Minutes

Wodonga Council minutes for the Ordinary meeting of the council held in the Council Chamber – 104 Hovell St, Wodonga on June 25, 2018.

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

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

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

2. **Statement of acknowledgement**

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

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

   Cr Speedie was granted leave of absence for the period from June 28, 2018 to July 12, 2018.

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

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

   **Order of Business**

   **Motion**
   
   Crs John Watson / Tim Quilty
   
   That item 8.6 be moved to the last item on the agenda.
   
   **Carried**

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

   Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the *Local Government Act, 1989*), for item 8.10 *Sport and Recreation Victoria Funding Programs*. The nature of the interest is that Cr Mildren is a member of the Wodonga Senior Secondary College Council, and the College is seeking funding under the program.

   Cr Ron Mildren disclosed a conflict of interest, being being an indirect interest because of conflicting duty (section 78B of the *Local Government Act, 1989*), for item 9.2 Planning Report. The nature of the interest is that Cr Mildren’s business *Living Streets Design Pty Ltd* has previously been engaged by one of the businesses for which a permit was granted.
6. Confirmation of minutes of previous meeting

**Recommendation**

That the minutes of the ordinary meeting of council held on May 14, 2018, as circulated, be confirmed.

**Motion**

Crs Tim Quilty / Kat Bennett

That the recommendation be adopted.

*Carried*

**Recommendation**

That the minutes of the special meeting of council held on June 15, 2018, as circulated, be confirmed.

**Motion**

Crs Danny Lowe / Libby Hall

That the recommendation be adopted.

*Carried*

7. Delegates reports

Nil

8. Officers reports for determination

8.1 Appointment of an acting Mayor

8.2 Section 223 submissions and community feedback on the 2018-2019 Budget

8.3 Council Plan

8.4 2018-2019 Budget and declaration of rates and charges

8.5 Appointment of acting Chief Executive Officer

8.6 Wodonga Hills Advisory Group

8.7 Park Names

8.8 Procurement Policy

8.9 Municipal Emergency Management Plan 2018

8.10 Sport and Recreation Victoria Funding Programs

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11. Notices of motion

11.1 Refugee Community Sponsorship Program 128

12. Petitions

Nil 130

13. Council seal

Nil 131

14. Urgent business

15. Question time and presentation of awards

16. Confidential business

Nil 140

17. Confidential urgent business

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

### Consequence

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

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

Council has not received any Delegates reports for this meeting.
8.1 - Appointment of an acting Mayor

Purpose of report

The purpose of this report is to appoint an acting Mayor during the Mayor’s absence.

Background

The Mayor, Cr Anna Speedie, will be absent from the council for the period from June 28, 2018 to July 12, 2018 (both dates inclusive). At item three on the agenda, prior to this report being considered, the Mayor intends to request leave of absence.

Section 66B of the Local Government Act 1989 (the Act) permits a councillor to take leave of absence. It states:

1. If a Councillor is required to take leave of absence under this Act, the Councillor—
   a. may continue to be a Councillor but must not perform the duties or functions of a Councillor during the period of leave;
   b. remains entitled to receive a Councillor allowance unless this Act otherwise provides;
   c. is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
   d. must return all Council equipment and materials to the Council for the period of leave if the Council requires.

2. If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a Councillor only.

Further, under section 73 of the Act, clauses 3 and 4 state:

3. If there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the acting Mayor.
4. An acting Mayor may perform any function or exercise any power conferred on the Mayor.

Therefore, it is necessary for the council to appoint a councillor to be acting Mayor for this period.

The appointment should be conducted in accordance with the council’s Meeting Procedure Local Law (extract attached).
8.1 - Appointment of an acting Mayor (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>Practice good governance, act with transparency and integrity in our decision-making.</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

There is no Council policy to address this matter as the action to be taken is determined by legislation.

Risk and opportunity management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council would be in breach of the Act if it failed to appoint an acting Mayor whilst the Mayor is on leave of absence.</td>
<td>1</td>
<td>C</td>
<td>H</td>
<td>Council to act on the recommendation in this report.</td>
</tr>
</tbody>
</table>

Financial implications

The Mayor is entitled to continue to receive the Mayoral allowance while on leave of absence. There are no financial implications associated with this appointment as the acting Mayor is not entitled to receive the Mayoral allowance unless in an acting capacity for more than 50 continuous days.

Specifically section 74A(1A) states:

*If a Councillor is appointed to act as Mayor under section 73(3) for a continuous period exceeding 50 days, the acting Mayor may be paid a Mayoral allowance instead of a Councillor allowance for the period that he or she is acting as Mayor.*

Environmental implications

There are no environmental implications.

Social / cultural implications

There are no social / cultural implications.
8.1 - Appointment of an acting Mayor (cont’d)

Legislative implications

The relevant sections of the Act are sections 66B, 73(3)(4) and 74A(1A).

Community engagement and internal consultation

Not applicable. The appointment of the Mayor, to be elected through the process set out in the Local Law, is a matter for the consideration of each councillor.

Options for consideration

1. Do nothing. This is not an option as legislation requires that an acting Mayor be appointed during an absence of the Mayor.

2. Determine an appointment of acting Mayor in accordance with the procedure set out in the Meeting Procedure Local Law.

Conclusion

The council is required to appoint a councillor to be the acting Mayor for the period of the Mayor’s leave of absence. This report has considered the legislative issues surrounding such an appointment and explained the process that must be followed.

Attachments

The following documents are attached to this report:
- Attachment A: Extract from the Meeting Procedure Local Law

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

That in accordance with section 73(3) of the Local Government Act 1989 a councillor be appointed acting Mayor for the period from Thursday, June 28, 2018 to Thursday, July 12, 2018 (both dates inclusive) and Council determine the appointment by conducting an election as provided for in the Meeting Procedure Local Law (No 1 of 2009).

The Mayor called for nominations.

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

There were no other nominations.

In the absence of any other nominations Cr Bennett was declared elected to the position of acting Mayor for the period from Thursday, June 28 to Thursday, July 12, 2018.
Extract from the *Meeting Procedure Local Law (no. 1 of 2009)*

6. **Election of Mayor**

   At any meeting to elect the Mayor, the Chief Executive Officer or delegate may act as a temporary chair to deal with the receipt of nominations for the election to the position of Mayor and to conduct the election of the Mayor in accordance with the provisions of this Local Law.

7. **Method of voting**

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

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

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

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

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

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

d) If there is more than one nomination, the councillors present at the meeting must vote for one of the candidates.

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

f) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The councillors present at the meeting must then vote for one of the remaining candidates.

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

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

   i) a defeated candidate; or

   ii) duly elected

   the declaration will be determined by lot.

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

   i) each candidate will draw one lot;

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

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

The purpose of this report is to provide the council with a report on the public consultation process for the draft 2018-2019 Budget, including a report from the Special Council meeting held to hear from persons who requested to be heard.

**Background**

At its meeting of May 14, 2018 the council resolved to place the draft 2018-2019 Budget on public exhibition for a 28 day period as provided for by s.223 of *Local Government Act 1989* (the Act).

The draft Budget was advertised in the *Border Mail* of Wednesday, May 16 and was available for inspection at the council offices, Wodonga library, community centres, and on the Wodonga Council web site.

Six section 223 written submissions were received, as tabled, and in addition, significant community feedback via community forums, social media, etc, as tabled.

One section 223 submitter, Michael Fraser, requested to be heard and a Special Meeting of the council was held at 3pm on Friday, June 15 for that purpose.

The following table summarises the submissions received, as well as the action recommended by officers:

<table>
<thead>
<tr>
<th>Section 223 submitter one</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• UHPCP is committed to a collaborative approach with Local Government to support long term approaches to improving the health of the community.</td>
<td>• Council notes the UHPCP’s support of the budget, in particular numerous capital projects that will contribute to the health and wellbeing of the Wodonga community, such as water bubblers and seating along pathways, playground upgrades and the new playground at Daintree Estate, playground trees and natural play space, street and reserve tree planting, shade at Lake Hume, shared paths solar lighting, new foot and cycle path linkages and upgrade of the CBD to High Country Rail trail.</td>
</tr>
<tr>
<td>• UHPCP is supportive of the budget.</td>
<td>• There were no additional spending requests.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Recommend no change to proposed 2018-2019 budget.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 223 submitter two</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2017/18 forecasts for Employee Costs and Material Services are overstated to how they will actually end the financial year, using these forecasts as a basis for 18/19 is incorrect and actual 18/19</td>
<td>• 2017/18 forecasts for Employee Costs and Materials and Services are not the sole basis for calculating the 2018/19 budgets. Council has undertaken a comprehensive review of all services and business units and used a number of methods, including zero based budget preparation and a review of full year</td>
</tr>
</tbody>
</table>
### 8.2 - Section 223 submissions and community feedback on the 2018-2019 Budget (cont’d)

<table>
<thead>
<tr>
<th>Section 223 submitter three</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls on the Council to act immediately on the Ombudsman’s recommendation and reduce its charges for waste management so that they only recover costs to cover collection and disposal of waste in the 2018-2019 budget</td>
<td>The Ombudsman’s recommendation was that Council reduce the amount of its waste management levy to the reasonable costs of providing the service within three years of the date of the report. Wodonga Council has resolved at its May 2018 meeting to undertake this within two years from the date of the report. To do so any earlier would be to undertake major changes to the delivery of services without undertaking the required community consultation for such a change.</td>
</tr>
<tr>
<td>Requests that the Rating Strategy Reference Group ensures the first point occurs, as it is within their role when they consider the setting of general rates.</td>
<td>The Rating Strategy Reference Group will</td>
</tr>
</tbody>
</table>

- Expenditure will be lower.
  - These savings should be applied to address the Waste Levy over recovery in the 18/19 year.
  - If cuts to services are proposed in response to the Waste Levy rebalancing, councillor allowances should be the first item of services cut.

- Actuals and variance analysis to assist with the preparation of the 2018/19 budget. There is supporting evidence to support every line item in the budget documents. We improve our budget processes every year.
- Council does not accrue outstanding expenses or unpaid wages in the monthly financial report. This can make a comparison of year-to-date monthly management reports to actual financial statements misleading due to the inclusion of invoice and wage accruals and other year-end financial adjustments in the audited financial statements.
- The Ombudsman’s recommendation was for Council to reduce the amount of its waste management levy to the reasonable costs of providing the service within three years of the date of the report. Council resolved at its May 2018 meeting to undertake this within two years from the date of the report.
- A review of services and service levels will form part of community consultation processes to take place in the 2018/19 year and any changes to levels of services will be determined in light of the community feedback.
- Section 74(1) of the Act requires each council to review and determine the allowance levels after a general election. That process was completed by Council in June 2017. The Act states that the allowance level set through this process is fixed for the four years of the council. Therefore, there is no capacity to alter the allowances through the annual budget process.
- **Recommend no change to proposed 2018-2019 budget.**
### 8.2 - Section 223 submissions and community feedback on the 2018-2019 Budget (cont’d)

- Requests a freeze on council wages for at least three years as the Australian Bureau of Statistics average salary for administration or support services is $72,228.
- Suggests that Wodonga Council staff are the highest paid in regional Victoria as the average earnings amount to $97,276.
- The spending of $200,000 to tell the nation about the cities past is a total waste of ratepayer’s money.

- Council staff are employed under an enterprise agreement and Council has legal obligations under the Fair Work Act 2009. Council employs many staff with specialist skills including engineers, chartered accountants, IT specialists, qualified educators, registered nurses, project managers, planners. Comparison of Council’s average salary to administration or support services is not reflective of the variety of positions a council employs.
- Employee expenses include more costs than just salary, such as workers compensation insurance and mandatory learning and development. The actual average salary of Wodonga Council employees in the 2018-2019 budget is $79,268. As a comparison, the average salary of the Victorian regional cities in the 2016-2017 year was $80,522.
- The Telling the Wodonga Story is intended to refresh the council’s campaign and promotional materials for attracting new business and investment. Subsequent to the draft budget being placed on public exhibition councillors have reviewed a number of budget items, and identified this as one that could be removed. The feedback from this submitter endorses its removal from the budget.
- Recommend council take into account the feedback regarding the consultancy for the Wodonga Story when it considers further budget options, with no other recommended changes to proposed 2018-2019 budget.

<table>
<thead>
<tr>
<th>Section 223 submitter four</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Park Netball upgrade completion, $85,000 (including GST).</td>
<td>A total of $750k was allocated in the current financial year to fund upgrade works at the Kelly Park Netball Centre. The advice to Netball Wodonga has been that we will work through the resurfacing works and lighting.</td>
</tr>
<tr>
<td>Funds have been requested for the construction of player shelters and</td>
<td></td>
</tr>
</tbody>
</table>
Ordinary meeting – June 25, 2018

8 - Officers reports for determination

8.2 - Section 223 submissions and community feedback on the 2018-2019 Budget (cont’d)

<table>
<thead>
<tr>
<th>Section 223 submitter five</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Request to extend the road seal from 350 to just past 477 Spring Gully Rd.</td>
<td>• The costs associated with applying a new road seal an additional 1.7km from 350 Spring Gully Road to just past 477 Spring Gully Road will amount to an estimated $255,000. The extension of the road seal will service six properties.</td>
</tr>
<tr>
<td>• Council has higher priority road seal and road renewal requirements that would take priority over this request.</td>
<td>• Recommend no change to proposed 2018-2019 budget.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 223 submitter six</th>
<th>Officer recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Requested expansion of the roundabout at the intersection of Drage Road and Parkers Road, to include an additional turning lane into Moorefield Park Road to improve traffic flow during peak school pick-up and drop-off times.</td>
<td>• Currently the two peak times last for approximately 15 minutes during school pick-up and drop-off times. For other times during the day or on weekends, vehicular traffic is low to moderate with no disruption to traffic flow present.</td>
</tr>
<tr>
<td>• Requested an underpass to replace Parkers Road Pedestrian Crossing – as the removal of one of two pedestrian crossings would support traffic flow and remove the</td>
<td>• Timed flashing 40kph lights are currently being installed on Parkers Road, Moorefield Park Drive, Lawrence Street and Drages Road to improve traffic speed control leading into the Drages Road roundabout and to improve safety at this location.</td>
</tr>
<tr>
<td>Upgrade of seating.</td>
<td>upgrades first to determine if any funds were remaining to allocate to shelters and seating.</td>
</tr>
<tr>
<td>• Whilst the club has indicated they will be happy to discuss making a further contribution to the project, there was no $ amount or in-kind contribution included in the submission.</td>
<td>• Council has completed the surface works and is still progressing with the completion of the lighting upgrade. $107k is still remaining in the budget.</td>
</tr>
<tr>
<td>• Whilst permanent shelters and seating will allow the Kelly Park complex to become a fully compliant netball facility, advice from Netball Victoria is that events can be hosted using temporary structures. As an example, Shepparton hosts a number of Netball Victoria events and does not have permanent shelters.</td>
<td>• Recommend no change to proposed 2018-2019 budget.</td>
</tr>
<tr>
<td>• Netball Wodonga has been referred to the Pick My Project community grants initiative as another funding avenue.</td>
<td></td>
</tr>
<tr>
<td>• Additional bench seating had been earmarked for Kelly Park as part of our 2017/18 recreational shade and seating budget. This is scheduled for installation in coming weeks by the parks and gardens staff.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommend no change to proposed 2018-2019 budget.</td>
</tr>
</tbody>
</table>
coordinating issues between the two crossings which don’t have direct vision of each other.

- The costs associated with expanding the roundabout and/or providing a pedestrian underpass are substantial, for what is a 15 minute bottleneck.
- Request to be referred to the Wodonga Traffic Liaison Committee for its review and recommendation regarding the potential for future works.
- **Recommend no change to proposed 2018-2019 budget.**

Throughout the section 223 process, Council also received online feedback from the community for the draft 2018-2019 budget. An engagement report tabled at the meeting outlines the themes and commentary received. Specific pieces of feedback have been passed on to internal teams for their action and to inform their planning.

An interactive mapping tool, Social PinPoint, saw a high number of comments around roads, parks and gardens, recreation and playgrounds.

Social media feedback again features parks and playgrounds and recreation facilities as well as references to council spending.

Online submissions also covered the above themes with shade, Wi-Fi and CCTV also highlighted.

**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 CEO has issued guidelines for section 223 processes, and the draft Budget processes followed these guidelines.

**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>That council fails to comply with the Act by considering any section 223 submissions prior to a decision on the budget.</td>
<td>D</td>
<td>4</td>
<td>S</td>
<td>The council to fully consider each section 223 submission prior to a determination on the matter.</td>
</tr>
</tbody>
</table>
Financial implications

If the officers’ recommendations are accepted there will be no additional capital or operational items included in the 2018-2019 budget as a result of the section 223 process. There may be indirect financial implications as Council has been reconsidering a number of items in the draft budget. The officers’ recommendation for the $200k consultancy for the Wodonga Story is for Council to take into account the specific feedback in relation to that item whilst they undertake their further review of draft budget items.

Environmental implications

There are no environmental implications.

Social / cultural implications

There are no social / cultural implications.

Legislative implications

This report is about the legislative requirements of ss.125-130 and s.223 of the Act.

Community engagement and internal consultation

- Advertisement in the Border Mail on May 16 advertising that the budget was out for community consultation and the various forums and channels from which it could be accessed.
- CityLife advertised that the budget was out for community consultation and the various ways in which it could be accessed.
- The ‘Make Wodonga Yours’ website with information on the consultation process and online tools for making comments.
- Public open forum sessions were held at the Council Offices on Tuesday, May 29, 2018, and Tuesday, June 5, 2018. A total of three community members took part in these consultations.
- A budget presentation session for Ratepayers Association of Wodonga (RAW) members was conducted in the Council Chamber on Tuesday, June 12, 2018. Approximately 35 RAW members took part in this consultation.
- Advertised on foyer TVs in customer service and community centres.
- Sent Facebook and Twitter messages.

Options for consideration

As a result of the section 223 process:

Option 1:  Do nothing – not recommended.

Option 2:  Make no changes, and advise the submitters of the reasons for council’s decision. However feedback regarding the Wodonga Story
consultancy should be taken into account when council adopts the budget at item 8.4 of this agenda – recommended.

Option 3: Amend the draft budget and council plan in such ways as determined, and advise the submitters of the reasons for the Council’s decision – not recommended for the reasons outlined in this report.

Conclusion

The council sought community input and feedback on the draft 2018-2019 Budget. Six section 223 written submissions were received. A Special Meeting of the council heard from one of the submitters. This process has been valuable in highlighting community concerns and provides the Council with an opportunity to further assess the development of its Budget for 2018-2019.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Section 223 submissions on the draft 2018-2019 Budget
- Document B: Draft Budget and adjusted Council Plan summary feedback

Declaration of conflict of interests

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

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

Team Leader Financial Accounting - Nicola Gleeson Coopes
In providing this advice as the report author, I have no interests to disclose in this report.
8.2 - Section 223 submissions and community feedback on the 2018-2019 Budget (cont’d)

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That:</td>
</tr>
<tr>
<td>1. Having considered all submissions received under section 223 of the Local Government Act 1989:</td>
</tr>
<tr>
<td>a. no adjustments be made to the budget as a result of the section 223 process; and</td>
</tr>
<tr>
<td>b. submitters be advised of the decision and the reasons for them, as detailed in this report.</td>
</tr>
<tr>
<td>2. The submission from Victory Lutheran College be referred to the Traffic Liaison Advisory Committee for consideration and a report back to council.</td>
</tr>
</tbody>
</table>

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

Carried
8.3 - Council Plan

Purpose of report

In accordance with the legislative requirements this report recommends that the Council adopt its 2017-2021 Council Plan, adjusted 2018, and a copy be forwarded to the Minister by June 30, 2018.

Background

Sections 125 (7) (8) and (9) of the Local Government Act 1989 ("the Act") sets out that a council must:

- at least once in each financial year consider whether the Council Plan requires any adjustment;
- make such adjustment as it considers necessary; and
- allow for persons to make a submission under section 223 of the Act on the adjusted Council Plan.

At its May meeting the council resolved to give public notice of the draft Council Plan, adjusted 2018. Since then the council has sought formal submissions under section 223 of the Act and also sought community feedback through various other means. There were no submissions on the adjusted Council Plan.

This is the second year of the plan, and no adjustments were proposed to the strategic objectives, strategies, or strategic indicators listed in the plan. A copy of the Council Plan as adopted in June 2017, is tabled.

The SRP, which is a component of the plan has been updated, along with the draft Year 2 Action Plan. The Year 2 Action Plan has been amended since the draft was placed on public exhibition following feedback from staff to ensure that the Budget and Council Plan align.

The Year 2 Action Plan has also been updated with additional adopted and pending supporting documents under the various strategy areas. The year 2 Action Plan is also tabled.

Having complied with the legislative requirements it is recommended that the 2017-2018 to 2020-2021 Council Plan (including the Strategic Resource Plan), adjusted 2018, as tabled, be adopted.

Council Plan

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

The Council Plan details the strategic direction and priorities of the council for the next four years. It describes the council’s mission, vision, objectives and strategies.

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>Failure to adopt the council plan.</td>
<td>2</td>
<td>D</td>
<td>S</td>
<td>Adopt the council plan and submit to the Minister by June 30.</td>
</tr>
</tbody>
</table>

Financial implications

The financial implications for the various objective and strategies in the Council Plan are included in the draft 2018-2019 Budget.

The cost of producing the Council Plan is included in the current budget.

Environmental implications

The various strategies in the Council Plan may have environmental implications.

Social / cultural implications

The various strategies in the Council Plan may have social / cultural implications.

Legislative implications

The Act requires that the council must prepare a Council Plan and submit it to the Minister by June 30.

The Council Plan also incorporates the Municipal Health and Wellbeing Plan required under the *Public Health and Wellbeing Act 2008*.

Community engagement and internal consultation

The community engagement on the Council Plan is addressed in the separate report on the section 223 process and community feedback.

Options for consideration

1. Do nothing. This is not an option as the council must submit the plan to the Minister by June 30, or be in breach of its legislative responsibilities.
2. Adopt the Council Plan, as tabled.
8 - Officers reports for determination

8.3 - Council Plan (cont’d)

Conclusion

The Council Plan outlines the council’s strategic direction and priorities for the its four year term.

It is recommended that the tabled document, incorporating changes adopted through the section 223 process and general community feedback (item 8.2 of this agenda), be adopted.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document B: Wodonga Council Action Plan 2017-2018

Declaration of conflict of interests

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

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

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

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

Recommendation

That the 2017-2018 to 2020-2021 Council Plan (including Strategic Resource Plan), adjusted 2018, as tabled, be adopted and a copy forwarded to the Minister prior to June 30, 2018 in accordance with Section 125(10) of the Local Government Act, 1989.

Motion

Crs Kat Bennett / John Watson

That the recommendation be adopted.

Carried
Purpose of report

Pursuant to Section 130 (1) of the *Local Government Act 1989* (the Act), to consider the 2018-2019 Budget and if appropriate adopt the budget including changes proposed since the draft 2018-2019 Budget was considered at the council’s meeting of May 14, 2018; and, to declare rates and charges pursuant to Section 158 of the Act.

Background

A separate report has been included in this agenda on the section 223 process for the budget.

Since the meeting of May 14, 2018 the council has become aware of items that need to be amended in the proposed adopted budget. Councillors have also reviewed the draft budget during the consultation period for further savings and have included a number of items to further reduce the waste management levy for the 2018-2019 year.

