about the sale of this land prior to council making any formal decision.</td>
</tr>
<tr>
<td>Remedy and formalise a situation which has existed for many years.</td>
<td>4</td>
<td>B</td>
<td>S</td>
<td>To enter into a formal process pursuant to ss. 189 and 223 of the Act.</td>
</tr>
</tbody>
</table>

Financial implications

Officers commissioned an independent valuation of the area of council land (refer to tabled document B), with a valuation of $33,000 exc. GST confirmed. In addition to these costs, council would also recoup the following amounts from the owner of 35 Huon Creek Road:

<table>
<thead>
<tr>
<th>Cost to prepare valuation</th>
<th>$900 plus GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal fees</td>
<td>$1,600 plus GST</td>
</tr>
</tbody>
</table>

The valuation was completed on 6 October 2017, and in terms of the Act, retains a validity for 6 months, or until 5 April 2018.

Environmental implications

There are no environmental implications which arise from the public exhibition of the potential sale of council land in this instance.
Social / cultural implications

The likely social implications will be limited to the impact on the property owners who will pay to undertake this process and purchase the land.

Legislative implications

As outlined above, officers seek the agreement of council to undertake a formal exhibition process of the proposed sale of council land in line with sections 189 and 223 of the Act.

Community engagement and internal consultation

Officers seek the public exhibition for a period of four weeks for the proposed sale of council land.

Options for consideration

Option 1: Do nothing.
In effect this would amount to council not agreeing to undertake public exhibition of the proposed sale of council land and leaving the situation as is. This is not the preferred option.

Option 2: Agree to undertake the public exhibition of the proposed sale of council land.
Undertake a public exhibition for the potential sale of council land and afford any interested parties to make a submission to council either in support of, or objection to the proposed sale of land.

If submissions are received, the council is required to consider the submissions prior to making a determination on whether to proceed with the sale or not. Should a submitter wish to be heard, a special council meeting would be convened.

Conclusion

Council’s attention was drawn to the likely encroachment of private infrastructure on council land. An investigation revealed that the encroachment was approximately 256 sq.m in extent and had been in place for approximately 30 years.

The new property owners were seemingly unaware of the encroachment, or its potential implications.

Following an extensive period of discussion with the owners, council has now received a planning application that seeks to subdivide the council land from the existing reserve.
8.12 - Proposed sale of Council land - 35 Huon Creek Road (cont’d)

Officers consider that the appropriate way to consider the potential sale of council land is via the approved process outlined in the Act, commencing with a four week public exhibition process to notify the public of the intention to sell the council land.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Attachment 1: Area of Council land
- Document B: Valuation Report - 35 Huon Creek Road

Declaration of conflict of interests

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

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

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

That:

1. In accordance with sections 189 and 223 of the Local Government Act 1989 (the Act) public notice be given of the council’s intention to sell the parcel of land abutting 35 Huon Creek Road, being part of a public reserve (lot 1, PS317133) and comprising an area of 256m², (refer tabled document A) to the owners of 35 Huon Creek Road for an amount of $33,000 plus GST.

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

3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter.

4. That if submissions are received under section 223 of the Act:
   a. A special meeting of the council be convened to hear from any person or persons who request to be heard in support of a section 223 written submission, the meeting to be held in March 2018 on a date to be determined; and
   b. A report on the section 223 process, including a summary of all submissions and of any hearings held, be submitted to the next scheduled ordinary council meeting.

5. If no submissions are received within 28 days of the notice:
   a. The council resolve to sell the subject land on the terms and condition stipulated in part 1 above, and subject to the owners of 35 Huon Creek Road paying the valuation costs and legal fees of the council; and
   b. The CEO be authorised to commence the sale process and execute all necessary documentation pertaining to the sale of the land without further resolution of the council.

Motion

Crs John Watson / Kat Bennett

That the recommendation be adopted.

Carried
Amendment

**Crs Tim Quilty / Libby Hall**

That:

1. In accordance with sections 189 and 223 of the *Local Government Act 1989* (the Act) public notice be given of the council’s intention to sell the parcel of land abutting 35 Huon Creek Road, being part of a public reserve (lot 1, PS317133) and comprising an area of 256m², (refer tabled document A) to the owners of 35 Huon Creek Road for an amount of $43,000 plus GST.

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

3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter.

4. That if submissions are received under section 223 of the Act:
   a. A special meeting of the council be convened to hear from any person or persons who request to be heard in support of a section 223 written submission, the meeting to be held in March 2018 on a date to be determined; and
   b. A report on the section 223 process, including a summary of all submissions and of any hearings held, be submitted to the next scheduled ordinary council meeting.

5. If no submissions are received within 28 days of the notice:
   a. The council resolve to sell the subject land on the terms and condition stipulated in part 1 above, and subject to the owners of 35 Huon Creek Road paying the valuation costs and legal fees of the council; and
   b. The CEO be authorised to commence the sale process and execute all necessary documentation pertaining to the sale of the land without further resolution of the council.

**Defeated**

Conflict of interest disclosures

Prior to the commencement of item 8.12 Cr Lowe disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Lowe left the meeting at 7.55pm. Cr Lowe returned to the meeting room at 8.10pm after the resolution for item 8.12 was carried.
Purpose of report

To seek a resolution to undertake a period of community consultation of the draft *Wodonga CBA Car Parking Plan* (the Plan).

Background

Strategic policy context:

The Wodonga CBA Revitalisation Plan (CBA Plan, adopted in July 2014), sets up the vision for the CBA to 2020 and beyond. One of the key actions in the CBA Plan is to ‘**Undertake an amendment to the Wodonga Planning Scheme, to incorporate parking requirements that respond to parking over time and ultimately implement the recommendations of the approved car parking strategy**’.

The Wodonga Planning Scheme Amendment C123 – Planning Scheme Rewrite (approved in December 2016) identified a series of future strategic work to be undertaken, which includes to review and update the schedule to the Parking Overlay.

The Wodonga Integrated Transport Strategy (WITS, adopted in 2015) noted the resolution for council to undertake a new car parking strategy, with the intention of reviewing and updating the existing cash-in-lieu arrangements for car parking. WITS’ advice with regard to cash-in-lieu schemes is that, while it can assist to provide a supply of parking that can be shared between uses, it may also involve significant additional costs to be borne by Council.

WITS states the need for Council to contribute additional funds for car parking to be balanced against the overall objectives of WITS, including the need to improve the walking, cycling and public transport networks, thereby contributing to a lower overall demand for car parking in the CBA.

Project objective:

The Plan’s objective is to provide a comprehensive and defendable car parking management solution for the Wodonga CBA that:

- is responsive to future changes likely to be experienced in the CBA;
- achieves an efficient and balanced supply of parking that encourages further investment and development in the CBA; and
- is effective in responding to other key opportunities such as improving public amenity and encouraging walkability and use of active transports.

The Plan makes reference to and seeks to update the *Interim CBA Car Parking Strategy 2013*, and identifies the balance between the provisions of a full car parking requirement for new developments against the economic cost of such provision.
8.13 - Draft Wodonga CBA Car Parking Plan for community consultation (cont’d)

The Plan will form the basis of the proposed Planning Scheme amendment to update the current Parking Overlay for the CBA.

Summary of the Plan

The Plan reviews the current issues and opportunities regarding parking and access to parking within the Wodonga CBA. It builds on the evidence collected within the Background Analysis Report (Appendix 1 to the Plan), and identifies a number of objectives and actions (Section 7 of the Plan) that will improve access to parking and overall demand within the centre.

Key components of the document:

- Section 1 Introduction – describes why a car parking plan is needed, and how is it prepared. It also states the objectives of the study and identifies the study area, which generally follows the boundary of the Activity Centre Zone in the CBA.

- Section 2 Background – provides strategic context, and describes the methodology of the Plan, which includes a parking occupancy and duration survey (undertaken in April 2017), and a trader questionnaire conducted to gather information on car parking and travel behaviour within the CBA. The full analysis is provided in the Analysis Report in Appendix 1 of the Plan.

- Section 2.3 Key findings – it is identified that there is currently sufficient overall provision of car parking to accommodate the peak parking demands within the CBA. However, individual parking areas experience occupancy above the 85% threshold, these include:
  - Acacia, Health, Oak and council car parks during weekday peak;
  - Some sections of on-street parking on High, Stanley, Lawrence & Hume during weekday peak; and
  - Wodonga Plaza and along High Street during Saturday peak.

