Council Election Period Policy 2020

Horsham Rural City Council urban rural balance

COUNCIL POLICY – C04/154

1. PURPOSE

This policy provides a framework for the conduct of Council business during the 2020 general election period. It establishes a series of caretaker practices, which aim to ensure that ~~major~~ prohibited decisions and actions of the current Council ~~do not bind the incoming Council and limit its freedom of action~~are not made, and ensure the use of Council resources and information throughout the election period is in accordance with the caretaker provisions of the *Local Government Act ~~1989~~ 2020*. This policy is designed to prevent the Council from making ~~inappropriate~~ prohibited decisions or using resources inappropriately during the election period before the general election.

2. INTRODUCTION

Victorian Councils are required to observe special "caretaker arrangements" during a general election period. Caretaker arrangements aim to avoid the use of public resources in a way that may unduly affect the election result and minimise decisions that may unduly limit the decision-making ability of the incoming council. Section ~~93B~~ 69 of the *Local Government Act ~~1989~~2020* requires that Council prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election and any by-election.

3. SCOPE

This policy applies to individual Councillors, the Council as a Body Corporate, ~~Special~~ Delegated Committees of the Council, the Chief Executive Officer, Executive Managers, all Council staff and any person acting on behalf of the organisation under a delegation.

4. PRINCIPLES

Councillors and staff are committed to the lawful, transparent, fair and un-biased conduct of Council elections and will ensure that the terms, conditions and arrangements provided for under this policy will be adhered to. In addition, the reporting requirements contained in the Council's ~~Protected~~ Public Interest Disclosure Guidelines and the Management of ~~Protected~~ the Public Interest Disclosures Procedure will be followed where disclosures of improper or corrupt conduct or detrimental action by Councillors or employees, in regard to election-related matters, are made.

4.1 ~~Major Policy~~Prohibited Decisions

4.1.1 Council is prohibited from making any Council decision:

(a) during the election period for a general election that:

(i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or

(ii) commits the Council to expenditure exceeding one per cent (1%) ~~,~~this amounts refers to $266,850 (for purchase of goods or services) or $200,000 (for carrying out of works). of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

(iii) the Council considers could be reasonably deferred until the next Council is in place; or

(iv) the Council considers should not be made during an election period; or

(b) during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election. Section 6993A of the Local Government Act prohibits a council, a special committee or a person acting under delegation from making major policy decisions during the election caretaker period as follows:

- Decisions relating to the employment or remuneration of a permanent Chief Executive Officer of the Council
- Decisions to enter into contracts that are valued at more than $266,850 (for purchases of goods or services) or $200,000 (for carrying out of works). The amount of $266,850 refers to 1% of Council's revenue from rates levied for 2018/19.
- Decisions to enter into entrepreneurial ventures that are valued at more than $266,850, which is 1% of Council's revenue from rates levied for 2018/19.

4.1.2 For the purposes of clause 4.1.1 of this policy, ***Council decision*** means the following:

(a) a resolution made at a Council meeting;

(b) a resolution made at a meeting of a delegated committee; or

(c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

In accordance with the requirements under the Local Government Act, Council is mindful that it should not make major policy decisions during the election caretaker period which would not, in the normal course of business, be reversible by a future Council.

4.1.3 At the point of adopting this policy, Horsham Rural City Council does not believe there are any significant decisions that should be carried over to the new Council. Council will ensure that any significant contracts for normal Council business which have been included in the Council budget can be entered into prior to the caretaker period or delayed until the incoming Council is in place.

4.1.4 If Council considers that there are extraordinary circumstances where the municipality or local community would be significantly disadvantaged by not making a particular Major Policy Decision, Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2) of the Local Government Act.

4.2 Council Publications and Communications

Section 55D 304 of the *Local Government Act 2020* prohibits Council from printing, publishing and distributing material that is electoral matter during an election period. Electoral matter is broadly defined to be matter which is intended or likely to affect voting in an election. This limitation does not apply to electoral material that is only about the election process.

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There is a requirement that the Chief Executive Officer is familiar with the requirements of the Local Government Act 2020, and any other requirements, with respect to the printing, publishing and/or distribution of electoral publications.

The Chief Executive Officer will review and ~~certify~~ approve all publications throughout the election period prior to publication, to ensure that they comply with the requirements of Section ~~55D~~304. This includes Council newsletters, handbills, pamphlets, advertisements and notices, media releases, brochures, leaflets and mail-outs (whether electronic or otherwise). This also applies to publication of material on Council's website and the social media.

