



Rural City of
Wangaratta

Minutes

For the Scheduled Council Meeting
Council Chambers, Municipal Offices
62-68 Ovens Street, Wangaratta
3pm 30 July 2024

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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 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

Councillors:

Irene Grant, David Fuller, Dean Rees, Harry Bussell, Harvey Benton, Ashlee Fitzpatrick

Officers:

Brendan McGrath, Chief Executive Officer; Marcus Goonan, Director Community and Infrastructure; Sarah Brindley, Director Corporate and Leisure; Stephen Swart, Director Sustainability and Culture

Administration:

Executive Services Coordinator; Councillor and Executive Services Support Officer

4. Absent

5. Acceptance of Apologies & Granting of Leave of Absence

Resolution:

(Moved: Councillor H Bussell/Councillor D Fuller)

That an apology from Cr Jack Herry be accepted.

Carried

Order of Business

6. Citizen Ceremony

Nil

7. Confirmation of Minutes

Resolution:

(Moved: Councillor H Benton/Councillor D Fuller)

That Council read and confirm the Minutes of the Scheduled Meeting of 25 June 2024 as a true and accurate record of the proceedings of the meeting.

Carried

8. Conflict of Interest Disclosure

In accordance with section 130 of the Local Government Act 2020 a councillor who has a conflict of interest in respect of a matter must disclose the conflict of interest in the manner required by Council's Governance Rules and exclude themselves from the decision making process in relation to that matter, including any discussion or vote on the matter and any action in relation to the matter.

Clause 28.1 of Council's Governance Rules requires a councillor to indicate that they have a conflict of interest by clearly stating:

- (a) the item for which they have a conflict of interest; and
- (b) whether their conflict of interest is general or material; and
- (c) the circumstances that give rise to the conflict of interest.

Immediately prior to the consideration of the item in which they have a conflict of interest, a councillor must indicate to the meeting the existence of the conflict of interest and leave the meeting.

A councillor who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.

9. Reception of Petitions

10. Hearing of Deputations

Presentation Of Reports

*For full transcript, please refer to the recording on the [Rural City of Wangaratta YouTube channel](#).
Time markers are noted in (minutes:seconds) format.*

11. Councillor Reports

Nil

Officers' Reports

12. Executive Services

Nil

13. Corporate and Leisure

13.1 Contract C13990 ICT End User Desktop Refresh Tender (04:30)

Meeting Type: Scheduled Council Meeting
Date of Meeting: 30 July 2024
Author: Manager Customer, Digital & Transformation Services

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 award contract C13990 – ICT End User Desktop Refresh.

Resolution:

That Council:

1. Approves an annual budget increase of \$47,374 for the duration of this contract.
2. Awards Contract C13990 ICT End User Desktop Refresh Tender to HP PPS Australia/Microtech.
3. Authorises the Chief Executive Officer to sign and seal all the relevant contract documents; and,
4. Discloses the contract price for the C13990 ICT End User Desktop Refresh Tender.

(Moved: Councillor A Fitzpatrick/Councillor D Fuller)

For: Unanimous

Against:

Carried

The contract price was disclosed as \$742,122.00 excluding GST.

Background

In October 2019 the ICT Strategy was commissioned. This strategy guides Council's efforts to achieve its desired digital transformation, one of Council's top priorities. Achieving that priority will help us better meet changing and growing customer and council business expectations and need.

One of the critical strategic initiatives is the development of Strategic Asset Management Plans for ICT Assets and through these plans ensure adequate assets replacement programs are in place.

Based on the ICT End User Desktop Asset Management Plan, council's laptops, desktops and ancillary devices are scheduled for replacement every three years. The last refresh took place August 2020 and the devices have performed well. They are now due for replacement.

To comply with collaborative procurement requirements, tenders have been obtained through the established Victorian Government State Purchasing Contract (SPC), utilising the value for money benefits and purchasing power these arrangements demonstrate. The recommended SPC contract meets all requirements under the Local Government Act 2020 as SPC are tendering agents that collaborate on behalf of their Local Government members.

The C13990 ICT End User Desktop Refresh tender was open from 5 June 2024 to 1 July 2024 (closed at 5:00pm), advertised through eProcure with tender number T13990.