- Section 4 Issues and Objectives – identifies a series of issues which include:
  - There is a high demand for short-term and long-term parking in Precinct 2 – The Heart and Precinct 5 – Civic and Community, while there are underutilised parking areas across the CBA;
  - Moderate to high levels of non-compliance of parking restrictions is prevalent in some areas;
  - There are gaps in the existing pedestrian and cyclist network and lack of cyclist end-of-trip facilities in the CBA which discourages sustainable transport trips within the activity centre;
  - Concerns from traders regarding safety and amenity in some parking areas;
  - Lack of shading in car parks is a significant issue given the hot summer weather conditions and anticipated future extreme weather events; and
  - Wayfinding/ signage needs to be improved in order to encourage a more even distribution of parking demand.
Section 5 Parking Management Strategies – provides strategies and identifies actions to tackle the issues in Section 4. The actions cover multiple aspects, including:
- To review current parking restrictions and enforcement arrangement;
- To encourage active and sustainable transport modes (walking, cycling, public transport & electric vehicles);
- Undertaking user education and promotion via provision of better wayfinding/ road signage and conducting community education workshops;
- Updating the current Parking Overlay in the Planning Scheme; and
- Identifying locations for active transport facilities and longer term co-located parking stations, and the associated funding mechanism via the Parking Overlay.

Section 6 Parking Overlay Development – discusses the key Parking Overlay components that need to be updated, including parking rates for different types of land use; the cash-in-lieu scheme for compensation for any parking shortfalls in developments; and improved design standards of parking areas for better CBA user experience.

Section 7 Action Plan – summarises the actions identified in Section 5 with priority, timeframe and responsibility indicated.

Appendix 2 Draft parking overlay – provides a draft parking overlay (proposed to replace the current one in the Planning Scheme) which reflects the findings from the Plan.

Key points

Social services generated parking demand in CBA
Parking survey was conducted on a Friday and a Saturday only, there was concern raised whether the parking survey was able to capture the pattern of parking demand generated by different types of social services, e.g. Centrelink, occur on different days of the week.

Council’s traffic enforcement data was extracted for analysis as part of the background report. The analysis result shows that no significant difference on parking infringement is noticed on different days of the week, therefore it is considered the different social services related events occur in the CBA has no significant impact on parking demand.

Disabled parking
Disabled parking is identified in Table 5 Proposed Wodonga CBA User Parking Hierarchy in the Plan, and provided the highest priority in the hierarchy of CBA’s off-street car parks.

According to the engagement with internal and external stakeholders, it is noticed that there is in general no concerns about the provision of disabled parking space,
except for some isolated locations in the CBA area and some private commercial properties.

Other feedback received in relation to accessibility are, e.g. the forward angle parking on High Street do not cater for the rear loading cars’ needs, and the lack of taxi stands near some of the new developments. They will be addressed via customer requests and a new action in the Plan to continuously review and improve disabled car parking provision and accessibility needs.

Demand for long vehicles parking spaces
According to the Background Analysis Report, the long vehicles (LV) parking occupancy rate is:
- 41-60% at Precinct 5 and less than 20% elsewhere during peak parking period to 2pm on Friday
- Less than 40% in all the LV parking spaces at the peak parking period to 2pm on Saturday

Parking compliance on both Fri and Sat is among 90 to 100% for all the LV parking spaces. This demonstrates there is currently sufficient supply of LV parking spaces in the CBA.

Loading bays
Loading bays are identified in Table 5 Proposed Wodonga CBA User Parking Hierarchy in the Plan, with higher priorities provided in the hierarchy of the CBA’s parking areas.

According to the engagement with internal and external stakeholders, it is noticed that there is in general no concerns about the provision of loading bays.

Cycling, walking and active transport modes
It is the Plan’s objective to “Identify opportunities to encourage the use alternative transport modes, including walking, cycling and public transport” to access the CBA, as a way to reduce the dependence on car, hence the demand for parking spaces.

Relevant strategies identified in the Plan to support this objective and encourage the use of active transport modes include:
- Access improvement to public transport, cycle paths and pedestrian links
- Advocate to the State Government and transport bodies to improve access, services and interchange facilities for public transport in the CBA
- Provide additional cycle parking areas in the CBA
- Provide end-of-trip cycling facilities in the CBA
- Enhance existing laneways and pedestrian arcades in the CBA
- Use of cash-in-lieu of parking for active transport facilities that will reduce car parking demand in the CBA

The need and frequency to survey to cover the impact of the recent developments
Types of survey/stakeholder engagement undertaken as part of the project include:
8.13 Draft Wodonga CBA Car Parking Plan for community consultation (cont’d)

- Parking survey & duration of stay survey (undertaken in April 2017)
- Questionnaire to traders (June 2017)
- Stakeholder engagement workshop (July 2017)

There is considerations if an updated parking survey should be done as there had been a few major changes occurred in the CBA (e.g. completion of Central Place and Manns developments and the associated car parks, relocation of the High Street Coles supermarket) after the parking and duration of stay survey was done in April 2017.

The current survey outcome indicates that overall the CBA provides sufficient parking spaces for the current demand, with a few exceptions in the CBA core area where some parking areas have reached or exceeded the occupancy threshold of 85%, where opportunities and actions have been proposed to improve the situation.

As such it is anticipated that if a new parking survey was undertaken now, it will likely reach a similar conclusion, with the only difference being the parking hotspots to be shifted slightly in locations.

Additionally, there are ongoing and future roadworks, as well as anticipated new major developments to be completed in the next few years in the CBA, it is uncertain what the best timing to undertake the parking survey is.

Therefore, officers’ view is that a new parking survey is not essential in this instance. Instead it is considered that the current parking survey provides a good basis as an update to the previous parking survey (undertaken in 2013), which will also be able to facilitate the proposal to review and replace the outdated Parking Overlay for the CBA through a planning scheme amendment.

In view of the fact that there will be continuous city heart improvement works and new developments to be completed in the CBA throughout the next few years, which will have ongoing impact on the CBA parking demand and supply, it is proposed a recommendation be made in the action plan that parking surveys of the CBA are going to be undertaken periodically (e.g. every 2 years), to monitor and provide an up-to-date status of parking demand in view of the continuous changes to the CBA.

Cash-in-lieu contribution benchmark
In addition to Table 6 in Section 6.3.2 which compares the current cash-in-lieu contribution rate across a number of Victoria regional cities, the equivalent Albury contribution rate (via the NSW Voluntary Planning Agreement) is also provided in this section, which is $15,000.

Enforcement as a means to encourage an even distribution of parking demand
The Plan has pointed out that while there are some areas in the CBA where parking demand has reached or exceeded the 85% threshold level, there is overall
8.13 - Draft Wodonga CBA Car Parking Plan for community consultation (cont’d)

sufficient parking supply in the CBA for the current demand. There are also locations identified where compliance rate is comparatively low.

The Plan recognises that enforcement is the most effective way to distribute parking demand evenly across the CBA, it also helps enhancing turnover of higher demand parking spaces.

It is recommended in Action 4 to maintain 85% peak parking occupancy demand and 90% compliance level in the CBA to help achieving a more even parking distribution and a higher turnover rate. These levels are subject to council and public consideration. Once agreed, council is suggested to conduct periodical review on staff resource level to ensure such rates can be met.

Paid parking

Given that there is generally sufficient supply of parking in the CBA, paid parking is NOT considered necessary at this stage. It is recommended that council continue to monitor if such need arises in the future.

Council Plan

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

Council policy / strategy implications

In accordance with the Council Plan this project seeks to develop a Wodonga CBA Parking Strategy to promote the sustainable long-term revitalisation and development of the CBA.

As outlined in the ‘Background’ component of this report, the Plan builds on and forms part of the implementation of a variety of strategic projects relating the CBA, including:

- The Wodonga CBA Revitalisation Plan (CBA Plan, adopted in July 2014),
- The Wodonga Planning Scheme Amendment C123 – Planning Scheme Rewrite (approved in December 2016)

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A final Plan is not supported</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Proposed community</td>
</tr>
</tbody>
</table>
8.13 - Draft Wodonga CBA Car Parking Plan for community consultation (cont’d)

<table>
<thead>
<tr>
<th>by the community, preventing implementation of actions</th>
<th>3</th>
<th>c</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>A final Plan is not supported by the community, preventing implementation of actions</td>
<td>Targeted consultation has informed the draft plan, the proposed consultation period will allow further input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial implications**

There are no financial implications associated with the community consultation component of the project.

**Environmental implications**

There are no environmental implications associated with the community consultation component of the project.

**Social / cultural implications**

There are no social or cultural implications associated with the community consultation component of the project.

**Legislative implications**

There are no legislative requirements relating to the community consultation component of the project.

**Community engagement and internal consultation**

The following consultation has already occurred to inform the current draft Plan;

- Questionnaire to traders (June 2017)
- Stakeholder engagement workshop (July 2017)

The proposed period of community consultation will allow collection of broader community feedback over a four week period to inform a final draft for adoption.

The proposed consultation is supported by a communications and consultation plan and will make the documents available via the Make Wodonga Yours platform and would be promoted via council’s usual social and traditional media platforms. Participants in earlier consultation will be invited to make further comment.
Options for consideration

Option 1 – do nothing. This would prevent the progression of the project, which should not be finalised without seeking feedback from the community.

Option 2 – resolve to undertake a period of community consultation to inform the final version of the Plan for adoption. This is the recommended option.

