

Agenda

For the Ordinary Council Meeting

Location: Council Chambers, Municipal Offices
62-68 Ovens Street, Wangaratta

Date: Tuesday, 26 May 2020

Time: 3PM



RURAL CITY OF
WANGARATTA

Brendan McGrath
Chief Executive Officer

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Rural City of Wangaratta Live Stream

Clause 91(4) of the Governance and Meeting Conduct Local Law provides the following:

“This public meeting is being recorded to improve access to the meeting for our community. The recording will be published and will be retained by Council in accordance with Council’s legal obligations. As a visitor in the public gallery, your presence may be recorded.”

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders past, present and emerging and to Elders from other communities who may be here today.

2. OPENING PRAYER

Almighty God, we humbly ask thee to bless and guide this council in its deliberations so that we may truly preserve the welfare of the people whom we serve. Amen

3. PRESENT

4. ABSENT

5. ACCEPTANCE OF APOLOGIES & GRANTING OF LEAVE OF ABSENCE

ORDER OF BUSINESS

6. CITIZEN CEREMONY

7. CONFIRMATION OF MINUTES

RECOMMENDATION:
<i>That Council read and confirm the Minutes of the Ordinary Meeting of 5 May 2020 as a true and accurate record of the proceedings of the meeting.</i>

8. CONFLICT OF INTEREST DISCLOSURE

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a ‘*conflict of interest*’ in a decision if they would receive, or could reasonably be perceived as receiving, a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

9. RECEPTION OF PETITIONS

10. HEARING OF DEPUTATIONS

PRESENTATION OF REPORTS

11. COUNCILLOR REPORTS

Nil

OFFICERS' REPORTS

12. EXECUTIVE SERVICES

Nil

13. CORPORATE SERVICES

13.1 QUARTERLY COUNCIL PLAN MEASURES REPORT

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	26 May 2020
Author:	Governance and Risk Advisor
File Name:	2018-2019 - Council Plan Reporting
File No:	IC20/791

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to communicate Council's performance against the measures detailed in the Council Plan 2017-2021 (2019 Revision) for quarter 3 of the 2019-20 financial year.

RECOMMENDATION:

That Council receives the 'What You Will See in 2019-20' Status Report, and the 'Council Plan Measures Report' for Quarter 3 of the 2019-20 financial year.

Background

Part of Council's mission is to provide the leadership necessary to maintain open communication and community engagement. Providing reports to the community on Council's progress against the Council Plan outcomes will assist to achieve this mission.

These results measure our progress against what is important and allow ourselves and everyone in our community to understand the impact that we are having.

Implications

Two reports are provided.

The first report is the Council Plan 'What You Will See in 2019-20' report (**Attachment 1**) which provides information on the quarter 3 progress of projects or initiatives to be delivered in the 2019-20 financial year.

Of the projects or initiatives identified by Council to be completed during 2019-20 and listed within 2017-2021 Council Plan (2019 Revision) under 'What You Will See in 2019-20', 43 remained in progress at the commencement of quarter 3. The following has since been achieved:

- 11 are 'Completed';
- 31 are underway, of which:
 - 14 are 'Nearing Completion – 80-99% Complete';
 - 12 are 'On-going – 60-79% Complete' with 3 rated as Off Track (*Mental Health and Family Violence Program delivery; Tourism marketing campaign delivery; and the Environmental Sustainability Strategy 2014 review and update*);
 - 4 are 'Underway – 30-59% Complete' with 1 Off Track (*Gun Club rehabilitation*);
 - 1 has 'Started – 1-29% Complete'; and
- 1 has 'Not Started – 0% Complete' (*Comprehensive service planning framework*) as it is no longer proceeding.

The second report is the council plan measures report (**Attachment 2**) which provides the quarter 3 results for council plan measures.

The 22 quarterly measures set in the 2017-2021 Council Plan (2019 Revision) Council show the following results for quarter 3:

- 16 measures are within 5% of target;
- 5 measures are within 10% of target; and
- 1 measure is more than 10% outside of target.

Several measures have been impacted by the restrictions imposed by the State Government to control the spread of Covid-19.

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There is no immediate financial impact related to this report.

Legal/Statutory

The *Local Government Act 1989* requires Council to report on performance annually in the Annual Report. This quarterly report provides the community with a progress update against some of Council's key measures

Social

The Council Plan 2017-2021 (2019 Revision) provides for the achievement of several social objectives.

Environmental/Sustainability Impacts

The Council Plan 2017-2021 (2019 Revision) provides for the achievement of several Environmental/Sustainability objectives.

Council Plan 2017-2021 (2019 Revision)

This report supports the Council Plan 2017-2021 (2019 Revision):

We Are Sustainable

The Non-Negotiables

Our team will make the best and most efficient use of Council's resources.

We will Plan, Research & Advocate for the Future

By accurately understanding the constraints and opportunities that face our organisation, our community and our region.

We Are Inspired

The Non-Negotiables

Our commitment to communicate and engage with our community about local decision making in a way that is clear, accessible and easy to understand.

What we do everyday

We talk to, inform and engage with the people who live, work and visit in our community.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Council Plan targets are not achieved leading to reputational risk	Low	High	Moderate	Identified unfavourable variances are examined and addressed. Regular monitoring and reporting.

Conclusion

This report assists Council to monitor its performance in achieving the targets prescribed within the Council Plan.

Attachments

- 1 'What You Will See in 2019-20' - Quarter 3 Report [↓](#)
- 2 Council Plan Measures - Quarter 3 Report [↓](#)

13.2 FINANCE STATUS REPORT - APRIL 2020

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Manager Finance
File No: IC20/798

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to provide an update on the financial impact of the Coronavirus COVID-19 pandemic.

RECOMMENDATION:

That Council:

- 1. Notes this Covid-19 Finance Status Report;***
- 2. Endorses the changes to the 2019/20 Capital Works Budget, of \$637,716 of savings and of \$2.166 million to be deferred to the 2020/21 and later years budgets. This will result in a total decrease in spend of \$2.804 million within the 2019/20 year to mitigate losses from COVID-19;***
- 3. Endorses increases in 2019/20 of \$215,930 to the WISAC Implementation Budget;***
- 4. Allocates \$174,072 for the refurbishment of the café and foyer areas in 2019/20, and removes this amount from the proposed 2020/21 Draft Budget; and,***
- 5. Approves the proposed Wangaratta Indoor Sports and Aquatic centre implementation costs and refurbishment costs in points 3 and 4 above (at no additional Net Cost), from savings created out of the cost mitigation measures already undertaken and endorsed in point 2 above.***

Background

The Coronavirus COVID-19 pandemic has significant immediate and ongoing impact on Council, staff and our community. This report sets out the forecast financial impact to Council due to Covid-19 up to the end of the 2019-20 financial year, based on best estimates made as at 30 April 2020. The report covers estimated income losses and deferrals, and new and re-phased expenditure.

Council has taken proactive measures to manage its cashflow in light of these changes. A Covid-19 Finance Steering Committee has been put in place and Financial Guidelines have been set for the organisation including: to stop or delay spend on non-essential materials, goods and services; to obtain approval to waive any planned revenue (e.g. fees and charges, leasing and licences); and, where

possible to pause recruiting and hold vacant a number of staff positions. It has also identified savings and deferrals to the 2019/20 Capital Works budget - details of these changes are also included in this report.

Community Support Measures

It is estimated that the financial impact of the Community Support Measures put in place on 8 April 2020 will amount to \$185k in lost revenues, and \$1.236m in deferred revenues by the end of the 2019/20 financial year. This is based on latest estimates and the government restrictions in place to combat the spread of Covid-19 as at 30 April 2020. The measures below aim to alleviate the impact of the pandemic on the health and well-being of residents and to provide ongoing support to local business that are currently experiencing devastating levels of disruption, uncertainty or closure.

Community Financial Assistance Package		
Assistance	Cash (Variance to Budget) \$'000	Cash (Variance to Budget) \$'000
	Deferred	Loss
Rates (Residential and Businesses): Fourth quarter rates due date extended to 30 June. Financial Hardship Assistance repayment plans available. Unpaid rates anticipated to increase to 15% from c.3.5% pre-Covid	1,124	
Rates interest (Residential & Business): No penalty interest on overdue rates or other payments up to 30 June		37
Debt Recovery: Cease debt recovery from 16 March until 30 June including potential bad debt provisioning	50	3
Car Parking: Free street parking to 30 June		106
Animal Registration: Due date extended to 30 June upon request, anticipated 15% default	20	
Commercial Waste: Allow flexibility in waste collection terms for businesses no longer trading (upon application)	42	
Community Groups: No charging of seasonal licence agreements while there is no sporting use		34
Building & Planning: Waiving of building and planning permit fees relating directly to the Covid-19 emergency until 30 June	-	5
Suppliers: Continuing to pay all suppliers as quickly as possible	-	-
Total	1,236	185

Impact to 2019/20 Income

Council anticipates other deferred and reduced income by the end of the 2019/20 financial year amounting to \$529k, again based on latest estimates as at 30 April 2020. These figures will change in accordance with future government Covid-19 physical distancing requirements:

Revenue	Deferred	Loss
	\$'000	\$'000
Wangaratta Performing Arts and Convention Centre		24 1
Children Services	96	11 2
Animal Control Infringements	52	
Reduced Planning Permits	15	
Reduction of Commercial Rents		5
Library		8
Total Loss of Income	163	36 6

Impact to 2019/20 Expenses

The following COVID-19 related unbudgeted expenses of \$237k are expected to be incurred by the end of the 2019/20 financial year:

Expenditure	New Expenditure
	\$'000
WISAC Operational Maintenance Funding	203
Additional Finance Resource	28
Additional Cleaning	6
Total Additional Expenditure	237

Expenditure of \$203,094 has been allocated to ensure council's third party supplier can maintain the WISAC as an ongoing functioning facility whilst it is closed due to Covid-19 restrictions.