In accordance with the intent of the *Local Government Act 2020*:

- the Chief Executive Officer must not intentionally or recklessly ~~certify~~ approve an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process
- the Chief Executive Officer must not delegate the power to ~~certify~~ approve any advertisement, handbill, pamphlet or notice under this section to a member of Council staff
- a Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

The requirements, above, do not apply to the publication of any document published before the commencement of the election period and to publication of any document required to be published in accordance with, or under, any Act or regulation.

Official media statements will only be made by the Chief Executive Officer during the election period, including radio and television interviews. In as much as it is possible throughout the election period, Council publicity and communications will be restricted to promoting normal Council activities and services and informing residents about the election process.

4.3 Council and ~~Special~~ Delegated Committee meetings

The Chief Executive Officer will ensure that arrangements are in place so that papers prepared for council or ~~special~~ delegated committee meetings during the election period do not include any agenda matter that could potentially influence voters' intentions at the forthcoming election or could encourage councillor candidates to use the matter as part of their campaign platform.

During the election period, Councillors will refrain from moving motions on or raise matters at a meeting that could potentially influence voting at the election. Council will not consider decisions relating to the following matters during the election period:

- allocation of community grants or other direct funding to community organisations
- major planning scheme amendments
- changes to strategic objectives and strategies in the council plan.

4.4 Use of Public Resources

Public resources must not be used in any way that may influence the way people vote in the general election or give Councillors any inappropriate real or perceived electoral advantage. The following guidelines during the election period will apply:

- Council resources, including offices, support staff, hospitality, equipment, email, mobile phones and stationery will be used exclusively for normal Council business and will not be used in connection with election campaigning.
- Any resource provided to a Councillor which has an expressly permitted private-use component (e.g. the mayoral vehicle) may still be used for private purposes, but nothing in connection with election campaigning.
- Reimbursement of out-of-pocket expenses for sitting Councillors during the election period will only apply to costs that have been incurred in the performance of normal Council duties and not for expenses that could be perceived as supporting, or being connected with, a candidate's election campaign.
- The council logo, letterhead or other Horsham Rural City Council branding will not be used for, or linked in any way to, a candidate's election campaign.
- Council officers will not be asked to undertake any tasks connected with a candidate's election campaign.

- Any requests for provision of information or advice held by Council, made by a sitting Councillor or candidate, should be directed to the Chief Executive Officer or appropriate senior management member. There shall be complete transparency in the provision of all information and advice and any information or advice provided to a sitting Councillor or candidate as part of the conduct of the Council election will be provided equally to all candidates and made available in an accessible format if requested.

Councillors will continue to automatically access council-held documents during the election period, but only as is necessary for them to perform their current role and functions.

4.5 Public Consultation, Council Events and other activities

Consultation forms an integral part of policy development and operations; however, consultation undertaken close to a general election may become an election issue in itself and influence voting. Issues raised through the consultation and decisions that follow may also unreasonably bind the incoming council.

Events

The scheduling of council events in the lead-up to elections also frequently raises concerns over their potential use by sitting councillors for electioneering purposes. Events and functions can take many forms including conferences, workshops, forums, launches/openings, promotional activities, and social occasions (such as dinners, receptions and balls).
Any public consultation or scheduling of council events during the election period will be reviewed by the Chief Executive Officer who may determine that an individual activity or event is:

- not permitted to proceed; or
- is permitted to proceed but subject to any restrictions which the Chief Executive Officer may impose.

Consultation

If the Chief Executive Officer determines that consultation must be undertaken or an event held during this time, the Chief Executive Officer (on behalf of the Council) must justify to the community the special circumstances making it necessary and how risks over influencing the election will be mitigated or prevented. Public consultation must be undertaken during an election period if the consultation is mandated by legislation.

Where consultation is discretionary then the consultation can occur during the election period but only after the Chief Executive Officer determines whether or not the consultation will influence the outcome of the election. If the matter subject to the consultation is likely to be closely associated in the minds of voters with a particular candidate or group of candidates then it may be prudent for the Chief Executive Officer to delay the consultation until after the election period.

Councillor attendance at events and functions

Councillors can continue to attend events and functions during an election period provided that their attendance is consistent with the ordinary course of their Council duties.
If a Councillor is asked to give a speech at an event or function during an election period then they should take particular care to only use or provide information that would generally be the nature of a speech to the relevant audience.

Council staff activities during an election period

Council staff should not undertake any activity that may influence the outcome of an election, except where the activity relates to the election process and is authorised by the Chief Executive Officer.
Council staff should not authorise, use or allocate a Council resource for any purpose which may influence voting in the election, except where it relates to the election process and is authorised by the Chief Executive Officer. This includes making Council resources available to Councillors for campaign purposes. Council staff must not assist any Councillor with their election campaign at any time, including outside working hours. Where the use of Council resources could be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.