Conclusion

In accordance with the Council Plan this project seeks to develop a Wodonga CBA Parking Strategy to promote the sustainable long-term revitalisation and development of the CBA. The Plan builds on and forms part of the implementation of a variety of strategic projects relating the CBA.

Officers are seeking council’s endorsement of the Draft CBA Car Parking Plan and a resolution to undertake a period of community consultation. Based on the outcomes of the consultation process, the draft Plan will be updated to capture feedback from the community for final adoption by Council.

The action plan in Section 7 of the Plan, which includes significant actions such as to undertake a planning scheme amendment to update and replace the current Wodonga CBA parking overlay, will be undertaken subsequent to its adoption.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Draft car parking plan
- Document B: Data analysis report - survey results
- Document C: Schedule 1 to the Parking Overlay

Declaration of conflict of interests

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

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

Manager Planning and Building - John Sidgwick
In providing this advice, I have no interests to disclose in this report.
8 - Officers reports for determination  Planning and Infrastructure

8.13 - Draft Wodonga CBA Car Parking Plan for community consultation (cont’d)

Natural Resources Planner - Claire Coulson
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the Draft Wodonga CBA Car Parking Plan be endorsed for public exhibition for a period of four weeks with a further report to be submitted to council for consideration.

Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted.

Conflict of interest disclosures

Prior to the commencement of item 8.13 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 8.11pm. Cr Mildren returned to the meeting room at 8.14pm after the resolution for item 8.13 was carried.
9.1 - Finance report for January 2018

Purpose of report

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

Background

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

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

Council Plan

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

Council policy / strategy implications

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

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to achieve current budget due to tight budgets and unforeseen events and needs being higher than budgeted.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Conservative financial management.</td>
</tr>
<tr>
<td>Inability of cash funds to cover mandatory reserves and deposits.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review budget. Take corrective action for unbudgeted expenditure.</td>
</tr>
<tr>
<td>Inability of council to deliver the adopted capital budget and re-budget items.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review the capital budget status against target dates.</td>
</tr>
</tbody>
</table>
9.1 - Finance report for January 2018 (cont’d)

Financial implications

This is contained in the body of the report.

Environmental implications

Within the parameters of the council’s investment policy and directive a proportion of funds invested are held in investments with Responsible Investment Association Australia members and/or investment products certified by them. See Table 3 – Funds Invested below for percentage of Responsible Investments.

Social / cultural implications

Not applicable

Legislative implications

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

Community engagement and internal consultation

Nil consultation has been held separately on this report, although items within the budget will have included their own level of consultation on a case by case basis.

Options for consideration

Not applicable

Conclusion

Not applicable
1. Financial Statements

Key financial highlights and overview

Key Points

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

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

<table>
<thead>
<tr>
<th>Key financial summary</th>
<th>Year to Date –January 2018</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Recurrent Income</td>
<td>53,352,889</td>
<td>52,243,313</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>30,392,758</td>
<td>32,941,125</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>22,960,131</td>
<td>19,302,188</td>
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<tr>
<td>Capital Works Expenditure</td>
<td>9,391,131</td>
<td>13,642,838</td>
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<td>Closing cash &amp; investments</td>
<td>26,376,546</td>
<td>21,025,425</td>
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</table>
9.1 - Finance report for January 2018 (cont’d)

a. Income Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Year to Date – January 2018</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Revised Budget((b))</td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Rates</td>
<td>4</td>
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<td>44,810,855</td>
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<td>User Charges</td>
<td>1</td>
<td>3,503,966</td>
<td>2,904,026</td>
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<tr>
<td>Interest Income</td>
<td>2</td>
<td>266,922</td>
<td>184,165</td>
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<tr>
<td>Grants</td>
<td>2</td>
<td>4,344,840</td>
<td>4,140,180</td>
</tr>
<tr>
<td>Internal Income</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Income</td>
<td>3</td>
<td>337,855</td>
<td>204,087</td>
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<tr>
<td>Total Income</td>
<td></td>
<td>53,352,889</td>
<td>52,243,313</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>3</td>
<td>13,537,965</td>
<td>14,284,856</td>
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<td>Internal Expend.</td>
<td>4</td>
<td>50,338</td>
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<td>Materials</td>
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<td>Interest Exp.</td>
<td>5</td>
<td>643,551</td>
<td>646,066</td>
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<td>Depreciation</td>
<td>6</td>
<td>5,411,347</td>
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<td>Other Expenses</td>
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<td>585,573</td>
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<td>Total Expenditure</td>
<td></td>
<td>30,392,758</td>
<td>32,941,125</td>
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<tr>
<td>Surplus/(Deficit)</td>
<td></td>
<td>22,960,131</td>
<td>19,302,188</td>
</tr>
</tbody>
</table>

Note:

a. Original budget as adopted in June 2017.
b. Includes approved 1st quarter and re-budget adjustments and unapproved 2nd quarter adjustments.
### 9.1 - Finance report for January 2018 (cont’d)

#### b. Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Jan 2018</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash assets</td>
<td></td>
<td>26,376,546</td>
<td>27,601,491</td>
</tr>
<tr>
<td>Receivables</td>
<td>5</td>
<td>23,161,852</td>
<td>2,159,089</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>29,008</td>
<td>29,008</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
<td>0</td>
<td>641,069</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>49,567,406</td>
<td>30,430,657</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td></td>
<td>534,614,968</td>
<td>531,610,627</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td></td>
<td>534,614,968</td>
<td>531,610,627</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>584,182,374</td>
<td>562,041,284</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables &amp; provisions</td>
<td></td>
<td>2,089,956</td>
<td>4,067,301</td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>4,131,454</td>
<td>4,367,516</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>845,894</td>
<td>1,748,464</td>
</tr>
<tr>
<td>Trust deposits</td>
<td></td>
<td>1,191,505</td>
<td>1,132,438</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>8,258,809</td>
<td>11,315,719</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>753,325</td>
<td>603,232</td>
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<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>22,126,333</td>
<td>22,126,333</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>3,222,375</td>
<td>2,856,487</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td></td>
<td>26,102,033</td>
<td>25,586,052</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
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<td>36,901,771</td>
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<td><strong>Net Assets</strong></td>
<td></td>
<td>549,821,532</td>
<td>525,139,513</td>
</tr>
</tbody>
</table>

**Represented by:**

- Accumulated surplus               | 321,842,304 | 321,842,304 |
- Reserves                           | 203,444,938 | 203,297,209 |
- Current year earnings              | 24,534,290  | 0           |

**Equity**                          | 549,821,532 | 525,139,513 |
### c. Capital Program summary

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>Jan 2018 YTD Actual</th>
<th>Full Year Revised Budget(b)</th>
<th>Full Year Adopted Budget(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBD</td>
<td>1,000,000</td>
<td>702,123</td>
<td>702,123</td>
</tr>
<tr>
<td>Drainage</td>
<td>27,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Footpaths</td>
<td>0</td>
<td>0</td>
<td>110,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>3,800</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>8,000</td>
<td>8,000</td>
<td>0</td>
</tr>
<tr>
<td>Plant</td>
<td>38,274</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>36,320</td>
<td>36,320</td>
<td>0</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>120,356</td>
<td>1,093,792</td>
<td>1,083,000</td>
</tr>
<tr>
<td>Roads</td>
<td>445,000</td>
<td>862,212</td>
<td>430,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>135,408</td>
<td>52,740</td>
<td>0</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>11,842</td>
<td>238,100</td>
<td>210,000</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>20,300</td>
<td>20,300</td>
<td>0</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>73,680</td>
<td>73,680</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,920,480</td>
<td>3,212,267</td>
<td>2,660,123</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>572,879</td>
<td>2,960,656</td>
<td>2,190,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>276,000</td>
<td>276,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td>0</td>
<td>171,000</td>
<td>171,000</td>
</tr>
<tr>
<td>CBD</td>
<td>3,430,167</td>
<td>6,947,111</td>
<td>6,315,235</td>
</tr>
<tr>
<td>Drainage</td>
<td>20,437</td>
<td>192,259</td>
<td>72,000</td>
</tr>
<tr>
<td>Footpath</td>
<td>67,555</td>
<td>702,950</td>
<td>702,950</td>
</tr>
<tr>
<td>Gateway</td>
<td>307,714</td>
<td>499,068</td>
<td>0</td>
</tr>
<tr>
<td>I.T.</td>
<td>303,358</td>
<td>815,119</td>
<td>759,000</td>
</tr>
<tr>
<td>Kerb &amp; Channel</td>
<td>87,440</td>
<td>179,000</td>
<td>179,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>514,301</td>
<td>814,000</td>
<td>810,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>23,905</td>
<td>330,907</td>
<td>324,000</td>
</tr>
<tr>
<td>Plant</td>
<td>297,165</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>201,905</td>
<td>634,274</td>
<td>422,000</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>876,549</td>
<td>4,690,413</td>
<td>3,053,000</td>
</tr>
<tr>
<td>Roads</td>
<td>1,420,827</td>
<td>3,251,392</td>
<td>2,819,180</td>
</tr>
<tr>
<td>WSLC</td>
<td>13,431</td>
<td>350,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>10,189</td>
<td>70,422</td>
<td>110,000</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>56,257</td>
<td>694,599</td>
<td>524,500</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>824,267</td>
<td>1,676,307</td>
<td>1,566,128</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>362,785</td>
<td>382,758</td>
<td>0</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>9,391,131</td>
<td>26,038,235</td>
<td>21,043,993</td>
</tr>
<tr>
<td><strong>Net Capital Income / (Expenditure)</strong></td>
<td>(7,470,651)</td>
<td>(22,825,968)</td>
<td>(18,383,870)</td>
</tr>
</tbody>
</table>