Expenditure on the delivery of Council's 5-year ICT Strategy has been rephased between the 2019/20 and 2020/21 financial years, to enable a rapid transition to home working and to ensure the necessary business continuity support systems are in place. There is no net increase to the 2019/20 budget for this spend:

Expenditure	Budgeted Expenditure
	\$'000
IT – Hardware (funded by existing ICT Strategy Budget)	175
IT – Software (funded by existing ICT Strategy Budget)	150
Total Additional Expenditure	325

Additional Budget Changes – Transition of Management of the Wangaratta Indoor Sports & Aquatics Centre (WISAC)

Council is in the process of transitioning the WISAC from third party management by the YMCA to a council operated facility - due October 31, 2020. More detailed and comprehensive understating of the condition of the current WISAC facility and the works required to achieve optimum customer experience has been gathered over the last several months. This has allowed a detailed budget assessment to take place.

Given the current closure of WISAC due to COVID-19, a range of works can be completed with minimal disruption to the community and customers. This funding will support council in its vision of building the premier sporting precinct in regional Victoria and meeting community expectations in customer experience.

The expenditure will enable the following works to be completed:

- Information Technology cabling works,
- Re-branding and marketing of the facility,
- Refurbishment of the café and foyer areas.

The associated funding changes requested are:

- Increase the WISAC Implementation Budget (2019/20) from \$106,550 to \$215,930 (an increase of \$109,380). Of this increase, \$56,269 relates to Capital Works due to IT cabling and installation requirements;
- Allocate an additional \$174,072 for WISAC Building Renewal in the 2019/20 financial year and make a corresponding reduction to Council's Draft Budget for the 2020/21 financial year.

Capital Expenditure Savings

The 2019/20 capital works revised budget is \$43.253 million. \$2.804 million of these works has been stopped or deferred as a proactive measure to enable mitigation of any losses due to COVID-19. This will bring the revised capital works budget to \$40.449 million. The detailed capital works breakdown is included as an attachment 1 to this report.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

The net forecast cashflow impact up to the end of the 2019/20 financial year is a favourable \$227k, based on latest estimates as at 30 April 2020.

Impact on Cashflow	\$'000
Community Assistance Package	(1,421)

Other Revenue Impact	(529)
Expenses Impact	(237)
WISAC Transition Funding	(390)
Capital Expenditure Savings	2,804
Net Cashflow Impact	227

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

Community package provides support and a positive social impact for the community during the pandemic.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts identified for this subject of this report.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
That the impact of COVID-19 will result in substantial and unplanned financial losses to Council	Likely (Strong likelihood of occurrence in next 12 months)	Catastrophic (extensive financial loss \$1m+)	9 - Extreme	To provide ongoing updates to Council on the management of council finances and re-allocation and proactive re-prioritisation of funding and initiatives if required
That the anticipated benefits of the gradual easing of Covid-19 restrictions may reverse due to localised outbreaks which would incur further unplanned financial losses to Council	Likely (Strong likelihood of occurrence in next 12 months)	Catastrophic (extensive financial loss \$1m+)	9 - Extreme	To provide ongoing updates to Council on the management of council finances and re-allocation and proactive re-prioritisation of funding and initiatives if required

That the WISAC implementation budget may be insufficient to meet all requirements for Council operations to commence from 31 Oct 2020.	Likely (Strong likelihood of occurrence in next 12 months)	Moderate (loss of \$50k - \$500k)	7 - High	That Council reviews and reports any increase in 2020/21 budget requirements as a budget submission. That Councillors consider any such submission on 11 th June 2020.
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Options for Consideration

- That Council endorses the recommendations;
- That Council proposes alternative savings from the 2019/20 Budget to mitigate the financial impact of Covid-19 within this financial year;
- That Council proposes alternative amendments to the budget for the WISAC transition of management.

Conclusion

Council will continue to forecast and monitor projected impacts on income and expenditure for the 2019/20 financial year and beyond, will keep in place the current interim Covid-19 Financial Controls, and will take further proactive decisions to manage its finances and cashflows as necessary.

Attachments

- 1 Capital Expenditure Savings & Deferrals [↓](#)

13.3 INSURANCE TENDER

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Manager People & Governance
File No: IC20/799

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to address a procedural matter, to enable the CEO to authorise payment of council's insurance premiums in the second and third years of the existing insurance contract.

RECOMMENDATION:

That Council pursuant to Contract T1819.043 with Jardine Lloyd Thompson Pty Ltd (JLT), authorise the Chief Executive Officer to approve the premium issued by JLT for years 2 and 3 of the contract.

Background

The Council resolution at its meeting on 16 April 2019 awarding the insurance contract to JLT for 3 years authorised the CEO 'to approve total expenditure in year 2 and year 3 at increases of up to CPI +2% annually.'

With such a limit it is doubtful Council will be able to secure insurance for its operations as the re-insurance market operates on a 12 months cycle due to annual market fluctuations in response to changing international conditions. We anticipate a more significant increase in premium than 2% given local and international events impacting the insurance market, such as the unprecedented bushfire seasons in both hemispheres, and the impact of the current global pandemic on economic markets.

The arrangement Council has is for JLT to provide insurance as required by Council for 3 years at the best price JLT is able to secure on Council's behalf. JLT was appointed Council's insurance contract last year following a competitive tender process.

We request that Council replace its 16 April 2019 resolution so far as it authorises the CEO to approve year 2 and 3 of the insurance contract. We seek a new resolution to ensure the CEO can approve payment of the premiums that will be issued to Council in June 2020, and in June 2021 for years 2 and 3 of the insurance contract. If this is not addressed in advance of the premium being issued, it risks Council being uninsured and acting contrary to the commitment it made by approving the 3-year insurance contract.

Provision has been made in the 2020/2021 budget for an increase in the insurance contract premium, albeit that the precise amount of the increase will not be known until June 2020 (and again in June 2021) when the insurer advises the quantum they have been able to secure for the premium renewal.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report as the increase to the insurance premium has already been included in the budget.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts identified for this subject of this report.

2017 – 2021 Council Plan (2019 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

N/A

b) Other strategic links

N/A

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inability to recover council assets due to a lack of insurance being in place	Rare (highly unlikely in next 25 years)	Catastrophic (> \$1m financial impact)	6 - Medium	Give CEO authorisation to approve payment of the insurance premium.

Consultation/Communication

Officers believe that appropriate internal consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

1. That Council endorses the recommendation - recommended
2. That Council proposes an alternative to the proposed recommendation – not recommended

Conclusion

This report seeks to resolve a procedural matter to replace a previous resolution to ensure that Council assets remain appropriately ensured.

Attachments

Nil.

13.4 PROCUREMENT POLICY

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Procurement Specialist
File No: IC20/800

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to consider submissions and finalise the process of adopting a major Council policy, the Procurement Policy 2020 (the Policy) (*refer attachment*).

RECOMMENDATION:

That Council adopts the revised Procurement Policy 2020.

Background

Council adopted a procurement policy in 2016 in compliance with section 186A(1) of the *Local Government Act 1989* (the Act). Section 186A(7) of the Act requires Council to review its procurement policy at least once in each financial year, having regard to any guidelines made by the Minister with respect to form or content. Any changes arising from that review must be adopted by Council.

The current procurement policy has been formulated with regard to the Victorian Local Government Best Practice Procurement Guidelines 2013 and the Municipal Association of Victoria Model Procurement Policy (Updated) August 2011.

Council officers have reviewed the public submissions and included the following amendments in the Procurement Policy (*refer attachment*):

- Policy objectives updated and subsequent section amended to encourage the use of local suppliers;
- Policy objectives updated and subsequent section added to encourage the procurement of environmentally sustainable goods, services and works.

Implications

Policy Considerations

Council must review the procurement policy in this financial year ending 30 June 2020.

The proposed policy is a Major Council Policy and therefore must be subject to the consultation process set out in the Major Council Policy Consultation Local Law No. 4 of 2015.

Financial/Economic Implications

The proposed policy sets out the principles, processes and procedures that will apply to all purchases of goods, services and works made by Council. The proposed policy aims to achieve value for money and continuous improvement in the provision of services for the community.

Legal/Statutory

Section 186A (7) of the Act requires Council to review the Policy at least once in each financial year, having regard to any guidelines made by the Minister.

