

AGENDA

ORDINARY MEETING OF THE
HORSHAM RURAL CITY COUNCIL

on

5 February 2018

5.30pm

at

Civic Centre

HORSHAM

COUNCILLORS are respectfully requested to attend the Ordinary Meeting of the Horsham Rural City Council to be held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 5 February 2018.

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CLOSE



GRAEME HARRISON
Acting Chief Executive

1. READING OF PRAYER AND THE ACKNOWLEDGEMENT OF COUNTRY STATEMENT**2. WELCOME TO DISTINGUISHED GUESTS OR PERSONS IN THE PUBLIC GALLERY**

The public are advised that the Council meeting will be recorded to maintain a publicly accessible audio archive.

3. APOLOGIES AND REQUEST FOR LEAVE OF ABSENCE**4. CONFIRMATION OF MINUTES AND SIGNING THEREOF**

MINUTES OF AN ORDINARY MEETING OF THE HORSHAM RURAL CITY COUNCIL HELD IN THE MUNICIPAL CHAMBERS, CIVIC CENTRE, HORSHAM AT 5.30PM ON 18 December 2017

5. DISCLOSURE OF INTEREST AND DECLARATIONS OF CONFLICT OF INTEREST

A Councillor who has a conflict of interest and is attending the Council meeting must make a full disclosure of that interest.

(a) by either –

- (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
- (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and

(b) classifying the type of interest that has given rise to the conflict as either –

- (i) a direct interest under 77B; or
- (ii) an indirect interest and specifying the particular kind of indirect interest under:

Section 78 – close association
Section 78A – financial interest
Section 78B – conflicting duties
Section 78C – receipt of an applicable gift
Section 78D – consequence of becoming an interested party
Section 78E – impact on residential amenity; and

(c) describing the nature of the interest; and

- (d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

Members of Staff

Under Section 80C of the Local Government Act 1989, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

6. PUBLIC QUESTION TIME

7. OTHER BUSINESS

7.1 RESUMPTION OF DEBATE ON THE MOTIONS FROM PREVIOUS MEETING

NIL

7.2 RECEPTION AND READING OF PETITIONS, MEMORIALS, JOINT LETTERS AND DEPUTATIONS

7.2.1 PETITION RECEIVED FROM HORSHAM RESIDENTS REQUESTING AN UPGRADE TO THE WALKING/BIKE TRACK FROM RIVERSIDE ROAD TO RIVER HEIGHTS ROAD.

File Ref: F01/A01/000001

A petition has been received from residents primarily from the River Heights / Dooen areas regarding the condition of the cycling track along Dooen Road and related issues.

Background

Details of their petition, including names and signatures of the said petition are attached to **Appendix "7.2A"**.

Refer to Director Technical Services Item No. 10.5.1 on page 30 for further report on this matter.

Chief Executive Officer's Comments

Clause F.2.1 of the Horsham Rural City Council's Local Law No.1 on Meeting Procedures reads:

A petition or joint letter presented to the Council will be tabled without discussion and received at the next appropriate Ordinary Council Meeting, unless the Council agrees by resolution to deal with it earlier.

Recommendation

That this petition be dealt with at this current Council meeting at Item No. 10.5.1 of the Director Technical Services.

7.2.2 PETITION RECEIVED FROM HORSHAM RESIDENTS CONCERNED ABOUT THE CURRENT STATE OF THE CITY GARDENS POND.

File Ref: F01/A01/000001

A petition has been received residents of City Gardens Estate on the status of the wetland that adjoins their properties.

Background

Details of their petition, including names and signatures of the said petition are attached to **Appendix "7.2B"**.

Refer to Director Technical Services Item No. 10.5.1 on page 32 for further report on this matter.

Chief Executive Officer's Comments

Clause F.2.1 of the Horsham Rural City Council's Local Law No.1 on Meeting Procedures reads:

A petition or joint letter presented to the Council will be tabled without discussion and received at the next appropriate Ordinary Council Meeting, unless the Council agrees by resolution to deal with it earlier.

Recommendation

That this petition be dealt with at this current Council meeting at Item No. 10.5.2 of the Director Technical Services

7.3 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

7.4 COUNCILLORS QUESTIONS WITH NOTICE

NIL

7.5 ORDERS OF THE DAY

NIL

8. OTHER REPORTS

8.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

Meeting of Councillors held on Monday 18 December, 2017 at 7.20pm in the Council Chamber, Civic Centre, Horsham.

Council Briefing Meeting held on Monday 29 January, 2018 at 5.30pm in the Reception Room, Civic Centre, Horsham.

Council Briefing Meeting held on Tuesday 30 January, 2018 at 5.30pm in the Reception Room, Civic Centre, Horsham.

Refer to **Appendix “8.1A”**.

Recommendation

That Council note the Assembly of Councillors’ – Record of Meetings.

8.2 SEALING OF DOCUMENTS

NIL

8.3 INWARD CORRESPONDENCE

8.3.1 GRAEME EMONSON, EXECUTIVE DIRECTOR, LOCAL GOVERNMENT VICTORIA

RE: Bulletin 03/2018 – Local Government Bill Exposure Draft Update

Thank you to those councils who have participated in briefings on the Local Government Bill Exposure Draft to date.

*To provide more time for submissions to the Exposure Draft Bill, the close date for submissions has now been extended to **Friday, 16 March 2018 at 5pm**.*

This is an opportunity to shape the final drafting of the Bill that governs local government in Victoria. I encourage all councils, peak bodies and all other interested stakeholders to provide feedback on the Exposure Draft Bill.

There are three ways to make a submission:

1. *Online by uploading your submission to the www.yourcouncilyourcommunity.vic.gov.au website*
2. *Emailing your submission to local.government@delwp.vic.gov.au*
3. *Posting your submission to:
Local Government Act Review Secretariat C/o Local Government Victoria, PO Box 500, Melbourne VIC 3002*

Please note that submissions will be made available on the Your Council Your Community website following the close date.

8.4 COUNCIL COMMITTEE MINUTES

8.4.1 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE HELD ON THURSDAY 16 NOVEMBER, 2017 AT 10.30AM IN THE RECEPTION ROOM.

8.4.2 WESTERN HIGHWAY ACTION COMMITTEE (WHAC) HELD ON FRIDAY 15 DECEMBER, 2017 AT 10.30AM IN MEETING ROOM A, VISITOR INFORMATION CENTRE, ARARAT.

8.4.3 HORSHAM TIDY TOWNS COMMITTEE HELD ON TUESDAY, 17 DECEMBER, 2017 AT 12.30PM IN THE MIDDLE MEETING ROOM, HORSHAM RURAL CITY COUNCIL OFFICES

8.4.4 HORSHAM REGIONAL ART GALLERY COMMITTEE OF MANAGEMENT HELD ON THURSDAY, 7 DECEMBER, 2017 AT 5.15PM AT THE ART GALLERY

Refer to **Appendix "8.4A"**.

9. COUNCILLORS' REPORTS

10. OFFICERS REPORTS

10.1 ACTING CHIEF EXECUTIVE

10.1.1 PLANNING AND BUDGETING FRAMEWORK

G Harrison

File Ref: F14/A03/000001

Purpose

To present to Council the Draft Planning & Budgeting Framework.

Background

Council has previously not had a formal framework for its strategic planning and budgeting processes. There have been some individual documents but none that have brought together the various tasks to document the integrated yearly planning and budgeting cycle.

The purpose of the framework is to provide a structured and consistent approach to Council's strategic planning and budgeting processes that produces meaningful documents that represent both the aspirations of the community and the intentions of Council, including:

- clear linkages between plans, strategies and other documents
- common language and definitions to be used
- defined annual cycle, in relation to the budget and planning processes.

Issues

The Planning and Budgeting Framework (**Attachment "10.1A"**) has been put together to present a complete framework that reflects the Councils Planning and Budgeting cycle in any given year.

The framework largely documents the processes that council undertakes but does include some changes:

- A longer term financial plan out to 10 years has been included. This is considered current best practise but also aligns with likely changes with the introduction of the new Local Government Act later in 2018.
- The Service Overview document is included as the link between business unit plans and councils other strategic planning documents.
- An annual review of all Council's strategies, risks and plans has been incorporated into the framework – this has previously only been done on an ad-hoc basis.
- Section 5.8 of the framework defines the budget development processes and replaces the former Budget Preparation Policy.

- Section 5.8.2.6 Prior Years Cash Surpluses proposes a change to our current practises of considering projects to be funded from the cash surplus once it has been finalised during a year. This section proposes that it be considered within the next year's budget cycle to provide a more structured approach to the allocation of funding to projects. Should the need arise for the funding of a significant project mid budget cycle then that would be undertaken as a separate report to open council.
- Section 5.8.4 Budget Variations has been included to document how decisions around budget variations are made with respect to operational and capital expenditure. This was a specific action arising from the internal audit of council's Capital Works Processes.

This framework has been written largely with reference to the existing Local Government Act and will need to be revised when a new Act is finalised.

Consultation/Communication

The framework has been developed with reference to the following documents:

- Department of Planning and Community Developments – Local Government Planning and reporting – better practice Guide – February 2013
- LGPro – Embedding Community Priorities into Council Planning – Guidelines for the Integration of Community and Council Planning – May 2008
- LGPro – Corporate Planners Special Interest Group – Council Plan Development Guidelines
- HRCC Community Engagement Framework & Policy
- Municipal Association of Victoria – Council Plan good practise guide – October 2016

The document has been revised with input from the Executive Management Group.

Financial

The Council Plan is the cornerstone of the planning cycle and budget processes. The Planning and Budgeting Framework has been put together in-house with existing resources and within existing budgets.

Links To Council Plans, Strategies, Policies

Goal 4 – Governance and Business Excellence

Risk Management

The lack of a formal Planning and Budgeting Framework is a risk to council that it will not undertake its planning and budgeting processes in a robust manner which in turn could lead to poor and ad-hoc decision making.

Recommendation

That Council adopt the Draft Planning and Budgeting Framework as attached.

GRAEME HARRISON
Acting Chief Executive

10.2 DIRECTOR OF CORPORATE SERVICES

10.2.1 PROPOSAL TO NAME UN-NAMED ROADS IN PIMPINIO

T Barents

File Ref: F27/A15/000001

Purpose

A request has been received from a member of the Pimpinio community to name two roads in Pimpinio that are currently unnamed. The first road runs west from the Western Highway to Buloke Lane. Refer **Appendix "10.2A"**. The second road is north of the Pimpinio Uniting Church and GWM Water tower, between Church Street and Pimpinio School Road. Refer **Appendix "10.2B"**.

Background

Pimpinio community members have suggested Western Highway to Buloke Lane be named McManus Road. The suggested name for the road north of the Pimpinio Uniting Church is Thamm Lane.

Both names honour the McManus and Thamm family members who were early settlers in the Pimpinio district.

McManus: Bernard McManus emigrated from County Fermanagh, Ireland in 1857 to work in Mt Barker and then Penola before settling in Pimpinio in 1871. In 1872 he purchased 490 acres of land in Pimpinio which was still held in the McManus name by his grandson Terry up until 2013.

Bernard's son, Patrick served overseas in WW1 and his grandson, Keith served overseas in WW2.

Thamm: Wilhelm Adolph Thamm born 1871, deceased 1949, came from South Australia to Pimpinio as a young boy and worked as a blacksmith. He raised his family of six children in Pimpinio. A son, Stanley William (Bill) born 1911, was a seasonal worker and was able put his talent to many varied works. He learnt to shear sheep with a blade and progressed to the more modern techniques. At the age of 80 years, he was still able to shear sheep. He lived all his working life at Pimpinio and died in 1995.

The proposed names are both on Council's approved street name list.

Issues

An unnamed road can cause confusion for transport, communication, emergency and mail services.

Consultation/Communication

Council will advertise the proposed names in the local newspaper, on the Council Facebook page and on the Council website.

Financial

Costs include those associated with the erection of the street signs.

Links To Council Plans, Strategies, Policies

Council's Street / Road / Places Naming Policy.

Recommendation

To name the un-named section of road between Western Highway and Buloke Lane, McManus Road and to name the un-named section of road between Pimpinio School Road and Church Street (north of the Pimpinio Uniting Church), Thamm Lane in accordance with the *Naming Rules for Places in Victoria Statutory requirements for naming roads, features and localities – 2016*.

10.2.2 2018 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY

K Bell

File Ref: F14/A05/000001

Purpose

To inform Council that the 2018 Local Government Community Satisfaction Survey will be conducted by JWS Research for Local Government Victoria on behalf of Council, commencing in Horsham on approximately 19 February for a period of two to three weeks.

Background

The Community Satisfaction Survey (CSS) has been undertaken by Local Government Victoria on behalf of Council for many years.

Council is required to participate in the survey in order to comply with the three mandatory satisfaction measures for the legislated Local Government Performance Reporting Framework.

Issues

The survey is undertaken by telephone and in the order of 400 interviews will be conducted by JWS Research from a representative random sample survey of residents aged 18 years or over.

The main objective of the survey is to assess the performance of Council across a range of measures, and to seek insight into ways to provide improved or more effective service delivery.

Consultation/Communication

The survey provides an ideal opportunity for members of the community to confidentially provide feedback on a wide range of services and issues. The information collected is then de-personalised by JWS Research, which is independent of Council, and results will be reported later in the year.

The survey will be promoted by Council on its Facebook page and in its Public Notices page of *The Wimmera Mail-Times* on Friday 9th and 16th February 2018.

Financial

The survey is conducted at Council's expense. The core component of the survey is priced at \$8,250 including GST. The survey is funded in the 2017-2018 Council Budget.

Links To Council Plans, Strategies, Policies

Core Values:

We are accountable to our community for our decisions and actions.

We will work with our community, government and agencies to deliver quality outcomes.

We will be transparent in our work.

Governance and Business Excellence (Goal 4):

Excel in communication, consultation, governance, leadership and responsible use of resources.

Increase overall score in the Community Satisfaction Survey.

Provided for information of Council.

10.2.3 COMMUNITY DEVELOPMENT GRANTS PROGRAM PARTNERSHIP WITH ESCO

S Surridge

File Ref: F20/A01/000008

Purpose

To propose a new funding partnership to enhance Council's annual Community Development Grants Program.

Background

Esco Pacific Pty Ltd is a leading Australian developer of utility scale ground mounted solar farms, developing projects from early stage feasibility through to project commissioning. Founded in 2015, the company completed its first Solar Farm project – the 148MW Ross River Solar Farm in April 2017. Esco are currently planning the development of a solar farm at Riverside East.

As part of this project, Esco will apply to support achievement of the Victorian Renewable Energy Targets (VRET), which includes a community benefit component. This application is due by mid-February 2018 and must include details of how Esco plan to deliver community benefits for the Riverside Solar Farm. Esco approached Council to discuss partnership options for distributing future funding for the benefit of the Horsham community.

Council currently deliver the annual Community Development grants program, which in 2017/2018 distributed \$357,991 in grants and donations to the Horsham and district community. The Grants Program helps not-for-profit groups in the community to improve community facilities and work together for more engaged and healthy communities. Applications must align with a broad range of goals and priorities outlined in the Council Plan and the Health and Wellbeing Plan.

Each year the funding program is oversubscribed, with grants requests usually double the funding available.

Esco have indicated that they would like to become a regular corporate contributor to the Council's Community Development Grants Program, with the contribution of funding to commence upon commissioning of the new Solar Farm (potentially 2019/2020). The total annual contribution will depend on the size of the completed solar farm and on Esco being successful in their application under the Victorian Renewable Energy Auction Scheme (VREAS). Esco have indicated that the contribution is expected to be between \$20,000 and \$40,000 per annum.

Issues

A partnership with Esco presents the first opportunity for Council to work with the corporate sector to enhance Council's Community Grants Program.

A Memorandum of Understanding (MOU) has been drafted that sets out the framework for ESCO benefit sharing to the Horsham and district community through an annual contribution to Council's Community Development Grants Program **(Appendix "10.2C")**.

The MOU details the annual grants process; the responsibilities of Council in incorporating an annual contribution from Esco into the program; and the responsibilities required of Esco to participate in the program, including annual time-lines.

Key Issues for Council to note regarding the proposed partnership:

- Potential to increase funding available for discretionary projects by 15-25%
- One application process for community groups to apply for both Council and Esco funds.
- Grants program will remain the same:
 - same objectives and links to the Council Plan and the Health & Well-being Plan
 - same assessment criteria and assessment process
 - same timelines
- Esco Pacific have requested the following to sponsor the program:
 - Use of logo on the Grants Program documentation
 - Inclusion of acknowledgement and description of Esco's contribution in the Guidelines
 - Final endorsement of the projects selected for Esco funding
 - Inclusion of logo and identification and acknowledgement of projects funded by Esco in media relating to the Community Grants Program
- The first contribution will be made only once the solar farm is fully operational
- The MOU will continue for ten years from the date of execution, unless extended or terminated by either party, upon providing the other party with not less than 12 months' notice to ensure an annual funding cycle can be completed

Corporate sponsorship is a strategy currently used in local government, particularly in larger metropolitan Councils eg Manningham and Hume. Sponsorship is a way of leveraging Council funds with corporate support to provide greater benefits for our community.

The proposed partnership with Esco represents the first opportunity for Council to partner with private industry to increase funding of community projects. The growth in the renewable energy sector in particular (i.e. wind farms/solar farms) is currently impacting our region and may provide opportunities for additional partnerships in the future.

As there is scope to develop the partnership program further in the future, it is recommended that Council develop a Sponsorship Policy to assist with the management of the partnership process.

Risk Considerations

The following are considered low-level risks of forming a funding partnership with Esco Pacific:

- Financial or operational failure of the Riverside solar farm, with associated damage to Esco's reputation
- Esco failing to pay the pledged contribution to Council by 31 March each year
- Reputational damage to Council through lack of clarity in the community as to where funds are coming from to fund the community grants program

Consultation/Communication

Council has discussed the partnership options and process with representatives of Esco, and Esco have reviewed and approved the draft MOU for signing.

As a significant development in the Community Grants Program, the proposed partnership requires consultation with and approval by Council.

Financial

There are no budget implications for Council. Partnership funding will add to the current annual Council allocation for the Community Grants Program, and is not expected to add significantly to any staff workloads or timeframes.

Links To Council Plans, Strategies, Policies

The Community Development Grants Program is a major mechanism by which Council supports not-for-profit community groups in the development of community facilities and activities. Projects funded by the Grants Program must align with the Council Plan and the Health and Wellbeing Plan as part of the assessment criteria.

The addition of Esco as a new funding partner will increase the number of projects to be funded in the future.

Recommendation

1. That Council allow Esco Pacific to provide partner funding for the annual Community Development Grants Program;
2. That Council adopt the draft MOU as the framework for the delivery of the new partnership; and
3. That Council develop a Sponsorship Policy to facilitate future corporate sponsorship and co-funding of the Community Development Grants Program and other possible Council/Community projects.

KERRIE BELL
Acting Director Corporate Services

10.3 DIRECTOR OF PLANNING AND ECONOMIC

10.3.1 NATIMUK COMMUNITY ENERGY

A Murphy File Ref: F20/A01/000007

Purpose

To consider a request from the Natimuk Community Energy group to seek in kind support or loan to be repaid in the future for the planning permit application fee of \$3277.70 for the Natimuk Community Owned Renewable Energy Project.

Background

In 2015, Natimuk created a group called Natimuk Community Energy, where the members are committed to helping Natimuk realise its vision to be a leader of community-generated energy in Western Victoria. Establishing this group was an action from the initial Natimuk Community Plan.

Natimuk Community Energy with the support of Horsham Rural City Council, Wimmera Mallee Sustainability Alliance and Department of Environment, Land, Water and Planning (DELWP) has completed the technical feasibility and business case for the Natimuk Community Owned renewable Energy Project. The business case will provide the evidence required to prepare an application for funding under the Victorian New Energy Jobs Fund. A preferred site has been identified for the proposed Photo Voltaic (PV) Plant and an essential requirement of the project is that the PV Plant generate sufficient electricity to effectively offset Natimuk's net import of electricity.

Issues

Natimuk Community Energy is planning to lodge a submission with DELWP to fund much of the implementation phase of their project through the 3rd and final round of the New Energy Jobs Fund Grant. In order to strengthen the case for success with this grant opportunity (worth up to \$1million), the group has secured the option to buy/lease the necessary land, and it would also be advantageous for the group to have planning approval in place when applying for the grant.

The group currently has no revenue stream and is seeking in kind support or loan (to be repaid in the future) from Council to assist with the cost of the planning permit application fee of \$3277.70.

The fee for this proposed planning application is not eligible to be waived under Clause 20 of the Planning and Environment (Fees) Regulations 2016.

Financial

The cost of the planning permit fee is \$3277.70. If Council resolves to provide in kind support, the cost would be required to be funded from Council's contingency.

Links to Council Plans

Council's Plan Goal 5 Natural and Built Environments

- 5.1 Promote sustainability by encouraging sound environmental practice
 - 5.1.04 Support the Natimuk Community Energy Project

Supporting investigation of localised renewable energy generation facilities.

Recommendation

That Council provide an interest free loan to the Natimuk Community Energy of \$3277.70 for the purpose of planning permit application fee for their Photo Voltaic Plant Project, and that the funds be repaid within 3 years or within 6 months of successful funding application whichever occurs first.

ANGELA MURPHY
Director Planning and Economic

10.4 DIRECTOR OF COMMUNITY SERVICES

10.4.1 KALKEE ROAD CHILDREN'S AND COMMUNITY HUB

K O'Brien

File Ref: F08/A09/000002

Purpose

To provide an update on the Kalkee Road Children's and Community Hub Development.

Background

The Kalkee Road Children's and Community Hub is a children's facility including kindergarten, Maternal and Child Health, supported playgroup, early intervention services and visiting specialist consulting rooms.

The new 1,130 square metre facility is being constructed on a green field site providing a central community hub that combines a range of education, health, care, support and community services.

In September 2016, Council awarded a contract to Locks Constructions to construct the facility. Construction commenced in November 2016. A Project Control Group has been established to oversee project delivery.

Issues

Construction is 99% complete with only minor outstanding items. Certificate of Occupancy is expected to be issued by the middle of February.

- Kalkee Road access improvement works are near completion.
- The route for the footpath through Dudley Cornell Reserve to Albert Street has been planned with construction to take place in March.
- Public Art works will be installed in late February/early March with final designs completed.
- Signage for the building has been finalised.
- Liaison continues with Department of Education and Training in regards to the licensing of the Kindergarten area including finalising documentation required.
- Negotiations are still occurring with prospective tenants with interest from several agencies.
- Correspondence has occurred with funding bodies in regards to proposed official opening dates.

It is expected that Council's Maternal and Child Health Service and Supported Playgroup program will operate from the new facility from the middle of February. Kindergarten programs will operate from second school term 2018.

Consultation/Communication

- Updates are provided to Council from the Kalkee Road Children's and Community Hub Project Control Group, which meets monthly. Mayor Cr Pam Clarke and Cr Les Power are members of the Project Control Group.
- An Internal Working Group meets monthly. Staff with responsibilities in relation to the Children's Hub (construction and operations) attend these meetings.
- Liaison is occurring with a number of key stakeholders in relation to construction and operations.
- A Kalkee Road Children's and Community Hub parents reference group has been established.
- A regular newsletter has been produced and distributed.
- Tours of the Children's Hub were conducted as part of Northfest on Saturday 11 November 2017. There were approximately 60 community members shown through the facility.
- A number of agencies interested in running programs at the Kalkee Road Children's and Community hub have been shown through the facility.

Financial

The overall cost of the project is estimated to be \$4.395 million. \$3.5 million has been secured through grants from State and Federal government.