**Proposed adjustments to draft 2018-2019 Budget**

<table>
<thead>
<tr>
<th>Project / Program Name</th>
<th>Comments</th>
<th>Category</th>
<th>Amount - net cost (saving) to Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government Financial Assistance Grants</td>
<td>The Federal Government has announced allocations for the 2018-2019 financial year and this is lower than the amount initially budgeted by the council.</td>
<td>Operating revenue</td>
<td>$97,174</td>
</tr>
<tr>
<td>Federal Government Financial Assistance Grants</td>
<td>The Federal Government will prepay 50% of the 2018-2019 Financial Assistance Grant in June 2018. The 2017-2018 Forecast has been updated to include the additional revenue, which is also reflected in the cash balance which has increased by this amount. Please note this is a timing difference only.</td>
<td>Operating revenue</td>
<td>$2,681,451</td>
</tr>
<tr>
<td>Waste Management levy</td>
<td>Further reduction of the waste management levy of $51.20 per ratepayer to $202.00.</td>
<td>Operating revenue</td>
<td>$715,000</td>
</tr>
<tr>
<td>Sculpt Wodonga Arts Festival</td>
<td>Defer Sculpt Wodonga arts festival from the 2018-2019 Arts Development program.</td>
<td>Operating expenditure</td>
<td>($115,000)</td>
</tr>
<tr>
<td>Economic Development collateral</td>
<td>The Wodonga story consultation costs for preparation of updated economic development collateral be removed from 2018-2019 communications plan.</td>
<td>Operating expenditure</td>
<td>($200,000)</td>
</tr>
</tbody>
</table>
Ordinary meeting – June 25, 2018

8.4 - 2018-2019 Budget and declaration of rates and charges (cont’d)

<table>
<thead>
<tr>
<th>Project / Program Name</th>
<th>Comments</th>
<th>Category</th>
<th>Amount - net cost (saving) to Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined Benefit</td>
<td>The council makes an annual cash provision towards a future call for a contribution to the now closed Local Government Defined Benefit superannuation scheme. Council has reviewed the provision and determined a reduction in the annual contribution should commence in 2018-2019, and that the cash provision be capped at $2 million. This will also impact years 2019-2020 to 2027-2028 in the long term financial plan.</td>
<td>Operating expenditure</td>
<td>($300,000)</td>
</tr>
<tr>
<td>Telling the Wodonga</td>
<td>Telling the Wodonga story capital costs removed from 2018-2019 communications plan.</td>
<td>Capital expenditure</td>
<td>($100,000)</td>
</tr>
</tbody>
</table>

Additionally, council has amended an error in the rate in the fees and charges schedule for “Advertising planning applications & planning scheme amendments” from $209.05 to the correct rate of $229.95. This has no impact on the budget.

The council’s long term financial strategy is included in the draft Strategic Resource Plan. It articulates the setting of rate rises in line with the estimated rate cap in future years, together with no planned future borrowings.

**Changes to the Waste Management Levy**

In her review of Wodonga Council’s waste management levy, one of the Ombudsman’s recommendations was for Wodonga Council to reduce its waste management service charge to only recover the reasonable costs of the collection and disposal of refuse and to effect the changes within three years from the finalisation of the investigation. Further to this, at the May 2018 Council Meeting the Council accepted the Ombudsman’s recommendations and also, amongst other things, resolved to implement this recommendation within two years to ensure this issue was resolved during this council term.

Action taken to-date by Council to implement the recommendation includes:

- Advertising for nominations from community members to participate in the 2018-2019 Rating Strategy Reference Group. Council representatives nominated for this group are Councillor Hall and Councillor Quilty. Community engagement and consultation will be undertaken as part of this process, which will help to inform the Council in determining a way forward;
- Services have continued to be scrutinised and efficiencies that result in savings will be allocated towards a waste levy reduction;
Ordinary meeting – June 25, 2018

8 - Officers reports for determination

8.4 - 2018-2019 Budget and declaration of rates and charges (cont’d)

- Council has registered as a participant in the Municipal Association of Victoria Waste Levy working group, which will work together to provide a sector wide outcome in relation to this issue;
- In the draft 2018-2019 Budget, savings of $568,000 were identified, which after allowing for increased costs in waste collections and disposal, resulted in a proposed $12.20 reduction in the waste management levy;
- Councillors have subsequently reviewed the draft 2018-19 Budget after it was put out for public consultation and identified a further $715,000 of savings / reductions in costs, which, if adopted, will enable an additional reduction in the waste management levy of $39, making a total reduction in the waste levy from the 2017-2018 year of $51.20 per ratepayer or (20.2) per cent;
- To transfer $400,000 of waste related expenditure not clearly identified in the Roads Maintenance and Parks and Gardens business unit budgets, into a separate Parks and Roads Waste Management business unit, so that all waste related costs are clearly identified in separate waste related business units for increased transparency.

Each of the above savings contributing to the $51.20 reduction in the waste management levy have a minimum risk and impact on both the community and Council. It is equivalent to a reduction in the levy of over $1 million in the 2018-2019 year.

This approach also allows consultation with the community as Council considers its options to “find” the estimated remaining $1.7 million (or $89.60 per ratepayer) in the 2019-2020 budget.

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

N/A

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>Estimates for supplementary rates (growth from new assessments) not achieved.</td>
<td>4</td>
<td>C</td>
<td>M</td>
<td>Closely monitor and if necessary adjust budgets.</td>
</tr>
<tr>
<td>Rate increases cause financial difficulties for some.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Flexible payment options. Provide assistance through agreed payment plans. Hardship Policy available.</td>
</tr>
<tr>
<td>External financial factors</td>
<td>2</td>
<td>C</td>
<td>H</td>
<td>No reliance on unrealised</td>
</tr>
</tbody>
</table>
Financial implications

The Council’s rates and charges revenue for 2018-2019 is $46.0 million. This is based on a 2.25% increase applicable to individual assessments and kerbside garbage charges, and a reduction in the waste management levy of $51.20 per occupied property.

The expected operating result as indicated in the draft 2018-2019 Budget is a surplus of $13.4 million. The underlying result when contributions, capital grants and sale of asset items are excluded is a $5.3 million surplus.

The capital works program included in the draft 2018-2019 Budget for the year was $24.5 million. Some projects may require re-budgeting from 2017-2018; however these amounts are yet to be estimated. All projects which are re-budgeted will be able to be funded from surpluses experienced in the 2017-2018 year.

A high level Strategic Resource Plan has been developed for the years 2018-2019 to 2027-2028. This will assist council in adopting budgets which provide for prudent expenditure and income generation to assist in the council’s goals relating to financial sustainability. The Council is projecting underlying surpluses in the future years.

The annual budget is designed to enable council to achieve its key strategic activities as contained in its 2017-2018 to 2020-2021 Council Plan.

Assuming all amendments proposed in this report are adopted, the council’s financial position for 2018-2019 would be adjusted as follows:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Assistance Grant Prepayment</strong></td>
<td>$2,681,451</td>
<td></td>
</tr>
<tr>
<td><strong>Reduced Financial Assistance Grant indexation</strong></td>
<td>$97,174</td>
<td></td>
</tr>
<tr>
<td><strong>Reduced Waste Management Levy</strong></td>
<td>$715,000</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Revenue – net overall decrease</strong></td>
<td><strong>$3,493,625</strong></td>
<td></td>
</tr>
<tr>
<td>Sculpt Wodonga Art Festival deferred</td>
<td>($115,000)</td>
<td></td>
</tr>
<tr>
<td>Wodonga Story marketing collateral removed</td>
<td>($200,000)</td>
<td></td>
</tr>
<tr>
<td>Defined Benefit Superannuation shortfall reduction</td>
<td>($300,000)</td>
<td></td>
</tr>
<tr>
<td><strong>Operating expenditure – net decrease</strong></td>
<td><strong>($615,000)</strong></td>
<td></td>
</tr>
<tr>
<td>Telling the Wodonga Story capital project</td>
<td>($100,000)</td>
<td></td>
</tr>
<tr>
<td><strong>Capital expenditure – net decrease</strong></td>
<td><strong>($100,000)</strong></td>
<td></td>
</tr>
<tr>
<td>Cash on hand June 30, 2019 - net decrease</td>
<td>($97,174)</td>
<td></td>
</tr>
</tbody>
</table>

The $3.49 million decrease in operating revenue, is principally the result of a timing issue (being a $2.68 million prepayment of the Financial Assistance Grant for 2018-2019), with the balance being reductions in revenue ($0.72 million reduction in the
8 - Officers reports for determination

8.4 - 2018-2019 Budget and declaration of rates and charges (cont’d)

waste levy and $0.09 million the reduction in the Financial Assistance Grant indexation). The funds from the prepayment of the Financial Assistance Grant will be received prior to June 30, 2018, therefore the 2018-2019 opening cash balance has been increased by the same amount.

In net terms the Council’s cash position as at June 30, 2019 will decrease by $97,174 compared with the draft Budget, predominantly as a result of the lower than expected Financial Assistance Grant payment.

As a result of these changes, the updated capital budget will now be $24.4 million, the operating result for the 2018-2019 year will now be $10.5 million and the 2017-2018 forecast operating result has also been increased by $2.681 million to reflect the early receipt of the prepaid grant.

Environmental implications

N/A

Social / cultural implications

Many outcomes of the budget will have wide ranging social and cultural implications. These have been carefully considered by both staff and councillors in the development of this budget.

Legislative implications

The council is required to comply with the Local Government (Finance and Reporting) Regulations 2004 (the Regulations) which lists a number of requirements (these and other requirements are included in the budget document):

- financial statements in the form and containing the information required by the Regulations;
- a description of the services and initiatives to be funded in the budget;
- a statement as to how the services and initiatives described will contribute to achieving the strategic objectives specified in the Council Plan;
- major initiatives, being initiatives identified by the council as priorities, to be undertaken during the financial year;
- for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131; and,
- the prescribed measures relating to those indicators.

Community engagement and internal consultation

The consultation on the budget was a section 223 process and is the subject of a separate report in this agenda.
8.4 - 2018-2019 Budget and declaration of rates and charges (cont’d)

Options for consideration

Option 1 – Do nothing – not recommended – the council has a statutory obligation to develop an annual budget.

Option 2 - Accept the 2018-2019 Budget, with amendments as proposed in this report – recommended.

Option 3 - Accept the draft 2018-2019 Budget, with further amendments.

Conclusion

The Council has sought community input and feedback on the proposed budget 2018-2019. No submissions were received objecting to the proposed rate and kerbside garbage charge rise in line with the rate cap of 2.25%. One submission called for the council to immediately reduce the waste management levy to only recover the costs to cover collection and disposal. One submission proposed an alternate budget methodology to enable the waste levy to be reduced to only recover the costs of collection and disposal in 2018-2019. Based on the proposed changes in this report, an additional reduction in the waste management levy is possible, with a 20.2% reduction now proposed for the waste management levy for the 2018-2019 year. The budget has estimated rate caps of 2.0% for future years.

It is recommended that the Council adopt the 2018-2019 budget with amendments proposed in this report.

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

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

a) That Council amend the 2018-2019 Budget to include the Financial Assistance Grant lower indexation amount of $97,174 as a decrease to operating revenue;

b) That Council amend the 2018-2019 Budget to remove the 50% prepayment of the Financial Assistance Grant of $2,681,451 from operating revenue and increase the opening cash balance by the same amount;

c) That Council amend the 2018-2019 Budget to reduce the proposed waste management levy to $202, which is a reduction on the 2017-2018 levy of $51.20 and will result in a decrease to operating revenue of $715,000;

d) That Council amend the 2018-2019 Budget to reduce proposed consultancy expenses for the Wodonga Story and contract payments external for the Sculpt Wodonga Arts Festival, which will result in a decrease to operating expenditure of $315,000;

e) That Council amend the 2018-2019 Budget to reduce the cash provision for the future Defined Benefits superannuation call-up, which will result in a decrease to operating expenditure of $300,000;

f) That Council amend the 2018-2019 Budget to remove the Selling the Wodonga Story project, which will result in a decrease to the capital works program of $100,000;

g) That:

   1. The 2018-2019 budget be adopted in accordance with Section 130(1) of the Local Government Act 1989, after having been advertised in accordance with Section 129 of that Act and considering the submissions received, with the amendments adopted previously under this agenda item and under item 8.3.

   2. The Chief Executive Officer be authorised to give public notice of this decision to adopt the budget in accordance with Section 130(2) of the Local Government Act 1989.

   3. An amount of $45,982,129 be declared as the amount which the Council intends to raise for the year 1 July 2018 - 30 June 2019 by general rates, annual service (garbage) charge and annual service (waste management) charge, (all later advised in the resolution), and environmental levy (wastewater) which amount is calculated as follows:
4 General Rates

A general rate be declared for the period commencing on 1 July 2018 and concluding on 30 June 2019;

It further be declared that the general rate be raised by the application of differential rates;

It be recorded that Council considers that a differential rate will contribute to the equitable and efficient carrying out of Council functions; and

A differential rate be declared for that rateable land having the characteristics specified below which characteristics will form the criteria for the differential rate so declared:

Residential occupied land

Any land that is used primarily for residential purposes; or on which there exists a building obviously adapted for use for residential purposes as defined under the provisions of the Wodonga Planning Scheme.

Commercial occupied land

Any land that is used primarily for commercial purposes; or on which there exists a building obviously adapted for use for commercial purposes as defined under the provisions of the Wodonga Planning Scheme.

Industrial occupied land

Any land that is used primarily for industrial purposes; or on which there exists a building obviously adapted for use for industrial purposes as defined under the provisions of the Wodonga Planning Scheme (including but not limited to a factory or workshop).

Rural – farming

Land that is “farm land” within the meaning of section 2(1) of the *Valuation of Land Act 1960* paragraphs (a) and (b) and other criteria as

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rate</td>
<td>$37,636,152</td>
</tr>
<tr>
<td>Annual service charge – garbage and recycling</td>
<td>$3,997,153</td>
</tr>
<tr>
<td>Waste management levy</td>
<td>$3,611,847</td>
</tr>
<tr>
<td>Environmental levy (wastewater)</td>
<td>$36,977</td>
</tr>
<tr>
<td>Provision made for supplementary rates</td>
<td>$700,000</td>
</tr>
</tbody>
</table>
defined by Council (c) hereunder:

(a) not less than 2 hectares in area; and

(b) that is used primarily for grazing, dairying, pig-farming, poultry farming, fish farming, tree farming, bee-keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities, and

(c) being a primary producer as evidenced by a current ATO assessment;

**Rural – non farming**

Land which is:-

(a) greater than 8 hectares in size; or

(b) less than 8 hectares in size and due to reasons of inappropriate subdivision is generally vacant, low valued land that has little utility to owners because the land is restricted to no development in its current form; and

(c) not rural – farming land, nor development use land.

**Development use land**

Development use land - The valuer responsible for the returning of the general revaluation or any supplementary valuation may classify any land (or a portion of that land) that is in the process of being developed into the category of development use land (DUL).

Classification to development use land will be at the valuer’s discretion and based principally on the basis of applications and/or approvals for rezoning and/or development.

**Vacant land**

Any land on which there does not exist any building obviously adapted for human habitation, and which does not have the characteristics of development use land.

**Society/social club land**

Any land which is not subject to the *Cultural and Recreational Lands Act 1963*; and used primarily for the activities of a club or society which are carried on for the benefit of its members or their guests.
5 The differential rate be determined by multiplying the capital improved value (CIV) of the rateable land categorised in paragraph 4 by the percentages indicated on the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Residential occupied land</td>
<td>0.5563% (or 0.5563 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>2. Commercial occupied land</td>
<td>0.7789% (or 0.7789 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>3. Industrial occupied land</td>
<td>0.7789% (or 0.7789 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>4. Rural farming land</td>
<td>0.4173% (or 0.4173 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>5. Rural non-farming land</td>
<td>0.5563% (or 0.5563 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>6. Development use land</td>
<td>0.5563% (or 0.5563 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>7. Vacant land</td>
<td>1.1127% (or 1.1127 cents in the dollar of CIV)</td>
</tr>
<tr>
<td>8. Society/social club land</td>
<td>0.5174% (or 0.5174 cents in the dollar of CIV)</td>
</tr>
</tbody>
</table>

6 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:

a. the respective objectives of each differential rate be those specified in the schedule to this resolution; and

b. the respective types of classes of land which are subject to each differential rate be those defined in the schedule to this resolution; and

c. the respective uses and levels of each differential rate in relation to those respective types of classes of land be those described in the schedule to this resolution; and

d. the relevant
   i. uses of;
   ii. geographical locations of; and
   iii. planning scheme zonings of; and
   iv. types of buildings on the respective types or classes of land be those identified in the schedule to this resolution.

7 Municipal charge

It be confirmed that no municipal charge be declared for the period commencing on 1 July 2018 and concluding on 30 June 2019.

8 Service charge (garbage)

An annual kerbside service charge be declared for the period commencing 1 July 2018 and concluding on 30 June 2019.

The annual kerbside service charge be declared for the collection, removal and disposal of refuse and rubbish.
For the period 1 July, 2018 to 30 June 2019 the annual service charge be in the sum of $232.11 for each rateable and non-rateable land (or part) in respect of which an annual service charge may be levied;

a) Notwithstanding the above sub paragraph the charge for each additional service and/or collection over one per week will be $232.11. This charge of $232.11 is GST exempt.

b) Notwithstanding sub paragraph (a) the annual service charge for commercial/industrial properties who request a refuse collection service will be an additional $232.11 annual equivalent for the period 1 July, 2018 to 30 June, 2019 for each additional service and/or collection per week; this charge of $232.11 is GST exempt. The criteria specified below be the criteria, which form the basis of the annual service charge, so declared;

c) The charge for an alternative service shall be:

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upsize a 140 litre to a 240 litre refuse red lidded bin</td>
<td>$53.20</td>
</tr>
<tr>
<td>2. Weekly red lidded refuse bin collection</td>
<td>$119.95</td>
</tr>
<tr>
<td>3. Weekly red lidded refuse bin collection – medical reasons</td>
<td>$67.80</td>
</tr>
<tr>
<td>4. Additional 140 litre red lidded refuse bin</td>
<td>$58.55</td>
</tr>
<tr>
<td>5. Additional 240 litre red lidded refuse bin</td>
<td>$112.65</td>
</tr>
<tr>
<td>6. Additional 240 litre recycling bin</td>
<td>$31.60</td>
</tr>
<tr>
<td>7. Upsize to a 360 litre recycling bin</td>
<td>$20.85</td>
</tr>
<tr>
<td>8. Additional 240 litre organics bin</td>
<td>$141.95</td>
</tr>
<tr>
<td>9. Opt out of Organics bin for a qualifying rural household</td>
<td>-$70.98</td>
</tr>
</tbody>
</table>

These charges are above the annual service charge and GST exempt.

The criteria specified below be the criteria, which form the basis of the annual Kerbside Service Charge, so declared:

a) All residential land (whether rateable or non-rateable) on which a building is erected is entitled to the refuse collection service and will be liable for the annual service charge whether or not the service is utilised; and

b) Where during the year a building is erected on residential vacant land the service charge will be such sum as will proportionally represent the period between occupation of the building and the end of the year.
An annual service charge be declared for the period commencing 1 July 2018 and concluding on 30 June 2019;

The annual service charge be declared for waste management contribution.

a) For the period 1 July, 2018 to 30 June, 2019 the annual equivalent service charge be in the sum of $202.00 for each rateable and non-rateable land (or part) in respect of which an annual service charge may be levied. This charge of $202.00 is GST exempt.

b) All residential, commercial and industrial land (whether rateable or non-rateable) on which a building is erected is entitled to a waste management service and will be liable for the annual service charge whether or not the service is utilised; and

c) Where during the year a building is erected on vacant land the service charge will be such sum as will proportionally represent the period between occupation of the building and the end of the year.

10 Environmental levy (wastewater)

An annual levy be declared for the period commencing 1 July, 2018 and concluding on 30 June, 2019.

The levy be declared for environmental waste water.

The annual levy be set at the sum of $51.50 for each premises serviced by a septic tank system. This charge is GST exempt.

11 Rebates and concessions

It be confirmed that Council grants each of the owners of the rateable lands described below a concession.

In relation to the rate and/or charge set out opposite the description of each rateable land; and

In an amount set out opposite the description of each rateable land and the rate and/or charge in relation to which the concession is granted.

12 Rateable property - rate/charge concession

- Department of Health and Human Services
  Elderly rebate/Concession – 50% of general rate in respect to 66 units as per existing agreement, $22,947.38 in total.

- Blanalko Pty Ltd $34,738.94.
8.4 - 2018-2019 Budget and declaration of rates and charges (cont’d)

13 Consequential Matters

Payment dates for rates and charges for 2018-2019 shall be as follows:

- By instalments payable on or before 30 September 2018, 30 November 2018, 28 February 2019 and 31 May 2019.

The revenue administrator of the Council be authorised to levy and recover the general rates (and the annual service charges described earlier in this resolution) in accordance with the Local Government Act 1989.

The revenue administrator be authorised to institute legal proceedings for the recovery of any amounts not paid by the due date in accordance with the Local Government Act 1989.

That the 2018-2019 fees and charges as proposed in the draft budget be adopted by Council.

SCHEDULE

RESIDENTIAL OCCUPIED LAND

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including -

1. To recognise the rating impact upon developed land used for residential purposes.

2. To ensure an equitable share of the rate assessment for residential properties the values of which have been affected by their development.

3. To encourage the development of appropriately zoned land for residential purposes.

Types and classes:

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and level of differential rate:
The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic location:**
Wherever located within the municipal district.

**Use of Land:**
Any use permitted under the relevant planning scheme.

**Planning scheme zoning:**
The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

**Types of buildings:**
All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

**COMMERCIAL OCCUPIED LAND**

**Objective:**
To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including –

1. To recognise the rating impact upon developed land used for commercial purposes.
2. To ensure an equitable share of the rate assessment for commercial properties the values of which have been affected by their development.
3. To encourage the development of appropriately zoned land for commercial purposes.

**Types and classes:**
Rateable land having the relevant characteristics described in the Resolution of Council.

**Use and level of differential rate:**
The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the
level which Council considers is necessary to achieve the objectives specified above.

**Geographic location:**

Wherever located within the municipal district.

**Use of land:**

Any use permitted under the relevant planning scheme.

**Planning scheme zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

**Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

**INDUSTRIAL OCCUPIED LAND**

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including –

1. To recognise the rating impact upon developed land used for industrial purposes.

2. To ensure an equitable share of the rate assessment for industrial properties the values of which have been affected by their development.

3. To encourage the development of appropriately zoned land for industrial purposes.

**Types and classes:**

Rateable land having the relevant characteristics described in the Resolution of Council.

**Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.
Geographic location:
Wherever located within the municipal district.

Use of land:
Any use permitted under the relevant planning scheme.

Planning Scheme Zoning:
The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

Types of buildings:
All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

RURAL FARMING LAND

Objective:
To encourage the development of land for farming purposes and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including -

1. To ensure an equitable share of the rate assessment for properties, the value of which has been effected by reason of its abnormally large area, and the use to which it is put in comparison to the general land size of the majority of rateable properties within the municipal district.

2. To encourage the use of appropriately zoned land for farming purposes.

Types and classes:
Rateable land having the relevant characteristics described in the Resolution of Council.

Use and level of differential rate:
The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location:
Wherever located within the municipal district.
### Use of land:

Any use permitted under the relevant planning scheme.

### Planning scheme zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

### Types of buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

---

**RURAL NON FARMING LAND**

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including -

1. To ensure an equitable share of the rate assessment for properties the value of which has been effected by reason of its area, and the use to which it has been put in comparison to the general land size of the majority of the rateable properties within the municipal district.

**Types and classes:**

Rateable land having the relevant characteristics described in the Resolution of Council.

**Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic location:**

Wherever located within the municipal district.

**Use of land:**

Any use permitted under the relevant planning scheme.

**Planning scheme zoning:**
The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

Types of buildings:
All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

DEVELOPMENT USE LAND

Objective:
To encourage the development of land and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including –

1. To ensure an equitable share of the rate assessment for development use land commensurate with land identified for urban development within the Municipal Strategic Statement for Wodonga.

2. To encourage the use of appropriately zoned land for development purposes.

3. Any parcel of land that has been declared by the valuer appointed by Council to make the general or supplementary valuations for council that by reason of its zoning or proximity to land which has been or is being developed for residential, commercial, industrial or other urban purposes or by reason of its proximity to land which has been or is being subdivided into allotments used or intended to be used for residential, commercial, industrial or other urban purposes and does not have the characteristics of rural – farming or rural – non farming land.

Types and classes:
Rateable land having the relevant characteristics described in the Resolution of Council.

Use and level of differential rate:
The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location:
Wherever located within the municipal district.
Use of land:

Any use permitted under the relevant planning scheme.

Planning scheme zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

Types of buildings:

Nil

VACANT LAND

Objective:

To encourage the development of land and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including –

1. To recognise the rating impact on vacant land.

2. To ensure an equitable share of the rate assessment for vacant and other land.

3. To encourage the development of land.

Types and classes:

Rateable land having the relevant characteristics described in the Resolution of Council.

Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location:

Wherever located within the municipal district.

Use of land:

Any use permitted under the relevant planning scheme.
**Planning scheme zoning:**

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant planning scheme.

**Types of buildings:**

Nil.

**SOCIAL CLUBS/SOCIETY LAND**

**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including –

1. To ensure an equitable share of the rate assessment for properties the value of which have been affected by the development of land for the use by members and guests of a society or club.
2. To recognize the rating impact on properties used by a society or club.

**Types and classes:**

Rateable land having the relevant characteristics described in the Resolution of Council.

**Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council. The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

**Geographic location:**

Wherever located within the municipal district.

**Use of land:**

Any use permitted under the relevant planning scheme.

**Planning scheme zoning:**

The zoning applicable to each rateable land within this category, as determined by
consulting maps referred to in the relevant planning scheme.

**Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-2019 financial year.

**Motion**

Crs Danny Lowe / John Watson

That the recommendation be adopted.

**Carried**

**Division**

*A division was called for.*

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

*Councillors Mildren and Hall voted against the motion.*

**Comments recorded**

*During discussion of this item Cr Hall requested that her comments be recorded in the minutes.*

The Ombudsman's recommendation in the Waste Management Levy Report stated that the council reduce the amount of its waste management levy to reasonable costs of providing the service within three years of the date of the report. It did not state it had to be broken up over this period to address the amount.

I believe, as I stated at the last council meeting in May 2018, that we should address it as a whole in this budget because I believe in not doing so is condoning the overcharging for another 12 months.

I do not support overcharging the ratepayers to continue and I wanted this to stop and be addressed in this budget (2018-2019 Budget). It is what I believe the community expect council to do and is what they deserve going forward.

I believe this can be done without the big cuts to council services. So don't be swayed by the argument that states this would need to be done. If there is will to want to do it, it can be done.

This budget falls way short of addressing the whole amount of the Waste Management Levy and still leaves around $89 in the 2019-2020 Budget to still be addressed. $89 of overcharging for at least the next 12months. I cannot support this.
**8.5 - Appointment of acting Chief Executive Officer**

**Purpose of report**

The purpose of this report is for Wodonga Council (the council) to appoint a director as acting Chief Executive Officer (CEO) while the CEO is on leave from the Council.

**Background**

The CEO, Patience Harrington will be on leave from the Council for the period from July 11 to August 1, 2018, both dates inclusive.

It is proposed that the Director Planning and Infrastructure, Leon Schultz, be appointed for the period of the CEO’s absence.

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

**Council Plan**

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

**Council policy / strategy implications**

The appointment will ensure continuity of decision making during the absence of Ms. Harrington.

**Risk and opportunity management implications**

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

**Financial implications**

No financial implications are associated with the content or recommendation in this report.
8.5 - Appointment of acting Chief Executive Officer (cont’d)

Environmental implications

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

Social / cultural implications

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

Legislative implications

The *Local Government Act 1989* (the Act) requires the Council to appoint a person as CEO.

It is normal practice to appoint an acting CEO during periods of prolonged absence of the CEO from the Hovell Street office.

The process outlined in this report is consistent with the Act.

Community engagement and internal consultation

This matter has been discussed amongst the executive staff, and the proposed appointment is consistent with the approach of developing the leadership qualities of the executive team.

Options for consideration

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

2. Appoint Mr. Schultz for the period recommended in this report.

Conclusion

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

Attachments

Nil

Tabled papers

Nil
Declaration of conflict of interests

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

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

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 Director Planning and Infrastructure, Leon Schultz, be appointed as acting Chief Executive Officer for the period from July 11 to August 1, 2018, both dates inclusive; and

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

Motion

Crs Kat Bennett / John Watson

That:

1. The Director Planning and Infrastructure, Leon Schultz, be appointed as acting Chief Executive Officer for a three week period when the Chief Executive Officer, Patience Harrington is on leave during July and August 2018, with the CEO to provide written advice to the Mayor of the actual dates of the annual leave; and

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

Carried
In accordance with the resolution at Item four to change the Order of Business, item 8.6 was considered as the last item on the agenda – refer to pages 134 to 139 of these minutes.
8.7 - Park Names

Purpose of report

To provide feedback and recommendations of Wodonga’s Place Names Advisory Committee (PNC), on submissions received during a 28 day consultation period to name eleven parks in the Wodonga local government area.

Background

At the March 2018 Council meeting, the council resolved to give public notice of its intention to name eleven parks within the Wodonga local government area. Each park being proposed in the report had been researched and a small background developed on the individual/s outlining their achievements. A number of the parks in the report had also been allocated playground equipment and require a name for residents to clearly identify their location.

The public notice stated that persons may make a submission on the proposed names, and that written submissions must be received on a date that is at least 28 days after the publication of the notice. Further, if submissions were received, these be referred to the PNC for consideration and a report back to council.

An advertisement was placed in the Public Notice section of the Border Mail and added to the Make Wodonga Yours Website on the March 31, 2018, allowing the public to make comment until April 30, 2018.

The purpose of the consultation as recommended by the Office of Geographic Names (OGN), and described in the Naming Rules for Victoria, is to gauge community consensus. There were two official submissions received during the consultation period.

Submitter one

The Submitter identified the location of park four (Joseph Stockdale Park) as being within a cultural sensitive area. The submitter argued that a majority of the parks already named and proposed in the original report, where from white, male backgrounds and of persons of power and/or persuasion.

The submitter believes that by naming more parks after white males of persuasion and in particular park four, that council had missed an opportunity to name the park after a person of Aboriginal descent and associating a name to a place.

PNC Response

The PNC considered the submission and agree with the sentiments of the submitter’s argument. The PNC determined to remove park four (Joseph Stockdale Park) from the proposal and utilise the name in a different location at a later date. The PNC will make contact with local Aboriginal reference groups and local residents to determine suitable names for the location of park four.
The PNC also agreed to make greater effort to consider recipients that are of a cultural heritage background for naming parks into the future.

Submitter two

Submitter identified the name of a person lost to suicide and believes naming a park after the person would raise awareness of suicide prevention.

PNC Response

The submitter has not made any objection or supporting arguments with regards to the current naming proposals. The PNC will write to the submitter encouraging them to make a formal proposal and address the Council’s park naming guidelines with their submission.

Council Plan

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

Council policy / strategy implications

This report includes advice from the Council’s Place Names Advisory Committee.

Risk management implications

Some park signs already deployed have received various degrees of graffiti or wilful damage. On average there have been approximately twenty signs per year requiring maintenance and one sign requiring relocation since the first signs were deployed in 2010.

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

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary funds not available.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Ensure appropriate funding so that signs are erected in a timely manner.</td>
</tr>
<tr>
<td>Individual named discredited.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Local community concern. Media attention.</td>
</tr>
<tr>
<td>Sign costs over budget.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Expenditure for an individual unit is 5 - 10% over budget. Less signs released - Concern from public that signs slow to be distributed.</td>
</tr>
</tbody>
</table>
Financial implications

Since the inception of the park naming project in 2010, and providing all park names in this report are registered, a total of 97 new parks will have been named and signed which can be seen as an exceptional financial commitment by council.

The current cost to erect signs is now estimated at approximately $2000 per sign. Some parks may require two signs in some instances (dependent on size and number of access points).

If vandalism, graffiti cleaning and general maintenance is required, an estimate by the team leader, plant, fleet and building maintenance of approximately $60 per sign would be required.

<table>
<thead>
<tr>
<th></th>
<th>2017-2018 approved budget $</th>
<th>This proposal $</th>
<th>Variance to approved budget $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>30,000</td>
<td>20,000</td>
<td>$10,000</td>
<td>The minimum amount of signs required to complete all parks in this report would be 10 at $2,000 per unit (One or two signs per park). The approved budget listed could complete up to 15 parks.</td>
</tr>
<tr>
<td>Net result</td>
<td>(30,000)</td>
<td>(20,000)</td>
<td>$10,000</td>
<td></td>
</tr>
</tbody>
</table>

Environmental implications

Not applicable

Social / cultural implications

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

Legislative implications

The Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities (2016) document is the result of extensive stakeholder consultation and emphasises the important role naming rules have under the Geographic Places Names Act 1998. The rules advise naming authorities that the immediate and extended community should be consulted when naming features.
Council has conformed with the above rules and consulted via local media allowing for the full 28 day consultation period.

Community engagement and internal consultation

The ‘Naming Rules for Places in Victoria’ consultative process was followed with the proposals exhibited and advertised in the Border Mail and on the ‘Make Wodonga Yours’ website. All comments received from the public during the consultation/advertisement stage were analysed to determine community consensus.

Council had previously received ‘in principle’ support to use all eleven parks advertised during preliminary consultation with the Registrar of Geographic names.

An attempt to contact family members of listed nominees has also been completed with no resultant objections.

Below is the list of proposed nominees, their proposed location and number of signs required in brackets.

1. **Park name:** Jack Dunstan Park (1)
   **Location:** Jacka Street, Wodonga

   Jack Dunstan contributed greatly to Wodonga’s growth and development. From 1936, he grew Dunstan’s Timber to become one of the largest employers in the region, employing more than 180 people when sold in 1988. His broad community work included 50 years active membership of Rotary, 21 years on Wodonga Hospital Board and building up Wodonga Bowling Club.

2. **Park name:** Henrika Kuljurgies Reserve (1)
   **Location:** Charlton Rd, Killara

   After arriving in Australia in 1948, Henrika Kuljurgies stayed at the Bonegilla Migrant Reception and Training Centre where she met her husband Alfred. Henrika had created many well-known paintings in her Killara studio, all of which featured a magpie. They could be found throughout the community, including in hospitals and the Commercial Club Albury.

3. **Park name:** Ernie May Park (1)
   **Location:** Corner of Samantha Terrace and Lighthood Drive, Wodonga

   Ernie May was a printer at the *Wodonga and Towong Sentinel* newspaper for 25 years. For most of that time, he was also a Wodonga bandmaster and served as president of the Border and Northeast Band Association, secretary of the Wodonga Public Library and secretary of Wodonga Rifle Club.

4. **Park name:** REMOVED FROM PROPOSAL
   **Location:** Parnaby Street, Wodonga
5. **Park name:** Kosovar Park (1)  
**Location:** Bandicoot Lane, Bandiana

In 1999, Bandiana became one of eight army barracks in Australia to host 4000 Kosovar refugees. Many refugee families remained at the local safe haven until April, 2000. The Albury Wodonga Multicultural Resource Centre, local schools and the Albury Wodonga Community College played a pivotal role in looking after the refugees.

6. **Park name:** Bidgood Park (1)  
**Location:** Between Basil Court and Comfrey Court, Baranduda

John Bidgood was a native of Devonshire England, who arrived in Melbourne in 1870. The Bidgood family bought 213 acres in Staghorn Flat and conducted general farming and grazing. They also had some land under crop and vineyard. The descents of the Bidgood family continued farming at staghorn Flat and Wodonga West for 142 years until 2012.

7. **Park name:** Ida Schubert Park (1)  
**Location:** Corner of Jamison Drive and Barton Drive, Baranduda

Ida Schubert lived in the house she was born, in Yackandandah Rd, Baranduda all of her 101 years without electricity. She was one of six children to Baranduda pioneers, Otto and Mary Schubert. Ida and her sister Ethel were operators of the Baranduda telephone exchange and post office. She is remembered as independent, adventurous and fun.

8. **Park name:** Mel Read Park (1)  
**Location:** Simon Lane, Baranduda

As the Deputy Chairman of the Albury-Wodonga Development Corporation, Mel Read was one of the region’s most influential figures. In 1994, he retired from the corporation and was appointed the Wodonga City Council Chief Commissioner as part of the Kennett Government’s restructure of local government from 1994 to 1997.

9. **Park name:** Baranduda Fields (1)  
**Location:** 160 Kiewa Valley Highway, Baranduda

The site has been referred as ‘Baranduda Fields’ since the sports precinct project initiated.

10. **Park name:** Brian Callanan Park (1)  
**Location:** Elmwood Circuit, Wodonga

Brian “Nipper” Callanan moved to Wodonga in 1986 after he semi-retired from the Livestock Industry. He was a passionate member of Wodonga Football and the Wodonga and District Turf Club. Brian and his wife Mary became the first
8.7 - Park Names (cont’d)

owner/occupier of The Elmwood Development, a perfect place between the Football Ground and his Church.

11. Park name: Wilhelm Koschel Reserve (1)
Location: Off Beechworth-Wodonga Road, Wodonga

Wilhelm Koschel arrived in Wodonga in 1878 from Prussia and settled with his widowed mother and siblings. They bought a farm on the Beechworth-Wodonga Rd in 1880, was a successful winegrower before turning to dairying in the 1920s. The property was sold in 1951. Wilhelm and wife Amanda Olson reared 11 children, many descendants remain in the area.

Options for consideration

The PNC does not have any other considered options.

Conclusion

Following a 28 day consultation period in which two submissions were received, the PNC has determined community consensus and advises council to adopt the names of ten parks in this report.

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

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

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

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

GIS Coordinator - Paul Drummond
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That:

1. The following park names (location in brackets) be adopted:
   - Jack Dunstan Park (Jacka Street, Wodonga)
   - Henrika Kuljurgies Reserve (Charlton Road, Killara)
   - Ernie May Park (Corner Samantha Terrace & Lighthood Drive, Wodonga)
   - Kosovar Park (Bandicoot Lane, Bandiana)
   - Bidgood Park (Between Basil Court and Comfrey Court, Baranduda)
   - Ida Schubert Park (Corner Jamison Drive & Barton Drive, Baranduda)
   - Mel Read Park (Simon Lane, Baranduda)
   - Baranduda Fields (160 Kiewa Valley Highway, Baranduda)
   - Brian Callanan Park (Elmwood Circuit, Wodonga)
   - Wilhelm Koschel Reserve (Off Beechworth-Wodonga Road, Wodonga)

2. Advice be forwarded to the Registrar of Geographic Names to undertake the gazettal procedure.

Motion

Crs Kat Bennett / Danny Lowe

That the recommendation be adopted.  

Carried
8.8 - Procurement Policy

Purpose of report

To review and update the Procurement Policy which will direct and assist staff in ensuring the council’s procurement practices are efficient, clearly defined and deliver value for money in accordance with legislation and best practice.

Background

The Procurement Policy must be reviewed by council at least once in each financial year as per section 186A of the Local Government Act 1989. The Procurement Policy was last reviewed at the council meeting on February 27, 2017. The existing Procurement Policy meets all requirements.

A procurement audit was undertaken in January, 2018 and from this a recommendation was made that Council update the Procurement Policy to include the process for handling grievances and complaints. The Procurement Policy now acknowledges complaints handling and refers to Council’s Complaints Handling Policy and guidelines.

The Procurement Policy also now includes a statement on performance evaluation to support continual improvement in council procurement.

A key action in the 2016 review of the Procurement Policy was the introduction of ‘benefit to the local region’ principle. This is a mandatory criteria with a weighting of 10% which is applied to all tenders and quotations issued. The criteria ‘benefit to the local region’ consists of four questions which are outlined in the graph below and each respondent is required to provide council with information that addresses each question. The graph below also details the benefit that the local region has achieved for contracts awarded in the 2017-2018 financial year to date.

![Graph showing benefits to the local region YTD](image-url)
Another key action in the 2016 review of the *Procurement Policy* was that social procurement outcomes be reported to council on an annual basis. Key actions completed to date are as follows:

- Council set a target for expenditure with local social enterprises of 0.1% of rateable income in the 2016-2017 budget, growing by 0.1% each financial year to reach 0.5% in 2020-2021;
- Training on social procurement is ongoing;
- Local social enterprise database has been added to the council intranet;
- Procurement team has liaised with three local disability enterprises to understand their capability and capacity;
- Upcoming tenders and contracts due for expiry are reviewed to identify any projects suitable for disability enterprises and/or social enterprise suppliers and/or contractors; and
- The graph below shows council expenditure with local social enterprises in the 2017-2018 financial year to date.

![Expenditure with local social enterprises YTD](image)

The following projects have been awarded to a social enterprise who operate programs that aim to help disadvantaged people get a better chance in the job market;

1. Litter and garden maintenance program – Murray Valley Centre for the Intellectually Handicapped Inc. Approximate value $35,000.00 per annum.

2. Operation of the reuse shop facility - Worktrainers Ltd t/as GAME Traffic and Contracting – This program not only has social benefits but it also has environmental and economic benefits for the community. The program provides an alternative cost effective disposal method for the community’s unwanted goods and materials that otherwise would have been sent to land.
fill. These goods are then sold though the reuse shop – approximate value $60,000.00 per annum;
3. Traffic control - Worktrainers Ltd t/as GAME Traffic and Contracting – Value $6,000.00 per annum;
4. Traffic management services for the Queens Baton Relay – Value $10,000.00; and
5. Kalliana is being utilised for ad-hoc work at the Bonegilla Migrant Experience, current expenditure is approximately $10,000.00.

A total of five contracts were awarded to local suppliers who indicated that they provided employment and training opportunities for the unemployed or the disadvantaged.

Council Plan

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

Council policy / strategy implications

This package aims to establish clear council policy in the area of procurement.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing practices non-compliant with legislation</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Adopt attached policy</td>
</tr>
</tbody>
</table>

Financial implications

No direct financial impact will result from this review. However in the longer term financial benefits should arise for the council through better procurement practices as well as a higher level financial impact to the community through the growth and sustainability of social organisations.

Environmental implications

Environment should benefit from greater focus on sustainability which is clearly outlined as a guiding principle in the policy.
Social / cultural implications

Enhancing procurement practices through better policy should provide social benefits including:

- Helping to develop a broad, diverse and flexible supplier market;
- Leadership role played by the council in promoting the importance of good procurement practices;
- Council achieving savings by improving competition in the supplier market;
- Creating a level playing field for all suppliers – including social enterprises, Indigenous businesses, minority owned businesses and volunteer organisations, - ensures that council’s supply market remains dynamic, diverse and more competitive in the long-term;
- Greater employment and training opportunities can help to ensure the work readiness of local residents; and,
- Social procurement fosters a new social economy that encourages local involvement.

Legislative implications

It is a requirement of section 186A of the Local Government Act 1989 to review the procurement policy on an annual basis.

Community engagement and consultation

Research with other Victorian councils and Brisbane City Council regarding the adoption of social procurement has been extensive.

Options for consideration

1. Do nothing – not recommended as the Procurement Policy must be reviewed by council at least once in each financial year as per section 186A of the Local Government Act 1989.

2. Approve the attached council policy – recommended.

Conclusion

The Procurement Policy must be reviewed by council on an annual basis and the existing Procurement Policy meets all requirements. It is recommended that it be retained with the inclusion of the complaints handling and performance evaluation processes.
8.8 - Procurement Policy (cont’d)

Attachments

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

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

Contracts Officer - Melanie Holschier
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That following the annual review of the Procurement Policy, the attached policy be adopted.

Motion

Crs Danny Lowe / Tim Quilty
That the recommendation be adopted.  
Carried
1. PURPOSE

The purpose of the policy is to ensure probity in all of the council’s procurement activities, consistency across the organisation, ensure compliance with legislation, and openness and transparency of decision making.

2. OBJECTIVE

The aim of this policy is to ensure that the council’s procurement practices are efficient, clearly defined, deliver value for money and do so in accordance with the Local Government Act 1989 and the Local Government Procurement Best Practice Guidelines.

3. SCOPE

The Policy covers all activities related to purchasing of goods and services by all council staff across all business units.

4. POLICY STATEMENT

The council is committed to ensuring its purchasing practices are sustainable, efficient and deliver value for money, whilst encouraging a competitive environment amongst its suppliers and ensuring a safe working environment for its staff and contractors.

Council purchasing practices will be based on the following principles:

**Value for Money**
Obtain the best quality and value for the price and that the quality of the goods or services meets council’s criteria in regard to policy, performance, risk and costs constraints. Section 186(4) of the Local Government Act provides that council is not required to take the lowest price or accept any tender.

**Open and Fair Competition**
Treat all current and prospective suppliers and vendors fairly in an open and transparent manner without any bias or the perception of bias.

**Accountability**
Provide clear lines of responsibility and requirements for compliance with best practice guidelines.

**Risk Management**
Include management strategies to identify, minimise and control risk associated with different stages of the procurement process and to enhance council’s capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

**Probity and Transparency**
Demonstrate the highest levels of integrity consistent with the public interest. Ensuring fairness and impartiality towards suppliers; consistency and transparency in the competitive process; and providing security and confidentiality for the commercial interests of existing and potential suppliers.

**Sustainability**
The council is committed to adopting a green procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a value for money basis.

**Benefit to the local region**
The council is committed to supporting local businesses where such purchases are justified on value for money grounds, while remaining compliant with the *Competition and Consumer Act 2010* and other fair trading legislation requirements. A weighting percentage of 10% will be assigned to the criteria element of ‘Benefit to the local region’ and the council will fully examine where the business has its head office, the percentage of staff employed, percentage of materials, plant and equipment used and what impact the business offers the local community.

**Social Procurement**
Social Procurement involves using procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of goods, services and works. Social Procurement generates positive outcomes by building on initiatives already undertaken by the council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social needs of the vulnerable parts of our community.

**Diversity**
Promoting equality through procurement can improve competition, best value for money, the quality of public services, satisfaction among users and community relations. Council supports the establishment of a diverse supply chain, with particular focus on entities that deliver or have the potential to deliver social, economic and/or environmental benefit locally and/or regionally.

**Performance Evaluation**
The council will evaluate and report on the following aspects of procurement in order to continually improve its processes and outcomes:

- Contractor performance;
- Opportunities to improve processes; and,
- Process improvements.

**Complaint Handling**
Any complaints arising from the application of this policy will be addressed as per Council’s Complaint Handling Policy and guidelines.