Social

The Procurement Policy includes council's commitment to the strategic use of local suppliers to encourage economic development 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.

Environmental/Sustainability Impacts

Council will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.

2017 – 2021 Council Plan

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

What we do every day

We consistently focus on the achievement of the operational parameters framed in the annual budget.

We will ensure our workforce systems and processes are efficient and effective.

We provide a robust and transparent governance framework.

We will plan, research and advocate for the future:

For the best options to deliver services in conjunction with our surrounding Council partners.

To ensure our risks are managed strategically and effectively.

The non-negotiables

Our team will make the best and most efficient user of Council's resources.

Our legislative, governance and compliance requirements will be met.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

N/A

b) Other strategic links

N/A

Risk Management

The Policy aims to achieve high standards of probity, transparency, accountability and risk management.

Consultation/Communication

Submissions were invited from the community regarding the Policy in accordance with clause 7 of the Local Law.

A notice to this effect was advertised in the Chronicle newspaper and also on Council's website indicating that submissions would be received for 28 days. Public submissions were accepted up to 5:00 pm Friday 24 April 2020 and Council Officers have recommended updates to the policy in response to these submissions.

The change made to the Policy as a result of the public submission process is to:

- Encourage the procurement of environmentally sustainable goods, services and works.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

The review is required by the Act and the process is governed by the Major Council Policy Consultation Local Law. The options are:

1. To adopt the Procurement Policy (refer attachment)
2. To make further amendments to the Procurement Policy, for consideration at the June Ordinary Council meeting.

Conclusion

The review process ensures compliance with Section 186A(7) of the Act which requires a review of the Policy in each financial year. The Policy sets out the principles, processes and procedures that will apply to all purchases of goods, services and works made by Council, and has been the subject of a public consultation review. The resulting Policy aims to achieve value for money and continuous improvement in the provision of services for the community.

Attachments

- 1 Procurement Policy 2020 [↓](#)
- 2 Draft Procurement Policy 2020 Public Submissions Summary [↓](#)

13.5 LOAN BORROWINGS 2019/20

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Manager - Finance
File No: IC20/851

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to provide details of borrowings prescribed in the 2019/20 Budget as adopted by Council on the 18 June 2019 and to authorise the Chief Executive Officer to execute any necessary loan documentation.

RECOMMENDATION:

That Council:

- 1. Notes the planned borrowings of \$8,984,000 as prescribed in the 2019/20 Budget.***
- 2. Notes that the Local Government Financing Vehicle is unlikely to undertake a bond issuance in the 2019/20 financial year and loan borrowings will instead be sourced via the Australian Banking system.***
- 3. Notes that the loan of \$8,984,000 is to refinance the existing interim loan of \$5,622,000 with the balance of \$3,362,000 to fund capital works in the 2019/20 Budget.***
- 4. Authorises the Chief Executive Officer and Mayor to execute any necessary loan and mortgage documentation (sign and seal if necessary) to facilitate the loan amount of \$8,984,000 for the ongoing implementation of the capital works projects detailed in the 2019/20 Budget on behalf of Council.***

Background

In the 2019/20 Budget, Council made provision to borrow \$8,984,000 to fund capital works projects being carried out during the financial year. The required loan funds are to fund the Aquatics Plan \$8,102,000, HP Barr Western Car Park \$582,000 and Cruse Street (DCP) \$300,000.

Council at its Ordinary Council Meeting held Tuesday, 19 July 2019 considered a report regarding loan borrowings in relation to the 2019/20 financial year.

While the MAV conducted a non-binding expression of interest to participate in the Local Government Financing Vehicle (LGFV) process, the Commonwealth Bank of

Australia provided Council with a Variable Rate Loan Facility. The Variable Rate Loan Facility was for \$5,622,000 as an interest only loan for 12 months. It was proposed to then revert to a loan through the LGFV if the MAV went ahead with the bond issuance for the 2019/20 financial year, however it appears that they are unlikely to proceed at this stage.

Therefore, part of the proceeds of the loan of \$8,984,000 will repay the interim loan of \$5,622,000, with the additional \$3,362,000 completing Council's planned total borrowings for the 2019/20 financial year.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Council has available two options to source loan funds. The first option is to borrow from an Australian bank and the second option is to source loan funds via the Local Government Funding Vehicle.

Historically, the local government sector and Council have sourced loan funds from the Australian major banks. This alternative is still available to Council rather than participate in the LGFV facility.

By entering into a loan agreement now with an Australian bank for \$8,984,000 and locking in a fixed interest rate for the next 10 years, Council will be protected from any future interest rate increases. This also enables Council to benefit from the current low interest rates.

The terms of the loan will be:

- Loan amount \$8,984,000
- Fixed interest rate for 10 years
- Repayment of principal and interest amortising over 10 years

When financing via Australian banks, the banks will provide a borrowing rate and will require Council to accept the loan and sign the loan documentation by 4.00pm on the day of the offer. Current indicative interest rates from the Australian banks range from 2.27% – 2.51% for a principal and interest loan over 10 years.

The Local Government Funding Vehicle (LGFV) sought expressions of interest by 5 July 2019 from councils wishing to borrow funds during the 2019/20 financial year. Council officers notified the MAV of Council's interest in participating in this round of the LGFV process. The MAV has not as yet undertaken a bond issuance for the 2019/20 financial year, and it appears that they are unlikely to proceed at this stage.

These loan borrowings are in line with Council's Annual Budget and Long-Term Financial Plan. The future interest and principal payments are included in the Long-Term Financial Plan.

Legal/Statutory

Section 144 of the Local Government Act 1989 confers upon Council the right to borrow money to enable Council to perform its functions, subject to the principles of sound financial management. A bond is a form of loan for the purposes of Section 144.

Social

The 2019/20 loan funds allow Council to achieve a positive social benefit that will improve the social sustainability of our community.

Environmental/Sustainability Impacts

The 2018/19 and 2019/20 loan funds allow Council to deliver a number of environmental and sustainability programs and initiatives to the community.

2017 – 2021 Council Plan (2019 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

We will plan and make decisions for the future:

By maintaining a responsible and transparent long-term financial plan.

To make sure that everything we do – from building assets to delivering events – considers the physical, social, cultural and financial needs of our community.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

Not applicable

b) Other strategic links

Not applicable

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Limited participation by other councils in the LGFV will	Low	Medium	Medium	Borrow directly from Australian Banks

Risks	Likelihood	Consequence	Rating	Mitigation Action
increase interest rates				
Certainty of Funding	Low	Medium	Medium	Quotes and eligibility already obtained from Australian Banks
The best price will not be achieved	Low	Medium	Medium	Best price achieved by obtaining quotes from the major Australian banks.

Consultation/Communication

Council made available the 2019/20 Budget at the Wangaratta Government Centre and Council's website for a period of 28 days to allow the community to consider the budget and provide written submissions.

Details of the borrowings were included in the 2019/20 Adopted Budget.

Council appointed a Committee of Council to hear submitters requesting to be heard, in accordance with Section 223 of the Local Government Act. Submitters were heard at the Committee of Council meeting. Following the conclusion of this process, Council received and adopted the 2019/20 Budget.

The matter is now ready for Council consideration.

Options for Consideration

Historically, the local government sector and Council have sourced loan funds from the Australian major banks. This alternative is still available to Council rather than participate in the LGFV facility.

Conclusion

Council is now ready to complete the borrowing requirements as prescribed in the 2019/20 Budget as adopted by Council on the 18 June 2019.

Given the competitiveness of the financial markets, Council will be able to borrow the funds at a competitive rate thus providing Council with savings.

Attachments

Nil.

14. COMMUNITY WELLBEING

Nil

15. INFRASTRUCTURE SERVICES

Nil

16. DEVELOPMENT SERVICES

16.1 TOURISM EVENTS PROGRAM

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Economic Development and Tourism Officer
File No: IC20/785

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to provide a summary Round 1 of the 2020/2021 Tourism Event Funding Program. This program provides funding to eligible events that take place between 1 July and 31 December 2020.

Council received ten applications with a total funding request of \$34,900. The applications have an estimated economic value of \$3.5 million. The allocated funding budget available for Round 1 of the program in 2020/2021 is \$20,000.

An assessment process has been undertaken with a recommendation that eight events are funded with a total allocation of \$19,950.

Due to COVID-19 restrictions and the associated uncertainty relating to events taking place, it is proposed to provide successful applicants with 50% of the recommended funding closer to the date of the event taking place and 50% after the event has taken place.

RECOMMENDATION:

That Council awards the total of \$19,950 to fund the following events as part Round 1 of the 2020/2021 Tourism Events Funding Program, subject the 50% of the funding being made available six weeks from the date of each event and 50% of the funding provided after the event.

Applicant	Event	Recommended Funding Amount
Vigor Coaching	King Valley Challenge	\$2,000
Goldrush Ballooning	King Valley Balloon Festival	\$2,500
Brown Brothers	Grapes of Mirth	\$2,500
Rotary Club	Inner Wheel Conference	\$1,000
Eldorado Tourism Group	Gold Flag Trail Day	\$1,200
Three Crowns Media Group	Transmotto 8 Hour	\$3,750
Wangaratta Fitness Fund Addicts	Ned Kelly Chase	\$2,000
Wines of King Valley	La Dolce Vita Festival	\$5,000

Background

Each year Council's Tourism Events Funding Program provides financial assistance to event organisers for the promotion and development of their festivals and events.

