Minutes

Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on February 20, 2017.

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**

   Nil

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.

   **4.1 - Late item**
   
   The CEO advised that with the agreement of council it was proposed to introduce a late item of urgent business, being *Petition – Vermont Street parking*, to be numbered in the agenda as item 12.4.

   **Motion**
   
   Crs Kat Bennett / John Watson
   
   That a late item of urgent business - “Petition – Vermont Street parking” - be included in the agenda as item 12.4.

   **Carried**

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

   Cr Bennett disclosed a conflict of interest, being an indirect financial interest (section 78A of the *Local Government Act, 1989*), for item 9.2 Planning Report. The nature of the interest is that a member of Cr Bennett’s family owns property in the same street as one of the planning permit approvals.

   Cr Hall disclosed a conflict of interest, being a direct interest (section 77B of the *Local Government Act, 1989*), for item 9.3 Building Report. The nature of the interest is that Cr Hall owns property in the same street where building permits have been approved.
Cr Speedie disclosed a conflict of interest, being an indirect interest by close association (section 78 of the Local Government Act, 1989), for Item 9.3 Building Report. The nature of the interest is that Cr Speedie’s domestic partner is an investor in two of the properties listed.

**Acting Chairperson**
At this point Cr Speedie asked for nominations for the position of acting Chairperson when item 9.3 was before the meeting.

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

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 item 9.3 on the agenda.

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

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>That the minutes of the ordinary meeting of council held on January 23, 2017, as circulated, be confirmed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion</td>
<td>Crs Kat Bennett / John Watson</td>
</tr>
<tr>
<td></td>
<td>That the recommendation be adopted.</td>
</tr>
</tbody>
</table>

**Carried**

7. **Delegates reports**

Nil

8. **Officers reports for determination**

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16. Confidential business

Nil 108

17. Confidential urgent business

18. Close of meeting
## Opportunities

- Minor (4)
  - May change attitude or contribute to a change in attitude of a small section of the community or organisation OR
  - May improve or contribute to the improvement of the community or organisation OR
  - May enhance or contribute to the enhancement of social cohesion OR
  - May improve or contribute to the improvement of social cohesion OR
  - May enhance or contribute to the enhancement of social cohesion OR

- Moderate (3)
  - May change in small section of the community and/or organisational behaviours OR
  - May improve or contribute to the improvement of the community and/or organisational behaviours OR
  - May enhance or contribute to the improvement of the community and/or organisational behaviours OR

- Major (2)
  - Significant changes in sections of the community or organisational behaviours OR
  - Significant improvement in capacity and/or efficiency of some business units OR
  - Significant enhancement of reputation with all/most of the community OR
  - Significant improvement in health/wellbeing of all/most community members or staff

## Risks

- Minor (4)
  - Could require action to offset the impact on some aspect of a business unit’s program or project OR
  - Could result in a significant review OR
  - Could result in a significant review OR
  - Could result in a significant review OR

- Moderate (3)
  - Would not threaten a business unit’s program or project OR
  - Would result in a significant review OR
  - Would result in a significant review OR
  - Would result in a significant review OR

- Major (2)
  - Would threaten the continuation of a business unit’s program or project OR
  - Would result in a significant review OR
  - Would result in a significant review OR
  - Would result in a significant review OR

- Catastrophic (1)
  - Would threaten the organisational viability OR
  - Would result in a significant review OR
  - Would result in a significant review OR
  - Would result in a significant review OR

### Likelihood

- Almost Certain (A)
  - Can be expected to occur in most circumstances (i.e. weekly)

- Likely (B)
  - Will probably occur in most circumstances in the future (i.e. monthly)

- Possible (C)
  - May occur in some circumstances in the future (i.e. yearly)

- Unlikely (D)
  - Could occur at some time in the future, but doubtful (i.e. every 1-10 years)

- Rare (E)
  - Expected to occur only in the most exceptional circumstances (i.e. 10 years)

### Consequence

- Almost Certain (A)
  - Significant
  - High
  - Extreme

- Likely (B)
  - Medium
  - Medium
  - High

- Possible (C)
  - Medium
  - Medium
  - High

- Unlikely (D)
  - Low
  - Low
  - Medium

- Rare (E)
  - Low
  - Low
  - Medium

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**Risk management legend**

- C = Council CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls
- M = Director’s attention required. Consider suspending or ending activity OR implement additional controls
- S = Manager’s attention required. Ensure that controls are in place and operating and management responsibility is agreed.
- L = Add treatments where appropriate

**NB:** This table shows the legend to the codes used in some agenda reports.
Council has not received any Delegates reports for this meeting.
8.1 - 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 in line with recent legislative changes that impact upon local government. Further, the council is required to review within 12 months after a general election all delegations which are in force, and this report will enable the council to comply with the requirement.

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 August 2016. 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:
8.1 - Review of the instruments of delegation (cont’d)

(1) A Council may by instrument of delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than:

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

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

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

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

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

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

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

The instruments of delegation

There are five instruments of delegation / sub-delegation 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.
8.1 - Review of the instruments of delegation (cont’d)

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

3. Instrument of Sub-Delegation from the CEO to council staff.

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

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
The different instruments of delegation have been reviewed to take account of recent legislative changes and to incorporate changes to the council’s organisational structure. A copy of all five instruments of delegation / sub-delegation proposed for adoption are tabled. This reflects the advice from council’s lawyers, Maddocks, and is summarised below:

1. Instrument of Delegation to the CEO

Maddocks has not identified any changes to this instrument. However Discussions with councillors at a councillor briefing have identified five changes under the Planning and Environment Act where the power, function, or duty previously delegated is now to be retained by the council.

2. Instrument of Delegation by the council to staff
   - Minor amendments under the Road Management Act 2004 relating to bus stopping points and infrastructure,
   - The Planning and Environment (Fees) Regulations 2016 have replaced the Planning and Environment Regulations (Fees) Interim Regulations 2015.
   - As noted at 1) above discussions with councillors at a councillor briefing have identified five other changes under the Planning and Environment Act where the power, function, or duty previously delegated is now to be retained by the council.

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.

   - Amendments to the Child Wellbeing and Safety Act 2005 impose duties, powers and functions upon the council as a ‘relevant entity’.
   - Minor amendments under the Road Management Act 2004 relating to bus stopping points and infrastructure.
8.1 - Review of the instruments of delegation (cont’d)

- A new provision in the *Taxation Administration Act 1997* allows councils to receive information from a tax officer in certain circumstances.

- Amendments to the *Victorian Environmental Assessment Council Act 2001* impose duties and functions on councils to assist and confer with the Victorian Environmental Assessment Council in certain circumstances.

- Amendments to the *Road Safety Road Rules (Electric Personal Transporters Trial) Amendment Rules 2016* impose a new function on councils of liaising with the Roads Corporation.

- The *Subdivision (Fees) Regulations 2016* have replaced the *Subdivision (Fees) Interim Regulations 2015*.

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

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

- Amendments to the *Child Wellbeing and Safety Act 2005* impose duties, powers and functions upon the CEO as the ‘head of the relevant entity’.

- The *Local Government (Electoral) Regulations 2016* imposed some duties upon CEOs.

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

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

- There is only one minor amendment with the *Planning and Environment (Fees) Regulations 2016* replacing the *Planning and Environment (Fees) Interim Regulations 2015*.

6. **The Staff Delegation Guidelines**

The Guidelines have been reviewed and it is proposed that additional text be inserted to identify instances when the delegate should refer a matter to the council. The new text is partly based on Melbourne Council policy.

### Council plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Practice good governance, act with transparency and integrity in our decision-making.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Council policy / strategy implications

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

Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 4</td>
<td>High</td>
<td>Adopt the revised instruments.</td>
<td></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


Section 98(6) of the Local Government Act requires that the council review within a period of 12 months after a general elections all delegations which are in force.

Community engagement and internal consultation

The instruments have been reviewed by the directors and relevant managers and the proposed delegations reflect departmental advice. Councillors discussed the instruments at a councillor briefing on January 23.

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 August 2016, and it is timely to again conduct a review in-line with the latest legislative update issued by Maddocks and as required by section 98(6) of the *Local Government Act*.

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: Instrument of Sub-Delegation from the CEO to staff
- Document D: Instrument of Delegation of CEO Powers
- Document E: Instrument of Delegation of CEO Powers (VicSmart)
- Document F: Guidelines to the instruments of delegation

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.
**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 Anna Speedie / Tim Quilty

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.

5. That a further review of the instruments of delegation be undertaken over the next six months, with a report of the review to be considered by the council by no later than the ordinary meeting scheduled for August 21, 2017.

Carried
8.2 - December 2016 Quarterly Financial Report

Purpose of report

To review the financial performance of Council for the quarter ending 31 December 2016.

Background

Under section 138 of the Local Government Act 1989 the Chief Executive Officer at least every 3 months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the Council.

Report

1. Executive Summary

This second quarterly review covers the period October 1, 2016 to December 31, 2016.

The quarterly review forecasts a $0.5 million improvement in the income statement revised surplus and an additional $0.6 million increase in the capital budget. The income statement surplus is predominantly the result of higher than budgeted rate supplementary revenue ($0.16 million), transfer of Healthy Together Wodonga operating expenditure to the 2017-2018 year ($0.12 million), savings realised in waste disposal charges ($0.35 million) and higher than budgeted expenditure in parks and gardens (-$0.1 million). The capital budget increase is predominantly the result of additional expenditure on recreational facilities ($0.9 million), removal of loan proceeds (-$2.5 million) for Baranduda Fields and equivalent capital expense reduction (overall change $0 net) and a reallocation of part of the CBD revenue and expenditure to the 2017-2018 year (net -$0.3 million). A number of projects resulting from additional capital grants and contributions have also been added, which net off against additional capital expenses associated with those projects.

The major outcomes forecast to 30 June 2017 are as follows:

- Council’s operating budget surplus is projected to be $2 million.
- Council’s projected cash position is $9.9 million.
- Capital expenditure has decreased to $22 million and capital revenue has decreased to $4.8 million (net capital expenditure increased to $17.2 million).

2. Second Quarter 2016-2017 Identified Budget Variations

The additional expenditure on recreational facilities was approved by Council to be funded from the 2015-2016 surplus as follows:
8.2 - December 2016 Quarterly Financial Report (cont’d)

- Gateway Lakes turf upgrade $63,000
- Birallee Park hockey field $345,000
- Willow Park floodlighting $300,000
- St Monica’s oval redevelopment $150,000
- Belvoir Oval upgrade $50,000
- WSLC aquatics concourse $35,000

Capital works for CBD Promenade are now scheduled for development in the 2017-2018 year, with revenue and expenditure both reduced by $0.6 million (net $0). In addition, a revenue reduction on the Havelock Street extension of $0.2 million and revenue increase on the High Street/South Street works of $0.5 million has also been included to align the budget to the project activity and subsequent grant funding timeframes which spread across multiple years. Overall Council’s contribution over the next four years is unchanged.

Capital expenditure for Baranduda Fields has been reduced by the estimated construction component that has been put on hold of $2.5 million, with a corresponding reduction in loan proceed capital revenue of the same amount.

Additional capital grants of $0.4 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.

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

- waste disposal costs savings $0.35 million
- increased supplementary rate revenue $0.16 million
- Healthy Together Wodonga exp tsf to 2017/18 $0.12 million
- Parks and gardens increased expenditure ($0.10) million

Other budget variances for the December quarter were predominately 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, 2016, the 2016-2017 full year first quarter forecast, the second quarter forecast adjustments (unapproved) and 2016-2017 revised budget (unapproved) for the full year.
8.2 - December 2016 Quarterly Financial Report (cont’d)

Table 1 – Income statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Year to Date Actual as at 31/12/16 $</th>
<th>2016-2017 Full Year Forecast Qtr1 $</th>
<th>2nd Qtr Forecast adjs (Unapproved) $</th>
<th>2016-2017 Revised Budget Qtr2 (Unapproved) $</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>43,021,167</td>
<td>43,049,105</td>
<td>90,000</td>
<td>43,139,105</td>
</tr>
<tr>
<td>User Charges</td>
<td>3,066,693</td>
<td>5,416,519</td>
<td>22,182</td>
<td>5,438,701</td>
</tr>
<tr>
<td>Interest Income</td>
<td>178,886</td>
<td>280,000</td>
<td>70,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Grants</td>
<td>4,763,372</td>
<td>8,517,654</td>
<td>85,098</td>
<td>8,602,752</td>
</tr>
<tr>
<td>Internal Income</td>
<td>5,342,844</td>
<td>9,613,291</td>
<td>(113,192)</td>
<td>9,500,099</td>
</tr>
<tr>
<td>Other Income</td>
<td>94,230</td>
<td>356,629</td>
<td>0</td>
<td>356,629</td>
</tr>
<tr>
<td>Total Income</td>
<td>56,467,191</td>
<td>67,233,198</td>
<td>154,088</td>
<td>67,387,286</td>
</tr>
<tr>
<td>EXPENDITURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>12,777,461</td>
<td>28,501,154</td>
<td>(287,629)</td>
<td>28,213,525</td>
</tr>
<tr>
<td>Internal Expend.</td>
<td>3,406,878</td>
<td>5,313,068</td>
<td>46,800</td>
<td>5,359,868</td>
</tr>
<tr>
<td>Materials</td>
<td>8,834,030</td>
<td>20,558,439</td>
<td>(149,007)</td>
<td>20,409,432</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td>692,460</td>
<td>1,517,585</td>
<td>0</td>
<td>1,517,585</td>
</tr>
<tr>
<td>Depreciation</td>
<td>0</td>
<td>8,772,000</td>
<td>0</td>
<td>8,772,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>412,579</td>
<td>1,099,485</td>
<td>210</td>
<td>1,099,695</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>26,123,408</td>
<td>65,761,731</td>
<td>(389,626)</td>
<td>65,372,105</td>
</tr>
<tr>
<td>Surplus / (Deficit)</td>
<td>30,343,783</td>
<td>1,471,467</td>
<td>543,714</td>
<td>2,015,181</td>
</tr>
</tbody>
</table>

The 2016-2017 operating adopted budget has been adjusted for:-

Operating Revenue

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Forecast 2016/17</td>
<td>67,233,198</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>67,387,286</td>
</tr>
<tr>
<td>Variance</td>
<td>154,088</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
</tr>
<tr>
<td>Increased Rates &amp; Garbage Charges income due to supplementaries etc.</td>
<td>160,000</td>
</tr>
<tr>
<td>Increased internal I.T. revenue (offset in as higher I.T. charges below)</td>
<td>65,100</td>
</tr>
<tr>
<td>Increased school crossing funding (offset below)</td>
<td>21,792</td>
</tr>
</tbody>
</table>
### 8.2 - December 2016 Quarterly Financial Report (cont’d)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased price received for scrap metal</td>
<td>36,317</td>
</tr>
<tr>
<td>Increased funding for Stronger Families program (offset below)</td>
<td>52,265</td>
</tr>
<tr>
<td>Reduced internal oncost income in Parks and Gardens (offset below)</td>
<td>(178,292)</td>
</tr>
<tr>
<td>Other</td>
<td>(3,094)</td>
</tr>
<tr>
<td>Total Operating Revenue Variance</td>
<td>154,088</td>
</tr>
</tbody>
</table>

#### Operating Expenditure

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Forecast 2016/17</td>
<td>65,761,731</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>65,372,105</td>
</tr>
<tr>
<td>Variance</td>
<td>(389,626)</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
</tr>
<tr>
<td>Increased school crossing funding (offset above)</td>
<td>21,792</td>
</tr>
<tr>
<td>Increased funding for Stronger Families program (offset above)</td>
<td>52,265</td>
</tr>
<tr>
<td>Reduced internal oncost income in Parks and Gardens (offset above)</td>
<td>(178,292)</td>
</tr>
<tr>
<td>Increased I.T. charges (offset above)</td>
<td>65,100</td>
</tr>
<tr>
<td>Lower refuse disposal costs</td>
<td>(352,000)</td>
</tr>
<tr>
<td>Increased emergency management costs due to flooding</td>
<td>35,426</td>
</tr>
<tr>
<td>Transfer expenditure in Healthy Together Wodonga to 2017/18 budget</td>
<td>(120,000)</td>
</tr>
<tr>
<td>Lower salaries in Parks &amp; Gardens</td>
<td>(135,379)</td>
</tr>
<tr>
<td>Increased materials, contractors, uniforms etc. Parks &amp; Gardens</td>
<td>236,501</td>
</tr>
<tr>
<td>Other</td>
<td>(15,039)</td>
</tr>
<tr>
<td>Total Operating Expenditure Variance</td>
<td>(389,626)</td>
</tr>
</tbody>
</table>

| Total Operating Variances                                                  | 543,714    |

### 4. Capital Program

The following table details the Capital program actual results as at December 31, 2016, the 2016-2017 full year first quarter forecast, the second quarter forecast adjustments (unapproved) and 2016-2017 revised budget (unapproved) for the full year.