5. ATTACHMENTS

Nil
6. RELATED POLICIES

- Complaint Handling Policy

7. RELATED LEGISLATION AND OTHER REFERENCES

- Local Government Act 1989
- The Victorian Charter of Human Rights and Responsibilities Act 2006
- Competition and Consumer Act 2010 (formerly known as Trade Practices Act)
- Australian Standards
- Victorian Local Government Best Practice Procurement Guidelines 2013
- Municipal Association of Victoria – Model Procurement Policy August 2011
- Victorian Government Purchasing Board Policies
- Department of Planning and Community Development
- City of Greater Geelong
- City of Ballarat
- Parramatta City Council
- Records Management Directive
- Johnsons MME

8. REVIEW

This policy will be reviewed once in each financial year. Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Procurement Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No:</td>
<td>POL/CCS/ES/CNL/00001</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>Governance and Customer Focus</td>
</tr>
<tr>
<td>Category:</td>
<td>Policy</td>
</tr>
<tr>
<td>Version:</td>
<td>Eighteen</td>
</tr>
<tr>
<td>Approved By:</td>
<td></td>
</tr>
</tbody>
</table>
8.9 - Municipal Emergency Management Plan 2018

Purpose of report

The purpose of this report is for Council to adopt the Municipal Emergency Management Plan (MEMP) 2018.

Background

The Emergency Management Act 1986 (EM Act) requires all councils to review and update their Municipal Emergency Management Plan (MEMP) on a three yearly basis. The updated plan is required to be adopted prior to July 4, 2018, to ensure a third party audit can proceed.

The MEMP records a municipality’s emergency management arrangements and includes:

- Key geographic and demographic information about the municipal district;
- The results of emergency risk analyses performed using CERA process;
- Outlines risk reduction strategies;
- Information about public awareness and education campaigns and other actions taken to increase community resilience;
- Response, relief and recovery activities;
- Contact lists of key council staff and other personnel needed during an emergency;
- Information on access to resources owned or controlled by the council, which are available for prevention, response and recovery activities, including the contact details of suppliers; and
- Content as required by legislation.

The EM Act defines an “emergency” as the actual or imminent occurrence of an event which in any way endangers or threatens the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or and any way endangers or threatens to endanger the environment or any element of the environment in Victoria.

Council’s resource response roles are to:

- Coordinate municipal resources in emergency response;
- Provide council resources when requested by emergency services or police during response activities;
- Maintain effective liaison with emergency agencies within or servicing the municipal district;
- Maintain an effective contact base so municipal resources can be accessed on a twenty four hour basis;
- Keep the municipal emergency coordination centre(s) prepared to ensure prompt activation if needed;
- Liaise with the Emergency Management Coordinator (EMC) and the Municipal Emergency Resource Officer (MERO) on the best use of municipal resources;
- Organise a response debrief if requested by the Municipal Emergency Response
Ordinary meeting – June 25, 2018

8.9 - Municipal Emergency Management Plan 2018 (cont’d)

- Coordinator (MERC), an appointee of Victoria Police;
- Ensure procedures and systems are in place to monitor and record expenditure by the council in relation to emergencies; and
- Perform other duties as determined.

Similarly, council’s relief and recovery roles are to:

- Coordinate municipal and community resources for relief and recovery;
- Assist with collating and evaluate information gathered in the post-impact assessment;
- Establish priorities for the restoration of community services and needs;
- Liaise with the EMC and MERO on the best use of municipal resources;
- Establish an information and coordination centre at the municipal offices or a location more appropriate to the affected area;
- Liaise, consult and negotiate with relief and recovery agencies and council on behalf of the affected community recovery committees;
- Liaise with the regional relief recovery committee and Department of Health and Human Services; and
- Undertake other specific relief and recovery duties as determined.

The MEMP ensures good linkages with the other relevant stakeholders and agencies involved, e.g. State Emergency Service (SES), Department of Health and Human Services (DHHS), Victoria Police, Department of Defence, Country Fire Authority (CFA) brigades and others, all of whom are part of the formal Municipal Emergency Management Planning Committee (MEMPC) that has endorsed the MEMP for Council to adopt.

Councils are regularly assisting other councils with the sharing of resources, particularly in emergencies and Wodonga Council staff have been seconded to other councils on two occasions in recent years.

The State Government has facilitated a memorandum of understanding (MOU) for resource sharing (to ensure insurance is available, etc.) and Wodonga Council is a signatory to that MOU. An MOU also exists between Wodonga Council and Albury City Council, with staff from either council being on the other council’s emergency management planning committee.

There are also a number of sub-plans relative to certain emergencies that again provide a finer level of detail, listing how the various agencies will respond, but more importantly, what preventative action will be taken. These are shown below and include WRENS land, flood, heatwave, etc.

**Links to other prevention/mitigation plans/sub-plans**

Within the municipality a number of prevention or mitigation plans have been developed for responding to and recovering from specific emergencies. Their relationship to this plan is shown below.
The 2016 West Wodonga fire was a good demonstration of how the various agencies work together. In particular, council staff supported the CFA with the provision of council water tankers to supply water to CFA fire fighting vehicles at the fire ground. Similarly, the community meeting which was held at Victory Lutheran College, was a joint Council / CFA event.

All neighbourhood safer places (NSPs) across the state are listed on the CFA website. The state fire message of leaving early requires greater prominence and these messages will be advertised in CityLife for the coming fire season. Councils NSP’s are listed on the Council website.

### Council plan / key strategic activity

<table>
<thead>
<tr>
<th>Strategic objectives</th>
<th>Strategy</th>
<th>Key priority activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community</td>
<td>Emergency management</td>
<td>Review the municipal emergency management plan to ensure efficient and effective implementation</td>
</tr>
</tbody>
</table>

### Council policy / strategy implications

It is council policy that legislative requirements are met, in this instance, those required under the EM Act. The Council Plan also places a great emphasis on the
8.9 - Municipal Emergency Management Plan 2018 (cont’d)

protection of our community whether under threat of an emergency or in anticipation thereof.

Risk management implications

Wodonga Council recognises that it has a key role in reducing the risk or minimising the effects of emergencies that may occur in the municipality. Along with the various agencies responsible for prevention activities throughout the community, the council’s enforcement and continued review of existing policies in land use, urban planning, building codes and regulations, combine to ensure that appropriate control measures possible are implemented to reduce the likelihood of emergencies. The MEM Planning Committee plays a significant role in prevention by identifying potential hazards and developing risk control strategies. Wodonga Council’s risk management process assists in finding ways to avoid or minimise risks, by identifying:

- What could go wrong;
- How likely it is to occur;
- What the consequences would be;
- What controls already exist that make it less likely to occur or for the consequences to be less severe; and
- What other strategies we could undertake to decrease the likelihood or consequences.

The Community Emergency Risk Assessment (CERA) process is informed by community communication and consultation. It is in line with both the current standards of AS/NZS 4360:2004 (Australian New Zealand Standard - Risk Management) and AS.NZS/ISO 31000:2009 - Risk Management Principles and Guidelines (International Standard for Risk Management). The process involves:

- Establishing the context;
- Identifying risks;
- Analysing risks;
- Evaluating risks;
- Treating risks; and
- Monitoring and reviewing the process.

The main risks to Wodonga have been identified using this process. They include:

- **Environment** (waste handling and disposal, risk identification, waste and energy use minimisation, incident management, environmental performance reporting);
- **Technology and information management** (information needs, data collection and integrity, risk identification information technology standards, disaster recovery, security and back-up, systems maintenance);
- **Service delivery** (communication, compliance, purchasing and supply, contract management system, contractors’ risk management and business continuity);
- **People** (recruitment and selection, contractors and contractor safety, occupational health and safety, training and competency, equal employment
opportunity – equity and diversity, workplace relations, performance management, public safety);

- **Financial and economic** (compliance, risk identification and assessment, financial accountabilities and delegations, training and competencies, segregation, reporting, fraud and corruption control);

- **Assets and security** (asset management and security accountability, inspection and maintenance, risk identification, asset and equipment training and competency, security needs);

- **Ethics and corporate image** (issues and grievances, external communications, pecuniary interests, organizational code of conduct, corporate social responsibility, whistle blowing); and

- **Leadership and corporate governance** (mission, vision, values; policy and procedures, self-assessment/ internal audits, accountabilities / responsibilities, committees, continuity of management).

**Community Emergency Risk Assessment (CERA) Process**

The CERA process was utilised in the preparation of this MEMP by the MEMPC. It provides a framework for considering and improving the safety and resilience of the community from hazards and emergencies that aligns with the *ISO 31000:2009 Risk Management Standard*.

The CERA approach aims to understand the likely impacts of a range of emergency scenarios upon community assets, values and functions. As such, CERA provides an opportunity for multiple community impacts and consequences to be considered enabling collaborative risk treatment plans and emergency preparedness measures to be described.

To use the CERA process, the CERA tool, developed by the State Emergency Service (SES) was utilised. It provides a robust framework for a ‘community of interest’ to identify and prioritise those emergency risks that are likely to create most disruption to them. The assessment tool assisted in identifying and describing hazards and assesses impacts and consequences based upon the vulnerability or exposure of the community or its functions.

The outputs of the assessment process were used to inform the MEMP, introduce risk action plans and ensure that communities are aware of and better informed about hazards and the associated emergency risks that may affect them.

<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>All costs for response and recovery are not provided in budgets.</td>
<td>3</td>
<td>B</td>
<td>Moderate</td>
<td>Provide a suitable budget to ensure all actions can be accommodated.</td>
</tr>
<tr>
<td>Breach of legislation- plan is not adopted by Council.</td>
<td>3</td>
<td>C</td>
<td>Moderate</td>
<td>Plan is adopted.</td>
</tr>
<tr>
<td>Plan is predicated on a 24/7/365 response, however staff may not be available.</td>
<td>2</td>
<td>B</td>
<td>Moderate</td>
<td>Ensure a suitable business continuity plan is in place.</td>
</tr>
</tbody>
</table>
8.9 - Municipal Emergency Management Plan 2018 (cont’d)

The MEMP has a specific section that addresses the risk profile of the municipality. Those known and likely emergency risks have been identified using the CERA process as described.

Financial implications

There are no specific costs relating to the adoption of the MEMP. However, apart from being available on-call, the MERO and if needed the MRM, have the added tasks of attending or conducting emergency management meetings, training exercises, debriefs, off-site training programs, seminars and actual emergency events.

Currently Council has an Emergency Management Coordinator which is funded until June, 2020 through the state government’s municipal emergency resource program (MERP). Without a long term funding commitment from the state government and with rate capping which limits council from raising additional revenue, this position and our ability to respond, is at risk.

National Disaster Financial Assistance (NDFA)

Following a natural disaster, impacted local councils should first contact their insurance provider to discuss whether assets are covered under their insurance arrangements prior to seeking assistance from DTF under the NDFA / Commonwealth-State Natural Disaster Relief and Recovery Arrangements (NDRRA).

Natural Disaster Financial Assistance for local councils is provided to assist in the recovery process and to alleviate some of the financial burden that may be experienced following a natural disaster, in accordance with the NDRRA.

Usually, local councils lodge a claim for reimbursement of expenses incurred immediately, during or after an event, or throughout the recovery and rebuilding process (within the allowable time period). If a council faces hardship, and will struggle to meet expenditure requirements, they can request an advance payment from DTF. This will then be acquitted by submitting claims for actual expenditure as it occurs.

Environmental implications

Having a suitable plan detailing relevant responses and preventive actions should ensure a greater level of safety for our community and the protection of the natural environment. Earlier and more organized responses should ensure reduced pollution occurs, e.g. hazmat spills from trucks, fire escapes etc.

As noted in the update of the plan, there is now a greater focus on relief and recovery based on the related environments.

Functional areas of recovery

There are four functional areas to consider:
Social environment
The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing.

Built environment
The built environment considers the impacts that an event may have on essential physical infrastructure including essential services, commercial and industrial facilities, public buildings and assets and housing.

Economic environment
The economic environment considers the direct and indirect impacts that an event may have on business, primary producers and the broader economy.

Natural environment
The natural environment considers the impact that an event may have on a healthy and functioning environment which underpins the economy and society. Components of the natural environment include air and water quality, land degradation and contamination, plant and wildlife damage/loss, national parks, cultural and heritage sites.

Each of these functional areas overlap considerably and require co-ordination and collaboration to address issues arising from an emergency.

Social / cultural implications
This plan provides the community with an assurance that Council and relevant agencies have a planned response to deal with emergencies. The bulk of the members of the MEMP planning committee operate on a 24/7 cycle with all positions being filled at all times, e.g. CFA, VicPol and the SES. This plan will require council staff to function in a similar manner.

Legislative implications
It is a statutory requirement that Council adopt a MEMP which can be adequately implemented.

Through the re-drafting process, a number of changes have been identified, generally relating to a changed state government or statutory authority stance. Two examples include that the Red Cross no longer provide food for volunteers or staff, with that cost now being directed to the agency or council; and the attendance by council staff at all house fires where the occupier is required to move out of home. These functions were previously provided through support agencies and thus not directly funded by council. These changes and others listed in attachment A highlight a gradual shift of cost from the community or the state government onto local government. It is recommended that council continue to lobby for suitable funding from the State.
Community engagement and internal consultation

There is always a great demand for information before, during and after emergencies and it is often one of the major issues raised in debriefs and reviews. Accurate and timely information is vital to allow community members to adopt behaviours and take actions appropriate to the emergency.

An engaged community involved in the decision-making processes associated with emergency management activities is more likely to be responsive, resilient and self-managing when emergencies do arise. Community consultation and engagement is carried out in line with Wodonga Council’s Community Relations Strategy 2017 - 2020. This strategy identifies visions for three critical activities undertaken by the community relations team. Customer focus, community engagement and media relations, and sets out objectives, strategies and action plans to achieve these visions. It identifies the important links between these activities and shows how the teams can work together to produce a better outcome for the community.

The strategy supports the implementation of a large number of key priority activities identified in the council plan, as well as directly addressing the following:

- Review and implement a community engagement strategy;
- Review and update the council’s communication strategy, using a wide range of mediums to convey messages in a timely and appropriate way;
- Develop a social media plan which maximises the interaction between council and the community; and,
- Develop a customer focus strategy for the delivery of outcomes and services to the community.

For the purposes of this strategy, the four actions above have been covered in the community strategy to maximise use of resourcing and community benefit.

Community awareness programs should aim to provide real, useable information that is appropriate to both the nature of different types of emergencies and the target community. This information, in the form of community awareness and education messages, may be distributed:

- Electronically, for example radio, television;
- By online technology, for example websites;
- By social media, for example SMS messages;
- In response to telephone inquiries; and,
- By printed release.

The CFA, Victorian SES and the Department of Environment Land Water and Planning all have informative websites to keep the community informed in the event of an emergency. They are as follows:

- www.cfa.vic.gov.au – Country Fire Authority
Wodonga Council supports a range of programs and activities that engages communities in building resilience to the effects of emergencies and disasters.

The MEMPC is made up of all the relevant emergency management stakeholders and all have had input into the development of this plan. This committee has already endorsed the plan and now seeks council adoption of the MEMP.

Options for consideration

Option One- Do nothing. This option is not recommended as a council must adopt a MEMP in accordance with state legislation.

Option Two- Adopt the MEMP. This option is recommended as it provides all agencies involved in an emergency with clear delineations and expectations.

Conclusion

The current MEMP has been in existence for three years and was considered useful during that period. The MEMPC notes the demands are changing and thus the plan has been updated to reflect those demands. The adoption of this MEMP will ensure that Council:

(a) provides a planned approach to emergency management activity within the municipality, and

(b) meets its statutory obligations.

Attachments

The following documents are attached to this report:

- Attachment A: Changes in emergency management planning

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Municipal Emergency Management Plan

Declaration of conflict of interests

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

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

Emergency Management Coordinator - Paul Leddy
In providing this advice as the report author, I have no interests to disclose in this report.

**Recommendation**
That the Municipal Emergency Management Plan 2018, as tabled, be adopted.

**Motion**
Crs John Watson / Tim Quilty
That the recommendation be adopted.  
Carried
### Recurrent funding for Emergency Management Coordinator (EMC)

State government funding has been provided for a limited tenure position at 63 councils across the state. With the proposed none funding of the previous limited tenure positions, numerous incumbent staff resigned and left their positions due to the insecurity of employment. This resulted in a large changeover of staff across the state, loss of knowledge and time lost in new recruitment.

It is important that councils secure long term funding. Options include lobbying the state government and also the MAV.

The current budget details an income of $80K and expenditure of $100K this year. This is predicated on NO actual emergency occurring.

### Red Cross

Victoria’s Red Cross has ceased involvement in the supply of food for volunteers and staff attending an emergency. This will move to the response agencies, which will include council in some circumstances. This is now included in the annual budget.

### Small incidents – house fires etc.

All type of small incidents are coming in under the umbrella of emergency management. Single house fires and the like whereby one is required to leave their house, is deemed an emergency response – thus at times – a council issue.

A recent murder case in a nearby council became a community incident with council becoming a major contributor in organising a community response.

Costs can only be determined after an actual event.

### Supply of equipment

It is expected that councils have agreements with all types of local contractors as a large consumer of contract use. This is not the case often and councils have little direct contact (or contract) with suppliers. It is also expected that council will secure these contractors (and pay for them at times).

In a declared emergency these costs can be claimed. If the event is not declared, council would be responsible for those costs. Costs to be determined on an individual basis.

### Lack of state wide template

With the continual “push” by the state government that local government take a greater lead role, particularly in recovery functions, a state wide template should be prepared to ensure all councils have and meet similar expectations. Hopefully this template would only become operational with the agreement of the bulk of councils. The current “audit” system appears to be aimed at ensuring councils meet the audit conditions rather than detailing their limitations.

Costs and time to prepare for an audit could be reduced considerably.

### Plan owner

Whilst numerous other agencies have high levels of involvement, Council is the plan “holder” and as such is deemed to be the “owner”. Costs for plan co-ordination are now covered in the annual budget.

### Council contribution to emergencies

Councils are responsible for the immediate costs incurred in any emergency. If the event is declared a disaster, access to Natural Disaster
Financial Assistance (NDFA) funding is possible. There are a number of costs that are ineligible to be claimed such as:
- costs associated with investigative techniques to prove the existence of damage or the cause of damage to an asset,
- costs associated with preparing and lodging a claim,
- consequential costs, e.g. business interruption, loss of revenue, damage not caused directly by the event

This cost cannot be calculated until an event occurs but is likely to exceed $1,000 per claim just in claim handling.

<table>
<thead>
<tr>
<th>Relief Centres</th>
<th>It is incumbent upon Council to open up relief centres if necessary in an emergency event. The cost for this process would be met by the Council. E.g. the opening of the Cube as occurred three years ago is likely to exceed $2,000 per day with 200 people in attendance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>24/7 availability</strong></td>
<td>Councils do not generally operate on a 24/7 basis as occurs with other emergency services. There is no automatic replacement of absent staff as occurs with CFA, Police and Ambulance. To maintain a 24hour /7day on call service accrues an allowance of $20,000. This is now part of the annual budget.</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>To maintain awareness and skills, particularly due to the infrequency of emergency events, all relevant staff require regular training and updating. To maintain the above listed 24/7 service, ten staff are now trained. Costs of $1500 are in the annual budget.</td>
</tr>
</tbody>
</table>
8.10 - Sport and Recreation Victoria Funding Programs

Purpose of report

The purpose of this report is to provide options and recommendations of projects for the 2019-2020 Sport and Recreation Victoria Funding Programs.

Background

Wodonga Council’s Sport and Recreation Plan 2014-2040 outlines the important role council plays in providing recreation and sporting infrastructure, spaces and services, as well as advocating and encouraging participation.

Each year council officers present the State funded sports grants to the council.

The Victorian Government has released its annual sport and recreation infrastructure programs that provide grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. The programs currently open for applications includes:

- 2018-19 Better Indoor Stadiums Fund
  This funding program is aimed at supporting the development of indoor multi-sport stadiums across Victoria.

- 2019-20 Community Sports Infrastructure Fund (CSIF)
  The CSIF program helps provide high quality, accessible community sport and active recreation infrastructure. Categories under the Community Sports Infrastructure Fund includes Better Pools, Major Facilities, Small Aquatics Projects, Minor Facilities, and Planning.

- 2018-19 Female Friendly Facilities Fund
  This program provides funding to councils to develop sporting facilities to enable, facilitate and retain participation by women and girls.

- 2018-19 World Game Facilities Fund
  This program provides funding to support local football (soccer) clubs and organisations to upgrade existing or develop new facilities in Victoria.

It is important to note that any matching grants from the council are not required until the 2019-2020 financial year, however, a council resolution committing to those funds is required for the funding application.
The funding categories are as follows:

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Funding amount</th>
<th>Ratio</th>
<th>Closing Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better Indoor Stadiums</td>
<td>Up to $3 million</td>
<td>SRV $1: $1</td>
<td>August 6, 2018</td>
<td>One application</td>
</tr>
<tr>
<td>Female Friendly Facilities</td>
<td>Up to $500,000</td>
<td>SRV $2: $1</td>
<td>July 23, 2018</td>
<td>One or more applications with a total (combined) funding request of up to $500,000</td>
</tr>
<tr>
<td>World Game Facilities Fund</td>
<td>Up to $250,000</td>
<td>SRV $2: $1</td>
<td>May 30, 2018</td>
<td>Up to two applications for a total (combined) funding amount of $250,000</td>
</tr>
<tr>
<td>Community Sports Infrastructure Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Better Pools</td>
<td>Up to $3 million</td>
<td>SRV $1: $1</td>
<td>June 25, 2018</td>
<td>One application can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.</td>
</tr>
<tr>
<td>Major Facilities</td>
<td>Up to $800,000</td>
<td>SRV $1: $1</td>
<td>June 25, 2018</td>
<td></td>
</tr>
<tr>
<td>Small Aquatic Projects</td>
<td>Up to $250,000</td>
<td>SRV $2: $1</td>
<td>June 25, 2018</td>
<td></td>
</tr>
<tr>
<td>Minor Facilities</td>
<td>Up to $250,000</td>
<td>SRV $2: $1</td>
<td>June 25, 2018</td>
<td>May apply for maximum grant amount for up to two projects.</td>
</tr>
<tr>
<td>Planning</td>
<td>Up to $30,000 or $50,000 for regional planning</td>
<td>SRV $2: $1</td>
<td>June 25, 2018</td>
<td>One application however an additional regional planning application may also be submitted.</td>
</tr>
</tbody>
</table>

Council officers have reviewed the assessment criteria associated with each program, council’s recreation planning documents and requests from local clubs to develop recommendations for each funding category. *Attachment A: Sport and Recreation Victoria Funding Options for Consideration* is a summary of all projects for consideration and recommended to proceed to application.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the health and social outcomes for all people in Wodonga to create a healthy, safe, equitable and inclusive community</td>
<td>Being active</td>
<td>Plan and deliver appropriate, well-planned and sustainable infrastructure and improvements to sporting and recreation precincts across the city</td>
</tr>
</tbody>
</table>
8.10 - Sport and Recreation Victoria Funding Programs (cont’d)

Council policy / strategy implications

- Sport and Recreation Plan
- Physical Activity Strategy
- Recreation Facility Maintenance and Development Policy
- Sports Precinct Master Plans

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer labour and in kind support from clubs will not be completed.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Completion of volunteer labour forms are part of application process. Clear and written understanding of the commitment by clubs prior to the application being submitted. Project meetings held with clubs on successful application prior to the works commencing and throughout the delivery of the project.</td>
</tr>
<tr>
<td>Proposed costs does not meet budget.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Costings developed by qualified contractors or quantity surveyors. Contingency allocations included in project budgets.</td>
</tr>
<tr>
<td>The council is unable to deliver the project in the required timeframe.</td>
<td>4</td>
<td>D</td>
<td>L</td>
<td>Suitable timeframes provided by state government for project delivery. Projects recommended have completed planning works prior to application.</td>
</tr>
</tbody>
</table>

Financial implications

Attachment A: Sport and Recreation Victoria Funding Options for Consideration outlines the details of each of the projects total costs, contribution from community groups and the requested financial contribution from the council.