The objectives of the Tourism Events Funding Program is to:

- maximise economic and community benefits;
- provide significant branding and marketing opportunities for the region;
- substantially build the profile of the events to attract visitors from outside of the Rural City of Wangaratta; and
- promote the tourism product strengths of the Rural City of Wangaratta.

Grants are available up to \$5,000 for major and marquee events (events that attract over 500 visitors) and up to \$2,000 for minor events (events that attract less than 500 visitors).

Round 1 of the 2020/2021 Tourism Events Funding Program received ten applications. The total amount requested for this round was \$34,900 with an estimated economic value of \$3.5 million. The program only accepted applications for events being held from July 2020 to December 2020. The Program has been split in two rounds per financial year to provide opportunities for those holding events early in new financial years that were previously disadvantaged due to the timing of the grants program. This also allows Council staff to work with applicants to ensure branding and marketing and economic output expectations are met.

Applications were assessed against the funding criteria including the investment being made from the applicant organisation, capacity to attract tourism visitation, economic impact and having acquitted previous grants appropriately or providing a complete application. Following this assessment, eight events are recommended to receive funding with two events not meeting the funding criteria. The two events that did not meet the assessment and eligibility criteria for the program are: New Year's Eve at the Da Vinci Club and Sinterklaas 2020. These ineligible applicants will be contacted and notified why their applications did not meet the criteria and will be offered assistance to develop their plans for future opportunities.

Implications

Policy Considerations

The program applications have been assessed by a panel of four Council officers from multiple departments with funding allocation recommendations made in line with the Council Plan objective for tourism, the key directions of the Economic Development and Tourism Strategy and the grant program assessment criteria.

Financial/Economic Implications

Council has an allocation of \$20,000 to fund Round 1 of the program for 2020/2021. The recommendation is to allocate a total of \$19,950 to the successful applicants. The balance of the funds will be kept for consideration of future event opportunities.

	2019/2020 Approved Budget for this proposal \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue/ Income	0	0	0	
Expense	\$20,000	\$19,950	\$50 in credit	

Due to COVID-19 restrictions and the associated uncertainty relating to events taking place, it is proposed to provide successful applicants with 50% of the recommended funding six weeks from the date of the event taking place and 50% after the event has taken place. This will mean the first payment will take place in the 2020/21 financial year.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

Events have the capacity to increase the level of local interest and participation within the community and strengthen regional values. Increased local pride and community spirit, as well as an increased awareness of non-local perceptions.

Environmental/Sustainability Impacts

Environmental and sustainability impacts were included as an assessment criterion for the grants. The aim is to increase events participation and awareness of waste, water reduction and reducing the impact on the environment.

2017 – 2021 Council Plan (2019 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Growing

We will create and deliver:

- Tourism products and experiences that build our attraction to visitors.
- Economic growth and development.

The non-negotiables:

Our tourism industry is promoted, valued and vibrant.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

Tourism continues to thrive, with visitors attracted to the region's natural beauty, food and wine, cycling tracks, art facilities, cultural heritage and festivals.

b) Other strategic links

Economic Development and Tourism Strategy 2018-2023

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Event organisers ability to contribute cash and in-kind	(3) possible	(2) minor	Medium	Ask for financial commitment and financials in application
Event organisers capacity to deliver the promised event	(3) possible	(2) minor	Medium	Constant communication with event organisers to ensure event success

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Provide an event funding program	The Chronicle Industry eNewsletter Social Media Channels
Empower	Provide support to event organisers	Advice on completing and submitting applications

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

Option One: (Recommended)

Council approves the allocation of a total of \$19,950 to fund the recommended events as part Round 1 of the 2020/2021 Tourism Events Funding Program.

Option Two: (Not Recommended)

Council rejects the allocation of a total of \$19,950 to fund events as part Round 1 of the 2020/2021 Tourism Events Funding Program and does not proceed with the program.

Conclusion

Following a detailed assessment, eight of the ten applications are recommended for funding. They are listed in this report and it is requested that Council approves the allocation of a total of \$19,950 to fund these events.

Attachments

- 1 2020-2021 Tourism Event Grant Program - Confidential

17. SPECIAL COMMITTEE REPORTS

Nil

18. ADVISORY COMMITTEE REPORTS

Nil

19. **RECORDS OF ASSEMBLIES OF COUNCILLORS & MINUTES OF ADVISORY COMMITTEE MEETINGS**

19.1 RECORD OF ASSEMBLY OF COUNCILLORS

Meeting Type: Ordinary Council Meeting
Date of Meeting: 26 May 2020
Author: Executive Service Coordinator
File Name: Assemblies of Councillors
File No: IC20/48

Executive Summary

Assembly of Councillors:

An “Assembly of Councillors” is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision and is either of the following:

- a meeting of an advisory committee where at least one Councillor is present; or
- a planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

At an assembly of Councillors, a written record is kept of:

- a) the names of all Councillors and members of the Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending; and
- d) whether a Councillor who has disclosed a conflict of interest leaves the assembly.

The written record of an assembly of Councillors is, as soon as practicable:

- a) reported at an Ordinary Meeting of the Council; and
- b) incorporated in the Minutes of that Council meeting.

Date	Meeting details	Refer
14/4/2020	Councillors Briefing Forum	Attachment
20/4/2020	Councillors Briefing Forum	Attachment
27/4/2020	Councillors Briefing Forum	Attachment
4/5/2020	Councillors Briefing Forum	Attachment
5/5/2020	Pre-Council Meeting Discussion – April Council Meeting (Moved to 5 May 2020)	Attachment

RECOMMENDATION:***That Council:***

- 1. receives the reports of Assemblies of Councillors***

Attachments

- 1 Assembly of Councillors - Councillors Briefing Forum - 14 April 2020 [↓](#)
- 2 Assembly of Councillors - Councillors Briefing Forum - 20 April 2020 [↓](#)
- 3 Assembly of Councillors - Councillors Briefing Forum - 27 April 2020 [↓](#)
- 4 Assembly of Councillors - Councillors Briefing Forum - 4 May 2020 [↓](#)
- 5 Assembly of Councillors - Pre Council Meeting Discussion - 5 May 2020 [↓](#)

20. NOTICES OF MOTION

Nil

21. URGENT BUSINESS

22. PUBLIC QUESTION TIME

23. CONFIDENTIAL BUSINESS

Nil

24. CLOSURE OF MEETING

ATTACHMENTS

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

WE ARE THRIVING			
What You Will See in 2019-20	Status	Tracking	Comments
Wangaratta Indoor Sports and Aquatics Centre - delivery	On-going 60-79%	ON TRACK	Project is now progressing well and will be completed November 2020.
HP Barr Reserve Oval 2 - drainage and restoration works	Nearing Completion 80-99%	ON TRACK	Project has been delayed by rain and the impact of COVID19 and will be completed by the end of May 2020
Glenrowan Recreation Reserve - upgrade project delivery	Completed 100%	ON TRACK	Project is complete
Waste Management Strategy - implementation	Nearing Completion 80-99%	ON TRACK	Implementation of the waste management strategy actions are currently progressing satisfactorily. Actions include: - A polystyrene extruder has been purchased for the transfer station; - A sorting pad and machinery has been established at the landfill to recover recyclable waste from landfill; - Council is participating in the garage sale trail to recover hard waste; - Expansion of the kerbside collection of organics to rural townships is underway from December 2019; - Upgrade of electronic waste facilities at the transfer station has occurred; and - Aftercare and maintenance program has been developed for the 18 known landfills and a feasibility assessment has occurred for the Eldorado landfill. - The roll out of organic bins has occurred for Milawa, Oxley, Hamilton Park and Glenrowan and collections are underway. Organics plant construction is complete and commissioning is underway.
Mental Health and Family Violence Program - delivery	On-going 60-79%	OFF TRACK	Components of this program have been completed including the <i>16 Days of Activism</i> , <i>Conversations in the Chair</i> and <i>International Women's Day</i> . There has been partial completion of bushfire recovery activities due to the impact of COVID-19. Additional projects including <i>Coffee with a Cop</i> have been postponed due to COVID-19 restrictions and will not be delivered this year. Remaining funds may be diverted towards COVID-19 related community projects to enhance community mental health.
North and South Wangaratta Reserve - lighting upgrade	Completed 100%	ON TRACK	South Wangaratta is completed. North Wangaratta has been deferred due to not receiving external funding
WJ Findlay Oval - lighting upgrade	Nearing Completion 80-99%	ON TRACK	Council is awaiting utility company power change over works.
Senior Citizens Centre - feasibility study	On-going 60-79%	ON TRACK	The Senior Citizens Feasibility study is underway. Meetings have been held with the consultant and the club. Requirements are being considered within parallel Wareena Park Master Plan project, a final report will be completed beyond 30 June.
Play Space Strategy - year 2 implementation	Nearing Completion 80-99%	ON TRACK	The two planned play space projects for the 2019/20 financial year have been completed. Remaining funds will be spent on elements of Baltimore Estate Park with balance of that unplanned project to be completed in future years.
Mitchell Avenue Children's Garden - construction	Underway 30-59%	ON TRACK	Project has been awarded, funding over two years. The design phase is underway.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