**Note:**

a. Original budget as adopted in June 2017.

b. Includes approved 1st quarter and re-budget adjustments and unapproved 2nd quarter adjustments.
## 9.1 - Finance report for January 2018 (cont’d)

### d. Variance Explanations

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1 | User Charges $600k | **Income – higher than budget:**  
- Rent and Leases are $56k more than budget. Timing related - some rents/leases raised in advance for the full year.  
- Project & Design $180k and Building Services $73k inspection fees are more than budget.  
- External contracts are $54k more than budget. This is mainly a timing difference that relates to the raising of annual maintenance agreement invoices. | T |
| 2 | Grants $205k | **Income – higher than budget:**  
- Safer Communities grant for Alcohol Harm Reduction $107k received and is currently unbudgeted.  
- Early Years Coordination grants $124k more than budget. Relates to timing of calendar year based grant payments.  
- Youth Services Learn to Drive program has had an increase in funding of $20k. Proposed budget variation to be forwarded. | P |
| 3 | Employee Costs $(747k) | **Expenditure – lower than budget:**  
- Salary and wages are $(467k) favourable to budget, due to a vacant position, and staff member on unpaid leave in Statutory Planning $(123k), People and Workplace staff mat leave FTEs not backfilled $(50k), a street litter maintenance officer on leave and not backfilled $(39k).  
- Superannuation payments are $(101k) less than budget, as a result of the lower salaries and timing of payments.  
- Travel and accommodation $(27k) less than budget, across most cost centres.  
- Staff development $(99k) less than budget due to a leadership program that will happen in last quarter of 17/18. | P/T |
| 4 | Materials $(1,852k) | **Expenditure – lower than budget:**  
- Utilities are $(120k) less than budget. Timing of invoice processing, and some potential saving through LED lights.  
- Legal expenses are $(50k) less than budget.  
- Waste Management contractor charges are $(123k) less than budget due to lower charges received from contractor than budget.  
- Insurance is $(132k) less than budget, year-end wash up when invoices received.  
- Consultancies in Strategic Planning $(239k), Infrastructure Management $(42k), Directorate Business Services $(154k) and Economic Development $(52k) less than budget.  
- Marketing expense is $47k favourable to budget due to timing of invoice payment.  
- Strategies & Plans in Economic Development $(48k), | P/T |

---

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Ordinary meeting – February 19, 2018

Officers reports for noting

Business Services

9.1 - Finance report for January 2018 (cont’d)

### Table: Note 9.1

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Youth $(56k), Preschools $(79k), and Safer Communities/Funded programs $(79k) less than budget. • Events and festivals is favourable for Events Program ($115k) and Arts Development ($53k) through timing of programming.</td>
<td>T</td>
</tr>
</tbody>
</table>

### Table: Balance Sheet (differences with June 2017)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Receivables $23.2m</td>
<td>Current Assets – Higher than June 2017: • The annual rates and fire service levy charges that were raised in August 2017 will be received during the year.</td>
<td>T</td>
</tr>
<tr>
<td>6</td>
<td>Other Current Assets $(641k)</td>
<td>Current Assets – Lower than June 2017: • This reduction relates to the yearend prepayments adjustments booked at the end of June 2017 being expensed in 2017/18.</td>
<td>T</td>
</tr>
</tbody>
</table>

### Graph 1 – Capital Works (expenditure only) compared to Budget and Prior Year

CAPITAL WORKS EXPENDITURE - ($000's)

<table>
<thead>
<tr>
<th></th>
<th>Jul 17</th>
<th>Aug 17</th>
<th>Sep 17</th>
<th>Oct 17</th>
<th>Nov 17</th>
<th>Dec 17</th>
<th>Jan 18</th>
<th>Feb 18</th>
<th>Mar 18</th>
<th>Apr 18</th>
<th>May 18</th>
<th>Jun 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual YTD</td>
<td>$917</td>
<td>$1,890</td>
<td>$2,804</td>
<td>$4,031</td>
<td>$5,748</td>
<td>$8,205</td>
<td>$9,391</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised Budget</td>
<td>$158</td>
<td>$1,224</td>
<td>$1,246</td>
<td>$5,005</td>
<td>$6,109</td>
<td>$7,898</td>
<td>$11,186</td>
<td>$13,643</td>
<td>$17,005</td>
<td>$19,814</td>
<td>$22,425</td>
<td>$24,690</td>
</tr>
<tr>
<td>Prior Year</td>
<td>$934</td>
<td>$1,280</td>
<td>$2,804</td>
<td>$4,231</td>
<td>$6,539</td>
<td>$7,528</td>
<td>$6,444</td>
<td>$11,644</td>
<td>$12,781</td>
<td>$14,548</td>
<td>$17,820</td>
<td></td>
</tr>
</tbody>
</table>
The following table details the variances between the Cash Held and the Revised Budget.

Table 1 – Cash Held reconciliation

<table>
<thead>
<tr>
<th>Item</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held - Invested (Table 3 below)</td>
<td>28,178</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>(1,801)</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 2 below)</td>
<td>26,377</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 2 below)</td>
<td>21,025</td>
</tr>
</tbody>
</table>

**Variance**  
5,352

**Variance comprises:**  
Actual v Revised Budget YTD - Operating (excludes non-cash dep., asset sales) 3,658  
Actual v Revised Budget YTD - Capital 4,273  
Other (net movement in debtors/creditors/deposits etc.) (2,579)

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

Table 2 – Cash Commitments

<table>
<thead>
<tr>
<th>Item</th>
<th>$ millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
<td>7.2</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>0.2</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>0.0</td>
</tr>
<tr>
<td>Working capital</td>
<td>19.0</td>
</tr>
</tbody>
</table>

**Cash commitments**  
26.4
Ordinary meeting – February 19, 2018

Officers reports for noting

Business Services

9.1 - Finance report for January 2018 (cont’d)

Treasury (cont.)

Table 3 – Funds Invested

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Product</th>
<th>Lodged</th>
<th>Maturing</th>
<th>Yield %</th>
<th>$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>27-09-17</td>
<td>27-02-18</td>
<td>2.50</td>
<td>3,000,000</td>
<td>11%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15-01-18</td>
<td>16-07-18</td>
<td>2.60</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15-09-17</td>
<td>12-02-18</td>
<td>2.50</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>MyState Bank-WREN</td>
<td>Bank</td>
<td>TD</td>
<td>23-11-17</td>
<td>22-05-18</td>
<td>2.60</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>TD</td>
<td>03-11-17</td>
<td>05-02-18</td>
<td>2.40</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>17-01-18</td>
<td>17-04-18</td>
<td>2.50</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>29-11-17</td>
<td>29-05-18</td>
<td>2.55</td>
<td>3,000,000</td>
<td>11%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15-12-17</td>
<td>13-06-18</td>
<td>2.57</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>16-10-17</td>
<td>15-03-18</td>
<td>2.45</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>Bank</td>
<td>TD</td>
<td>28-09-17</td>
<td>27-03-18</td>
<td>2.50</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td>At Call</td>
<td>1.55</td>
<td>6,178,000</td>
<td>22%</td>
<td></td>
</tr>
</tbody>
</table>

Total Invested

<table>
<thead>
<tr>
<th>Institution</th>
<th>Total Invested</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>28,178,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Responsible Investments

<table>
<thead>
<tr>
<th>Institution</th>
<th>Responsible Investments</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>78%</td>
</tr>
</tbody>
</table>

Table 4 - Loans

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Borrowed</th>
<th>Original Value $</th>
<th>Term Years</th>
<th>Maturing</th>
<th>% Rate</th>
<th>Balance Owing $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac</td>
<td>21-Dec-05</td>
<td>15,668,624</td>
<td>25</td>
<td>21/12/30</td>
<td>6.50</td>
<td>11,087,379</td>
<td>48%</td>
</tr>
<tr>
<td>BNY Trust</td>
<td>30-Aug-07</td>
<td>14,800,000</td>
<td>25</td>
<td>30/08/32</td>
<td>Float</td>
<td>7,055,656</td>
<td>30%</td>
</tr>
<tr>
<td>NAB</td>
<td>20-Jun-13</td>
<td>7,900,000</td>
<td>10</td>
<td>20/06/23</td>
<td>5.06</td>
<td>4,829,192</td>
<td>22%</td>
</tr>
</tbody>
</table>

Total Loans

<table>
<thead>
<tr>
<th>Institution</th>
<th>Total Loans</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22,972,227</td>
<td>100%</td>
</tr>
</tbody>
</table>
### 9.1 - Finance report for January 2018 (cont’d)

#### Table 5 - Notional reserves and provisions

<table>
<thead>
<tr>
<th>Categories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTIONAL RESERVES AND PROVISIONS</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Trust funds and deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
<td>441,743</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>22,536</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>62,900</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>110,910</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>316,343</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>237,073</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td><strong>1,191,505</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Notional reserves</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental land (WREN)</td>
<td>1,753,120</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking, roads and drainage</td>
<td>1,610,388</td>
</tr>
<tr>
<td>Landfill provision</td>
<td>1,374,541</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
<td>1,300,000</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td><strong>7,229,554</strong></td>
</tr>
</tbody>
</table>

#### Graph 2 - Cash Held
Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

Manager Finance - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

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

Accountant - Michael Caton
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the finance report for January 2018 be received and noted.