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- documentation reviewed
- documentation approved
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5. COMMUNICATION

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6. RESPONSIBILITY

Policy Owner: Director Corporate Services

7. DEFINITIONS

Definition	Meaning
Council as a Body Corporate	Refers to decisions and actions arising from a meeting of the Horsham Rural City Council.
Delegation	Principally a formal document issued by the Council or the Chief Executive Officer which empowers another officer or officers to undertake an action, duty or responsibility, but an individual may have authority arising from an informal or implied direction or instruction (delegation) from a body or senior person.
Election period (also known as Caretaker Period)	Is defined in the Local Government Act 2020 to be the period from the last day of nominations until the election day (a 32 day period). In conjunction with Section 44(1) of the Interpretation of Legislation Act 1984, the first day of the period for the 2020 general election will therefore be Tuesday, 22nd September 2020.
~~Inappropriate decision/s~~	~~Is a decision or decisions made during the election period that would affect voting in the election or one that could reasonably be deferred until after the election.~~
~~Special Committee~~	~~A committee established by a Council under Section 86 of the Local Government Act or a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act~~.

8. SUPPORTING DOCUMENTS

Document	Location
Local Government Act 2020~~1989~~	Internet
~~Protected~~ Public Interest Disclosures Guidelines	HRCC Intranet
Management of ~~Protected~~ Public Interest Disclosures Procedure	HRCC Intranet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	~~15 February 2016~~21 September 2020	Council	Replaces Council Election Caretaker Arrangements Policy ~~2012~~2019	1 October ~~2019~~2023
~~02~~	~~28 October 2019~~	~~Council~~	~~Review~~	~~1 October 2023~~

~~**NOTE: This policy must be reviewed at least twelve months prior to each general election of Council. (Section 93B(2) of the Local Government Act). The next review is therefore due in 2023.**~~

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Version Number	Approval Date	Approval By	Amendment	Review Date
01	21 September 2020	Council	Replaces Council Election Caretaker Arrangements Policy 2019	1 October 2023

Delegation Report

Horsham Rural City Council urban rural balance

Application Details:

Application Description:	Development of Three Dwellings and Subdivision of Land (3 lot subdivision)
Applicant Name:	Rodrein Pty Ltd Contact: Ferguson Perry Surveying Pty Ltd (Angela Plazzer)
Owner's Name	Rodrein Pty Ltd
Date Received:	18/02/2020
Statutory Days:	88 days as at 03/09/2020
Application Number:	PA2000013
Planner:	Warrick Fisher and Nick Carey
Land/Address:	9 Homers Court, Horsham (Lot 15 on Plan of Subdivision 519072G) ("**Land**")
Zoning:	General Residential Zone – Schedule 1 ("**GRZ1**") 
Overlays:	Design and Development Overlay – Schedule 3 ("**DDO3**")
Under what clause(s) is a permit required?	GRZ1 – Clause 32.08-3 – Subdivision GRZ1 – Clause 32.08-6 – Construction of two or more dwellings on a lot
Restrictive covenants on the title?	Yes. Covenant PS519072G. Proposal does not contravene the covenant.
Current use and development:	Shed. No known use.

The Proposal

The application describes the proposal as per the following:

'*This application seeks a planning permit for a three-lot subdivision and the development of three dwellings on Lot 15 of PS519072G in Homers Court, Horsham. The land is described in Certificate of Title Volume 10779 Folio 476.*

The application seeks a planning permit for a three-lot subdivision and the development of three dwellings on Lot 15\PS519072G. It is also proposed that the existing shed on the site is removed to make way for the proposed development. A breakdown of the three proposed lots, identified as Units 1-3, is outlined in Table 1 below.

Table 1 Lot characteristics

Lots	Lot area	Dwelling area	Permeable space	Private open space	Secluded private open space
Unit 1	271.3m2	162.70m2	89.6m2	66m2	32m2
Unit 2	271m2	162.5m2	64m2	85m2	85m2
Unit 3	288.29m2	171.10m2	64m2	98m2	92m2

A common property accessway will provide vehicular access to the garage of proposed Units 2 and 3via the existing crossover which will be widened by 5.893m. The area of the common property is 130.6m2. The existing crossover will also connect to a separate accessway for Unit 1. Unit 1 will have frontage to Homers Court and Units 2 and 3 will have frontage to the common property. The proposed dwellings will each contain 2 bedrooms and a single car garage containing 6m³ of secure, externally accessible storage space.