Table 2 – Capital revenue and expenditure (below)
### 8.2 - December 2016 Quarterly Financial Report (cont’d)

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>Year to Date Actual as at 31/12/16</th>
<th>2016-2017 Full Year Forecast</th>
<th>2nd Qtr Forecast adj. (Unapproved)</th>
<th>2016-2017 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>Buildings</td>
<td>5,455</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>35,000</td>
<td>0</td>
<td>35,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBD</td>
<td>106,880</td>
<td>2,907,880</td>
<td>(301,000)</td>
<td>2,606,880</td>
</tr>
<tr>
<td>Drainage</td>
<td>10,500</td>
<td>20,000</td>
<td>10,500</td>
<td>30,500</td>
</tr>
<tr>
<td>Footpaths</td>
<td>42,150</td>
<td>0</td>
<td>140,500</td>
<td>140,500</td>
</tr>
<tr>
<td>Landscaping</td>
<td>0</td>
<td>25,000</td>
<td>(25,000)</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Plant</td>
<td>69,636</td>
<td>200,000</td>
<td>0</td>
<td>200,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>13,534</td>
<td>63,000</td>
<td>0</td>
<td>63,000</td>
</tr>
<tr>
<td>Roads</td>
<td>465,332</td>
<td>1,422,480</td>
<td>0</td>
<td>1,422,480</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>150,000</td>
<td>0</td>
<td>192,740</td>
<td>192,740</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>39,100</td>
<td>0</td>
<td>39,100</td>
<td>39,100</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>0</td>
<td>2,500,000</td>
<td>(2,500,000)</td>
<td>0</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>40,625</td>
<td>35,625</td>
<td>5,000</td>
<td>40,625</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>45,360</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>988,572</strong></td>
<td><strong>7,208,965</strong></td>
<td><strong>(2,438,160)</strong></td>
<td><strong>4,770,825</strong></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>941,676</td>
<td>2,264,113</td>
<td>0</td>
<td>2,264,113</td>
</tr>
<tr>
<td>Bridges</td>
<td>23,510</td>
<td>472,870</td>
<td>0</td>
<td>472,870</td>
</tr>
<tr>
<td>Car Parking</td>
<td>0</td>
<td>277,000</td>
<td>0</td>
<td>277,000</td>
</tr>
<tr>
<td>CBD</td>
<td>620,379</td>
<td>4,443,324</td>
<td>(597,937)</td>
<td>3,845,387</td>
</tr>
<tr>
<td>Cycle Paths</td>
<td>12,205</td>
<td>163,000</td>
<td>0</td>
<td>163,000</td>
</tr>
<tr>
<td>Drainage</td>
<td>39,618</td>
<td>196,233</td>
<td>10,500</td>
<td>208,733</td>
</tr>
<tr>
<td>Footpath</td>
<td>4,665</td>
<td>399,000</td>
<td>151,437</td>
<td>550,437</td>
</tr>
<tr>
<td>Gateway</td>
<td>1,800</td>
<td>475,000</td>
<td>63,000</td>
<td>538,000</td>
</tr>
<tr>
<td>I.T.</td>
<td>379,932</td>
<td>720,523</td>
<td>0</td>
<td>720,523</td>
</tr>
<tr>
<td>Landscaping</td>
<td>288,684</td>
<td>446,983</td>
<td>(25,000)</td>
<td>421,983</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>58,470</td>
<td>560,512</td>
<td>0</td>
<td>560,512</td>
</tr>
<tr>
<td>Plant</td>
<td>498,770</td>
<td>700,000</td>
<td>0</td>
<td>700,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>70,868</td>
<td>405,395</td>
<td>0</td>
<td>405,395</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>321,029</td>
<td>4,164,120</td>
<td>(1,665,791)</td>
<td>2,478,329</td>
</tr>
<tr>
<td>Roads</td>
<td>1,218,248</td>
<td>2,978,534</td>
<td>0</td>
<td>2,978,534</td>
</tr>
<tr>
<td>WSLC</td>
<td>0</td>
<td>48,000</td>
<td>35,000</td>
<td>83,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>9,986</td>
<td>1,275,984</td>
<td>192,740</td>
<td>1,468,724</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>3,766</td>
<td>33,044</td>
<td>39,100</td>
<td>72,104</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>895,883</td>
<td>1,659,517</td>
<td>(15,673)</td>
<td>1,843,844</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>144,052</td>
<td>583,127</td>
<td>5,000</td>
<td>588,127</td>
</tr>
<tr>
<td>LOGIC</td>
<td>1,069,903</td>
<td>1,543,546</td>
<td>0</td>
<td>1,543,546</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>6,539,421</strong></td>
<td><strong>23,809,785</strong></td>
<td><strong>(1,827,624)</strong></td>
<td><strong>21,982,161</strong></td>
</tr>
<tr>
<td><strong>Net Capital Expenditure</strong></td>
<td><strong>5,550,852</strong></td>
<td><strong>16,600,800</strong></td>
<td><strong>810,538</strong></td>
<td><strong>17,211,336</strong></td>
</tr>
</tbody>
</table>
### 8.2 - December 2016 Quarterly Financial Report (cont’d)

The 2016-2017 capital adopted budget has been adjusted for:

#### Capital Revenue

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Forecast 2016/17</td>
<td>7,208,985</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>4,770,825</td>
</tr>
<tr>
<td>Variance</td>
<td>(2,438,160)</td>
</tr>
</tbody>
</table>

Represented by:

- Remove budgeted loan proceeds – Baranduda Fields (offset below) (2,500,000)
- CBD Promenade – transferred to 2017/18 budget (offset below) (587,000)
- Havelock St Extension – align grant funding with project activity (198,483)
- High St/South St Works – align grant funding with project activity 484,483
- Increased TAC funding (offset below) 140,500
- Shared Paths Solar Lighting Federal funding (offset below) 192,740
- Public Transport Victoria Bus Shelters funding (offset below) 39,100
- Other (9,500)

Total Capital Revenue Variances (2,438,160)

#### Capital Expenditure

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Forecast 2016/17</td>
<td>23,809,785</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>21,982,161</td>
</tr>
<tr>
<td>Variance</td>
<td>(1,827,624)</td>
</tr>
</tbody>
</table>

Represented by:

- Reduce budgeted expenditure – Baranduda Fields (offset above) (2,530,791)
- CBD Promenade – transferred to 2017/18 budget (offset above) (587,000)
- Increased TAC funding (offset above) 140,500
- Shared Paths Solar Lighting Federal funding (offset above) 192,740
- Public Transport Victoria Bus Shelters funding (offset above) 39,100
- Allocate 2015/16 surplus to various Recreation projects 943,000
- Other (25,173)

Total Capital Expenditure Variances (1,827,624)

Total Capital Variances 610,536
4. Capital Program (cont.)

Graph 1 – Capital works (expenditure only) actual, forecast and prior year

![Graph of capital works expenditure (in $000's)](chart.png)

- Actual YTD: $934, $1,280, $1,694, $2,831, $4,233, $6,539
- Revised Budget: $32, $1,343, $2,523, $3,678, $5,049, $11,867, $15,285, $17,351, $19,510, $21,975, $24,005
- Prior Year: $2,393, $3,184, $4,298, $5,153, $6,338, $7,873, $9,205, $12,186, $13,060, $13,766, $16,149, $18,227
5. Balance Sheet

The following table is a summary of Council’s actual financial position at December 31, 2016 and June 30, 2016.

Table 3 – Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>December 2016</th>
<th>June 2016</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>24,514,433</td>
<td>19,901,752</td>
</tr>
<tr>
<td>Receivables</td>
<td>22,308,678</td>
<td>3,074,213</td>
</tr>
<tr>
<td>Inventories</td>
<td>20,728</td>
<td>20,728</td>
</tr>
<tr>
<td>Other</td>
<td>18,749</td>
<td>615,722</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>46,862,588</td>
<td>23,612,415</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>1,310,154</td>
<td>1,150,000</td>
</tr>
<tr>
<td>Fixed assets</td>
<td>533,798,314</td>
<td>528,582,757</td>
</tr>
<tr>
<td>Total Non-Current Assets</td>
<td>535,108,468</td>
<td>529,732,757</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>581,971,056</td>
<td>553,345,172</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>1,978,550</td>
<td>3,653,467</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>4,306,786</td>
<td>4,249,870</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>803,213</td>
<td>1,779,501</td>
</tr>
<tr>
<td>Trust deposits</td>
<td>1,011,036</td>
<td>1,548,209</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>8,099,585</td>
<td>11,231,047</td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>843,675</td>
<td>712,977</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>23,796,494</td>
<td>23,796,494</td>
</tr>
<tr>
<td>Other</td>
<td>3,644,846</td>
<td>3,351,554</td>
</tr>
<tr>
<td>Total Non-Current Liabilities</td>
<td>28,285,015</td>
<td>27,861,025</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>36,384,600</td>
<td>39,092,072</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>545,586,456</td>
<td>514,253,100</td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>311,048,966</td>
<td>311,048,966</td>
</tr>
<tr>
<td>Reserves</td>
<td>203,265,854</td>
<td>203,204,134</td>
</tr>
<tr>
<td>Current year earnings</td>
<td>31,271,636</td>
<td>0</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>545,586,456</td>
<td>514,253,100</td>
</tr>
</tbody>
</table>
6. Cash Flow and Working Capital

a. Cash Flow

The Cash Held is $8.8 million more than revised budget as at the end of January 2017 (latest figures). 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>22,600</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>1,001</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 2 below)</td>
<td>23,601</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 2 below)</td>
<td>14,914</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td><strong>8,687</strong></td>
</tr>
</tbody>
</table>

**Variance comprise:**
- Actual v Revised Budget YTD - Operating: 3,100
- Actual v Revised Budget YTD - Capital: 2,855
- Other (net movement in debtors/creditors/deposits etc.): 2,732

**Variance as above**

8,687

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 January 31, 2017.

Table 5 – Cash commitments

<table>
<thead>
<tr>
<th>Cash Commitments (as at January 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
</tr>
<tr>
<td>Working capital</td>
</tr>
<tr>
<td><strong>Cash commitments</strong></td>
</tr>
</tbody>
</table>

c. Cash Balance – Forecast 30 June 2016 compared with Notional Reserves

The following tables reconcile the revised cash balance forecast for June 30, 2017 compared with the balance for notional reserves at the same point in time. As discussed in the 2016-2017 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 $2,560,506 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>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td><strong>2016-17 Year End Cash Balance - Revised</strong></td>
</tr>
<tr>
<td>Notional Reserves – Forecast 2016-17 Year End Balance (per Table 7 below)</td>
</tr>
<tr>
<td><strong>2016-17 Year End Cash Balance Surplus / (Shortfall v Forecast Notional Reserves)</strong></td>
</tr>
</tbody>
</table>
Table 7 - Notional reserves and provisions as at June 30, 2017 as per the Strategic Resource Plan.

### NOTIONAL RESERVES AND PROVISIONS

<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/drain 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>1,899,421</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking,</td>
<td>1,318,210</td>
</tr>
<tr>
<td>roads and drainage</td>
<td></td>
</tr>
<tr>
<td>Precinct 2 environmental provision</td>
<td>340,000</td>
</tr>
<tr>
<td>Landfill provision</td>
<td>1,433,443</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
<td>900,000</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>7,302,698</td>
</tr>
</tbody>
</table>

### d. Working Capital

The actual working capital ratio at June 30, 2016 was 210% and at December 31, 2016 is 579%. The increase is due to the 2016-2017 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, 2016 forecast working capital ratio as per the adopted budget was 118%.

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.
Table 8 - Comparison of working capital ratio

<table>
<thead>
<tr>
<th>Category</th>
<th>2016-17 Adopted Budget as at 30/6/16</th>
<th>Actual as at 30/9/16</th>
<th>As at 31/12/16</th>
<th>As at 31/3/17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$’000’s</td>
<td>$’000’s</td>
<td>$’000’s</td>
<td>$’000’s</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>9,032</td>
<td>19,902</td>
<td>22,936</td>
<td>24,514</td>
</tr>
<tr>
<td>Receivables</td>
<td>2,845</td>
<td>3,074</td>
<td>37,127</td>
<td>22,309</td>
</tr>
<tr>
<td>Inventories</td>
<td>5</td>
<td>21</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Other</td>
<td>750</td>
<td>616</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>12,632</td>
<td>23,613</td>
<td>60,103</td>
<td>46,863</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>3,326</td>
<td>3,250</td>
<td>5,054</td>
<td>1,979</td>
</tr>
<tr>
<td>Trust Deposits</td>
<td>1,412</td>
<td>1,548</td>
<td>1,225</td>
<td>1,011</td>
</tr>
<tr>
<td>Provisions</td>
<td>4,300</td>
<td>4,653</td>
<td>4,262</td>
<td>4,307</td>
</tr>
<tr>
<td>Borrowings</td>
<td>1,670</td>
<td>1,779</td>
<td>1,322</td>
<td>803</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,708</td>
<td>11,230</td>
<td>11,863</td>
<td>8,100</td>
</tr>
<tr>
<td><strong>Ratio</strong></td>
<td>118%</td>
<td>210%</td>
<td>507%</td>
<td>579%</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>Pillar</th>
<th>Outcome</th>
<th>Strategic Action</th>
</tr>
</thead>
</table>
| Pillar Three  
We are innovative, responsive and responsible in the way we conduct business. | Practice responsible financial management | Provide council services and projects with a strong financial planning framework.  
Review and enhance our financial management and reporting system to ensure relevant and timely financial advice. |

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 2016-2017 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 2016 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
8.2 - December 2016 Quarterly Financial Report (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 Finance - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

Manager Finance - Narelle Klein
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 Danny Lowe / John Watson
That the recommendation be adopted.