The construction contingency amount for the project is \$311,805. The remaining contingency as at 25 January 2018 is \$85,108. Variations in December/January were: Additional tiles, replacement of globe types, rerouting of data points, door handle adjustment, root barriers for car park area, additional power points, bollards and remote indicators panel. There was a saving made on the irrigation system.

Links To Council Plans, Strategies, Policies

Municipal Early Years Plan (2014-2017)

One of the key outcomes of the Municipal Early Years Plan is the progressive development of three early years' centres throughout Horsham over the next 10 to 15 years.

Council Plan (2017-2021)

1.1.05 Complete construction of the Kalkee Road Children's and Community Hub and commence operations.

Provided for information of Council.

10.4.2 KALKEE ROAD CHILDREN'S AND COMMUNITY HUB

K O'Brien

File Ref: F08/A09/000002

Recommendation

That Council refer this item to the confidential briefing part of the meeting to consider the report from the Director Community Services in accordance with Section 89(2) (d) contractual matters of the Local Government Act, 1989.

10.4.3 PUBLIC TRANSPORT ACCESS TO HORSHAM AQUATIC CENTRE

K O'Brien

File Ref: F08/A09/000002

Purpose

To communicate to Council for consideration a recommendation made by the Horsham Aquatic Centre Advisory Committee to Council regarding the Horsham Bus Service Review.

Background

At the December Horsham Aquatic Centre Advisory Committee an update was provided by Director Community Services in relation to the Horsham Bus Services Review, which is currently being undertaken by *Transport for Victoria*. The lack of access to the Aquatic Centre particularly for residents in Horsham North has been on the Horsham Aquatic Centre Advisory Committee agenda for some time. The current review of the town bus routes is a key opportunity to address issues of concern by the advisory committee in regards to public transport access to the facility.

Issues

Even though the review has commenced with a forum held by *Transport for Victoria* with key Council staff and local agencies in September 2017, it has advanced slowly. This has mainly been due to a request to consider commencing the bus service before 9am. *Transport for Victoria* are currently negotiating with Department of Education and Training to utilise school buses before 9am.

It was moved by community representative Faye Smith, seconded by community representative Dick Gill and carried by the Committee, that Council write to the Public Transport Minister outlining concerns regarding the time it has taken to complete the review of the Horsham Town Bus Routes and the ongoing impact of having limited public transport access to the Horsham Aquatic Centre particularly for Horsham North residents.

It was also noted that after the review is completed it takes 22 weeks to make the necessary changes to bus route infrastructure and timetables.

Even though the review is advancing and Council staff are in regular contact with *Transport for Victoria* staff it is important that the State Government remains focussed on completing the review. It is also not clear as to the timeframes for completion of the review. Meanwhile this is affecting some members of the community accessing a range of services including the Aquatic Centre.

Consultation/Communication

A forum was held in September 2017. The YMCA was in attendance to advocate better access to the Horsham Aquatic Centre. Council staff and local agencies were invited to attend.

Financial

Any changes to the bus routes are finalised by *Transport for Victoria*, Council usually maintains bus infrastructure once erected by *Transport for Victoria*.

Links To Council Plans, Strategies, Policies

Council Plan 2017-21:

- External Factors - To attract and retain people in our municipality, quality services and cultural activities are needed including: Efficient and effective public transport within Horsham and connecting to larger centres
- 3.4.01 Develop infrastructure that encourages greater participation and use of alternate transport options to the city (e.g. walking, cycling and public transport)

Recommendation

That Council write to Minister for Public Transport The Hon Jacinta Allan MP outlining the concerns of the committee in relation to the time it has taken for the review to be completed and the impact that the current bus route service is having on community members accessing the Horsham Aquatic Centre, some who may have limited ability access to alternative transport.

10.4.4 YOUTH STRATEGY BRIEF

A Donovan

File Ref: F08/A09/000002

Purpose

To confirm the Councillor representative on the Youth Strategy Project Control Group.

Background

Council is developing a Youth Strategy that will set the strategic direction and guide future service delivery for the municipality. This Strategy will represent and reflect the aspirations of Horsham’s young people.

The Project will deliver:

- Project Plan
- Report that provides a service delivery map and identifies best practice for future youth service delivery models
- Contemporary and meaningful community engagement
- Visual Engagement Summary
- Presentation to Council
- Recommendations for future delivery of youth services
- Youth Strategy

Governance Structure:

Project Sponsor	Director Community Services, Kevin O’Brien
Project Manager	Community Development Manager, Anne Donovan
Project Control Group	Director Community Services, Kevin O’Brien Community Development Manager, Anne Donovan (Project Manager) Recreation and Sustainability Manager, Rhonda McNeil Community Facilitator, Martin Bride Human Services Manager, Mandi Stewart Councillor – to be confirmed Department of Health and Human Services (DHHS) Manager Wimmera, Simone Dalton Wimmera Southern Mallee LLEN Executive Officer, Tim Shaw 2x community representatives (young people)

Project Control Group:

Meetings every second Thursday (as required) from **Thursday 15 March 2018** and ending **Thursday 24 May 2018**.

Key Project Dates:

19 January 2018	Request for Quotes (RFQ) released
9 February 2018	RFQ closes
16 February 2018	RFQ Evaluation
2 March 2018	Project commences
5 March 2018	Project Inception Meeting
30 March 2018	Desk Top Report
2 April-5 May 2018	Engagement
12 May 2018	Draft Youth Strategy
14 May 2019	Draft Youth Strategy to Council
23 May 2019	Final Youth Strategy

Issues

There is no current Youth Strategy and Council has outsourced the delivery of youth services to Grampians Community Health for the last ten years.

The Youth Strategy is an opportunity to review the current provision of youth services in Horsham and provide advice to Council on contemporary models of service delivery.

Consultation/Communication

Engagement activities will comply with Council Engagement Policy and will consist of:

External	<p><i>Youth Strategy Development- Consultant to undertake</i></p> <p>Targeted engagement with:</p> <ul style="list-style-type: none"> ● Young people. This will include different methods for different cohorts, ages, gender and diversity ● Key stakeholders. This may be a workshop, survey or other engagement activities <p>General community engagement:</p> <ul style="list-style-type: none"> ● Media Release ● Social Media updates ● Project updates <p><i>Final Youth Strategy – this stage to be undertaken by Council Officers:</i></p> <p>Exhibition:</p> <ul style="list-style-type: none"> ● Council Report to Ordinary Council Meeting 28 May 2018 ● Media release, Social Media Update ● Exhibition time – to be confirmed ● Council adopts Strategy 18 June 2018
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Financial

There is an allocated budget of \$40,000 for this Project. There are no budget implications.

Links To Council Plans, Strategies, Policies

Development of a Youth Strategy aligns with:

- Council Plan
 - 1.2 Develop a safe, active and healthy community, encouraging participation:
 - 1.2.08 Review of Youth services in consultation with other agencies and develop a strategy
- Health and Wellbeing Plan
 - 3 Improving Mental Health:
 - Develop a Youth Strategy

Recommendation

That Cr Koenig is the Councillor representative the Youth Strategy Project Control Group. That Cr Gulvin deputise for Cr Koenig in his absence.

KEVIN O'BRIEN
Director Community Services

10.5 DIRECTOR OF TECHNICAL SERVICES

10.5.1 DOOEN ROAD CYCLING TRACK PETITION

J Martin

File Ref: F02/A01

Purpose

To present a petition by residents primarily from the River Heights / Dooen areas regarding the condition of the cycling track along Dooen Road and related issues.

Background

The petition presented as **Appendix "10.5A"**, signed by more than 60 residents, was received in late-December 2017, seeking action in relation to maintenance of the Dooen Rd cycling track and several related issues.

This report relates to the petition tabled at Item No 7.2 at this meeting.

Issues

The following issues are cited in the petition:

- The lack of maintenance of the existing cycling track along Dooen Road.
- The lack of a connection of this track south of Riverside Road.
- Seeking an extension of the track to Longerenong Agricultural College.

Discussion

The condition of this track had previously been identified by Council staff as being in poor condition, and it was identified as a priority for sealing in this current year's (2017-18) budget.

Sealing this track will address the key issue raised in the petition. Some associated aspects, e.g. replacement of bollards, will be undertaken at the time of the track sealing.

The further points raised in the petition, the linkage south of Riverside Road, and to Longerenong Agricultural College are proposed to be referred to the Bicycle Advisory Committee for consideration.

This Committee has already identified the lack of a link between Horsham and the Dooen Road track south of Riverside Road as a problem. Options to solve this are being considered, but are not yet ready for implementation.

The extension to Longerenong is a bit more ambitious, though also worthwhile. This proposal would need to be considered alongside other major developments, including connections to Green Lake and Natimuk.

Council is unable to fund all the additional works at one time – the current bike plan lists in excess of \$20 million of desired works on bicycle paths. A key role of the Bicycle Advisory Committee is to advise Council on the priorities of various proposals and to help develop a program of works. A report on this program will be presented to a subsequent Council meeting, potentially in several months' time.

Consultation/Communication

The letter included as **Appendix "10.5B"** is a preliminary response that has been sent to the petitioners.

It is proposed that representatives of the petitioners be invited to a meeting of the Bicycle Advisory Committee to present their position directly to that Committee.

Financial

An allocation of \$50,000 has been made in the 2017-18 budget for the planned sealing works along Dooen Road.

Links To Council Plans, Strategies, Policies

The Council Plan expresses Council's ongoing commitment to:

Promote and encourage safe bicycle use as a sustainable alternate mode of transport, including provision of bicycle parking facilities.

And specifically the following action:

3.4.01 *Develop infrastructure that encourages greater participation and use of alternate transport options to the city (e.g. walking, cycling and public transport)*

Recommendation

That representatives of the petitioners be invited to present their position directly to the Bicycle Advisory Committee.

10.5.2 CITY GARDENS PETITION

J Martin

File Ref: F01/A01

Purpose

To present a petition by residents of City Gardens Estate on the status of the wetland that adjoins their properties.

Background

20 copies of the letter included as **Appendix "10.5C"** were received in early January, as a petition, calling for action in relation to the water level, weeds and odours in the City Gardens wetland.

This report relates to the petition tabled at Item No 7.2 at this meeting.

Issues

The following issues are cited in the petition:

- The need for slushing and cleaning
- The leak in the wall (weir) that holds water from entering the drain that leads to Wotonga Basin
- Proliferation of a weed and algae
- Presence of an odour

Discussion

The primary issue of the petition relates to the low water level in the wetland. As indicated in the letter, two attempts had been made to repair a leak in the weir, but the extent of the leak proved larger than anticipated, and has required a partial reconstruction of the weir. These further works were largely completed in the week of 15-19 January.

Historically, the wetland was maintained in a close to full condition. In 2013, it was found that the wetland was being topped up using the town drinking water supply, at considerable cost. A meeting was held at that time advising that this was not appropriate. Subsequently a connection has been made to use Council's water allocation accessed from the Wimmera River / Wotonga Basin. The primary source of water for the wetland is stormwater runoff from the properties that adjoin the estate.

The secondary issues all appear to have been raised due to the water level being low. In relation to these further issues:

- It is assessed that there is not a short-term need for desilting of the wetland, although this will be monitored in the years ahead.
- The “weed” in the wetland is a desirable native species, known as ribbon weed. The weed when combined with the algae that adhere to the plant help to keep the water in the wetland relatively clear.
- The odour is most likely associated with die-off of some of the exposed ribbon weed.

It is not proposed to fully top-up the wetland as the wetland should have variable levels throughout the year, and will again be replenished with autumn-winter rains.

Consultation/Communication

The letter included as **Appendix “10.5D”** is a preliminary response that has been sent to all residents who adjoin City Gardens Estate, including those who did not send a copy of the petition letter.

Since circulating the letter, two responses have been received:

- One from a resident who did not agree with the petition’s intent and hence did not sign it, and also expressing concern about the manner in which the petition was coordinated.
- One petitioner who expressed concern about the preliminary response provided by this Director, and did not consider that the issues had been adequately addressed.

It is proposed to meet with the City Gardens Estate residents in late February to review the status of the weir repairs and the wetland. A separate meeting is also proposed with the resident who expressed subsequent concerns about the preliminary response.

Financial

The cost of repair of the weir will be funded from existing maintenance budget provisions.

Links To Council Plans, Strategies, Policies

Council’s mission, from the Council Plan, includes the following relevant points:

Horsham Rural City Council, working with the community, will develop the municipality through ... responsive services and quality infrastructure, whilst enhancing ... our liveability and natural environment.

Maintenance and ongoing operation of the wetland is consistent with these aspects of Council's mission.

Recommendation

1. That the Mayor, supported by the Director Technical Services, convene a meeting with City Gardens Estate residents in late February to:
 - review the outcomes of the maintenance works on the weir
 - listen to the residents about their views in response to the actions taken.
2. That further actions be considered based on an assessment of the outcomes of the meeting.

10.5.3 HORSHAM BYPASS UPDATE

J Martin File Ref: F24/A05/000004

Purpose

To update Councillors on the latest actions relating to the Horsham Bypass.

Background

Councillors were previously forwarded the letter from Planning Minister Richard Wynne, dated 21 December 2017 attached as **Appendix "10.5E"**. In summary, the key elements of that letter are:

- Planning Scheme Amendment C72 is now intended to be abandoned.
- A new Amendment will be sought.
- An Advisory Committee will be established under the provisions of the Planning and Environment Act.
- The Terms of Reference and membership of the Advisory Committee will be determined by the Minister.
- Minister Wynne has indicated that the Advisory Committee will "ensure the current views of the community and stakeholders are considered".

At the time of that letter, information had not yet been provided to indicate when this process would formally commence.

Meeting with VicRoads and DEWLP Staff

A meeting with VicRoads and DELWP representatives has since been held, on Monday 22 January, to obtain further information about the process.

The following points arose at that meeting:

- VicRoads has not yet formally applied for the new amendment to be considered.
- VicRoads still needs to compile some further information to meet the requirements for an updated amendment, including consideration of changes of legislation since the previous amendment was lodged. It seems that there is still several weeks' work in this step.
- The current amendment is expected to be formally abandoned at the same time as the new amendment is lodged. The stated reason for this abandonment is that:
 - VicRoads was confident it had followed the proper administrative process in relation to landholder notification, but could not provide enough evidence to support this, and therefore had to abandon the process.
- When VicRoads applies to the Minister for Planning for the new amendment, the Minister will become the Planning Authority, not VicRoads.
- The Minister will set the Terms of Reference for the Advisory Committee and its composition.
 - The Terms of Reference is expected to set the level of community engagement sought by the Minister.
 - Timing of release of the Terms of Reference is not known, but it will be after the application is made by VicRoads.
 - Members of the Advisory Committee are anticipated to be drawn from the pool of members of Planning Panels Victoria.
- It is understood that the alignment proposed by VicRoads in the new amendment will be the Option D alignment as presented in amendment C72. This has been confirmed in an interview of the VicRoads Regional Director on ABC Radio.

Next Steps

VicRoads has been invited to present to a Council briefing in late February, as it is anticipated that details of the intended process may be clearer by then.

Provided for information of Council.

10.5.4 CONTRACT 18/016 – ELECTRONIC IDENTIFICATION SYSTEM AT HORSHAM REGIONAL LIVESTOCK EXCHANGE

R Moir File Ref: F13/A02

Purpose

- To advise Council of the tender process for the implementation of an Electronic Identification system for sheep at the Horsham Regional Livestock Exchange (HRLE).
- To recommend that a contract be awarded to Aleis Pty Ltd for the hardware installation component of the project.

Background

In the second half of 2017, Council undertook a comprehensive review to inform a process for compliance with the State Government's new requirement for electronic identification (EID) of sheep and goats, linked to the National Livestock Identification System (NLIS).

The result of the work, which was funded by the Victorian Government's Transition Package Phase 1, was a Planning Report developed by consultant Tom Newsome from Outcross Agri-Services. This report was used to inform the successful application for the Phase 2 funding.

This funding will enable HRLE to implement the system developed in the Phase 1 work, to becoming compliant with the new requirements; these come into effect on 28 March 2018.

Included in the funding agreement was an allocation of funds to secure:

- Equipment supply and installation – primarily scanners at key locations across the HRLE site.
- Hardware, software, software installation and training in the system.
- Project management.
- Project site structural modifications.

Upon receipt of our funding agreement a tender brief was prepared aiming to secure a single provider that could deliver the full project.

Tender Process

Tenders were invited via advertisements in the Wimmera Mail-Times newspaper, Weekly Times and Council's website e-tender portal.

Three tenders were received, a single tender arrived on time via the tender portal, two others arrived late and from outside the required portal process. The late tenders were deleted and the tenderers advised of this.

The tender evaluation panel consisted of John Martin (Director Technical Services), Rob Moir (Operations Manager).

A single compliant tender was received from the company Aleis, which was the brand nominally identified in the funding agreement. The tender allowed for equivalent products to be offered.

The tender is only for the hardware supply and installation components, and does not include the other components.

It is a compliant tender supplying the specific equipment sought and is within the allocated budget amount for those components.

The remaining project components will be sourced through subsequent quotation processes, as the estimated costs of these components are below the public tender limit threshold. These components include software supply and installation, an auto-drafter and some structural modifications to drafting gates at the HRLE.

Issues

Further negotiations are required with the supplier and the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) regarding the timing of implementation of these works. There are significant time pressures on the supplier given that all other Victorian saleyards are currently required to implement similar works to meet the Government's requirements for commencement of operation of the EID process.

Financial

A grant allocation has been received from the Victorian Government for \$379,883 to fund the costs required to implement the EID system.

The funding was broken into four components. The amount of \$292,667 was allocated to hardware and hardware installation. The Aleis tender is for \$266,395.25.

Recommendation

That Council award Contract 18/016 for the Electronic Identification (EID) hardware and hardware Installation to Aleis Pty Ltd for the sum of \$266,395.25 (ex GST).

**10.5.5 CONTRACT 18/013 – RESTORATION OF FLOOD DAMAGED ASSETS –
PACKAGE 2 OF 3**

R Upadhyaya

File Ref: F13/A02

Purpose

To advise Council of the tender process to award a contract for restoration of assets damaged by flooding during September 2016. It recommends awarding the contract to Glover Earthmoving Pty Ltd for the amount of \$638,243.24 (excluding GST).

Background

The September 2016 storm event was estimated as a 1-in-20 year event and caused a moderate level of damage in parts of Council's road network. Driscoll Engineering Services was employed to assess the extent of damage so that a tender specification could be prepared for restoration works. The majority of damage was found in the unsealed road network. Typical damage caused by this storm event included:

- Gravel washed away in unsealed road pavement;
- Shoulder material washed away;
- Table drains silted and clogged;
- Culverts washed away, silted or clogged;
- Culvert end walls washed away;
- Scouring at the culverts or beaching washed away.

The restoration works were divided into three different packages based on geographic areas:

- Package 1: Between Henty Highway (towards Hamilton) and Western Highway (toward Melbourne)
- Package 2: Between Western Highway (toward Melbourne) and Wimmera Highway (towards Edenhope)
- Package 3: Between Wimmera Highway (towards Edenhope) and Henty Highway (towards Hamilton)

This contract is for the restoration of assets in Package 2.

A separate contract on the Package 1 works was awarded at the 4 December 2017 Council meeting.

The location of the works is shown in **Appendix "10.5F"**

Typical restoration works include:

- gravel resheets;
- shoulder resheets;
- formation grading and reshaping;

- reshaping table drains;
- installation of culverts;
- installation of end walls;
- installation of rock beaching;
- installation of edge beams on some floodway to reduce the likelihood of future damage.

Tender Process

Tenders were invited via advertisements in the Wimmera Mail-Times and Council's website e-tender portal. Tender invitations were advertised from 4 December 2017 and closed on 22 December, 2017.

At the close of tenders two offers were received as follows. Details of tenders are included in the ***Confidential Briefing Paper***.

1. Glover Earthmoving Pty Ltd, Longerenong
2. Millers Civil Contractors Pty Ltd, Horsham

The tender evaluation panel consisted of Ram Upadhyaya (Asset Engineer), Jared Hammond (Senior Project Engineer) and Lyndon White (Senior Design Engineer).

The panel determined that both tenders were conforming. The panel then evaluated them in line with the tender invitation documents, against the nominated criteria, being:

- Appreciation of the work, methodology and challenges– 15%
- Commercial and financial– 15%
- Project experience and delivery capability – 10%
- Project team and experience – 10%
- Safety, quality and environmental – 15%
- Local content – 5%
- Price – 30%

The panel concluded:

- That both contractors would be able to complete the works to the required standards.
- The highest scoring tender of Glover Earthmoving Pty Ltd would provide the best value for money.

This tender is also the lower priced tender.

Financial

The works are entirely funded under Natural Disaster Financial Assistance (NDFAs) in accordance with Commonwealth – State Natural Disaster Relief and Recovery Arrangements (NDRRA).

The NDRRA process is run through the state Department of Treasury and Finance, which uses VicRoads as its regional agent. The local VicRoads assessor has been continuously informed and consulted during data collection and specification development.

Links To Council Plans, Strategies, Policies

The Council Plan 2014-18 includes under Goal 3 – Asset Management the following aim:

3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety

Recommendation

1. That Council award Contract No: 18/013 Restoration of Flood Damaged Assets – Package 2 to Glover Earthmoving Pty Ltd, of Longerenong for the tendered price of \$638,243.24 (excluding GST).
2. That Council refer the related report containing details of tenders to the confidential briefing part of the meeting to consider in accordance with Section 89(2) (d) contractual matters of the Local Government Act, 1989.

10.5.6 CONTRACT VP93632 - SUPPLY OF A HEAVY TRUCK AND TRAILER COMBINATION, AND A FURTHER TRAILER W Kennedy File Ref: F13/A02

Purpose

To present the findings and recommendations of the tender evaluation for the purchase of:

- A replacement heavy truck and trailer combination, and
- A replacement trailer, to suit an existing heavy truck.

Background

The 2017-18 plant replacement program includes renewal of the following items:

- Item 1313, a Mack heavy truck purchased in November 2007, which has travelled more than 590,000 km.
- Item 1726, a tri-axle trailer to suit item 1313, purchased in August 1999.
- Item 1727, a tri-axle trailer, also purchased in August 1999.

Initially, it was proposed to replace these items on a like-for-like basis. However, subsequent consideration was given to whether there would be efficiency gains in upgrading to quad-dog (i.e. four-axle) trailers.

While slightly more costly, there are efficiency gains available in utilising larger trailers through the ability to haul a greater volume of material.

The truck and trailers are used primarily to support Council's road construction program, involving carting of a range of materials from various quarries across the region.

Discussions were held with the Transport and Supply team to discuss the potential issues with use of these trucks. Aspects considered included:

- The increased efficiency of the larger trailers.
- Potential issues with the higher height when the longer trailer is tipped up for emptying.
- Potential issues with turning the longer trailers, particular where shoulders are limited in area.

The discussions determined that the quad-dog trailers would be appropriate to use in Council's circumstances, provided that only the shorter version of quad-dog trailers was considered.

The table below provides a comparison of the tri-axle and shorter or longer quad-dog trailers that was compiled prior to going to tender.

	Existing Tri-axle Trailers	Shorter Quad-Dog	Longer Quad-Dog
Trailer Body Length	5.3 m	7.5 m	8.3 m
Combination Length (Truck & Trailer)	16.6-17 m	19.0 m	20.0 m
Costs (base) (all ex GST)	\$57,000	\$85,000	\$87,000
Tare Weight (Empty) All Hardened Steel	5.8-6.0 t approx	8.2 t approx	8.6 t approx
Gross Trailer Weights	22.5 t	33.5 t	35 t
Payload	16.6 t	25.3 t	26.4 t
Cost / Payload	\$3434 / t	\$3360 / t	\$3295 / t

On a cost per weight basis, the larger the trailer, the more cost effective it is to purchase. Further benefits derive during operations, with the greater payload assisting to improve flexibility of timing for deliveries, which is important during peak construction periods, and which can offset overtime payments.

