

MINUTES

for the ordinary meeting of council
held in the council chambers on
Monday 18 February 2008 commencing at 6:00pm.

The Mayor opened the meeting with the Statement of
Acknowledgement of the traditional land owners.

Present

Cr R Wangman (Mayor)
Cr B Wicks (Deputy Mayor)
Cr J De Kruiff
Cr J Hanuska
Cr L Mahood
Cr B Wicks
Cr J Mahony
Cr A Speedie

Apologies

Nil

In Attendance

Mr P Marshall	Chief Executive Officer
Mr T Ierino	Director Business Services
Mr R Henderson	Director City Infrastructure
Ms P Harrington	Director Community Development
Mr DM Gobel	Director Investment Attraction
Mr Johan Louw	Director Sustainable Development



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Table of Contents

1.	Documents to be Tabled	3
1.1	Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008	3
1.2	Petition regarding road safety in and around Hereford and Wilson Streets, Wodonga	3
1.3	Petition regarding road rules at the T-intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla	3
1.4	Instrument of Appointment and Authorisation - Mr. Michael Kangas	3
2.	Declarations of Interest or Conflict of Interest	3
3.	Confirmation of Minutes	3
4.	Petitions	4
4.1	Petition regarding road safety in and around Hereford and Wilson Streets, Wodonga	4
4.2	Petition regarding road rules at the T-intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla	5
5.	Chief Executive Officer's Report	6
5.1	Timor-Leste (East Timor) Work Placement	6
5.2	Review of Council Plan	7
6.	Business Services Director's Report	9
6.1	Finance Report	9
6.2	Auditor General's Report	10
6.3	Audit Committee Charter	13
7.	City Infrastructure Director's Report	14
8.	Community Development Director's Report.	14
9.	Investment Attraction Director's Report	15
9.1	Sale of Land – Logic Wodonga (Bounded by Lady Franklin Road/Eames Road/Hume Highway)	15
10.	Sustainable Development Director's Report	16
10.1	January Building Report	16
10.2	January Planning Report	20
10.3	Authorised Officer – Environmental Health	21
11.	Documents to be Signed and Sealed	22
11.1	Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008	22
12.	Competitive Tendering Report	23
13.	Question Time	25
Appendix A	Finance Report	
Appendix B	Benchmarks other Councils 2006-07	
Appendix C	Audit Committee Charter (Draft)	
Appendix D	Plan of existing titles	

1. Documents to be Tabled

1.1 Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008

1.2 Petition regarding road safety in and around Hereford and Wilson Streets, Wodonga

1.3 Petition regarding road rules at the T-intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla

1.4 Instrument of Appointment and Authorisation - Mr. Michael Kangas

2. Declarations of Interest or Conflict of Interest

Cr Wangman declared an interest in relation to Item 5.1, Timor-Leste (East Timor) Work Placement as he is the CEO of the Continuing Education Centre which will assist in this placement through offering English Language Training.

3. Confirmation of Minutes

RECOMMENDATION

That the Minutes of the ordinary meeting of council held on Monday, 21 January 2008, copies of which were circulated to all councilors, be taken as read and confirmed.

Councillors Wicks/Speedie

That the Minutes of the ordinary meeting of council held on Monday, 21 January 2008 copies of which were circulated to all councilors, be taken as read and confirmed.

CARRIED 2008-12

4. Petitions

4.1 Petition regarding road safety in and around Hereford and Wilson Streets, Wodonga

A petition has been received from 22 residents expressing concerns about road safety in and around Hereford and Wilson Streets, Wodonga.

The petition states:

This petition by the residents of Wodonga in and near the intersection of Hereford, Wilson and associated streets ask the Wodonga city council to take steps to ensure the safety of all people who use this area, either as pedestrians or drivers.

- a) The stop sign on the left hand side of Hereford Street adjacent to the Wilson street intersection is blatantly disregarded by at least 70% of drivers.
- b) Travelling west in Wilson street towards the Hereford street intersections is used by some motorists as a race track with vehicles on both sides of Wilson street traveling in the same direction late in the evening.
- c) Vehicles traveling south along Hereford street and past the Wilson street intersection are driving on the right hand side of the traffic island in Hereford street instead of keeping to the left hand side.
- d) When vehicles are parked on both sides of Hereford street, from Brockley street to Wilson street and vice versa there is not enough room to drive safely and is only a matter of time before a serious accident occurs.

A copy of the petition will be tabled at the meeting, and separately has been forwarded to councillors.

In accordance with Council's Local Law the petition must lay on the table until the next ordinary meeting of Council, at which time a further report will be provided.

RECOMMENDATION

That the petition regarding road safety in and around Hereford and Wilson Streets, Wodonga, lay on the table for a period of one month, and that the issues relating to driver behaviour be referred to Wodonga Police for attention.

Councillors Mahood/De Kruiff

That the petition regarding road safety in and around Hereford and Wilson Streets, Wodonga, lay on the table for a period of one month, and that the issues relating to driver behaviour be referred to Wodonga Police for attention.

CARRIED 2008-13

4.2 Petition regarding road rules at the T-intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla

A petition has been received from 52 residents from Bonegilla expressing concerns about new road rules at the T-Intersection of Rapseys, Snowdons and McIntosh Roads.

The petitioners are concerned about changes that require traffic on Snowdons Road to give way to traffic on McIntosh and Rapseys Roads.

A copy of the petition will be tabled at the meeting, and separately has been forwarded to councillors.

The Mayor has also met with several petitioners on site to discuss their concerns and review options.

In accordance with Council's Local Law the petition must lay on the table until the next ordinary meeting of Council, at which time a further report will be provided.

RECOMMENDATION

That the petition regarding road rules at the T-Intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla, lay on the table for a period of one month.

Councillors Mahood/Wicks

That the petition regarding road rules at the T-Intersection of Rapseys, Snowdons and McIntosh Roads, Bonegilla, lay on the table for a period of one month.

CARRIED 2008-14

5. Chief Executive Officer's Report

Cr Wangman declared an interest in relation to Item 5.1, Timor-Leste (East Timor) Work Placement as he is the CEO of the Continuing Education Centre which will assist in this placement through offering English Language Training.

5.1 Timor-Leste (East Timor) Work Placement

Council has recently held discussions with Mr Abel Guterres, the Consul General of Timor-Leste, about sponsoring an officer from the Timor-Leste government to gain work experience at Wodonga Council and undertake English language training.

A program such as this provides a very practical way to provide assistance to this developing nation, and has only minimal costs for Council.

The proposal involves an officer from the office of the Minister for Finance, at Executive Assistant level, undertaking a three month work placement at Council. The English language training will be provided by the Continuing Education Centre.

Council is working with the Rotary Club of Wodonga West to ensure the provision of billeted accommodation.

It is expected that the work placement will commence in mid March 2008.

RECOMMENDATION

That an officer from the Timor-Leste Government be sponsored to undertake a three month work placement at Council, and that Council ensures that English language training and billeted accommodation is provided.

Councillors Hanuska/Wicks

That an officer from the Timor-Leste Government be sponsored to undertake a three month work placement at Council, and that Council ensures that English language training and billeted accommodation is provided.

CARRIED 2008-15

5.2 Review of Council Plan

Clause 125 (7) of the Local Government Act requires that “at least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan”.

On Tuesday, 12 February and Wednesday, 13 February councillors and executive staff met to review the current Council Plan.

As a part of the process councillors were provided with the following documents:

- Feedback from Community Leaders Forums conducted during 2007
- Results from the 2007 Annual Community Survey
- Latest Future Population and Household Forecasts for Wodonga City
- Update on the status of current Council Plan key actions, including the 14 key priority areas
- Update on status of 2007/2008 Capital Program
- Feedback and Ideas from Council staff on issues for 2008/2009.

Councillors determined that that the focus for the next year will be on completing as many projects as possible from the current Council Plan. The current priority list of strategies was refined down to ten items, being:

- Community Strengthening and Capacity Building
- Community Engagement and Communication Strategy
- Marketing Wodonga
- CBD Redevelopment (including development of the rail land)
- Sustainable development and the environment
- Logic
- Housing affordability
- Transport
- Wellbeing
- Arts and Culture

The proposals arising from the two day workshop, if subsequently resolved by Council, will result in the current Council Plan being amended. The process leading to the adoption of an amended Council Plan, run side by side with the 2008-2009 budget, includes the following:

- | | |
|---------|-----------------------------------------------------------------------------------------------------------|
| 19 May | Council resolves to advertise amended 2006-2010 Council Plan and 2008-2009 Budget. |
| 21 May | Council Plan and Budget placed on Public Exhibition |
| 26 May | June issue of CityLife delivered to Wodonga residents highlighting key aspects of Council Plan and budget |
| 2 June | Public Forum to communicate Council Plan and Budget |
| 9 June | Closing date for public submissions on Council Plan and Budget |
| 23 June | Council considers any submissions, and adopts Council Plan and budget. |

While these dates may be varied if necessary they set the parameters to ensure a process is in place to meet Council's statutory obligations, to communicate key information to the public, and to allow for appropriate community input into the process.

RECOMMENDATION

That the process for adoption of an amended Council Plan and 2008-2009 Budget be endorsed.

Councillors Wicks/Mahony

That the process for adoption of an amended Council Plan and 2008-2009 Budget be endorsed.

CARRIED 2008-16

6. Business Services Director's Report

6.1 Finance Report

The Finance Report is submitted for council's information (attached as **Appendix A**).

RECOMMENDATION

For information only.

6.2 Auditor General's Report

The Auditor General (AG) recently tabled its report summarising the financial performance of Councils in Parliament.

The report included the following reference to Wodonga:-

“Wodonga have reported a negative underlying result for this financial year which is in contrast to positive results over past periods and also future plans and budgets. Wodonga have reported a high indebtedness level coupled with a low self financing indicator which may indicate long term debt servicing issues with the council having high debt levels yet generating very little own source revenue to repay the debt.”