Two submissions were received and the tender has been evaluated (refer Confidential Attachment 1) in accordance with Council's Procurement Policy.

Implications

Policy Considerations

Council's procurement Policy sets out the process for appointing a supplier for these services.

Financial/Economic Implications

Due to the combined effect of increased CPI and hardware requirements, the quote is higher than the projected 2024/25 allocated budget. Council is requested to approve an annual budget increase of \$47,374 to fully fund this contract.

Legal/Statutory

The Local Government Act 2020 Section 109 (2) requires the CEO ensures that any report to the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.

Social and Diversity

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.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. **Strengthening our Leadership**
 - 1.1 An engaged and connected community
 - 1.2 An effective and efficient Council

Other strategic links

This report supports implementation of Council's ICT Strategy.

Risk ManagementRisk Management Framework

Risks	Likelihood	Consequence	Rating	Mitigation Action
Unsatisfactory quality of new ICT End User Desktop Refresh deployment	Unlikely (2)	Minor (2)	Low (4)	User Testing Plan
Staff concerns relating to changes in functionality or look and feel	Unlikely (2)	Moderate (3)	Medium (6)	Communication Plan
Timeframe and achieving the proposed ICT end User Desktop Refresh	Unlikely (2)	Moderate (3)	Medium (6)	Project Plan

Consultation/Communication

In line with Council's Procurement requirements, quotes were obtained through an established Purchasing Scheme, namely the Victorian Government's State Purchasing Contract (SPC), due to the value for money benefits and procurement power these arrangements demonstrate. The collaboration nature of the selected SPC contract meets all requirements under the Local Government Act 2020 as SPC are tendering agents that collaborate on behalf of their Local Government members.

Internal consultation with relevant managers, teams and other affected persons has been undertaken. Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

Options are:

- Award the contract for ICT End User Desktop Refresh to the recommended vendor based on evaluation. (Recommended)
- Do not award the contract for ICT End User Desktop Refresh and seek alternative providers.

Conclusion

Contract C13990 for the ICT End User Desktop Refresh will replace existing ICT End Hardware with refreshed devices to support council businesses to enable continued improvement to productivity, collaboration, mobility and perhaps most importantly, a secure experience. Following the comprehensive evaluation of tenders against the pre-determined evaluation criteria and weightings, the Evaluation Panel has recommended HP PPS Australia/Microtech.as the preferred vendor, who scored the highest and offers value for money.

Attachments

- 1 ICT End User Desktop Refresh RFT Evaluation Report - Confidential

13.2 Council Expenses Policy (06:38)

Meeting Type:	Scheduled Council Meeting
Date of Meeting:	30 July 2024
Category:	Operational
Author:	Governance & Reporting Advisor
Approver:	Director Corporate and Leisure

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 adopt the reviewed Draft Council Expenses Policy 2024 (Attachment 1) for a period of community engagement, as required by the *Local Government Act 2020*.

Resolution:

That Council:

1. Endorses the Draft Council Expenses Policy 2024 attached to this report to commence public exhibition on Friday 02 August 2024.
2. Invites submissions from the community on the policy for 28 days commencing from Friday 02 August, until 5pm Friday 30 August 2024.
3. If submissions requesting changes to the Policy are received, reviews and considers adopting the Council Expense Policy at the next available Scheduled Council Meeting taking into consideration all submissions made and any further changes.
4. If no submissions requesting changes to the Policy are received, adopts the Council Expenses Policy 2024 without further resolution.

(Moved: Councillor I Grant/Councillor D Fuller)

For: Unanimous

Against:

Carried

Background

This Draft Council Expenses Policy 2024 ('the Policy') supports councillors and members of delegated committees to perform their role, as defined under the Local Government Act 2020, without disadvantage, by ensuring that expenses reasonably incurred in the performance of their

role are reimbursed. The policy also provides guidance on entitlements, processes for reimbursement and reporting requirements.

The Local Government Act 2020 ('the Act') requires councils to maintain a current Council Expenses Policy, with review of this policy now being due.

No changes are proposed to the previous policy (Council Expenses Policy 2020) following that review.