Given the status of the Plant Reserve (with a year-end balance of \$3.2 M projected, including this years \$1.3 M replacement program), it was assessed that the benefits of the larger trailers justified the purchase, and the purchase would be affordable.

Discussion

A significant response was received for the request for tenders, which was facilitated through the MAV purchasing system, with:

- 10 suppliers offering 10 different trucks and four different body builders,
- This led to 21 combinations of truck / trailer proposals being submitted.

The tenders were assessed by Warren Kennedy (Fleet Manager) and John Martin (Director Technical Services).

Key selection criteria for the replacement were:

- Quality of product offered
- Conformity with specifications and ability to perform roles outlined
- Details of product offered and supporting information
- Warranty and after sales service
- Compliance with OH&S standards
- Australian Design Rules (ADR) compliant.

The cheapest tender which met the requirements of the criteria above was that submitted by Johnsons Truck and Coach of Mildura. Key features of this tender are:

- Johnsons has offered the Mack Trident. Other cheaper truck brands and the alternative Mack Granite model are not preferred for our use, due to continuing issues Council has experienced with these previously.
- The body and trailers offered are to be built by CBB Sunshine. Council owns several truck bodies and trailers built by CBB, and they are proving to be very suitable.
- Council has had good service from Johnsons.

Details of the tenders, including key comments relating to the suitability of each tender, and why some cheaper tenders were not considered suitable, are included in the table in ***Confidential Briefing Report*** on this subject.

Financial

Budget allocations had been made of:

- \$245,000 for the truck and trailer replacement (item 1313 and 1726), and
- \$48,000 for the trailer replacement (item 1727).
- Total of \$293,000.

The preferred tender, for a truck and two trailers, is for a sum of \$339,651.

While above budget, the additional expenditure is considered justified, and would be sourced from the Plant Replacement Reserve as outlined above.

Recommendation

1. That Council award contract VP93632 for supply and delivery of one new Mack Trident with CBB Tipper Body, and two CBB quad-dog trailers, to Johnsons Truck and Coach Mildura for the amount of \$339,651 ex GST.
2. That Council refer the related report containing details of tenders to the confidential briefing part of the meeting to consider in accordance with Section 89(2) (d) contractual matters of the Local Government Act, 1989.

10.5.7 CONTRACT 14/028 – PROVISION OF BITUMINOUS AND SURFACING WORKS – HORSHAM – ANNUAL PRICE VARIATION

M Duke File Ref: F13/A02

Purpose

This report advises of the review of the existing contract for road sealing works as carried out by Inroads of Horsham.

It recommends that the second of two one-year time extensions be taken up.

Background

In August 2014 Council awarded its annual road sealing contract to Inroads. This was after a collaborative tendering process with four neighbouring municipalities to award to one contractor.

In March 2017, Council accepted a one-year extension of this (initially 3-year) contract. It is now time to consider the last of the one-year extensions available under the contract.

The sealing works in this contract are on the local road network, and include the initial sealing of new roads constructed or reconstructed by Council staff, and the annual resealing of those roads which have a deteriorated seal condition.

Resealing of existing spray sealed roads is similar to the re-painting of a weatherboard house. It is carried out to keep the moisture out, and renew the sun degraded bitumen on the road, and in this region needs to be undertaken every 10-15 years on average.

Issues

As part of the negotiation of the first extension, there was an increased focus on communications between the Contractor and Council staff to manage delivery of the works. This achieved the desired improvement in the services in this extension period, and has been well documented, so that this service standard continues into the proposed second contract extension.

Financial

The contract expenditure is approximately \$1 million each year, and funded through allocations to the road construction program.

Recent expenditure has been:

2014-15	\$1,433,204.71
2015-16	\$1,304,943.71
2016-17	\$1,362,326.21
2017-18 to date	\$850,930.20

Links To Council Plans, Strategies, Policies

The Council Plan 2017 - 2021 includes under Goal 3 – Asset Management the following aim:

3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety

Recommendation

That Council take up its option of the second one-year extension on Contract 14/028 Sealing Works with Inroads.

JOHN MARTIN
Director Technical Services

11. URGENT BUSINESS

11. URGENT BUSINESS

11.1 RECYCLING CONTRACT AND INDUSTRY ISSUES

Martin Duke/John Martin

File Ref: F29/A01/000001

Purpose

To provide Council a further update on the status of the recyclable materials processing issue, and the implications for our recycling collection contract.

Background

Council's recycling roadside collection contractor, Wheelie Waste has advised that the down-the-line processing contractor Visy, in Melbourne, has alerted them that they will not be able to receive bulk deliveries of unprocessed recycling material as of 10 February.

This has come about Visy's main demand, being China, is limiting and controlling the import of recyclable materials under its "National Sword" policy. The policy is motivated at least partly on the grounds of quality control and pollution reduction. The policy most directly impacts kerbside recycling services, as recyclables from households are partly on-sold in commingled form.

Discussions are continuing with our contractor and the Grampians Central West Waste & Resource Recovery Group (GCWRRG) to identify options to manage the recycled material.

Issues

Visy's imminent non-receival of recyclable materials is impacting on a number of recycling collection contractors. These contractors have formed an association and met with Minister D'Ambrosio and key agency CEOs late last week. The Minister has also met with representatives of the three main recycling processors, Visy, Polytrade and SKM.

The key outcomes sought by Council, and all stakeholders, are to ensure all kerbside bins continue to be collected and that no recyclables go to landfill. For the time being, the message to residents is to continue to use their recycling bins un-changed.

Several options are being investigated to resolve this situation, including:

- Exploring the available capacity of different processors to sort commingled kerbside recyclables.
- Investigating the potential for additional recycling processing capacity.
- Working with other end-users of recyclable product streams to enhance demand.

This latter point is a key area. A renewed focus is needed on identifying the opportunities to better understand and develop the markets for recycled material. This Director spoke with a recycled plastic product manufacturer in the past week, highlighting the importance of this point.

Similarly, renewed consideration should be given to the introduction of a container deposit scheme in Victoria.

The prospect of a Materials Recycling Facility (MRF) located in or near Horsham, has been floated, but like most industries, volumes, transport, logistics and capacity are critical. Ultimately we want to make sure that any MRF set up in our region will be able to service the region effectively.

Consultation/Communication

Regular communications have been occurring with the following stakeholders:

- Council's recycling contractor, Wheelie Waste.
- The GCWWRRG.
- Neighbouring Councils.

This Director will be meeting with Wheelie Waste and other Councils this afternoon (5 February, in Ararat) to ascertain the latest information from that contractor. A verbal update will be provided to Council at its meeting.

Financial

There will most probably be an increase in the cost of the recycling collection service. The extent of this is not yet known, but information will continue to be reported to Council as these details become available.

Some related commercial matters are presented in the ***Confidential Briefing Report*** on this subject.

Provided for information of the Council.

JOHN MARTIN
Director Technical Services

APPENDICES

Monday 18th December, 2017.

Horsham Rural City Council
Roberts Ave, Horsham,
Vic, 3400.

To Horsham Rural City Council,

FOI/AOI	000001
John	
22 DEC 2017	
COPIES	
Fiona Kelly	

Paula Wiedermann
62 Grant Drive,
Dooen, Vic, 3401.

We are petitioning for the maintenance, upgrade, and a proposal for an extension of our walking/bike track located from Riverside Road to River Heights Road. Our petition would like to upgrade this track from quarry stone to gravel/bitumen track that would be accessible from Horsham (Dooen Road) through to Longernong College.

Currently the track located from River Side Road to River Heights road has been unmaintained with weeds growing through and over it, ant mounds, bollards that have been removed and currently is been used as a road for traffic; cars, forklifts, tractors. This has damage our track and has made it very unsafe for pedestrians to use with several injuries which have occurred already due to the lack of maintenance and vehicles operating on it.

During winter season or when there has been a current form of wet weather the track is unable to be used due to its condition.

There is no linkage between town and this track to make it accessible for pedestrians to access town safely.

We have made contact on several occasions either by phone, letter or in person in the attempt to have maintenance on this track with nothing that has been done yet or any response to the complaints being forwarded.

We would like an extension, upgrade of our track from Dooen Road to Longernong College.

We need a linkage for our children/pedestrian to ride/walk to schools and access town safely.

We have a number of recreation facilities located along this purposed track; Motor cross, Go Karts, Pistol Club, Events Centre at Longernong as well as the Longernong College, available that is only accessible via road.

These facilities bring thousands of people and their revenue on a yearly basis to Horsham, with many of these events being National or World class events.

Longernong College is one of the oldest and largest Agricultural Colleges in Victoria. It currently has 250 students. There are 100 full time students, 85 of those who have resided at Longernong Campus.

Longernong College has a large number of students that are still currently under the age of 18. There is no form of public transport from the College to Horsham. An appropriate linkage via a bike/walking track for the students to access town safely, while promoting a healthy and active living.

Horsham Council's Health and Well Being Action Plan 2017-2021 states they are already improving the health and well being across the community. With ongoing commitments in this space include:

Pg 17 (3.8) Development of maintenance of roads, footpaths and walking and bike trails with particular focus on key precinct linkages (eg; home to schools) to promote active living options and supporting infrastructure.

Pg 17 (3.9) Undertaking urban planning that considers health and wellbeing such as social connectivity, safety and active living.

From the Community Engagement survey Horsham Rural City Council conducted 17th July-21st July 2017 one of the top three prioritises amongst our community was healthy eating and active living which received the most comments. Key themes were as stated:

Pg 16 *Develop/maximise our natural environment to promote active living (including bike/walking trails for connectivity, focus on infrastructure such as shade, water taps, lighting).

Horsham Rural City Council Plan To Do; Pg 18, 19

- Increasing healthy eating and active living by
 6. Develop and maintain foot paths and walking and bike trails with particular focus on key precinct linkages to promote active living options and supporting infrastructure.

We believe that the facilities, recreational clubs, events centre and Longernong College promotes and invites multitudes of visitors to Horsham should be able to access these facilities safely while promoting a healthy and active living. Our children should have a safe and accessible linkage to their schools and town.

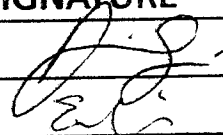
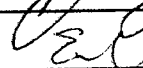
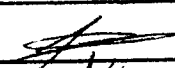


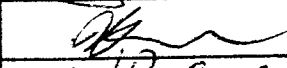
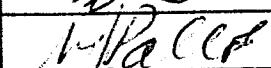

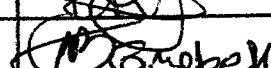

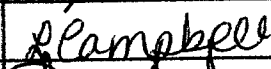



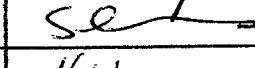
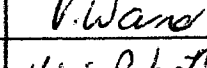
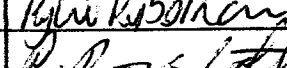


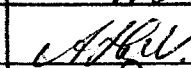
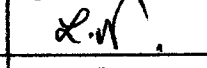

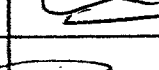
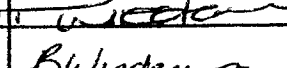
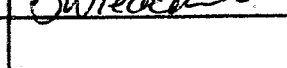

We have attached photos of the track and its condition.





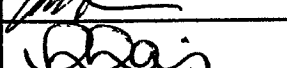

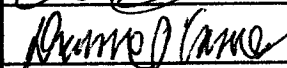
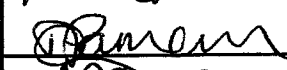
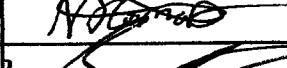


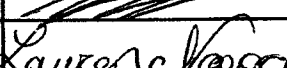
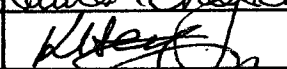


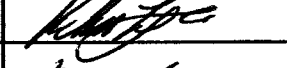

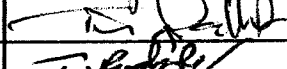
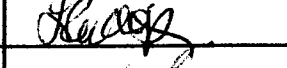
We look forward to receiving your response.

Kindest Regards,



Paula Wiedermann.

	NAME	ADDRESS	SIGNATURE
7-10-17	DANIEL SMITH	14 BRIGHTON AVE, DOONEN VIC 3401	
7-10-17	EMILY SMITH	14 BRIGHTON AVE, DOONEN VIC 3401	
7-10-17	FIONA FRIBERG	19 RIVER HEIGHTS RD, DOONEN	
	JEFF FRIBERG	19 RIVER HEIGHTS RD DOONEN	
17-10-17	BANCA INKSTER	2 BRIGHTON AVE DOONEN	
17-10-17	BRENT INKSTER	2 BRIGHTON AVE DOONEN	
23-10-17	NANCY PANKOT	534 Doonen Rd ^{Henry Hwy} Doon	
23-10-17	Rebecca Roy	24 Brighton Drive Doonen	
23-10-17	Bruce Campbell	29 Brighton Drive	
23-10-17	LACHLAN CAMPBELL	29 Brighton Drive Doonen	
23-10-17	LYN CAMPBELL	29 Brighton Drive Doonen	
23-10-17	CHRIS WILDE	BRIGHTON DRIVE DOONEN	
23-10-17	IAN DAY	46 BRIGHTON DV DOONEN	
23-10-17	TERESA DAY	46 BRIGHTON DV DOONEN	
23-10-17	SEVE WARNER	46 BRIGHTON DV DOONEN	
23-10-17	LICKI WARNER	46 BRIGHTON DV DOONEN	
23-10-17	Kylie Rosbotham	38 Brighton DV Doonen	
23-10-17	Peter Rosbotham	38 Brighton DV Doonen	
23-10-17	Liz Veigh	30 Brighton Drive Doonen	
23-10-17	GREG VOGEL	" " " "	
	Arnold Niewand	49 GRANT Dr Doonen	
	Linda Niewand	" " " "	
14/12/17	Alison Foster	43 Grant Dr, Doonen	
14/12/17	DENNIS FOSTER	43 GRANT Drive Doonen	
	Paula Wiedeman	62 Grant Drive, Doonen	
	Bridget Wiedeman	62 Grant Drive Doonen	

NAME	ADDRESS	SIGNATURE
Mindy Lavithus	72 Grant Drive Doon	M.A. Lavithus
LUKE WEBB	6 SUNNYSIDE AVE HERSHAM	
STEFFI WEBB	6 SUNNYSIDE AVE HERSHAM	
David Lavithus	72 Grant Drive Doon	
Debbie Carman	77 Grant Drive Doon	
Michael HARRIS	61 GRANT DR DOON	
HELEN HARRIS	61 GRANT DVE DOON	
Brendan O'Connor	36 GRANT DR DOON	
Dianne O'Connor	36 Grant Drive Doon	
Dawn Pannan	232 LATHAM RD HAVEN	
Nicholas O'Connor	36 Grant Drive Doon	
BARRY McCLURE	24 GRANT DVE DOON	
Rosemary McEwins	24 GRANT DVE, DOON	R. McClure
EDDY NAGORCKA	21 GRANT DRIVE DOON	
Lauren Nagorcka	21 Grant Dr Doon	Lauren Nagorcka
Kerryn HEALY	11 Grant Dr Doon	
DAVID HEALY	11 GRANT DR DOON	
Angela Carter	116 River Heights Rd Doon	
KEL TYLER	9 BRIGHTON DVE DOON	
BIANCA TYLER	9 Brighton drive Doon	
VICKI TYLER	9 Brighton Drive Doon	Vicki Tyler
Ron Dadds	67 GRANT DRIVE DOON	R.Dadds
Mary Dadds	"	Mary Dadds
Tina Fallo	534 Healy Hwy Doon	
TERRY RUDOLPH	64 RIVER HEIGHTS RD DOON	T. Rudolph
LIBBY RUDOLPH	64 RIVER HEIGHTS RD DOON	
KYLEE NAGORCKA	478 HANTY HWY DOON	K.A. Nagorcka
Paula Meier	518 Henty Hwy Doon	Paula Meier



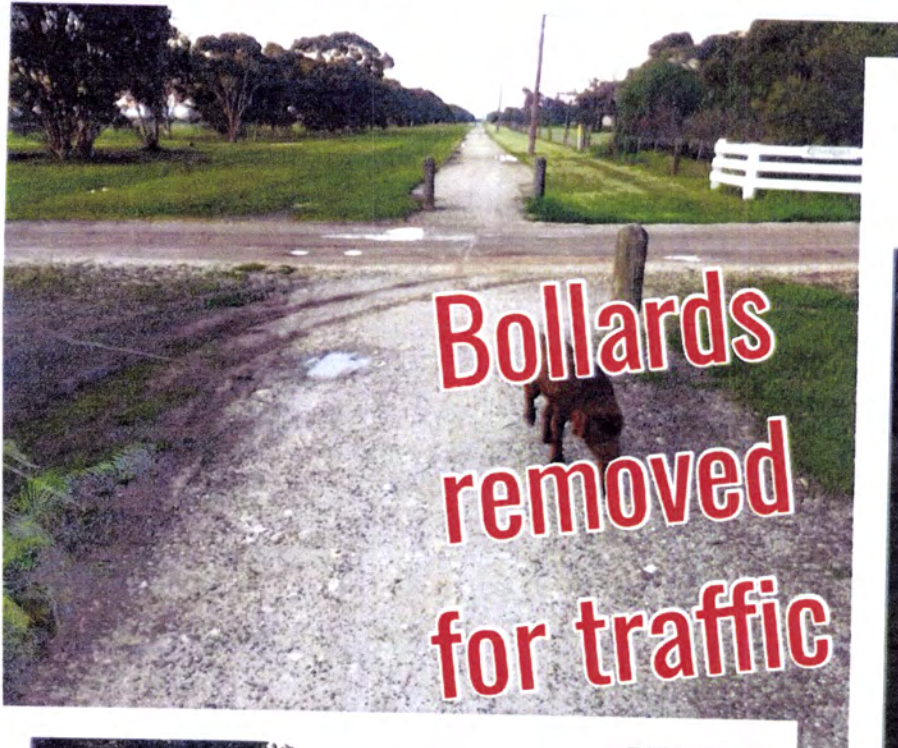
**Track used
by forklifts**

**Horsham
council
tractor after
mowing**

**Area powercor
dug never fixed**



**Bollards
removed
for traffic**



Hand Delivered
10/1/18
9.20 am

PETITION RE CITY GARDENS POND

8/1/2018

To the Mayor and Councillors of HRCC

As residents/ratepayers of Madden St, Market Lane and Rushbrook Close we wish to lodge a formal complaint regarding the current state of the City Gardens pond.

Our understanding is that the pond was designed as an aeration and sediment settlement facility. It has required little maintenance since it was constructed in 2003 but we feel it is now overdue for slushing and cleaning.

Three times since November 2017 the rock retaining wall that keeps the pond at a constant level has leaked. Twice HRCC staff have attempted a "fix" but just days after the second attempt it developed another small leak and HRCC staff turned off the aeration/circulation pump even though the level was being maintained.

The pond is now all but empty and is in fact full of an invasive and unsightly weed that detracts from its purpose when fully functional. As the water level declines it is also becoming contaminated with algae. (Blue Green?)

In recent days a faint odour has been detectable from time to time which will most probably get worse as the water recedes. Is the state of this pond, in such close proximity to homes, a health hazard?

Regardless, now would be an ideal time, at minimal cost, to clean and refurbish this pond.

We ask you to consider acting quickly on this work to take advantage of the drying out of the pond and restore this public place to an acceptable standard.

We would appreciate your prompt response to this petition.

Yours Respectfully,

ROSS WARRICK *Ross Warrick*

Denise Hobson *Denise Hobson*

Address:

2 MARKET LANE

FILE NO	F01/A01/000001
PREPARED BY	John Martin
DATE	10 JAN 2018
REVISIONS	
COPIES	Fiona K, Cr's report GH,

City Gardens Petition - Names who submitted letter

- Ted and Janette McCabe
- Peter and Libby Brennan
- Jennifer Thomson
- Pam Rethus
- Barry and Margot Hogan
- Terry Irwin
- Will and Margery Rich
- Barry and Cheryle Bell
- Morva and Neville Gilsenan
- Lola May Anderson
- V & B Hutchesson
- Beth Howie
- Beverly Bell
- Bryan and Judy Murphy
- G & S Bellinger
- Leanore and Eric Hedt
- Peter Miller and Brenda Whitworth
- Ross Warrick and Denise Hobson
- Brian and Pam Hedt
- R Van Stekelenburg

ASSEMBLY OF COUNCILLORS REGISTER

Horsham Rural City Council
Monday 18 December, 2017 at 7.20pm
Held in the Council Chamber, Civic Centre, Horsham

1. Present

Mayor Cr P Clarke, Cr D Grimble, Cr M Radford, Cr J Robinson, Cr L Power, Cr J Koenig, Cr A Gulvin, Mr P Brown, Chief Executive; Mr G Harrison, Director Corporate Services; Mr J Martin, Director Technical Services; Mr K O'Brien, Director Community Services; Ms A Murphy, Director Planning and Economic

2. Disclosure of Conflict of Interest

Nil

3. Wimmera Intermodal Freight Terminal

Discussed the letter of support from Council to Grain Producers Australia for the Commonwealth funding under the Building Better Regions Fund (BBRF) for the Wimmera Export Development Project (WEDP).

Meeting closed at 7.30pm

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM
ON MONDAY 29 JANUARY 2018 AT 5.30PM**

Present: Cr P Clarke, Mayor, Cr MA Radford, Cr J Koenig, Cr A Gulvin, Cr L Power, Cr J Robinson; Graeme Harrison, Acting Chief Executive; Kerrie Bell, Acting Director Corporate Services; Kevin O'Brien, Director Community Services; Heather Proctor, Finance Manager (item 3 only); Zac Gorman, Management Accountant (item 3 only)

Apologies: Cr D Grimble; John Martin, Director Technical Services; Angela Murphy, Director Planning and Economic

1. WELCOME AND INTRODUCTION

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989
(AS AMENDED)**

Cr Radford and Cr Power both disclosed a conflict of interest relating to item 5.6 – YMCA contract.

Cr Robinson advised he is a member of Green Lake CFA Brigade which may be a grant recipient (item 5.2).

3. FINANCE AND PERFORMANCE COMMITTEE MEETING – 5.30pm

Heather Proctor and Zac Gorman attended.

3.1 Monthly Report

Discussed

3.2 Town Hall Report

Discussed

3.3 Creditor Payments

Discussed

3.4 Essential Services Commission (ESC) Rate Cap Variation

Discussed

3.5 Budget and Planning Framework

Discussed

3.6 ESC Efficiency Submission

Discussed

3.6 Other Business

Nil

4. DISCUSSIONS – 6.30pm

- 4.1 Council Briefing Meeting starting times**
Council Briefing meetings to move to 5pm start time.
- 4.2 Scheduling of Council Budget Review Meeting**
Discussed.
- 4.3 Local Government (LG) Act Submission**
Discussed.
- 4.4 Video and Audio Recording of Council Meetings**
Further discussion required.

Meeting adjourned for dinner at 7.00pm

Meeting reconvened at 7.30pm

5. DISCUSSIONS continued

- 5.1 Wimmera Machinery Field Days**
Discussed.
- 5.2 Community Grant – Esco**
Discussed.
- 5.3 Youth Strategy**
Discussed.
- 5.4 Civic Centre Naming of Rooms**
Discussed.
- 5.5 Horsham Bus Route Review**
Discussed.

Cr Radford and Cr Power left the meeting at 8.20pm.

- 5.6 YMCA Contract**
Discussed.