Carried
Purpose of report

To seek the council’s determination in awarding the tender for W925-17 Whytes Road Saleyards effluent ponds rehabilitation earthworks.

Background

The saleyards in Whytes Rd, Bandiana ceased to operate in 2015. Since that time investigations have been ongoing into rehabilitation of the existing wastewater ponds, so as to limit council’s ongoing active management of the site.

The ponds were used to collect all the stormwater runoff from the site. The sediment and manure could settle and the excess water would be irrigated onto adjacent paddocks, whilst the sediment would eventually be removed from the site and disposed of. Since the site has closed, council has been managing the continued stormwater collection process and as required, irrigation.

Officers have also been working with the Environment Protection Authority (EPA) in obtaining clearance to cease this process. This has now been achieved and the ponds can be rehabilitated.

Response

Tenders were advertised in The Border Mail and TenderSearch on Saturday, January 14, 2017 and closed at noon on Tuesday, January 31, 2017. Twenty six documents were issued. Five submissions were received. There were no late or non-conforming tenders received.

Tenders were received from the following:

1. The Trustee for Walsh Family Trust t/as Walsh Wodonga P/L
2. Excell Gray Bruni Pty Ltd
3. AP Delaney & Co Pty Ltd
4. Hutchinson Civil Pty Ltd
5. James Civil Group Pty Ltd t/as James Excavations Pty Ltd

The lowest tender was $204,500.00 and the highest tender was $317,300.00. The average tender sum was $264,500.00. The dollar value of each tender has not been provided for commercial in confidence reasons.

The Evaluation Team comprised Anne Visser, Projects & Design Team Leader, Steven Larkin, Infrastructure Officer, and Conwae Knight, Senior Engineer.
8.3 - Tender for old Wodonga Saleyards, Whytes Road - rehabilitation of effluent ponds (W925-17) (cont’d)

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>Benefit to the local region</td>
<td>10%</td>
</tr>
<tr>
<td>Environmental sustainability</td>
<td>5%</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>5%</td>
</tr>
<tr>
<td>Methodology</td>
<td>20%</td>
</tr>
<tr>
<td>Ability to meet timeframes</td>
<td>20%</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>40%</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>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 accordance with the council’s tendering policy and guidelines and addressed the evaluation criteria listed in the tender documents.

Four of the tenderers are locally based and therefore known to council staff. The quality of their work is known as satisfactory; having completed similar work in the past.

The Trustee for Walsh Family Trust t/as Walsh Wodonga P/L, Excell Gray Bruni Pty Ltd and AP Delaney & Co Pty Lt are all OH&S prequalified with council.
Hutchinson Civil Pty Ltd are not OH&S prequalified with council.

James Civil Group Pty Ltd t/as James Excavations Pty Ltd is based in Benalla and has not worked for council previously; although they successfully completed major site establishment works for the Albury Wodonga Regional Cancer Centre. The company is not OH&S prequalified with council at this time. Referee checks with Benalla Shire Council and Wagga Wagga City Council provided highly rated assessments in areas including communications, quality and maintenance of equipment and flexibility in resolving variations to contracts.

The quality of the submissions were generally consistent although Hutchinson Civil Pty Ltd and James Civil Group Pty Ltd t/as James Excavations Pty Ltd were marked down slightly for their relevant experience.

There appeared to be little consistency in the overall pricing ranges submitted, although two prices were close to the overall average. James Civil Group Pty Ltd t/as James Excavations Pty Ltd submitted a very competitive price.

After completing the value for money assessment James Civil Group Pty Ltd t/as James Excavations Pty Ltd offers council the best outcome for the Whytes Road Saleyards effluent ponds rehabilitation earthworks.

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. James Civil Group Pty Ltd t/as James Excavations Pty Ltd</td>
<td>646</td>
</tr>
<tr>
<td>2. The Trustee for Walsh Family Trust t/as Walsh Wodonga P/L</td>
<td>658</td>
</tr>
<tr>
<td>3. Excell Gray Bruni Pty Ltd</td>
<td>763</td>
</tr>
<tr>
<td>4. AP Delaney &amp; Co Pty Ltd</td>
<td>787</td>
</tr>
<tr>
<td>5. Hutchinson Civil Pty Ltd</td>
<td>992</td>
</tr>
</tbody>
</table>

The final assessment re-enforced that the lowest tender was in fact the preferred supplier.

Therefore, after all assessments, the panel considered that the tender submission from James Civil Group Pty Ltd t/as James Excavations Pty Ltd provided the best value for money option for the council.
8.3 - Tender for old Wodonga Saleyards, Whytes Road - rehabilitation of effluent ponds (W925-17) (cont’d)

## Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Review and maintain an asset management system to improve and enhance the council’s assets.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

### Council policy / strategy implications

The rehabilitation of the effluent ponds located at the Whytes Road saleyards, Bandiana will return the site to an open pasture field.

The works will enhance the economic viability of the surrounding council land located around the Whytes Road saleyards site.

### Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe work practices resulting in death of worker</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Safe Worth Method Statements for job activities created and used. Continued monitoring of worksite by Project Manager and HSR. OHSMS received and checked as part of tender conditions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Realising an investment removes debt and increases operating and capital budgets</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Rehabilitation of the saleyards site will enhance the adjacent properties future potential.</td>
</tr>
</tbody>
</table>

### Financial implications

<table>
<thead>
<tr>
<th></th>
<th>2016-2017 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>205,972</td>
<td>204,500</td>
<td>1,472</td>
<td>Amount proposed per this tender</td>
</tr>
<tr>
<td></td>
<td>17,826</td>
<td>17,826</td>
<td>-</td>
<td>Pumping and testing expenses already incurred</td>
</tr>
<tr>
<td>Net result</td>
<td>(223,798)</td>
<td>(222,326)</td>
<td>1,472</td>
<td></td>
</tr>
</tbody>
</table>
Environmental implications

The rehabilitation of the effluent ponds located at the Whytes Road saleyards, Bandiana will return the site to an open pasture field. These works will mitigate any likelihood of future contamination in the local waterways.

Social / cultural implications

Benefits to the local region

Based on the responses to this mandatory criteria:

James Civil Group Pty Ltd t/as James Excavations Pty Ltd is located in Benalla.

30% of staff are Albury/Wodonga based with the balance being from Wangaratta and Benalla.

Based on previous experience it is estimated that 60% of materials, plant and equipment will be sourced locally.

Based on previous projects of similar scope the company estimates they will be making an economic contribution back to the community of nearly $4,000 per week for accommodation and meals, plus the engagement of local subcontractors and plant hire.

Legislative implications

n/a

Community engagement and internal consultation

Council has had discussion with the EPA in regards to the rehabilitation of this site.

Options for consideration

Option one – Do nothing. This is not recommended as delaying the rehabilitation of the land holding the effluent ponds will impact on the saleability and potential return on the surrounding council lands.

Option two – Accept the recommendation and award the tender.
Conclusion

Five conforming tenders were lodged which has led to a competitive price being obtained. The rehabilitation of the effluent ponds at the Whytes Road saleyards site will increase the usability of the area and improve the potential return on the co-located council land.

Accordingly it is recommended that the council pursue option two.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

Manager Infrastructure and Works - Theo Panagopoulos
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 Project and Design - Anne Visser
In providing this advice as the report author, I have no interests to disclose in this report.

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

That:

1. The tender from James Civil Group Pty Ltd t/as James Excavations Pty Ltd for contract number W925-17 for the Whytes Road saleyards effluent ponds rehabilitation earthworks for the contract sum of $204,500.00 (excluding GST) based on the schedule of rates tendered be accepted; and

2. The contract period should commence from the date of the Council award; February 20, 2017, and completed by April 30, 2017

Motion

Crs Kat Bennett / Ron Mildren

That the recommendation be adopted.

Carried
Purpose of report

The purpose of this report is to seek approval from council for the LED streetlight replacement project and to seek approval for installation of the required hardware to proceed during April/ May 2017.

Background

Council engaged Ironbark Sustainability to prepare a business case to determine the feasibility of an LED streetlight replacement project. The findings of the report concluded that the project would become cash flow positive in a period of approximately five years, and would also provide significant greenhouse gas emission savings.

On December 12, 2016 Council approved the purchase of streetlight hardware to the value of $600,000 through the existing MAV procurement tender.

The acquisition of lighting hardware has commenced and now; following an open market tender process, the installation price is to be accepted and approved.

Response

Tenders were advertised in The Border Mail and TenderSearch on Saturday, January 14, 2017 and closed at noon on Tuesday, February 7, 2017.

Fifteen documents were issued. One submission was received. There were no late or non-conforming tenders received.

The tenders was received from GPE HV Pty Ltd.

The Evaluation team comprised

Theo Panagopoulos, Manager Infrastructure and Works, Anne Visser, Team Leader Projects and Design, Libby Gleeson, Street Lighting Project Officer (Ironbark Sustainability), Keith Harwood, Street Lighting Project Officer (Ironbark Sustainability).

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>Benefit to the local region</td>
<td>10%</td>
</tr>
<tr>
<td>Environmental sustainability</td>
<td>10%</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>10%</td>
</tr>
<tr>
<td>Methodology</td>
<td>20%</td>
</tr>
<tr>
<td>Ability to meet timeframes</td>
<td>5%</td>
</tr>
<tr>
<td>Relevant experience</td>
<td>15%</td>
</tr>
</tbody>
</table>
The following point scoring was applied to the criteria:

<table>
<thead>
<tr>
<th>Score</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Non-compliant</td>
<td>Fails to satisfy specified requirements</td>
</tr>
<tr>
<td>1</td>
<td>Below expectations</td>
<td>Does not meet the requirement to a major degree</td>
</tr>
<tr>
<td>2</td>
<td>Marginally</td>
<td>Does not meet the requirement but may be adaptable or made acceptable</td>
</tr>
<tr>
<td>3</td>
<td>Acceptable</td>
<td>Meets the requirement except in minor aspects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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

The tender submission was evaluated in adherence with the council’s tendering policy and guidelines and addressed the evaluation criteria listed in the tender documents. It should be noted that council engaged the services of two subject matter experts in Libby Gleeson and Keith Harwood; consultants from Ironbark Sustainability to assist in this process.

GPE HV Pty Ltd provided an acceptable submission that addressed all the criteria required. The business is locally based and known to council staff. GPE HV Pty Ltd has completed electrical works for council to a satisfactory standard. The business is also OH&S prequalified with council.

On the current AusNet Accredited Service Providers Register, GPE HV Pty Ltd, are not listed for (PL) Public Lighting, Bulk Light Replacement.

(It should be noted GPE HV Pty Ltd is accredited for (HV) underground installation, overhead construction plus (K&P SS) Kiosk and Padmount construction)

GPE HV Pty Ltd advises that AusNet Services has given an undertaking to fast track their application/ approval for PL Public Lighting, Bulk Light Replacement based on the amount of street lighting they have completed throughout Wodonga and surrounding estates.
This commitment was confirmed by the evaluation team, with Ausnet Services on Wednesday February 8, 2017 to be a two to three week waiting period.

It is a requirement of the tender that the successful tenderer is listed on the current AusNet Accredited Service Providers Register for (PL) Public Lighting, Bulk Light Replacement to be awarded the contract.

A review of the pricing structure, provided by GPE HV Pty Ltd; in consultation with Ironbark Sustainability, indicates the quote is consistent with current market value.

After completing the assessment it has been determined by the evaluation team that GPE HV Pty Ltd offers council value for money for the project.

**Value for money**
The value for money indicator for GPE HV Pty Ltd was 806.

Therefore, after all assessments, the panel considered that the tender submission from GPE HV Pty Ltd provides a 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>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Ensure the council is committed to improving the sustainability of the city for future generations.</td>
<td>Develop a plan to reduce energy use by decreasing the organisation’s reliance on carbon-emitting fuel and energy.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

Council has prepared and adopted the Sustainability Strategy 2014 to 2020. Under the “Energy” theme a key action is to “develop and implement a plan to decrease the organisation’s reliance on carbon emitting fuel”.

The replacement of high energy 80W MV light fittings with 18W LED light fittings will significantly reduce the reliance on carbon emitting fuels saving thousands of tonnes of greenhouse gases.

**Risk and opportunity management implications**

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>80W MV Lights not replaced leading to continued increases in power consumption cost and ongoing greenhouse gas emissions.</td>
<td>3</td>
<td>A</td>
<td>H</td>
<td>Implement the LED replacement program.</td>
</tr>
</tbody>
</table>
8 - Officers reports for determination

Planning and Infrastructure

8.4 - Tender for street lighting LED changeover project - installation phase only (W926-17) (cont’d)

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community doesn’t accept the change in lighting type.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Implement an effective communications plan.</td>
</tr>
<tr>
<td>Provide leadership to the community with respect to energy efficient and greenhouse initiatives.</td>
<td>3</td>
<td>B</td>
<td>S</td>
<td>Positive story for council in relation to cost savings and positive environmental outcomes.</td>
</tr>
<tr>
<td>Cost savings in the delivery of an essential council service</td>
<td>2</td>
<td>A</td>
<td>E</td>
<td>The implementation of this scheme will save significant fund for the community in the short to medium term and also provide significant environmental outcomes.</td>
</tr>
</tbody>
</table>

**Financial implications**

<table>
<thead>
<tr>
<th></th>
<th>2016-2017 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>539,984</td>
<td>226,320</td>
<td>313,664</td>
<td>Amount proposed per this tender</td>
</tr>
<tr>
<td>Expense</td>
<td>76,032</td>
<td>76,032</td>
<td>-</td>
<td>AusNet Services mandatory fees</td>
</tr>
<tr>
<td>Expense</td>
<td>574,034</td>
<td>574,034</td>
<td>-</td>
<td>Purchase of lighting hardware costs</td>
</tr>
<tr>
<td>Expense</td>
<td>9,950</td>
<td>9,950</td>
<td>-</td>
<td>Ironbark Sustainability consultancy fees incurred</td>
</tr>
<tr>
<td>Net result</td>
<td>(1,200,000)</td>
<td>(886,336)</td>
<td>313,664</td>
<td></td>
</tr>
</tbody>
</table>

**Environmental implications**

There are significant environment benefits associated with the implementation of this project.

The reduction of greenhouse gas emissions achievable through an LED replacement program is significant. Street lighting accounts for between 30% and 60% of all greenhouse gas emissions generated by local governments. Power consumption is also reduced by 77% when comparing the difference between an 80W MV and a 22W LED.

The replacement of the 80W MV lights with LED lighting is the most effective way for council to make significant greenhouse gas emission reductions.

**Social / cultural implications**

The introduction of LED street lighting has a number of social benefits.
The LED’s direct more light where it is required with significantly less spillage into the atmosphere (reduction in light pollution).

The LED’s also produce a ‘whiter’ light that has been reported to give a sense of greater safety and visibility.

In locations around Victoria where the replacements have already taken place, the community has accepted the change and the feedback has been largely positive.

**Legislative implications**

There is no legislative requirement to undertake the street light replacement program.

**Community engagement and internal consultation**

Should the replacement program be supported, significant community engagement will be undertaken to promote the environmental, economic and social benefits associated with the project.