WE ARE GROWING			
What You Will See in 2019-20	Status	Tracking	Comments
Draft brand strategy - progression	Nearing Completion 80-99%	ON TRACK	Brand strategy has been completed. Brand guidelines (including templates) and tone of voice nearing completion. Internal roll out to commence mid to late May (pending template development)
Wangaratta Aerodrome - infrastructure development	On-going 60-79%	ON TRACK	Construction has commenced out at the Aerodrome on the upgrades to the taxi way and the new commercial hanger
Growth area infrastructure - development	Completed 100%	ON TRACK	The growth areas planning scheme amendment is now complete and the areas are open for subdivision and works. The project control group still meets monthly to manage the process. Financial reporting has been set up to comply with audit requirements and State Government development contribution plan reporting guidelines.
Tourism North East (TNE) programs - participation	Nearing Completion 80-99%	ON TRACK	Participation in TNE activities is on track for 2019-20. Council continues to work closely with TNE team to deliver projects such as: <i>Digital inclusion</i> , <i>Wine Enthusiasts Program</i> and the <i>Bushfire Recovery Action Plan</i>
Business development and support programs - delivery	Nearing Completion 80-99%	ON TRACK	Council and Small Business Victoria continue to provide workshops and programs to support businesses to become resilient in times of hardship. We have stepped up online webinars and workshops about improving online activity and social media in response to bushfire and Covid-19 impacts on businesses. Council is working closely with Bushfire Recovery Victoria on programs and grants for those businesses impacted by bushfire and drought.
Tourism marketing campaign - delivery	On-going 60-79%	OFF TRACK	A marketing plan has been developed and a public relations agency engaged. The campaign is currently on hold due to the impacts of restrictions due to COVID-19.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

WE ARE ESTABLISHED			
What You Will See in 2019-20	Status	Tracking	Comments
Railway Precinct - redevelopment	Underway 30-59%	ON TRACK	Project is well underway. Funding is split over two years with completion due in December 2020.
Asset renewal program 2019-20 - delivery	Nearing Completion 80-99%	ON TRACK	The renewal program is underway and will be completed by June 2020.
'The Wangaratta Project' - progression of major projects in line with successful funding provision and Council's priorities	Underway 30-59%	ON TRACK	Major projects are progressing in line with Council priorities.
Annual rural community planning projects - implementation of projects identified within the district plans	On-going 60-79%	ON TRACK	The Milawa and Springhurst Township infrastructure plans have been completed. 70% of works in Springhurst have been completed, ahead of time. Rural signage is still on hold pending outcomes from the branding strategy. Consultation is underway in Glenrowan and Whitfield with regards to their infrastructure plans.
Municipality-wide Cycling Strategy - preparation	Nearing Completion 80-99%	ON TRACK	Public exhibition of the draft strategy has been completed with the final strategy to be presented to Council in May for endorsement.
Waldara Drainage Scheme - design and planning completed	On-going 60-79%	ON TRACK	The project has been deferred beyond this year.
Annual gravel re-sheeting and resealing programs - delivery	Completed 100%	ON TRACK	The gravel road resheeting and sealed road resealing programs are complete.
Drainage and upgrade of Linder Road - design and land acquisition	Nearing Completion 80-99%	ON TRACK	Design is almost complete. Land acquisition has been deferred.
Council asset data, condition and renewal policy development - buildings and systems	On-going 60-79%	ON TRACK	Project is progressing well and will be completed June 2020.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

WE ARE INSPIRED

What You Will See in 2019-20	Status	Tracking	Comments
Wangaratta Performing Arts and Convention Centre - services feasibility study	Nearing Completion 80-99%	ON TRACK	Almost finished. Will be completed by 30 June 2020
Art Gallery - feasibility study outcomes	Completed 100%	ON TRACK	Study completed. On hold pending future funding opportunities for a business case to support the findings of the study and provide information to develop an advocacy document.
Library - self service, security and stock control through RFID technology	On-going 60-79%	ON TRACK	Work on-going. Running as per schedule and within budget. Equipment to be installed by the end of May 2020.
Wangaratta Parklands Precinct Master Plan	On-going 60-79%	ON TRACK	Initial community engagement was done. A consultant is appointed and works are underway. Additional user group engagement was done. Initial draft plans are nearing completion with final draft plans expected in June 2020 which will then be considered by Council prior to public exhibition.
Project management, change management and innovation frameworks - development	Nearing Completion 80-99%	ON TRACK	The Project Management Framework has been developed and an employee training program is being launched as e-learning given the restrictions imposed due to COVID-19. A new Sharepoint project environment and reporting is planned to go live 1 July 2020.
Lighting treatments within CBD Precinct - investigation as an extension of the Christmas Decoration Project	Completed 100%	ON TRACK	Reid and Murphy Street Lights have been fully installed.
Venue management software to streamline booking systems - implementation	Completed 100%	ON TRACK	Upgrades to the current program and training has taken place. Any further improvements are tied to the ICT Strategy with an event management software upgrade being a key component of stage 1. Consequently, the scope of the original project has been revised to be incorporated into the larger ICT project. In the interim minimal expenditure has been undertaken to improve the current program.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

WE ARE SUSTAINABLE			
What You Will See in 2019-20	Status	Tracking	Comments
Organics Processing Plant - completion	Completed 100%	ON TRACK	Project is complete, commissioning is underway.
Rural Townships Organics - roll out completed	Completed 100%	ON TRACK	All the bins were rolled out in December with the collection also starting in December. The project ran smoothly and within budget.
Gun Club - rehabilitation	Underway 30-59%	OFF TRACK	Final designs are being completed. EPA approval still required.
Roadside weed management spraying program - delivery	Nearing Completion 80-99%	ON TRACK	Our 2019-20 spraying program is on track with contractors continuing to target noxious weeds on Council managed roadsides.
Improved employee experience and performance through enhanced on-boarding and talent management	Started 1-29%	ON TRACK	A new onboarding booklet is complete and in use. The council human resource management system, Aurion, has online onboarding and learning and development modules scheduled for implementation. Staff training in developing training materials is planned. Proposal to purchase learning management system to integrate with Aurion learning and development module under consideration.
Business intelligence - agile reporting to support business decisions	Completed 100%	ON TRACK	Work is complete. SharePoint (Internal projects and team intranet) has been launched as a collaboration tool across the organisation.
On-line lodgement and payment of permits, animal renewals and infringements	Completed 100%	ON TRACK	The online payment component is complete. A fully integrated lodgement for animal renewals and infringements is scheduled within the ICT Strategy action plan. Over 10% of payments have been made online in the first 6 months.
Comprehensive service planning framework	Not Started 0%	OFF TRACK	Funding for this project has been reallocated in the revised budget. This project will no longer proceed.
Domestic Waste Water Management	Nearing Completion 80-99%	ON TRACK	Work is on-going. Project is running as per schedule and within budget. Over 200 inspections have been carried out.
ICT Strategy - implementation commencement	On-going 60-79%	ON TRACK	Work has commenced and is on track. Council has prioritised strengthening the backend infrastructure and network and the disaster recovery plan.
Environmental Sustainable Strategy 2014 - review and update	On-going 60-79%	OFF TRACK	Final stage of review and development of the draft ESS 2020-25 Strategy is underway. It is due for internal consultation by the end of May 2020. The draft was due in March 2020 so the project is off-track but moving forward. Some initial discussions have been done with Wangaratta Sustainability Group and the Youth Council to get some initial input into the draft.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q3 Progress Report

Tracking key:	STATUS	TRACKING	GUIDANCE FOR COMMENTARY
	Completed 100%	ON TRACK	ON TRACK: Completed - On time and within budget OFF TRACK: Completed - But did not meet delivery dates and/or ran over budget
	Nearing Completion 80-99%	OFF TRACK	ON TRACK: In progress and nearing imminent completion (within 1-3 months) OFF TRACK: In progress and nearing imminent completion (within 1-3 months) but outside of budget and/or delivery dates not being met
	On-going 60-79%		ON TRACK: Work on-going - Running as per schedule and within budget OFF TRACK: Work on-going but over budget and/or delivery dates not being met
	Underway 30-59%		ON TRACK: Work has commenced and are on track and meeting scheduled delivery dates OFF TRACK: Work has commenced but some concerns about completing as per works schedule
	Started 1-29%		ON TRACK: Work started and meeting scheduled delivery dates OFF TRACK: Work started but concerns scheduled deliverable dates can not be achieved
	Not Started 0%		ON TRACK: Work has not commenced. Scheduled to commence later in FY2019/20 OFF TRACK: Work has not commenced. Scheduled commencement date missed and intervention is required