6. FOR INFORMATION

- 6.1 Proposal to name un-named roads in Pimpinio
- 6.2 Rural Drainage Strategy
- 6.3 E Waste Submission
- 6.4 Community Satisfaction Survey

7. CLOSE

8.45pm

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM
ON TUESDAY 30 JANUARY 2018 AT 5.30PM**

Present: Cr P Clarke, Mayor, Cr MA Radford, Cr J Koenig, Cr A Gulvin (from 7.05pm), Cr L Power, Cr J Robinson; Graeme Harrison, Acting Chief Executive; Kerrie Bell, Acting Director Corporate Services; Angela Murphy, Director Planning and Economic; Kevin O'Brien, Director Community Services; Martin Duke, Acting Director Technical Services; Stephen Pykett, Economic and Business Development Manager (until 7.50pm); Adam Moar, Statutory Planner (item 5 only)

Apologies: Cr D Grimble; John Martin, Director Technical Services

1. WELCOME AND INTRODUCTION

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989
(AS AMENDED)**

Cr Robinson disclosed a conflict of interest relating to item 6.5 as his parents live in Market Lane.

Ms Murphy disclosed a conflict of interest relating to item 6.5 as her parents live in City Gardens area.

3. ECONOMIC DEVELOPMENT STRATEGY

Discussed.

4. HORSHAM SPORTS AND COMMUNITY CLUB – POKER MACHINE SUBMISSION

In attendance: Gary Howden, President and Glenn Carroll, Manager.

Discussed summary handout provided.

5. POKER MACHINES – COUNCIL DISCUSSIONS

Discussed.

Meeting adjourned for dinner at 7.00pm

Meeting reconvened at 7.30pm

6. DISCUSSIONS

6.1 Horsham Regional Livestock Exchange (HRLE) Masterplan

Discussed.

6.2 Showgrounds Masterplan

Discussed.

6.3 Waste Strategy – Options for consultation

Discussed.

6.4 Horsham Bypass

Discussed.

6.5 After Hours Phone Service

Discussed.

6.6 Natimuk Solar

Discussed.

6.7 Recycling Contract

Discussed.

6.8 Dooen Road Bike Track Petition

Discussed.

Cr Robinson left the meeting at 8.15pm.

Ms Murphy left the meeting at 8.15pm.

6.9 City Gardens Wetland Petition

Discussed.

7. CLOSE

8.28pm



MINUTES

Horsham Regional Art Gallery Committee of Management Thursday 7 December 2017 at 5.15pm Horsham Regional Art Gallery, Wilson Street, Horsham

Present:	Di Dale	Community Representative
	Simone Dalton	Community Representative
	Anne Donovan	Community Development Manager
	Cr Alethea Gulvin	Council Representative
	Adam Harding	Art Gallery Director
	Cheryl Linke	Volunteer Representative
	Marion Matthews	Community Representative
	Rhonda Tursi	Trustee Representative
Invited to attend:	Kevin O'Brien	Director Community Services (item 5 only)
	Debbie Moar	Minute Taker

Apologies: Nil

1. Election of Chairperson for this Meeting

Moved that Marion Matthews be elected as Chairperson for this meeting – Di Dale, seconded Cheryl Linke **CARRIED**

2. Welcome

Marion welcomed all present and introduced newly appointed Community Development Manager, Anne Donovan. Kevin explained that he was present to discuss the transition of the Committee of Management to an Advisory Committee.

3. Disclosure of Conflict of Interest – nil

4. Minutes of the previous meeting

Simone was concerned that the content of point four did not reflect the amount of discussion on the Horsham Rural City Council review of Section 86 committees had on the HRAG Committee of Management.

Moved Simone Dalton, seconded Di Dale that the minutes from 9.2 be moved into 4. CARRIED

5. The Transition to a Horsham Rural City Council Advisory Committee

In the Draft Terms of reference (The Process to Manage the Horsham Regional Art Gallery Collection), Advisory Committee should be changed to Acquisitions Committee. Adam clarified the process of the acquisitions process.

Kevin explained that the change to an Advisory Committee has been instigated through the delegations process required by Council and a move towards efficient/streamlined reporting processes. The Committee would still have input into the development of the strategic plan for HRAG, work on encouraging and increasing membership and visitation, carry out the aims of the Collection Policy, fund raise, provide oversight of the HRAG budget, and participate in activities of benefit to the community and raise the profile of HRAG.

The Committee expressed concern regarding transitioning to an Advisory Committee.

Kevin and Anne have suggested that Council needs to be presented with a case of why the Section 86 should remain by the Committee of Management before making their final decision in February 2018. This will be discussed at the next Committee Meeting on the 1 February. A draft of the acquisition and exhibition policy will be provided by Adam at this meeting. A 10 – 15 minute presentation will be made at a Council Briefing on 12 February 2018.

Anne suggested regular presentations by the Committee of Management as a way of engaging Council in the operations of HRAG.

Simone suggested streamlining future reports that are more engaging for Council.

6. Business arising from previous minutes – nil

7. Correspondence: (selected)

In: Offer to present the NETS Victoria and SAM touring exhibition I hope you get this: Raquel Ormella

Out: Invitation to Enmeshed: woven artworks from the Ararat Regional Art Gallery Collection
Confirmation to present the NETS Victoria and SAM touring exhibition I hope you get this Raquel Ormella if funded by Touring Australia
Invitation to participate in Contemporary Art on the Road to our regional Educators.

8. Reports

8.1 Directors Report

8.1.1 Attendance / Donations

Gallery Visitors

Week Ending	Visitor Numbers
01.10.17	168
08.10.17	237
15.10.17	197
22.10.17	229
29.10.17	<u>172</u>
	1,003

05.11.17	106
12.11.17	380
19.11.17	147
26.11.17	99
	<u>732</u>
	<u>1,735</u>

Year to date: 3,876 (26.11.2017). This time last year: 4,241 (27.11.2016)

8.1.2 Current Exhibition

Seeing Voices

Exposed: perspectives in photography

8.1.3. Activities at Gallery

DATE	TYPE	DESCRIPTION	Attnd. Child	Attnd. Adult
26.09.17	Education Program	Sept School Holiday Program Pet Portraits	2	2
26.09.17	Education Program	Sept School Holiday Program Pet Portraits	8	3
27.09.17	Education Program	Sept School Holiday Program Bling My Bag	5	3
28.09.17	Education Program	Sept School Holiday Program Fantastic Beasts	9	4
28.09.17	Education Program	Sept School Holiday Program Fantastic Beasts	4	3
29.09.17	Education Program	Sept School Holiday Program Get Fabulous	4	4
29.09.17	Education Program	Sept School Holiday Program Get Fabulous	4	5
03.10.17	Education Program	Sept School Holiday Program BUGS	7	2
03.10.17	Education Program	Sept School Holiday Program BUGS	5	4
04.10.17	Education Program	Sept School Holiday Program Flappy Flying Birds	8	3
04.10.17	Education Program	Sept School Holiday Program Flappy Flying Birds	11	5
05.10.17	Education Program	Sept School Holiday Program Art Through the Eyes	2	1
05.10.17	Education Program	Sept School Holiday Program Art Through the Eyes	5	2
10.10.17	Partner Program	HRCC Supported Play Group	0	2
12.10.17	Public Program	HRCC Seniors Week Afternoon Tea	0	6

13.10.17	Public Program	Gallery Tour Shepparton Probus Club	0	20
13.10.17	Public Program	Exhibition Opening Seeing Voices/Exposed	0	120
14.10.17	Public Program	Meet The Curator Francis Parker Seeing Voices	0	9
17.10.17	Partner Program	HRCC Supported Play Group	0	2
17.10.17	Education Program	Gallery Tour Horsham Special School	4	2
17.10.17	Education Program	School Group St Brigid's Yr 12	8	1
17.10.17	Education Program	Art Club Jnrs Nikki Clarke	13	1
18.10.17	Education Program	Art Club Jnrs Kate Wade	4	2
19.10.17	Public Program	Gallery Tour Stawell Disability Group	0	18
19.10.17	Education Program	School Group Horsham College	25	2
19.10.17	Education Program	Art Club Teens Shane Boland	6	1
19.10.17	Education Program	Art Club Adults Joan Johns		12
20.10.17	Public Program	Meet the Exhibition: Seeing Voices/Exposed	0	8
20.10.17	Education Program	School Group Horsham College	4	1
24.10.17	Partner Program	HRCC Supported Play Group	0	2
24.10.17	Education Program	Art Club Jnrs Nikki Clarke	10	3
25.10.17	Education Program	Art Club Jnrs Kate Wade	4	2
26.10.17	Education Program	Art Club Teens Shane Boland	1	6
26.10.17	Education Program	Art Club Adults Joan Johns		12
27.10.17	Public Program	Gallery Tour Shepparton Probus Club	0	34
31.10.17	Partner Program	HRCC Supported Play Group	0	2
31.10.17	Education Program	Art Club Jnrs Nikki Clarke	10	1
01.11.17	Education Program	School Group Warracknabeal College	5	1
01.11.17	Education Program	Art Club Jnrs Kate Wade	4	4

02.11.17	Education Program	Art Club Teens Shane Boland	7	1
02.11.17	Education Program	Art Club Adults Joan Johns		11
07.11.17	Partner Program	HRCC Supported Play Group	0	2
08.11.17	Education Program	Art Club Jnrs Kate Wade	3	1
09.11.17	Public Program	Echoing Voices Workshop for the blind or low vision	0	6
09.11.17	Education Program	Art Club Teens Shane Boland	8	1
09.11.17	Education Program	Art Club Adults Peta Adamson		11
11.11.17	Partnership Program	NorthFest Remembrance Art Workshops	250	50
14.11.17	Partner Program	HRCC Supported Play Group	0	2
14.11.17	Education Program	School Group Horsham College	2	1
14.11.17	Education Program	Art Club Jnrs Nikki Clarke	13	1
15.11.17	Education Program	School Group Horsham College	2	1
15.11.17	Public Program	Gallery Tour Wycheproof Probus Group	0	31
15.11.17	Education Program	Art Club Jnrs Kate Wade	3	1
16.11.17	Education Program	Art Club Teens Shane Boland	8	1
16.11.17	Education Program	Art Club Adults Peta Adamson		11
19.11.17	Public Program	Con Kroker Memorial Lecture: Michael Gellert & Baillie Farley	0	25
21.11.17	Partner Program	HRCC Supported Play Group	0	2
21.11.17	Education Program	Art Club Jnrs Nikki Clarke	11	1
22.11.17	Education Program	Art Club Jnrs Kate Wade	5	1
23.11.17	Education Program	Art Club Teens Shane Boland	7	1
23.11.17	Education Program	Art Club Adults Peta Adamson		11

8.1.4 Promotion

DATE	MEDIA	TYPE	DESCRIPTION
01.09.17	Out & About	advert	Spring issue Sept – Nov
01.09.17	Art Guide	listing	Sept/Oct edition
01.09.17	Welcome to the Wimmera	advert	Spring issue Sept - Nov
01.10.17	HTH Quarterly Brochure	listing	HTH Season Brochure - Oct - Dec 2017
01.10.17	HRAG Facebook	Event	Seeing Voices/Exposed listings
01.10.17	Art Almanac	listing	October Edition
01.08.17	Trouble Mag	listing	October Edition
10.10.17	WMT Facebook	Post	Exposed
11.10.17	Wimmera Mail Times	Article	Exposed
13.10.17	ABC Western Victoria	interview	Arts Roundup – with Adam Harding
24.10.17	Art Guide Australia	Post	Seeing Voices
24.10.17	PGAV Facebook	Post	Seeing Voices artist interview
26.10.17	ABC Western Victoria	interview	Arts Roundup – with Adam Harding
28.10.17	Weekly Advertiser Facebook	Post	New HRAG exhibition article.
30.10.17	ABC Western Victoria	interview	Hearing Voices – with Fayen d’Evie
01.11.17	Art Guide	listing	November Edition
01.11.17	Trouble Mag	listing	November Edition
06.11.17	HRAG Facebook	Event	Con Kroker Memorial Lecture
09.11.17	ABC Western Victoria	interview	Arts Roundup – with Adam Harding
13.11.17	ABC Western Victoria	interview	Con Kroker Lecture – with Adam Harding & Baillie Farley
15.11.17	Weekly Advertiser	Article	Con Kroker Mem Lecture
15.11.17	Weekly Advertiser	Article	Arts flourishing across the region
15.11.17	Weekly Advertiser	Advert	HRAG listing
16.11.17	ABC Western Victoria Facebook	Post	Con Kroker Lecture
17.11.17	HRAG Facebook	Post	Seeing Voices listing

20.11.17	Weekly Advertiser Facebook	Post	Arts flourishing across the region
23.11.17	ABC Western Victoria	interview	Arts Roundup – with Adam Harding
27.11.17	Out & About	Advert	Enmeshed

8.1.5 HRAG Development Goals

8.1.5.1 Collection Management

Our application to the Robert Salzer Foundation for additional funds to acquire the medium size lightjet print, *Smile* 2017, by Destiny Deacon, was successful once again. With a practice spanning three decades, Deacon is one of Australia most important First Nations female photographer. The addition of her work into the collection will provide an important context to existing indigenous and photographic works in the collection.

Our Director and Curator continue to plan for the re-hang of the Level one collection galleries including; Mack Jost Gallery from the Mack Jost Collection and the photography collection in the Council Gallery in early 2018.

Our Director is currently working on a documentary photography exhibition for installation in the Project gallery in mid-December. Sourcing from recent acquisitions the exhibition will include the work of Jessie Marlow and Glenn Sloggett.

8.1.5.2 Exhibition Program

In the Handbury Gallery is NETS and MUMA Touring Exhibition Seeing Voices. Staged for first time, this exhibition required working closely with the MUMA and NETS staff in preparation for touring, in curatorial decision making concerning layout in our gallery spaces and with some practical aspects during installation. Of the three public program events developed for Seeing Voice, we have delivered; A Saturday Morning Curators Talk with MUMA Curator Francis E. Parker to explore the themes of the works; secondly the Echoing Voices workshop Audio Tour, led by two exhibition artists Fayen d’Evie and Bryan Phillips, provided a rare opportunity for people who are blind or have low vision to be part of this art exhibition in an auditory way.

We worked with HRCC Rural Access Officer Wendy Lynch to build participation for this event, which was an enriching experience for everyone involved, including those few people with low vision or blindness in our community.

In the Mann Gallery is this year’s Art Extension Program Exhibition; Exposed: perceptions in photography. Developed by Our Education Officer Debbie Moar, this exhibition came together with the expertise of our gallery team, and industry mentors. Honed over three years, the mentorship of our curator, director and education officer has produced yet again a rich professional development opportunity for the next generation of young artists and arts workers. And following previous years, the exhibition installation in the Mann and Project Galleries has attracted a large and diverse range of community members.

Our Curator has also been developing an exhibition titled Enmeshed, which will bring a diverse selection of textile and fibre art works from our neighbour's collection at Ararat Regional Art Gallery. Co-Curated with the Ararat's Director Anthony Camm, the focus is in woven objects, acknowledging the multiple ways in which they are made and the cultural/social context in which they are made. Some of the most significant textile and fibre works in Australia will inhabit to the Handbury and Mann Gallery spaces in a curated selection that will track the evolution of these disciplines in Australia. Our curator and Anthony Camm are currently working on a written catalogue/room sheet to accompany this exhibition.

8.1.5.3 Education Program

The Art Extension program is a major project for the Education Officer which the Education Officer took the first week of October as Flexi Time. This fell during the school holidays and the holiday program. For the first time participants in the holiday program were required to fill out an enrolment form and be attended with an adult if aged less than 7 years. This was under the direction of the Director of Community Services as part of Council working towards fulfilling its' Child Safe policies. Only 5 out of 14 workshops had 50% or more attendance. This was despite strong marketing in the Season Brochure. It is unclear why our attendance for this holiday round of workshops was down on previous holiday programs.

The photography outcomes from the Art Extension program had the exhibition opening on the 14 October which was well attended by students, their families and teachers. The public programming for this exhibition scheduled for November, including Art After Dark Neon and Meet the Artist, was cancelled. Program participants were not engaged with the events or were unable to contribute due to distance or other commitments. Perhaps there is the possibility of partnering with a youth organization such as NEXUS to deliver a night time art event for young people at the gallery in the future.

Our Art Club classes for Term four are running smoothly. Wednesday's Art Club Juniors is undersubscribed again. After review only one Junior class will be offered in Term 1, 2018. Contractor, Kate Wade, will be sharing the Teen Art Club with contractor, Shane Boland in 2018.

As of 27 November, The Department of Education has still not advised applicants regarding SSP funding for the 2017 – 2020 Triennium. The contract for the Education Officer finishes on 31 December 2017. In the meantime the Education Officer is planning for a Term 1, 2018 Education program to be advertised in the upcoming HTH Season Brochure on the assumption that HRAG will be successful in gaining funding.

The reports for SSP programs that the gallery delivers are due to the Department of Education on 15 December. The Education Officer is working on providing data and feedback for the Art Extension Program and Enriched Learning for Remote Schools.

8.1.5.4 Engagement and Promotion Activities

The Education Officer, the Art Gallery Director and a Contractor delivered Remembrance Day craft activities at Northfest in November. The Gallery provided activities for 300 people. The logistics of organizing offsite, outdoor activities was more time consuming than initially expected, with arrangement of suitable transport, and the organization of equipment for shade, seating and craft making. The use of Horsham Town Hall signage would have provided greater recognition of the work that the gallery delivered.

We have worked closely with our peers delivering councils performance program to develop the 2018 Horsham Town Hall Season Publication. This publication presents all of the HRCC supported performing artist program, our key partnership programs, and major hirers, and includes six exhibition highlights from our program. The publication also launches the new Horsham Town Hall Membership program which over the next 12 months will bring the HRAG Members together with the previous theatre subscribers together to form a strong group of culturally engaged supports for our facility.

Our curator once again participated in Nati Frinj Festival 2017. As an executive member of the ACT Natimuk arts organization, she was involved with the preparations and presentation various calendar event as well as staging an public art installation in the public space of the Verj.

Our Curator was invited to judge the Marion Borgelt Scholarship/ Art Award by Nhill College at the Nhill Central Gallery from amongst the artworks in the VCE exhibition on the 17th November. This role includes writing a critical analysis of each student's work which are award prizes.

8.1.5.6 Volunteer Activities

Month	Volunteers		Attendance	Hours worked		
	Required	Volunteered		Weekend operations	Exhibition Openings	Urgent assistance
October	24	20	88%	72 hours	4.5	-
November	24	24	67%	72 hours	-	-

Forty four weekend Volunteers responded to our request for months of October and November. During this period most of the sessions were assisted only by *fifteen* different volunteers with an aggregate number of 130 volunteer-hours worked.

Our Administrator Leticia Parker has been on an extended period of Family Leave and her duties have been performed with assistance from HRCC staff, HTH Staff and Jessie Rushbrook. We thank the volunteers for their support at this time in assisting us during weekend operations. We received volunteers' assistance in the course of the Opening night of a suite of exhibitions, and regular functions such as *Meet the Exhibitions*, *Meet the Artists* and *Con Kroker Memorial Lecture* on a Sunday afternoons.

8.2 Trustees Report

Endorsed Rebecca Guest to the Acquisitions Committee. Update on the Glen Murcott artist residence project – the Hijjas family are still committed to the project but are concerned about the cost. They are now considering in building in stages. They will be handing over the significant indigenous site to BGLC. There were discussions about recent acquisitions and Rhonda congratulated Adam on the success of the Robert Salzer Foundation grant.

8.3 Financial Report – accepted

8.4 Acquisition Committee Report

Have not met, nothing to report.

8.5 Volunteers Report

Cheryl reported that five volunteers attended the Mayors volunteer morning tea. Cheryl thanked Council staff who backfilled Leticia's position.

9 General Business

9.1 Update to the Creative Victoria Full House Program

Beginning Stage 1. Tendering in February 2018 for consultants to collect and analyse data on audiences including why some are not attending.

10 Next Meeting

To be held at Horsham Regional Art Gallery, Wilson Street, Horsham on Thursday 1 February 2018 commencing at 5.15pm.

Closed 7.10pm.

WESTERN HIGHWAY ACTION COMMITTEE (WHAC)
10.30AM Friday 15 December 2017
Meeting Room A, Visitor Information Centre, Ararat

MINUTES

1. Welcome & Open Meeting Chair, Cr Kevin Erwin

Cr Kevin Erwin – Northern Grampians, Chair
Cr Grant Tillett – Ballarat
Cr John Keogh – Moorabool
Cr Michael O'Connor – Pyrenees
Cr Jo Armstrong – Ararat
Cr Ron Ismay – Hindmarsh
Chris Dunlop – VicRoads
Nigel Powers – VicRoads – Western Highway Project
David Teague – VicRoads – North West Metro – Director Transport and Planning
John Martin – Horsham
Douglas Gowans – Pyrenees
Phil Jeffrey – Moorabool
Peter Bate – Ballarat
Tim Day – Ararat
Shane Power - Hindmarsh

2. Apologies

Cr Richard Hicks – West Wimmera
Cr David Grimble – Horsham
Cr Shane Roberts – Yarriambiack
Warren Groves, Trenton Fithall – Northern Grampians
Michelle Mendes – Melton
Maree McNeilly – TFV
Mal Kersting – VicRoads
Ralph Kenyon – WDA
Robyn Evans – West Wimmera

Moved: Cr Grant Tillett, Seconded: Cr Michael O'Connor, that the apologies be accepted. CARRIED

3. Minutes of Meeting held 27 October 2017

Moved: Cr Grant Tillett, Seconded: Phil Jeffrey, that the minutes from the previous meeting 27 October, were a true and accurate record of that meeting. CARRIED

4. Business from Minutes

- Finalise review of previous strategy - done
- Beaufort red light camera letter of support – see correspondence
- Request a presentation on north-west metro strategy – David Teague present
- Feedback on Western Highway Corridor objectives – to JM

5. Correspondence

Inward

Date	From	Subject
8 Nov	WMT Article	Highway Duplication
4 Dec	Shara Speight (email)	Meetings with Ministers
7 Dec	Ewen Nevett	Response to WHAC letter of acknowledgement

Outward

Date	To	Subject
Nov	Department of Justice	Beaufort Red Light Enforcement

It was noted that the Roads Minister's Senior Advisor, Shara Speight is apparently leaving.

Moved: Cr Michael O'Connor, Seconded: Jo Armstrong, that the correspondence be received. CARRIED

6. Financial Statement

Current balance - \$61,152.12

Question – where is money held? Horsham Rural City Council.

Moved: John Martin, Seconded: Cr John Keogh, that the financial report be accepted. CARRIED

7. Reports

VicRoads Project – Nigel Powers

- Section 1 is in poor condition in places. This is still a contractor's liability. There are steel plates over potholes in sections – have not seen this before on a major highway. A range of issues, materials, drainage. Plan is to have this safe for Christmas period. Will be further work after Christmas, which may extend to March in sections. These defect works will have a further 2-year liability period on them.
 - Quite a level of concern expressed by members about the condition of the road.
 - Discussion about road materials – these problems may flow on to Council works. Hence, members are interested in a copy of any review report when available.
- Windermere intersection works near complete. Should be open by Christmas.

- Section 2B – re planning approval issues. Documentation has been submitted to DELWP on 2 June. A range of issues requiring clarification have been addressed in a subsequent submission. Anticipating a decision shortly, which could lead to a tender being awarded soon. A Supreme Court case is still pending subject to the planning decision.
- Section 3 – seeking funding for next financial year for first stage of that. Also seeking funding for pre-construction funding. Working through planning process for DELWP, i.e. re time extension.
- Halletts Way – works are proceeding well. The bridge at Halletts Way was not intended for pedestrians, but is being used by them – signs now installed banning pedestrians.
- Beaufort Bridge strengthening – contract about to be awarded. Work likely to start in early January, to be finished by Easter – 12 weeks period.