The proposed lots will be connected to reticulated water, sewerage, electricity, gas and telecommunications infrastructure and utilities. Please see the Plan of Proposed Subdivision provided with the application on SPEAR.'

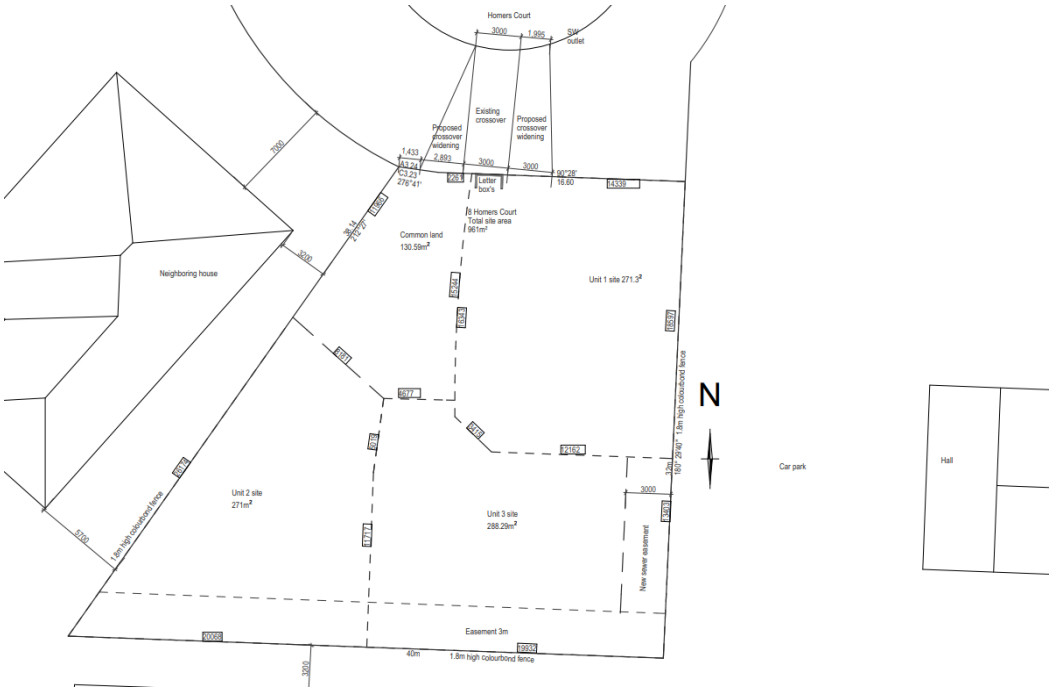


Figure 1: Proposed subdivision plan

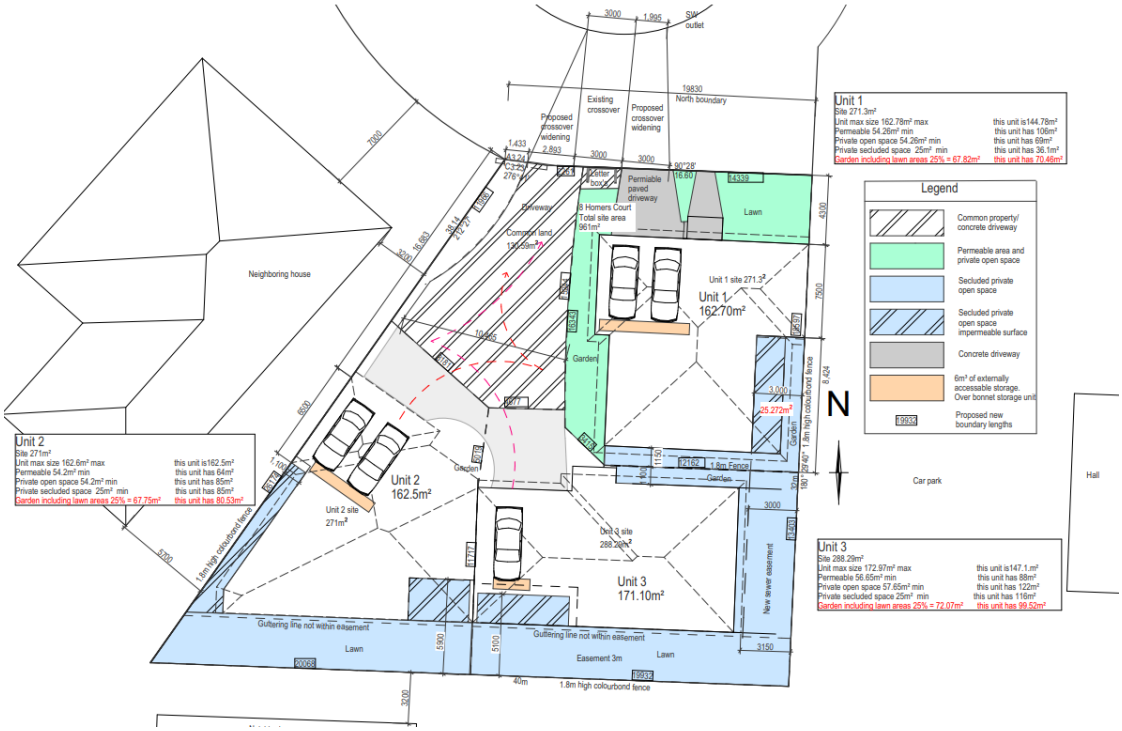


Figure 2: Proposed dwelling floor plans and site plan

Subject Site

The subject site is located at 9 Homers Court, Horsham and is more particularly described as Lot 15 on Plan of Subdivision 519072G.

The land is 961m^2, contains an existing shed, generally flat and contains an existing crossover from Homers Court.

The land is located at the end of the court bowl of Homers Court which is a sealed road with a footpath and kerb and channel.

Figure 3: Aerial image of subject and surrounding land

Surrounds

The subject site is located within an existing residential precinct. Surrounding the subject land are residential allotments and the general character is a single dwelling on a single lot of a similar size to the land subject to this application. There has been some residential infill development occur in the area and abutting the site to the south is a multi-unit development. Refer Figure 3 above.

The land is located approximately 1.0km (by road) directly north of the Horsham CBD.

Further Information

Further information was required.

The **first** request for further information letter was sent to the applicant on 19/02/2020 requesting the following:

'The further information required is:

1. *Standard B9 - It is considered the development does not include at least 20 percent permeable area for the development.*
2. *Standard B28 - Dwelling 1 does not meet the private open space requirements. Please amend the plan to detail compliance with this standard.*
3. *Standard B29 - It is acknowledged some allotments do not have an ideal orientation to achieve compliance with this standard. It is*

> *considered the design of the dwellings do not provide adequate solar access to private open space and should be redesigned to ensure there is adequate solar access.*
>
> *The development as submitted is currently considered an overdevelopment of the site. It is recommended a revised design be submitted that has appropriately considered the site constraints*.'

A response was received on 17/03/2020 and provided the following information:

> '*The plans submitted for endorsement have been updated and uploaded to SPEAR.*