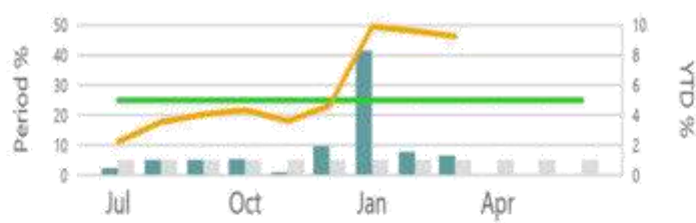
We Are Established

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>E04: Value of infrastructure per head of municipal population</p> <p>YTD Target for 19/20: \$18000.00 YTD Actual for 19/20: \$17791.83</p>	<p>Period \$</p> <p>YTD \$</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Result within target for value of property, infrastructure, plant and equipment, excluding specialised and non-specialised land.</p> <p>Source: TechOne XLOne report - value of infrastructure (excluding land); Australian Bureau of Statistics Census population report</p>

We Are Growing

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> G01: Median number of processing days taken between receipt of planning application and a decision</p> <p>YTD Target for 19/20: 55.00 YTD Actual for 19/20: 55.33</p>		<p>Council Plan target is being met. Longer times are often to enable negotiations to be completed between parties to allow for development.</p> <p>Source: Planning Permit Activity Reporting System report</p>
<p> G02: Percentage of planning decisions made within 60 days</p> <p>YTD Target for 19/20: 82.00% YTD Actual for 19/20: 69.59%</p>		<p>This is affected by negotiations between parties to achieve an appropriate outcome.</p> <p>Source: Planning Permit Activity Reporting System report</p>
<p> G04: Number of new housing lots released in municipality</p> <p>YTD Target for 19/20: 112.50 YTD Actual for 19/20: 147.00</p>		<p>The year to date target is being achieved.</p> <p>Source: Council rates database</p>

We Are Growing





MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> G05: Number of building permits for new dwellings issued within municipality</p> <p>YTD Target for 19/20: 12.50 YTD Actual for 19/20: 11.67</p>	 <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The target of 12.50 permits issued is generally being achieved with a drop in December due to Christmas and a drop in February due to bushfire impacts.</p> <p>Source: Victorian Building Authority data</p>
<p> G07: Percentage change in Followers of Visit Wangaratta Facebook and Instagram pages</p> <p>YTD Target for 19/20: 5.00% YTD Actual for 19/20: 9.26%</p>	 <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Facebook and Instagram continue to have strong engagement and followers. Council had to pull back on planned advertising given the impact of COVID-19 and not wanting to 'bring' people to region. The focus is on supporting online purchasing.</p> <p>Source: Facebook and Instagram</p>

We Are Growing





We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> I01: Number of attendees at the Wangaratta Art Gallery</p> <p>YTD Target for 19/20: 29346.00 YTD Actual for 19/20: 22617.00</p>	 <p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The gallery closed late March 2020 due to restrictions imposed by the State Government in response to the COVID-19 pandemic. Numbers had started to decrease from 17 March 2020.</p> <p>Source: Council gallery records</p>
<p> I06: Number of ticket sales for WPACC</p> <p>YTD Target for 19/20: 16036.00 YTD Actual for 19/20: 16243.00</p>	 <p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Direct result of COVID-19 impact. The venue closed on 17 March 2020 but ticket sales had been decreasing prior to that.</p> <p>Source: SABO</p>



We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>I08: Average number of days to close a customer request</p> <p>YTD Target for 19/20: 14.00 YTD Actual for 19/20: 5.17</p>	<p>Legend: Actual, Target, Target (YTD), Actual (YTD)</p>	<p>On Track: Work on-going: running as per established target of 14 days to close a customer request. In March, the average days a customer request remained open was 4.9 days within the established target's range. Council continues to follow up with customers on cases waiting a response.</p> <p>Source: Customer Request Management System - March 2020</p>
<p>I09: Percentage of customer requests overdue by more than 60 days</p> <p>YTD Target for 19/20: 10.00% YTD Actual for 19/20: 6.87%</p>	<p>Legend: Actual, Target, Target (YTD), Actual (YTD)</p>	<p>On Track: Work on-going - running as per established target of 10% overdue by more than 60 days. The current results demonstrate that council is responding to customer requests in the agreed target timeframes with an extremely small number of the most complex requests remaining open beyond 60 days.</p> <p>Source: Customer Request Management System - March 2020</p>



We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ I10: Number of events held at the Wangaratta Library (excluding regular programs)</p> <p>YTD Target for 19/20: 48.00 YTD Actual for 19/20: 59.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The library was on track to meet the plan of 6 events for March however COVID-19 restrictions meant that events were cancelled.</p> <p>Source: Council library records</p>
<p>✓ I11: Number of conferences and conventions at the Performing Arts and Convention Centre</p> <p>YTD Target for 19/20: 140.00 YTD Actual for 19/20: 145.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The venue was on track to meet budget however COVID-19 saw all events cancelled from 17 March 2020.</p> <p>Source: Council PAC records</p>
<p>✓ I12: Number of events held at the Wangaratta Art Gallery</p> <p>YTD Target for 19/20: 21.00 YTD Actual for 19/20: 40.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>COVID-19 meant that all events were cancelled. This impacted the gallery revenue as one event was a workshop with a fee to attend of \$200 per person.</p> <p>Source: Council art gallery records</p>

We Are Sustainable

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ S01: Percentage of Council decisions made at meetings closed to the public</p> <p>YTD Target for 19/20: 4.00%</p> <p>YTD Actual for 19/20: 3.24%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>This measure is on track to come in under the year end target.</p> <p>Source: Council meeting minutes 2 March 2020 & 24 March 2020</p>
<p>✓ S02: Percentage of kerbside collection waste diverted from landfill</p> <p>YTD Target for 19/20: 61.00%</p> <p>YTD Actual for 19/20: 61.35%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Organic waste is slightly up due to recent rain events.</p> <p>Source: Tipsite software records, spreadsheet records for the organics plant and JJ Richards monthly invoice.</p>
<p>✓ S03: Native Plants planted in the Municipality - Greening Wangaratta Program</p> <p>YTD Target for 19/20: 5249.97</p> <p>YTD Actual for 19/20: 6196.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Team have been working through seedling program in readiness for Autumn and Winter planting program</p> <p>Source: Council records</p>



We Are Thriving

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> T01: Number of visits to aquatic facilities per head of population</p> <p>YTD Target for 19/20: 3.78 YTD Actual for 19/20: 3.46</p>	 <p>Period #</p> <p>YTD #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Reduction in attendance due to COVID-19 closure.</p> <p>Source: YMCA monthly report data</p>
<p> T02: Percentage of children enrolled to participate in the Maternal & Child Health Service</p> <p>YTD Target for 19/20: 95.00% YTD Actual for 19/20: 100.94%</p>	 <p>Period %</p> <p>YTD %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Source:</p>
<p> T03: Cost of Maternal and Child Health Service per hour of service delivered</p> <p>YTD Target for 19/20: \$67.00 YTD Actual for 19/20: \$60.11</p>	 <p>Period \$</p> <p>YTD \$</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Source:</p>



We Are Thriving

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>T05: Number of Home Care Clients</p> <p>✓ YTD Target for 19/20: 1400.00 YTD Actual for 19/20: 1383.11</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Client numbers are ahead of target.</p> <p>Source:</p>
<p>T07: Percentage of registered class 1 and 2 food premises that receive an annual food safety assessment</p> <p>⚠ YTD Target for 19/20: 67.50% YTD Actual for 19/20: 57.63%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>It has not been possible to undertake all inspections due to the impact of Covid 19 and Covid-19 related health priorities together with the number of business that have closed or moved to takeaway.</p> <p>Source: Health Manager</p>