VicRoads Western Region – Chris Dunlop

- Beaufort and Ararat bypass planning are proceeding well. Working on alignments for both.
 - Website, media and information updates and have been completed for both bypasses, including letter drops to Beaufort impacted property owners.
 - Further investigations explained in the VicRoads report include noise monitoring and geotechnical investigation to better understand the impact ground conditions will have on the Bypass design.
- Pykes Ck bridge strengthening work. Contractor appointed. Will be contra-flow traffic for about 10 weeks. Total job about 25 weeks.
- Corridor strategy – seeking feedback. Will take on board the WHAC priorities review document. A preliminary report will be circulated early next year.
- Maintenance – lots of money being spent on Western Highway – \$17.8 M – 95 km – listed in the report.
 - Comments about pot holes developing, and rapidly enlarging. Can these be fixed while small? Is there conflict between trigger levels in Road Management Plans and service standards in Asset Management Plans for cost efficient maintenance? Funding is a limitation.
- Country Roads Initiative – released 5 December – summary of the VicRoads leadership meetings around the state. The full Country Roads report can be accessed from the following website <https://engage.vicroads.vic.gov.au/26126/documents/67822>
- Wire rope barriers – Ballarat to Melbourne – preparation works underway.
- Bacchus Marsh north south link planning study is underway. Significant residential development at Merrimu likely to proceed.
- Gisborne Rd upgrade – finalising details at present.
- All this maintenance is leading to a lot of disruption, hence an added media focus.

North West Metro – David Teague

- Ramping up planning work in area towards Bacchus Marsh. Access restoration is an issue in this area.
- Comments received about the noise wall construction east of Melton. Trying to get a more consistent theme. Limitations of pedestrian traffic across the freeway. Also issues with bicycles.
- Goal is to get Rockbank 90 km/h section back up to 110 km/h.
- Question - What is the future vision for the Western Freeway as urban population increases, Melton, Bacchus Marsh, Ballarat?
 - Reserve can accommodate 6 lanes. Priority is on access restoration, which is a source of congestion, and safety. Corridor strategy will facilitate this.
- VicRoads CEO – resigning.

Members

Moorabool – Cr John Keogh

- Sundays – there are a few produce sellers, with signs in advance, in the Rockbank and Pykes Ck areas. This has been an ongoing problem – the penalty is low – concerned about road safety as well.

Hindmarsh – Cr Ron Ismay

- Nil

Northern Grampians – Cr Kevin Erwin

- Harvest is underway, hence plenty of traffic.

Horsham – John Martin

- Good progress with extra maintenance work in the area
- Extra contract work has placed pressures on Council's own program – shortage of contractors
- Keen to get a detailed update on Horsham Bypass
- WIFT precinct developing well – new tenants and increasing level of activity

Ararat – Cr Jo Armstrong / Tim Day

- Q - Is there any facility for motorists to get alerts on detours on e-map systems? A – Google is very up to date generally, and there is a website – VicTraffic.
- Harvest underway, lots of frost damage in crops.
- Keen to see section 2B advance
- Council seeking re-engagement about the bypass status and options. Questions about Warrak Rd ramps.
- Asphalt renewal through Ararat is appreciated.
- Sign saying “Warrak” at Buangor is not aligned well.

Ballarat – Cr Grant Tillet

- Met with Victorian Grants Commission recently. VGC was pleased with the joint procurement resealing contract (5 year + 5 years). While these type of

contracts have some higher level appeal, they diminish the opportunity locally for small businesses. There might only be the one business left at the end of ten years – need shorter tenders to preserve businesses in regional areas.

Pyrenees – Doug Gowans / Cr Michael O’Connor

- Working with VicRoads re bypasses. Some further community re-engagement sought.

Moved: Cr John Keogh, Seconded: Cr Michael O’Connor, that the reports be accepted. CARRIED

8. General Business

- Presentation – North West Metropolitan Region
 - As above
- Discussion paper for the Regional Roads Strategy (see attachment and draft submission)
 - Propose to send the list of uncompleted tasks from WHAC strategy with this.
 - Agreed that comments would be received up to Tuesday COB, and submission to be lodged on Wednesday 20 December.
- Inquiry into VicRoads management of country roads
 - Submissions by mid-January

9. Next Meetings

23 February 2018 - Pyrenees

27 April 2018

22 June 2018

24 August 2018

26 October 2018

14 December 2018

Subject to confirmation

10. Close

The Chair wished all a happy and safe Christmas.

Cr Kevin Erwin
Chair

MINUTES

Horsham Tidy Towns Committee Meeting
Held on Tuesday, 17 December 2017 at 12.30 pm
Middle Meeting Room – Horsham Rural City Council Offices

Attendees: Gillian Vanderwaal - Chairman, Cheryl Linke, John Martin, David Eltringham, Neil King, Gary Aitken, Danielle Fowler, John Martin

Apologies: La Vergne Lehmann

1. Welcome

2. Minutes of the previous meeting – 12 November 2017

Moved: Cheryl Linke Seconded: David Eltringham that the minutes of the meeting 12 November were a true and accurate record of that meeting.

3. Business arising from previous minutes

Refer action list

4. Correspondence

4.1 Inwards

Letters of congratulations from Emma Kealy to Tidy Town award winners

4.2 Outwards

5. Reports

5.1 Financial Report - noted

6. General Business

- Thanks to Jan, Gary A, Garry W, Geraldine for presenting the Horsham Tidy Towns awards to recipients.
- Fence along Stawell Road and Showgrounds – been there for 30 years. Horsham College is looking at repainting the fence. Also looking at opening it up so that the river is more seen. Will discuss in New Year – NK/JM
- Tiles on Roberts Avenue sign – would be good to see the whole thing covered in tiles – JM
- Drinking fountain adjacent to Roberts Ave sign – has been removed. Is it being fixed?
- Mini street sweeper on hire being used – is leaving windrow on bike tracks.
- Entrance promotions signs need to have same color on back board as the legs.
- Request litter bins to be installed in Golf Course Road between Wool Factory and Highway along path.
- 2018 Tidy Towns Awards will be concentrated on river – need to have a special meeting to discuss what programs we would like to nominate. 18 January – 10.30
- Recycling – China are no longer taking Australia's recycling – this may affect our recycling programs
- DJE extended thanks to Council in implementing the sweeping the track on river front – needs to be a regular program

7. Next Meeting

The next meeting will be held on Tuesday, 20 February 2018 commencing at 12.30pm in the Middle Meeting Room, Horsham Rural City Council Offices

8. Meeting Close

The Chair wished the committee a safe and Merry Christmas.

Gillian Vanderwaal

Chairman

Horsham Tidy Towns Committee

December 2017



MINUTES

Municipal Emergency Management Planning Committee

Thursday 16 November 2017

Reception Room – 10.30am

1. Meeting Open

2. Attendance

Cr Mark Radford (Acting Chair), John Martin, Phil Kuhne, Anne Donovan, Martin Duke, Mandi Stewart, Dianna Blake, HRCC
 David Tepper, DHHS
 Glenn Rudolph, DELWP
 Gavin Kelly, Melissa Douglas, Nola Smith, VicSES
 Daryl Sinclair, VicRoads
 Paul Fennell, Wimmera CMA
 Paul Burton, AV
 Brendan Broadbent, VicPol
 Alex Hall – Uniting Wimmera
 Craig Brittain, Alfred Mason – CFA
 Lyn MacKenzie – Red Cross
 Paul Beltz – DEDJTR
 Michael Salter - VicPol

3. Apologies

Darren Welsh, WWHS
 Neil Cheney, Vic Police
 Loris Zaal, St John's Ambulance
 Matthew Mellington, WHCG
 Tony Baker, Wimmera CMA
 Rod Delahunty, GMMWater
 Alfred Mason - CFA

4. Confirmation of previous Minutes

Moved: Michael Salter, Seconded: Paul Beltz that the minutes from the meeting of 20 July 2017 are true and correct.

CARRIED

5. Business arising from previous meeting

- 5.1 MEMP Review – refer to item 7.3.1
- 5.2 Relief and Recovery Sub-plan – refer to item 7.5
- 5.3 Flood Plan – final comments were received, some loose ends being attended to finalised. Will be within next 2 months.

6. Correspondence In/Out

Nil

7. Standing Items

7.1 MEMP Membership List Review

- Distributed at the meeting for members

7.2 Emergency Incident Review

- Fire in industrial area 13 November 2017. Conscious of avoiding runoff from the fire getting into the drainage system and potentially polluting the river. This event was well managed in this regard.
- Mass gatherings – public events. Recent example Australian Junior Motocross Championships October 2017. Created a significant demand on ambulances and the Wimmera Health Care Group. This is currently under review, including the impacts on competitors.

Action – (All agencies) Events such as these should be flagged through the weekly REMT meetings to ensure relevant agencies are aware of the event.

Reference to the State Health Emergency Response Plan was released on 1 October 2017. There is a section of this relating to public events.

- A number of concerns regarding public events were raised, highlighting the need for improved notification and/or potentially preparation of event-based emergency management plans. Acknowledged that it can be onerous initially preparing an emergency management plan for some events, which are often organised by volunteers. Agencies can assist in risk identification and mitigation.
- This has been identified as an issue at a regional level.
- There are good processes in place in some neighboring municipalities that might be used as models, Mt Macedon was cited as a municipality that appears to have good processes in place. Horsham already has an event form which incorporates risk, but not specifically emergency. In some cases, Council is not responsible for approving events – a cooperative approach to oversight of these arrangements is sought.

Action – does our event form ensure appropriate notification of agencies – how? – JM to check.

Noted that Council is also improving its coordination of events, based around a single coordinated calendar of events.

- Noted that there are a range of “routine” events, e.g. grand finals, events at Town Hall – hence there is potentially a grey area about what constitutes a notifiable event. Police routinely conduct risk assessments on a range of events that are not part of Council’s event notification form.
- ***Action (JM) – upcoming notable events be listed as a standing item on the MEMPC agenda for consideration of the need for further planning – list to be provided by Council. Noted that events will arise between MEMPC meetings and need to be considered in a timely manner.***

7.3 Municipal Emergency Management Plan (MEMP)

7.3.1 Version 2 for Review & Endorsement

- Updated document has been prepared. Better identifies the source of relevant information. Much of the relief and recovery information has

been extracted from the former MEMP and placed in a separate sub-plan. Similarly, other detail is

- ***Moved: Gavin Kelly, Seconded Paul Burton, That the Version 2 MEMP be endorsed by this committee, and recommended to Council for adoption, noting that the new version may be updated for minor editorial changes without separate ratification by MEMPC. CARRIED.***
- Various comments around the table praising the quality of work in the updated document.

7.4 Risk Management Review

- No specific risk being reviewed at this meeting, as a new system is under development. Working with VicSES regarding implementation of a four-council CERA process.
- Gavin outlined that CERA is an all-agency approach. Will be implemented during the middle of 2018.

7.5 Relief & Recovery

- A Wimmera Integrated Relief and Recovery sub-plan is under preparation. This will be for the four Councils. It won't change the individual Councils' responsibilities, but will provide a common framework. Aiming to have a version of the document out for review in two-three weeks.
- Cr Radford acknowledged the continual improvement in relief and recovery planning since the Black Saturday fires.

7.6 Report of Sub-Committees

7.6.1 Municipal Fire Management Planning Committee (MFMPC)

- The MFMPC reviewed the MFM Plan. There was a recommendation from the MFMPC for Council to adopt this sub-plan. There has been a complete update of this document, including an update of the Victorian Fire Risk Register within the municipality, and the actions for each agency to address those risks.

Moved: Martin Duke, Seconded Craig Brittain, That the MFMP be recommended to Council for adoption. Carried.

7.6.2 Flood working group – Gavin Kelly / John Martin

Discussed earlier.

8. Agency Reports

8.1 HRCC

- Anne Donovan has commenced as MRM, in her role as Manager Community Services, having started with Council in October 2017.
- Correction to an article in Weekly Advertiser – Council will be considering fire burn-off permits where appropriate.

8.2 Victoria Police

- New inspector – Paul Phelan – will commence at end of this month.
- Brendan Broadbent will be in Geelong.
- Tevis Wright will be MERC primarily. On days of high risk MERCs will be rostered 10 – 6.
- 20 members trained as EMLOs, including traffic management and evacuations.

- Also, investigations will be conducted for header fires, with a series of standard questions developed.
- IPOC will be ready for the summer period.

8.3 CFA

- Pre-season preparedness well underway.
- The increased fire danger on Tuesday led to staffing at the ICC. There will be an exercise at ICC on 29 November.
- Fire restrictions have come in across most of the Wimmera District, with remaining areas imminent.
- Grass curing is advancing with warmer weather.
- Staff
 - Craig Brittain now permanent in Wimmera, from Bendigo
 - Ian Day has retired, last Thursday
 - Two key vacancies remain.

8.4 Red Cross

- An internal exercise conducted last week. A de-brief to be held, some learnings will arise. Council relief centre managers, Julie Schmidt and Wendy Lynch, and VicPol participated in this exercise.

8.5 Ambulance Victoria

- Funds were made available by Parks Victoria to commence the installation of emergency location markers in the Grampians. This will be done in stages as funding is available, and include coverage of the Grampians Peaks Trail.
- The significant efforts of Mark Urquhart, Dave Roberts, Paul Burton in implementing these arrangements were acknowledged.
- Nine new staff already or shortly in place. Several imminent retirements and transfers.
- Sufficient staff in place for normal rosters.
- Receive twice-daily forecasts for thunderstorm asthma. Looking at a smart phone app for patient tracking.
- Next year there will be a public release of the GoodSam app, offers a range of benefits, including AED register. Keen to work on our listing of defibrillators. These will be listed on Horsham's community map at horsham.pozi.com.

8.6 St John Ambulance

- Nil

8.7 Wimmera Catchment Management Authority

- Community meetings on Wartook Valley Flood Study to be held later this month (28-30 November) in Laharum, Wonwondah, Horsham.

8.8 SES

- Report circulated. Have a full complement of staff. Significant rain overnight but few callouts.

8.9 Department of Health and Human Services

- "Insure – it's worth it" campaign is underway at present. Old insurance policies in BMO areas may not be sufficient due to the new building regulations. Typically 40% under-insured was the experience in the last Grampians fires.

- “Beat the bite” campaign regarding mosquitoes. Ross River fever has been identified in the area. Horsham EHO staff are continuing to monitoring for mosquito activity, including sentinel chickens.
- Thunderstorm asthma alerts are circulated regularly. These are not a “warning”, they are an alert to be prepared. Being inside your house is a reasonable control during these periods.
- “Survive the heat” campaign. Includes measures for active people to avoid heat stress.
- Heat and related power outages. Power outages have been flagged as being likely this summer. There was a short power outage yesterday. There is now a state sub-plan relating to power outages.
 - It was noted that the Horsham AV base does not yet have backup power arrangements, including a generator connector point. **Action – Council (JM) to raise again with AV hierarchy.**
 - Horsham AV base is critical to this region. Horsham cannot relocate to an AV base west of Ballarat. Other AV bases in the region can relocate to Horsham.

8.10 VicRoads

- Power outage – an issue for traffic signals for ongoing outages.
- Lots of roadworks in progress – can be disruptive at times. Will be less over the Christmas break. Also McPherson St in April/May 2018.

8.11 PowerCor

- Report circulated regarding bushfire mitigation arrangements.

8.12 DEDJTR

- Emergency animal disease concern in Echuca area, with an exclusion zone of 100 km for no cattle exports. All cattle being tested. Might have been illegal movement and re-ear-tagging of cattle to avoid controls.
- Staff numbers are down in Ballarat, Colac and Hamilton areas.
- Has prepared exercise Crossover report – avian flu pandemic.
- Noted the work done by EPA, CFA and others in removing the Stawell fire stockpile. This was a significant risk to the region. This has been eliminated.

8.13 WHCG

- Apology

8.14 DELWP

- Apology

8.15 Uniting Wimmera

- New organisation, Wendy Sturgess now EO rather than CEO of former WUC.
- Some administrative functions are being centralised. Some local redundancies.
- Transition to NDIS is underway, has some implications for delivery of some services, and their accessibility.
- Alerting clients to the need to have heat and bushfire plans in place.

9. General Business

9.1 Public Space / Crowded Space Security

- Federal government has released a document on this risk. MAV is working with Councils to provide further information about this. Actions in Melbourne have

included installation of concrete bollards in some parts of the CBD.

- Terrorism to be included in Council's MEMP – hasn't been included yet. Will seek advice from VicPol in relation to these. Need for consultation with Police when events are planned.

9.2 2018 Meeting Schedule

- Was circulated. In addition to meeting below, further meetings in 2018 are:
 - 14 March
 - 26 July – Combined 4 Councils meeting
 - 14 November

9.3 Exercise Orwell

- WEMT is organising an exercise on 10 May 2018 relating to animal management.

9.4 VicSES - Nola

- Thanks to all who have supported the local branch with their incidents.

10. Next meeting:

Wednesday 14 March 2018 at 10.30am – Reception Room

11. Meeting Closed at 12:03 pm



HRCC PLANNING & BUDGETING FRAMEWORK

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1. PURPOSE

To provide a structured and consistent approach to Council's strategic planning and budgeting processes that produces meaningful documents that represent both the aspirations of the community and the intentions of Council, including:

- clear linkages between plans, strategies and other documents
- common language and definitions to be used
- defined annual cycle, in relation to the budget and planning processes.

2. SCOPE

This framework documents the key elements of Council's planning processes and outlines the linkages between the various documents and the timeframes in which they are produced, managed and evaluated.

There is a statutory requirement under section 125 of the *Local Government Act 1989 (the Act)*, for Council to have a Council Plan. It is this document that is at the core of Council's planning processes, and from where all strategic direction and leadership should be given.

3. DEFINITIONS

KEY DOCUMENTS

Annual Budget: The annual budget reflects the first year of the Strategic Resource Plan and contains the financial statements and a description of the activities and initiatives to be funded. It also provides information about services and capital works to be provided and how they will be funded. It aims to reflect the priorities and objectives of the Council Plan and establish performance measures and targets for key strategic activities to monitor performance.

Annual Report: The Annual Report outlines Council's performance as measured against the Council Plan, Annual Budget and Strategic Resource Plan. Annual Reports must contain financial statements as well as a performance statement as required by the Local Government Performance & Reporting Framework (LGPRF).

Business Unit Plans: Annual actions and targets to be achieved by a business unit in order to deliver on Council's priorities from the Council Plan.

Council Plan: This is Council's medium-term planning tool which reflects the outcome of stakeholder and community engagement. The Council Plan describes the organisation's strategic objectives, strategies for achieving the objectives, how progress will be measured as well as the resources required to implement the Council Plan for a period of at least four years.

Health and Well Being Plan: Outlines goals and actions that guide Council in creating a local community in which people can achieve maximum health and well-being. It is

a requirement under the *Public Health and Wellbeing Act 2008* that councils establish some key strategies to assist with improved public health and wellbeing outcomes within the community.

Long-term Financial Plan (LTFP): Is a plan of the financial and non-financial resources that are required for a period of at least 10 years or possibly more in order to deliver on the vision and objectives of Council.

Municipal Strategic Statement (MSS): Outlines the objectives for the future growth, development and management of land in the municipality, and sets out the strategies to achieve these objectives. The MSS forms part of the Local Planning Framework for Council's planning scheme, which in-turn is influenced by the State Planning Policy Framework whose provisions are determined by the *Planning and Environment Act 1987*. The MSS is required to be reviewed every 4 years in line with the Council Plan.

Service Overview Document: This document provides basic information about our services including a brief description of each department, statistical information, challenges and thoughts around future directions. It rolls up councils 80+ services into 33 specific service groups. It summarises key actions from Councils business unit plans and is used to inform our Council planning processes.

Strategic Resource Plan (SRP): This is a rolling plan of at least four years and forms part of the Council Plan. The Strategic Resource Plan should outline the resources that Council requires to achieve the objectives described in the Council Plan. It must contain the financial statements as prescribed by the regulations to outline the financial and non-financial resources required to deliver the strategic objectives of Council.

TERMINOLOGY USED WITHIN PLANNING DOCUMENTS

Activities: What we actually do.

Frameworks: Set out the broad principles required to guide plans, policies and procedures.

Four Year Priorities (What we will do): These are the key significant activities and tasks, also known as commitments or objectives. They are specific, measurable statements of what will be done to achieve the goals.

Function: A process or operation that is performed routinely possibly within a service area but also across service areas.

Goals : Are the broad groupings of programs, projects, plans or activities which must be accomplished in order to achieve a stated initiative or theme. They should support the vision that council holds for the future.

Guiding Principles: Are general statements of belief or values that inform the work that Council undertakes.

Impacts: The longer term effect of many outcomes.

Outcomes: The results that the outputs contribute to.

Outputs: What the activities actually deliver.

Plan: A scheme, program, or method worked out beforehand for the accomplishment of an objective (a plan of attack).

Policies: A Policy regulates, directs and controls actions and conduct. Policies can range from broad philosophies to specific rules.

Procedures: A Procedure tells users how to, and who will, implement the Policy. Procedures are specific, factual and succinct, and do not include detailed descriptions of routine processes and timelines which may be subject to frequent modification.

Strategies: are the high level actions directed at achieving the strategic objectives in the council plan. They can be individual actions or be a significant document that focuses on a single objective and provides more detailed actions and related background required in order to achieve that objective.

Strategic Indicators: see definition of “We’ll track progress in terms of”

Services: are the things that Council does to satisfy a need or to fulfil a demand. They are specific discrete items that have clearly definable outcomes, outputs and measures. They are not tasks, activities or functions.

Service Groups: is a logical cluster of services provided by Council that generally has a shared common purpose or theme. The groupings are done to consolidate Councils operations in to what are manageable sized components.

Strategic Objectives: see definition “What we will aim for”.