The report included a response provided by the Chief Executive Officer which points out that whilst the City of Wodonga is carrying a level of borrowings, the report fails to take into account the value of land held for future land sales at Logic.

Wodonga city is in a unique position when compared to all other Victorian councils. Whilst observations of our borrowings are made by the Auditor General and others, the value and benefit the Logic investment is often and easily overlooked.

As at 30 June 2007, the land at Logic was conservatively valued in the balance sheet at \$24 million, which reflects its book cost.

Even if the City were to have a “fire sale” tomorrow of its Logic land holdings, at the conservative value of \$24m, our borrowings could be repaid the next day.

A confidential valuation recently commissioned by Council, however, estimates that today's value of the Logic land is much higher than this.

It's worth remembering that with recent land sales, the City's original investment in Logic has now been almost fully returned, with only a minor component of our borrowings now relating to Logic.

Logic tenants however are already contributing over \$400,000 per year to the City's rate revenue, with further increases most likely to come in the future. This obviously eases the rate burden on existing residential ratepayers.

The worksheet at Appendix B summarises financial data for all Victorian councils as at 30 June 2007. The summary shows that Wodonga is ranked 44th out of 79 Councils in the State with respect to both Total Assets, and Rates and Charges Revenue.

Our borrowings of \$26.7 million are the 5th highest in the state. What makes Wodonga unique however is the value of Land held for resale. Typically most Council assets are not normally held for the purpose of resale. The land held by Wodonga at Logic is an exception to this rule.

Under the heading "*Stock, Stores, Work in Progress, Land held for resale*" Wodonga's 30/6/07 balance of \$27.0 million, which is predominantly Logic, is ranked the highest in the state. By comparison Councils with the next 5 highest balances in this category are as follows:-

<u>Council</u>	<u>Stock, stores, WIP Land held for resale</u>
Wodonga	\$27.0m
Cardinia	\$23.3m
Greater Dandenong	\$20.5m
Wyndham	\$20.2m
Greater Bendigo	\$12.8m
Moonee Valley	\$12.6m

It is worth noting that all these Councils, with the exception of Bendigo, carried borrowings that were higher than the amounts carried in "*Stock, Stores, Work in Progress, Land held for resale*".

If you subtract, or offset, the value of land held for resale from the borrowings, to show a net position as at 30 June '07, Wodonga could be described as "debt free".

After applying this formula to all other Councils Wodonga joins 15 other Councils at the bottom of the table who could be classed as "debt free". Compare this to its previous ranking of 5th highest when looking at borrowings in isolation, without taking land for resale into account.

In summary, we do not agree with the conclusions drawn by the AG with respect to sustainability and long term self financing.

Whilst we support the role of the Auditor General in raising public awareness with respect to the financial performance and position of Victoria councils, the conclusion fails to take into account significant investment in land and infrastructure held by the City of Wodonga at Logic.

Even at its conservative value in the balance sheet of \$24 million the remaining land and infrastructure at Logic almost totally extinguishes long term borrowings of \$26m as at 30 June 2007. We are confident that eventual sales will be significantly higher than this again.

Wodonga is a growing city, and Council has invested in "growth-related" assets, and in "income producing" assets. We remain committed to our clearly communicated financial strategy. This includes a steady and predictable rates increase path not exceeding 4.25% per year.

It is our strong and clear view that the City's finances are both sustainable and self funding, and that strategies already in place will ensure this published rates growth will not be compromised, whilst delivering the services, assets, and events expected by the Wodonga community.

RECOMMENDATION

For information only.

During discussion of this item the following points were made:

- § The Auditor General's report is a snapshot in time and is one perspective of Council's financial position, assessing Council's performance in just five areas. It does not take account of all factors such as underlying strategies.
- § Other reports, such as the 2006 Study into Financial Sustainability of Local Government, commissioned by the Municipal Association of Victoria, considered different performance ratios and reached quite different conclusions, Wodonga being ranked 14th out of 79 Victorian Councils for financial viability.
- § The Auditor General's report does not recognise Council's asset base, wherein Council is able to settle its borrowings through the sale of land, most notably land at the *Logic* distribution hub.
- § Council is in a sound financial position, and has a strategy in place to manage its borrowings. This strategy includes investment in income producing assets such as *Logic*, and funding new growth assets through borrowings and repayments spread over Wodonga's growing ratepayer base, so easing the reliance on the existing rate base.
- § Council's current strategic rating strategy could in future differ from the figure of 4.25% highlighted in the report, as part of setting the forthcoming budget. However, the matter raised in the AG's Report did not warrant any greater strategic rate increase to reduce borrowings.

6.3 Audit Committee Charter

Council's Audit Committee Charter is in need of review, having not been reviewed or updated since its initial creation some 10 years ago. This issue has been raised at recent audit committee meetings.

The attached charter (refer Appendix C) has been developed based on models provided by:-

- Best practice guidelines jointly issued by the Australian Institute of Company Directors and Australian Accounting Research Foundation,
- Best Practice Guidelines Local Government Entity Audit Committees and Internal Audit – a variation on the above guidelines – prepared for the Department of Infrastructure and endorsed by the Municipal Association Victoria and LGPro.

The charter has now been reviewed by Council's audit committee. It was endorsed by the Committee subject to word changes which have now been completed and supported by the audit committee members via emails out of session.

The charter should build upon the current strengths of Council's audit committee processes and provide improvement in the following areas:-

- Format redrafted to provide clear and concise, yet comprehensive, overview of the functioning of the Audit Committee
- More clearly defines the links between the Committee and internal and external auditors
- More clearly defines the powers of the committee
- Strengthening of the risk management activity within Council by assigning overview of risk management to the Audit Committee
- Better defines a process by which outstanding audit items are monitored and followed up, and/or escalated to Council if required
- Removes the CEO as an automatic member of the committee, and reassigns as "by invitation only" status, which is more aligned with best practice
- Provides for induction of new members
- Provides a self assessment process to ensure performance of the committee is assessed and improvement actions developed
- Provides for assessment of members, and extension of membership tenure based on performance
- Provides for regular review of the charter

RECOMMENDATION

That the attached Audit Committee Charter be approved.

Councillors Hanuska/Speedie

That the attached Audit Committee Charter be approved.

CARRIED 2008-17

7. City Infrastructure Director's Report

Nil to report

8. Community Development Director's Report.

Nil to report

9. Investment Attraction Director's Report

9.1 Sale of Land – Logic Wodonga (Bounded by Lady Franklin Road/Eames Road/Hume Highway)

Contracts are under preparation for the sale of Council land described as Parts of Lots 2, 3, and 4 on TP100561N being part of CT 9628 Fol 865 as shown hachured on the plan attached at Appendix D

The land is to be sold by private treaty for uses associated with the Farm zoning.

Under Section 189 of the Local Government Act 1989 before Council sells or exchanges land it must:

- Ensure that public notice of its intention to do so is given at least 4 weeks prior to selling or exchanging the land, and
- Obtain from a proper registered valuer, a valuation of the land that is not made more than 6 months prior to the sale or exchange

Under section 223, a person has a right to make a submission on the proposed sale, and such submissions are required to be received within 14 days of Public Notice being given.

Any person who has made a written submission and requested that he or she be heard in support of the written submission is entitled to appear in person or by a person acting on his or her behalf before a meeting of Council or a Committee.

RECOMMENDATION

- 1) In accordance with Section 189 and 223 of the Local Government Act, Council gives notice of its intention to sell land described as Parts of Lot 2, 3 and 4 on TP100561N being part of CT 9628 Fol 865 as shown hachured on the plan attached as Appendix D.
- 2) The public notice specify that written submissions must be received within 14 days of publication of the notice.
- 3) Any submissions received within 14 days of the notice pursuant to S223 of the Local Government Act 1989 be considered by Council; and
- 4) If no submissions are received within 14 days of the notice, Council resolve to sell the land and the Chief Executive Officer be authorised to execute a Contract of Sale for the land on the terms and conditions agreed between Council and the purchaser, without further resolution.

Councillors De Kruiff/Wicks

- 1) In accordance with Section 189 and 223 of the Local Government Act, Council gives notice of its intention to sell land described as Parts of Lot 2, 3 and 4 on TP100561N being part of CT 9628 Fol 865 as shown hachured on the plan attached as Appendix D.
- 2) The public notice specify that written submissions must be received within 14 days of publication of the notice.
- 3) Any submissions received within 14 days of the notice pursuant to S223 of the Local Government Act 1989 be considered by Council; and
- 4) If no submissions are received within 14 days of the notice, Council resolve to sell the land and the Chief Executive Officer be authorised to execute a Contract of Sale for the land on the terms and conditions agreed between Council and the purchaser, without further resolution.