**Options for consideration**

**Option 1 – Do Nothing**

There are considerable benefits associated with undertaking this project. The business case demonstrates a payback of five to six years at which point the council would be making significant savings in the operation of the street lighting network. Further, the environmental benefits that can be achieved are great. For these reasons this is not the supported option.

There is also a current resolution of council supporting these works. This resolution would need to be amended to terminate this project.

**Option 2 – Approve the purchase of the hardware**

Approve the installation price provided for the street lighting hardware by GPE HV Pty Ltd for works to be completed in April/ May 2017.

**Conclusion**

The implementation of the LED Replacement program has several benefits.

Financial, environmental and social outcomes are achievable through the implementation of this program. The financial and environmental benefits can be summarised by the following points:

- The project would become cash flow positive in approximately five years; and,
- Over 19,000 tonnes of greenhouse gases would be saved over the lifetime of the project.
The social benefits include:

- Perceived increase in safety and improved visibility due to the quality and spread of light emitted by LED’s; and,
- Reduction in light spillage into the atmosphere.

GPE HV Pty Ltd has submitted a competitive priced tender. On the current AusNet Accredited Service Providers Register, GPE HV Pty Ltd are not listed for (PL) Public Lighting, Bulk Light Replacement. However; based on the commitment from AusNet Services to fast track (2-3 weeks) the accreditation certification submitted by GPE HV Pty Ltd, it is recommended the tender be approved subject to GPE HV Pty Ltd gaining the accreditation by March 3, 2017.

The works program for GPE HV Pty Ltd is scheduled to commence March 6, 2017 and is to be completed in the first week of June 2017. March 3, 2017 provides sufficient time for the AusNet Services accreditation process to be completed, based on their commitment to expedite application.

A March 6, 2017 start date will see most work completed in the April / May 2017 period.

If the (PL) Public Lighting, Bulk Light Replacement accreditation with AusNet Services is not achieved by GPE HV Pty Ltd by COB March 3, 2017 the CEO be authorised to negotiate a revised accreditation date or readvertise the tender to the open market at her discretion.

**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.

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.

Manager Infrastructure and Works - Theo Panagopoulos
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

1. That the tender from GPE HV Pty Ltd for contract number W926-17 for the Street Lighting LED changeover project installation phase only, for the contract sum of $226,319.60 (excl GST) based on the schedule of rates tendered be accepted.

2. The contract period should commence March 6, 2017 and be finalised by June 9, 2017.

3. The tender to be approved subject to GPE HV Pty Ltd gaining AusNet (PL) Public Lighting, Bulk Light Replacement accreditation by March 3, 2017.

4. If the (PL) Public Lighting, Bulk Light Replacement accreditation with Ausnet Services is not achieved by GPE HV Pty Ltd by COB March 3, 2017 the CEO be authorised to negotiate a revised accreditation date or readvertise the tender to the open market at her discretion.

Motion

Crs Danny Lowe / Tim Quilty

That the recommendation be adopted.
Purpose of report

To seek the council’s approval for the extension of the existing lease pertaining to the property referred to as 8 Kane Road, Wodonga.

This property is used as an extension to council’s leased depot site, located at 1 Kendall Street, Wodonga.

The lease agreement for 8 Kane Road, signed on 20 August 2012, is due to expire on June 30, 2017. The agreement included for an extension to the original lease of a further period of four years and six months.

Background

Council’s outdoor operations team’s works depots are located at 1 Kendall Street and 8 Kane Road, Wodonga. These two properties are linked by a common boundary to form an “L” shaped footprint.

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

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

Council leases these properties from LJ Colquhoun Dixon Commercial Real Estate.

Council Outdoor Operations team’s working out of the works depot include:

- Environmental land / WREN team
- Roads maintenance team
- Roadsides team
- Gardens team
- Parks team

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

The current works depot has significant operational benefits. 8 Kane Road is in close proximity to 1 Kendall Street, “the main depot facility” and within 10 kilometres to circa 90% of council’s open space and roads infrastructure assets, making access to these sites easy and efficient.

Works depot 1 Kendall Street – Some history

2010

Council commenced a five year lease agreement with WILVAL Pty Ltd on July 14, 2010 for 1 Kendall Street, building A, with an option for another five year lease. The cost being $70k + outgoings per annum, paid monthly. Initial property lease period to July 14, 2015.
Ordinary meeting – February 20, 2017

Officers reports for determination
Planning and Infrastructure

8.5 - Lease - council works depot at 8 Kane Road (cont’d)

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

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

2020
The current lease expires on July 14, 2020.

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

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

The lease extension would be for a further period of four years and six months. The commencing annual rental would be $46,185.19 plus outgoings. It is estimated that the total rental amount for the new lease period would be approximately $220,000. Total outgoings for the corresponding period are unknown at this time.

Council policy / strategy implications

No existing council policy or strategy relates to the works depot.

Risk and opportunity management implications

The only identified risks applicable relates to not supporting the extension of the lease for 8 Kane Road to 2021.

Opportunities exist for investigating the viability of relocating the depot to a newly constructed depot, owned by council or other private providers, post 2020–21.
8.5 - Lease - council works depot at 8 Kane Road (cont’d)

<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>
</table>
| 8 Kane Road houses and stores a wide range of plant, fleet, material and important infrastructure items, such as:  
  - The arboriculture team plant, equipment and maintenance resources.  
  - The chemical storage shed and the chemical decanting facility.  
  - The wash down bay, used for cleaning plant and fleet items.  
  - The wash down bay also stores the street sweeper debris.  
  - Hard stand area for parking trucks, trailers and ride on mowers.  
  - The storage of rainwater within 20,000 lt tanks for washing plant and fleet items.  
  The risk being, not taking up the option of extending the lease to 2021. | 2        | D      | S      | 8 Kane Road is a vital component of the works depot operational needs. The control being the approved budget and history of use demonstrates the need for this premises to continue its operation. Prepare a report for council for their consideration that informs the risks of not supporting the extension of the lease. Ability for all our assets to be co-located. |

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>To investigate the design, construction and costs associated with a newly constructed depot, either council or privately owned.</td>
<td>3</td>
<td>D</td>
<td>M</td>
<td>Council have discussed using 5 ha of land within the Whytes Road development site. Prepare specification details for a future depot based on the best available standards within local government organisations. Investigate private development of a work depot.</td>
</tr>
</tbody>
</table>

**Financial implications**

The will be no impact the current budget.

<table>
<thead>
<tr>
<th>Property</th>
<th>Monthly rent</th>
<th>Annual Rent (ex GST)</th>
<th>Annual outgoings</th>
<th>Annual cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Kendall Street</td>
<td>15,317.20</td>
<td>183,806.40</td>
<td>14,000</td>
<td>196,806.40</td>
</tr>
<tr>
<td>8 Kane Road</td>
<td>3,848.76</td>
<td>46,185.19</td>
<td>24,000</td>
<td>70,185.19</td>
</tr>
<tr>
<td>Totals</td>
<td>19,165.96</td>
<td>229,991.59</td>
<td>38,000</td>
<td>266,991.59</td>
</tr>
</tbody>
</table>
8.5 - Lease - council works depot at 8 Kane Road (cont’d)

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 proposed budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>70,185.19</td>
<td>70,185.19</td>
<td>0</td>
<td>Budget request 2017/2018</td>
</tr>
<tr>
<td>Expense</td>
<td>70,185.19</td>
<td>70,185.19</td>
<td>0</td>
<td>Expenditure 2017/2018</td>
</tr>
<tr>
<td>Net result</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No net increase or decrease.</td>
</tr>
</tbody>
</table>

Environmental implications

8 Kane Road includes a the plant and fleet wash down bay which meets EPA requirements for the discharge of soluble waste via the interceptor treatment device prior to discharge into the sewerage system. Any alternate site selected would require such a facility to be constructed, or alternatively, the waste transported to an appropriate landfill site.

The storage of street sweeper debris within a retention bay within the wash down bay allows for gravity leaching of soluble waste into the interceptor treatment device prior to discharge into the sewerage system. The dried debris is then removed to a recycling centre for disposal.

The plant and fleet wash down bay utilises storm water captured from building A’s roof, therefore reducing the total volume of potable water.

The close proximity to the majority of council operational assets reduces the kilometres travelled during servicing therefore reducing our carbon footprint.

Social / cultural implications

There are no known social or cultural implications in exercising council’s option to extend the lease.

Legislative implications

There are no known legislative implications in exercising council’s option to extend the lease.

Community engagement and internal consultation

None required.

Options for consideration

Option one – Do nothing.
This is not recommended as the outcome will negatively impact on the delivery of councils asset maintenance services.
8.5 - Lease - council works depot at 8 Kane Road (cont’d)

Option two – Exercise the lease option.
Accept the recommendation and enter into the lease for the second option term of four years and six months.

Conclusion

Council’s works depot operates effectively out of two leased site in Wodonga. The second of these leased sites, 8 Kane Road remains a critical requirement in the effective and efficient use of council resources.

The site houses an EPA-accredited wash-down bay and effectively and efficiently serves the purposes of the various units utilising the depot. The extension of the lease provides council with the opportunity to re-evaluate depot options and to undertake the necessary studies, land option considerations and design during the first part of the lease period and then to consider available options.

Therefore the exercising of the lease option for 8 Kane Road is recommended.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

Chief Executive Officer - 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.
8.5 - Lease - council works depot at 8 Kane Road (cont’d)

**Recommendation**

That the option to extend the current lease on 8 Kane Road, Wodonga, as presented by C J Colquhoun Dixon Commercial Real Estate in their letter dated 1 August 2016, in the sum of $46,185.19 (excl GST) per annum and subject to annual increases, be exercised.

**Motion**

Crs Libby Hall / Ron Mildren

That the recommendation be adopted.  

Carried
8.6 - Car parking waiver, 246 Victoria Cross Parade, Wodonga

**Purpose of report**

To seek council approval for the waiver of 36 car parking spaces as part of a planning application for the *Storage King* facility at 246 Victoria Cross Parade, Wodonga.

**Background**

A planning permit application was recently submitted for the approval of construction of stage 3 of the *Storage King* facility on Victoria Cross Parade which includes two new self-storage buildings.

Building 10 will consist of an additional 24 self-storage units, with dimensions of 68.9m long x 6m wide, total area 413.4m². Building 11 will consist of 139 self-storage units with dimensions of 60m long x 39m wide, total area of 2,340 m². The north western half of Stage 3 will be set aside for open storage of boats and caravans.

**Site plan**

The site will be heavily screened with landscaping totalling 10m across the front boundary of Chapple Street.

Traffic will flow in a one-way direction, with vehicles entering the site from the southern crossover along Chapple Street and exiting from the northern crossover.
8.6 - Car parking waiver, 246 Victoria Cross Parade, Wodonga (cont’d)

along Chapple Street. Alternatively, vehicles will be able to enter and exit from Victoria Cross Parade via existing access provided for Stages 1 and 2.

The proposed development would generate a car parking requirement of 43 car spaces. The applicant has sought a waiver of 36 of the car spaces and the loading and unloading bays.

The proposed use is defined as a warehouse under the Wodonga Planning Scheme (Land used to store or display goods). A warehouse attracts a car parking requirement of 2 spaces plus 1.5 spaces per 100 sq. m. of leasable floor area, equating to 43 car spaces. With seven spaces provided on site, a waiver sought is for 36 car spaces.

The waiver for the car spaces is sought on the basis that the nature of the self-storage use will see customers parking on the side of the vehicle access way closest to their self-storage unit.

Stages 1 and 2 of the storage facility were granted on 20 August 2013 (Planning permit 45/2013), which provided a waiver of 46 car spaces.

In relation to the waiver of the loading requirement the planning scheme simply requires that provision is made for loading and unloading to the satisfaction of the Responsible Authority. The requirement is considered to be satisfied as loading and unloading is likely to be directly outside of individual storage units

Layout plan

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wodonga is a prosperous regional city, alive with opportunity and thriving on growth and investment</td>
<td>Plan for a central business area which is economically and socially vibrant.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Council policy / strategy implications

Under existing delegated authority, staff are delegated to approve car parking waivers for up to 10 spaces. Any application seeking a waiver of more than 10 car parking spaces must be dealt with at a meeting of the council.

There are no other applicable policies or strategies to be considered.

Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusing the request to amend the permit could see the applicant referring the matter to VCAT for determination.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Full assessment of the application is required balancing the need for additional car spaces against the justification for the waiver.</td>
</tr>
<tr>
<td>Approving the request may result in car parking demand not being provided for.</td>
<td>4</td>
<td>D</td>
<td>L</td>
<td>Assess the potential impact of not providing additional car spaces.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunity description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expansion of the storage facility will have a positive contribution to the region’s economy.</td>
<td>2</td>
<td>B</td>
<td>H</td>
<td>The expansion applied for will occur irrespective of the outcome of the car parking.</td>
</tr>
</tbody>
</table>

Financial implications

The proposal would see an additional 163 self-storage units provided in relatively close proximity to the CBA, generating economic benefit to the economy and providing a valuable community service close to expanding residential properties.

Environmental implications

There are no environmental implications arising from this matter.

Social / cultural implications

The proposed expansion of an existing storage facility will provide for economic development and represents a good planning outcome for the site. It is a commercial use which fits neatly with other uses in the area, such as Bunnings and the Home Maker Centre.

Legislative implications

The application is assessed against Clause 52.06-6 of the Wodonga Planning Scheme which provides decision guidelines to be used when assessing applications for a waiver of a parking requirement.
Community engagement and internal consultation

Notification of the application is exempt under the provisions of Clause 52.06-4 of the Wodonga Planning Scheme.

No community consultation is proposed.

Internal consultation has been limited to discussions with council’s infrastructure and works unit.

Discussion

Clause 52.06-3 of the Wodonga Planning Scheme allows for a permit to be granted to reduce (including reduce to zero) the number of car parking spaces required by the planning scheme, but only under specific conditions.

The application must be accompanied by a car parking demand assessment which must address the car parking demand likely to be generated by an increase in the floor area of an existing use.

The applicant advised that parking spaces are adjacent to the storage units. It is also noted that observations of these sites and discussions with business operators indicate that visiting customers rarely impede other customers’ access to their storage units, because the number of customers at a site at any one time is low.

The proposal comprises a minimum 6.85 metre wide aisles so will accommodate vehicles accessing their self-storage unit. The facility will be a 24 hour operation which will mitigate peak demands for parking and/or access.

The original application provided for 7 car spaces which adequately provides for the most frequent users of the site – being office staff.

The car parking demand must address the following matters to the satisfaction of the Responsible Authority.

<table>
<thead>
<tr>
<th>Matter to be assessed</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.</td>
<td>It is possible there may be multi-purpose trips, however it is generally considered this would be unlikely. The parking already provided is for staff or the occasional customer enquiring about the facility.</td>
</tr>
<tr>
<td>The variation of car parking demand likely to be generated by the proposed use over time.</td>
<td>It is not considered there would be any future demand for the site. Enough space is provided for all users of the storage facility.</td>
</tr>
<tr>
<td>The short-stay and long-stay car parking demand likely to be generated by the proposed use.</td>
<td>All parking apart from the employees would be short-stay parking where they would park beside the storage facility, or alternatively to the other area where caravans or boats are stored.</td>
</tr>
</tbody>
</table>
The availability of public transport in the locality of the land. | All users to the site would be via private vehicles to either pick up or drop off items for storage.
---|---
The convenience of pedestrian and cyclist access to the land. | The access to the site is convenient for pedestrians and cyclists, however it is not anticipated that they would use the site.
---|---
The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land. | The application hasn't provided for bicycle parking, however there is enough space on site if required. It is considered that a self-storage facility is primarily a car based operation.
---|---
The anticipated car ownership rates of likely or proposed visitors to or occupants (residents or employees) of the land. | It is likely to be a high level of car ownership with most households in Wodonga owning at least one motor vehicle.
---|---
Any empirical assessment or case study | A car parking demand assessment was provided with the original application and further justification with this application identifying that the car waiver is warranted.