Motion

Crs Libby Hall / Tim Quilty
That the recommendation be adopted.

Carried
9.2 - Planning report for January 2018

Between January 1 and January 31, 2017, the planning unit approved 13 planning permits under delegation. Significant applications considered include:

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Use / Development</th>
<th>Site address</th>
</tr>
</thead>
<tbody>
<tr>
<td>97/2017</td>
<td>Buildings and works (restaurant extensions)</td>
<td>Shop 1-2, 40-42 Lincoln Causeway, Gateway Island (La Maison)</td>
</tr>
<tr>
<td>119/2017</td>
<td>Business Identification Signage in the CZ1</td>
<td>73-77 Elgin Boulevard, Wodonga (Beaurepaires)</td>
</tr>
<tr>
<td>133/2017</td>
<td>Use and development of a restaurant, four food and drink premises and two car parks</td>
<td>Junction Place, Elgin Boulevard, Wodonga (Central Place)</td>
</tr>
<tr>
<td>138/2017</td>
<td>Subdivide the land into seven lots in the ACZ1</td>
<td>71 Church Street, Wodonga (Central Place)</td>
</tr>
<tr>
<td>139/2017</td>
<td>Buildings and works to construct a dog wash, two additional car parking spaces and erection and display of business identification signage in the C1Z</td>
<td>3 Wark Street, Wodonga</td>
</tr>
<tr>
<td>143/2017</td>
<td>Subdivide the land into two lots and one new dwelling.</td>
<td>30 Leonard Street, Wodonga</td>
</tr>
<tr>
<td>153/2017</td>
<td>Buildings and works to construct two car parks and an office in association with a warehouse in the INZ1</td>
<td>168 Sangsters Road, Wodonga</td>
</tr>
<tr>
<td>162/2017</td>
<td>Use of the land for a market and waiver of 56 car parks (reduction to zero) in the Activity Centre Zone.</td>
<td>14-16 South Street, Wodonga</td>
</tr>
</tbody>
</table>
9.2 - Planning report for January 2018 (cont’d)

Comparison of monthly permits/amendments issued for previous years

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/2014</td>
<td>13</td>
<td>28</td>
<td>34</td>
<td>53</td>
<td>68</td>
<td>74</td>
<td>79</td>
<td>91</td>
<td>106</td>
<td>121</td>
<td>139</td>
<td>150</td>
</tr>
<tr>
<td>2014/2015</td>
<td>12</td>
<td>35</td>
<td>47</td>
<td>73</td>
<td>93</td>
<td>111</td>
<td>124</td>
<td>154</td>
<td>162</td>
<td>182</td>
<td>202</td>
<td>211</td>
</tr>
<tr>
<td>2015/2016</td>
<td>18</td>
<td>35</td>
<td>55</td>
<td>69</td>
<td>77</td>
<td>85</td>
<td>91</td>
<td>104</td>
<td>113</td>
<td>122</td>
<td>136</td>
<td>153</td>
</tr>
<tr>
<td>2016/2017</td>
<td>18</td>
<td>35</td>
<td>48</td>
<td>62</td>
<td>78</td>
<td>91</td>
<td>104</td>
<td>116</td>
<td>130</td>
<td>139</td>
<td>147</td>
<td>153</td>
</tr>
<tr>
<td>2017/2018</td>
<td>17</td>
<td>38</td>
<td>48</td>
<td>61</td>
<td>71</td>
<td>87</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

Director Planning and Infrastructure - Leon Schultz

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

Planning Support Officer - Jessica Vlaskic
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation
That the planning report for January 2018 be received and noted.

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

Conflict of interest disclosures

Prior to the commencement of item 9.2 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren also disclosed a conflict of interest for item 9.3, the details of which are recorded in these minutes at item 5.

As Cr Mildren had conflicts of interest for consecutive items, he remained outside the meeting room for both items.

Cr Mildren left the meeting room at 8.19pm prior to consideration of item 9.2, and returned to the meeting room at 8.21pm after the resolutions for items 9.2 and 9.3 had been carried.
The value of building permits issued in Wodonga from 1 January to 31 January 2018 was $14,099,458. Details of the building approvals in excess of $100,000 are:

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Value</th>
<th>Construction</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/465/Com</td>
<td>$450,000</td>
<td>Showroom &amp; warehouse</td>
<td>7 Day Street Wodonga</td>
</tr>
<tr>
<td>2017/627/Dwell</td>
<td>$210,000</td>
<td>Dwelling</td>
<td>31 Cutler Crescent Wodonga</td>
</tr>
<tr>
<td>2017/628/Dwell</td>
<td>$205,000</td>
<td>Dwelling</td>
<td>18 Keighran Avenue Wodonga</td>
</tr>
<tr>
<td>2017/635/Dwell</td>
<td>$222,910</td>
<td>Dwelling</td>
<td>14 Ponting Way Baranduda</td>
</tr>
<tr>
<td>2018/25/Dwell</td>
<td>$180,000</td>
<td>Dwelling</td>
<td>31 Fulford Street Wodonga</td>
</tr>
<tr>
<td>2018/26/Dwell</td>
<td>$245,380</td>
<td>Dwelling</td>
<td>13 Esposito Street Killara</td>
</tr>
<tr>
<td>2018/28/Dwell</td>
<td>$410,730</td>
<td>Dwelling</td>
<td>13 Sargeant Street Killara</td>
</tr>
<tr>
<td>2017/383/Pbsdwl</td>
<td>$270,000</td>
<td>Dwelling alterations &amp; additions</td>
<td>18 Barton Drive Baranduda</td>
</tr>
<tr>
<td>2018/2/Pbsdwl</td>
<td>$250,000</td>
<td>Dwelling additions</td>
<td>22 Murphy Street Wodonga</td>
</tr>
<tr>
<td>2017/276/Pbsdwl</td>
<td>$253,678</td>
<td>Dwelling</td>
<td>7 Keighran Avenue Wodonga</td>
</tr>
<tr>
<td>2017/333/Pbsdwl</td>
<td>$299,030</td>
<td>Dwelling</td>
<td>13 Rubicon Street West Wodonga</td>
</tr>
<tr>
<td>2017/352/Pbsdwl</td>
<td>$375,600</td>
<td>Dwelling</td>
<td>12 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2017/353/Pbsdwl</td>
<td>$367,600</td>
<td>Dwelling</td>
<td>10 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2017/373/Pbsdwl</td>
<td>$300,550</td>
<td>Dwelling</td>
<td>9 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2017/380/Pbsdwl</td>
<td>$235,020</td>
<td>Dwelling</td>
<td>47 Ruthven Circuit Wodonga</td>
</tr>
<tr>
<td>2017/382/Pbsdwl</td>
<td>$592,000</td>
<td>Dwelling</td>
<td>1 Howards Road Baranduda</td>
</tr>
<tr>
<td>2017/384/Pbsdwl</td>
<td>$325,109</td>
<td>Dwelling</td>
<td>46 Danson Road West Wodonga</td>
</tr>
<tr>
<td>2017/390/Pbsdwl</td>
<td>$324,600</td>
<td>Dwelling</td>
<td>28 Erlandsen Circuit Wodonga</td>
</tr>
<tr>
<td>2018/1/Pbsdwl</td>
<td>$387,632</td>
<td>Dwelling</td>
<td>8 Hyperno Court Huon Creek</td>
</tr>
<tr>
<td>2018/4/Pbsdwl</td>
<td>$273,280</td>
<td>Dwelling</td>
<td>8 Lexcen Street Baranduda</td>
</tr>
<tr>
<td>2018/6/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>122 Windflower Ct. Baranduda</td>
</tr>
<tr>
<td>2018/17/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>4 Catmint Place Baranduda</td>
</tr>
<tr>
<td>2016/213/Pbsind</td>
<td>$6,733,640</td>
<td>Stage 2 - Timber Manufacturing Factory - Xlam Australia (balance of works)</td>
<td>19 Bilston Drive Barnawartha North</td>
</tr>
</tbody>
</table>
Building activity

- Total number of building permits issued in Wodonga: 55 (52)
- Total number of dwellings approved in Wodonga (Dwellings & Units): 19/0 (18/2)
- Total number of permits relating to commercial & industrial works in Wodonga: 3 (9)
- Percentage of work approved by Council: 49.09% (57.69%)
- Number of permits approved outside Wodonga – Victoria **: 17 (9)
- Number of permits approved outside Wodonga – NSW **: 1 (4)

*** Registered Building Practitioner, Registration No: BS-U 1369

# Accredited Certifier, Registration No: BPB 0368
Building Professionals Board, Sydney

![Building Permit Numbers - Cumulative](image-url)
9.3 - Building report for January 2018 (cont’d)

![Building Permit Values - Cumulative](image)

**Attachments**

Nil

**Tabled papers**

Nil

**Declaration of conflict of interests**

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

**Director Planning and Infrastructure - Leon Schultz**

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

**Manager Planning and Building - John Sidgwick**

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

**Building Administrative Officer - Vicki Teschner**

In providing this advice as the report author, I have no interests to disclose in this report.