Councils must approve and underwrite any in-kind contribution.

The following table outlines the projects which are recommended for application and the requested council contribution.

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>TOTAL PROJECT COST</th>
<th>GRANT</th>
<th>USER CONTRIBUTIONS</th>
<th>COUNCIL CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better Indoor Stadium Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wodonga Senior Secondary College Stadium</td>
<td>$4,650,950</td>
<td>$2,325,475</td>
<td>$2,325,475</td>
<td>$0</td>
</tr>
<tr>
<td>World Game Facilities Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Park cricket/soccer pavilion redevelopment</td>
<td>$300,000</td>
<td>$200,000</td>
<td>$30,000</td>
<td>$70,000 Currently in council’s forward budget</td>
</tr>
</tbody>
</table>
### 8.10 - Sport and Recreation Victoria Funding Programs (cont’d)

<table>
<thead>
<tr>
<th></th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
<th>Amount 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>La Trobe Soccer</td>
<td>$87,000</td>
<td>$50,000</td>
<td>$18,500</td>
<td>$18,500</td>
</tr>
<tr>
<td>Facility Lighting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Friendly</td>
<td>$240,000</td>
<td>$160,000</td>
<td>$0</td>
<td>$80,000</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerald Oval Pavilion Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$240,000</td>
<td>$160,000</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Sports Infrastructure Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Park Lighting Upgrade</td>
<td>$250,000</td>
<td>$150,000</td>
<td>$100,000</td>
<td>$0</td>
</tr>
<tr>
<td>Birallee Park outdoor cricket nets redevelopment</td>
<td>$220,000</td>
<td>$100,000</td>
<td>$36,000</td>
<td>$84,000</td>
</tr>
<tr>
<td>*Regional Soccer Facility Feasibility Study</td>
<td>$60,000</td>
<td>$40,000</td>
<td>*$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Totals</td>
<td>$5,807,950</td>
<td>$3,025,475</td>
<td>$2,519,975</td>
<td>$262,500</td>
</tr>
</tbody>
</table>

*Awaiting written confirmation of AlburyCity’s financial contribution

Club contributions are still to be finalised (cash and/or in kind) which will reduce the council contribution for the recommended projects.

The presented projects request $28,500 of council contribution in addition to what has currently been forecast in the forward budget.

**Environmental implications**

Projects submitted under this funding program are required to address issues around safety, risk management, universal design principles and environmentally sustainable design elements in the application.

The projects presented improve or develop the council’s existing assets.

**Social / cultural implications**

The projects presented for consideration are aimed at improving the provision and sustainability of recreation facilities across Wodonga and therefore supporting access and opportunities for physical activity.

The provision of sporting infrastructure provides the opportunity for people to participate in sports, both formal and informal, and contributes to, and encourages an individual’s propensity to be physically active resulting in improved health outcomes. Environments and infrastructure that support greater levels of physical activity, works in reducing the incidence of obesity and improving mental health outcomes.
8.10 - Sport and Recreation Victoria Funding Programs (cont’d)

Legislative implications

N/A

Community engagement and internal consultation

The council invited all sporting and recreation groups to submit expression of interest under the Minor Facilities, Cricket Facilities and Female Friendly Facilities Categories.

Council officers have consulted with Sport and Recreation Victoria to determine the strength of individual projects in satisfying the criteria of the Community Sports Infrastructure Fund.

Options for consideration

The options presented are:

1. Support the submission for the recommended applications for the Sport and Recreation Victoria funding programs for 2019-2020; or

2. Do not support the submission for the recommended applications for the Sport and Recreation Victoria funding programs for 2019-2020.

Conclusion

The Victorian Government provides a variety of annual funding programs to support sport and recreation facility developments.

Recommended projects for the council’s consideration have all been assessed based on the funding criteria to maximise the potential success of applications.

Council officers have also considered the directions and priorities of the council’s sport and recreation plan and precinct master plans to determine the proposed projects for presentation.

These annual funding programs provide a great opportunity to assist in the council in funding the improvement and development of sport and recreation facilities within the city to increase community physical activity.

Attachments

The following documents are attached to this report:
- Attachment A: Sport and Recreation Victoria funding options 2019-2020

Tabled papers

Nil
### Declaration of conflict of interests

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

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

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

<table>
<thead>
<tr>
<th><strong>Recommendation</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>That the applications for funding listed in the officer report be supported for the Sport and Recreation Victoria Funding programs for the 2019-2020 financial year.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Motion</strong></th>
<th></th>
</tr>
</thead>
</table>
| Crs Danny Lowe / John Watson  
That the recommendation be adopted. | Carried |

**Conflict of interest disclosure**

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

Cr Mildren left the meeting at 6.49pm. Cr Mildren returned to the meeting room at 6.54pm after the resolution for item 8.10 was carried.
<table>
<thead>
<tr>
<th>Project title</th>
<th>Project details</th>
<th>Project Cost</th>
<th>SRV Grant</th>
<th>User group Contribution</th>
<th>Proposed Council contribution</th>
<th>Does this meet the funding objectives</th>
<th>Does this meet Council strategies and plans</th>
<th>Comments</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Park Lighting Upgrade</td>
<td>The replacement of the floodlighting on John Flower Oval (main oval) with LED lighting and install solar panels to support sustainable operations into the future.</td>
<td>$250,000</td>
<td>$150,000</td>
<td>$100,000</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
<td>Contribution from club requiring assessment and finalisation. Project included in site master plan. Project is no cost to council</td>
<td>recommended to proceed with application</td>
</tr>
<tr>
<td>Birallee Park outdoor cricket nets redevelopment</td>
<td>Development of new outdoor cricket nets adjacent to the regional cricket facility to service the regional cricket facility and Wodonga Raiders Cricket club.</td>
<td>$220,000</td>
<td>$100,000</td>
<td>$36,000</td>
<td>$84,000</td>
<td>yes</td>
<td>yes</td>
<td>Work has been identified as part of the long term plan for the regional cricket facility. The outdoor nets will replace the existing nets within Birallee Park</td>
<td>recommended to proceed with application - council funding in council's forward budget</td>
</tr>
<tr>
<td>Female Friendly Facilities (2 applications for the maximum grant amount of $250,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additional grant funding may be achieved by combining capital funding with public toilet renewal funding.</td>
<td>recommended to proceed with application - council funding in council's forward budget</td>
</tr>
<tr>
<td>Emerald Oval Pavilion development</td>
<td>Construction of a sports pavilion to service the users of Emerald Oval.</td>
<td>$240,000</td>
<td>$160,000</td>
<td>$0</td>
<td>$80,000</td>
<td>yes</td>
<td>yes</td>
<td>Contribution from Albury City Council required and study is to consider facility options across Albury and Wodonga. *Still</td>
<td>recommended to proceed with application</td>
</tr>
<tr>
<td>Planning Category - Up to $30,000. One application only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project title</td>
<td>Project details</td>
<td>Project Cost</td>
<td>SRV Grant</td>
<td>User group contribution</td>
<td>Proposed Council contribution</td>
<td>Does this meet the funding objectives</td>
<td>Does this meet Council strategies and plans</td>
<td>Comments</td>
<td>Recommendation</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
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<td>-------------------------------</td>
<td>-------------------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Better Indoor Stadiums Fund (one application up to $3 million)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>awaiting written confirmation.</td>
<td></td>
</tr>
<tr>
<td>Wodonga Senior Secondary College Stadium Project</td>
<td>Development of a two court indoor stadium and Wodonga Senior Secondary College</td>
<td>$4,650,950</td>
<td>$2,325,475</td>
<td>$2,325,475</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
<td>Submitted in last round of funding. Recommended from SRV to resubmit project for consideration.</td>
<td>recommended to proceed with application</td>
</tr>
<tr>
<td>World Game Facilities Fund (Councils may apply for the maximum grant amount of $250,000 for up to 2 projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project addresses current poor facility.</td>
<td>recommended to proceed with application - council funding in council's forward budget</td>
</tr>
<tr>
<td>Kelly Park cricket/soccer pavilion redevelopment</td>
<td>Redevelopment of the cricket and soccer pavilion at Kelly Park</td>
<td>$300,000</td>
<td>$200,000</td>
<td>$30,000</td>
<td>$70,000</td>
<td>yes</td>
<td>yes</td>
<td></td>
<td>recommended to proceed - council funding commitment required</td>
</tr>
<tr>
<td>La Trobe Soccer Facility Lighting</td>
<td>Upgrade of pitch 1 to 200lux and upgrade of pitch 2 to 100 lux to provide access for night games and improved training capacity</td>
<td>$87,500</td>
<td>$50,000</td>
<td>$18,500</td>
<td>$18,500</td>
<td>yes</td>
<td>yes</td>
<td>Project is renewal works to improve existing use of the Latrobe Soccer Facility for Wodonga Diamonds Football Club and Murray United Football Club</td>
<td></td>
</tr>
<tr>
<td>Better Pools, Major Facilities and Small Aquatic Projects (one application)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>no projects recommended</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
8.11 - Draft Gateway Island Master Plan

Purpose of report

The purpose of this report is to seek the Council’s endorsement of the Draft Gateway Island Master Plans for public exhibition.

Background

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

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

The work undertaken to date, in accordance with the project scope has highlighted various matters which need to be taken into consideration in preparing the draft documentation.

These matters were set out within the Preliminary Issues Paper workshopped with the councillors at the briefing held on 29 January 2018.

Following this briefing, Spiire and the consultant team commenced a community engagement program which has now produced the Consultation Report – March 2018.

The councillors were once again briefed by the project consultant team on 28 May 2018 and were provided with feedback which has now been incorporated into the draft documentation under consideration.

Included within the Gateway Island Master Plan documentation and attached is:

Document A – Gateway Island Master Plan Draft #1 (June 2018)
Document B – Phase 2 – Community Engagement (March 2018)
Document D – SWOT Analysis
Document E – Phase 4 Engagement Plan (June – August 2018)

It is likely that the above documents will not be placed on public exhibition as they largely form the background for the derivation of the Master Plans.

A full set of A1 plans of the Gateway Island Master Plan has been placed in the councillor lounge and will be tabled at the council meeting on 25 June 2018. Due to their size, these have not been attached to this report.

The Draft Gateway Island Master Plan is presented to the Council seeking its endorsement to commence a period of formal public exhibition to ensure that the feedback provided to the process, undertaken during Phase 1 of the project, has
8.11 - Draft Gateway Island Master Plan (cont’d)

been adequately captured and represented within this precinct master plans.

**Council Plan**

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future.</td>
<td>Land use planning</td>
<td>Develop a master plan for Gateway Island including Gateway Village and the Gateway Lakes precinct.</td>
</tr>
</tbody>
</table>

**Council policy / strategy implications**

The 2017-2018 to 2020-2021 Council Plan sets out the Council’s plans with regard to Gateway Island. The work being undertaken underpins the strategic objective of protecting, enhancing and managing our unique natural environments, plans for its growth and development and demonstrates responsible stewardship of this amenity into the future.

**Risk management implications**

No risks have been identified for the public exhibition phase of the project.

**Financial implications**

There are no financial obligations outside of the contract associated with this phase of the public exhibition.

**Environmental implications**

There are no environmental implications associated with placing the Draft Gateway Island Master Plan on exhibition.

**Social / cultural implications**

There are no identified implications associated with placing the Draft Gateway Island Master Plan on exhibition.

**Legislative implications**

There are no identified implications associated with placing the Draft Gateway Island Master Plan on exhibition.

**Community engagement and internal consultation**

A full and comprehensive community engagement plan has been assembled and is at document E to this report.
8.11 - Draft Gateway Island Master Plan (cont’d)

Options for consideration

**Option 1 – do nothing.**
This is not recommended as the Draft Gateway Island Master Plan has been refined to a point where further community engagement is sought prior to finalisation and adoption later this year.

**Option 2 – Endorse the Draft plans for formal community exhibition.**
The Draft Gateway Island Master Plan has been compiled based on extensive initial community engagement, stakeholder input and discussions with the users, Albury Council and council’s own PCG.

Two councillor workshops have been held which have further refined the master plans and prepared them for formal exhibition, which is **recommended.**

**Conclusion**

The master planning of the Gateway Island has long been a strategic objective of the council and the allocation of the budget for these works in the 2017/2018 council budget signalled council’s clear intention to progress these works.

Following the appointment of the consultant team and the commencement of the project, a significant and insightful community engagement process commenced wherein approximately 325 people participated in face-to-face workshops, a further 60 written submissions were received via council’s online facility and 23 comments were received via other social media channels.

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

The workshops held with councillors and others have refined these plans, taking into consideration the range of input received.

In order to progress the master plans, final community feedback is now sought on the interpretation of the earlier feedback, with a view of finalising the Gateway Island Master Plan by the end of 2018.

**Attachments**

Nil

**Tabled papers**

The following documents will be tabled at the meeting:
- Document A: Gateway Island Master Plan Draft #1
- Document B: Phase 2 - Community Engagement
8.11 - Draft Gateway Island Master Plan (cont’d)

- Document C: Draft Tourism and Economic Assessment
- Document D: SWOT Analysis
- Document E: Phase 4 Engagement Plan

Declaration of conflict of interests

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

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

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

Recommendation

That the Draft Gateway Island Master Plan be endorsed for formal exhibition for the period 25 June 2018 to 10 August 2018.

Motion

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

Carried
Purpose of report

The finance report provides a monthly update to the council on the performance of its business operations.

Background

This report is provided on a monthly basis. It provides financial information including comparison with budgets with regards to:

- Income Statement
- Capital Works
- Balance Sheet
- Treasury (cash management)

Council Plan

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

Council policy / strategy implications

The finance report is part of the council’s practice of openness and transparency in its provision of information to the community.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C'quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to achieve current budget due to tight budgets and unforeseen events and needs being higher than budgeted.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Conservative financial management.</td>
</tr>
<tr>
<td>Inability of cash funds to cover mandatory reserves and deposits.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review budget. Take corrective action for unbudgeted expenditure.</td>
</tr>
<tr>
<td>Inability of council to deliver the adopted capital budget and re-budget items.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Regularly review the capital budget status against target dates.</td>
</tr>
</tbody>
</table>
9.1 - Finance Report for May 2018 (cont’d)

Financial implications

This is contained in the body of the report.

Environmental implications

Within the parameters of the council’s investment policy and directive a proportion of funds invested are held in investments with Responsible Investment Association Australia members and/or investment products certified by them. See Table 3 – Funds Invested below for percentage of Responsible Investments.

Social / cultural implications

Not applicable

Legislative implications

Under section 138 of the Local Government Act 1989 the CEO at least every three months must ensure quarterly statements comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date are presented to the council. This report, being developed on a monthly basis, more than ensures this legislative requirement is satisfied.

Community engagement and internal consultation

Nil consultation has been held separately on this report, although items within the budget will have included their own level of consultation on a case by case basis.

Options for consideration

Not applicable

Conclusion

Not applicable
9.1 - Finance Report for May 2018 (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 - May 2018</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Revised Budget</td>
</tr>
<tr>
<td>Recurrent Income</td>
<td>58,557,789</td>
<td>57,651,586</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>47,481,619</td>
<td>50,989,283</td>
</tr>
<tr>
<td>Net Operating Surplus/(Deficit)</td>
<td>11,076,171</td>
<td>6,662,303</td>
</tr>
<tr>
<td>Capital Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Expenditure</td>
<td>18,362,220</td>
<td>25,303,973</td>
</tr>
<tr>
<td>Closing cash &amp; investments</td>
<td>27,924,446</td>
<td>17,423,627</td>
</tr>
</tbody>
</table>
### 9.1 - Finance Report for May 2018 (cont’d)

#### a. Income Statement

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>Actual</th>
<th>Revised Budget&lt;sup&gt;(b)&lt;/sup&gt;</th>
<th>Variance</th>
<th>Revised Budget&lt;sup&gt;(b)&lt;/sup&gt;</th>
<th>Adopted Budget&lt;sup&gt;(a)&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>4</td>
<td>44,947,247</td>
<td>44,953,452</td>
<td>(6,205)</td>
<td>44,953,452</td>
<td>44,009,360</td>
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<tr>
<td>User Charges</td>
<td>1</td>
<td>5,739,075</td>
<td>5,148,041</td>
<td>591,034</td>
<td>5,544,303</td>
<td>5,255,774</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td>479,804</td>
<td>412,497</td>
<td>67,307</td>
<td>455,000</td>
<td>365,000</td>
</tr>
<tr>
<td>Grants</td>
<td>2</td>
<td>6,947,589</td>
<td>6,814,052</td>
<td>133,537</td>
<td>7,067,218</td>
<td>6,496,483</td>
</tr>
<tr>
<td>Internal Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>170,000</td>
</tr>
<tr>
<td>Other Income</td>
<td>3</td>
<td>444,075</td>
<td>323,544</td>
<td>120,531</td>
<td>638,481</td>
<td>382,588</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td></td>
<td>58,557,789</td>
<td>57,651,586</td>
<td>906,203</td>
<td>58,658,454</td>
<td>56,679,205</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>4</td>
<td>20,713,803</td>
<td>21,699,476</td>
<td>(985,673)</td>
<td>24,993,638</td>
<td>24,747,090</td>
</tr>
<tr>
<td>Internal Expend.</td>
<td>5</td>
<td>3,302</td>
<td>(5,899)</td>
<td>9,201</td>
<td>(5,240)</td>
<td>43,586</td>
</tr>
<tr>
<td>Materials</td>
<td>5</td>
<td>16,529,315</td>
<td>19,011,458</td>
<td>(2,482,143)</td>
<td>20,871,913</td>
<td>18,736,008</td>
</tr>
<tr>
<td>Interest Exp.</td>
<td></td>
<td>921,699</td>
<td>928,505</td>
<td>(6,806)</td>
<td>1,414,041</td>
<td>1,524,220</td>
</tr>
<tr>
<td>Depreciation</td>
<td>8</td>
<td>8,477,468</td>
<td>8,441,625</td>
<td>35,843</td>
<td>9,197,875</td>
<td>9,075,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>8</td>
<td>836,032</td>
<td>914,118</td>
<td>(78,086)</td>
<td>1,033,963</td>
<td>1,056,626</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td></td>
<td>47,481,619</td>
<td>50,989,283</td>
<td>(3,507,664)</td>
<td>57,506,190</td>
<td>55,182,530</td>
</tr>
</tbody>
</table>

| Surplus/(Deficit)    |      | 11,076,171 | 6,662,303                    | 4,413,868| 1,152,264                    | 1,496,675                     |

**Note:**
- b. Includes approved 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter adjustments.
### 9.1 - Finance Report for May 2018 (cont’d)

#### b. Balance Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Note</th>
<th>May 2018</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash assets</td>
<td>27,924,446</td>
<td>27,601,491</td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>7,339,920</td>
<td>2,159,089</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>29,008</td>
<td>29,008</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>641,069</td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>35,293,374</td>
<td>30,430,657</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td>540,089,954</td>
<td>531,610,627</td>
<td></td>
</tr>
<tr>
<td>Total Non-Current Assets</td>
<td>540,089,954</td>
<td>531,610,627</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>575,383,328</td>
<td>562,041,284</td>
<td></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>2,933,486</td>
<td>4,067,301</td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>4,279,862</td>
<td>4,367,516</td>
<td></td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>472,216</td>
<td>1,748,464</td>
<td></td>
</tr>
<tr>
<td>Trust deposits</td>
<td>1,038,536</td>
<td>1,132,438</td>
<td></td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>8,724,100</td>
<td>11,315,719</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>637,172</td>
<td>603,232</td>
<td></td>
</tr>
<tr>
<td>Interest bearing liabilities</td>
<td>22,126,333</td>
<td>22,126,333</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>3,222,375</td>
<td>2,856,487</td>
<td></td>
</tr>
<tr>
<td>Total Non-Current Liabilities</td>
<td>25,985,880</td>
<td>25,586,052</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>34,709,980</td>
<td>36,901,771</td>
<td></td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>540,673,348</td>
<td>525,139,513</td>
<td></td>
</tr>
</tbody>
</table>

**Represented by:**

<table>
<thead>
<tr>
<th></th>
<th>May 2018</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated surplus</td>
<td>321,842,304</td>
<td>321,842,304</td>
</tr>
<tr>
<td>Reserves</td>
<td>203,517,469</td>
<td>203,297,209</td>
</tr>
<tr>
<td>Current year earnings</td>
<td>15,313,575</td>
<td>0</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td>540,673,348</td>
<td>525,139,513</td>
</tr>
</tbody>
</table>
c. Capital Program summary

<table>
<thead>
<tr>
<th>Revenue / Expenditure</th>
<th>May 2018 YTD Actual</th>
<th>Full Year Revised Budget(b)</th>
<th>Full Year Adopted Budget(a)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBD</td>
<td>3,120,000</td>
<td>702,123</td>
<td>702,123</td>
</tr>
<tr>
<td>Drainage</td>
<td>40,336</td>
<td>27,500</td>
<td>0</td>
</tr>
<tr>
<td>Footpaths</td>
<td>0</td>
<td>0</td>
<td>110,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>3,800</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>8,000</td>
<td>8,000</td>
<td>0</td>
</tr>
<tr>
<td>Plant</td>
<td>111,038</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>40,670</td>
<td>40,670</td>
<td>0</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>274,590</td>
<td>1,208,132</td>
<td>1,083,000</td>
</tr>
<tr>
<td>Roads</td>
<td>877,500</td>
<td>862,212</td>
<td>430,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>148,148</td>
<td>52,740</td>
<td>0</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>16,342</td>
<td>244,763</td>
<td>210,000</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>20,300</td>
<td>20,300</td>
<td>0</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>73,680</td>
<td>73,680</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>4,734,404</strong></td>
<td><strong>3,365,120</strong></td>
<td><strong>2,660,123</strong></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>1,601,077</td>
<td>2,960,656</td>
<td>2,190,000</td>
</tr>
<tr>
<td>Bridges</td>
<td>0</td>
<td>276,000</td>
<td>276,000</td>
</tr>
<tr>
<td>Car Parking</td>
<td>170,946</td>
<td>171,000</td>
<td>171,000</td>
</tr>
<tr>
<td>CBD</td>
<td>5,753,931</td>
<td>6,947,111</td>
<td>6,315,235</td>
</tr>
<tr>
<td>Drainage</td>
<td>77,868</td>
<td>219,759</td>
<td>72,000</td>
</tr>
<tr>
<td>Footpath</td>
<td>392,384</td>
<td>623,737</td>
<td>702,950</td>
</tr>
<tr>
<td>Gateway</td>
<td>357,414</td>
<td>499,068</td>
<td>0</td>
</tr>
<tr>
<td>I.T.</td>
<td>542,696</td>
<td>815,119</td>
<td>759,000</td>
</tr>
<tr>
<td>Kerb &amp; Channel</td>
<td>117,190</td>
<td>179,000</td>
<td>179,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td>699,442</td>
<td>814,823</td>
<td>810,000</td>
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<tr>
<td>Miscellaneous</td>
<td>53,392</td>
<td>280,907</td>
<td>324,000</td>
</tr>
<tr>
<td>Plant</td>
<td>297,165</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>Playgrounds</td>
<td>464,803</td>
<td>638,624</td>
<td>422,000</td>
</tr>
<tr>
<td>Recreation Reserves</td>
<td>2,938,289</td>
<td>5,394,626</td>
<td>3,053,000</td>
</tr>
<tr>
<td>Roads</td>
<td>3,179,691</td>
<td>3,251,392</td>
<td>2,819,180</td>
</tr>
<tr>
<td>WSLC</td>
<td>77,899</td>
<td>350,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>13,759</td>
<td>70,422</td>
<td>110,000</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>61,877</td>
<td>700,439</td>
<td>524,500</td>
</tr>
<tr>
<td>Debt Servicing</td>
<td>1,197,945</td>
<td>1,676,307</td>
<td>1,566,128</td>
</tr>
<tr>
<td>Community Facilities</td>
<td>362,784</td>
<td>382,758</td>
<td>0</td>
</tr>
<tr>
<td>LOGIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Baranduda Industrial Estate</td>
<td>1,668</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>18,362,220</strong></td>
<td><strong>26,651,748</strong></td>
<td><strong>21,043,993</strong></td>
</tr>
</tbody>
</table>