Waiver of loading/unloading facilities

Clause 52.07 of the Wodonga Planning Scheme which provides decision guidelines to be used when assessing applications for a waiver of a loading facilities. A waiver can be made to the loading requirements if it is to the responsibility authority’s satisfaction.

Conclusion

It is the considered that by their nature, storage facilities have infrequent visitors, at various times of the day and night with the facility operating 24 hours, 7 days a week. The current car parking spaces have been adequately provided for the most frequent users of the site – office staff. It is also further noted that council’s engineers did not identify any concerns regarding parking.

Options for consideration

Option 1
Refuse the requested waiver of car parking requirements. This option is not supported for the reasons outlined in this report.

Option 2
Approve the requested waiver of car parking. Recommended option.

Attachments
Nil
8.6 - Car parking waiver, 246 Victoria Cross Parade, Wodonga (cont’d)

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

Team Leader Statutory Planning - David Becroft
In providing this advice as the report author, I have no interests to disclose in this report.
8 - Officers reports for determination

Planning and Infrastructure

8.6 - Car parking waiver, 246 Victoria Cross Parade, Wodonga
(cont’d)

Recommendation

That planning permit application 151/2016 be approved and that a planning permit be granted for Buildings and Works and a waiver in car parking and loading requirements.

Endorsed Plans

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

Construction Plans

2. Prior to the commencement of works, Construction Plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must provide for the following:
   a) Stormwater drainage and management including:
      i. Prevention of stormwater discharge onto adjoining public and/or private land up to a 1 in 20 year ARI, with overland escape routes for larger storm events.
      ii. Drainage retention/detention offsets where the total fraction impervious exceeds 90% of the site associated with the development.
   b) Any extensions to existing roadways, car parks and/or hardstands, and details of proposed pavements and surfacing treatments.
   c) All car parking areas clearly line marked.
   d) Vehicular access and driveways located, designed and sized to accommodate the type of vehicles using the site. Any improvement works to the entry/exits must be shown.
   e) Any existing or proposed pedestrian infrastructure in Victoria Cross Parade.

Erosion and Sediment Control Plan

3. Prior to the commencement of works, an Erosion and Sediment Control Plan prepared in accordance with the Albury-Hume-Wodonga Soil and Water Management policy must be submitted and approved by the Responsible Authority.

Car parking for development

4. Before the use of the land commences, areas shown on the endorsed plans as set aside for car parking and access lanes must be constructed to the satisfaction of the Responsible Authority; including:
   a) Surfaced with an impervious all-weather seal coat to the satisfaction of the Responsible Authority.
   b) Drained in accordance with an approved drainage plan.
   c) Line marked to indicate each car space and all access lanes.
   d) Properly illuminated with lighting, designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on
adjoining land.

e) Measures taken to prevent damage to fences or landscaped areas.

f) Provision of traffic control signage and or structures as required.

g) Provision of signage directing drivers to the area set aside for car parking. Such signs are to be located and maintained to the satisfaction of the Responsible Authority. This sign must not exceed 0.3 square metres.

**Vehicle Crossings**

5. Vehicles crossings must be constructed to the satisfaction of the Responsible Authority and any unused crossovers must be reinstated to match the existing kerb and nature strip.

**Amenity**

6. The amenity of the area must not be detrimentally affected by the development through the:

   a) Transport of materials, goods and commodities to or from the land;
   
   b) Appearance of any buildings, works or materials;
   
   c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, waste water, waste products, grit or oil;
   
   d) Presence of vermin.

**No mud on roads**

7. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.

**Lighting Plan**

8. Prior to the commencement of works, a Lighting Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. This plan must detail the following:

   a) Low intensity lighting to all public areas, including the car parking and access lanes;
   
   b) Security lighting;
   
   c) Prevention of light spill onto Chapple Street and adjoining land;
   
   d) Hours of operation of the lighting system.

**Baffled Lighting**

9. Outdoor lighting, where provided, must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.

**Landscaping**

10. Prior to the commencement of works, a Landscape Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
Ordinary meeting – February 20, 2017

8 - Officers reports for determination

Planning and Infrastructure

8.6 - Car parking waiver, 246 Victoria Cross Parade, Wodonga (cont’d)

a) A survey of all existing vegetation and natural features showing plants to be removed.

b) The area or areas set aside for landscaping.

c) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;

d) Means of watering the landscaped area.

All species selected must be to the satisfaction of the Responsible Authority.

11. Before the use commences, the site must be landscaped in accordance with the endorsed plan to the satisfaction of the Responsible Authority.

12. The landscaped areas shown on the endorsed plans must be maintained in a proper, tidy and healthy condition to the satisfaction of the Responsible Authority. Should any tree or shrub be removed or destroyed it must be replaced by a tree or shrub of similar size and variety.

Cultural Heritage

13. In the event that human skeletal remains are located during works, all work must cease immediately, and the remains immediately reported to the Police and Aboriginal Affairs Victoria.

Time for Starting and Completion of Development

14. This permit will expire if one of the following circumstances applies:

a) The development is not started within two years of the date of this permit.

b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

The Responsible Authority may extend the time for the completion of the permit, if an application is received within 12 months after the permit expired and the permit was lawfully commenced prior to the expiry of the permit.

Motion

Crs Ron Mildren / Kat Bennett

That the recommendation be adopted.  

Carried
9 - Officers reports for noting

9.1 - Finance report for January 2017

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, and
- Balance sheet
- Treasury (cash management)

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are innovative, responsive and responsible in the way we conduct business.</td>
<td>Responsible financial management.</td>
<td>Provide council services and projects with a strong financial planning framework.</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 and opportunity management implications

<table>
<thead>
<tr>
<th>Risks</th>
<th>L’hood</th>
<th>C’quence</th>
<th>Rating</th>
<th>Mitigation Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to achieve current budget due to tight budgets and unforeseen needs being higher than budgeted e.g. road reseals, footpaths, hard landscape maintenance etc.</td>
<td>C</td>
<td>3</td>
<td>Significant</td>
<td>Conservative financial management.</td>
</tr>
<tr>
<td>Inability of cash funds to cover mandatory reserves and deposits.</td>
<td>C</td>
<td>3</td>
<td>Significant</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-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>
Financial implications

This is contained in the body of the report.

Environmental implications

Investments in fossil fuel free institutions amount to 66% of total 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.
9.1 - Finance report for January 2017 (cont’d)

Contents

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

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 2017</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>57,937,688</td>
<td>57,276,041</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>29,748,464</td>
<td>32,187,039</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>28,189,223</td>
<td>25,089,002</td>
</tr>
<tr>
<td>Capital Works - Expenditure</td>
<td>7,528,003</td>
<td>12,047,055</td>
</tr>
<tr>
<td>Closing cash &amp; investments</td>
<td>23,601,013</td>
<td>14,914,197</td>
</tr>
</tbody>
</table>
### Income Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Actual</th>
<th>Revised Budget(^{(b)})</th>
<th>Variance</th>
<th>Revised Budget(^{(b)})</th>
<th>Adopted Budget(^{(a)})</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td></td>
<td>43,100,471</td>
<td>43,101,605</td>
<td>(1,134)</td>
<td>43,139,105</td>
<td>42,679,105</td>
</tr>
<tr>
<td>User Charges</td>
<td>1</td>
<td>3,351,633</td>
<td>3,130,539</td>
<td>221,094</td>
<td>5,438,701</td>
<td>5,416,519</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>221,263</td>
<td>189,169</td>
<td>32,094</td>
<td>350,000</td>
<td>370,000</td>
</tr>
<tr>
<td>Grants</td>
<td>2</td>
<td>5,174,025</td>
<td>4,853,218</td>
<td>320,807</td>
<td>8,602,752</td>
<td>8,509,554</td>
</tr>
<tr>
<td>Internal Income</td>
<td>3</td>
<td>5,946,856</td>
<td>5,950,023</td>
<td>(3,167)</td>
<td>9,500,099</td>
<td>9,613,291</td>
</tr>
<tr>
<td>Other Income</td>
<td>3</td>
<td>143,440</td>
<td>51,487</td>
<td>91,953</td>
<td>356,629</td>
<td>356,629</td>
</tr>
</tbody>
</table>

**Total Income**  
57,937,688  
57,276,041  
661,647  
67,387,286  
66,945,098

<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Costs</td>
<td>4</td>
<td>14,539,220</td>
<td>15,135,146</td>
<td>(595,926)</td>
<td>28,213,525</td>
<td>28,377,933</td>
</tr>
<tr>
<td>Internal Expend.</td>
<td>3</td>
<td>3,728,155</td>
<td>3,774,587</td>
<td>(46,432)</td>
<td>5,359,868</td>
<td>5,313,068</td>
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<tr>
<td>Materials</td>
<td>5</td>
<td>10,285,513</td>
<td>11,885,583</td>
<td>(1,600,070)</td>
<td>20,409,432</td>
<td>19,233,524</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td>6</td>
<td>692,460</td>
<td>696,242</td>
<td>(3,782)</td>
<td>1,517,585</td>
<td>1,514,694</td>
</tr>
<tr>
<td>Depreciation</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,772,000</td>
<td>8,772,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>6</td>
<td>503,116</td>
<td>695,481</td>
<td>(192,365)</td>
<td>1,099,695</td>
<td>1,022,245</td>
</tr>
</tbody>
</table>

**Total Expenditure**  
29,748,464  
32,187,039  
(2,438,575)  
65,372,105  
64,233,464

**Surplus/(Deficit)**  
28,189,223  
25,089,002  
3,100,221  
2,015,181  
2,711,634

**Note:**
- b. Includes approved re-budgets and 1st quarter adjustments and unapproved 2nd quarter adjustments.
b. Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>January 2017</th>
<th>June 2016</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>23,601,013</td>
<td>19,901,752</td>
</tr>
<tr>
<td>Receivables</td>
<td>7</td>
<td>20,852,253</td>
<td>3,074,213</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td>20,728</td>
<td>20,728</td>
</tr>
<tr>
<td>Other</td>
<td>8</td>
<td>18,749</td>
<td>615,722</td>
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<tr>
<td>Total Current Assets</td>
<td></td>
<td>44,492,743</td>
<td>23,612,415</td>
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<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td></td>
<td>1,310,154</td>
<td>1,150,000</td>
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<tr>
<td>Fixed assets</td>
<td></td>
<td>534,786,892</td>
<td>528,582,757</td>
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<tr>
<td>Total Non-Current Assets</td>
<td></td>
<td>536,097,046</td>
<td>529,732,757</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>580,589,789</td>
<td>553,345,172</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables &amp; provisions</td>
<td></td>
<td>2,894,130</td>
<td>3,653,467</td>
</tr>
<tr>
<td>Employee benefits</td>
<td></td>
<td>4,089,024</td>
<td>4,249,870</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>9</td>
<td>803,213</td>
<td>1,779,501</td>
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<tr>
<td>Trust deposits</td>
<td></td>
<td>998,114</td>
<td>1,548,209</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td></td>
<td>8,784,481</td>
<td>11,231,047</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>848,032</td>
<td>712,977</td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td></td>
<td>23,796,494</td>
<td>23,796,494</td>
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<tr>
<td>Other</td>
<td></td>
<td>3,644,846</td>
<td>3,351,554</td>
</tr>
<tr>
<td>Total Non-Current Liabilities</td>
<td></td>
<td>28,289,372</td>
<td>27,861,025</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
<td>37,073,853</td>
<td>39,092,072</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td>543,515,936</td>
<td>514,253,100</td>
</tr>
<tr>
<td><strong>Represented by:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td></td>
<td>311,048,966</td>
<td>311,048,966</td>
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<tr>
<td>Reserves</td>
<td></td>
<td>203,265,854</td>
<td>203,204,134</td>
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<tr>
<td>Current year earnings</td>
<td></td>
<td>29,201,116</td>
<td>0</td>
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<tr>
<td><strong>Equity</strong></td>
<td></td>
<td>543,515,936</td>
<td>514,253,100</td>
</tr>
</tbody>
</table>
### 9.1 - Finance report for January 2017 (cont’d)

#### c. Capital Program summary

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>Note</th>
<th>January 2017 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>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>5,455</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>35,000</td>
<td>35,000</td>
<td>0</td>
</tr>
<tr>
<td>Car Parking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBD</td>
<td>106,880</td>
<td>2,606,880</td>
<td>2,801,000</td>
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<tr>
<td>Drainage</td>
<td>35,500</td>
<td>30,500</td>
<td>20,000</td>
<td></td>
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<tr>
<td>Footpaths</td>
<td>42,150</td>
<td>140,500</td>
<td>0</td>
<td></td>
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<tr>
<td>Landscaping</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Plant</td>
<td>82,211</td>
<td>200,000</td>
<td>200,000</td>
<td></td>
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<tr>
<td>Playgrounds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>60,000</td>
<td>63,000</td>
<td>196,000</td>
<td></td>
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<tr>
<td>Roads</td>
<td>465,332</td>
<td>1,422,480</td>
<td>1,422,480</td>
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<tr>
<td>Street Lighting</td>
<td>150,000</td>
<td>192,740</td>
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<tr>
<td>Traffic Management</td>
<td>39,100</td>
<td>39,100</td>
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<td></td>
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<tr>
<td>Debt Servicing</td>
<td>0</td>
<td>0</td>
<td>2,500,000</td>
<td></td>
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<tr>
<td>Community Facilities</td>
<td>40,625</td>
<td>40,625</td>
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<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>45,360</td>
<td>0</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>1,072,613</td>
<td>4,770,825</td>
<td>7,199,480</td>
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<tr>
<td><strong>Expenditure</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>886,651</td>
<td>2,264,113</td>
<td>2,095,351</td>
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<tr>
<td>Bridges</td>
<td>117,153</td>
<td>472,870</td>
<td>113,000</td>
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<tr>
<td>Car Parking</td>
<td>0</td>
<td>277,000</td>
<td>277,000</td>
<td></td>
</tr>
<tr>
<td>CBD</td>
<td>901,834</td>
<td>3,845,387</td>
<td>3,942,000</td>
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</tr>
<tr>
<td>Cycle Paths</td>
<td>12,205</td>
<td>163,000</td>
<td>163,000</td>
<td></td>
</tr>
<tr>
<td>Drainage</td>
<td>36,618</td>
<td>208,733</td>
<td>113,000</td>
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<tr>
<td>Footpath</td>
<td>50,546</td>
<td>550,437</td>
<td>399,000</td>
<td></td>
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<tr>
<td>Gateway</td>
<td>1,800</td>
<td>538,000</td>
<td>475,000</td>
<td></td>
</tr>
<tr>
<td>I.T.</td>
<td>399,393</td>
<td>720,523</td>
<td>673,000</td>
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<tr>
<td>Landscaping</td>
<td>299,223</td>
<td>421,983</td>
<td>407,000</td>
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<tr>
<td>Miscellaneous</td>
<td>64,942</td>
<td>560,512</td>
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<tr>
<td>Plant</td>
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<td>700,000</td>
<td>700,000</td>
<td></td>
</tr>
<tr>
<td>Playgrounds</td>
<td>71,871</td>
<td>405,395</td>
<td>352,000</td>
<td></td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>602,197</td>
<td>2,478,329</td>
<td>3,737,000</td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td>1,420,146</td>
<td>2,976,534</td>
<td>2,931,000</td>
<td></td>
</tr>
<tr>
<td>WSLC</td>
<td>23,910</td>
<td>83,000</td>
<td>48,000</td>
<td></td>
</tr>
<tr>
<td>Street Lighting</td>
<td>9,986</td>
<td>1,468,724</td>
<td>1,240,000</td>
<td></td>
</tr>
<tr>
<td>Traffic Management</td>
<td>3,766</td>
<td>72,104</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>895,863</td>
<td>1,643,844</td>
<td>1,646,059</td>
<td></td>
</tr>
<tr>
<td>Community Facilities</td>
<td>195,874</td>
<td>588,127</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>LOGIC</td>
<td>1,009,905</td>
<td>1,543,546</td>
<td>1,450,000</td>
<td></td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>7,528,003</td>
<td>21,982,161</td>
<td>21,274,410</td>
<td></td>
</tr>
</tbody>
</table>