**Building Administrative Officer - Emma Sharp**

In providing this advice as the report author, I have no interests to disclose in this report.
9.3 - Building report for January 2018 (cont’d)

**Recommendation**

That the building report for January 2018 be received and noted.

**Motion**

Crs Danny Lowe / Kat Bennett

That the recommendation be adopted.

**Carried**

**Conflict of interest disclosure**

As noted at item 9.2 Cr Mildren disclosed a conflict of interest for item 9.3, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 8.19pm prior to the commencement of item 9.2. Cr Mildren remained out of the meeting for item 9.3.

Cr Mildren returned to the meeting room at 8.21pm after the resolutions for items 9.2 and 9.3 had been carried.
## 9.4 - Competitive services report for January 2018

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>12</td>
<td>104</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>6</td>
<td>96</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$730,536.20</td>
<td>$16,035,970.87</td>
</tr>
</tbody>
</table>

### Tenders advertised / quotations issued

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1147-17Q</td>
<td>Environmental lands and roadside weed control</td>
</tr>
<tr>
<td>W1220-17Q</td>
<td>Feasibility Study Outdoor Operations Works Depot (new tender)</td>
</tr>
<tr>
<td>W1224-17</td>
<td>Management and operation of Wodonga and Albury Aquatics Facilities</td>
</tr>
<tr>
<td>W1239-17</td>
<td>Supply and installation of tiles for the WAVES aquatic facility</td>
</tr>
<tr>
<td>W1244-18</td>
<td>Energy Procurement Australia Tender 2106/0634 (new tender)</td>
</tr>
<tr>
<td>W1259-18Q</td>
<td>Supply of chemical for Wodonga Council environmental lands</td>
</tr>
<tr>
<td>W1262-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – plumbing</td>
</tr>
<tr>
<td>W1263-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – carpentry</td>
</tr>
<tr>
<td>W1264-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – internal lining</td>
</tr>
<tr>
<td>W1265-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – joinery</td>
</tr>
<tr>
<td>W1266-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – tiling</td>
</tr>
<tr>
<td>W1267-18Q</td>
<td>Wodonga Sports and Leisure Centre changeroom refurbishment – tiling</td>
</tr>
</tbody>
</table>

### Tenders / quotations under evaluation

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1038-17Q</td>
<td>Supply and delivery and installation of a solar compaction bin(s)</td>
</tr>
<tr>
<td>W1148-17Q</td>
<td>Supply &amp; installation of 23 Leadsun solar powered lights at Belvoir Park</td>
</tr>
<tr>
<td>W1164-17</td>
<td>Supply and delivery of one leased truck with attached travel tower</td>
</tr>
<tr>
<td>W1181-17</td>
<td>Manufacture &amp; installation of signage (city signage, park signage, etc)</td>
</tr>
<tr>
<td>W1196-17Q</td>
<td>Supply, delivery &amp; installation of playground equipment at Belvoir Park</td>
</tr>
<tr>
<td>W1200-17Q</td>
<td>Construction of asphalt humps in Hovell Street, Wodonga</td>
</tr>
<tr>
<td>W1201-17Q</td>
<td>The installation of pedestrian flashing lights in Hovell St, Wodonga</td>
</tr>
<tr>
<td>W1213-17Q</td>
<td>Supply and installation of rubber matting for council playgrounds</td>
</tr>
<tr>
<td>W1230-17Q</td>
<td>Provision of services for the cleaning of carpets and soft furnishings</td>
</tr>
<tr>
<td>W1240-18</td>
<td>Operation of the re-use retail shop at the Wodonga Waste Transfer Station</td>
</tr>
<tr>
<td>W1245-18Q</td>
<td>Construction of security fence and associated works at the Silva Drive BMX track</td>
</tr>
<tr>
<td>W1246-18Q</td>
<td>Professional services for the understanding of mental health in Wodonga: a needs analysis</td>
</tr>
</tbody>
</table>
**9.4 - Competitive services report for January 2018 (cont’d)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1247-18Q</td>
<td>Professional services for a community-wide social marketing campaign that seeks to reduce stigma and improve awareness of drugs dependency</td>
</tr>
<tr>
<td>W1251-18V</td>
<td>Kestrel Circuit construction of subsoil drain adjacent to footpath</td>
</tr>
</tbody>
</table>

**Contracts awarded**

<table>
<thead>
<tr>
<th>Code</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1111-17</td>
<td>Supply and installation of electronic school zone signs in Drage Road, Parkers Road, Moorefield Park Drive and Lawrence Street</td>
</tr>
<tr>
<td>W1197-17</td>
<td>Thomas Mitchell Drive pedestrian refuge and crossing between Southside Terrace and Caltex Service Station</td>
</tr>
<tr>
<td>W1231-17Q</td>
<td>Wodonga Auskick drainage works</td>
</tr>
<tr>
<td>W1232-17</td>
<td>Reconstruction of Hume Street between Stanley St and Lawrence St</td>
</tr>
<tr>
<td>W1233-17Q</td>
<td>Belvoir playground timber decking replacement</td>
</tr>
<tr>
<td>W1234-17Q</td>
<td>Bernie Cox Park – sail shades</td>
</tr>
<tr>
<td>W1236-17Q</td>
<td>Melrose Drive south of Brockley Street supply and installation of pedestrian operated traffic signals</td>
</tr>
</tbody>
</table>

**Contracts cancelled**

<table>
<thead>
<tr>
<th>Code</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1185-17Q</td>
<td>Wodonga Sports &amp; Leisure Centre, Main Switch Board modifications – change of scope to tender – since reissued.</td>
</tr>
</tbody>
</table>
9.4 - Competitive services report for January 2018 (cont’d)

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

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

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

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

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

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

Recommendation

That the competitive services report for January 2018 be received and noted.

Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted.  

Carried
9.5 - Quarterly Council Plan progress report

Purpose of report

The purpose of this report is to present the December 2017 Quarterly Council Plan progress report.

Background

The tabled report provides detailed reporting on the performance against the council plan actions.

The provision of this report is in accordance with the council’s legislative responsibilities under sections 137 and 138 of the Local Government Act 1989.

The information included in the quarterly report allows for an assessment of the council’s performance across a range of indices, concluding at the end of the year with the annual report.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Quarterly Council Plan progress report

Declaration of conflict of interests

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

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

Governance Officer - Kevin Scully
In providing this advice as the report author, I have no interests to disclose in this report.
9.5 - Quarterly Council Plan progress report (cont’d)

**Recommendation**

That the December 2017 Quarterly Council Plan Progress Report, as tabled, be received and noted.

**Motion**

Crs Danny Lowe / Ron Mildren

That the recommendation be adopted.