**Net Capital Income / (Expenditure)**

(13,627,816) (23,286,628) (18,383,870)

Note:

a. Original budget as adopted in June 2017.

b. Includes approved 1st, 2nd and 3rd quarter adjustments.
9.1 - Finance Report for May 2018 (cont’d)

### d. Variance Explanations

<table>
<thead>
<tr>
<th>Operating program</th>
<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>
</table>
| 1                 | 1    | User Charges $591k | Income – higher than budget:  
- Fees General, $133k is held by The Cube in ticket clearing, $53k favourable due to increased Waste Transfer Station income.  
- Rent and Leases are $60k more than budget. Timing related - some rents/leases raised in advance for the full year.  
- Inspection fees are more than budget for Project & Design $64k and Building Services $102k. | P/T |
| 2                 | 2    | Grants $134k | Income – higher than budget:  
- Safer Communities grant for Alcohol Harm Reduction $112k and ICE Action $25k received and is currently unbudgeted.  
- Civic Services $50k unbudgeted School Crossings program grant. | P/P |
| 3                 | 3    | Other income $121k | Income – higher than budget:  
- Contributions $99k higher than budget, predominantly Projects and Design.  
- Gain on sale $21k from sale of Works vehicles. | T |
| 4                 | 4    | Employee Costs $(985k) | Expenditure – lower than budget:  
- Salary and wages are $(560k) favourable to budget due to a number of temporarily vacant positions, People and Workplace $(64k), Strategic Asset Management $(48k) Street Litter $(57k), Youth Services $(51k), Communications $(32k) and Parks and Gardens $(120k), Funded Community Projects $(44k).  
- Long Service Leave $103k favourable due to staff resignations.  
- Budget includes $400k to be retained for a potential future Defined Benefits Superannuation Fund call-up. This amount is not expensed, the cash is set aside at year end in a reserve.  
- Travel and accommodation $(47k) less than budget, across most cost centres.  
- Staff development $(110k) less than budget due to a leadership program scheduled to commence in May.  
- Workcover claim costs are $(50k) less than budget. | P/T T P |
| 5                 | 5    | Materials $(2,482k) | Expenditure – lower than budget:  
- Utilities are $(191k) less than budget. Timing of invoice processing, and some saving through LED lights.  
- Legal expenses are $(64k) less than budget.  
- Insurance is $(176k) less than budget, year-end wash up when invoices received.  
- Consultancies in Strategic Planning $(263k), Infrastructure Management $(31k), Directorate Business Services $(79k), Funded Community Projects $(31k) and Economic Development $(68k), Asset Management $(50k) less than budget year-to-date.  
- Marketing expense is $(112k) favourable to budget due to timing of invoice payments. | P/T P/T T |
### 9.1 - Finance Report for May 2018 (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></td>
<td></td>
<td>• Contract payments ($434k) favourable to budget, $(159k) Projects and Design timing of invoices received, $(152k) Waste Management contractor charges, $(137k) Works through capitalisation of expenses.</td>
<td>P/T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Strategies &amp; Plans in Economic Development $(50k), Youth $(62k), Preschools $(34k), and Early Years Coordination $(140k) less than budget year-to-date.</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Events and festivals is favourable for Events Program ($57k) and Arts Development ($27k) through timing of programming.</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintenance $(97k) favourable to budget predominantly due to timing of Bonegilla Migrant Experience remedial works.</td>
<td>T</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Materials $(251k) less than budget, large movements are $(117k) in Maternal and Child Health – increased funding allocation, and $(35k) in Street Garbage due to bin replacement timing.</td>
<td>T</td>
</tr>
</tbody>
</table>

### Balance sheet (differences with June 2017)

<table>
<thead>
<tr>
<th>Note</th>
<th>Category</th>
<th>Explanation Year to Date Actual v June 2017</th>
<th>Expected variance (P)ermanent (T)iming</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Receivables $5.2m</td>
<td><strong>Current Assets – Higher than June 2017:</strong> The annual rates and fire service levy charges that were raised in August 2017 are received during the year.</td>
<td>T</td>
</tr>
<tr>
<td>7</td>
<td>Other Current Assets $(641k)</td>
<td><strong>Current Assets – Lower than June 2017:</strong> This reduction relates to the yearend prepayments adjustments booked at the end of June 2017 being expensed in 2017/18.</td>
<td>T</td>
</tr>
</tbody>
</table>
Graph 1 – Capital Works (expenditure only) compared to Budget and Prior Year
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>Item</th>
<th>$'000's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Held - Invested (Table 3 below)</td>
<td>27,048</td>
</tr>
<tr>
<td>Cash Held - Not Invested (Council &amp; WREN)</td>
<td>876</td>
</tr>
<tr>
<td>Cash as per Balance Sheet (Graph 2 below)</td>
<td>27,924</td>
</tr>
<tr>
<td>Cash as per Revised Budget (Graph 2 below)</td>
<td>17,424</td>
</tr>
<tr>
<td>Variance</td>
<td>10,500</td>
</tr>
</tbody>
</table>

Variance comprises:

- Actual v Revised Budget YTD – Operating (excludes non-cash dep., asset sales) 4,414
- Actual v Revised Budget YTD - Capital 6,942
- Other (net movement in debtors/creditors/deposits etc.) (856)

Variance as above 10,500

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

Table 2 – Cash Commitments

<table>
<thead>
<tr>
<th>Item</th>
<th>$ millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notional reserves and deposits (Table 5 below)</td>
<td>7.0</td>
</tr>
<tr>
<td>Grants received in advance of expenditure</td>
<td>0.3</td>
</tr>
<tr>
<td>Rates income received in advance of expenditure</td>
<td>2.2</td>
</tr>
<tr>
<td>Working capital</td>
<td>18.4</td>
</tr>
<tr>
<td>Cash commitments</td>
<td>27.9</td>
</tr>
</tbody>
</table>
9.1 - Finance Report for May 2018 (cont’d)

Treasury (cont.)

Table 3 – Funds Invested

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Product</th>
<th>Lodged</th>
<th>Maturing</th>
<th>Yield</th>
<th>$</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15/01/18</td>
<td>16/07/18</td>
<td>2.60%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15/03/18</td>
<td>13/07/18</td>
<td>2.41%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>12/02/18</td>
<td>11/08/18</td>
<td>2.55%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Beyond Bank</td>
<td>Bank</td>
<td>TD</td>
<td>27/02/18</td>
<td>27/08/18</td>
<td>2.50%</td>
<td>3,000,000</td>
<td>11%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>17/04/18</td>
<td>16/10/18</td>
<td>2.70%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Bank</td>
<td>TD</td>
<td>08/05/18</td>
<td>04/09/18</td>
<td>2.60%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>MyState Bank-WREN</td>
<td>Bank</td>
<td>TD</td>
<td>22/05/18</td>
<td>22/02/19</td>
<td>2.75%</td>
<td>1,500,000</td>
<td>6%</td>
</tr>
<tr>
<td>MyState Bank</td>
<td>Bank</td>
<td>TD</td>
<td>15/12/17</td>
<td>13/06/18</td>
<td>2.57%</td>
<td>2,000,000</td>
<td>7%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Bank</td>
<td>Maxi</td>
<td>At</td>
<td>Call</td>
<td>1.55%</td>
<td>10,548,362</td>
<td>39%</td>
</tr>
</tbody>
</table>

| Total Invested            |       |         |          |          |        | 27,048,362 | 100% |

| Responsible Investments   |       |         |          |          |        | 61%      |      |

Table 4 - Loans

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Borrowed</th>
<th>Original Value $</th>
<th>Term Years</th>
<th>Maturing</th>
<th>% Rate</th>
<th>Balance Owing $</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac</td>
<td>21-Dec-05</td>
<td>15,668,624</td>
<td>25</td>
<td>21/12/30</td>
<td>6.50%</td>
<td>11,087,379</td>
<td>49%</td>
</tr>
<tr>
<td>BNY Trust</td>
<td>30-Aug-07</td>
<td>14,800,000</td>
<td>25</td>
<td>30/08/32</td>
<td>Float</td>
<td>6,873,925</td>
<td>30%</td>
</tr>
<tr>
<td>NAB</td>
<td>20-Jun-13</td>
<td>7,900,000</td>
<td>10</td>
<td>20/06/23</td>
<td>5.06%</td>
<td>4,637,245</td>
<td>21%</td>
</tr>
</tbody>
</table>

| Total Loans   |       |         |          |              |        | 22,598,549      | 100%|

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9.1 - Finance Report for May 2018 (cont’d)

Table 5 - 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/drains deposits</td>
<td>253,720</td>
</tr>
<tr>
<td>Refundable footpaths deposits</td>
<td>22,536</td>
</tr>
<tr>
<td>Refundable soil and water deposits</td>
<td>53,000</td>
</tr>
<tr>
<td>Road reserve permit deposits</td>
<td>115,410</td>
</tr>
<tr>
<td>Landscaping / VOMP deposits</td>
<td>318,893</td>
</tr>
<tr>
<td>Other refundable deposits</td>
<td>274,976</td>
</tr>
<tr>
<td><strong>Sub-total trust funds and deposits</strong></td>
<td>1,038,535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notional reserves</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental land (WREN)</td>
<td>1,668,726</td>
</tr>
<tr>
<td>Reserves for community facilities, open space, car parking, roads and drainage</td>
<td>1,652,168</td>
</tr>
<tr>
<td>Landfill provision</td>
<td>1,374,541</td>
</tr>
<tr>
<td>Defined Benefits Superannuation call reserve</td>
<td>1,300,000</td>
</tr>
<tr>
<td><strong>Total Reserves</strong></td>
<td>7,033,970</td>
</tr>
</tbody>
</table>

Graph 2 – Cash Held
Ordinary meeting – June 25, 2018

Officers reports for noting

Business Services

9.1 - Finance Report for May 2018 (cont’d)

Attachments

Nil

Tabled papers

Nil

Declaration of conflict of interests

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

Director Business Services - 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.

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

Recommendation

That the finance report for May 2018 be received and noted.

Motion

Crs Tim Quilty / Danny Lowe
That the recommendation be adopted. Carried
9.2 - Planning report for May 2018

Between May 1 and May 31, 2018, the planning unit determined 14 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>54/2018</td>
<td>Use and development of a display home</td>
<td>5 Keysor Way, Wodonga</td>
</tr>
<tr>
<td>11/2018</td>
<td>Use and development of a display home</td>
<td>7 Keysor Way, Wodonga</td>
</tr>
<tr>
<td>72/2018</td>
<td>Building and works for the construction of a Farm Shed</td>
<td>426 Spring Gully Road, Huon Creek</td>
</tr>
<tr>
<td>78/2018</td>
<td>Development associated with a single dwelling in the BMO</td>
<td>11 Lexcen St, Baranduda</td>
</tr>
<tr>
<td>83/2018</td>
<td>Development associated with a single dwelling in the BMO</td>
<td>15 Baldock St, Baranduda</td>
</tr>
</tbody>
</table>

Comparison of monthly permits/amendments issued for previous years
9.2 - Planning report for May 2018 (cont’d)

Attachments
Nil

Tabled papers
Nil

Declaration of conflict of interests

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

Director 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.

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

Recommendation

That the planning report for May 2018 be received and noted.

Motion

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

Carried
### 9.3 - Building report for May 2018

The value of building permits issued in Wodonga from 1 May to 31 May 2018 was $15,938,994. Details of the building approvals in excess of $100,000 are:

<table>
<thead>
<tr>
<th>Permit No</th>
<th>Value</th>
<th>Construction</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/626/Add</td>
<td>$120,000</td>
<td>Dwelling additions</td>
<td>373 Lawrence St West Wodonga</td>
</tr>
<tr>
<td>2018/218/Com</td>
<td>$249,286</td>
<td>Carport/Solar array</td>
<td>133 Mckoy Street West Wodonga</td>
</tr>
<tr>
<td>2018/95/Dwell</td>
<td>$238,599</td>
<td>Dwelling</td>
<td>11 Baldock Street Baranduda</td>
</tr>
<tr>
<td>2018/191/Dwell</td>
<td>$559,371</td>
<td>Dwelling</td>
<td>25 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/192/Dwell</td>
<td>$447,062</td>
<td>Dwelling</td>
<td>27 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/206/Dwell</td>
<td>$350,000</td>
<td>Dwelling</td>
<td>21 Corella Way Wodonga</td>
</tr>
<tr>
<td>2018/212/Dwell</td>
<td>$268,695</td>
<td>Dwelling</td>
<td>3 Erlandsen Circuit Wodonga</td>
</tr>
<tr>
<td>2018/214/Dwell</td>
<td>$265,000</td>
<td>Dwelling</td>
<td>21 Keysor Way Wodonga</td>
</tr>
<tr>
<td>2018/215/Dwell</td>
<td>$255,531</td>
<td>Dwelling</td>
<td>10 Callus Street Killara</td>
</tr>
<tr>
<td>2018/216/Dwell</td>
<td>$210,000</td>
<td>Dwelling</td>
<td>18 Chatham Road Leneva</td>
</tr>
<tr>
<td>2018/217/Dwell</td>
<td>$280,277</td>
<td>Dwelling</td>
<td>9 Vining Court Wodonga</td>
</tr>
<tr>
<td>2018/223/Dwell</td>
<td>$284,250</td>
<td>Dwelling</td>
<td>19 Henricks Street Killara</td>
</tr>
<tr>
<td>2018/224/Dwell</td>
<td>$282,145</td>
<td>Dwelling</td>
<td>6 Erlandsen Circuit Wodonga</td>
</tr>
<tr>
<td>2018/225/Dwell</td>
<td>$241,990</td>
<td>Dwelling</td>
<td>6 Edgar Road Leneva</td>
</tr>
<tr>
<td>2018/228/Dwell</td>
<td>$212,500</td>
<td>Dwelling</td>
<td>10 Easton Lane Leneva</td>
</tr>
<tr>
<td>2018/234/Dwell</td>
<td>$283,084</td>
<td>Dwelling</td>
<td>26 Doubell Street Killara</td>
</tr>
<tr>
<td>2018/236/Dwell</td>
<td>$444,669</td>
<td>Dwelling</td>
<td>18 Chester Circuit Huon Creek</td>
</tr>
<tr>
<td>2018/237/Dwell</td>
<td>$311,620</td>
<td>Dwelling</td>
<td>30 Esposito Street Killara</td>
</tr>
<tr>
<td>2018/238/Dwell</td>
<td>$293,119</td>
<td>Dwelling</td>
<td>4 Rafter Street Baranduda</td>
</tr>
<tr>
<td>2018/239/Dwell</td>
<td>$251,185</td>
<td>Dwelling</td>
<td>12 Steele Road Wodonga</td>
</tr>
<tr>
<td>2018/241/Dwell</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>83 Cuthbert Street Killara</td>
</tr>
<tr>
<td>2018/249/Dwell</td>
<td>$311,225</td>
<td>Dwelling</td>
<td>18 Partridge Way Wodonga</td>
</tr>
<tr>
<td>2018/250/Dwell</td>
<td>$233,600</td>
<td>Dwelling</td>
<td>53 Daintree Way West Wodonga</td>
</tr>
<tr>
<td>2018/251/Dwell</td>
<td>$251,360</td>
<td>Dwelling</td>
<td>14 Sargeant Street Killara</td>
</tr>
<tr>
<td>2018/253/Dwell</td>
<td>$274,430</td>
<td>Dwelling</td>
<td>20 Keysor Way Wodonga</td>
</tr>
<tr>
<td>2018/257/Dwell</td>
<td>$243,610</td>
<td>Dwelling</td>
<td>12 Esposito Street Killara</td>
</tr>
<tr>
<td>2018/258/Dwell</td>
<td>$249,000</td>
<td>Dwelling</td>
<td>17 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/259/Dwell</td>
<td>$386,250</td>
<td>Dwelling</td>
<td>76 Cuthbert Street Killara</td>
</tr>
<tr>
<td>2018/269/Dwell</td>
<td>$235,286</td>
<td>Dwelling</td>
<td>17 Chatham Road Leneva</td>
</tr>
<tr>
<td>2018/275/Dwell</td>
<td>$295,000</td>
<td>Dwelling</td>
<td>19 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/262/Muts</td>
<td>$1,031,445</td>
<td>4 dwelling units</td>
<td>3 Castle Creek Road Wodonga</td>
</tr>
<tr>
<td>2018/156/Pbsalt</td>
<td>$334,705</td>
<td>Dwelling additions and alterations</td>
<td>4 Flax Street Baranduda</td>
</tr>
<tr>
<td>2018/180/Pbscoa</td>
<td>$160,000</td>
<td>Sushi Ya Restaurant</td>
<td>Shop6/1-13 South St Wodonga</td>
</tr>
</tbody>
</table>
## 9.3 - Building report for May 2018 (cont’d)

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Amount</th>
<th>Description</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/143/Pbscom</td>
<td>$350,000</td>
<td>Office, workshop and carport</td>
<td>265 Baranduda Boulevard Baranduda</td>
</tr>
<tr>
<td>2018/120/Pbsdwl</td>
<td>$244,720</td>
<td>Dwelling</td>
<td>20 Lexcen Street Baranduda</td>
</tr>
<tr>
<td>2018/125/Pbsdwl</td>
<td>$245,000</td>
<td>Dwelling</td>
<td>86 Cuthbert Street Killara</td>
</tr>
<tr>
<td>2018/128/Pbsdwl</td>
<td>$274,728</td>
<td>Dwelling</td>
<td>45 Kenneth Watson Drive Bandiana</td>
</tr>
<tr>
<td>2018/131/Pbsdwl</td>
<td>$209,927</td>
<td>Dwelling</td>
<td>8 Rafter Street Baranduda</td>
</tr>
<tr>
<td>2018/138/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>4 Daphne Street Baranduda</td>
</tr>
<tr>
<td>2018/139/Pbsdwl</td>
<td>$400,000</td>
<td>Dwelling</td>
<td>16 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/145/Pbsdwl</td>
<td>$199,500</td>
<td>Dwelling</td>
<td>9 Roper Street West Wodonga</td>
</tr>
<tr>
<td>2018/149/Pbsdwl</td>
<td>$438,176</td>
<td>Dwelling</td>
<td>11 Chester Circuit Huon Creek</td>
</tr>
<tr>
<td>2018/153/Pbsdwl</td>
<td>$280,082</td>
<td>Dwelling</td>
<td>18 Lexcen Street Baranduda</td>
</tr>
<tr>
<td>2018/155/Pbsdwl</td>
<td>$490,560</td>
<td>Dwelling</td>
<td>4 Gaff Court Wodonga</td>
</tr>
<tr>
<td>2018/162/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>2 Alyssum Court Baranduda</td>
</tr>
<tr>
<td>2018/163/Pbsdwl</td>
<td>$220,000</td>
<td>Dwelling</td>
<td>8 Bellflower Court Barandua</td>
</tr>
<tr>
<td>2018/174/Pbsdwl</td>
<td>$442,000</td>
<td>Dwelling</td>
<td>18 Woodbridge Street Killara</td>
</tr>
<tr>
<td>2018/175/Pbsdwl</td>
<td>$220,088</td>
<td>Dwelling</td>
<td>60 Daintree Way West Wodonga</td>
</tr>
<tr>
<td>2018/177/Pbsdwl</td>
<td>$294,490</td>
<td>Dwelling</td>
<td>21 Esposito Street Killara</td>
</tr>
<tr>
<td>2018/141/Pbsind</td>
<td>$350,000</td>
<td>Warehouse</td>
<td>8-10 Moloney Drive Wodonga</td>
</tr>
</tbody>
</table>

### Building activity

- Total number of building permits issued in Wodonga: 89 (Apr 18)
- Total number of dwellings approved in Wodonga (dwellings & units): 43/4 (37/0)
- Total number of permits relating to commercial & industrial works in Wodonga: 4 (5)
- Percentage of work approved by Council: 62.92% (50.00%)
- Number of permits approved outside Wodonga – Victoria **: 13 (9)
- Number of permits approved outside Wodonga – NSW **: 9 (9)

*** Registered Building Practitioner, Registration No: BS-U 1369

# Accredited Certifier, Registration No: BPB 0368 Building Professionals Board, Sydney
9.3 - Building report for May 2018 (cont’d)

Attachments
Nil

Tabled papers
Nil
Declaration of conflict of interests

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

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

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

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

Building Administrative Officer - Emma Sharp
In providing this advice as the report author, I have no interests to disclose in this report.

Recommendation

That the building report for May 2018 be received and noted.

Motion

Crs John Watson / Kat Bennett

That the recommendation be adopted.

Conflict of interest disclosure

Prior to the commencement of item 9.3 Cr Mildren disclosed a conflict of interest in that item, the details of which are recorded in these minutes at item 5.