**Net Capital Income / (Expenditure)**

<table>
<thead>
<tr>
<th></th>
<th>January 2017 YTD Actual</th>
<th>Full Year Revised Budget (b)</th>
<th>Full Year Adopted Budget (a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Capital Income</strong></td>
<td>(6,455,390)</td>
<td>(17,211,336)</td>
<td>(14,074,930)</td>
</tr>
</tbody>
</table>

**Note:**

b. Includes approved re-budgets and 1st quarter adjustments and unapproved 2nd quarter adjustments.
### 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>
</table>
| 1    | User Charges $221k     | **Income – higher than budget:**  
  • Animal Registration fees $16k and Environmental Registration fees $25k are more than budget.  
  • Hirer Fees at The Cube are $22k more than budget; however, a portion of these fees are returned to the hirer at completion of the production.  
  • Rents are $26k more than budget.  
  • Statutory Planning permit fees $38k.  
  • External Works contracting income is $19k more than budget.  
  • Sale of scrap metal from the Transfer Station is $19k more than budget due to higher prices being secured.  
  • Transfer Station entry fees are $34k more than budget. | P/T |
| 2    | Grants $321k           | **Income – higher than budget:**  
  • Federal Assistance grants are $102k more than budget.  
  • Preschools are $143k more than budget. This predominately relates to increased funding for teacher salaries and is reflected in the variance below in Preschools employee costs. Once the grant funding quantum is fully determined and received a budget variation will be prepared. | P/P |
| 3    | Other Income $92k      | **Income – higher than budget:**  
  • Developer contributions $34k more than budget.  
  • Contribution of $50k for Strategic Planning ‘Streamlining for Growth’ project from Victorian Planning Authority. Budget variation requested. | P/P |
| 4    | Employee Costs $(596k) | **Expenditure – lower than budget:**  
  • Workcover premium is $(99k) less than budget. Premium partially based on claims history, so will vary depending on claims made.  
  • Staff development $(119k) less than budget. Leadership development programs are currently under consideration. The funds relate to the roll out of these programs.  
  • Travel and accommodation $(48k) less than budget. Staff travel reduces across the holiday period, variance will reduce thru 2017.  
  • Superannuation payments are $(52k) less than budget.  
  • Statutory Planning $(84k) less than budget.  
  • Property Management $(55k) less than budget.  
  • Project & Design $(48k) less than budget.  
  • Arts Development $(35k) less than budget.  
  • Preschools are $129k more than budget. This variance is related to the increase in Grant funding as above. | P/P/T |
### 9.1 - Finance report for January 2017 (cont’d)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation</th>
<th>Year to Date Actual v Year to Date Budget</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Materials $(1,600k)</td>
<td><strong>Expenditure – lower than budget:</strong></td>
<td></td>
<td>P/T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Insurance is $(90k) less than budget. Lower premiums secured.</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Budgeted election expenses of $(107k) yet to be incurred. Advised by VEC</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>that invoice will be sent in February 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Plant and Fleet expenditure is $(44k) less than budget. Seasonal –</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>scheduled increased servicing at the end of the warm weather and tyres etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>fitted coming into winter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Strategic Planning consultancies $(189k) less than budget. Major items:</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Planning Scheme $(19k): works ongoing. Completion scheduled 16/17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Leneva/Baranduda $(68k): amendments commencing March 2017. A request will</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>be made to roll over unspent funds to 17/18 if applicable.</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Hills Activation $(19k): works ongoing. Completion scheduled 16/17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Housing Strategy $(18k): works commenced Jan 2017. Completion scheduled 16/17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Spatial Analyst $(18k): works scheduled Feb/March 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Marketing expenditure is $(131k) less than budget. Advertising spend in</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>print has been reduced and this will now be redirected to other platforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>such as radio. The caretaker period meant less advertising spend. Spending</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>on new council plan consultations will now commence. Seasonal print runs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>reduce over the Xmas/New Year period and will now ramp up.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Events expenditure is $(42k) less than budget. Reduced activity over the</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Xmas/New year period.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bonegilla Migrant Experience is $(75k) less than budget. Sponsorships of</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(20k) to be paid and building maintenance $(45k) behind budget due to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>commissioning issues, will be undertaken in 2017.</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Business Services Directorate is $(99k) less than budget. Predominately</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>consultancy/marketing costs related to economic development activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finance is $(60k) less than budget. Legal expenses are $(23k) less due to</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>less rates collection activity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Early Years/Youth strategies &amp; plans of $(112k) less than budget. Funding</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>based on a calendar year, 16/17 funds expected to be expended by end of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>financial year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Water rates &amp; utilities are $(65k) less than budget. Invoices to be</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>processed, will closer align in 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Street Garbage is $(27k) less than budget. Lower maintenance, variance will</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reduce in 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Waste Management contractor charges are $(168k) less than budget. January</td>
<td></td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>charges to be processed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 9.1 - Finance report for January 2017 (cont’d)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation Year to Date Actual v Year to Date Budget</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Other Expenses $(192k)</td>
<td>Expenditure – lower than budget:</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contributions to community groups is $(119k) less than budget.</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Audit Fees are $(21k) less than budget. Final 2015/16 invoice received and will be processed in Feb 2017.</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Governance memberships $(23k) less than budget.</td>
<td></td>
</tr>
</tbody>
</table>

### Balance sheet (differences with June 2016)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation Year to Date Actual v June 2016</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Receivables $19.2m</td>
<td>Current Assets – Higher than June 2016:</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The annual rates and fire service levy charges were raised in August. This difference will reduce as rate payments are made.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Other Current Assets $(597k)</td>
<td>Current Assets – Lower than June 2016:</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This reduction relates to the year end prepayments adjustments booked at the end of June 2016 being expensed in 2016/17.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Int. Bearing Liabilities $(976k)</td>
<td>Current Liabilities – Lower than June 2016:</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The reduction in the liability represents the principal loan payments made in the current financial year.</td>
<td></td>
</tr>
</tbody>
</table>

### Capital program
Variance Explanations (cont)

Graph 1 – Capital Works (expenditure only) compared to Budget and Prior Year
e. Treasury

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

Table 1 – Cash Held reconciliation

<table>
<thead>
<tr>
<th>Cash Held reconciliation</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held - Invested (Table 3 below)</td>
<td>22,600</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>1,001</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 2 below)</td>
<td>23,601</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 2 below)</td>
<td>14,914</td>
</tr>
</tbody>
</table>

**Variance**

8,687

**Variances comprise:**

- Actual v Revised Budget YTD - Operating: 3,100
- Actual v Revised Budget YTD - Capital: 2,855
- Other (net movement in debtors/creditors/deposits etc.): 2,732

**Variance as above**

8,687

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

Table 2 – 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>0.8</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>0.0</td>
</tr>
<tr>
<td>Working capital</td>
<td>15.6</td>
</tr>
</tbody>
</table>

**Cash commitments**

23.6
### 9.1 - Finance report for January 2017 (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>AMP Bank</td>
<td>Bank</td>
<td>TD</td>
<td>16/8/16</td>
<td>14/3/17</td>
<td>2.95%</td>
<td>1,000,000</td>
<td>4%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>30/8/16</td>
<td>27/2/17</td>
<td>2.70%</td>
<td>1,000,000</td>
<td>4%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>29/11/16</td>
<td>29/3/17</td>
<td>2.75%</td>
<td>1,000,000</td>
<td>4%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>14/11/16</td>
<td>14/2/17</td>
<td>2.65%</td>
<td>2,000,000</td>
<td>9%</td>
</tr>
<tr>
<td>MyState Bank-WREN</td>
<td>Bank</td>
<td>TD</td>
<td>22/11/16</td>
<td>23/5/17</td>
<td>2.80%</td>
<td>2,000,000</td>
<td>9%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>29/11/16</td>
<td>30/5/17</td>
<td>2.80%</td>
<td>2,000,000</td>
<td>9%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>5/1/17</td>
<td>5/5/17</td>
<td>2.75%</td>
<td>2,000,000</td>
<td>9%</td>
</tr>
<tr>
<td>Auswide Bank</td>
<td>Bank</td>
<td>TD</td>
<td>6/10/16</td>
<td>4/4/17</td>
<td>2.70%</td>
<td>2,000,000</td>
<td>9%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15/11/16</td>
<td>19/4/17</td>
<td>2.75%</td>
<td>3,000,000</td>
<td>13%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td>At Call</td>
<td></td>
<td>1.55%</td>
<td>6,600,000</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Total Funds Invested**

22,600,000 100%

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>11,617,112</td>
<td>47%</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>7,409,231</td>
<td>29%</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>5,573,362</td>
<td>24%</td>
</tr>
</tbody>
</table>

**Total Loans**

24,599,705 100%
Treasury (cont)

Table 5 - Notional reserves and provisions

<table>
<thead>
<tr>
<th>NOTIONAL RESERVES AND PROVISIONS</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trust funds and deposits</strong></td>
<td></td>
</tr>
<tr>
<td>Refundable roads/drains deposits</td>
<td>323,492</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>22,536</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>63,800</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>113,110</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>259,746</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>215,431</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td><strong>998,115</strong></td>
</tr>
</tbody>
</table>

| **Notional reserves**            |       |
| Environmental land (WREN)        | 2,149,418 |
| Reserves for community facilities, open space, car parking, roads and drainage | 1,387,669 |
| Precinct 2 environmental provision | 340,000 |
| Landfill provision               | 1,433,443 |
| Defined Benefits Superannuation call reserve | 900,000 |
| **Total Reserves**               | **7,208,645** |

Table 6 - Investment v loans interest (12 month rolling comparison)

<table>
<thead>
<tr>
<th>Month</th>
<th>Funds Invested $</th>
<th>Weighted average %</th>
<th>Interest Income $</th>
<th>Loan Balance $</th>
<th>Loans</th>
<th>Weighted average %</th>
<th>Interest Expense $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-16</td>
<td>17,160,000</td>
<td>2.43%</td>
<td>62,291</td>
<td>26,281,761</td>
<td>6.07%</td>
<td>116,220</td>
<td></td>
</tr>
<tr>
<td>Mar-16</td>
<td>16,540,000</td>
<td>2.52%</td>
<td>76,328</td>
<td>26,108,100</td>
<td>6.08%</td>
<td>81,423</td>
<td></td>
</tr>
<tr>
<td>Apr-16</td>
<td>12,600,000</td>
<td>2.61%</td>
<td>29,613</td>
<td>26,108,100</td>
<td>6.08%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>May-16</td>
<td>18,190,000</td>
<td>2.29%</td>
<td>13,426</td>
<td>25,911,543</td>
<td>6.07%</td>
<td>113,624</td>
<td></td>
</tr>
<tr>
<td>Jun-16</td>
<td>19,030,000</td>
<td>2.60%</td>
<td>27,019</td>
<td>25,496,003</td>
<td>6.08%</td>
<td>475,629</td>
<td></td>
</tr>
<tr>
<td>Jul-16</td>
<td>15,820,000</td>
<td>2.71%</td>
<td>9,877</td>
<td>25,495,569</td>
<td>6.08%</td>
<td>2,291</td>
<td></td>
</tr>
<tr>
<td>Aug-16</td>
<td>15,520,000</td>
<td>2.55%</td>
<td>30,857</td>
<td>25,298,655</td>
<td>6.07%</td>
<td>111,423</td>
<td></td>
</tr>
<tr>
<td>Sep-16</td>
<td>22,420,000</td>
<td>2.34%</td>
<td>18,619</td>
<td>25,118,795</td>
<td>6.08%</td>
<td>75,378</td>
<td></td>
</tr>
<tr>
<td>Oct-16</td>
<td>23,010,000</td>
<td>2.45%</td>
<td>15,722</td>
<td>25,118,795</td>
<td>6.08%</td>
<td>2,292</td>
<td></td>
</tr>
<tr>
<td>Nov-16</td>
<td>26,590,000</td>
<td>2.40%</td>
<td>105,836</td>
<td>25,032,417</td>
<td>6.08%</td>
<td>110,231</td>
<td></td>
</tr>
<tr>
<td>Dec-16</td>
<td>24,100,000</td>
<td>2.43%</td>
<td>18,873</td>
<td>24,599,705</td>
<td>6.08%</td>
<td>463,004</td>
<td></td>
</tr>
<tr>
<td>Jan-17</td>
<td>22,600,000</td>
<td>2.40%</td>
<td>30,929</td>
<td>24,599,705</td>
<td>6.08%</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

| Totals  | 439,390          |                   |                   |               |       | 1,551,515          |

Note: Actual interest income and expense - does not include end of year timing adjustments (accruals).
9.1 - Finance report for January 2017 (cont’d)

Treasury (cont)

Graph 2 – Cash Held

![CASH HELD - ($000's)](image-url)
9 - Officers reports for noting

9.1 - Finance report for January 2017 (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 Finance - Narelle Klein
In providing this advice, 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 2017 be received and noted.

Motion

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

Carried
9.2 - Planning report for January 2017

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>26/2016</td>
<td>Subdivision of land into four (4) lots and development of three (3) dwellings in a</td>
<td>152-154 Lawrence Street, Wodonga</td>
</tr>
<tr>
<td></td>
<td>heritage precinct</td>
<td></td>
</tr>
<tr>
<td>159/2016</td>
<td>Use of the land for a concrete crushing plant</td>
<td>35 Sheathers Road, Wodonga</td>
</tr>
<tr>
<td>172/2016</td>
<td>Use and development (medical centre), waiver of 9 car spaces and display of business</td>
<td>60-62 Waratah Way, Wodonga</td>
</tr>
<tr>
<td></td>
<td>identification signage.</td>
<td></td>
</tr>
<tr>
<td>4/2017</td>
<td>Use of the land for an indoor recreation facility (Supatramp)</td>
<td>5/2 Romet Road, Wodonga</td>
</tr>
</tbody>
</table>

Comparison of monthly permits/amendments issued for previous years

![Graph showing comparison of planning permits issued for previous years](image-url)
9.2 - Planning report for January 2017 (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 Planning and Infrastructure - Leon Schultz
In providing this advice, I have no interests to disclose in this report.