Implications

Policy Considerations

This is a standalone policy. As this is a Major Council Policy, it is required to be published for a period of community consultation, as specified in council's Local Law and Community Engagement Policy.

Financial/Economic Implications

Appropriate funding is allocated for Councillor expenses within the 2024/25 budget.

Legal/Statutory

The Act specifies that all councils must maintain a current Council Expenses Policy.

Social and Diversity

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

Equity Impact Assessment (EIA)

See Executive Summary of EIA in Attachment 2. There are no equity impacts identified for the subject of this report.

Environmental/Sustainability Impacts

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

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

- 1.1.1.6 Continue to provide transparency for the community regarding the information being considered in decision making processes.

Risk Management

Risk Management Framework

Risks	Likelihood	Consequence	Rating	Mitigation Action
Failing to update the Policy would constitute a	2	4	8	Review and Adopt policy

breach of the Act.				
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Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Consult	Enable the community to comment on the Councillor Expense policy	Publish on website, notice in local newspaper and on council's social media.
Inform	Transparency for community of Councillor Expense entitlements	Publish approved policy on Council's website

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

Options for Consideration

Options:

- 1) That Council adopts the Council Expense Policy (recommended)
- 2) That Council seeks amendments and request the Policy is returned to the next available Council Meeting for approval.

Conclusion

The revision of Council Policies are required under the Act, and the process recommended ensures compliance with legislative requirements and ensures good governance.

Attachments

- 1 Draft Council Expenses Policy 2024 
- 2 Equity Impact Assessment - Executive Summary 
- 3 Council Expenses Policy Community Impact Statement 

14. Community and Infrastructure

14.1 Community Asset Committee Nominations (08:40)

Meeting Type:	Scheduled Council Meeting
Date of Meeting:	30 July 2024
Category:	Strategic
Author:	Community and Recreation Coordinator
Approver:	Director Community and Infrastructure

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 endorse the nominations of volunteers to committees of management (COM) under the Community Asset Committee Instrument of Delegation. These are additional community members who have requested spots on their local committees of management, and Council officers are in support:

1. Edi Upper Hall
2. Moyhu Soldiers Memorial Hall
3. Oxley Shire Hall

The nominations are for a period of three years. A list of nominated members is attached.

Resolution:

That Council endorses the nominations in the attached report to the following Community Asset Committees

1. Edi Upper Hall
2. Moyhu Soldiers Memorial Hall
3. Oxley Shire Hall

(Moved: Councillor H Bussell/Councillor H Benton)

For: Unanimous

Against:

Carried

Cr Bussell announced the successful nominees:

- | | | |
|------|------------------|------------------------------|
| i. | Sharna Sloan | Moyhu Soldiers Memorial Hall |
| ii. | Georgina Carroll | Moyhu Soldiers Memorial Hall |
| iii. | Ross Wilson | Edi Upper Hall |

iv.	Maree Wilson	Edi Upper Hall
v.	Sally Day	Oxley Shire Hall
vi.	Nellie Van der Heyden	Oxley Shire Hall
vii.	Keith Yates	Oxley Shire Hall
viii.	Christopher Kukulka	Oxley Shire Hall
ix.	Don Heath	Oxley Shire Hall
x.	Janet Heath	Oxley Shire Hall
xi.	Greg Cherry	Oxley Shire Hall
xii.	Deborah Humphreys	Oxley Shire Hall
xiii.	Neil Brock	Oxley Shire Hall

Background

The Instrument of Sub-Delegation details that all appointments to the Community Asset Committees will be made by Council in accordance with the Council policy governing appointments to Council Committees.

Implications

Policy Considerations

The Community Asset Committee Instrument of Delegation and the Appointment to Council Committees Policy apply to these nominations.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

The requirements for nominations is made in accordance with the Local Government Act and Council's Instrument of Sub-delegation

Social and Diversity

The Community Asset Committees provide an important service to their communities, providing a gathering place and social centre for their rural communities. A strong and vibrant committee will benefit the community, and close links between the committee and Council will create greater awareness of needs in that community.

Environmental/Sustainability Impacts

Community Asset Committees are responsible for the management of any environmental issues relating to the land upon which their facilities are situated.