CARRIED 2008-18

10.Sustainable Development Director's Report

10.1 January Building Report

The value of Building Permits issued in Wodonga from 1st January to the 31st January 2008 is \$ 7,220,244.80

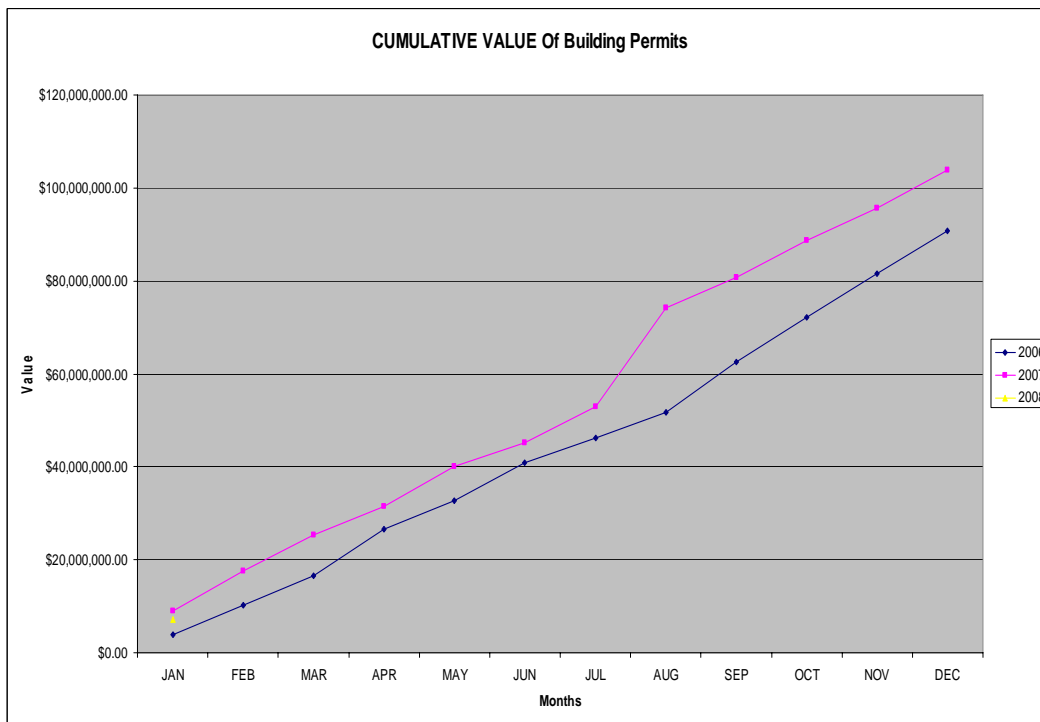
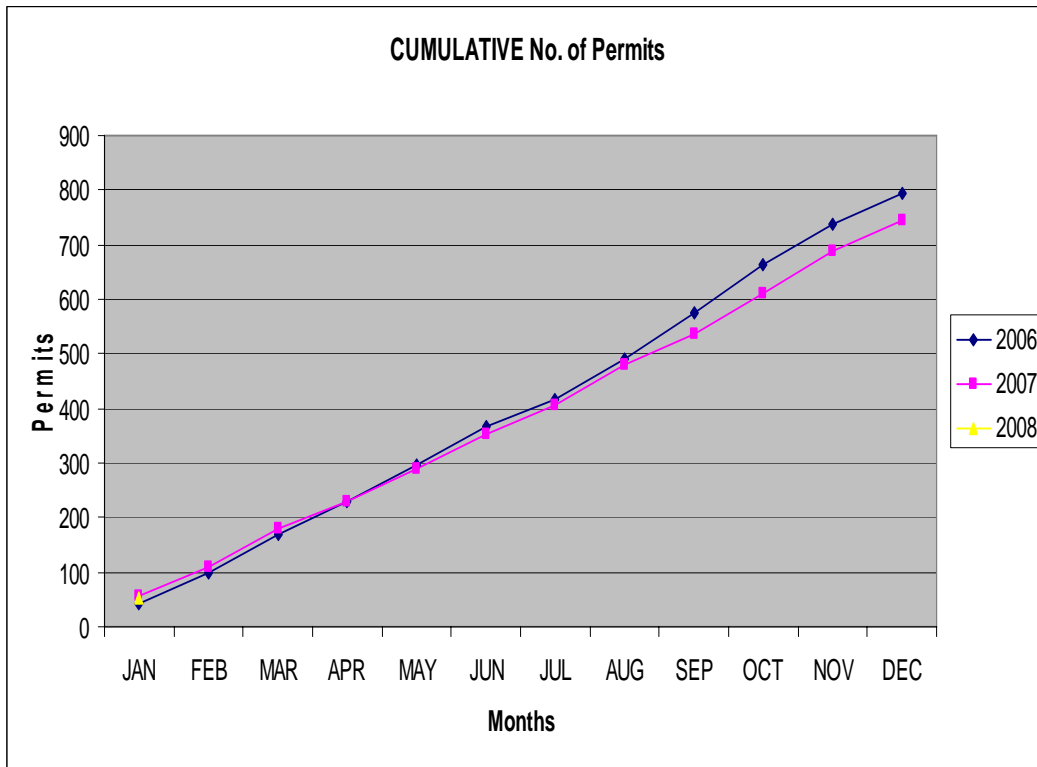
Details of the building approvals in excess of \$100,000.00 are as follows

Permit No	Value	Construction	Address
2007/423/COA	\$200,000	EXTENSION TO DENTAL CLINIC	205 BEECHWORTH ROAD WODONGA
2007/447./COM	\$105,000	AUTO CAR WASH	8 ROADSHOW DRIVE WEST WODONGA
2007/466/COM	\$119,256	AMPITHEATRE	7 VERBENA STREET BARANDUDA
2007/376/DWELL	\$215,000	DWELLING & ATTACHED GARAGE	17 WARWICK ROAD WODONGA
2007/469/DWELL	\$196,000	DWELLING, ATTACHED GARAGE & SHED	22 CHERVIL PLACE BARANDUDA
2008/7/DWELL	\$382,374	DWELLING & ATTACHED GARAGE	426 SPRING GULLY ROAD HUON CREEK
2008/21/DWELL	\$205,307	DWELLING & ATTACHED GARAGE	3 DUNLUCE PLACE WODONGA
2007/415./IND	\$150,000	FACTORY & OFFICE	5 PREMIER CLOSE WODONGA
2007/425/MUTS/1	\$425,000	2 DWELLING UNITS & ATTACHED GARAGES	14 STANGER COURT WODONGA
2007/464/MUTS/1	\$445,000	3 DWELLING UNITS & ATTACHED GARAGES	9 THORNEYCROFT AVENUE WODONGA
2007/330/PBSCOA	\$240,000	INTERNAL ALTERATIONS TO SHOP	1/127 HIGH STREET WODONGA
2008/9/PBSCOA	\$220,000	INTERNAL ALTERATIONS TO SCHOOL	25 SILVA DRIVE WEST WODODNGA
2007/33/PBSCOM/2	\$950,000	INTERNAL FIT OUSTS & LINING	111 – 113 HUME STREET WODONGA
2007/319/PBSCOM	\$744,000	4 CLASSROOM BUILDING	28 DRAGE ROAD WEST WODONGA
2007/314/PBSDWL	\$195,928	DWELLING & ATTACHED GARAGE	66 CASTLE CREEK ROAD WODONGA
2007/316/PBSDWL	\$195,000	DWELLING & ATTACHED GARAGE	11 STANGER COURT WODONGA
2007/324/PBSDWL	\$175,000	DWELLING	10 CORMORANT AVENUE BANDIANA
2007/326/PBSDWL	\$175,000	DWELLING	10 THORNBILL TERRACE BANDIANA
2007/328/PBSDWL	\$260,470	DWELLING & ATTACHED GARAGE	18 COYLES ROAD WEST WODONGA
2007/329/PBSDWL	\$286,661	DWELLING & ATTACHED GARAGE	1 BLUE BONNET WAY WODONGA
2008/1/PBSDWL	\$259,689	DWELLING & ATTACHED GARAGE	53 CASTLE CREEK ROAD WODONGA
2008/5/PBSDWL	\$242,000	DWELLING & ATTACHED GARAGE	16 GRANGE CLOSE WODONGA

2008/13/PBSDWL	\$147,135	DWELLING & ATTACHED GARAGE	1 PRO HART DRIVE BARANDUDA
2008/14/PBSDWL	\$140,673	DWELLING & ATTACHED GARAGE	3 GLEESON PLACE BARANDUDA
2007/313/PBSUTS/ 1	\$230,000	2 DWELLING UNITS	122 MITCHELL STREET WODONGA

Building Activity in the City of Wodonga – January 2008 (Dec 07)

- Total number of building permits issued in Wodonga. 53 (57)
- Total Number of dwellings approved in Wodonga (Dwellings & Units). 14/7 (15/2)
- Total Number of permits relating to commercial & Industrial Works in Wodonga. 11 (8)
- Percentage of work approved by Council 52.83% (64.91%)
- Number of permits approved **outside** Wodonga - Victoria 0 (0)
- Number of permits approved **outside** Wodonga - NSW 1 (1)



RECOMMENDATION

For information only.

10.2 January Planning Report

The Manager Statutory Planning has approved 17 permits including permit amendments by delegation from 1st January 2008 to 31st January 2008. Significant applications considered in the last month include:-