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

Team Leader Statutory Planning - David Becroft
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 2017 be received and noted.

Motion

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

Carried

Prior to the commencement of item 9.2 Cr Bennett disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Bennett left the meeting room at 6.20pm.

Cr Bennett returned to the meeting room at 6.21pm after the resolution for item 9.2 was carried.
## 9.3 - Building report for January 2017

The value of building permits issued in Wodonga from 1 January 2017 to 31 January 2017 is $5,801,942. Details of the building approvals in excess of $100,000 are as follows:

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Value</th>
<th>Construction</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/438/Dwell</td>
<td>$200,000</td>
<td>Dwelling</td>
<td>40 Elmwood Circuit Wodonga</td>
</tr>
<tr>
<td>2016/439/Dwell</td>
<td>$185,000</td>
<td>Dwelling</td>
<td>41 Elmwood Circuit Wodonga</td>
</tr>
<tr>
<td>2016/581/Dwell</td>
<td>$250,000</td>
<td>Dwelling</td>
<td>5 Bullington Way Baranduda</td>
</tr>
<tr>
<td>2016/586/Dwell</td>
<td>$251,180</td>
<td>Dwelling</td>
<td>1 Caraway Street Baranduda</td>
</tr>
<tr>
<td>2016/609/Dwell</td>
<td>$247,500</td>
<td>Dwelling</td>
<td>25 Arnica Circuit Baranduda</td>
</tr>
<tr>
<td>2017/14/Dwell</td>
<td>$236,700</td>
<td>Dwelling</td>
<td>49 Margaret Court Drive Baranduda</td>
</tr>
<tr>
<td>2017/17/Dwell</td>
<td>$286,720</td>
<td>Dwelling</td>
<td>19 McSwiney Court Leneva</td>
</tr>
<tr>
<td>2017/18/Dwell</td>
<td>$218,590</td>
<td>Dwelling</td>
<td>44 Rogers Avenue Wodonga</td>
</tr>
<tr>
<td>2017/24/Dwell</td>
<td>$190,000</td>
<td>Dwelling</td>
<td>22 Ruthven Circuit Wodonga</td>
</tr>
<tr>
<td>2017/26/Dwell</td>
<td>$190,000</td>
<td>Dwelling</td>
<td>24 Ruthven Circuit Wodonga</td>
</tr>
<tr>
<td>2016/364/Pbscoa</td>
<td>$239,500</td>
<td>Addition, Alterations &amp; Conversion Of Existing Toilet Block To School Multi- Purpose Centre</td>
<td>55 High Street Wodonga - St Augustine’s Primary School</td>
</tr>
<tr>
<td>2017/12/Pbscoa</td>
<td>$177,651</td>
<td>Additions &amp; Alterations - Change Of Use</td>
<td>53-81 Vermont Street Wodonga</td>
</tr>
<tr>
<td>2016/328/Pbsdwl</td>
<td>$637,000</td>
<td>Dwelling</td>
<td>21 Whitestone Place West Wodonga</td>
</tr>
<tr>
<td>2016/389/Pbsdwl</td>
<td>$291,200</td>
<td>Dwelling</td>
<td>19 Kerry Avenue Killara</td>
</tr>
<tr>
<td>2017/1/Pbsdwl</td>
<td>$213,428</td>
<td>Dwelling</td>
<td>15 Doubell Street Killara</td>
</tr>
<tr>
<td>2017/3/Pbsdwl</td>
<td>$267,705</td>
<td>Dwelling</td>
<td>45 Klim Street Killara</td>
</tr>
<tr>
<td>2017/8/Pbsdwl</td>
<td>$175,000</td>
<td>Dwelling</td>
<td>19 Ballara Drive Wodonga</td>
</tr>
<tr>
<td>2017/9/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>26 Chamomile Drive Baranduda</td>
</tr>
<tr>
<td>2017/10/Pbsdwl</td>
<td>$217,055</td>
<td>Dwelling</td>
<td>24 Doubell Street Killara</td>
</tr>
<tr>
<td>2017/22/Pbsdwl</td>
<td>$293,612</td>
<td>Dwelling</td>
<td>24 Jensen Crescent Wodonga</td>
</tr>
<tr>
<td>2017/24/Pbsdwl</td>
<td>$206,116</td>
<td>Dwelling</td>
<td>37 Daintree Way West Wodonga</td>
</tr>
</tbody>
</table>
9.3 - Building report for January 2017 (cont’d)

BUILDING ACTIVITY

JANUARY 17  (December 16)

- Total number of building permits issued in Wodonga 57 (78)
- Total number of dwellings approved in Wodonga (Dwellings & Units) 19/0 (28/2)
- Total number of permits relating to commercial & industrial works in Wodonga 5 (7)
- Number of Electronic Building Applications lodged 21 (32)
- Percentage of work approved by Council 66.66% (48.71%)
- Number of permits approved outside Wodonga – Victoria ** 3 (8)
- Number of permits approved outside Wodonga – NSW ** 3 (9)

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

Building Permit Values - Cumulative

![Building Permit Values Chart](chart.png)
9.3 - Building report for January 2017 (cont’d)

Building permit numbers - Cumulative

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

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

Building Administrative Officer - 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 2017 (cont’d)

**Recommendation**
That the building report for January 2017 be received and noted.

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

Carried

Prior to the commencement of item 9.3 Crs Hall and Speedie disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5. Crs Hall and Speedie left the meeting room at 6.22pm.

Crs Hall and Speedie returned to the meeting room at 6.23pm after the resolution for item 9.3 was carried.

Cr Speedie resumed the role of Chairperson.
9.4 - Competitive services report for January 2017

<table>
<thead>
<tr>
<th>January</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>13</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>2</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$1,027,136.00</td>
</tr>
</tbody>
</table>

**Tenders advertised / quotations issued**

- W922-16 Vegetation offset management panel of contractors
- W926-17 Street lighting LED changeover project - installation phase
- W927-17Q Havelock Street landscape works
- W928-17Q Refurbishment of City Office ground floor- demolition works
- W934-17Q Wodonga Aquatics and Leisure operational review
- W938-17Q Provision of carpentry and painting works at Belgrade Preschool
- W939-17Q Provision of foundation and steel works at Belgrade Preschool
- W940-17Q Roofing, guttering and plumbing works at Belgrade Preschool
- W941-17Q Supply and installation of non slip resurfacing of the pool concourse at the Wodonga Sports and Leisure Centre
- W943-17 MOU Delivery & Management of the L2P Program 2017-2019

**Tenders / quotations under evaluation**

- W799-16 Gateway Village electrical services upgrade
- W836-16Q Supply and delivery of five bus shelters
- W901-16 Supply and delivery of one leased dual engine, dual control suction road sweeper unit
- W908-16 Provision of services for the development of the Housing Strategy
- W924-17Q Development of the Wodonga Industrial Land Strategy
- W925-17 Whytes Road saleyards effluent ponds rehabilitation earthworks
- W932-17Q Lawrence Street and Emerald Ave construction of splitter island

**Contracts awarded**

- W870-16 Waste Transfer Station transport of waste materials
- W873-16 Supply, delivery and installation of 90 solar lights along House Creek pedestrian cycle path
- W916-16Q Provision of services for the development of an Affordable Housing Strategy
- W918-16 Street lighting LED changeover project purchase and acquisition (MAV Tenderer)
- W919-16Q Sports and Leisure Centre gymnasium guttering replacement

**Cancelled**

- W778-16 EOI sale or development of Wodonga Saleyards
- W858-16 Design of deck overlay and bridge lifting, Lawrence Street over House Creek
9.4 - Competitive services report for January 2017 (cont’d)

Contracts awarded to local suppliers

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-16</td>
<td>62%</td>
</tr>
<tr>
<td>Mar-16</td>
<td>86%</td>
</tr>
<tr>
<td>Apr-16</td>
<td>80%</td>
</tr>
<tr>
<td>May-16</td>
<td>72%</td>
</tr>
<tr>
<td>Jun-16</td>
<td>78%</td>
</tr>
<tr>
<td>Jul-16</td>
<td>54%</td>
</tr>
<tr>
<td>Aug-16</td>
<td>66%</td>
</tr>
<tr>
<td>Sep-16</td>
<td>93%</td>
</tr>
<tr>
<td>Oct-16</td>
<td>78%</td>
</tr>
<tr>
<td>Nov-16</td>
<td>89%</td>
</tr>
<tr>
<td>Dec-16</td>
<td>67%</td>
</tr>
<tr>
<td>Jan-17</td>
<td>40%</td>
</tr>
</tbody>
</table>

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

Director Business Services - 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 Officer - Kerrianne Bradbery
In providing this advice as the report author, I have no interests to disclose in this report.
### 9.4 - Competitive services report for January 2017 (cont’d)

#### Recommendation

That the competitive services report for January 2017 be received and noted.

#### Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted.

Carried
9.5 - Quarterly Performance Report

Purpose of report
The purpose of this report is to present the December 2016 Quarterly Performance Report.

Background
The December Quarterly Performance Report provides detailed reporting on financial and non-financial performance against both the budget and council plan.

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 Performance 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 Performance Report (cont’d)

<table>
<thead>
<tr>
<th><strong>Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>That the December 2016 quarterly performance report, as tabled, be received and noted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Motion</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs Danny Lowe / Kat Bennett</td>
</tr>
<tr>
<td>That the recommendation be adopted.</td>
</tr>
</tbody>
</table>

*Carried*
10 - Officers reports for information

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 20, 2017 council meeting

Councillor briefing of Monday, January 23, 2017, commencing at 8.50am and concluding at 12.35pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Committee Room, Council Offices, Hovell Street, Wodonga.</th>
</tr>
</thead>
</table>

**In attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Office</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>Mark Verbaken</td>
<td>Manager Environment and Community Protection</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, except 1 to 3.</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Adam Wiseman</td>
<td>Manager Economic Development</td>
<td>Item 4a</td>
</tr>
<tr>
<td>David Wolf</td>
<td>Chief Municipal Inspector, Local Government Inspectorate</td>
<td>Item 4g</td>
</tr>
</tbody>
</table>

**Conflict of interest disclosures**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Mildren</td>
<td>Item 3 - that part of the item dealing with Amendment C105.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Item 3 – that part of the item dealing with the Planning Report.</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.
4. Briefing reports were provided on the following:
   a. Investment Attraction update
   b. Update to the instruments of delegation
   c. Havelock Street budget update
   d. Council works depot - 8 Kane Road lease renewal
   e. Eagle Award Presentation – February Council Meeting
   g. Local Government Inspectorate
# Written record of assemblies of councillors – report to February 20, 2017 council meeting

Councillor briefing of Sunday, February 5, 2017, commencing at 1.30pm and concluding at 4pm.

**Venue**
Quest Apartments Conference Room, Reid Street, Wodonga.

<table>
<thead>
<tr>
<th>In attendance</th>
<th>Role</th>
<th>Items discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
<td>All items</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
<td>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>
</tbody>
</table>

## Conflict of interest disclosures

There were no disclosures

## Items discussed

Councillors and executive met to commence the planning for the 2017-2021 council plan and planning for the 2017-2018 council budget, and discussed a wide range of issues in relation to this.
Written record of assemblies of councillors – report to February 20, 2017 council meeting

Councillor briefing of Monday, February 6, 2017, commencing at 9am and concluding at 2.10pm.

Venue

<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</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>
</tbody>
</table>

Conflict of interest disclosures

There were no disclosures by councillors.

The Director Business Services, Trevor Ierino disclosed a conflict of interest for that part of the discussion dealing with the Hilltops Strategy, and left the meeting while the matter was discussed.

Items discussed

Councillors and executive met to commence the planning for the 2017-2021 council plan and planning for the 2017-2018 council budget, and discussed a wide range of issues in relation to this.
### Written record of assemblies of councillors – report to February 20, 2017 council meeting

Place Names Committee meeting of Thursday, February 9, 2017, commencing at 10am and concluding at 10.50am.

**Venue**  
Huon Room, Council Offices, Hovell Street, Wodonga.

<table>
<thead>
<tr>
<th>In attendance</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Kat Bennett</td>
<td>Councillor representative</td>
<td>All items</td>
</tr>
<tr>
<td>Douglas Heiner</td>
<td>Community representative</td>
<td>Item 3 only</td>
</tr>
<tr>
<td>Howard Jones</td>
<td>Community representative</td>
<td>All items</td>
</tr>
<tr>
<td>Uta Wiltshire</td>
<td>Historical Society representative</td>
<td>All items</td>
</tr>
<tr>
<td>Paul Drummond</td>
<td>Council officer</td>
<td>All items</td>
</tr>
<tr>
<td>Donna McDonell</td>
<td>Council officer</td>
<td>All items</td>
</tr>
<tr>
<td>Antonia Wiltjer</td>
<td>Council officer</td>
<td>All items</td>
</tr>
</tbody>
</table>

**Conflict of interest disclosures**

There were no disclosures.

**Items discussed**

1. Baranduda Fields
2. Parks to be named in 2017
3. Request for place name
### Written record of assemblies of councillors – report to February 20, 2017 council meeting

Councillor briefing of Monday, February 13, 2017, commencing at 8.30am and concluding at 2.30pm.

<table>
<thead>
<tr>
<th>In attendance</th>
<th>Committee Room, Council Offices, Hovell Street, Wodonga.</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>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>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
</tr>
<tr>
<td>Kellie Davies</td>
<td>Manager Marketing and Communications</td>
</tr>
<tr>
<td>Claire Coulson</td>
<td>Natural Resources Planner</td>
</tr>
<tr>
<td>Jenelle Williamson</td>
<td>Manager Sport and Recreation</td>
</tr>
<tr>
<td>John Sidgwick</td>
<td>Manager Planning and Building</td>
</tr>
<tr>
<td>Mark Verbaken</td>
<td>Manager Environment and Community Protection</td>
</tr>
<tr>
<td>Narelle Klein</td>
<td>Manager Finance</td>
</tr>
<tr>
<td>Darren Moffitt</td>
<td>Aboriginal Community Development Broker, Aboriginal Victoria</td>
</tr>
<tr>
<td>Tammy Campbell</td>
<td>Koorie Education Support Officer, Dept of Education &amp; Training</td>
</tr>
<tr>
<td>Catherine Coysh</td>
<td>Department of Human Services</td>
</tr>
<tr>
<td>Irene Grant</td>
<td>Chair, Ovens Murray Regional Partnership</td>
</tr>
<tr>
<td>Michael Gobel</td>
<td>Deputy Chair, Ovens Murray Regional Partnership</td>
</tr>
<tr>
<td>Anita Smith</td>
<td>Regional Development Victoria</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Manager Culture and Tourism</td>
</tr>
<tr>
<td>Bernadette Zanet</td>
<td>Team Leader Tourism Development</td>
</tr>
</tbody>
</table>

**Conflict of interest disclosures**

There were no disclosures by councillors.

The Director Business Services, Trevor Ierino declared a conflict of interest for that part of item 1 discussing the Hilltops Strategy and for item 4c) Planning for the Wodonga Hills. Mr Ierino left the meeting room while both matters were under discussion.