Carried
10.1 - Assemblies of councillors

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

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

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

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

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

**Attachments**

The following documents are attached to this report:

- Attachment A: Written record of assemblies of councillors

**Tabled papers**

Nil

**Declaration of conflict of interests**

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

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

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

This report is for information only.
### Written record of assemblies of councillors – report to February 19, 2018 council meeting

Councillor briefing of Monday, January 22, 2018, commencing at 8.50am and concluding at 1.40pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Committee Room, Council Offices, Hovell Street, Wodonga.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In attendance</td>
<td></td>
</tr>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Spencer Rich</td>
<td>Manager Governance &amp; Customer Focus</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Kellie Davies</td>
<td>Manager Marketing and Communications</td>
</tr>
<tr>
<td>Kerrianne Bradbery</td>
<td>Contracts Officer</td>
</tr>
</tbody>
</table>

#### Conflict of interest disclosures

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Mildren</td>
<td>That part of item one discussing the Central Place development.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Review of agenda for ordinary council meeting
4. Briefing reports were provided on the following:
   a. Local Government Act Reforms
   b. Live Streaming Policy
   c. Council’s intention to sell land at Alpine views Estate
   d. Glenwood Estate - compensation for increased road reserve width
   e. Update to Instruments of Delegation
Councillor briefing of Monday, January 29, 2018, commencing at 8.30am and concluding at 1.10pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Committee Room, Council Offices, Hovell Street, Wodonga, and Wodonga Senior Secondary College (for item 3f).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In attendance</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items, except 3b</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items, except 3f</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Spencer Rich</td>
<td>Manager Governance and Customer Focus</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
<td>All items, except 3f</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items, except 3f</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning &amp; Building</td>
<td>Items 3a and 3b</td>
</tr>
<tr>
<td>Adam Wiseman</td>
<td>Manager Economic Development</td>
<td>Item 3c</td>
</tr>
<tr>
<td>Ken Chan</td>
<td>Team Leader Strategic Planning</td>
<td>Items 3a and 3b</td>
</tr>
<tr>
<td>Bridie Guy</td>
<td>Senior Strategic Planner</td>
<td>Items 3a and 3b</td>
</tr>
<tr>
<td>Colin Elliott</td>
<td>Project Director</td>
<td>Item 3e</td>
</tr>
<tr>
<td>Simon Eakin</td>
<td>Project Manager</td>
<td>Item 3e</td>
</tr>
<tr>
<td>Robert Carolane</td>
<td>Community Consultation Lead</td>
<td>Item 3e</td>
</tr>
<tr>
<td>Brigit Schonafinger</td>
<td>Social Media Lead</td>
<td>Item 3e</td>
</tr>
<tr>
<td>Representatives from Wodonga Senior Secondary College, Wodonga TAFE and La Trobe University (by teleconference)</td>
<td></td>
<td>Item 3f</td>
</tr>
</tbody>
</table>

Conflict of interest disclosures

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>3b - 80 Ingrams Road West Wodonga - Development Plan</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>3f – International Relations discussion</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Briefing reports were provided on the following:
   a. Draft Industrial Land Strategy
   b. 80 Ingrams Road West Wodonga - Development Plan
   c. Investment Attraction update
   d. Albury Wodonga Ethnic Community Council - update
   e. Gateway Island Masterplan - Preliminary Issues Paper and Community Engagement Plan
   f. International Relations discussion
## Written record of assemblies of councillors – report to February 19, 2018 council meeting

Planning day of Sunday, February 4, 2018, commencing at 9am and concluding at 3pm.

| Venue            | TAFE Space, 158 Lawrence Street, Wodonga. |

### In attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Items Discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Trevor Ierino</td>
<td>Director Business Services</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Stephen Yarwood</td>
<td>Facilitator, Urban Futurist</td>
<td>All items</td>
</tr>
</tbody>
</table>

### Conflict of interest disclosures

There were none.

### Items discussed

Councillors and executive met to review the 2017-2021 council plan and commence planning for the 2018-2019 council budget, and discussed a wide range of issues in relation to both matters.
### Written record of assemblies of councillors – report to February 19, 2018 council meeting

Planning day of Monday, February 5, 2018, commencing at 9am and concluding at 2pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>TAFE Space, 158 Lawrence Street, Wodonga.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In attendance</th>
<th>All items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Trevor Ierino</td>
<td>Director Business Services</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
</tr>
</tbody>
</table>

### Conflict of interest disclosures

There were none.

### Items discussed

Councillors and executive met to review the 2017-2021 council plan and commence planning for the 2018-2019 council budget, and discussed a wide range of issues in relation to both matters.
Written record of assemblies of councillors – report to February 19, 2018 council meeting

Councillor briefing of Monday, February 12, 2018, commencing at 8.30am and concluding at 2pm.

**Venue**
Committee Room, Council Offices, Hovell Street, Wodonga.

<table>
<thead>
<tr>
<th>In attendance</th>
<th>Estate</th>
<th>Items attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie, Mayor and councillor</td>
<td></td>
<td>All items, except 4b &amp; 4l</td>
</tr>
<tr>
<td>Kat Bennett, Councillor</td>
<td></td>
<td>All items, except 4c</td>
</tr>
<tr>
<td>Libby Hall, Councillor</td>
<td></td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe, Councillor</td>
<td></td>
<td>All items, except 4j</td>
</tr>
<tr>
<td>Ron Mildren, Councillor</td>
<td></td>
<td>All items, except 4a &amp; 4b</td>
</tr>
<tr>
<td>Tim Quilty, Councillor</td>
<td></td>
<td>All items</td>
</tr>
<tr>
<td>John Watson, Councillor</td>
<td></td>
<td>All items</td>
</tr>
<tr>
<td>Patience Harrington, CEO</td>
<td></td>
<td>All items</td>
</tr>
<tr>
<td>Trevor Ierino, Director</td>
<td></td>
<td>All items, except 4c, 4f &amp; 4l</td>
</tr>
<tr>
<td>Debra Mudra, Director</td>
<td></td>
<td>All items, except 4l</td>
</tr>
<tr>
<td>Leon Schultz, Governance Officer</td>
<td></td>
<td>All items, except 4i</td>
</tr>
<tr>
<td>John Sidgwick, Manager</td>
<td></td>
<td>Items 4d and 4e</td>
</tr>
<tr>
<td>Timothy Cheetham, Strategic Planner</td>
<td></td>
<td>Item 4d</td>
</tr>
<tr>
<td>Adam Wiseman, Manager</td>
<td></td>
<td>Item 4f</td>
</tr>
<tr>
<td>Spencer Rich, Manager</td>
<td></td>
<td>Item 4g</td>
</tr>
<tr>
<td>Narelle Klein, Manager</td>
<td></td>
<td>Item 4i</td>
</tr>
</tbody>
</table>

**Conflict of interest disclosures**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Mildren</td>
<td>Item 4a – International Relations Policy</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Item 4b - Business and education Delegation to China and Vietnam</td>
<td>Yes</td>
</tr>
<tr>
<td>Anna Speedie</td>
<td>Item 4b - Business and education Delegation to China and Vietnam</td>
<td>Yes</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Item 4j - Proposed sale of council land – 35 Huon Creek Road</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The Director Business Services, Trevor Ierino declared a conflict of interest for Item 4c **Wodonga Hills Advisory Group** and item 4f **Logic land enquiry** and left the meeting room when both matters were discussed.
# Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Review of draft agenda for ordinary council meeting
4. Briefing reports were provided on the following:
   a. International Relations Policy
   b. Business and education Delegation to China and Vietnam
   c. Wodonga Hills Advisory Group
   d. Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan
   e. Wodonga CBA Car Parking Plan - Draft Report
   f. Logic land enquiry
   g. W1244-18 Energy Procurement Australia 2106/ 0634 Retail Electricity, Natural Gas and Associated Services
   h. Council’s intention to sell land at Alpine Views Estate
   i. December 2017 Quarterly Financial Report
   j. Proposed sale of council land – 35 Huon Creek Road
   k. Eagle Award nomination
   l. Ratepayers Association discussion
10.2 - Status report on council meeting resolutions

The attached report provides an update on the status of council resolutions from previous meetings.

Attachments

The following documents are attached to this report:
- Attachment A: Status report of council meeting resolutions

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

This report is for information only.
### Status report on council meeting resolutions – February 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Havelock St Valuation (18/01/2016)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. The land identified as Precinct 3, Havelock Street Extension, Wodonga Victoria, 3690 (VicRoads Edition 9 Maps 653 O5) be purchased at valuation; and  
2. The CEO be authorised to sign on the council’s behalf any documents that are required to be signed in connection with the purchase of the land. |
| Status | Invoice paid, awaiting finalisation of land titles. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Development options for the old Wodonga Saleyards and adjoining industrial land (18/04/2016)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. An Expression of Interest process for the sale of Wodonga’s old saleyards site and adjoining industrial land at Bandiana be commenced immediately; and  
2. Should the Expression of Interest process not successfully secure a sale, Lot 1 and 2 be listed for sale on the open market. |
| Status | The Expression of Interest processed has commenced. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Planning permit application 6-2017 remove a restrictive covenant (18/04/2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>This item was withdrawn from the agenda, pending a revised report to the May council meeting.</td>
</tr>
<tr>
<td>Status</td>
<td>The matter requires further investigation. The applicant is presently overseas and has requested that the council place the matter on hold pending further discussions upon his return.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Recreational Vehicle and Caravan Parking Study (21/08/2017)</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. Long vehicle parking signage in the CBD be improved;  
2. Parking bays and limits for recreational vehicles and caravans be reviewed;  
3. Recreational vehicle overnight car parking not be provided on council owned land in the CBD;  
4. Regional and local tourism and visitation trends continue to be monitored; and  
5. The council liaise with Murray Tourism Board to look at a regional approach to recreational vehicle parking, including data availability. |
| Status | The RV Car Park is to be addressed in the Car Parking Study presently under development. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Planning for the Wodonga Hills Strategy</th>
</tr>
</thead>
</table>
| Resolution | That:  
1. The following documents, as tabled, be adopted:  
   - Planning for the Wodonga Hills – Engagement Report  
   - Planning for the Wodonga Hills Strategy  
   - Bears Hill Masterplan  
   - Federation Hill Masterplan  
   - Huon Hill Masterplan  
   - Klings Hill Masterplan  
   - Mahers Hill Masterplan  
2. A further report be provided to the council outlining the establishment of an advisory group, the report to include scope, membership criteria and terms of reference.  
3. Undertake the development of formal agreements with the user groups of the Hilltops.  
4. This strategy be reviewed each three years by the council. |
**Ordinary meeting – February 19, 2018**