Capital Works Changes

Name	Revised Budget	Actual YTD	Actual YTD + Committed	Reduction 19/20 Capital Works Budget	Saving 19/20	Deferred to later years	Comment
01896 CBD Pedestrian Improvements - CBD Masterplan	\$ 327,067.00	\$ 157,735.42	\$ 172,387.16	\$ 154,679.84	\$ 154,679.84		Part delivery of 19/20 works, balance of works not to be started
1920 On Street Footpath Renewal	\$ 293,250.00	\$ 93,718.39	\$ 151,452.40	\$ 141,797.60		\$ 141,797.60	Part delivery of 19/20 works, balance rescheduled to 20/21 Budget
01749 Art Gallery Entrance	\$ 40,000.00	\$ 2,684.39	\$ 12,284.39	\$ 19,000.00	\$ 19,000.00		19/20 works delivered under budget, balance savings
Public Toilet Renewal & Upgrade Program	\$ 235,750.00	\$ 17,453.35	\$ 17,453.35	\$ 218,296.65		\$ 218,296.65	Part delivery of 19/20 works, balance rescheduled to later year(s)
01937 Rural Placemaking: Town Entrance & Signage Plan Implementation - RPP	\$ 295,000.00	\$ 16,241.55	\$ 16,241.55	\$ 278,758.45		\$ 278,758.45	Works rescheduled to 20/21 Budget
01936 Rural township signage plan - Rural Placemaking Program	\$ 32,000.00	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00		Project not proceeding. All other aspects of Rural Placemaking Programme budget remain
01885 Murrell Street Basin Renewal	\$ 230,000.00	\$ 11,525.22	\$ 19,225.22	\$ 210,774.78		\$ 210,774.78	Works rescheduled to 20/21 Budget
19/20 Kerb and Channel Renewal	\$ 850,000.00	\$ 356,336.60	\$ 585,458.48	\$ 455,000.00		\$ 455,000.00	Part delivery of 19/20 works, balance rescheduled to 20/21 Budget
Off Street Path Renewal	\$ 115,000.00	\$ 5,762.61	\$ 5,762.61	\$ 109,237.39		\$ 109,237.39	Works rescheduled to 20/21 Budget
Annual Reseal Program 19/20	\$ 850,000.00	\$ 747,674.09	\$ 829,766.54	\$ 20,233.46	\$ 20,233.46		19/20 works delivered under budget, balance savings
Upgrade Sandford Road for freight movements	\$ 100,000.00	\$ 23,910.96	\$ 63,010.96	\$ 36,989.04	\$ 36,989.04		19/20 works delivered under budget, balance savings
19/20 Concept design - Drainage Upgrade for the South Wangaratta Industrial Estate	\$ 75,000.00	\$ 32,233.22	\$ 32,233.22	\$ 42,766.78	\$ 42,766.78		19/20 works delivered under budget, balance savings
01687 Waldara LDRZ Drainage Upgrade	\$ 277,247.00	\$ 72,566.76	\$ 75,202.54	\$ 202,044.46		\$ 202,044.46	Part delivery of 19/20 works, balance rescheduled to later year(s)
19/20 Rural Drainage Renewal	\$ 200,000.00	\$ 134,941.36	\$ 166,056.55	\$ 33,943.45		\$ 33,943.45	Part delivery of 19/20 works, balance rescheduled to 20/21 Budget
19/20 Urban Drainage Renewal	\$ 322,000.00	\$ 56,136.81	\$ 87,311.81	\$ 170,000.00		\$ 170,000.00	Part delivery of 19/20 works, balance rescheduled to 20/21 Budget
Whitfield: Township development - Infrastructure concept and detailed design	\$ 60,000.00	\$ 4,991.87	\$ 32,891.87	\$ 27,108.13	\$ 27,108.13		19/20 works delivered under budget, balance savings
Glenrowan-Moyhu Rd / Wangaratta-Kilfeera Road Intersection Design	\$ 50,000.00	\$ 2,505.48	\$ 16,005.48	\$ 33,994.52	\$ 33,994.52		19/20 works delivered under budget, balance savings
Glenrowan Lions Park Master Plan	\$ 100,000.00	\$ 15,281.09	\$ 34,481.09	\$ 60,000.00	\$ 60,000.00		19/20 works delivered under budget, balance savings
19/20 - 01840 DCP - Design and Land Acquisition - Upgrade of Lindner Road & retention basis (DCP North: RD09, RD10, DR02)	\$ 472,280.00	\$ 40,581.79	\$ 125,775.79	\$ 346,504.21		\$ 346,504.21	Part delivery of 19/20 works, balance rescheduled to later year(s)
01952 Whitfield - Benalla Road Design	\$ 150,000.00	\$ 7,516.45	\$ 71,841.00	\$ 28,000.00	\$ 28,000.00		19/20 works delivered under budget, balance savings
01990 - North Wangaratta Reserve Lighting Upgrade	\$ 530,900.00	\$ 27,056.17	\$ 27,056.17	\$ 72,943.83	\$ 72,943.83		Project not proceeding, Federal Government not issued Funding Agreement
02039 North Wangaratta and South Wangaratta Entrance Plans	\$ 110,000.00	\$ -	\$ -	\$ 110,000.00	\$ 110,000.00		19/20 works cancelled. Project continues in 20/21 with funding in Draft Budget and Strategic Resource Plan years
	\$ 6,600,494.00	\$ 1,826,853.58	\$ 2,541,898.18	\$ 2,804,072.59	\$ 637,715.60	\$ 2,166,356.99	



PROCUREMENT POLICY

Responsible Officer: Procurement Specialist Authorising Officer: Director Corporate Services	Adoption Date:	
	Approved By:	Council
	Review Date:	
	Policy Type	Major Council Policy

PURPOSE

The *Local Government Act 1989* (the Act) requires Rural City of Wangaratta (Council) to comply with an approved Procurement Policy (Policy) that applies to the purchase of all goods, services and works.

The purpose of this Policy is to:

- provide policy and guidance to the Council to ensure consistency and control over Procurement activities;
- demonstrate accountability to ratepayers;
- demonstrate the application of best practice principles; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

OBJECTIVES

The objectives of this Policy are to:

- establish a framework to achieve value for money and continuous improvement in the provision of services to the community;
- ensure Council resources are used efficiently and effectively;
- achieve compliance with relevant legislative requirements, including probity, transparency, accountability and risk management;
- support the Council's corporate strategies; and
- use strategic procurement practices and innovative solutions, including making use of collaborative and partnership opportunities.
- encourage the procurement of environmentally sustainable goods, services and works
- encourage the use of local suppliers

Adopted by Wangaratta Rural City Council
<Date>

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LEGISLATIVE COMPLIANCE

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act;
- Council's policies;
- Council's Code of Conduct; and
- Local Government Procurement Best Practice Guidelines.

SCOPE

This Policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and all persons undertaking procurement on behalf of Council.

CONDUCT OF COUNCILLORS AND COUNCIL STAFF

Councillors, Council staff and all persons undertaking procurement on behalf of Council are to ensure they:

- Conduct themselves ethically and with integrity;
- Comply with Council's Gifts, Benefits and Hospitality Policy;
- Declare, and effectively manage, real, perceived and potential Conflicts of Interest;
- Maintain information security and confidentiality; and
- Comply with the relevant Codes of Conduct for Councillors and Council staff.

It is a requirement of Council that all Council staff involved in preparing a request for quote or request for tender, evaluating a proposal or placing a purchase order be trained in the use of, and comply with, this Policy.

PRINCIPLES

All procurement shall be conducted in accordance with the following best principles, this Policy as a whole, and Council's Procurement Guidelines.

VALUE FOR MONEY

Council will consider both cost and non-cost factors in determining value for money, including:

- Advancing Council's priorities;
- Fitness for purpose;
- Quality;
- Service and support; and
- Whole of life costs

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<Date>

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Under section 186(4) of the Act, Council is not obligated to accept the lowest, or any, price when considering value for money.

OPEN AND FAIR COMPETITION

Council will treat all current and prospective suppliers and contractors fairly and in an open and transparent manner without bias, or perception of bias.

ACCOUNTABILITY AND DELEGATIONS

Council's Instrument of Delegation determines the levels of staff authority required for expenditure.

Measures which intentionally seek to avoid the requirement to give public notice, such as contract splitting, placing multiple orders, seeking multiple quotations with a single supplier, or engaging a single supplier under different guises, are considered to breach the requirement to call public tenders where threshold values would otherwise be reached.

RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

Council will manage all aspects of its procurement processes in accordance with its Risk Management Policy and Occupational Health and Safety Policy in such a way as to minimise risk to a minimum standard required by law, or in accordance with relevant Australian Standards where applicable.

Council requires all contractors and service providers to comply with all legislative requirements, including but not limited to, their obligations under the Occupational Health and Safety Act 2004 (Vic). These are mandatory, and any non-compliance will disqualify prospective suppliers immediately.

PROBITY

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

CONFLICT OF INTEREST

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, must:

- **Avoid** conflicts where possible, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council Staff, plus their relatives and close associates;
- **Declare** that there is no conflict of interest. Where future conflicts, or relevant private interests arise. Council Staff must make their manager, or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise;

Adopted by Wangaratta Rural City Council
<Date>

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- **Observe** Council guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

LOCAL CONTENT

Council is committed to the strategic use of local suppliers to encourage economic development 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.

Wherever practicable, Council will fully examine the benefits available through purchasing goods, services and works from suppliers and contractors within a 100km radius from Wangaratta by applying a weighted score component for local content.

Council will encourage its vendors to also source their own goods, materials and services from suppliers and contractors within a 100km radius in so far as this is feasible and commercially viable.

SUSTAINABILITY

Council will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.

TENDERS AND QUOTATIONS

Tenders and Quotations shall be conducted in accordance with the Act, this Policy and the Procurement Manual, unless approved exemptions are available.

All values are for the full contract term (including optional terms), and including GST, unless specified otherwise.

PURCHASING METHODS

Councils' standard methods for purchasing goods, services and works shall be by:

- Petty cash;
- Purchasing cards;
- Purchase order following a quotation or tender process; or
- Under purchasing schemes including collaborative purchasing arrangements with other Councils, and commercial schemes such as those provided through Procurement Australia (PA), Municipal Association of Victoria (MAV), State Procurement Contracts etc

PURCHASING UNDER \$150,000

For procurements under \$150,000 Council staff are required to follow processes in accordance with the Procurement Guidelines, and within approved delegations.