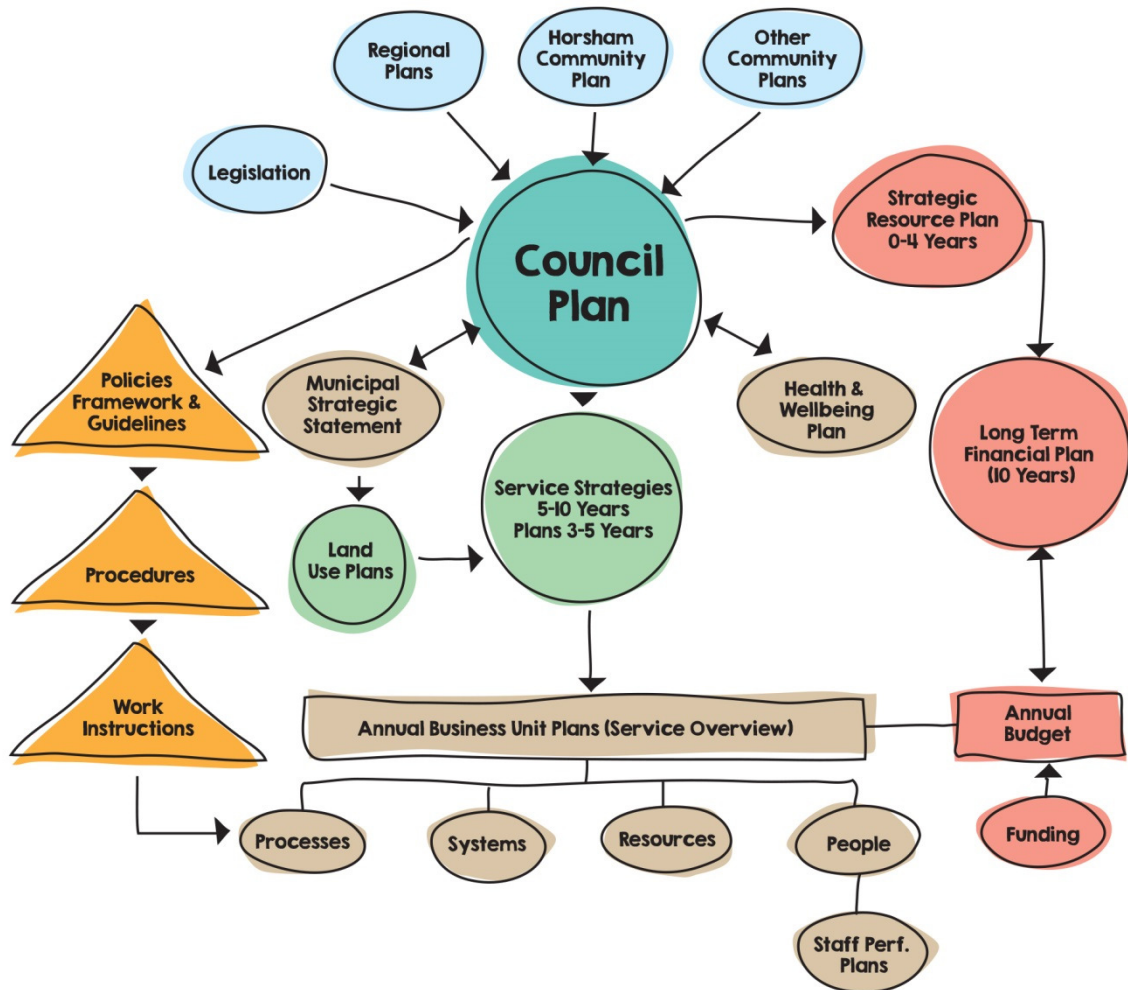
Tasks (or Activity): The smallest identifiable and essential piece of a service that serves as a unit of work, and as a means of differentiating between the various components of a project.

We’ll Track Progress in Terms of: These are also known as the strategic indicators. These are the items that we will monitor and report against in order to keep track of our delivery against the objectives.

What we will aim for: These are essentially Council’s strategic objectives and have also been referred to as key directions. They are the desired future, such as achievement of a goal or a solution to a problem.

Work Instructions: A work Instruction defines the detailed steps for carrying out tasks within a Procedure, or defines a rule that is specific to a local organisational area.

4. INTEGRATED PLANNING APPROACH



(Diagram 1)

4.1. INTEGRATED PLANNING OVERVIEW

The integrated planning approach centres on the Council Plan. Under the Act the Council Plan must include: the strategic objectives of Council, strategies for achieving the objectives for at least the next 4 years, strategic indicators for monitoring the achievements of objectives, a Strategic Resource Plan and any other matters prescribed by regulation.

The Council Plan covers all aspects of Councils operations and sphere of influence. Input is provided to the Council Plan from a variety of external documents and processes such as: legislation, regional plans, local community plans and other sundry plans, documents and strategies from within the community more broadly.

Two other key documents that take direction from and give direction to the Council Plan are the Municipal Strategic Statement and the Health and Wellbeing Plan. These documents are required under separate legislation and therefore are stand-alone

documents in their own right, but they should not be developed without reference to the Council Plan and vice versa.

Subordinate to the Council Plan are a broad range of service and activity strategies that are developed over time to look at specific actions in relation to individual areas within the community or with the services that Council delivers. Council currently has over 33 such documents and more are in development at any point in time. Others will reach a natural conclusion and some will be more ongoing in nature. The focus of these plans is usually in the range of 3 to 5 years.

Informed by both the Council Plan and in turn the Service Strategies or Plans are individual Business Unit Plans. These documents are developed with reference to the longer term direction provided by the Council Plan and the more intermediate term plans from the Service strategies. The Business Unit Plans are operational in nature and pick up on key actions and deliverables from the other documents. Business Unit Plans will be undertaken as required by each of the business units on an as needs basis, they are really about embedding the service strategies into the day to day operations of individual units. Key outputs from the Business Unit Plans are captured each year in the Service Overview document.

Operations are then delivered using a variety of processes, systems, resources and people and staff in-turn develop individual performance plans that are linked through the above process.

The Annual Budget (one year), longer term Strategic Resource Plan - SRP (4 years) and Long-term Financial Plan – LTFP (10 years or more) provides the link between the Council Plan, Service Strategies and Business Unit Plans.

The budget, SRP and LTFP express the activities of Council in monetary terms and encapsulate the actions and operations contained within the Council planning documents that are scheduled for completion in the relevant timeframe. The Annual Budget identifies the resourcing of service delivery and capital works in the short term (1 year) but within the context of the Council's SRP. The SRP then summarises the medium term financial projections of Council for the next 4 years and is important for ensuring that Council remains financially sustainable into the future.

The LTFP details the financial results and position of council out to 10+ years and demonstrates the long-term financial sustainability and viability of council.

Council Plan outcomes may also be achieved through a range of policies, procedures, guidelines and work instructions that help direct and lead the operations and processes of Councils day to day operations.

4.2. COUNCIL'S PRIMARY OBJECTIVE

The Local Government Act states that the primary objective of a council is to endeavour to achieve the best outcomes for the local community whilst having regard to the long-term and cumulative effects of decisions. The Act sets out that local government in Victoria:

- Is a distinct and essential tier of government
- Must provide governance and leadership for the local community
- Must be accountable to their local communities in the performance of functions and the exercise of powers and the use of resources

It is a statutory requirement that councils prepare and report on medium and short-term plans to discharge their duties of accountability and transparency to their communities.

As the closest level of government to the community, local government is best placed to observe community needs and concerns, and respond accordingly. As such, the role of local government is one of leadership, planning, advocacy and facilitating community participation.

4.3. THE NEED FOR GOOD PLANNING

Council planning is about visioning and making choices that will shape the future. These choices are based on a range of factors but are fundamentally informed by local community aspirations, needs, values and priorities. Council will actively pursue community input through the planning and reporting process.

The Council Plan reflects the vision and aspirations of the community and captures the character and identity of the municipality. Strategic objectives and indicators are to be clearly expressed, measureable and align with one another.

The likelihood of Council achieving success in fulfilling its mission and vision is greatly enhanced by the utilization of effective planning. Ineffective planning is a significant risk to Council and has been highlighted in a number of internal audits and risk assessments over time.

Successful strategic planning requires adequate time to be allowed for key stakeholders to input in to the annual cycle and for the plan to be cascaded down through the organisation, from the Council Plan, to individual Business Unit Plans, to Staff Performance Plans for individual employees and to inform the Annual Budget process.

A well-defined planning cycle and timetable which is both thorough and inclusive is provided each year for the process to be delivered in a timely manner.

4.4. COMMUNITY ENGAGEMENT

Engaging with the community is an important component of the Council Planning framework. Many of the annual processes around budget, annual reporting and the council plan are specifically legislated to gain community input by way of submissions under Section 223 of the Local Government Act. This is essentially a minimalist approach where the community is simply informed and provided some documentation and asked to make submissions. A more empowering approach is whereby communities are directly engaged in the establishment of a document and thereby share responsibility for decisions, and accountability for the outcomes of those decisions.

A clear objective (and challenge) of any community consultative process is involving a diverse and widespread cross-section of the community. The intent being to engage them adequately either directly in the development of the plan or at strategic intervals within the life of the plan or through other service strategies and community plans.

It is also important to engage with the community to determine their expectations and priorities, and to ensure alignment with the technical assessments of council. It is necessary through this process to prioritise ideas and dismiss some, which can lead to disengagement with some sectors of the community and undermine community confidence.

Council has a Community Engagement Policy, Procedure and template that should be utilised to help assess the appropriate actions to achieve meaningful consultation.

5. THE PLANNING CYCLE



(Diagram 2)

The yearly planning cycle is in fact much more complex than diagram 2 depicts, but essentially it is circular in nature and is continuous and ongoing across the entire year with each step being informed from the steps prior and informing those following.

Diagram 2 attempts to show the cycle in a simplistic and easy to read way with each of the key steps arranged in order of when they should commence within the cycle, whilst end dates are over-lapping. The months shown are approximate in many cases and may be influenced by other external requirements such as rate capping or other legislative changes. As the process is circular it is difficult to say exactly where it begins but the core document is the Council Plan, so that is the appropriate point to start.

5.1. THE COUNCIL PLAN (Dec – Jan)

Under Section 125(1) of the Local Government Act, Council must prepare and approve a Council Plan within six months after a general election or by the next 30 June, whichever is later. Section 125 (9) of the Act also allows individuals to make submissions to any proposed Council Plan or subsequent adjustments under Section 223 of the Act.

Under Section 125 (7) Council must at least once per year consider whether the Council Plan requires any adjustment in respect of the remaining period of the Council Plan.

The following points must be considered in relation to the Council Plan:

- The plan will consist of the relevant information as defined in Section 125 of the Act
- The plan will be developed with reference to the [Local Government Planning and Reporting Better Practice Guide \(2016/17\)](#)
- The plan may include any other information that Council sees fit to include
- It will have a major review at least once every council term, but more often if necessary
- It will be kept current through a yearly review process that looks at achievements against all aspects of the plan
- It will be developed and maintained with reference to relevant community documents
- Community consultation will be undertaken as deemed necessary during each review process
- Regular half yearly reporting will be undertaken to report on all actions linked to the Council Plan

Councillors come to office with ideas they would like to implement during their term, but they are not entering a policy vacuum as they inherit an existing 4 year Council plan, SRP and 10 year LTFP, plus a range of other longer term strategies, plans and vision documents. A challenge for newly elected councillors early on in the planning process is to understand how their priorities relate to the existing vision of Council and how that may be advanced and modified by their own ideas and programs.

Council views the Council Plan as a rolling 4 year Plan that is updated regularly but at the commencement of the 4 year Council term it will have a more significant review, to ensure that the input from new councillors is taken into account in the setting of the strategic direction for the following 4 year period of the council term. Council in its six monthly reporting process will clearly show to the community how its priorities are tracking and whether any have been completed, modified or dismissed.

The existing plan is reviewed section by section to ensure that the plan accurately reflects Council's position and is "owned" by the new Council as the key planning instrument for the term of the Council. During a period of significant review the timeline will be extended from a January completion to a later date of May or June, in order to ensure that there is adequate time for engagement with the community.

The Council Plan is made up of the following sections or components:

1. An overview of the municipality to set the context and provide some background for the plan – councillors, staff, the planning process, basic municipality statistics
2. The high level statements for the municipality of the vision, mission, core values and guiding principles.
3. Environmental analysis to determine the external factors that may be impacting on the council operations and infrastructure works.
4. Advocacy – Council chooses to report separately the issues that it intends to be advocating for across all areas of council operations and goals.
5. Council Goals are then each split into five separate sections:
 - i. Council's 4 year outcomes
 - ii. Council's 4 year priorities – capital and operations
 - iii. Strategies and plans related to the goal
 - iv. Service Areas under the goal
 - v. Ongoing tasks that relate to the goal that need to be highlighted as they are of strategic importance

5.2. BUSINESS UNIT PLANS (June - July)

Individual business units across Council will develop plans that are informed by the Council Plan and in turn the Service Strategies or Plans. They may be prepared at various points within the organisation, at the group, department or section level.

Business Unit Plans are operational in nature and pick up on key actions and deliverables from the other documents. They will be undertaken as required by each of the business units on an as needs basis, they are really about embedding the service strategies into the day to day operations of individual units. The format and method used to develop these plans is not standard across the organisation but key outputs from these plans are captured each year in a standard way within the Service Overview document.

5.3. STAFF PERFORMANCE PLANS (July – September)

All individual staff together with their supervisors, create performance plans for their own delivery. These plans align their efforts and activities with those of the Council and provide a mechanism to monitor staff performance and achievements.

These plans are also used as a means to reward staff for performance and achievements. They are linked to the Enterprise Agreement for yearly wage outcomes for individuals to shift from levels within a band or to receive a one-off annual end of band payment.

5.4. ANNUAL REPORT, FINANCIAL AND PERFORMANCE STATEMENTS (Jul - Sep)

There is a statutory requirement under section 131 of the Local Government Act to prepare an Annual Report, containing certain information including, audited financial statements, performance statements and details of the activities and operations of

Council for the year. It clearly details how and what Council has achieved against the Council Plan.

This document is the key statutory requirement by which Council makes itself accountable to the community. Regulations introduced in 2014 require Council to report against a series of standardised Performance Reporting Measures that are to be audited and reported in the Performance Statement included in the Annual Report and these are also then made publicly available through a website called “Know Your Council” <https://knowyourcouncil.vic.gov.au/>.

5.5. REVIEW OF STRATEGIES, RISKS AND PLANS (July - Dec)

Whilst all service strategies and plans will be subject to ongoing action and delivery it is important to undertake a review of these plans to assess their relevance and currency in relation to a revised Council Plan. Individual plans will have significant milestones within them but a once a year review of these documents should typically be conducted to ask the following questions:

- Is the document still relevant?
- Is it still in active use?
- Does the document require updating?
- Are there any significant items of interest to consider that may impact on other plans or strategies?
- Should the document be completed or archived?

The Council Plan lists all of the strategies and plans that are relevant to each of the goals within the plan, and each document can be found on Council’s website.

Some plans may take significantly more time and effort to develop and to implement ie Community Plans, and as such will require more time and resource allocation to plan for their renewal. Council within its annual budget sets aside funds for the development and renewal of these plans and strategies as required.

5.6. UPDATE SERVICE OVERVIEW DOCUMENT (Oct – Nov)

Council delivers around 80 different services to the community. It is a difficult task to define each of our services at the right level that is not too big to summarise in a meaningful way and at the same time not too small and detailed. For the ease of this task we have rolled-up these services into 33 distinct Service Groups.

The Service Overview document is developed as an information resource for Councillors and staff. This document provides basic information about our services including a brief description of each department, statistical information, challenges and thoughts around future directions. It is informed by individual business unit plans and individual staff performance plans. It in turn informs the Council planning processes.

5.7. BUDGET DEVELOPMENT GUIDELINES (Oct – Nov)

This document will set out the guidelines, influencing factors, principles and the timetable to be utilised in the development of the detailed budget. Key issues around standard rates, plant hire charges and assumptions to be applied in the detailed budget development phase will be documented to guide the budget development process. This is produced annually in consultation with Directors and Departmental Managers.

This document is extremely important to the overall planning process as it sets up the necessary dates and timelines that need to be adhered to in order to meet the legislated budget timetable requirements and facilitates the operational requirements for meeting dates and times.

5.8. BUDGET DEVELOPMENT (Nov – May)

The development of Council's budget is a lengthy process involving all areas of operation and requiring input and analysis from a significant number of staff. It involves the analysis of a high degree of detail but needs to remain open and transparent at all times. Budget development begins with the setting of some broad principles and guidelines for the development of an initial "high level" budget prior to 31 December.

The final budget must be presented using a model budget template that is standard across all of local government in Victoria and must be adopted by Council by 30 June each year.

There is a requirement for community consultation under Section 223 of the Act and this must be well planned for in the budget development timetable.

The budget can be broken down in to a number of distinct components as follows:

5.8.1. KEY BUDGET PARAMETERS/POLICIES

There are some key parameters/policies that impact on Councils overall budget. These parameters/policies are defined by Council at their discretion, but they are also influenced by past approaches. Any significant changes need to be managed carefully and phased in as required.

- 1) Consideration needs to be given to the budgetary impacts of any changes to the Council plan
- 2) Council always undertakes to present a balanced budget on a cash basis.
- 3) Rate increases are not to exceed the rate cap set by the Minister in December each year, but they can be less.
- 4) Council can choose to apply for a rate cap variation
- 5) The Rates Strategy and related policy positions need to be reviewed
- 6) Level of Community Grants and Donations is determined
- 7) Fees and charges are set by council
- 8) Level of borrowings is set by Council policy
- 9) Use, purpose and balances of reserves

At an early stage of the budget process Council will consider these parameters and in-turn look at the starting targets for funding of operations, initiatives and capital from the available general revenues.

5.8.2. FUNDING SOURCES

5.8.2.1. General Revenues

General Revenues are those that are not tagged or committed for a specific purpose. The main items that come under this are Rates, Investment Income, Federal Financial Assistance Grants (FAGS) plus some other minor items. These General Revenues are used to fund the operations, capital program and initiatives of council. They are allocated across Council's services at the discretion of Council.

Rates each year will increase up to the % rate increase set by the Minister's rate Cap plus any new supplementary valuations conducted throughout the year.

Council has always allocated the FAGS Road component to the delivery of the Road Construction program, although this is not a requirement of the funding.

5.8.2.2. Fees & Charges

Fees and Charges are set by Council during each budget cycle after review and recommendation by officers.

In determining if services should be funded by specific charges or through rates, Council has to consider the aspect of whether services are either entirely or partially "public goods", these being services providing a broad benefit to the community rather than a particular benefit to individuals or groups. In the case of public goods it is often difficult or impractical to exclude non-payers from the benefits or to attribute costs.

Where possible, Council sets user charges based on the cost of provision of those services where there is clearly a direct benefit to users, such as the garbage collection service, in which the revenue from the charges for household garbage services and others are set to meet the total cost of all waste services, including collection, treatment and disposal.

At the same time small scale services or those where it would be difficult to attribute costs may have a notional fee or are funded through rates.

5.8.2.3. Specific Purpose Grants

Some service delivery areas are either wholly or in part funded by specific purpose grants from other tiers of government. These grants are included at their known values or a best case assumption is made as to their approximate amount. At least a CPI increase is usually expected. If funding to a specific service is discontinued then the service will cease or its future funding discussed within the Initiatives allocation.

5.8.2.4. Transfers from Reserve

Reserve funds are discretionary cash backed reserves usually not restricted by a statutory purpose. Council has made decisions regarding the future use of these funds and unless there is a Council resolution these funds are only used for those earmarked purposes.

Each year Council will fund some of its Capital Program and some operational items through the use of funds held in reserve.

5.8.2.5. Loan Borrowings

Council has the capacity to borrow funds and has established a Loan Borrowings Policy to guide decisions around the appropriate level of borrowings. Loan funds are able to be taken out each year and used predominantly as an additional source of funding for new major capital projects.

5.8.2.6. Prior Years Cash Surpluses

At the end of each financial year a reconciliation of Council's final cash position is undertaken and a final cash position is determined after consideration of projects that need to be carried forward for completion. If there is any cash surplus amount this becomes an additional one-off funding source for one-off initiatives or capital projects in the next year's budget cycle.

5.8.3. USES OF FUNDS**5.8.3.1. Operational Budgets**

The basic principle is that each operational service will build its budget based on its needs after consideration of the overall context of Council's budget and some basic parameters set down by the Executive Managers Group in the budget development guidelines. Any decision to scale back a service or to increase a level of service will be considered as an initiative and discussed with Council.

The process is co-ordinated by the Finance Department but with significant detailed input from all Departmental Managers and Directors. A usual practice in recent years has been to restrict non-salary cost increases across an entire department to CPI less a percentage factor for efficiency savings. Individual budget line items may change considerably but must be balanced back within the Department. This gives Departmental Managers some degree of flexibility within the areas that they control.

Any service that is in part funded by a specific purpose grant or fees and charges must factor these in to the overall budget when considering expenditure to be funded from general revenues.

Salary budgets are developed up by the Finance Manager in conjunction with the Departmental Managers and Directors, and with reference to Council's Enterprise Agreement. Any changes to staffing levels are to be included in the discussion of operational initiatives.

5.8.3.2. Operational Initiatives

Operational initiatives can be classified in to two types:

- 1) One-off items that have a finite start and end date and are usually focused on achieving some longer term operational efficiency objective.
- 2) Items that are a request for increases to service levels and so may have ongoing operational impacts if approved.

Submissions for initiatives are called for each year by the Finance Manager and require information/quotes to substantiate the requests. The amount of funds set aside for initiatives will depend upon the overall budget position and any cash surplus from prior years.

Providing some level of funds for initiatives is always a desired goal in order to drive further efficiencies across the organisation and to meet some one-off service changes.

5.8.3.3. Community Grants and Donations

Each year Council sets aside funds to be distributed across the community through a community grants and community donations process. A separate policy exists around how submissions for these funds are called for and how the allocations are determined.

The level of funding provided for these grants and donations is a decision of Council in the early stages of budget development. The final allocations to individual groups are approved by Council in a separate process prior to the final adoption of the Council budget. This is to provide the community groups with sufficient notification for their own planning purposes.

5.8.3.4. Capital Projects and Works

Capital works are split in to 3 separate groups:

- 1) Renewal of existing assets – renewal is where an asset is repaired to its existing level of service.
- 2) Upgrade of an existing asset – is where an asset is both renewed but also improved from its current level of service
- 3) New Assets – where a completely new asset is constructed or purchased to provide a new or extension to a service

The funds available for each of these 3 categories will vary from year to year and will depend upon a range of factors such as:

- Council's ability to set aside tagged rate revenue for renewal assets,
- renewal requirements,
- the success or otherwise of specific grant funding from other levels of government (In most cases if grant funding is successful it will also require a commitment from Council's general revenue sources in order to complete the project),
- the capacity of Council to borrow funds,
- the level of loan repayments (interest and principal)

- the amount of general revenues that can be made available for capital expenditure

Asset Renewal Works – Council is responsible for a range of ageing infrastructure. There is, however, a shortfall between the required spend to maintain all assets to an appropriate standard and the available funds. This is known as the asset or infrastructure renewal gap. Councils current Asset Management Policy calls for an annual rate increase of up to 2.0% to specifically contribute to the renewal gap shortfall. A 2% rate increase was tagged for the years from 2008/09 to 2011/12. For the years from 2012/13 to 2017/18 only a 1% rate increase was tagged to contribute to the renewal gap. This tagged rate revenue now provides over \$2.1m each year for infrastructure renewal.

The capital budget is developed in two ways:

- 1) The first is through a call for submissions using project management template documents and approval processes. The submissions cover off on all asset classes except for roads and related infrastructure. These are then evaluated using Council's Capital Evaluation Model and the priorities are established through a series of review meetings as set out in the budget development guidelines, with the Asset Management Group, Executive Management Group and Council.
- 2) The second is the road construction program which is developed by the Technical Services Department. The Department utilises information from the Roads Asset Database, and Roads Asset Management Plan to develop the works program. Staff review road conditions and priorities and undertake physical inspections to determine the correct mix of construction works. This works list is continually refined until it fits within budget parameters. The submission is then reviewed by Executive Management Group and Council.

Asset management plans are an important component in the decision regarding funding of capital works and these plans are not as yet fully mature for all asset classes but are currently in development.

5.8.3.5. Carried Forward Prior Years Items

At the end of each financial year all uncompleted projects are assessed to determine their requirements for funds to be carried forward to enable their completion. Funds may also have been provided through a specific purpose grant and not fully expended so therefore need to be carried forward.

These projects are not known when the initial budget is finalised but are added in as a budget revision in approximately September once the final year end accounts and analysis has been completed

5.8.4. BUDGET VARIATIONS

A budget is by its very nature a best estimate of the likely financial revenues and expenditures across a range of services and project delivery. Staff leave the organisation which generates savings but then need to be replaced at a cost. Some operational costs increase more than expected, some savings are identified, projects are delivered both over and under budget and sometimes projects cannot be delivered at all.

These changes lead to the potential for surplus funds to be identified during the year and offer the opportunity for them to be redirected to other purposes.

Operational variations between service delivery areas are managed at the departmental level in discussion with the relevant Director. Any significant variations that lead to changes in the outcomes for a service delivery area should be reported up through Council's Finance and Performance Committee.