<table>
<thead>
<tr>
<th>Item</th>
<th>Silva Drive BMX update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>That the installation and funding of the 1.8m fencing around the BMX facility be approved.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Tenders for the fencing are presently open.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C125 - request the appointment of a Planning Panel</th>
</tr>
</thead>
</table>
| **Resolution** | That approval be given for officers to:  
1. Exhibit the revised ESO mapping and ESO6 schedule (to include changes agreed to in response to submissions for Amendment C125) in accordance with the directions of the Department of Environment Land Water and Planning.  
2. In accordance with Section 23(1) of the Planning and Environment Act 1987, after considering submissions which request changes to the amendment, refer any unresolved submissions to a planning panel appointed under Part 8 of the Planning and Environment Act 1987. |
| **Status** | In progress – panel hearing on 12 February. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed sale of Council land - 35 Huon Creek Road (20/11/2017)</th>
</tr>
</thead>
</table>
| **Resolution** | 1. That the proposed sale of council land abutting 35 Huon Creek Road be deferred pending a further report to council to include an assessment as to whether the land was part of a public open space contribution by the land developer.  
2. That a separate assessment be undertaken to ascertain if any other land owners may be occupying council owned land and a report back to council. |
| **Status** | The matter is being progressed. |

<table>
<thead>
<tr>
<th>Item</th>
<th>115 Kinchington Road - request to vary section 173 agreement (20/11/2017)</th>
</tr>
</thead>
</table>
| **Resolution** | 1. It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road be changed/reworded to suit:  
7.1 Bears Hill Reserve  
7.2 Public Open Space  
2. It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road be removed:  
7.4.1 Roundabout at the intersection of Beechworth Road and Yarralumla Drive/Streets Road  
7.4.3 Extension of Yarralumla Drive from Huon Creek Road to Beechworth Road  
7.5 Drainage  
7.8 Site Master Plan  
3. It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road not be removed or changed as sought:  
7.3.3 Development Contributions  
7.4.2 Duplication of Beechworth Road from the intersection of Yarralumla Drive to Huon Creek Road  
7.6 Playing Fields  
7.7 Community Facilities  
4. That the property owners of 115 Kinchington Road be advised of council’s decision and a Deed of Variation entered into; and  
5. A report be brought to a future council meeting regarding any similar section 173 agreements which may be impacted by this decision. |
| **Status** | Deed of variation to be drafted. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Recording and broadcasting of council meetings (20/11/2017)</th>
</tr>
</thead>
</table>
| **Resolution** | That:  
1. Council meetings be video recorded, and then available on council website;  
2. Given the current plans to re-locate the Chamber to the ground floor of the council offices, online recording of council meetings commence as soon as |

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Page 177 of 187
### Ordinary meeting – February 19, 2018

#### Item 10 - Officers reports for information  
#### Item 10.2 - Attachment A

| Status | Practicable in the new ground floor Chamber, and no later than the ordinary council meeting in April 2018; and  
3. The CEO develop a policy for online recording of council meetings and the policy be presented to the January 2018 council meeting for consideration. |
|---|---|

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Audit Plan - 2018 to 2021 (22/01/2018)</strong></td>
<td>That the <em>Internal Audit Plan – 2018 to 2021</em>, as attached, be approved.</td>
<td>Completed.</td>
</tr>
</tbody>
</table>
| **Road Names - Central Place (22/01/2018)** | That:  
1. Council advise Central Place to apply ‘Aurora Way’ to the new road described in this report and recommended by the Place Names Advisory Committee when lodging its Plan of Subdivision.  
2. Public notice be given of the intention to rename Bond Street Wodonga to Jack Hore Way as described in this report and recommended by the Place Names Advisory Committee.  
3. The public notice stipulate that persons may make a submission on the proposed name, and that written submissions must be received on a date that is at least 28 days after the publication of the notice.  
4. If submissions are received these be referred to the Place Names Committee for consideration and a report back to council.  
5. If no submissions are received within the prescribed period, the proposed recommendation be adopted without further resolution of the council, and advice forwarded to the Registrar of Geographic Names to undertake the gazettal procedure. | Public notice issued on Saturday, February 10, 2018. |
| **Reconstruction of Hume Street between Stanley Street and Lawrence Street (W1232-17) (22/01/2018)** | That:  
1. Tender No. 1 from Excell Gray Bruni Pty Ltd for W1232-17 Reconstruction of Hume Street between Stanley Street and Lawrence Street for the contract sum of $314,581.00 (excluding GST) based on the schedule of rates tendered be accepted.  
2. A project contingency sum of $15,419 (excluding GST) be allocated to cover variations or other latent conditions which may be encountered during the project; and  
3. The works to be completed by April 13, 2018. | Completed. |
| **Sponsorship request- City2City (22/01/2018)** | That $2,000 sponsorship be approved for the City2City Fun Run. | Completed. |
## Ordinary meeting – February 19, 2018

### Item 10.2 - Attachment A

<table>
<thead>
<tr>
<th>Item</th>
<th>Sponsorship request- Upper Murray Family Care Charity Ball (22/01/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That the request for UMFC sponsorship be referred to the CEO for a decision under delegated authority.</td>
</tr>
<tr>
<td>Status</td>
<td>Completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amendment C105 Wodonga Planning Scheme, Environmental Significance Overlay on land surrounding West Wodonga and Baranduda Waste Water Treatment Plants (22/01/2018)</th>
</tr>
</thead>
</table>
| Resolution | That:  

1. Having considered the Planning Panel’s report under Sect 27(1) of the *Planning and Environment Act 1987*, Wodonga Planning Scheme Amendment C105, incorporating the Planning Panel recommendations, be adopted under Section 29 of the Act, with additional consequential changes to the MSS in accordance with the Planning Panel recommendations; and  

2. Officers be authorised to complete and submit the documentation required to seek the formal approval of Amendment C105 to the Minister for Planning under Section 31 of the Act. |
| Status | In progress. |
There were no Notices of motion.
There were no Petitions.
There were no reports requiring the attachment of the council seal, other than those listed at item 8.3
Clause 23 of the council's Meeting Procedure Local Law (no. 1 of 2009) states:

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

a) relates to or arises out of a matter which has arisen since distribution of the agenda; or
b) cannot safely or conveniently be deferred until the next Ordinary meeting or involves a matter of urgent community concern.

There was no urgent business
Clause 61 of the council's Meeting Procedure Local Law (no. 1 of 2009) states:

61.1 There shall be a public question time at every Ordinary meeting to enable members of the public to submit written questions to Council.
61.2 Public Question Time will have a duration as determined by Council from time to time.
61.3 Questions submitted to Council must be prefaced by the name and address of the person submitting the question and generally be in a form approved or permitted by Council.
61.4 Persons submitting questions must be present in the gallery at the time the question is due to be read, or the question will not be addressed by Council.
61.5 No person may submit more than two questions at any one meeting.
61.6 If a person has submitted two questions to a meeting, the second question:
   a) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or
   b) may not be asked if the time allotted for public question time has expired.
61.7 A question may be disallowed by the Chairperson if the Chairperson determines that it:
   a) relates to a matter outside the duties, functions and powers of Council;
   b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
   c) deals with a subject matter already answered;
   d) is aimed at embarrassing a councillor or a member of Council staff;
   e) relates to personnel matters;
   f) relates to the personal hardship of any resident or ratepayer;
   g) relates to industrial matters;
   h) relates to contractual matters;
   i) relates to proposed developments;
   k) relates to matters affecting the security of Council property; or j) relates to legal advice;
   l) relates to any other matter which Council considers would prejudice Council or any person.
61.8 Questions will be answered either at the Council meeting or as soon as possible after the Council meeting, subject to such policy or guidelines that Council may adopt from time to time.
61.9 No debate on questions asked or answers given is permitted.

There were no questions.

Presentation of awards

At this time the Mayor, assisted by Cr Watson, presented the Young Achiever Scheme award for February 2018 to Zoe Deacon and Summer Sutherland.
There was no Confidential business.
Clause 23 of the council's Meeting Procedure Local Law (no. 1 of 2009) states:

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

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

There was no confidential urgent business.
• Chairperson to close the meeting.

In closing the Mayor noted that the Director Business Services, Mr Trevor Ierino has accepted the position of Chief Executive Officer, Indigo Shire Council. The Mayor thanked Mr Ierino for his contribution to Wodonga Council.

There being no further business the meeting closed at 8.36pm.

Minutes confirmed this ..................... day of .......................... 2018.

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