Cr Mildren left the meeting at 7.16pm. Cr Mildren returned to the meeting room at 7.18pm after the resolution for item 9.3 was carried.
### 9.4 - Competitive Services Report for May 2018

<table>
<thead>
<tr>
<th></th>
<th>May</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation / tenders issued</td>
<td>14</td>
<td>146</td>
</tr>
<tr>
<td>Contracts awarded to local suppliers</td>
<td>18</td>
<td>126</td>
</tr>
<tr>
<td>Value of contracts awarded</td>
<td>$8,394,086.77</td>
<td>$31,193,981.50</td>
</tr>
</tbody>
</table>

**Tenders advertised / quotations issued**

<table>
<thead>
<tr>
<th>Tender Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1260-18</td>
<td>2018-19 Insurance Renewal</td>
</tr>
<tr>
<td>W1338-18Q</td>
<td>Servicing of Junction Square's water features, water treatment system</td>
</tr>
<tr>
<td>W1344-18Q</td>
<td>Provision of suppliers for Rural fencing and bollard installation, repair and maintenance works</td>
</tr>
<tr>
<td>W1346-18Q</td>
<td>Consultancy Services for Environmental Audits of the Wodonga Landfill, Beechworth Road Wodonga</td>
</tr>
<tr>
<td>W1353-18Q</td>
<td>Design services for the replacement of the Heating, Ventilation and Air Conditioning system at the Wodonga Sports and Leisure Centre</td>
</tr>
<tr>
<td>W1355-18Q</td>
<td>Installation of 5 bus shelters at various locations</td>
</tr>
<tr>
<td>W1356-18</td>
<td>Richardson Park - Landscape Works</td>
</tr>
<tr>
<td>W1357-18</td>
<td>Richardson Park - Civil Works</td>
</tr>
<tr>
<td>W1358-18</td>
<td>Richardson Park - Electrical Works</td>
</tr>
</tbody>
</table>

**Tenders / quotations under evaluation**

<table>
<thead>
<tr>
<th>Tender Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1240-18</td>
<td>Operation of the re-use retail shop at the Wodonga Waste Transfer Station</td>
</tr>
<tr>
<td>W1285-18</td>
<td>Provision of path defects and condition survey</td>
</tr>
<tr>
<td>W1288-18Q</td>
<td>Provision of chain mesh fencing and gates for new Baranduda reserve cricket nets</td>
</tr>
<tr>
<td>W1289-18Q</td>
<td>Provision of concrete and drainage for new Baranduda reserve cricket nets</td>
</tr>
<tr>
<td>W1290-18Q</td>
<td>Provision of synthetic turf and soft nets for new Baranduda reserve cricket nets</td>
</tr>
<tr>
<td>W1292-18Q</td>
<td>Supply of Small Plant and Machinery</td>
</tr>
<tr>
<td>W1301-18</td>
<td>High Street South Landscape Works - Supply of Pavers</td>
</tr>
<tr>
<td>W1303-18Q</td>
<td>High Street South Landscape Works - Supply of Plant Materials</td>
</tr>
<tr>
<td>W1311-18Q</td>
<td>Designs and Installation Photovoltaic Systems (Solar Systems)</td>
</tr>
<tr>
<td>W1319-18Q</td>
<td>Construction of pram crossing</td>
</tr>
<tr>
<td>W1333-18</td>
<td>Supply and delivery of one truck 14,000 GVM 20,000 GCM with attached tipping body</td>
</tr>
<tr>
<td>W1337-18Q</td>
<td>Panel of suppliers for the Provision of Turf Grass</td>
</tr>
<tr>
<td>W1339-18Q</td>
<td>Provision of Services for Pest control in Parks and Reserves</td>
</tr>
<tr>
<td>W1340-18Q</td>
<td>Supply and provision of Fertilizer, Seed and Sports Ground Chemicals for use within Wodonga Parks and Ovals</td>
</tr>
<tr>
<td>W1341-18Q</td>
<td>Provision of panel of suppliers for plumbing and irrigation works for backflow testing and maintenance and repair of fire hydrants</td>
</tr>
<tr>
<td>W1342-18Q</td>
<td>Provision of Slope Mowing</td>
</tr>
</tbody>
</table>
### 9.4 - Competitive Services Report for May 2018 (cont’d)

<table>
<thead>
<tr>
<th>Contracts awarded</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1244-18</td>
<td>Energy Procurement Australia Tender 2106/0634</td>
</tr>
<tr>
<td>W1248-18</td>
<td>Reconstruction of High Street between Lawrence Street and Elgin Boulevard - Civil Works</td>
</tr>
<tr>
<td>W1272-18Q</td>
<td>Wodonga Sports &amp; Leisure Centre, LED Lighting</td>
</tr>
<tr>
<td>W1293-18Q</td>
<td>Panel of providers for the provision of Road Maintenance Services</td>
</tr>
<tr>
<td>W1296-18Q</td>
<td>Felltimber Community Centre playground renewal civil and landscaping works</td>
</tr>
<tr>
<td>W1300-18Q</td>
<td>Provision of services for Pet Registration Door Knock Project</td>
</tr>
<tr>
<td>W1302-18</td>
<td>Provision of Printing Services - Printed Forms</td>
</tr>
<tr>
<td>W1304-18Q</td>
<td>Construction of New Public Toilet Block at Sumision Garden Park – demolition and concrete works</td>
</tr>
<tr>
<td>W1305-18Q</td>
<td>Construction of New Public Toilet Block at Sumision garden Park – plumbing works</td>
</tr>
<tr>
<td>W1306-18Q</td>
<td>Construction of New Public Toilet Block at Sumision Garden Park – electrical works</td>
</tr>
<tr>
<td>W1307-18Q</td>
<td>Construction of New Public Toilet Block at Sumision Garden Park – steel, Carpentry and Painting Works</td>
</tr>
<tr>
<td>W1308-18Q</td>
<td>Construction of New Public Toilet Block at Sumision Garden – Roofing and external cladding works</td>
</tr>
<tr>
<td>W1309-18Q</td>
<td>Sumision Garden New Public Toilet – Tiling works</td>
</tr>
<tr>
<td>W1313-18</td>
<td>Provision of Project Management and Project Superintendent Services - High Street (South)</td>
</tr>
<tr>
<td>W1315-18</td>
<td>Fabrication and delivery of 5 bus shelters</td>
</tr>
<tr>
<td>W1328-18Q</td>
<td>Refurbishment of Senior Citizens Centre- All metal cladding, roofing, sarking, fascia gutters and downpipes</td>
</tr>
<tr>
<td>W1329-18Q</td>
<td>Refurbishment of Senior Citizens Centre- Carpentry, windows, doors, internal lining, insulations, FC lining and glazing works</td>
</tr>
<tr>
<td>W1330-18Q</td>
<td>Refurbishment of Senior Citizens Centre- Mechanical services</td>
</tr>
<tr>
<td>W1331-18Q</td>
<td>Refurbishment of Senior Citizens Centre- Cement rendering works</td>
</tr>
<tr>
<td>W1332-18Q</td>
<td>Refurbishment of Senior Citizens Centre- Painting works</td>
</tr>
<tr>
<td><strong>Contracts not awarded</strong></td>
<td></td>
</tr>
<tr>
<td>W1269-18Q</td>
<td>Wodonga Council Website Development</td>
</tr>
</tbody>
</table>
### 9.4 - Competitive Services Report for May 2018 (cont’d)

#### Contracts awarded to local suppliers

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun-17</td>
<td>72%</td>
</tr>
<tr>
<td>Jul-17</td>
<td>83%</td>
</tr>
<tr>
<td>Aug-17</td>
<td>67%</td>
</tr>
<tr>
<td>Sep-17</td>
<td>87%</td>
</tr>
<tr>
<td>Oct-17</td>
<td>87%</td>
</tr>
<tr>
<td>Nov-17</td>
<td>68%</td>
</tr>
<tr>
<td>Dec-17</td>
<td>57%</td>
</tr>
<tr>
<td>Jan-18</td>
<td>86%</td>
</tr>
<tr>
<td>Feb-18</td>
<td>88%</td>
</tr>
<tr>
<td>Mar-18</td>
<td>92%</td>
</tr>
<tr>
<td>Apr-18</td>
<td>67%</td>
</tr>
<tr>
<td>May-18</td>
<td>75%</td>
</tr>
</tbody>
</table>

#### Attachments
Nil

#### Tabled papers
Nil

#### Declaration of conflict of interests

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

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

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

Contracts Officer - Melanie Holschier
In providing this advice as the report author, I have no interests to disclose in this report.
### 9.4 - Competitive Services Report for May 2018 (cont’d)

<table>
<thead>
<tr>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the <em>Competitive Services Report for May 2018</em> be received and noted.</td>
</tr>
</tbody>
</table>

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

*Carried*
The Council last reviewed its instruments of delegation at its meeting of April 16, 2018. Subsequent to that several changes have been approved by the CEO to the Instrument of Sub-Delegation by the CEO.

The changes are highlighted in the fifteen page attachment and consist of:

- A change to three Manager titles (approved 22 May 2018)
- A change to the positions with delegated authority for sections 189 and 190 of the Local Government Act 1989 (approved 22 May 2018)
- A reduction to the financial limits for tenders and quotes – identified through an internal audit of procurement processes and aligns the Council’s Policy and Guidelines with its Instrument of Sub-Delegation from the CEO (approved 22 May 2018).
- A change to give effect to the Building Regulations 2018, replacing the Building Interim Regulations 2017. In this respect Maddocks advises:

  Although it may look like significant changes have been made ..., the powers, duties and functions largely remain the same as they were under the Interim Regulations. The key distinctions are that the provision numbers have changed, and some of the descriptions have been rephrased. However, the legal effect of those descriptions remains unchanged, except for Council’s ‘function of giving report and consent’ which has been replaced as a ‘power.’

A full copy of the instrument, as at 4 June 2018, is tabled.

These changes have been approved by the CEO under delegation and are reported to the Council for receiving and noting.

**Attachments**

Nil

**Tabled papers**

The following documents will be tabled at the meeting:

- Document A: Changes to Instrument of Sub-Delegation from CEO
- Document B: Changes to Instrument of Sub-Delegation from CEO

**Declaration of conflict of interests**

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

Director Business Services - Narelle Klein
9.5 - Review of the Instrument of Sub-Delegation (cont’d)

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

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

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

**Recommendation**

That the Instrument of Sub-Delegation by the CEO to other staff, as tabled, be received and noted.

**Motion**

Crs Tim Quilty / John Watson
That the recommendation be adopted.

Carried
10.1 - Assemblies of councillors

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

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

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

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

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

Attachments

The following documents are attached to this report:

- Attachment A: Written record of assemblies of councillors

Tabled papers

Nil

Declaration of conflict of interests

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

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

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

This report is for information only.
Written record of assemblies of councillors – report to June 25, 2018 council meeting

Councillor briefing of Monday, 14 May 2018, commencing at 8.30am and concluding at 12.45pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Council Chamber, Ground floor, Council Offices, Hovell Street, Wodonga.</th>
</tr>
</thead>
</table>

In attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Items</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>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>Narelle Klein</td>
<td>Director Business Services</td>
<td>All items</td>
</tr>
<tr>
<td>Simone Hogg</td>
<td>Acting Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Adam Wiseman</td>
<td>Manager Economic Development</td>
<td>Item 4b &amp; 4e</td>
</tr>
<tr>
<td>Chris Westwood</td>
<td>Team Leader Economic Development</td>
<td>Item 4b</td>
</tr>
<tr>
<td>Kerrianne Bradbery</td>
<td>Property Officer</td>
<td>Item 4b</td>
</tr>
<tr>
<td>Bill Tilley</td>
<td>Member for Benambra</td>
<td>Item 4d</td>
</tr>
<tr>
<td>Albert Stafford</td>
<td>Director Stafford Strategy</td>
<td>Item 4e</td>
</tr>
<tr>
<td>Cellina Little</td>
<td>Tourism Coordinator</td>
<td>Item 4e</td>
</tr>
<tr>
<td>Jenelle Williamson</td>
<td>Manager Sport &amp; Recreation</td>
<td>Item 4f</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 4f Sport and Rec Vic Funding Programs</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Items discussed

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Review of agenda for ordinary council meeting
4. Briefing reports were provided on the following:
   a. Wodonga Community Cultural Precinct - Gallery & Library Feasibility Study
   b. Council’s intention to enter into a 15 year lease - La Maison
   c. Wodonga Historical Society
   d. Upcoming legislative changes to the Local Government Act
   e. Stafford Strategy Destination Management Plan for visitALBURYWODONGA
   f. Sport and Recreation Victoria Funding Programs
   g. Eagle Award nomination
   h. VicRoads - Hume Freeway Proposals
   i. Finance Report for April 2018
Written record of assemblies of councillors – report to June 25, 2018 council meeting

Councillor briefing of Monday, May 28, 2018, commencing at 8.30am and concluding at 11.50am.

**Venue** Council Chamber, Ground floor, Council Offices, Hovell Street, Wodonga.

<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>Leave of absence</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>Narelle Klein</td>
<td>Director Business Services</td>
<td>All items</td>
</tr>
<tr>
<td>Debra Mudra</td>
<td>Director Community Development</td>
<td>All items</td>
</tr>
<tr>
<td>Leon Schultz</td>
<td>Director Planning &amp; Infrastructure</td>
<td>All items</td>
</tr>
<tr>
<td>Kevin Scully</td>
<td>Governance Officer</td>
<td>All items</td>
</tr>
<tr>
<td>Kellie Davies</td>
<td>Manager Marketing and Communications</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Anne Visser</td>
<td>Team Leader Projects &amp; Design</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Timothy Cheetham</td>
<td>Strategic Planner</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Colin Elliott</td>
<td>Spiire Consulting</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Simon Eakin</td>
<td>Spiire Consulting</td>
<td>Item 3b</td>
</tr>
<tr>
<td>Rob Carolane</td>
<td>Twin Prism Consulting</td>
<td>Item 3b</td>
</tr>
</tbody>
</table>

Conflict of interest disclosures

There were no disclosures

**Items discussed**

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Briefing reports were provided on the following:
   a. Re-tiling of WAVES – legal advice
   b. Draft Gateway Island Master Plan
   c. Cathy McGowan, Member for Indi
   d. Procurement Policy
### Written record of assemblies of councillors – report to June 25, 2018 council meeting

**Councillor briefing of Monday, June 4, 2018, commencing at 8.30am and concluding at 12noon.**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Council Chamber, Ground floor, Council Offices, Hovell Street, Wodonga.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In attendance</strong></td>
<td></td>
</tr>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
</tr>
<tr>
<td>Libby Hall</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
</tr>
<tr>
<td>John Watson</td>
<td>Councillor</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Narelle Klein</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>Mark Verbaken</td>
<td>Manager Environment &amp; Community Protection</td>
</tr>
<tr>
<td>Paul Leddy</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Claire Taylor</td>
<td>Manager Community Planning &amp; Wellbeing</td>
</tr>
<tr>
<td>Paul Hargreaves</td>
<td>Inspector, Wodonga Police</td>
</tr>
</tbody>
</table>

**Conflict of interest disclosures**

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Item</th>
<th>Did the councillor leave the meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Mildren</td>
<td>Item One – that part dealing with Central Place.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Items discussed**

1. The Mayor and councillors reported on matters relating to their roles as delegates, and other community issues.
2. The CEO gave an update of strategic issues.
3. Briefing reports were provided on the following:
   a. Hills Advisory Group Committee
   b. Waste Management Levy
   c. Municipal Emergency Management Plan 2018
   d. Wodonga police discussions
   e. Regional Cricket Facility Update
Written record of assemblies of councillors – report to June 25, 2018 council meeting

Councillor briefing of Friday, June 15, 2018, commencing at 3.30pm and concluding at 4.45pm.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Council Chamber, Ground floor, Council Offices, Hovell Street, Wodonga.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In attendance</td>
<td></td>
</tr>
<tr>
<td>Anna Speedie</td>
<td>Mayor and councillor</td>
</tr>
<tr>
<td>Kat Bennett</td>
<td>Councillor</td>
</tr>
<tr>
<td>Danny Lowe</td>
<td>Councillor</td>
</tr>
<tr>
<td>Ron Mildren</td>
<td>Councillor</td>
</tr>
<tr>
<td>Tim Quilty</td>
<td>Councillor</td>
</tr>
<tr>
<td>Patience Harrington</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Narelle Klein</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>
</tbody>
</table>

Conflict of interest disclosures

There were no disclosures

Items discussed

1. Review of draft agenda for ordinary council meeting, including:
   a) Park names
   b) Instrument of sub-delegation
   c) Wodonga Hills Advisory Group
   d) Proposed notice of motion
2. Rating Strategy Reference Group
3. Budget discussions and Ombudsman’s Report
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 - Narelle Klein
In providing this advice, I have no interests to disclose in this report.

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

This report is for information only.
### Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Havelock St Valuation (18/01/2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>That:</td>
</tr>
<tr>
<td>1.</td>
<td>The land identified as Precinct 3, Havelock Street Extension, Wodonga Victoria, 3690 (VicRoads Edition 9 Maps 653 OS) be purchased at valuation; and</td>
</tr>
<tr>
<td>2.</td>
<td>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>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Invoice paid, awaiting finalisation of land titles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Development options for the old Wodonga Saleyards and adjoining industrial land (18/04/2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>That:</td>
</tr>
<tr>
<td>1.</td>
<td>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>
</tr>
<tr>
<td>2.</td>
<td>Should the Expression of Interest process not successfully secure a sale, Lot 1 and 2 be listed for sale on the open market.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>The Expression of Interest processed has commenced.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Recreational Vehicle and Caravan Parking Study (21/08/2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>That:</td>
</tr>
<tr>
<td>1.</td>
<td>Long vehicle parking signage in the CBD be improved;</td>
</tr>
<tr>
<td>2.</td>
<td>Parking bays and limits for recreational vehicles and caravans be reviewed;</td>
</tr>
<tr>
<td>3.</td>
<td>Recreational vehicle overnight car parking not be provided on council owned land in the CBD;</td>
</tr>
<tr>
<td>4.</td>
<td>Regional and local tourism and visitation trends continue to be monitored; and</td>
</tr>
<tr>
<td>5.</td>
<td>The council liaise with Murray Tourism Board to look at a regional approach to recreational vehicle parking, including data availability.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>The RV Car Park is to be addressed in the Car Parking Study presently out for public comment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>115 Kinchington Road - request to vary section 173 agreement (20/11/2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>1. It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road be changed/reworded to suit:</td>
</tr>
<tr>
<td>7.1</td>
<td>Bears Hill Reserve</td>
</tr>
<tr>
<td>7.2</td>
<td>Public Open Space</td>
</tr>
<tr>
<td>2.</td>
<td>It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road be removed:</td>
</tr>
<tr>
<td>7.4.1</td>
<td>Roundabout at the intersection of Beechworth Road and Yarralumla Drive/Streets Road</td>
</tr>
<tr>
<td>7.4.3</td>
<td>Extension of Yarralumla Drive from Huon Creek Road to Beechworth Road</td>
</tr>
<tr>
<td>7.5</td>
<td>Drainage</td>
</tr>
<tr>
<td>7.8</td>
<td>Site Master Plan</td>
</tr>
<tr>
<td>3.</td>
<td>It is recommended that the following clauses within the existing section 173 agreement for 115 Kinchington Road not be removed or changed as sought:</td>
</tr>
<tr>
<td>7.3.3</td>
<td>Development Contributions</td>
</tr>
<tr>
<td>7.4.2</td>
<td>Duplication of Beechworth Road from the intersection of Yarralumla Drive to Huon Creek Road</td>
</tr>
<tr>
<td>7.6</td>
<td>Playing Fields</td>
</tr>
<tr>
<td>7.7</td>
<td>Community Facilities</td>
</tr>
<tr>
<td>4.</td>
<td>That the property owners of 115 Kinchington Road be advised of council’s decision and a Deed of Variation entered into; and</td>
</tr>
<tr>
<td>5.</td>
<td>A report be brought to a future council meeting regarding any similar section 173 agreements which may be impacted by this decision.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Deed of variation drafted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Hills Advisory Group (19/02/2018)</th>
</tr>
</thead>
</table>
## Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
</table>
| **Resolution** | That the:  
1. Wodonga Hills Advisory Group advertisement;  
2. Wodonga Hills Advisory Group Application;  
3. Wodonga Hills Advisory Group Terms of Reference; and  
| **Item** | **Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18) (19/02/2018)** | **Resolution** That the awarding of the contract, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services for the period commencing July 1, 2018 and concluding June 30, 2021 be delegated to the CEO. | **Status** Approval process for Procurement Australia Energy tender now in place. |
| **Item** | **Wodonga Planning Scheme Amendment C121 - Leneva - Baranduda Precinct Structure Plan and Development Contributions Plan (19/02/2018)** | 1. That in accordance with Section 23(1) of the Planning and Environment Act 1987, having considered the submissions received in respect to amendment C121 to the Wodonga Planning Scheme, officers be authorised to refer submissions to a planning panel appointed under Part 8 of the Planning and environment Act 1987; and  
2. That officers be authorised to continue to consider and negotiate submissions prior to the planning panel. | **Status** Hearing dates have been set. In progress. |
| **Item** | **Proposed sale of Council land - 35 Huon Creek Road (19/02/2018)** | That:  
1. In accordance with sections 189 and 223 of the Local Government Act 1989 (the Act) public notice be given of the council’s intention to sell the parcel of land abutting 35 Huon Creek Road, being part of a public reserve (lot 1, PS317133) and comprising an area of 256m², (refer tabled document A) to the owners of 35 Huon Creek Road for an amount of $33,000 plus GST.  
2. The public notice stipulate that persons may make a submission on the proposed land sale in accordance with section 223 of the Act and that written submissions must be received within 28 days of publication of the notice.  
3. The Chief Executive Officer (CEO) be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter.  
4. That if submissions are received under section 223 of the Act: a. A special meeting of the council be convened to hear from any person or persons who request to be heard in support of a section 223 written submission, the meeting to be held in March 2018 on a date to be determined; and  
b. A report on the section 223 process, including a summary of all submissions and of any hearings held, be submitted to the next scheduled ordinary council meeting.  
5. If no submissions are received within 28 days of the notice: a. The council resolve to sell the subject land on the terms and condition stipulated in part 1 above, and subject to the owners of 35 Huon Creek Road paying the valuation costs and legal fees of the council; and  
a) The CEO be authorised to commence the sale process and execute all necessary documentation pertaining to the sale of the land without further resolution of the council. | **Status** In progress –officers are holding discussions with the property owner. |
| **Item** | **Park Names (19/03/2018)** | **Resolution** That: |
## Status report on council meeting resolutions – May 2018

1. Public notice be given of the council’s intention to put to public comment the proposed naming of 11 parks as described in this report and recommended by the Place Names Advisory Committee.
2. The public notice stipulate that persons may make a submission on the proposed names, and that written submissions must be received on a date that is at least 28 days after the publication of the notice.
3. If submissions are received these be referred to the Place Names Committee for consideration and a report back to council.
4. If no submissions are received within the prescribed period, the proposed recommendations be adopted without further resolution of the council, and advice forwarded to the Registrar of Geographic Names to undertake the gazettal procedure.