Purchase orders must be raised in Council's Technology One finance system. Reference to the quote is to be included on the purchase order.

A public tender process may be used for values less than \$150,000 if this is within Council's interest and will produce a better outcome under the context of this Policy.

Adopted by Wangaratta Rural City Council
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PURCHASING OVER \$150,000

For procurement over \$150,000 Council staff are required to follow processes in accordance with the Procurement Guidelines, and within approved delegations:

- a) For procurement where there is an existing Panel Contract, staff are required to:
 - Obtain quotes from suitable Panel members;
 - Raise a Purchase order in Council's Technology One finance system, detailing any milestone payments. Reference to the quote is to be included on the purchase order.
- b) Where there is a Contract in place and Council has appointed a tendering agent, for example Procurement Australia, staff are required to:
 - Obtain quotes from the Contracted Suppliers;
 - Raise a Purchase order in Council's Technology One finance system, detailing any milestone payments. Reference to the quote is to be included on the purchase order.
- c) Where no Contract exists, Council may determine to seek Expressions of Interest where there is likely to be many tenderers, tendering will be costly, or the procurement is complex, or there is uncertainty as to the willingness and/or interest of suppliers or contractors to undertake the proposed works.

Where Expressions of Interest are to be sought, staff are required to:

- Use the appropriate Expression of Interest template;
 - Conduct a publicly advertised, open and competitive Expression of Interest process in accordance with the Procurement Guidelines;
 - Once Expressions of Interest have been received, develop the Request for Tender using the appropriate template;
 - Conduct a closed tender in accordance with the Procurement Guidelines;
 - Raise a Purchase orders in Council's Technology One finance system, detailing any milestone payments. Reference to the quote is to be included on the purchase order.
- d) Where no Contract exists, and Expressions of Interest are not sought, staff are required to:
 - Use the appropriate Request for Tender template;
 - Conduct a publicly advertised, open and competitive Tender in accordance with the Procurement Guidelines;
 - Raise a Purchase orders in Council's Technology One finance system, detailing any milestone payments. Reference to the quote is to be included on the purchase order.

Publicly advertised Tenders will be listed on Council's website and in the Wangaratta

Adopted by Wangaratta Rural City Council
<Date>

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Chronicle newspaper at a minimum.

Exemptions for advertising are set out in Section 186(5 and 5A) of the Act.

TENDER EVALUATIONS

All Quotations and Tenders are to be evaluated in accordance with the Procurement Guidelines by an evaluation panel of no less than two (2) persons.

The evaluation panel will be established to independently evaluate each tender or quotation submission against the selection criteria.

Council staff must:

- Not accept late tenders under any circumstance;
- Appoint an independent Council employee onto an evaluation panel for all Tenders over \$1 million, or that are considered high risk or high profile under this amount, to ensure the procedural integrity of the procurement process has been maintained;
- Appoint a Probity Auditor onto an evaluation panel for all Tenders over \$5 million, or that are considered high risk or high profile under this amount;

POST- TENDER NEGOTIATIONS

Once a preferred tenderer, or shortlist of tenderers, has been selected through an evaluation panel negotiations may be conducted in order to better meet or achieve Councils' needs, providing negotiations remain within the intent and scope of the tender.

VARIATIONS

Contract and scope variations must be approved in accordance with the Instrument of Delegations based on the revised lump sum contract value.

The total sum of contract variations worth 10% or more of the original lump sum contract value are to be assigned to the higher delegation level.

EXEMPTIONS, BREACHES AND NON-CONFORMANCE

EXEMPTIONS FROM THE LOCAL GOVERNMENT ACT

The Local Government Act sets out the occasions where Council is exempt from carrying out a public tender or expression of interest for contracts valued at or over \$150,000 (for goods or services) or \$200,000 (for works). Council officers must obtain the required exemptions and submit all approvals for inclusion in Council's Exemptions Register. Requirements for exemption for tender are limited by Section 186(1) of the Local Government Act and are outlined in Section 3.7 of the Victorian Local Government Best Practice Procurement Guidelines 2013.

BREACHES OF THE LOCAL GOVERNMENT ACT

Adopted by Wangaratta Rural City Council
<Date>

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Council will disclose in its annual report and on its website where a document can be inspected by the public listing any contracts made by Council in breach of the Local Government Act within that financial year.

NON-CONFORMANCE WITH COUNCIL'S PROCUREMENT GUIDELINES

Council staff are required to obtain internal approval for non-conformance to Council's Procurement Guidelines in advance of any quote or tender being approved. These non-conformances will be registered to enable continual review and ensure Council's policy and procedures remain fit for purpose.

DISPUTE RESOLUTION

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

REVIEW

Any change or update which materially impacts and alters this policy must be by Council approval following review by the Corporate Management Team.

Under the Act Council must review and approve the Policy within twelve (12) months of adoption.

Adopted by Wangaratta Rural City Council
<Date>

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Draft Procurement Policy 2020 Public Submissions

Sub No:	Summary of Comments / Issues	Discussion / Response	Action Required:
1	<p>The submission generally supports the principles of the Draft Procurement Policy and raises the following requests:</p> <ol style="list-style-type: none"> 1) Consider disposal as part of the procurement policy 2) Local advertisement of council assets due for disposal 	<p>That Council develops an Asset Disposal Policy and Procedures.</p>	<ul style="list-style-type: none"> • Notify the submitter
2	<p>Submission requests:</p> <ol style="list-style-type: none"> 1) Objectives should include meeting council's sustainability goals as outlined in <i>Environmental Sustainability Strategy 2014</i> 2) Procurement Policy should make it clear that the RCOW are committed to adopting green procurement practices. 	<ol style="list-style-type: none"> 1) Add policy objective: <ul style="list-style-type: none"> • Encourage the procurement of environmentally sustainable goods, services and works. 2) Add sustainability section: <p>Council will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Notify the submitter

Sub Folder S20/110



Assembly of Councillors

Date: 14 April 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Independent Presenters: Anthea Sloan – Strategic Finance Projects Manager; Stephen Swart – Director Development Services; Marcus Goonan – Manager Infrastructure Planning & Delivery; Clare Cowdery, Manager Building Planning & Compliance; Penny Hargrave – Manager Arts, Culture & Events; Ben Thomas – Project Manager WISAC Transition Process

Conflict of interest: N/A

Matters Considered:

1. Draft Budget 2020/21
2. Kanana Crescent Footpath Petition Response
3. PLNAPP20/006 – Development & Display of a Major Promotion Sign and Construction of a Parapet and Skirting Board
4. PLENAPP19/233 – 181 Wightons Road, East Wangaratta, Dwelling Excision and Creation of a Carriageway Easement
5. Wangaratta Railway Precinct Art Commissions
6. WISAC Bi-Monthly Report Update
7. Review Briefing Forum Actions
8. General Business
9. CEO & Councillor Only Business

Sub Folder S20/110



Assembly of Councillors

Date: 20 April 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Independent Presenters: Justin Britt – Strategy Planner; Clare Cowdery – Manager Building, Planning & Compliance; Rindayi Matienga – Finance Manager; Anthea Sloan – Strategic Finance Projects Manager; Sarah Brindley – Director Corporate Services

Conflict of interest: N/A

Matters Considered:

1. Wangaratta Planning Scheme – Planning Policy Framework Translation
2. Tender Process – Provision of Environmental Health Services
3. Quarterly Finance Report
4. Draft Council Budget 2020/21
5. Draft Council Plan 2017 – 20221 (2020 Revision)
6. Review Briefing Forum Actions
7. General Business

Sub Folder S20/110



Assembly of Councillors

Date: 27 April 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Independent Presenters: Clare Cowdery – Manager Building, Planning & Compliance; Lucy Clark – Creative Marketing Specialist; Marcus Goonan – Manager Infrastructure, Planning & Delivery

Conflict of interest: N/A

Matters Considered:

1. Provision of Environmental Health Services
2. Naming of the Wangaratta Sports, Aquatic and Events Precinct
3. Tennis and Netball Courts Condition Report
4. Review Briefing Forum Actions
5. Operational Status Reports
6. General Business

Sub Folder S20/110



Assembly of Councillors

Date: 4 May 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Independent Presenters: Anthea Sloan - Strategic Finance Projects Manager, Marcus Goonan – Manager Infrastructure Planning & Delivery, Jack Pickering – Planner, Clare Cowdery – Manager Building Planning & Compliance, Penny Hargrave – Manager Arts Culture & Events, Simon Nolan – Gallery Director , Ben Thomas – Project Manager WISAC Transition process

Conflict of interest: N/A

Matters Considered:

1. Draft Budget 2020/21
2. Kanana Crescent Footpath petition response
3. PLNAPP20/006 Development & Display of major promotional sign
4. PLNAPP19/233 181 Wightons Rd Dwelling excision & Creation of a carriageway easement
5. Wangaratta Railway Precinct arts commission
6. WISAC bi-monthly report update

Sub Folder S18/249



Assembly of Councillors

Date: 5 May 2020

Meeting: Pre Council Meeting Discussion

Commenced: 5:30pm

Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Officers: N/A

Apologies: N/A

Presenters: N/A

Conflict of interest: N/A