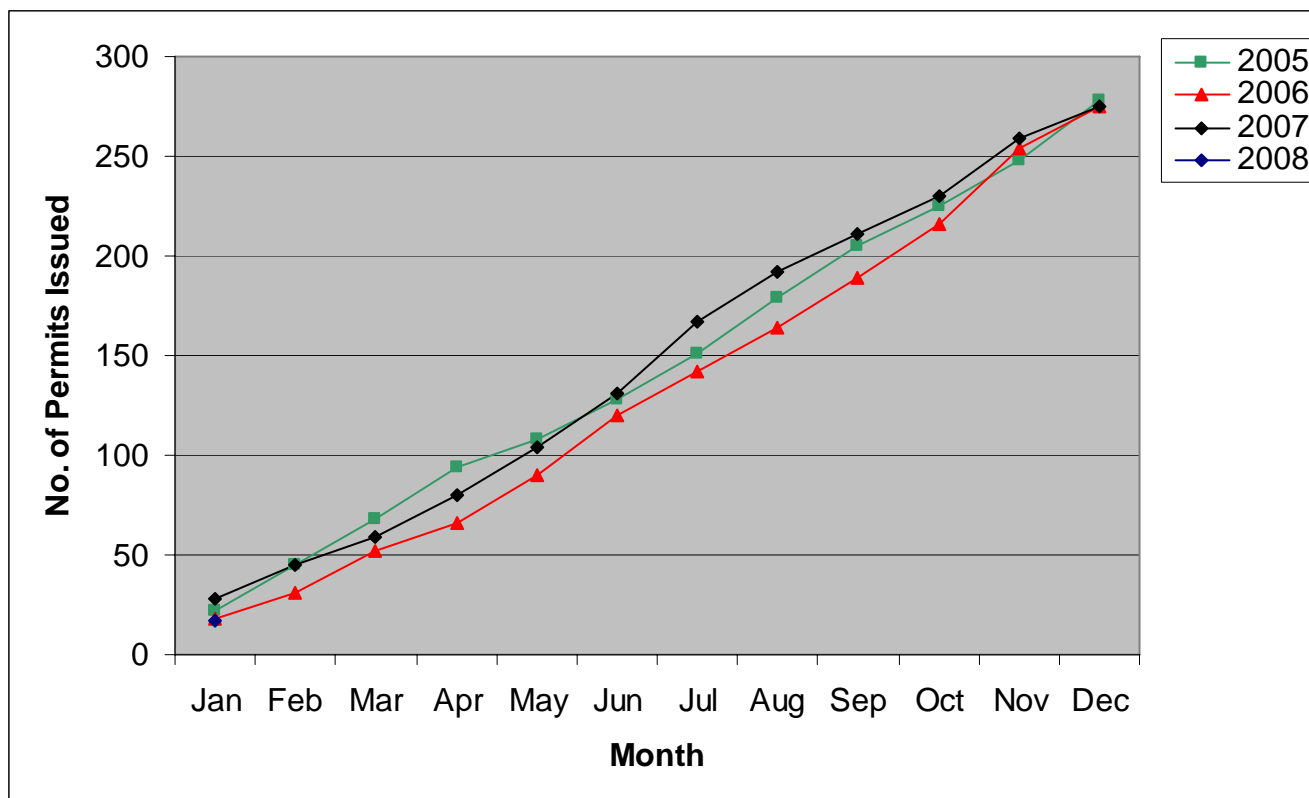
Permits approved in January 2008

Permit No	Use/Development	Applicant	Site Address
2007/192	Erection of 2 industrial sheds, 2 lot subdivision and easement of way and drainage	Esler & Associates Consulting Surveyors	6 Premier Close
2007/223	Development and subdivision of three two storey townhouses and associated buildings and works	A-Tek Design	88 Phillips Street
2008/1	Pruning of tree branches	Mr A M Valta	31 Innisfree Drive

Permits refused in January 2008

None

A comparison of monthly permits/amendments issued for previous years follows:-



RECOMMENDATION

For information only.

10.3 Authorised Officer – Environmental Health

With the continued devolution of State functions to local government (and the re-enforcement by the State Government of existing legislative requirements of Councils) the tasks required to be completed annually continues to rise. Changes to Tobacco legislation, increased vaccines types and changed schedules, and increased controls on environmental pollution from septic tanks are just a few of the more notable changes.

Council has appointed Michael Kangas, a mature aged student from Swinburne University who is currently completing his Bachelor of Health Science (Public & Environmental Health), as a student Environmental Health Officer. In order for him to undertake relevant enforcement action, it is necessary that Council appoint Mr. Kangas, as an Authorised Officer under Section 224 of the Local Government Act. The relevant documents have been listed for signing and sealing in this agenda, and are tabled with the agenda.

RECOMMENDATION

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the tabled instruments of appointment and authorisation, council resolves that -

1. That Michael Kangas be appointed and authorised as set out in the instruments.
2. The instruments come into force immediately the common seal of council is affixed to the instruments, and remain in force until council determines to vary or revoke them.
3. The instrument be signed and sealed.

Councillors De Kruiff/Mahony

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the tabled instruments of appointment and authorisation, council resolves that -

4. That Michael Kangas be appointed and authorised as set out in the instruments.
5. The instruments come into force immediately the common seal of council is affixed to the instruments, and remain in force until council determines to vary or revoke them.
6. The instrument be signed and sealed.

CARRIED 2008-19

11.Documents to be Signed and Sealed

11.1 Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008 to be signed and sealed.

Councillors Wicks/Speedie

That the Minutes of the Ordinary Meeting of Council held on Monday 21 January 2008 to be signed and sealed.

CARRIED 2008-20

12.Competitive Tendering Report

Key Competitive Tendering activities for the month of January 2008

Tenders advertised / quotations issued

081082 – Construction of Baranduda Skatebowl Extension

081083 – Construction of Recycle Shed at Wodonga Transfer Station

Tenders / Quotations Closed

Nil

Tenders / Quotations Under Evaluation

071016 – Provision of Wodonga Heritage Study

071022 – Killara Cycle Path Construction Works

071072 – Wodonga Traffic Study & Traffic Projections

071075 – Provision of Road Condition Data

071078 – Construction of Pedestrian Crossing Cnr Lawrence & Railway Street

071080 – Stanley Street Drainage Extension-Smythe Street to Boronia Place

Contracts Awarded (by Delegate)

Council

Nil

CEO

071069 – North East Greenhouse Alliance Biodiesel Trial

Manager Customer & Competitive Services

071060 – Demolition of Mildren House, Barnawartha

071061 – Construction of Smythe Street Carpark

071062 – Hovell Street Drain Extension between Huon Street & Railway Line

071079 - Alterations & Improvements to Bus Bays in Woodland, Brockley & Wilson Streets

Tenders / Quotations Cancelled or Not Awarded

071076 – Construction of Gateway Lakes Change Facility

071037 – Provision of Fleet Management System

Variations / Extensions

040886b – Supply of Materials & Services to Exhibition Centre

RECOMMENDATION

For information only.

Councillors Mahood/Mahony

That standing orders be suspended for the purpose of question time, the time being 6.41pm.

CARRIED 2008-21

13. Question Time

1. One question was received from Mike Fraser regarding
 - ◇ The 2008 property valuation process.

This question was received on the night of the meeting and as it did not relate to an agenda item the Mayor advised that a written response would be provided.

2. One question was received from Jean Whitla regarding
 - ◇ The submission of written questions to Council meetings.

This question was received on the night of the meeting and as it did not relate to an agenda item the Mayor advised that a written response would be provided.

3. One question was received from Jean Whitla Fraser regarding
 - ◇ The value of agriculture to Wodonga and what impact selling the Saleyards could have on this.

This question was received on the night of the meeting and as it did not relate to an agenda item the Mayor advised that a written response would be provided.

Presentation to Young Achiever

At this point the Mayor made a presentation to Kylie Crofts to acknowledge her sporting achievements in accordance with the Young Achiever Support Scheme.

Presentation of Eagle Award

At this point the Mayor made a presentation to Elaine Mann Smith being the Eagle Award winner for February 2008.

Councillors Speedie/De Kruiff

That standing orders be resumed, the time being 6.55pm.

CARRIED 2008-22

Meeting Closed at 6.55 pm.

Chairperson

Date

APPENDIX A

FINANCE REPORT JANUARY 2008



**LIVE
WORK
INVEST**

1. Income Statement

INCOME STATEMENT

All Divisions except Ostek
January - 2008

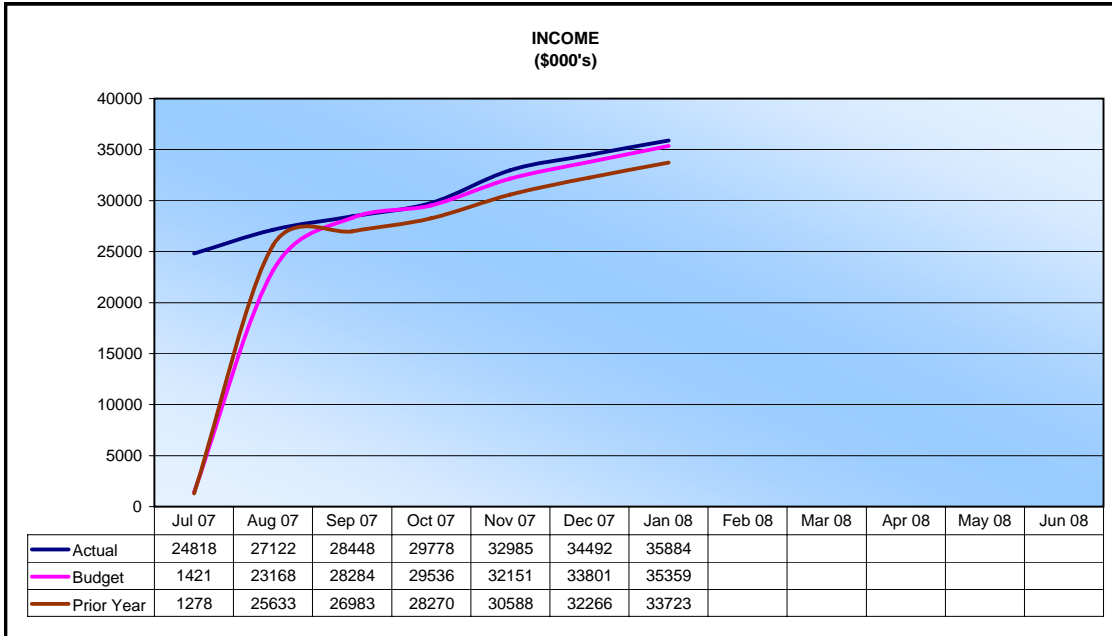
Division excludes Ostek Operating Business Units	YTD			Full Year Budget	
	Actual	Budget	Variance	Forecast	Adopted
Income					
100 - Rates & Garbage Charges	23,375,086	23,208,388	166,698	23,690,363	23,690,363
105 - User Charges	4,410,213	4,207,140	203,073	6,978,080	6,825,080
110 - Interest Income 1.	283,508	130,565	152,943	430,859	430,859
115 - Grants	3,826,342	3,617,928	208,414	6,579,130	6,693,411
120 - Internal Income	3,486,701	3,653,940	(167,239)	6,270,773	6,270,773
125 - Other Income	502,582	541,831	(39,249)	978,000	951,000
Total Income	35,884,432	35,359,792	524,640	44,927,205	44,861,486
Expenditure					
200 - Employee Costs	10,132,926	10,416,369	(283,443)	18,329,476	18,457,640
300 - Internal Expenditure	2,288,624	2,454,244	(165,620)	4,219,926	4,266,428
310 - Materials & Contracts 2.	7,557,912	8,348,653	(790,741)	14,074,096	13,418,130
315 - Interest Expense 3.	767,254	981,673	(214,419)	1,693,438	1,693,438
320 - Depreciation	0	8,750	(8,750)	4,866,134	4,866,134
325 - Other Expense 4	934,888	1,087,038	(152,150)	1,640,405	1,603,405
Total Expenditure	21,681,605	23,296,727	(1,615,122)	44,823,475	44,305,175
Net Profit / (Deficit)	14,202,827	12,063,065	2,139,762	103,730	556,311