Changes to capital works allocations should be managed as follows:

- If the budget is over at time of tender / quote decision, then the budget for the project can be revised at the time of approval. Typically, this should be done through under-allocation in other areas. If this funding is not available then a call might be made on the Council contingency. Ideally, individual projects would have a contingency built into them. If sufficient funds don't exist within a department, or Council contingency, then would need to go to Council with a funding proposal.
- Subsequent to the tender/quote decision, Directors only should make the approvals, based on advice from their Managers. There is a provision under existing delegations for Directors to approve cumulative contract variations up to \$50,000 per project. And this would apply to budget variations as well.
- Amounts above \$50,000 should be approved by the Chief Executive and then reported to the Finance and Performance Committee.
- More significant and major projects (example in the past was the Horsham Town Hall project) should be for the consideration of Council.

5.8.5. BUDGET STAGES

The budget development process can be broadly split in to 3 stages:

Stage 1 – Is developing a good understanding by council of all services offered, the challenges they face and the opportunities they have identified, then reviewing key strategic documents that guide the development of the detailed budget.

Stage 2 – Is developing up the detailed budget, LTFP, Council Plan and Rates Strategy and locking in all numbers, for the consideration of Council.

Stage 3 – Is meeting the statutory and practical requirements, producing the required documentation, reviewing and undertaking the statutory consultation process prior to adoption.

The following flow chart is an example of the steps in the budget development process and as defined in the Budget Development Guidelines:

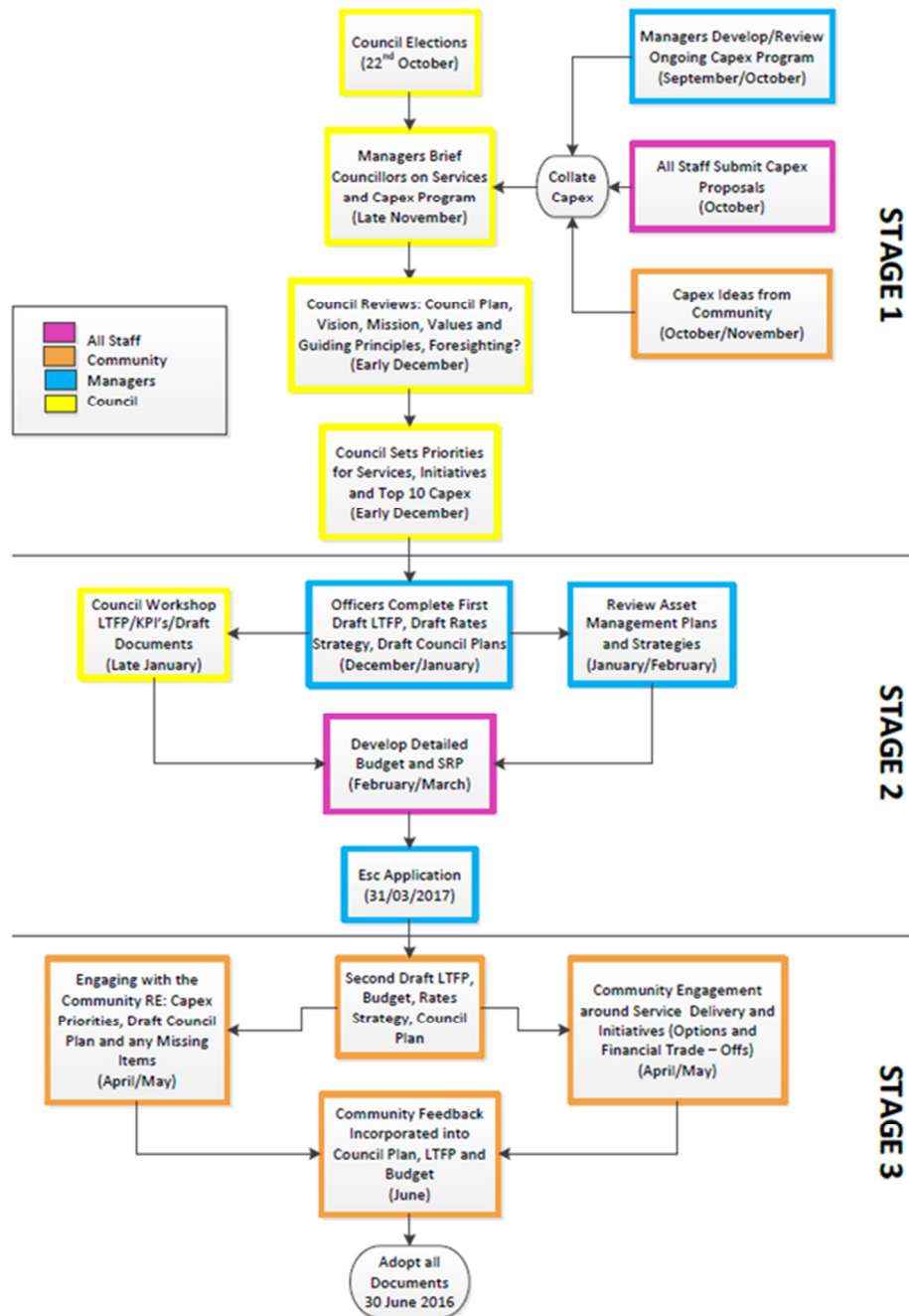


Diagram 3

5.9. STRATEGIC RESOURCE PLAN AND LONG TERM FINANCIAL PLAN (Nov – May)

The Strategic Resource Plan (SRP) and Long-term Financial Plan (LTFP) express the activities of Council in monetary terms over a number of years and encapsulate the actions and operations contained within the Council planning documents. The annual budget identifies the resourcing of service delivery and capital works in the short term (1 year), the SRP then summarises the medium term financial projections of Council for the next 4 years and the LTFP for 10 years or greater.

These longer-term documents are important to demonstrate Council's longer term financial sustainability and viability.

The SRP must be included as part of the Council Plan, it outlines the resources that Council requires to achieve the objectives described in the Council Plan. It must contain the financial statements as prescribed by the regulations to outline the financial and non-financial resources required to deliver the strategic objectives of Council. The first year of the SRP is the following year's budget. As such it forms the basis for future years and needs to be completed before the SRP can be finalised.

The LTFP is an extension of the SRP beyond the 4 year Council Plan and as such contains many more assumptions and guess-estimates. Key to both the SRP and the LTFP is understanding and applying Councils Rating Strategy and loan borrowings strategy together with its attitude towards service delivery and desired capital works program.

Capital works priorities that collectively reflect the views of Councillors need to be factored in. Additionally community views and expectations also need to be taken in to account.

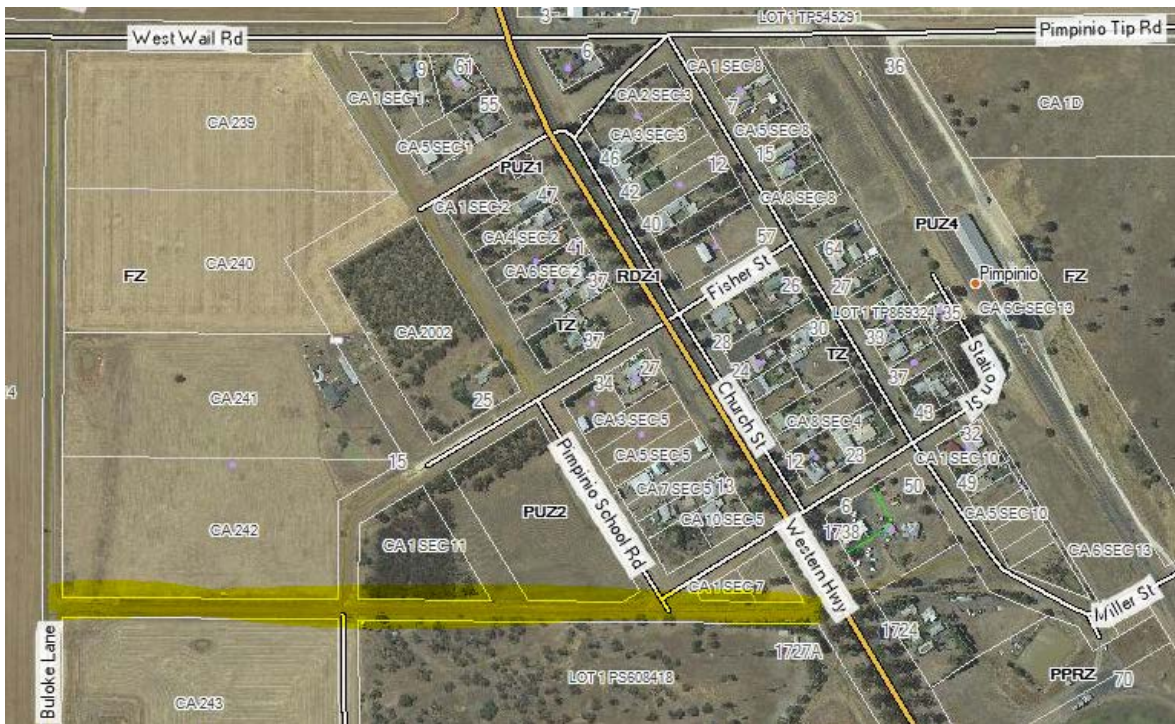
REFERENCE DOCUMENTS

Department of Planning and Community Development – Local Government Planning and Reporting – Better Practice Guide – February 2013

LGPRO – Embedding Community Priorities into Council Planning – Guidelines for the Integration of Community and Council Planning – May 2008

LGPro – Corporate Planners Special Interest Group – Council Plan Development Guidelines HRCC Community Engagement Framework & Policy

Municipal Association of Victoria – Council Plan good practise guide – October 2016
https://knowyourcouncil.vic.gov.au/__data/assets/pdf_file/0005/32918/Local-Government-Better-Practice-Guide-Planning-and-Reporting-2016-17-FINAL.pdf





HORSHAM RURAL CITY COUNCIL

And

ESCO PACIFIC PTY.LTD.

Memorandum of Understanding
February 2018

This Memorandum of Understanding is made on the _____

Between **HORSHAM RURAL CITY COUNCIL (Council)** of 18 Roberts Avenue, Horsham
Victoria, Australia, 3400

And **ESCO PACIFIC PTY.LTD. (ESCO)** of Level 4, 13 Cremorne Street, Richmond,
Victoria, Australia 3121.

RECITALS

- A** Horsham Rural City Council (Council) is a Local Government Authority focused on providing services, facilities and support to the local community. Council run a Community Development Grants round each financial year.

- B** ESCO Pacific (ESCO) is a leading Australian developer of utility scale solar farms who intends to develop a new solar farm at Riverside East. Once operational the Horsham Solar Farm (HOSF) will contribute to the Victorian Renewable Energy Target (VRET) and have significant environmental and sustainability benefits. As part of ESCO's participation in the Victorian Renewable Energy Auction Scheme (VREAS), ESCO intends to provide benefits to the community of Horsham.

- C** Council and ESCO agree to enter into a strategic relationship focused on supporting a strong local community through collaboration in Council's annual Community Development Grants Program.

- D** This Memorandum of Understanding (MOU) formally acknowledges the intent of ESCO to contribute future funding to support Council's annual Community Development Grants Program should its Horsham project proceed under the VREAS.

INTENT

1. KEY OBJECTIVES

1.1 This MOU sets out the framework for ESCO benefit sharing to the Horsham and district community through an annual contribution to Council’s Community Development Grants Program (the Program) should its Horsham solar farm proceed under the VREAS. This includes: details of the Program; the roles and responsibilities of each party including input into the decision of the recipients of ESCO funding; publicity and media; and confidentiality.

2. COUNCIL’S COMMUNITY DEVELOPMENT GRANTS PROGRAM

2.1 The HRCC Community Development Grants program is an annual funding program allocated as part of Council’s yearly budget process to not-for-profit community organisations for the benefit of the residents of Horsham Rural City Council.

Council’s Community Development Grants Policy (the Policy) (refer Attachment 1) sets out the framework for the delivery of Council’s Community Development Grants Program. ESCO’s involvement with the Program will be in accordance with the Policy.

The Program annual cycle is as follows:

December	Finalisation of annual Guidelines and Application Form
End of January	Grants Round opens
End of February	Grants Round Closes
March	Grants Assessment process
March 31 st	ESCO to pay to Council the nominated contribution
End of April	Council adoption of grant allocations
July 1 st	Grant allocations become payable for the financial year

3. RESPONSIBILITIES OF COUNCIL

3.1 Council are responsible for the delivery of the Program in accordance with the Policy. Specific responsibilities include:

- Review and finalise the Grant Guidelines and Application form each year
- Publicise and distribute the Guidelines and Application form widely using e-mail, print media and social media. ESCO logo to be included on all Program documentation. Details of annual ESCO contribution to be identified and acknowledged in the Program guidelines
- Undertake community information sessions during the grants open period
- Collect, store, collate and assess grant application forms using a pre-determined ranking system. Identify applications that are suitable for funding

by ESCO, aiming for 60% of ESCO funded applications to benefit community groups located near the new solar farm

- Undertake assessment process as detailed in the Policy
- Ensure ESCO or a committee appointed by ESCO formally endorse applications to be funded through the ESCO contribution
- Council to formally adopt grant allocations in April each year
- Advise applicants of success/non-success. Letters to include acknowledgement of ESCO contribution.
- Publicise grant allocation through local media and social media. ESCO contribution to be identified and acknowledged in all publicity and media
- Provide advice to grant recipients throughout the project delivery phase
- Monitor grant activities and completion
- Make payment of grant allocations to grant recipients.
- Review the Program for continuous improvement on an annual basis.

4. RESPONSIBILITIES OF ESCO

- 4.1** ESCO has agreed to contribute annual funding to support applications under the Program should its Horsham solar farm proceed under the VREAS. The first contribution will be made once the solar farm is fully operational. The amount of funding to be contributed by ESCO will be determined by ESCO annually (the funding available may be influenced by the eventual installed Mega Watt capacity of the solar farm).

Specific responsibilities include:

- ESCO to advise Council by December 1st each year of their annual contribution for the following financial year.
- ESCO to endorse applications to be funded through the ESCO contribution.
- ESCO to collaborate with Council in media announcements and consult on any media/publicity relating to the Program
- ESCO to pay the nominated annual contribution to Council by March 31st of each year so that this funding is confirmed prior to Council adoption of grant allocations.

5. THE PARTIES AGREE TO:

- 5.1** Maintain a strong and sustained collaborative relationship.
- 5.2** Undertake their respective responsibilities as outlined in this MOU.
- 5.3** Refer any disputes relating to this MOU and the Program to the Chief Executive Officer of Council and a senior authorised representative of ESCO for discussion and resolution, and if necessary for an external mediation process agreed by both parties.

5.4 Explore and facilitate other collaborative activities that are not specified in, but are in accordance with the intent of this MOU.

6. OTHER PROGRAM FUNDING PARTNERS

6.1 Nothing in this MOU is intended to create an exclusive relationship between the parties for the purposes of delivering the Program.

6.2 ESCO acknowledges that from time to time, Council may have other funding partners contributing to the Program. These other funding arrangements will operate in accordance with the Program Policy and be covered by a separate MOU. Council retains the right to include other funding partners in Program documentation, publicity and media at its sole discretion.

7. CONFIDENTIAL INFORMATION

7.1 Each party agrees to keep confidential all information disclosed by the other party on a confidential basis and to disclose and use such information only for the objectives of this MOU. All confidential information exchanged will be marked as Confidential

7.2 Disclosure of Confidential information can only occur with the written permission of the party supplying the original confidential information and material. Information and material will not be regarded as confidential if it is already known to, or developed independently by, a party or information the disclosure of which is required by law.

7.3 The parties agree that ESCO may disclose the existence and terms of this MOU for the purposes of its participation in the VREAS.

8. PUBLICITY

8.1 Both parties agree that publicity of Program activities will be undertaken by Council as detailed in this MOU. Council will clearly identify the projects that are funded by ESCO each year.

8.2 Both parties to this agreement will work together to gain mutually beneficial publicity in regards to the Program.

9. INSURANCE

9.1 It is acknowledged that each party will carry all insurance and safeguards in relation to their respective employees and agents against any loss, damage, expense or claim arising out of the Program as detailed in this MOU.

10. CONFLICT OF INTEREST

Each party warrants that, to the best of its knowledge and having made full inquiries, no conflict of interest exists or is likely to arise, which may impede the parties from fully performing their responsibilities under this MOU. Should any potential conflict

of interest arise, the respective party will immediately notify the other party of any actual or potential conflict of Interest and will follow an agreed process in relation to such conflict.

11. TERM

- 11.1** This MOU will commence upon execution by Council and ESCO
- 11.2** This MOU will continue for ten years from the date of execution, unless extended or unless terminated by either party, upon providing the other party with not less than 12 month’s notice to ensure an annual funding cycle can be completed.
- 11.3** This MOU will automatically terminate if ESCO notifies the Council that its Horsham project is not selected as a preferred proponent under the VREAS, if the VREAS does not proceed, or if the Horsham solar farm does not reach financial close.

12. EXECUTION

Signed on behalf of Horsham Rural City Council

(Signature)

(Print Name)

(Position)

Date:

Signed on behalf of ESCO Pacific

(Signature)

(Print Name)

(Position)

Date:

ATTACHMENT 1



Horsham Rural City
Council urban rural balance

Council Policy

Community Development Grants

1. PURPOSE

Horsham Rural City Council (HRCC) Community Development Grants Program helps groups in the Horsham & district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's Community Development Grants Program.

2. INTRODUCTION

The HRCC Community Development Grants Program is an annual funding program that allocates grants to local not-for-profit organisations, groups and associations every year. This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information.

3. SCOPE

This policy is applicable to all community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. DEFINITIONS

N/A

5. PRINCIPLES

The HRCC Community Development Grants program is an annual funding program allocated as part of Council's yearly budget process to not-for-profit community organisations.

5.1 Funding Priorities

The Community Development Grants Program is linked to the key priorities of the current Council Plan and Health and Wellbeing Plan. Accordingly, successful applications should support one of the following key funding priorities:

- A. Social connection
- B. Physical activity
- C. Healthy, safe and liveable environments
- D. Education and economic development
- E. Public health and safety
- F. Healthy eating
- G. Prevention of violence against women
- H. Disability Access

An application may also be lodged for any project that may not fit the key funding priorities but is linked to other Council Plans or Strategies or has a community focus.

Council may, for a particular year, add or change key funding priorities.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000. Council may consider a larger staged project over a number of years for an application in excess of \$10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Total funds made available, for a particular financial year, will be a decision of Council within the annual budget process.

5.2 Eligibility

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for a community development grant.

The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

Who cannot apply and what projects are ineligible for funding?

- Individuals
- Those seeking funding for a commercial business
- Those groups who have not expended or reported back on a previous grant allocation
- Funding for organisational operating costs, e.g. wages and utilities
- Projects that are the responsibility of other sectors of government

- Projects that are a clear duplication of other services
- Projects that have already commenced
- Applications that are received after the closing date.

Projects are to commence after 1 July and be completed by 30 June of the following year.

5.3 Application process

Eligible groups must apply by the due date and using the form supplied on the HRCC Council website: Guidelines and templates for the Community Development Grants <http://www.hrcc.vic.gov.au/community-grants>

All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000
- Endorsement of all groups/organisations who will use or benefit from the project, including the over-arching body who auspices the group or the Section 86 Committee (if applicable)

5.4 Assessment Criteria

Applications will be assessed using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council. Submissions from a previously unfunded group will be given a higher priority in the assessment process
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- How well the project supports Council's priorities in terms of the Health & Well-being Plan and Council Plan
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects

5.5 Assessment Process

- All applications are received by the Records Department and saved electronically.
- The Grants Officer prepares a Grants Summary which ranks applications in accordance with the assessment criteria
- Initial assessment panel consisting of:
 - Grants Officer
 - Finance Manager
 - One representative of Technical Services, Community Services and Economic Development and Planning
- The initial assessment panel makes recommendations to the Executive Management Team.
- Sport & Recreation projects are referred to Council's Sport & Recreation Advisory Committee for prioritisation before final approvals are made.
- Executive Management Team endorse final grants list
- Final adoption by Council as part of the yearly budget process

Council may only allocate part funding for a project rather than the full amount requested in the application.

A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.

Applications seeking sponsorship for marketing and promotion of a local event outside the municipality are referred to Council's Tourism Events & Festival funding program and guidelines.

HRCC assistance should be acknowledged on any promotional material or media coverage relating to the successful project.

5.6 Time lines

Time lines are established by the Finance Manager in December each year to fit in with the budget process for the following year. General guideline for timelines is as follows:

- | | |
|------------------------|-----------------|
| • Applications open | End of January |
| • Applications close | End of February |
| • Council Adoption | End of April |
| • Advice to applicants | End of April |

5.7 Grant payment

In general, Grants will be paid in October of each year; however the payment date may be varied in justifiable circumstances, upon written request to Council.

Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation. These invoices and payments must coincide with the grant financial year.

5.8 Grant Reporting

Successful applicants are required to complete a Community Grants Project Report upon completion of the project.

The template for the Project Report can be downloaded at <http://www.hrcc.vic.gov.au/community-grants>

6. COMMUNICATION

The Community Development Grants program has a dedicated page on the Council internet site <http://www.hrcc.vic.gov.au/community-grants>.

The Guidelines and Application forms are forwarded to all applicants from the previous year.

The Community Development Grants Program is promoted during February each year in local print media, coordinated by the Media and Communications Officer. Community information sessions are coordinated by the Grants Officer in February each year

7. RESPONSIBILITY

Policy Owner: Grants officer

8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	3 March 2014	Council	<ul style="list-style-type: none"> New Policy

Monday 18th December, 2017.

Horsham Rural City Council
Roberts Ave, Horsham,
Vic, 3400.

To Horsham Rural City Council,

FOI/AOI (00000)
John
22 DEC 2017
COPIES Fiona Kelly

Paula Wiedermann
62 Grant Drive,
Dooen, Vic, 3401.

We are petitioning for the maintenance, upgrade, and a proposal for an extension of our walking/bike track located from Riverside Road to River Heights Road. Our petition would like to upgrade this track from quarry stone to gravel/bitumen track that would be accessible from Horsham (Dooen Road) through to Longernong College.

Currently the track located from River Side Road to River Heights road has been unmaintained with weeds growing through and over it, ant mounds, bollards that have been removed and currently is been used as a road for traffic; cars, forklifts, tractors. This has damage our track and has made it very unsafe for pedestrians to use with several injuries which have occurred already due to the lack of maintenance and vehicles operating on it.

During winter season or when there has been a current form of wet weather the track is unable to be used due to its condition.

There is no linkage between town and this track to make it accessible for pedestrians to access town safely.

We have made contact on several occasions either by phone, letter or in person in the attempt to have maintenance on this track with nothing that has been done yet or any response to the complaints being forwarded.

We would like an extension, upgrade of our track from Dooen Road to Longernong College.

We need a linkage for our children/pedestrian to ride/walk to schools and access town safely.

We have a number of recreation facilities located along this purposed track; Motor cross, Go Karts, Pistol Club, Events Centre at Longernong as well as the Longernong College, available that is only accessible via road.

These facilities bring thousands of people and their revenue on a yearly basis to Horsham, with many of these events being National or World class events.

Longernong College is one of the oldest and largest Agricultural Colleges in Victoria. It currently has 250 students. There are 100 full time students, 85 of those who have resided at Longernong Campus. Longernong College has a large number of students that are still currently under the age of 18. There is no form of public transport from the College to Horsham. An appropriate linkage via a bike/walking track for the students to access town safely, while promoting a healthy and active living.