**Status**
Advertised on 31 March. In progress.

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Recreation Facilities Governance Review (19/03/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That a six week public engagement process for the draft <em>Wodonga Recreation Facilities Governance Review Report</em> be undertaken with a further report on the results of the engagement process to be presented to a future ordinary council meeting.</td>
</tr>
<tr>
<td>Status</td>
<td>Consultations completed and feedback is being assessed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Parkland Tennis Centre - Proposal to redevelop courts at Birallee Park (19/03/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That the Parkland Tennis Club proposal to redevelop the Birallee Park Tennis courts be supported with a financial contribution of $5,000 subject to: 1. Four courts being available for free public access; 2. Successful funding from Tennis Australia; and 3. Commitment of Parkland Tennis Club for ongoing maintenance of the courts.</td>
</tr>
<tr>
<td>Status</td>
<td>Club has submitted new proposal. Report will follow to the July council meeting.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Draft Wodonga Industrial Lands Strategy (19/03/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That the <em>Draft Wodonga Industrial Lands Strategy</em> be endorsed for public exhibition for a period of four weeks with a further report to be submitted to the council for consideration.</td>
</tr>
<tr>
<td>Status</td>
<td>Exhibition closed. In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Road Names - Central Place (16/04/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. Bond Street Wodonga be renamed Jack Hore Way as described in this report and recommended by the Place Names Advisory Committee; and 2. Advice be forwarded to the Registrar of Geographic Names to undertake the gazettal procedure.</td>
</tr>
<tr>
<td>Status</td>
<td>Advice forwarded to the Registrar. In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Speed Limit Review - Various Locations (16/04/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. The proposed speed limit changes detailed within this report be placed on public</td>
</tr>
</tbody>
</table>
### Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Wodonga Planning Scheme Amendment C125 - for adoption (16/04/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. Having considered the Planning Panel’s report under Sect 27(1) of the Planning and Environment Act 1987, Wodonga Planning Scheme Amendment C125 be adopted with changes under Sect 29 of the Act in accordance with Planning Panel recommendations; and 2. Officers be authorised to complete and submit the documentation required to seek the formal approval of Amendment C125 to the Minister for Planning under Section 31 of the Act.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Ombudsman's Report (14/05/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. The Victorian Ombudsman’s Report Investigation into Wodonga City Council’s overcharging of a waste management levy, April 2018 be received and noted; 2. The Ombudsman’s recommendation relating to Wodonga’s waste management service charge be implemented within two years; 3. Council undertake preparatory work with the Essential Services Commission and Local Government Victoria to investigate the implications of the review of the Local Government Act and how the implementation of the Ombudsman’s Report will impact Wodonga; and 4. The Municipal Association of Victoria be requested to advocate for an amendment to the Local Government Act 1989 to implement recommendation two from the Ombudsman's Report.</td>
</tr>
<tr>
<td>Status</td>
<td>In progress.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating Strategy (14/05/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. That: a) A process to review Council’s Rating Strategy be commenced with a view to including the outcomes of such a review in the 2019-2020 Budget process; b) A Rating Strategy Reference Group be established; c) The attached Terms of Reference for the Rating Strategy Reference Group be approved; d) The Chief Executive Officer be authorised to advertise to seek public nominations for membership of the Rating Strategy Reference Group; and e) The CEO provide a report to the July Council Meeting to determine appointments to the Rating Strategy Reference Group. 2. That councillors Hall and Quilty be the councillor representatives on the Rating Strategy Reference Group, with the position of chairperson to be determined at the July Council meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Council Plan adjustment (14/05/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>That: 1. in accordance with Section 125(9) and Section 223 of the Local Government Act, 1989, the draft Council Plan 2017-2018 to 2020-2021, as adjusted 2018 (as tabled), be made available for the purposes of public notice, inviting comment from Wednesday, May 16 to Wednesday, June 13, 2018;</td>
</tr>
</tbody>
</table>

---

**Ordinary meeting – June 25, 2018**

**10 - Officers reports for information**

**Item 10.2 - Attachment A**
## Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Draft 2018-2019 Budget (14/05/2018)</th>
</tr>
</thead>
</table>
| 2. a Special Meeting of the Council be convened, if required, to hear from persons who wish to be heard in support of their written submission, the meeting to be scheduled for 3pm on Friday, June 15, 2018 at the Council Chambers, ground floor, Hovell Street, Wodonga; | That:  
1. the Draft 2018-2019 Budget, as tabled, and initialled by the Chairperson for identification be the Budget prepared by Council for the purposes of Section 127(1) of the Local Government Act 1989 ("the Act") be endorsed for public exhibition as required by section 129(1) of the Act;  
2. the Fees and Charges Schedule be included as part of the draft 2018-2019 Budget;  
3. the public notice be given in the Border Mail and it stipulate that persons may make a submission on the draft 2018-2019 budget in accordance with Section 223 of the Act and that written submissions must be received on a date that is at least 28 days after the publication of the notice;  
4. the public notice include the information required to be made available in accordance with the section 9 of the Local Government (Planning and Reporting) Regulations 2014;  
5. the Chief Executive Officer be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter;  
6. if submissions are received under section 223 of the Act and persons request to be heard in support of a written submission, a special meeting of council be convened for that purpose at 3pm on Friday, June 15, 2018; and  
7. a report on the section 223 process for the draft 2018-2019 budget, including a summary of any hearings held, be submitted to the ordinary council meeting of June 25, 2018. |
| 3. the Chief Executive Officer be appointed to administer the section 223 process; and |  
| 4. a report on the draft Council Plan 2017-2018 to 2020-2021, as adjusted 2018, along with a summary of the public submission process, be presented to the Ordinary Meeting of the Council scheduled for 6pm on Monday, June 25, 2018. |  

**Status**  
Advertised in the Border Mail of 16 May 2018. A report on the section 223 process is included with this agenda. Completed.

---

## Item 10.2 - Attachment A

### Item

**Ordinary meeting – June 25, 2018**

**10 - Officers reports for information**

**Item 10.2 - Attachment A**

---

### Item 2.1

**Draft 2018-2019 Budget (14/05/2018)**

**Resolution**

1. the Draft 2018-2019 Budget, as tabled, and initialled by the Chairperson for identification be the Budget prepared by Council for the purposes of Section 127(1) of the Local Government Act 1989 ("the Act") be endorsed for public exhibition as required by section 129(1) of the Act;  
2. the Fees and Charges Schedule be included as part of the draft 2018-2019 Budget;  
3. the public notice be given in the Border Mail and it stipulate that persons may make a submission on the draft 2018-2019 budget in accordance with Section 223 of the Act and that written submissions must be received on a date that is at least 28 days after the publication of the notice;  
4. the public notice include the information required to be made available in accordance with the section 9 of the Local Government (Planning and Reporting) Regulations 2014;  
5. the Chief Executive Officer be authorised to undertake the administrative procedures necessary to enable the council to carry out its functions under section 223 of the Act in relation to this matter;  
6. if submissions are received under section 223 of the Act and persons request to be heard in support of a written submission, a special meeting of council be convened for that purpose at 3pm on Friday, June 15, 2018; and  
7. a report on the section 223 process for the draft 2018-2019 budget, including a summary of any hearings held, be submitted to the ordinary council meeting of June 25, 2018.

**Status**  
Advertised in the Border Mail of 16 May 2018. A report on the section 223 process is included with this agenda. Completed.

---

### Item 2.2

**Reconstruction of High Street (from Lawrence Street to Elgin Boulevard) - Civil Works (14/05/2018)**

**Resolution**

1. The tender from Excell Gray Bruni Pty Ltd for Option 2 of W1248-18 Reconstruction of High Street, between Elgin Boulevard and Lawrence Street for the contract sum of $2,368,647 (excl GST) based on the schedule of rates tendered be accepted;  
2. The works are to be completed by May 31, 2019; and  
3. A project contingency of $474,000 be approved for potential variations to the contract, including potential latent conditions or unforeseen works.

**Status**  
Completed.

---

### Item 2.3

**Reconstruction of High Street between Lawrence Street and Elgin Boulevard - Landscape Works (14/05/2018)**

**Resolution**

1. The tender from Stuart Gordon Landscaping & Paving Specialist for tender W1278-18 Reconstruction of High Street between Lawrence Street and Elgin Boulevard - Landscape Works for the contract sum of $1,243,575.00 (excluding GST) based on the schedule of rates tendered be accepted;  
2. The works are to be completed by June 30, 2019; and  
3. A project contingency of $80,000 be approved for potential variations to the
### Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Resolution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item 10.2</strong></td>
<td><strong>Attachment A</strong></td>
<td>Contract, including potential latent conditions or unforeseen works.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Completed.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Item** | **Domestic Animal Management Plan (14/05/2018)**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resolution</strong></td>
<td>That the 2017-2021 Domestic Animal Management Plan (DAMP) be placed on public exhibition for 28 days, with a report on the outcomes of the consultation and the adoption of the DAMP to be presented to a future council meeting.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Advertised in the Border Mail of 19 May 2018. In progress.</td>
</tr>
</tbody>
</table>

**Item** | **Proposed sale of former saleyards site (14/05/2018)**
|---------|--------------------------------------------------|
| **Resolution** | 1. That Council authorises the Chief Executive Officer to give public notice under ss 189 and 223 of the Local Government Act 1989 of Council's intention to:  
   - sell the following land:  
     Lot 1 on proposed plan of subdivision no. PS816689F, being part of the land contained in certificate of title volume 10114 folio 425 and being (part) 96 Whytes Road, Bandiana, Victoria 3691 (Land).  
   - in accordance with the terms of the public notice, being Attachment A, as tabled.  
   2. That the public notice stipulate that persons may make a submission in respect of the proposal in accordance with Section 223 of the Local Government Act 1989 and that written submissions must be received by no later than June 13, 2018.  
   3. That the Chief Executive Officer be authorised to undertake the administrative procedures necessary to enable Council to carry out its functions under section 223 of the Act in relation to this matter.  
   4. That Council hold a Special Meeting of Council to hear from any persons who ask to be heard in support of their written submission at a meeting to be held at 3pm on Friday, June 15, 2018 in Council's offices, 104 Hovell Street, Wodonga in relation to the proposed sale of the Sale Land and the proposed grant of option to sell and proposed sale of the Option Land.  
   5. Council further resolves should no submissions be received and having followed all required statutory procedures pursuant to s.189 and s.223 of the Act, to sell part of the former saleyards site to Amerock Holdings Pty.Ltd. |
| **Status** | Advertised in the Border Mail of 16 May 2018. No submissions were received. In progress. |

**Item** | **Review of CityLife publication (14/05/2018)**
|---------|--------------------------------------------------|
| **Resolution** | That:  
   1. The printed CityLife publication become a quarterly newsletter under the present distribution model across the city;  
   2. The June 2018 edition be the last monthly publication with the quarterly editions to begin in September; and,  
   3. A further review be undertaken after 12 months of this coming into effect. |
| **Status** | Implemented. Completed. |

**Item** | **Wodonga CBA Car Parking Plan for approval and Wodonga Planning Scheme Amendment C98 Car Parking Plan & Parking Overlay (14/05/2018)**
|---------|--------------------------------------------------|
| **Resolution** | That:  
   1. The Wodonga CBA Car Parking Plan, as tabled be adopted; and  
   2. Officers seek authorisation from the Minister for Planning to prepare and exhibit the Planning Scheme Amendment C98 to the Wodonga Planning Scheme. |
| **Status** | In progress. |

**Item** | **Councillor briefings (14/05/2018)**
## Status report on council meeting resolutions – May 2018

<table>
<thead>
<tr>
<th>Resolution</th>
<th>That effective from August 2018 councillor briefings be open to the public, subject to the CEO presenting a report to the July council meeting recommending an appropriate policy and / or guidelines around public attendance at councillor briefings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Report has been prepared and reviewed by Executive. Scheduled for discussion at the councillor briefing on 25 June. A report will follow to the July council meeting. In progress.</td>
</tr>
</tbody>
</table>
10.3 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18)

Purpose of report

To provide council with an update on the status for the contract detailed above.

Background

At its meeting February 19, 2018 the council resolved:

‘That the awarding of the contract W1244-18, Energy Procurement Australia Tender 2106/0634 Retail Electricity, Natural Gas and Associated Services for the period commencing July 1, 2018 and concluding June 30, 2021 be delegated to the Chief Executive Officer’.

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

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

Due to the volatility of the market, at the time, PA approached AGL and a number of other retailers in November 2017, to test the market for the two year extension period noting this was a benchmarking exercise to verify pricing submitted by the incumbent retailer against the market.

Following this exercise, PA determined the AGL offer was not in the best interest to accept and extend the contract and therefore determined to return to the market. Procurement Australia then went about engaging participating members to a committed volume for both the tender and duration of the resulting contract.

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

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

Due to the Fixed Volume nature of the PA tender, it also meant that ‘Energy Supply Agreements’ were required to be signed by individual councils and returned to the retailer within a short period of time (expected to be 72 hours).

Due to the tender process schedule, the timing for approving the ‘Energy Supply Agreements’ did not align with the May Council Ordinary Meeting and Item 8.9 of the February 19, Council Ordinary Meeting sought approval for the awarding of the contract to be delegated to the Chief Executive Officer.
The recommendation was adopted.

**Tender/ Contract Progress**

The tender process was coordinated by PA and the tender Evaluation Report was issued on May 7, 2018.

A total of seven entities responded to Stages 1 and 2 of the Request for Tender Process and their responses were assessed against the defined evaluation criteria.

The tender award results (for Victoria) were as follows:

Large market electricity, gas and public lighting awarded to AGL Sales; and

Small market electricity and gas awarded to Origin Energy.

At this point in time it should be noted that the forecast increases in electricity and gas have not been realised. However, there is still an increased average of 26% in council’s energy costs, for the duration of the three year contract. This has been estimated at $4,017,600 (for FY18/19 – FY 20/21). Electricity shows a softening of the market beyond FY 18/19 whereas Gas prices are expected to continue to increase for the foreseeable future.

This result is significantly better than the $6.5 million estimated at the time of tender preparation when councils' were working with a number of unknown factors.

The savings being realised by the LED lighting project, across the city, has also had a significant impact in the reduction of energy costs by approximately $15,000 per month.

‘Energy Supply Agreements’ were signed by the Chief Executive Officer and submitted on 23 and 24 May 2018 for the three contracted categories (2x AGL Sales and 1x Origin Energy).

**Conclusion**

All tender timeframes have been achieved and contract requirements met.

**Attachments**

Nil

**Tabled papers**

Nil
10.3 - Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services (W1244-18) (cont’d)

Declaration of conflict of interests

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

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

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

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

Recommendation

That the W1244-18 Energy Procurement Australia 2106/0634 Retail Electricity, Natural Gas and Associated Services report be received and noted.

Motion

Crs John Watson / Libby Hall

That the recommendation be adopted.  

Carried
11.1 - Refugee Community Sponsorship Program

Purpose of report

In accordance with clause 51.2 of the Meeting Procedure Local Law (no. 1 of 2009) Cr Speedie has submitted the following Notice of Motion.

Notice of Motion

That Wodonga Council:

1. Confirms its supports for an expanded and improved Community Sponsorship Program; and
2. Calls on the federal government to improve and expand the Community Sponsorship Program to ensure the program:
   a. Does not take places from others in need;
   b. Provides adequate support and services;
   c. Limits the costs on sponsors;
   d. Allows community, family and businesses to act as sponsors; and
   e. Creates more places for people in need of protection to settle in Australia.

Motion

Crs Anna Speedie / Ron Mildren

That Wodonga Council:

1. Confirms its supports for an expanded and improved Community Sponsorship Program; and
2. Calls on the federal government to improve and expand the Community Sponsorship Program to ensure the program:
   a. Does not take places from others in need;
   b. Provides adequate support and services;
   c. Limits the costs on sponsors; and
   d. Allows community, family and businesses to act as sponsors.

Carried

Rationale

In 2015 Wodonga Council became a signatory to the Refugee Welcome Zone (RWZ). Through the RWZ declaration council made a public commitment to welcome refugees, uphold the human rights of refugees, demonstrate compassion for refugees and enhance cultural diversity in the community.

If adopted this motion would further build upon this council’s and the community’s support for refugees.
11.1 - Refugee Community Sponsorship Program (cont’d)

The calls to further expand the Community Sponsorship Program is being co-ordinated by Amnesty International and is expected to have the support of other councils from across our region.

The Amnesty International refugee campaign “My New Neighbour” emphasises that:

1. We live in a world where people have no option but to flee their homes and countries, and that globally, resettlement places for these people are rare and over-subscribed.
2. All countries, especially the wealthiest, like Australia, need to do their fair share by welcoming refugees in any way they can.
3. Refugees and migrants have made a positive contribution to Australian communities, our economy and our communities.
4. We need to create more opportunities for safe and legal entry into Australia, and one way to do this is through community led sponsorship.
There were no petitions received for this meeting.
There were no documents requiring the attachment of the council seal.
Clause 23 of the council's Meeting Procedure Local Law (no. 1 of 2009) states:

If the agenda for an Ordinary meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

a) relates to or arises out of a matter which has arisen since distribution of the agenda; or

b) cannot safely or conveniently be deferred until the next Ordinary meeting or involves a matter of urgent community concern.

There was no urgent business.
Clause 61 of the council’s Meeting Procedure Local Law (no. 1 of 2009) states:

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

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

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

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

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

61.6 If a person has submitted two questions to a meeting, the second question:
   a) may, at the discretion of the Chairperson, be deferred until all other persons who have asked a question have had their questions asked and answered; or
   b) may not be asked if the time allotted for public question time has expired.

61.7 A question may be disallowed by the Chairperson if the Chairperson determines that it:
   a) relates to a matter outside the duties, functions and powers of Council;
   b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
   c) deals with a subject matter already answered;
   d) is aimed at embarrassing a councillor or a member of Council staff;
   e) relates to personnel matters;
   f) relates to the personal hardship of any resident or ratepayer;
   g) relates to industrial matters;
   h) relates to contractual matters;
   i) relates to proposed developments;
   k) relates to matters affecting the security of Council property; or j) relates to legal advice;
   l) relates to any other matter which Council considers would prejudice Council or any person.

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

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

There were no question submitted to the meeting.
8.6 - Wodonga Hills Advisory Group

Purpose of report

To report on the appointment of members to the Wodonga Hills Advisory Group.

Background

The Planning for Wodonga Hills documents were adopted by Council on October 16, 2017.

They were as tabled:

- Planning for Wodonga Hills - Engagement Report
- Planning for Wodonga Hills Strategy
- Bears Hill Masterplan
- Federation Hill Masterplan
- Huon Hill Masterplan
- Kling’s Hill Masterplan
- Maher’s Hill Masterplan

Also determined at this meeting was that a further report be provided to the Council outlining the establishment of an advisory group, the report to include scope, membership criteria and terms of reference.

At the public Meeting on February 19, 2018, a report titled “Wodonga Hills Advisory Group” was tabled and Council resolved that the following documents be adopted and implemented:

1. Wodonga Hills Advisory Group advertisement
2. Wodonga Hills Advisory Group application
3. Wodonga Hills Advisory Group Terms of Reference: and
4. Wodonga Hills Advisory Group Skills Matrix

Councillors Mildren, Bennett and the CEO were co-opted to manage the process and conduct the interviews.

There were 10 applications for membership of the Wodonga Hills Advisory Group, with three of these being for the position of Chair.

Each applicant was expected to address the required questions and skills matrix. All applicants were interviewed by the panel – one applicant via telephone. Interviews occurred over a period of three weeks.

The panel also reviewed the terms of reference and questioned whether it was appropriate to include Wodonga Urban Landcare Network (WULN) in the membership of the Advisory Group.

WULN has been previously funded by Council for projects on and around Wodonga Hills and would be positioned to request funding in the future. There is the potential for conflicts of interest as the strategy is rolled out.
Since it is likely the implementation of the Strategy will impact the work of WULN, the council would be better served by requesting that the Advisory Group consult with them on a needs basis (temporary specialist membership as provided in the terms of reference). In this way the group could still contribute to the implementation of the Strategy, but at arms-length. It is envisaged that other groups such as Parklands Albury Wodonga could also be similarly involved.

*Each candidate was scored individually against the following skills and qualifications criteria.*

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

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

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

The interview questions are tabled.

The final membership recommendations from the selection panel are presented in the confidential attachment, as tabled.
8.6 - Wodonga Hills Advisory Group (cont’d)

Council Plan

<table>
<thead>
<tr>
<th>Strategic objective</th>
<th>Strategy areas</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect, enhance and manage our unique natural and built environments, planning for growth, demonstrating leadership and stewardship now and into the future.</td>
<td>Environmental management</td>
<td>Prepare a priority action plan for Wodonga’s hills based on community feedback on adoption of the Planning for the Wodonga Hills Strategy.</td>
</tr>
</tbody>
</table>

Council policy / strategy implications

The Wodonga Hills Advisory Group will consider the strategy and various masterplans and advise Council on the priorities and implementation of these.

Risk management implications

<table>
<thead>
<tr>
<th>Risk description</th>
<th>C’quence</th>
<th>L’hood</th>
<th>Rating</th>
<th>Controls &amp; treatments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor environmental and social outcomes resulting from lack of strategic direction for management of the hills</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Strategy and masterplans are adopted and actions implemented</td>
</tr>
<tr>
<td>Resources are not provided to deliver on the actions and outcomes of the strategy and masterplans</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Prepare an Implementation Plan to prioritise actions and assist in resource allocation. Long term capital plan to be updated with key projects. Projects for external funding identified. Ongoing communication with key stakeholders to support delivery of actions.</td>
</tr>
<tr>
<td>Stakeholders have unrealistic expectations on the timing of the delivery of the actions.</td>
<td>3</td>
<td>C</td>
<td>S</td>
<td>Prepare and regularly review an Implementation Plan that reflects community needs and available resources. Ongoing communication with stakeholders on the delivery and timing of the strategy and masterplans.</td>
</tr>
</tbody>
</table>

Financial implications

The planning for the Wodonga Hills strategy outlines a range of actions to enhance management of the Hills.

An implementation plan identifying priority actions will be prepared and reviewed using the Assessment and Approval Process for Works reflecting community and
environmental needs, budget, resource availability and external funding opportunities.

The Wodonga Hills Advisory Group will consider and recommend to Council on the implementation of the plan. The Council will consider these as a part of the annual budget process.

Environmental implications

The Planning for the Wodonga Hills strategy and actions recognise the importance of the habitat that remain in the hills and prioritises its protection.

A coordinated approach to management of the hills will ensure these significant environmental values are protected and enhanced into the future.

The strategy seeks to improve current environmental management practices. As actions to manage use of the sites are implemented, then careful planning, including targeted environmental assessments in relevant circumstances, will be required to ensure that implementation does not impact on the recognised environmental values.

Social / cultural implications

The Wodonga Physical Activity Strategy identifies a range of physical activity options that currently occur within the natural setting of the hills. The realisation of these and other activity options could have important implications for the health and wellbeing of the Wodonga community. The Planning for the Wodonga Hills strategy and masterplans seek to balance this objective with the other recognised values of the hills.

The strategy and masterplans also recognise the potential for sites of Aboriginal cultural significance to occur across the study area. If the plans are to be implemented careful planning, including detailed cultural heritage assessments in some circumstances, will be required to ensure that implementation does not impact on any significant sites.

Opportunities for engagement with Traditional Owners and the local Aboriginal community have been identified. Such considerations will be in accordance with relevant legislative requirements and guidelines established in the strategy itself.

It is critical that the Wodonga community “owns” its hills and contributes to the management. Discussions have already commenced with environmental volunteer groups who currently play a significant role in enhancing urban landcare in Wodonga.
8.6 - Wodonga Hills Advisory Group (cont’d)

Legislative implications

As set out in the final pages of the Planning for the Wodonga Hills Strategy, all required site, environmental and planning assessment will be undertaken prior to any works being undertaken.

Further, all formal necessary approvals will be obtained from internal and external agencies such as the Department of Environment, Land, Water and Planning, Aboriginal Victoria and others.

Community engagement

The community was invited to apply for membership of the Advisory Group.

Conclusion

This report proposes a minor amendment to the terms of reference, and presents the recommendations for the membership of the Wodonga Hills Advisory Group.

Attachments

Nil

Tabled papers

The following documents will be tabled at the meeting:

- Document A: Wodonga Hills Advisory Group confidential attachment (Confidential)
- Document B: Interview questions

Declaration of conflict of interests

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

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

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

That

1. The terms of reference be amended that membership of the Advisory Group shall comprise:
   - Representative of Department of Water Environment, Land and Planning
   - Representative of the local indigenous community
   - Five members from the Wodonga Community;
   - Representative of Country Fire Authority
   - Temporary specialist representation as requested by Council and/or advisory group (both Council officers and specialists from other sectors)

2. The five community members recommended by the Selection Panel and listed in the confidential attachment be appointed for an initial term of two years, ending 30 June 2020, and this information be released publicly.

**Motion**

Crs Ron Mildren / Kat Bennett

That

The terms of reference be amended that membership of the Advisory Group shall comprise:

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

*Carried*

*During discussion of this item it was noted that Councillors Mildren, Bennett and the CEO were co-opted to manage the process and conduct the interviews. The report in these minutes have been changed to reflect this.*

**Motion**

Crs Kat Bennett / Tim Quilty

That the meeting be closed to members of the public in order to consider matters pursuant to section 89(2) of the *Local Government Act*, 1989, and that the meeting be adjourned for two minutes to allow the public to leave the Chamber.

*Carried*
A part of item 8.6 was discussed in confidential.

**Confidential Reason**

Consideration of this item was closed to members of the public as it contained matters listed under section 89(2) of the *Local Government Act 1989*:

h) any other matter which the Council or special committee considers would prejudice the Council or any person.
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.
• Return to open council

Motion
Crs Kat Bennett / Ron Mildren
That the ordinary meeting of the council be resumed. Carried

• Adopt the 'in-camera' recommendations

Motion
Crs Ron Mildren / Kat Bennett
That the recommendations of the closed meeting of the council be adopted. Carried

• Chairperson to close the meeting.

There being no further business the meeting closed at 7.53pm

Minutes confirmed this ..................... day of .................................... 2018.

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