General Variances

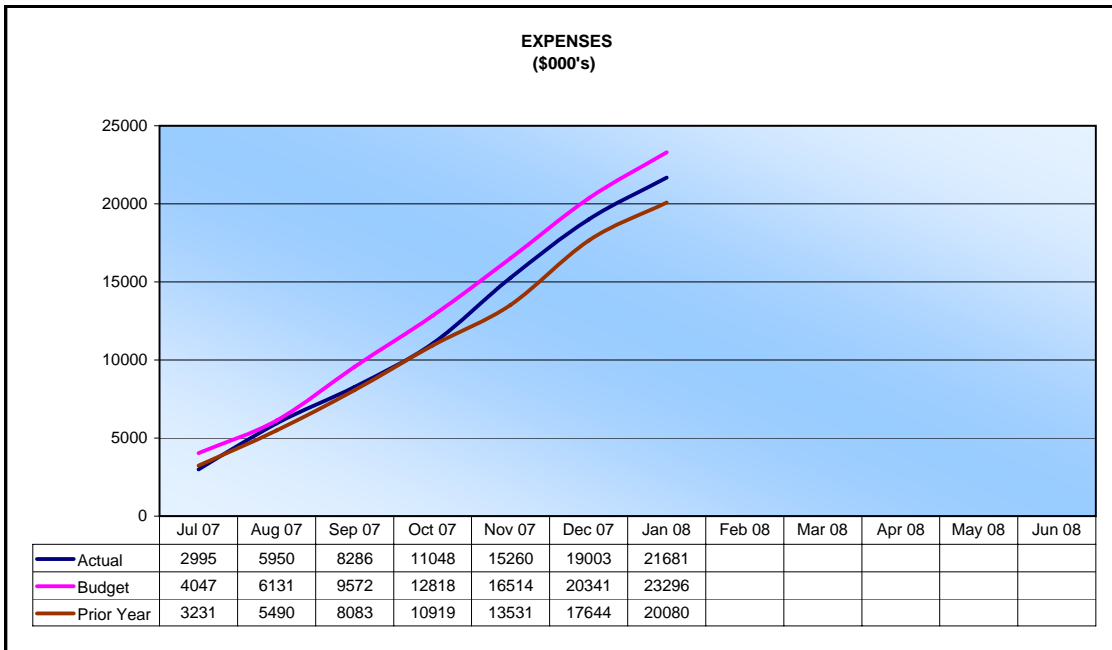
Factors such as higher interest income and saleyard fees, and timing issues relating to loan repayments and Council expense contributions leading to lower expenditure, have resulted in Council's net profit being \$2.1m higher than budget.

Specific Variances

- Interest income is greater than budget because the loan taken out earlier in the year is on investment and also extra funds are available due to some large capital jobs not yet commencing.
- Under budget items include Waste Management \$92k due to outstanding invoices yet to be processed, Finance & Rates \$67k due to valuer invoices yet to be received and Business Development/Promotion \$130k due to the timing of the various marketing initiatives. Many of the variances are due to timing issues and not incorrect estimates. This discrepancy will narrow in coming months as projects are undertaken.
- Due to Council paying out a loan and taking out a new loan, this has changed the timing of the interest instalments.
- Contributions to Albury-Wodonga Parklands not yet paid, awaiting documentation.



* Income is tracking both Budget and Prior Year. Factors including higher Interest Income and Saleyards Fees have resulted in Income being slightly in excess of Budget.



* Expenses are tracking both Budget and Prior Year. Factors including timing of payments for ongoing contracts relating to Waste Management and Property Valuations, and Interest payments due to loan restructuring, have resulted in Expenses being \$1,615k less than Budget.

2. Capital Works

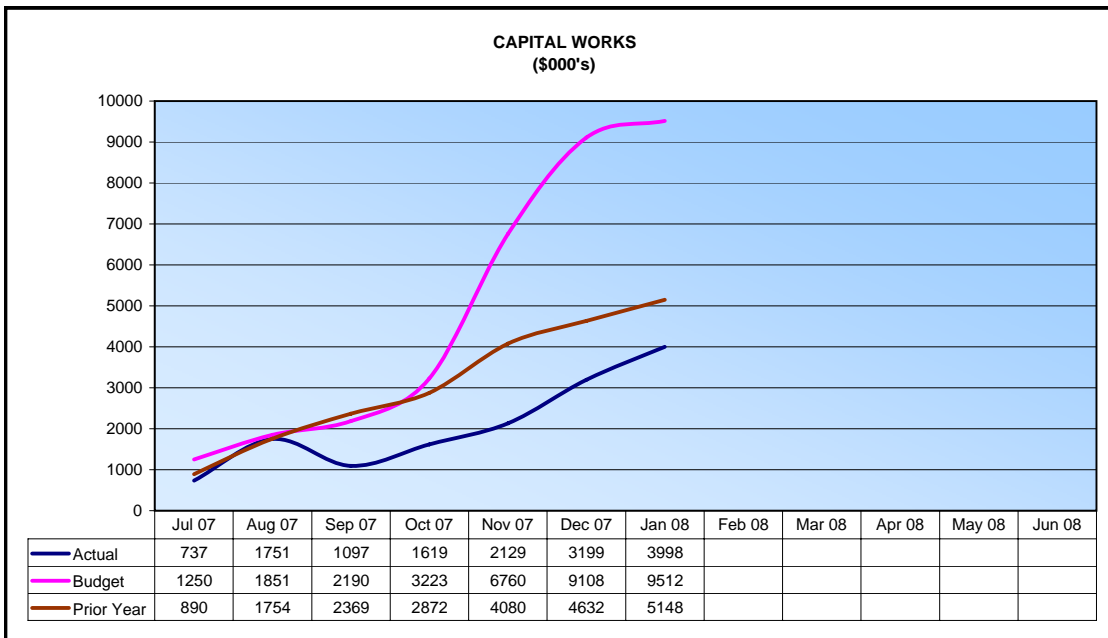
Budgeted Statement of Capital Works

For the period ending
January - 2008

	YTD			Full Year Budget	
	Actual	Budget	Variance	Forecast	Adopted
CAPITAL PURCHASES					
Information Services Capital 1.	99,662	199,300	(99,638)	408,600	273,600
Miscellaneous Capital	9,641	0	9,641	446,650	446,650
LOGIC 2.	15,124	1,250,000	(1,234,876)	1,250,000	1,250,000
Baranduda Industrial Site	13,252	0	13,252	0	0
	137,678	1,449,300	(1,311,622)	2,105,250	1,970,250
CAPITAL UPGRADES					
Bridges Capital	54,471	44,169	10,302	95,000	95,000
Carparking Capital 3.	(127,143)	216,752	(343,895)	806,752	715,000
Cbd Capital	228,750	254,307	(25,557)	639,462	2,150,000
Cycle Paths Capital 4.	16,238	171,550	(155,312)	111,550	130,000
Design Capital	21,539	43,250	(21,711)	86,500	86,500
Drainage Capital	280,911	336,260	(55,349)	281,260	295,000
Saleyards Capital 5.	55,776	239,074	(183,298)	438,574	399,000
Gateway Capital	184,470	111,074	73,396	196,074	255,000
Information Services Capital	102,248	52,183	50,065	487,183	517,183
Kerb & Channel Capital	39,299	0	39,299	0	0
Landscaping Capital	267,454	264,445	3,009	456,695	448,000
Miscellaneous Capital 6.	193,392	745,028	(551,636)	768,488	768,488
Playgrounds Capital 7.	113,225	268,533	(155,308)	305,196	315,001
Recreation Reserves Capital 8.	175,939	(301,865)	477,804	4,176,167	4,838,032
Roads Capital 9.	127,061	948,958	(821,897)	2,286,958	1,877,960
Road Funding Capital 10.	169,723	0	169,723	0	0
WSLC Capital	24,922	118,300	(93,378)	340,800	340,800
Street Lighting Capital	113,499	72,500	40,999	185,000	185,000
Subdv & Works At Other Cost Capital	111,389	0	111,389	0	0
Traffic Management Capital 11.	46,822	190,000	(143,178)	290,000	290,000
Community Facilities Capital 12.	24,331	2,127,500	(2,103,169)	1,730,000	1,730,000
LOGIC 13.	287,664	3,381,662	(3,093,998)	5,690,000	5,690,000
Roads to Recovery 14	342,347	192,272	150,075	(58,550)	(250,822)
Racecourse Precint/Exhibition Centre	16,452	17,500	(1,048)	50,000	50,000
	2,870,778	9,493,452	(6,622,674)	19,363,109	20,925,142
MAINTENANCE - REFURBISHMENTS					
Building Capital 15.	42,716	674,569	(631,853)	979,900	985,000
Bridges Capital	0	21,287	(21,287)	43,787	47,500
Cycle Paths Capital	11,106	1,273	9,833	1,273	0
Drainage Capital	(28,648)	56,371	(85,019)	242,371	206,000
Saleyards Capital	10,469	21,128	(10,659)	42,255	42,255
Footpath Capital 16.	127,432	235,000	(107,568)	445,000	445,000
Information Services Capital	0	22,500	(22,500)	25,000	5,000
Kerb & Channel Capital	0	37,500	(37,500)	75,000	75,000
Landscaping Capital	10,335	80,000	(69,666)	130,000	100,000
Miscellaneous Capital 17.	441,837	952,560	(510,723)	1,002,560	1,002,560
Plant Capital	364,383	422,912	(58,529)	725,000	725,000
Roads Capital	9,610	0	9,610	949,568	949,568
WSLC Capital	0	42,500	(42,500)	85,000	85,000
	989,240	2,567,600	(1,578,360)	4,746,714	4,667,883
TOTAL CAPITAL	3,008,456	10,942,752	(7,934,296)	21,468,359	22,895,392
TOTAL MAINTENANCE	989,240	2,567,600	(1,578,360)	4,746,714	4,667,883
GRAND TOTAL	3,997,696	13,510,352	(9,512,656)	26,215,073	27,563,275