**Items discussed**

1. The Mayor and councillors reported on matters relating to their roles as delegates,
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. Alternatives to livestreaming
   b. Aboriginal Reconciliation Action Plan
   c. Planning for the Wodonga Hills - continued community consultation
   d. Ovens Murray Regional Partnership
   e. Car parking waiver, 246 Victoria Cross Parade, Wodonga
   f. Offensive Odours from Greenchip
   g. December 2016 Quarterly Financial Report
   h. Review of allowances
   i. Bonegilla Migrant Experience update
   j. Tour of Bonegilla Migrant Experience
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 on 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 2017

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1: Havelock St Valuation (18/01/2016)</td>
<td>Resolution:</td>
<td>Status: Land Transfer Agreement signed – awaiting final plan of subdivision.</td>
</tr>
<tr>
<td>Resolution</td>
<td>That:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. The land identified as Precinct 3, Havelock Street Extension, Wodonga Victoria, 3690 (VicRoads Edition 9 Maps 653 O5) be purchased at valuation; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Item 2: Development options for the old Wodonga Saleyards and adjoining industrial land (18/04/2016)</td>
<td>Resolution:</td>
<td>Status: The Expression of Interest processed has commenced.</td>
</tr>
<tr>
<td>Resolution</td>
<td>That:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Should the Expression of Interest process not successfully secure a sale, Lot 1 and 2 be listed for sale on the open market.</td>
<td></td>
</tr>
<tr>
<td>Item 3: Breaches of section 173 agreement within Willow Gardens Estate (Borland Circuit and Lingford Court), Wodonga (15/08/2016)</td>
<td>Resolution:</td>
<td>Status: Discussions ongoing with residents to determine the most appropriate way forward.</td>
</tr>
<tr>
<td>Resolution</td>
<td>That:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Council writes to all the property owners within the Willow Gardens Estate where a breach of the s173 agreement has occurred to advise them that the options available are either to remedy the breach or apply to amend the s173 agreement; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Council writes to all local building surveyors reminding them of their responsibilities and obligations when assessing building plans, particularly insofar as adherence to covenants and section 173 agreements are concerned</td>
<td></td>
</tr>
<tr>
<td>Item 4: Amendment C124 (Activity Centre Zone) for adoption (15/08/2016)</td>
<td>Resolution:</td>
<td>Status: Documentation being completed for forwarding to the Minister seeking approval. Gazettal is anticipated in early 2017.</td>
</tr>
<tr>
<td>Resolution</td>
<td>That having considered the Panel’s report under Sect 27(1) of the Act; Wodonga Planning Scheme Amendment 124, incorporating the Panel s, be adopted under Sect 29 of the Act; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. That officers be authorised to complete and submit the documentation required to seek the formal approval of Amendment C124 to the Minister for Planning under Section 31 of the Act.</td>
<td></td>
</tr>
<tr>
<td>Item 5: Planning for the Wodonga Hills - community consultation summary (19/09/2016)</td>
<td>Resolution:</td>
<td>Status: Calls for registrations for workshops on individual hill precincts have been made in the council's CityLife newsletter.</td>
</tr>
<tr>
<td>Resolution</td>
<td>That:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. That the development of the strategy and master plans continue, subject to further consultation as outlined below, and the petitioners be advised accordingly;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. The strategy and master plans be revised based on considered analysis of the feedback provided by the community;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Further consultation with the community be conducted through a series of forums following the review and revision of the current documentation; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. A further report be submitted to the council following the further consultation, and in-line with the timetable outlined at option three in this report.</td>
<td></td>
</tr>
<tr>
<td>Item 6: Wodonga Planning Scheme - Amendment C120 (Anomalies and corrections amendment, White Box Rise Estate and Wodonga Cemetery) for adoption (21/11/2016)</td>
<td>Resolution:</td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td>That:</td>
<td></td>
</tr>
</tbody>
</table>
## Status report on council meeting resolutions – February 2017

### Resolution

That Amendment C120 to the Wodonga Planning Scheme under Section 29 of the Planning and Environment Act 1987 be adopted, and officers authorised to seek Ministerial approval under Section 31 of the Act.

### Status

Gazetted on February 9. Completed.

### Item 1. Sport and Recreation Planning and Baranduda Fields (12/12/2016)

- That the Council:
  1. Completes the detailed design works for Baranduda Fields stage one project;
  2. Completes the Baranduda Fields master plan review;
  3. Does not proceed to construction of the Baranduda Fields stage one project until further funding is secured;
  4. Authorises the Mayor and CEO to continue to seek future funding for the facility and government and private enterprise support for the project;
  5. Moves forward the design and delivery of projects, as listed in table 2, that will address urgent capital upgrades and training demands;
  6. Supports an application for the Kelly Park netball facility upgrade under the Country Football Netball program; and
  7. Allocates part of the $1.92 million surplus carried over from the 2015-2016 final result for the funding of the above projects.

### Status

Masterplanning and detail designs nearing completion. Projects being prepared and scoped and discussions with clubs held. Funding application for Netball submitted.

### Item 2. LED Streetlight Replacement (12/12/2016)

- That the purchase of streetlight hardware to the value of $600,000 be approved through the existing MAV procurement tender.

### Status

Being processed.

### Item 3. Councillor Code of Conduct (23/01/2017)

- That a special meeting of the council be held on Monday, February 20, 2017 for the purpose of reviewing the Councillor Code of Conduct; and
- That the meeting commence immediately following the conclusion of the ordinary meeting that is scheduled for 6pm on Monday, February 20, 2017.

### Status

Meeting advertised on the web and in the Border Mail. Completed.

### Item 4. Rate cap determination for 2017-2018 (23/01/2017)

- That the rate cap for 2017-2018 of 2 per cent be accepted and that no request for a variation to the cap be submitted to the Essential Services Commission with respect to the 2017-2018 financial year.

### Item 5. Waste Transfer Station - transportation of waste materials (23/01/2017)

1. That Tender no. 3 from Veolia Environmental Services (Australia) Pty Ltd be accepted as the successful tenderer for contract W870-16 for the Provision of Waste Transfer Station Transportation of Waste Materials for an estimated contract cost of $44,800.00 (excluding GST) per annum; based on the schedule of rates provided.
2. That the contract be for a period of two years from February 1, 2017 with the option to extend the contract for a further two x one year extensions at the discretion of Council.
3. The estimated contract sum over four years is $179,200.00 (excluding GST).

### Status

### Item 6. Supply, delivery and installation of 90 Solar Lights along House Creek pedestrian/ cycle path (W873-16) (23/01/2017)
Ordinary meeting – February 20, 2017

10 - Officers reports for information  Item 10.2 - Attachment A

### Status report on council meeting resolutions – February 2017

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>That: 1. Tender no. 10 from K-DEC Electrical Pty Ltd t/as K-DEC be accepted as the successful tenderer for contract W873-16 for the supply, delivery and installation of 90 Solar Lights along House Creek pedestrian/cycle path, Wodonga for an estimated contract price of $211,223 (excluding GST) based on the schedule of rates provided; and 2. The contract is to commence on February 1, 2017 with works to be completed by March 10, 2017</td>
<td>Lights ordered. Completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Wodonga We All Want to Live In - Council Plan consultation (23/01/2017)</td>
<td>That the consultation and engagement plan to inform the Council Plan 2017-2018 to 2020-2021 be endorsed.</td>
<td>The Plan is being implemented. Completed.</td>
</tr>
<tr>
<td>Havelock Street extension - budget update (23/01/2017)</td>
<td>That an additional contingency sum of $250,000 be allocated to the tender from Excel Gray Bruni Pty Ltd for contract W737-16, to cover variations to replace poor or unsuitable subgrade materials or other latent defects which may be encountered during the project.</td>
<td>Completed.</td>
</tr>
<tr>
<td>Amendment C105 - Environmental Significance Overlay over land surrounding the West Wodonga and Baranduda Waste Water Treatment Plants (23/01/2017)</td>
<td>That approval be given for officers to: 1. Seek authorisation from the Minister for Planning to prepare Amendment C105 to the Wodonga Planning Scheme to apply an Environmental Significance Overlay Schedule 5 (ESO) over land adjoining the West Wodonga and Baranduda, Waste Water Treatment Plants (WWTP); and 2. Formally prepare and exhibit Amendment C105 in accordance with the requirements of Section 19 of the Planning and Environment Act 1987 once Ministerial authorisation has been issued</td>
<td>Documentation being prepared.</td>
</tr>
</tbody>
</table>
Council has not received any Notices of motion for this meeting.
12 - Petitions

12.1 - Speed limit on section of Baranduda Boulevard fronting Westmont

Purpose of report

The purpose of this report is to receive a petition and to recommend that it 'lay on the table' until a future council meeting.

Background

A petition has been received, with 90 signatories, seeking action by the council in relation to the speed limit on the section of Baranduda Boulevard fronting Westmont Aged Care Services.

While it is not in the prescribed form for a petition specified under the Meeting Procedure Local Law its intent is clear and it is recommended that the council receive it as a petition.

The petition has a covering letter from Robert Cox, Secretary, Westmont Villa Holder’s Group. While the actual petition is ostensibly for VicRoads, the covering letter from Mr Cox clearly indicates that the group would like the council to also receive the petition.

The petition is tabled. Separately, a copy of the petition has been forwarded to councillors. The petition reads:

We the undersigned, do respectfully request that the speed limit along the section of Baranduda Boulevard fronting the Westmont Aged Care Services precinct, be reduced from 80kph to 60kph.

We the undersigned, are concerned citizens who urge VicRoads to act now to avert potential serious accidents.

The council’s Meeting Procedure Local Law states that unless the council resolves to consider it as an item of urgent business, the petition must lay on the table until the next ordinary meeting of the council.

While Baranduda Boulevard is a council road, the designated speed limit is a matter that also involves VicRoads and Wodonga Police. Given that the Traffic Liaison Committee comprises representatives from all three organisations it is recommended that the petition be referred to the committee for advice and a further report follow once the council is in receipt of that advice.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:
12.1 - Speed limit on section of Baranduda Boulevard fronting Westmont (cont’d)

- Document A: Petition - Baranduda Boulevard speed limit

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.

Recommendation

That

1. The petition in relation to the speed limit on the section of Baranduda Boulevard fronting Westmont Aged Care Services be received and that it lay on the table pending a report from the Traffic Liaison Committee;

2. The petition be referred to the Traffic Liaison Committee for advice; and

3. A further report be submitted once the advice has been received from the Traffic Liaison Committee.

Motion

Crs John Watson / Danny Lowe

That the recommendation be adopted. Carried
12 - Petitions

12.2 - Request to upgrade McIntosh and Rapsey roads, Bonegilla

Purpose of report

The purpose of this report is to receive a petition and to recommend that it 'lay on the table' until the March council meeting.

Background

A petition has been received, with 47 signatories, seeking action by the council to upgrade McIntosh Road and Rapsey Road in Bonegilla.

The petition was hand delivered to the council on the understanding that it was a petition. While it is not in the prescribed form for a petition specified under the Meeting Procedure Local Law its intent is clear and it is recommended that the council receive it as a petition.

The petition is tabled. Separately, a copy of the petition has been forwarded to councillors. As noted above the petition requests a road upgrade to McIntosh Road and Rapsey Road, Bonegilla.

The council's Meeting Procedure Local Law states that unless the council resolves to consider it as an item of urgent business, the petition must lay on the table until the next ordinary meeting of the council, at which time a further report will be provided.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Petition - upgrade to McIntosh and Rapsey roads, Bonegilla

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.
12.2 - Request to upgrade McIntosh and Rapsey roads, Bonegilla (cont’d)

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the petition requesting an upgrade to McIntosh and Rapsey roads be received and that it lay on the table until the next ordinary meeting of the council in March.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs Tim Quilty / Kat Bennett</td>
</tr>
<tr>
<td>That the recommendation be adopted.</td>
</tr>
</tbody>
</table>
12 - Petitions

12.3 - Proposed basketball court - Riverside Estate

Purpose of report

The purpose of this report is to receive a petition and to recommend that it 'lay on the table' until the March council meeting.

Background

A petition has been received, with 12 signatories, seeking action by the council in relation to the location of a proposed basketball court in Riverside Estate.

The petition is tabled. Separately, a copy of the petition has been forwarded to councillors. The petition reads:

<table>
<thead>
<tr>
<th>Petition summary and background</th>
<th>Local residents have been informed of a proposed basketball court, corner Charlton and Davenport Street, Riverside Estate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action petitioned for:</td>
<td>We, the undersigned, are concerned residents, who oppose the construction of a basketball court in this location.</td>
</tr>
<tr>
<td>Action required by the council</td>
<td>We, the undersigned, request the council remove the basketball court from the current design and relocate to an appropriate position accepted and known by all Riverside residents.</td>
</tr>
</tbody>
</table>

The council's Meeting Procedure Local Law states that unless the council resolves to consider it as an item of urgent business, the petition must lay on the table until the next ordinary meeting of the council, at which time a further report will be provided.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Petition from residents about the location of the proposed basketball court, Riverside Estate

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.
### 12.3 - Proposed basketball court - Riverside Estate (cont’d)

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.

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the petition requesting action by the council in relation to the location of a proposed basketball court in Riverside Estate be received and that it lay on the table until the next ordinary meeting of the council in March.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion</th>
</tr>
</thead>
</table>
| Crs Danny Lowe / Libby Hall  
That the recommendation be adopted. |

**Carried**
12.4 - Parking in Vermont and Brockley streets

Purpose of report

The purpose of this report is to receive a petition and to recommend that it 'lay on the table' until the March council meeting.

Background

A petition has been received, with 24 signatories, seeking action by the council in relation to parking in Vermont and Brockley streets.

The petition is tabled. Separately, a copy of the petition has been forwarded to councillors. The petition reads:

*We draw to the attention of the council to a very congested intersection of Vermont and Brockley streets between 8am and 4pm Monday to Friday due to parked cars creating visibility and access issues for residents.*

*We request permit parking for two to four houseblocks in Vermont Street from the Brockley Street end to encourage school staff and students to use parking near the school football oval to make the busy intersection safer.*

The council's Meeting Procedure Local Law states that unless the council resolves to consider it as an item of urgent business, the petition must lay on the table until the next ordinary meeting of the council, at which time a further report will be provided.

Attachments

Nil

Tabled papers

The following documents are attached to this report:

- Document A: Petition - Vermont and Brockley streets page one
- Document B: Petition - Vermont and Brockley streets page two

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.
### 12.4 - Parking in Vermont and Brockley streets (cont’d)

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the petition requesting action with the parking in Vermont and Brockley streets be received and that it lay on the table until the next ordinary meeting of the council in March.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crs Kat Bennett / John Watson</td>
</tr>
<tr>
<td>That the recommendation be adopted.</td>
</tr>
</tbody>
</table>

Carried
Council did not have any items requiring the attachment of the Council seal for this meeting, other than those listed at item 8.1.
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.

Presentation of awards

At this time the Mayor presented the Young Achiever Scheme Awards for February 2017 to Ainslea Esplana, Noah Esplana, Declan Patrala, and Ethan Patrala.
Council did not have any Confidential business listed for this meeting.
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.

There being no further business the meeting closed at 6.42pm.

Minutes confirmed this ...................... day of .............................. 2017.

Chairperson