Equity Impact Assessment (EIA)

An Equity Impact Assessment is not required for this report.

Strategic Links

Council Plan 2021 – 2025

This report supports the 2021-2025 Council Plan through the following objectives and actions:

1. Strengthening our Leadership

- 1.3.2.1 Continue to support the delivery of the Rural Placemaking Plans in partnership with our rural communities.

2. Nurturing our Wellbeing

- 2.3.2.1 With support and training, ensure that our community groups and committees have strong governance and are inclusive and viable.
- 2.3.3 Increase opportunities for people to connect to their community and each other.
- 2.3.4.1 Provide quality and accessible community facilities based on community needs.

4. Expanding our Economy

- 4.4.2 Enhance the activity in our rural townships

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Governance risk associated with the sub-delegation of powers from the CEO to Community Asset Committees	Possible	Moderate	Medium	The appointment of members by a formal resolution of Council reduces governance risk by ensuring that all members appointed to a committee are covered by Council's public liability insurance.

Consultation/Communication

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

Options for Consideration

- That Council endorses the nominations to the following Community Asset Committees
- That Council does not endorse the nominations to the Community Asset Committees.

Conclusion

Council officers have reviewed the nominations received for endorsement to the relevant Community Asset Committees which will delegate the control, management and maintenance of its council owned community assets and uphold Councils requirements under the Local Government Act

Attachments

- 1 Community Asset Committee Nomination List - Confidential

15. Sustainability and Culture

Nil

16. Special Committee Reports

Nil

17. Advisory Committee Reports

Nil

18. Minutes of Advisory Committee Meetings

18.1 Minutes of Advisory Committee Meetings (11:28)

Meeting Type: Scheduled Council Meeting
Date of Meeting: 30 July 2024
Author: Councillor and Executive Services Support Officer

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

Minutes of Advisory Committee Meetings and committee reports are reported to Council for information (please refer attachments.)

Date	Meeting details	Refer
19 June 2024	Sport and Recreation Advisory Committee Meeting Minutes	Attachment
5 June 2024	Arts and Culture Advisory Committee Meeting Minutes	Attachment

Resolution:

That Council notes the minutes of these Advisory Committees.

(Moved: Councillor A Fitzpatrick/Councillor H Benton)

For: Unanimous

Against:

Carried

Attachments

- 1 Sport and Recreation Advisory Committee Minutes - 19 June 2024 
- 2 ACAC Committee Meeting Minutes - June 2024 

19. Notices of Motion

Nil

20. Urgent Business

21. Public Question Time (12:20)

21.1	<p>Pamella Gregory (12:50)</p> <p>Question 1 Please see below my question for the councillors as I will be unable to attend in person to ask/follow up this question.</p> <p>Following up from my query I asked in person at the last council meeting, In regards to the housing development of 10 affordable housing dwellings at 13-17 Garnet Avenue, was a reason found as to why those who submitted formal objections to the planning permit were not notified that the decision was going before council at the last council meeting for a decision so they would be able to attend that meeting?</p> <p>Regards, Pam Gregory</p> <p><i>Director Stephen Swart responded:</i> It is Council's normal practice to notify objectors if a planning permit application is going to a Council meeting for decision. Unfortunately, on this occasion the assessing officer was away from work and the notification to objectors was missed. I apologise for this. We have since reviewed our processes to ensure that this does not happen again.</p>
21.2	<p>Douglas Randall (14:10)</p> <p>Question 1 For discussion at council meeting 30th of July. Good afternoon councillors. You're always asking for community input, so here we go. Following a recent poll, on our local community site, (Wangaratta community rag) 90% of participating members have overwhelmingly voted for a revisit, of our Tourist information centre. The majority are suggesting the current setup at Pac centre is not practical and needs to be relocated to Swan St (old Olympic pool site) It already provides Toilet facilities, Dump Point, and adequate parking for large campers. If this is not possible, then maybe Apex Park could be an option going forward. Myself and members, feel a pressing concern, for a new location, with better exposure (inc more room), for the growing needs of our tourists. We are becoming a large, dynamic city, too big to just rely on The Glenrowan Hub, for all tourists. Please don't denigrate this correspondence because it links to social media. We are simply complementing what's available via print media, alternatively, obtaining a shorter, and much more overall participation, with community members. As a common courtesy, members are anticipating a reply, for some sort of result going forward.</p> <p>Thanks for your time, Doug Randall, Admin (Wangaratta Community Rag)</p> <p><i>Director Stephen Swart responded:</i> Council's Visitor Service Strategy recommended the relocation of the Visitor Information Centre from the Murphy Street location, which had declining visitor numbers leading up to</p>