Specific Variances

1. IT server room relocation has commenced however no expenditure has been incurred yet.
2. A land purchase instalment was budgeted for in January, however it will be made in February.
3. Developer contributions of \$255k have been raised for Hume St Carpark. Also waiting on Telstra to sign licence.
4. KVH to MVH cyclepath has not commenced. Seeking State funding \$133k.
5. Capital works are usually carried out at the Saleyards in the last 4 months of the year, when cattle numbers are lower.
6. Melrose Drv Duplication \$292k and Landfill works \$84 behind budget. Sale of 126 Melb. Rd ahead of schedule.
7. Les Stone playground works commenced in January. Belgrade Avenue playground has been rescheduled.
8. Silva Drive Pavillion upgrade is currently under design. La Trobe Soccer and St Monica's Oval irrigation have commenced, however, no contract payments have been made. The Tennis Centre fencing has not commenced.
9. Tender for Murray Valley Hwy/Alpine Views road has been let and works are due to commence \$451k. Whyte's Rd works have commenced \$159k. Belgrade Ave. works rescheduled to later in the financial year.
10. Awaiting on a grant payment for expenditure on Melrose Drive \$160k.
11. Street signage and linemarking projects not yet commenced.
12. The upgrade of the Civic Centre has not commenced.
13. The rail infrastructure at Logic has not commenced and the road infrastructure has only commenced in January.
14. Unforeseen soil problems at Beardmore St. resulted in expenditure going overbudget.
15. Work on chiller replacement at City Offices yet to commence \$350k. Also public toilets behind schedule.
16. Footpath replacement occurs later in the financial year.
17. The property acquisitions full year budget has been allocated to July, however, not all property acquisitions have been settled.



* There is a large variance between actual and budget primarily due to work not having commenced as yet on major projects such as the Civic Centre Upgrade and the Road and Rail Upgrades at Logic. This has resulted in Capital Spend being a net \$9,512k less than Budget.

3. Balance Sheet

Wodonga City Council		
Statement of Financial Position		
as at 31 January 2008		
	2008	2007
Assets		
Current assets		
Cash Assets	11,153,184	8,125,870
Receivables Current	20,784,556	8,525,349
Inventories	0	105,537
Prepayments	0	442,235
Assets for Resale	23,727,931	23,727,931
Total current assets	55,665,672	40,926,922
Non-current assets		
Fixed Assets	281,953,540	276,165,941
Total non-current assets	281,953,540	276,165,941
Total Assets	337,619,212	317,092,863
Liabilities		
Current Liabilities		
Payables	3,272,490	4,780,927
Employee Benefits	2,416,540	2,581,592
Interest Bearing Liabilities C	696,049	628,751
Trust Deposits	1,216,348	1,017,729
Total current liabilities	7,601,427	9,008,999
Non-current liabilities		
Employee Benefits NC	470,938	711,620
Interest Bearing Liabilities NC	32,207,700	26,054,024
Other Liabilities NC	1,925,055	1,944,306
Total non-current liabilities	34,603,693	28,709,950
Total Liabilities	42,205,120	37,718,949
Net Assets	295,414,091	279,373,914
Represented by:		
Equity	154,913,987	138,812,830
Suspense	(60,980)	
Revaluation Reserve	140,561,084	140,561,084
Equity	295,414,091	279,373,914