Horsham Council's Health and Well Being Action Plan 2017-2021 states they are already improving the health and well being across the community. With ongoing commitments in this space include:

Pg 17 (3.8) Development of maintenance of roads, footpaths and walking and bike trails with particular focus on key precinct linkages (eg; home to schools) to promote active living options and supporting infrastructure.

Pg 17 (3.9) Undertaking urban planning that considers health and wellbeing such as social connectivity, safety and active living.

From the Community Engagement survey Horsham Rural City Council conducted 17th July-21st July 2017 one of the top three prioritises amongst our community was healthy eating and active living which received the most comments. Key themes were as stated:

Pg 16 *Develop/maximise our natural environment to promote active living (including bike/walking trails for connectivity, focus on infrastructure such as shade, water taps, lighting).

Horsham Rural City Council Plan To Do; Pg 18, 19

- Increasing healthy eating and active living by
 6. Develop and maintain foot paths and walking and bike trails with particular focus on key precinct linkages to promote active living options and supporting infrastructure.

We believe that the facilities, recreational clubs, events centre and Longernong College promotes and invites multitudes of visitors to Horsham should be able to access these facilities safely while promoting a healthy and active living. Our children should have a safe and accessible linkage to their schools and town.

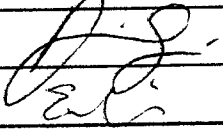

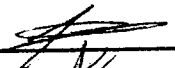



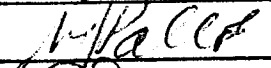

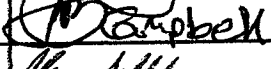
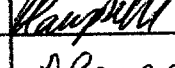
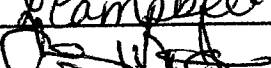
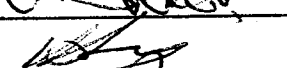

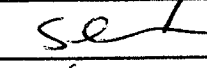
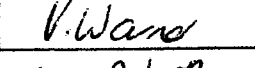
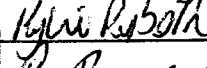


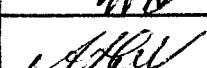
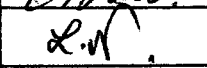

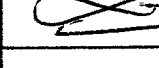
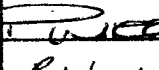
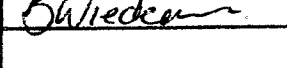
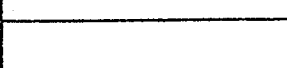

We have attached photos of the track and its condition.








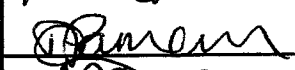
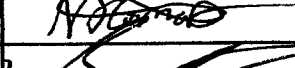

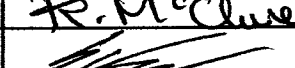

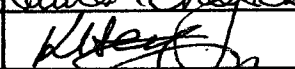
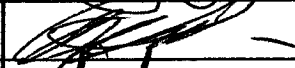

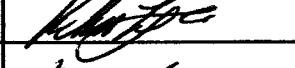
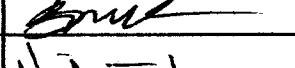

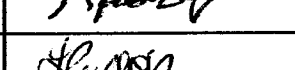
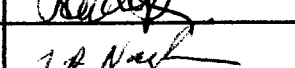
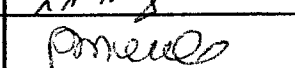

We look forward to receiving your response.

Kindest Regards,



Paula Wiedermann.

	NAME	ADDRESS	SIGNATURE
7-10-17	DANIEL SMITH	14 BRIGHTON AVE, DOONEN VIC 3401	
7-10-17	EMILY SMITH	14 BRIGHTON AVE, DOONEN VIC 3401	
7-10-17	FIONA FRIBERG	19 RIVER HEIGHTS RD, DOONEN	
	JEFF FRIBERG	19 RIVER HEIGHTS RD DOONEN	
17-10-17	BANCA INKSTER	2 BRIGHTON AVE DOONEN	
17-10-17	BRENT INKSTER	2 BRIGHTON AVE DOONEN	
23-10-17	NANCY PANKOT	534 Doonen Rd ^{Henry Hwy} Doon	
23-10-17	Rebecca Roy	24 Brighton Drive Doon	
23-10-17	Bruce Campbell	29 Brighton Drive	
23-10-17	KACHAN CAMPBELL	29 Brighton Drive Doon	
23-10-17	LYN CAMPBELL	29 Brighton Drive Doon	
23-10-17	CHRIS WILDE	BRIGHTON DRIVE DOONEN	
23-10-17	IAN DAY	46 BRIGHTON DV DOONEN	
23-10-17	TERESA DAY	46 BRIGHTON DV DOONEN	
23-10-17	SEVE WARNER	46 BRIGHTON DV DOONEN	
23-10-17	LICKI WARNER	46 BRIGHTON DV DOONEN	
23-10-17	Kylie Rosbotham	38 Brighton DV Doon	
23-10-17	Peter Rosbotham	38 Brighton DV Doon	
23-10-17	Liz Veigh	30 Brighton Drive Doon	
23-10-17	GREG VOGEL	" " " "	
	Arnold Niewand	49 GRANT Dr Doon	
	Linda Niewand	" " " "	
14/12/17	Alison Foster	43 Grant Dr, Doon	
14/12/17	DENNIS FOSTER	43 GRANT Drive Doon	
	Paula Wiedeman	62 Grant Drive Doon	
	Bridget Wiedeman	62 Grant Drive Doon	

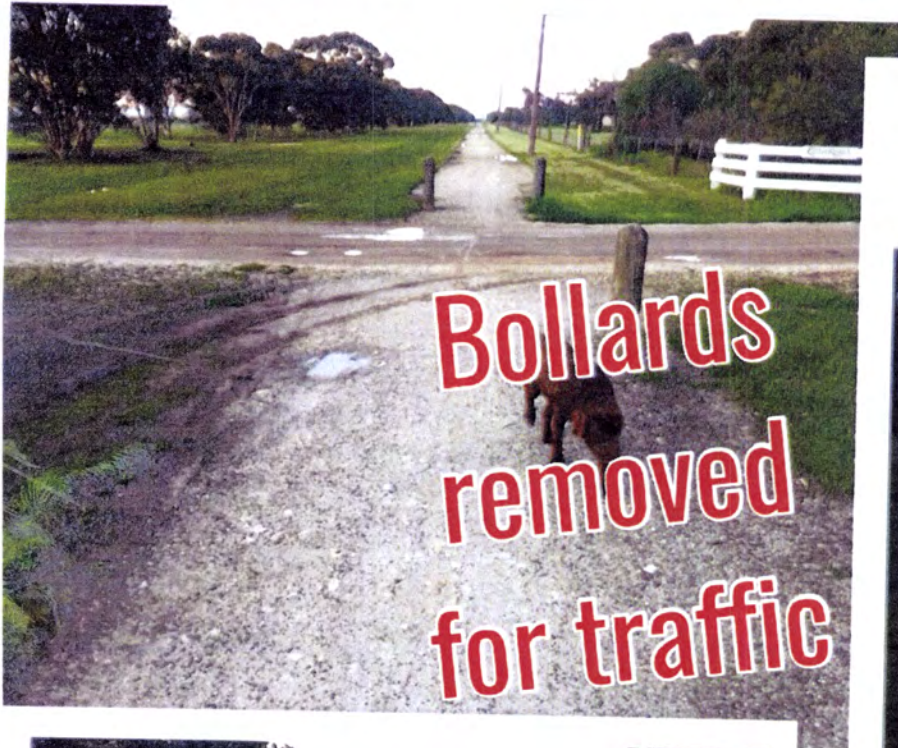
NAME	ADDRESS	SIGNATURE
Mindy Lavithus	72 Grant Drive Doon	M.A. Lavithus
LUKE WEBB	6 SUNNYSIDE AVE HORSHAM	
STEFFI WEBB	6 SUNNYSIDE AVE HORSHAM	
David Lavithus	72 Grant Drive Doon	
Debbie Carman	77 Grant Drive Doon	
Michael HARRIS	61 GRANT DR DOON	
HELEN HARRIS	61 GRANT DVE DOON	
Brendan O'Connor	36 GRANT DR DOON	
Dianne O'Connor	36 Grant Drive Doon	
Dawn Pannan	232 LATHAM RD HAVEN	
Nicholas O'Connor	36 Grant Drive Doon	
BARRY McCLURE	24 GRANT DVE DOON	
Rosemary McEwen	24 GRANT DVE, DOON	R. McClure
EDDY NAGORCKA	21 GRANT DRIVE DOON	
Lauren Nagorcka	21 Grant Dr Doon	Lauren Nagorcka
Kerryn HEALY	11 Grant Dr Doon	
DAVID HEALY	11 GRANT DR DOON	
Angela Carter	116 River Heights Rd Doon	
KEL TYLER	9 BRIGHTON DVE DOON	
BIANCA TYLER	9 Brighton drive Doon	
VICKI TYLER	9 Brighton Drive Doon	Vicki Tyler
Ron Dadds	67 GRANT DRIVE DOON	R.Dadds
Mary Dadds	"	Mary Dadds
Tina Fallo	534 Healy Hwy Doon	
TERRY RUDOLPH	64 RIVER HEIGHTS RD DOON	
LIBBY RUDOLPH	64 RIVER HEIGHTS RD DOON	
KYLEE NAGORCKA	478 HANTY HWY DOON	
Paula Meier	518 Henty Hwy Doon	



**Track used
by forklifts**

**Horsham
council
tractor after
mowing**

**Area powercor
dug never fixed**



**Bollards
removed
for traffic**



Our Reference: :JM:df
Your Reference:
Contact Name: John Martin
☎ 5382 9724

11 January 2018

Paula Wiedermann
62 Grant Drive
Dooen 3401

Dear Paula

Petition – Dooen Road Cycling / Walking Track

I acknowledge the petition forwarded by you, and signed by some 60 or more petitioners regarding the Dooen Rd cycling / walking track and related issues.

Council has a standard process for petitions, which requires them to be tabled at a Council meeting, and then to lay on the table prior to consideration at the subsequent meeting. This petition will be initially presented at the Council meeting on 5 February 2018, and would normally then be subject to consideration at the 19 February meeting.

However, as some key aspects of your petition are already planned to be addressed, I will be providing a recommendation to Council at the 5 February meeting based on the following information.

Council has allocated \$50,000 in this current year's budget for sealing of the bike track from Riverside Rd to River Heights Rd. These works will occur within the next few months.

Separately, Council has recently allocated funding, backed by some State Government grant funding, which will lead to the construction of a sealed service lane from River Heights Road to the go kart track. These works are also planned to be completed prior to winter. Note that this will not be a dedicated walking/cycling track, as it is intended to be available for shared use by vehicles, to provide safer access from the highway to sites including the motocross track.

There are some further proposals in your letter which I also comment on – text from your letter is shown as the series of bullet points:

- *There is no linkage between town and this track to make it accessible for pedestrians to access town safely.*

Comment. This missing link has also been identified by our Bicycle Advisory Group as a problem. Options to solve this are being considered, but are not yet ready for implementation. These works will need to be considered with other projects to determine their priority.

- *We would like an extension, upgrade of our track from Dooen Rd to Longerenong College.*

Comment. This is a sound proposal. Council currently has an extensive list of additional proposals for bike paths. I will refer this to our Bicycle Advisory Group, which will provide advice on priorities for new works. Note that Council is unable to fund all the additional works at one time – the current bike plan lists in excess of \$20 million of desired works on bicycle paths.

- *Currently the track ... has not been maintained with weeds growing through and over it, and mounds, bollards that have been removed and is being used for ... cars, forklifts and tractors.*

Comment. The planned works will address these related issues.

The Council report relating to your petition will be available for viewing on Council's web site from the evening of Thursday, 1 February 2018, and you are welcome to attend the meeting on Monday, 5 February to listen to the Councillor discussion about this matter.

I reiterate that the works indicated, i.e. sealing the track to River Heights Rd and construction of a sealed service lane, are already commitments by Council, and would seem to address your main concerns.

Yours sincerely

John Martin
Director Technical Services

Hand Delivered
10/1/18
9.20 am

PETITION RE CITY GARDENS POND

8/1/2018

To the Mayor and Councillors of HRCC

As residents/ratepayers of Madden St, Market Lane and Rushbrook Close we wish to lodge a formal complaint regarding the current state of the City Gardens pond.

Our understanding is that the pond was designed as an aeration and sediment settlement facility. It has required little maintenance since it was constructed in 2003 but we feel it is now overdue for slushing and cleaning.

Three times since November 2017 the rock retaining wall that keeps the pond at a constant level has leaked. Twice HRCC staff have attempted a "fix" but just days after the second attempt it developed another small leak and HRCC staff turned off the aeration/circulation pump even though the level was being maintained.

The pond is now all but empty and is in fact full of an invasive and unsightly weed that detracts from its purpose when fully functional. As the water level declines it is also becoming contaminated with algae. (Blue Green?)

In recent days a faint odour has been detectable from time to time which will most probably get worse as the water recedes. Is the state of this pond, in such close proximity to homes, a health hazard?

Regardless, now would be an ideal time, at minimal cost, to clean and refurbish this pond.

We ask you to consider acting quickly on this work to take advantage of the drying out of the pond and restore this public place to an acceptable standard.

We would appreciate your prompt response to this petition.

Yours Respectfully,

ROSS WARRICK *Ross Warrick*

Denise Hobson *Denise Hobson*

Address:

2 MARKET LANE

FILE NO	F01/A01/000001
REQ BY	John Martin
DATE	10 JAN 2018
REQ TO	
CC BY	Fiona K, Cr's report GH,

City Gardens Petition - Names who submitted letter

- Ted and Janette McCabe
- Peter and Libby Brennan
- Jennifer Thomson
- Pam Rethus
- Barry and Margot Hogan
- Terry Irwin
- Will and Margery Rich
- Barry and Cheryle Bell
- Morva and Neville Gilsenan
- Lola May Anderson
- V & B Hutchesson
- Beth Howie
- Beverly Bell
- Bryan and Judy Murphy
- G & S Bellinger
- Leanore and Eric Hedt
- Peter Miller and Brenda Whitworth
- Ross Warrick and Denise Hobson
- Brian and Pam Hedt
- R Van Stekelenburg

Our Reference: F01/A01:JM:df
Your Reference:
Contact Name: John Martin
☎ 5382 9724

18 January 2018

Residents of
City Gardens Estate
Horsham

Dear Residents

Petition – City Gardens Estate Pond

I acknowledge the petition in relation to the wetland / pond in City Gardens Estate. Council has received around a dozen copies of the petition from residents of the estate.

Council has a standard process for petitions, which requires them to be tabled at a Council meeting, and then to lay on the table prior to consideration at the subsequent meeting. This petition will be initially presented at the Council meeting on 5 February 2018, and would normally then be subject to consideration at the 19 February meeting.

However, as some key aspects of your petition are already planned to be addressed, I will be providing a report to Council at the 5 February meeting based on the following information.

As pointed out in the petition, Council has had a number of attempts at fixing a leak in the wall (/weir) that maintains the level in the wetland from about November 2017. Further works have commenced in the last few days in a concerted effort to repair the leak.

As a result of the leak, the wetland is at a lower level. This is an unfortunate, temporary outcome. However, when the leak is fixed, it is not intended to fully top up the wetland. As discussed at a residents meeting in 2013, it is not appropriate to maintain wetlands such as this in a full condition. It is certainly not appropriate to top them up using the GWMWater drinking water supply – as was the case in the past.

Stormwater runoff from the properties around the wetland is the primary source of water in the wetland, hence it may not be until late-autumn or winter that the water level returns to its normal maximum. It will also be expected that evaporation will lead to reduced levels in the remainder of summer and into early-autumn.

The petition mentions an invasive and unsightly weed. The vegetation referred to is ribbon weed, which is a desirable native species – this is a sign of good health in the wetland. The

algae that attaches to the ribbon weed plays a key role in improving the clarity of water in the wetland.

The extent of this vegetation could be managed by periodic drying out of the wetland – which was the original design intent of the wetland. However, my discussions with residents at the 2013 meeting indicated a lack of support for a drying phase in the wetland.

The faint odour referred to in the petition is most likely some die-off of the ribbon weed. This may continue on hotter days.

At this stage it is not planned to de-silt the wetland. The catchment of this wetland is in effect only the houses that surround it, hence there is a fairly limited source of sediment. The possible exception to this is when the wetland is topped up from Wotonga Basin. Nevertheless, this will be monitored in the years ahead.

As indicated earlier, this petition will be presented to the 5 February 2018 Council meeting, and I will follow-up with any further actions that are determined at that meeting.

Yours sincerely



John Martin

Director Technical Services



Hon Richard Wynne MP

Minister for Planning

8 Nicholson Street
East Melbourne, Victoria 3002
Telephone: 03 8683 0964
DX210098

Mr Peter Brown
Chief Executive Officer
Horsham Rural City Council
PO Box 511
HORSHAM VIC 3402
Attention: John Martin, Director Technical Services

Ref: MIN038341



Dear Mr Brown

HORSHAM BYPASS

In July 2017, the Department of Environment, Land, Water and Planning (DELWP) wrote to you outlining that VicRoads could not adopt Amendment C72 to the Horsham Planning Scheme due to errors in the amendment process.

The Hon Luke Donnellan MP, Minister for Roads and Road Safety, recently wrote to me seeking my support for VicRoads to abandon Amendment C72 and lodge a request for a new amendment. This request included that I exempt a new amendment from the notice provisions of section 17, 18 and 19 of the *Planning and Environment Act 1987*, under section 20(4) of the Act. Minister Donnellan also requested that I appoint an advisory committee under section 151 of the Act to inform my consideration of the amendment.

I have responded to Minister Donnellan that this process is likely to be the most efficient way to complete the planning process for the Horsham Bypass, as Amendment C72 has been subject to thorough consideration through an independent panel process. However, any future amendment request made will be assessed on its merits. I also support the use of the advisory committee process to ensure that the current views of the community and stakeholders are considered.

I expect that VicRoads will lodge an amendment request with DELWP shortly. DELWP will ensure that the council is kept informed of the amendment process, including the establishment of any future advisory committee.

If you would like further information, please contact Jane Homewood, Executive Director, Statutory Planning Services, DELWP, on (03) 8683 0975 or email jane.homewood@delwp.vic.gov.au.

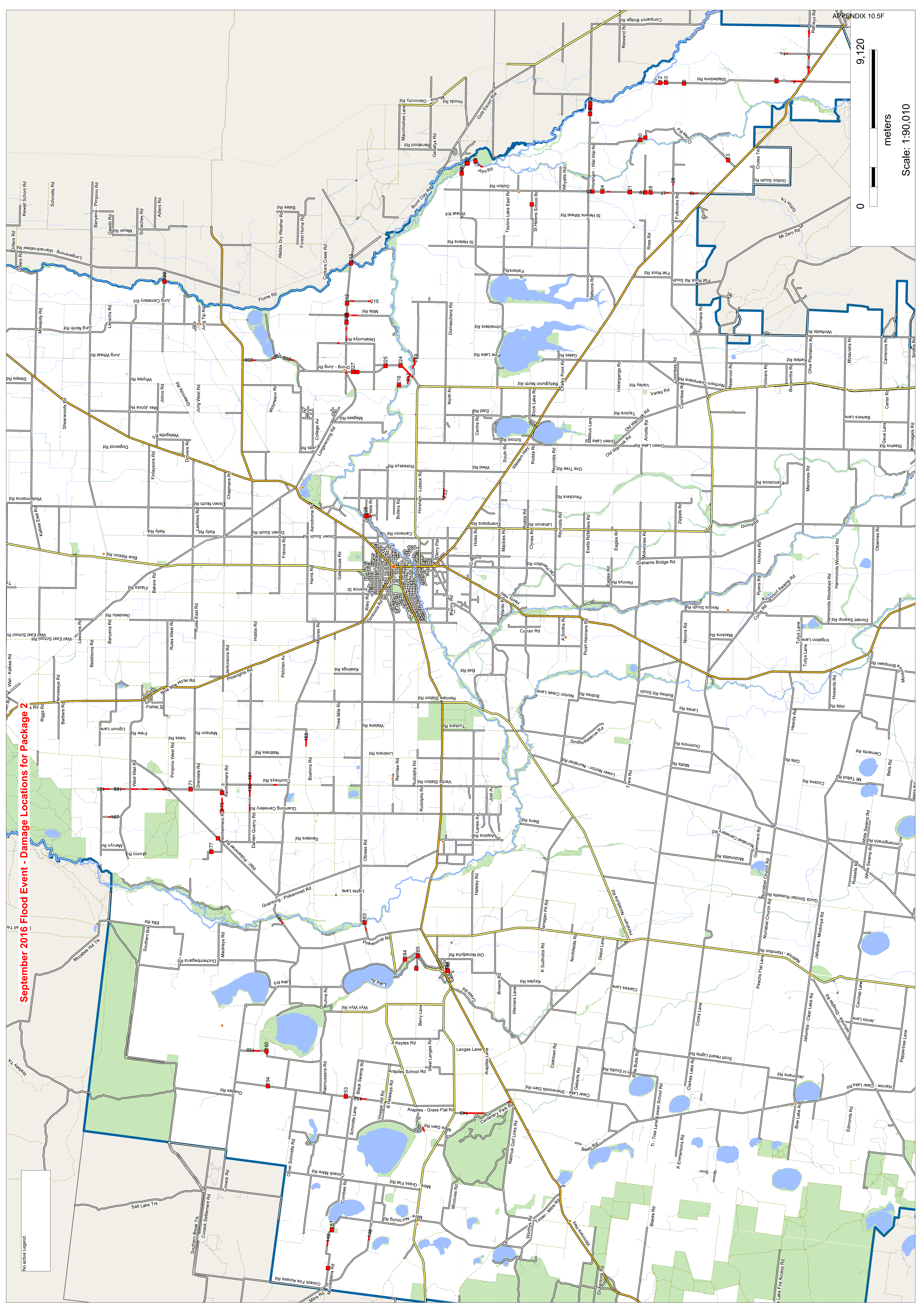
Yours sincerely

HON RICHARD WYNNE MP
Minister for Planning

21/12/17

FILE NO	F24/A05/0000 04
REF	John m
	- 2 JAN 2018
RECEIVED	
COPIES	Graeme H

September 2016 Flood Event - Damage Locations for Package 2



No active Legend.

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Scale: 1:90,010

meters

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Western Region
88 Learmonth Road
Wendouree Victoria 3355
PO Box 580 Ballarat Victoria 3353
Fax (03) 5333 8771

vicroads.vic.gov.au

Mr Graeme Harrison
Acting Chief Executive Officer
Horsham Rural City Council
PO Box 511
HORSHAM VIC 3402

2 February 2018
Contact: Mal Kersting
Telephone: 5333 8701
Our Ref: 12004768

Dear Graeme

Following correspondence from the Hon Richard Wynne MP, Minister for Planning, and our subsequent meeting on Monday, 22 January 2018, I wish to confirm that VicRoads is committed to finalising the planning works for the Horsham Bypass and outline how the planning process will move forward.

It is VicRoads intention to lodge a request for a new amendment for the Horsham Bypass, with the Minister for Planning as the planning authority. This new amendment will propose Option D with consideration of the Independent Panel's recommendations for PSA C72. The Minister for Planning indicated he would support appointing an Advisory Committee to consider a new amendment.

It is my understanding that the Advisory Committee will review the new amendment and provide recommendations to the Minister for Planning to assist with finalising the amendment.

VicRoads will work closely with the Department of Environment, Land, Water and Planning (DELWP) to ensure a new amendment provides the information required by the Minister for Planning and to keep the community informed.

Yours sincerely



MAL KERSTING
ACTING REGIONAL DIRECTOR - WESTERN VICTORIA

cc - John Martin, Horsham Rural City Council