	<p><i>this point. Data also indicated that only a small proportion of visitors accessed visitor information from the Visitor Information Centre compared to other sources of information. In September 2023 Council's Visitor Services were relocated from Murphy Street to both the Glenrowan Ned Kelly Discovery Hub and a Visitor Information Kiosk at the Wangaratta Performing Arts and Convention Centre.</i></p> <p><i>Since opening, the Ned Kelly Discovery Hub has welcomed over 51,000 visitors. Therefore, increasing interactions with our Visitor Services team located at the Hub.</i></p> <p><i>A recent report shows that visitation to the Rural City of Wangaratta increased by 31% last year compared to the previous year. The report also supports the integration of resources such as visitor servicing with experiences or attractions.</i></p> <p><i>The location of both Visitor Information points are well placed, with the Visitor Information Kiosk within the Creative Precinct in Wangaratta highlighting experiences such as the Wangaratta Art Gallery and Events at the Performing Arts and Convention Centre, as well as remaining close to the Railway Precinct, CBD area and accommodation providers.</i></p> <p><i>In addition to these two Visitor Information points, Council's team also supports and supplies brochures to eight information kiosks within partner businesses at key locations throughout the municipality.</i></p>
21.3	<p>Cassandra Pollock (17:42)</p> <p>Question 1 Halve Wastes Soft Plastic Recycling Program Is a pilot program that started in Albury/Wodonga in 2022. This month Halve Waste announced it is extending its collection area into the Alpine and Indigo shires.</p> <p>Has council advocated for Wangaratta to be included in this program? This recycling business has forecasted they may be extending their collection area further in the future. It would be great if our city could be involved.</p> <p><i>Director Marcus Goonan responded:</i> <i>Halve Waste is an initiative of the combined Albury, Wodonga, Indigo, Greater Hume, Towong and Federation council areas. Collectively this campaign is working to achieve the target of a 50% reduction in waste to Albury landfill for those municipalities utilising Albury landfill through existing contracts.</i></p> <p><i>RCoW currently offer free disposal of soft plastics at the Wangaratta Transfer Station, diverting approximately 10 cubic metres per week.</i></p> <p>Question 2 The building at 100 Murphy Street which formally housed the Visitor Information Centre has been vacant for some time. I understand council doesn't own this building, but it is an attractive building with significant historical importance, my question is has council been making any representations to the state government as to what could come next for this historic building?</p> <p><i>Director Stephen Swart responded:</i> <i>The building at 100 Murphy Street, Wangaratta is owned by the Victorian State Government and Council is the delegated Committee of Management for the building, this means Council manages the building on behalf of the State.</i></p>

	<p><i>Council has been working through a process with State Government to consider how the building can be used. The next phase will be an Expression of Interest that will be advertised in the coming months to determine any commercial interest in the building. In the shorter term the building will be used for the upcoming local government election period.</i></p>
21.4	<p>Cassandra (20:30)</p> <p>Question 1 Regarding the upcoming Local Government election. People not sure which Ward they reside in. 25% of people are not online. Can we get hardcopy maps of the new border structure at Library and Customer Service?</p> <p><i>Mayor Dean Rees responded:</i> <i>Cassandra, great question. I know the current maps that we do have are a little bit illegible of where exactly the boundary and the roads are, so we'll get them cleared up, and I reckon that's a great idea for the library and certainly here at our front counter.</i></p> <p><i>CEO Brendan McGrath responded: we absolutely can, and we will, and it's exactly the sort of query the VEC will assist with once they're established in that building that Stephen just referenced, but certainly in the meantime we'll get some of the best quality maps we can and get some hardcopies available.</i></p>

22. Confidential Business

Nil

23. Closure of Meeting

The Meeting closed at 3:22pm.