APPENDIX B

BENCHMARKS OTHER COUNCILS 2006-07



**LIVE
WORK
INVEST**

Municipality	Financial Data as at 30 June 2007		Borrowings		Stock, Stores, WIP, Land held for resale		Borrowings less Stock, stores, WIP, Land for resale		Rates and Charges For The 12 Month Period Ended 30 June 2007						Borrowings to Rates and Charges Ratios			Borrowings less land for resale to Rates and Charges Ratios			
	Total Assets	Ranking	(\$)	Ranking	(\$)	Ranking	(\$)	Ranking	Residential	Commercial	Industrial	Rural	Other	Total	Ranking	Residential	Total	Ranking	Residential	Total	Ranking
	(\$)		(\$)		(\$)		(\$)		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)		%	%		%	%	
ALPINE(S)	151,043,000	69	1,058,000	66	1,691,000	37	0	74	6,728,000	1,262,000	0	1,300,000	0	9,290,000	62	16%	11%	59	0%	0%	68
ARARAT(RC)	123,697,000	74	533,000	68	373,000	56	160,000	60	4,323,000	504,000	77,000	3,341,000	91,000	8,336,000	66	12%	6%	67	4%	2%	60
BALLARAT(C)	910,846,000	23	16,998,000	12	3,202,000	22	13,796,000	8	33,546,000	10,332,000	3,487,000	1,129,000	269,000	48,763,000	27	51%	35%	30	41%	28%	24
BANYULE(C)	748,008,000	28	0	78	2,062,000	33	0	73	42,525,000	3,925,000	1,264,000	0	42,000	47,756,000	28	0%	0%	78	0%	0%	78
BASS COAST(S)	307,802,000	47	4,616,000	45	63,000	70	4,553,000	33	20,623,000	781,000	204,000	2,059,000	413,000	24,080,000	40	22%	19%	47	22%	19%	36
BAW BAW(S)	355,507,000	41	9,919,000	20	2,376,000	29	7,543,000	22	14,048,000	1,335,000	568,000	6,483,000	16,000	22,450,000	43	71%	44%	20	54%	34%	19
BAYSIDE(C)	1,529,223,000	7	17,500,000	10	1,584,000	38	15,916,000	6	43,831,000	2,494,000	601,000	0	222,000	47,148,000	29	40%	37%	27	36%	34%	17
BENALLA(RC)	176,629,000	67	5,972,000	40	1,211,000	41	4,761,000	31	4,353,000	1,643,000	418,000	2,761,000	301,000	9,476,000	61	137%	63%	4	109%	50%	4
BOROONDARA(C)	1,922,171,000	2	14,744,000	16	7,127,000	14	7,617,000	21	81,471,000	8,118,000	677,000	0	64,000	90,330,000	3	18%	16%	50	9%	8%	51
BRIMBANK(C)	1,031,218,000	18	27,932,000	4	78,000	69	27,854,000	3	57,505,000	10,461,000	0	61,000	3,883,000	71,910,000	6	49%	39%	26	48%	39%	13
BULOKE(S)	167,203,000	68	499,000	69	420,000	55	79,000	62	2,101,000	471,000	0	4,549,000	97,000	7,218,000	69	24%	7%	65	4%	1%	61
CAMPASPE(S)	516,155,000	36	7,400,000	35	550,000	53	6,850,000	25	12,863,000	1,752,000	1,057,000	5,333,000	14,000	21,019,000	45	58%	35%	29	53%	33%	20
CARDINIA(S)	465,298,000	38	42,824,000	2	23,276,000	2	19,548,000	5	23,027,000	1,776,000	490,000	3,574,000	37,000	28,904,000	37	186%	148%	1	85%	68%	1
CASEY(C)	1,109,180,000	12	8,132,000	30	0	78	8,132,000	17	74,159,674	6,310,602	2,926,001	1,471,705	0	84,867,982	4	11%	10%	61	11%	10%	50
CENTRAL GOLDFIELDS(S)	271,837,000	50	8,776,000	25	4,559,000	19	4,217,000	35	5,042,000	508,000	93,000	930,000	2,000	6,575,000	72	174%	133%	2	84%	64%	2
COLAC-OTWAY(S)	208,010,000	58	3,514,000	53	89,000	66	3,425,000	39	7,940,000	1,810,000	215,000	4,783,000	0	14,748,000	53	44%	24%	43	43%	23%	31
CORANGAMITE(S)	248,688,000	55	3,553,000	52	135,000	63	3,418,000	40	4,536,000	444,000	754,000	6,197,000	24,000	11,955,000	55	78%	30%	35	75%	29%	23
DAREBIN(C)	807,484,000	26	3,593,000	51	2,013,000	34	1,580,000	52	49,803,130	13,871,606	0	0	20,275	63,695,011	12	7%	6%	69	3%	2%	58
EAST GIPPSLAND(S)	515,344,000	37	7,693,000	33	21,219,000	26	4,754,000	32	21,219,000	2,950,000	0	3,404,000	0	27,573,000	39	36%	28%	36	22%	17%	38
FRANKSTON(C)	923,816,000	22	0	76	5,926,000	15	0	71	43,956,000	4,141,000	1,908,000	1,393,000	1,491,000	52,889,000	25	0%	0%	77	0%	0%	77
GANNAWARRA(S)	139,876,800	73	3,688,875	50	2,675,000	27	1,013,875	55	3,977,000	374,000	157,000	2,513,000	8,000	7,029,000	70	93%	52%	8	25%	14%	42
GLEN EIRA(C)	856,572,000	25	0	77	0	79	0	79	51,877,304	4,369,878	438,184	0	388,658	57,074,024	21	0%	0%	74	0%	0%	74
GLENELG(S)	268,273,000	51	2,953,000	55	106,000	65	2,847,000	44	4,746,370	1,063,212	0	6,251,822	14,951	12,076,355	54	62%	24%	42	60%	24%	30
GOLDEN PLAINS(S)	178,214,000	66	1,777,000	59	973,000	46	804,000	56	4,216,000	83,000	0	2,584,000	1,093,000	7,976,000	67	42%	22%	44	19%	10%	49
GREATER BENDIGO(C)	877,115,000	24	8,124,000	31	12,753,000	5	0	66	39,108,000	7,084,000	2,886,000	1,686,000	69,000	50,833,000	26	21%	16%	51	0%	0%	67
GREATER DANDENONG(C)	1,010,847,000	19	20,925,000	7	20,456,000	3	469,000	57	34,855,000	6,415,000	19,459,000	204,000	233,000	61,166,000	14	60%	34%	31	1%	1%	62
GREATER GEELONG(C)	1,290,005,000	10	16,333,000	13	689,000	50	15,644,000	7	83,489,000	11,764,000	9,581,000	1,490,000	156,825	106,480,825	2	20%	15%	53	19%	15%	40
GREATER SHEPPARTON(C)	560,149,000	33	0	79	7,572,000	13	0	70	20,335,000	6,857,000	3,113,000	5,966,000	42,000	36,313,000	34	0%	0%	79	0%	0%	79
HEPBURN(S)	146,425,000	71	1,742,000	60	143,000	62	1,599,000	51	6,950,000	1,050,000	50,000	1,168,000	22,000	9,240,000	63	25%	19%	48	23%	17%	37
HINDMARSH(S)	89,756,000	78	487,000	70	335,000	58	152,000	61	1,490,000	233,000	0	2,525,000	1,000	4,249,000	77	33%	11%	58	10%	4%	57
HOBSONS BAY(C)	541,008,000	35	4,068,000	47	21,000	72	4,047,000	37	36,288,000	4,032,000	11,359,000	0	2,721,000	54,400,000	23	11%	7%	64	11%	7%	52
HORSHAM(RC)	248,990,000	54	5,630,000	42	3,116,000	24	2,514,000	47	7,704,000	742,000	363,000	2,911,000	53,000	11,773,000	56	73%	48%	15	33%	21%	32
HUME(C)	1,092,569,000	14	30,865,000	3	2,994,000	25	27,871,000	2	47,553,000	9,056,000	9,518,000	5,004,000	0	71,131,000	7	65%	43%	22	59%	39%	12
INDIGO(S)	143,114,000	72	3,872,000	49	129,000	64	3,743,000	38	4,945,000	360,000	133,000	2,190,000	0	7,628,000	68	78%	51%	9	76%	49%	5
KINGSTON(C)	1,603,217,000	6	8,710,000	27	5,721,000	16	2,989,000	43	59,084,000	3,407,000	5,713,000	222,000	202,000	68,628,000	10	15%	13%	56	5%	4%	56
KNOX(C)	1,042,425,000	16	395,000	71	635,000	51	0	76	45,808,000	5,698,000	6,977,000	0	627,000	59,110,000	17	1%	1%	73	0%	0%	73
LATROBE(C)	629,646,000	30	15,026,000	15	3,632,000	21	11,394,000	10	28,945,000	3,514,000	8,180,000	1,778,000	24,000	42,441,000	32	52%	35%	28	39%	27%	26
LODDON(S)	195,081,000	60	1,140,000	64	875,000	47	265,000	59	1,838,000	115,000	57,000	3,886,000	31,000	5,927,000	74	62%	19%	46	14%	4%	55
MACEDON RANGES(S)	315,394,491	45	7,292,000	36	8,160,705	12	0	69	19,554,000	1,240,000	0	1,632,000	111,000	22,537,000	42	37%	32%	33	0%	0%	65
MANNINGHAM(C)	991,413,000	20	0	75	9,189,000	10	0	68	50,208,000	3,114,000	270,000	35,000	1,000	53,628,000	24	0%	0%	76	0%	0%	76
MANSFIELD(S)	118,617,000	75	2,818,000	56	41,000	71	2,777,000	45	5,180,000	447,000	38,000	1,165,000	0	6,830,000	71	54%	41%	24	54%	41%	11
MARIBYRNONG(C)	597,796,000	32	21,747,000	6	1,049,000	44	20,698,000	4	29,949,000	9,614,000	5,702,000	0	0	45,265,000	30	73%	48%	14	69%	46%	8
MAROONDAH(C)	924,659,000	21	1,423,000	62	9,456,000	8	0	67	38,302,000	3,808,000	2,531,000	0	64,000	44,705,000	31	4%	3%	71	0%	0%	71
MELBOURNE(C)	2,601,601,000	1	9,400,000	21	462,000	54	8,938,000	12	41,380,000	94,285,000	10,980,000	0	290,000	146,935,000	1	23%	6%	66	22%	6%	53
MELTON(S)	557,349,000	34	20,513,000	8	12,510,000	7	8,003,000	18	37,031,000	1,563,000	850,000	885,000	290,000	40,619,000	33	55%	51%	10	22%	20%	33
MILDURA(RC)	432,080,000	39	17,494,000	11	4,985,000	18	12,509,000	9	21,197,710	5,471,740	1,793,330	7,651,420	0	36,114,200	35	83%	48%	13	59%	35%	16
MITCHELL(S)	255,910,000	52	3,440,000	54	4,229,000	20	0	72	10,718,000	558,000	192,000	4,239,000	0	15,707,000	50	32%	22%	45	0%	0%	66
MOIRA(S)	312,126,000	46	8,108,000	32	1,504,000	39	6,604,000	27	10,388,000	1,380,000	646,000	5,739,000	0	18,153,000	47	78%	45%	19	64%	36%	15
MONASH(C)	1,707,320,000	4	10,000,000	19	2,258,000	30	7,742,000	19	52,044,000	3,156,000	4,347,000	0	202,000	59,749,000	15	19%	17%	49	15%	13%	44
MOONEE VALLEY(C)	759,481,000	27	20,225,000	9	12,587,000	6	7,638,000	20	52,045,000	6,803,000	0	0	310,000	59,158,000	16	39%	34%	32	15%	13%	45
MOORABOOL(S)	192,257,000	61	6,204,000	39	3,192,000	23	3,012,000	42	11,182,000	845,000	243,000	2,365,000	895,000	15,530,000	51	55%	40%	25	27%	19%	35
MORELAND(C)	1,051,670,000	15	8,889,000	24	316,000	59	8,573,000	15	56,209,000	5,102,000	3,870,000	0	36,000	65,217,000	11	16%	14%	55	15%	13%	43
MORNINGTON PENINSULA(S)	1,386,355,000	8	45,844,000	1	175,000	61	45,669,000	1	68,849,000	3,704,000	1,120,000	1,461,000	1,620,000	76,754,000	5	67%	60%	5	66%	60%	3
MOUNT ALEXANDER(S)	146,514,340	70	2,580,350	58	86,600	67	2,493,750	49	7,947,000	542,000	0	1,1									

APPENDIX C

AUDIT COMMITTEE CHARTER (DRAFT)



1. Introduction

The City of Wodonga has created, by formal resolution under Section 86 of the Local Government Act 1989, an Audit Committee of Council.

The Audit Committee is an independent advisory committee which assists Council and Councillors to:-

- § co-ordinate the activities of management and the audit process with a view to achieving overall organisational objectives in an efficient and effective manner, and
- § to review the internal and external audit program and risk management program, review annual financial statements and associated checklists, and monitor financial, management and accounting responsibilities, all of which advises Council.

2. Objectives

The Committee's objectives are to:

- Ø assist Council to discharge its responsibility to exercise due care, diligence and skill in relation to Council's:-
 - reporting of financial information to users of financial reports;
 - application of accounting policies;
 - financial management;
 - internal control system;
 - risk management system;
 - management policies and practices as identified for review;
 - stewardship of Council's assets; and
 - compliance with applicable laws, regulations, standards and best practice guidelines.
- Ø improve the efficiency of Council by performing tasks delegated to the committee by Council allowing more time for issues to be discussed and pursued in sufficient depth.
- Ø recommend improvements to increase the effectiveness of the internal and external audit functions
- Ø facilitate the maintenance of the independence of the external auditor.

- Ø provide a structured reporting line for internal and external audit and facilitate the maintenance of the objectivity of the internal and external auditors.
- Ø provide advice on how to improve the quality of internal and external reporting of financial and non-financial information.
- Ø Monitor ethical standards within Council.

3. Responsibilities

The Committee's responsibilities are to:

- Ø review the effectiveness of the management of information and other systems of control within Council.
- Ø assess the effectiveness of the internal audit, including to:
 - review the internal auditor's mission, charter and resourcing;
 - communicate the Committee's expectation to the internal auditor in writing;
 - ensure the internal auditor reports directly to the Committee Chairperson;
 - review the internal audit coverage and annual work plan, ensure the plan has regard for Council's risk management activities and Information Technology systems, and recommend approval of the plan by Council;
 - monitor progress against the annual internal audit plan;
 - monitor and critique management's responsiveness to internal audit's findings and recommendations;
 - review coordination of audit approach between internal and external auditors;
 - provide the opportunity for committee members to meet with the internal auditors without management being present at least once a year; and
 - place emphasis on areas where the Committee, management or the auditors believe special attention is necessary.
- Ø assess the effectiveness of the external audit, including to:
 - invite the auditor to attend committee meetings to discuss audit results;
 - inquire of the auditor if there has been any significant disagreements with management irrespective of whether or not they have been resolved;
 - monitor and critique management's responsiveness to external audit's findings and recommendations;
 - review representation letters signed by management and ensure that the information provided is complete and appropriate; and

- provide the opportunity for committee members to meet with the external auditors without management being present at least once a year.
- ∅ receive from management reports on all suspected and actual frauds, thefts and breaches of the law.
- ∅ review the effectiveness of treasury management controls and reporting.
- ∅ review financial statements prior to their referral to Council, including to:
 - assess estimates and judgements made by management;
 - inquire of management about processes used to make estimates;
 - inquire of the internal and external auditors the basis for their conclusions on the reasonableness of management's estimates; and
 - advise Council whether the financial statements should be signed based on the Committee's assessment.
- ∅ review the accounting policies adopted, any changes in accounting principles or practices and the level of prudence applied in areas requiring judgement.
- ∅ review reports issued by the external auditors in connection with weaknesses in internal accounting control and recommendations for improvements.
- ∅ review management's processes for ensuring and monitoring compliance with legislation, regulations and other requirements.
- ∅ oversee the functioning of Council's risk management activities.
- ∅ consider and advise Council in regards to issues of financial management that arise from time to time.

4. Authority

Council authorises the committee, within the scope of its responsibilities, to:

- ∅ pass resolutions either recommending a decision to Council or providing advice to management;
- ∅ report to Council and provide appropriate advice and recommendations on matters relevant to this Charter;
- ∅ obtain information from any employee and any relevant external party consistent with existing Council protocols;
- ∅ have the right of access to the Chief Executive Officer at any time; and
- ∅ recommend the instigation of special investigations to Council.

The Committee does not have:

- Ø executive powers;
- Ø power to implement action in areas over which management has responsibility;
- Ø delegated financial responsibility; nor
- Ø any management functions.

5. Composition and tenure

- Ø Council is responsible for the appointment of committee members. The committee will consist of 1 Councillor and 2 external independent persons having regard for the members' leadership skills, knowledge, experience and qualifications.
- Ø members will be appointed for periods varying to a maximum term of 3 years.
- Ø other Councillors, who are not currently an appointed Committee member, may attend any Committee meeting of their choosing but will not have the right to vote at any such meeting.
- Ø the members taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one member of the committee should have sound accounting or related financial management experience.
- Ø The internal auditors will not be members of the committee, but have a standing invitation to attend relevant parts of the Committee meetings, to provide explanations of their audit reports.
- Ø The Director Business Services and Manager Financial Services will attend all Committee meetings.

6. Responsibilities of members

The members will assume the responsibility to:

- Ø contribute the time needed to study and understand the papers provided;
- Ø apply good analytical skills; objectivity and good judgement; and
- Ø express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

7. Reporting to Council

The Committee Chairperson will present to Council:

- Ø all minutes of the Committee for noting;
- Ø any formal resolutions of the Committee;
- Ø information about the audit process and the results of internal and external audits;
- Ø an annual report summarising the activities of the Committee during the previous financial year;
- Ø an annual review of the Committee's charter and its achievement of the charter;
- Ø other matters the Committee believes need to be reported to Council;
- Ø any recommendations requiring Council action and/or approval; and
- Ø details of any audit review item with a high risk rating and any management response to an audit review item that is overdue for one year or more.

8. Administrative arrangements

8.1 Meetings

- Ø the Committee shall determine the number of meetings to be held each year, but shall be at least four.
- Ø a special meeting may be held to review the Authority's annual financial statements.
- Ø additional meetings may be convened at the discretion of the Chairperson, at the written request of an independent member, or the member Councillor.
- Ø the external auditors may request that a meeting of the Audit Committee be convened.
- Ø meetings will proceed only when a quorum is present. A quorum shall be 2, provided one is the member Councillor.
- Ø meetings may be held in person, by telephone, or by video conference.
- Ø management including the Chief Executive Officer may be asked to leave meetings at any time, in which case the officers must be given a reason for such request prior to their departure.
- Ø where an additional meeting is requested by a member, and the member further requests that management not be present at such meeting, written advice will be provided to the Chief Executive Officer in advance, and will include satisfactory reason for such request. Convening of such a meeting, including the request that management not be present, will be granted at the discretion of the Chairperson.
- Ø guests may be invited from time to time as appropriate. An invited guest will not have decision voting powers.

- ∅ at one meeting per year time will be set aside with committee members only in attendance, for the purpose of open discussion with the internal and/or external auditors.
- ∅ at any other time the Committee, without management present, may decide to meet separately with the internal and external auditor to discuss issues of mutual interest.
- ∅ an agenda will be issued one week before each meeting and will include relevant supporting documentation.
- ∅ minutes will be taken by an appointed Secretary and signed by the Chairperson.

8.2 Induction of new members

- ∅ New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

8.3 Conflicts of interest

- ∅ Once a year Committee members will provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee.
- ∅ Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- ∅ Where members or observers at Committee meetings are deemed to have real or perceived conflict of interest it may be appropriate that they are excused from committee deliberations on the issue where a conflict of interest exists.

8.4 Assessment arrangements

- ∅ the Committee will once a year assess its performance as a Committee.
- ∅ the Chair will arrange assessment of the Committee with all members present to consider the following:
 - has the Committee taken action on each of its responsibilities in the past year?
 - has the action taken been effective?
 - has the Committee achieved all elements of its charter?
 - are there functions to which more time or effort should have been devoted?

- does the Committee receive from management adequate, appropriate, sufficient and timely information necessary to ensure that it exercises diligent and effective control over Council and its officers?
- can Committee agendas be improved?
- can the conduct of meetings be improved?
- can papers for meetings be improved?
- should there be more oral briefings from Council officers?
- can oral briefings received from Council officers be improved?
- can meeting arrangements be improved?
- are there other ways in which the Committee could increase its effectiveness?

8.5 Review of charter

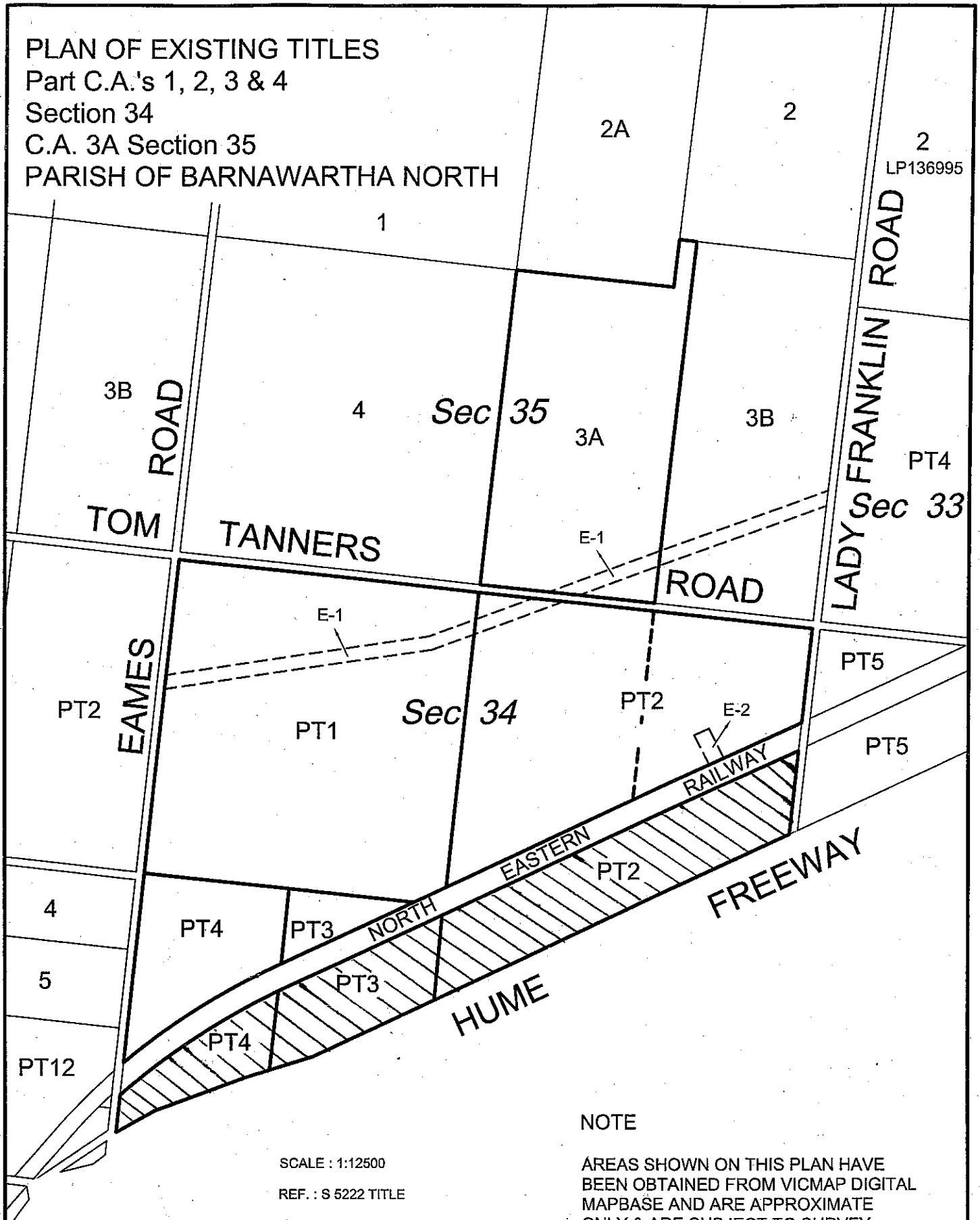
- ∅ At least once a year the committee will review this charter. This review will include consultation with all other Councillors.
- ∅ Any substantive changes to the charter will be advised the committee and formally approved by Council.

APPENDIX D

PLAN OF EXISTING TITLES



PLAN OF EXISTING TITLES
 Part C.A.'s 1, 2, 3 & 4
 Section 34
 C.A. 3A Section 35
 PARISH OF BARNAWARTHA NORTH



SCALE : 1:12500
 REF. : S 5222 TITLE
 DATE : 17/5/2004

NOTE

AREAS SHOWN ON THIS PLAN HAVE BEEN OBTAINED FROM VICMAP DIGITAL MAPBASE AND ARE APPROXIMATE ONLY & ARE SUBJECT TO SURVEY.
 E-1 EASEMENT TO GAS & FUEL CORPORATION OF VICTORIA 35m WIDE
 E-2 RIGHT OF BOARD OF LAND & WORKS TO USE FOR FREE PASSAGE OF WATER.



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