>
> *I can confirm that Standard B2 regarding permeable area has been met with 24% of the site area consisting of permeable surfaces. The new plan proposes an additional area of permeable surface to the driveway of Unit 1. The secluded private open space for Unit 1 has been expanded in order to meet the minimum requirement of 25m2 with a minimum dimension of 3m.*
>
> *It is noted that standard B29 states that "The private open space should be located on the north side of the dwelling or residential building, if appropriate." Given the shape, size and orientation of the lot, along with the pattern of development in Homers Court, it is considered both very difficult and not appropriate for the secluded private open space of proposed new dwellings to be located on the north sides of dwellings. To redesign or scale back the development to meet this standard would compromise the ability of the development to meet other standards and would result in a layout that is inconsistent with the neighbourhood character. It is therefore requested that a variation of this standard is permitted.*
>
> *Overall, the development achieves a high level of amenity and strongly aligns with state and local planning policies and on balance should be considered appropriate.*
>
> *Please let me know if you require any further information or wish to discuss matters further.*'

The information above was not considered a satisfactory response in regards to Standard B29 and the 'Garden Area' requirements of the GRZ1.

The **second** request for further information letter dated 08/04/2020 was sent to the applicant requesting the following information:

> '*I refer to your letter dated 17/03/2020 and amended plans received by Council and advise the information submitted has not adequately addressed Standard B29 of Clause 55.05-5 and the Garden Area requirements of Clause 32.08-3 of the Horsham Planning Scheme.*

It is Council's opinion the southern boundary setback of Dwellings 2 and 3 do not meet Standard B29 as the secluded private open space is 3.0m from the southern boundary with only a small portion of the secluded private open space meeting the setback within the alfresco area of each dwelling. As per Council's original request for further information, the development is still considered an overdevelopment of the site. It is recommended the design of dwellings 2 and 3 be revised to meet Standard B29.

In accordance with Clause 32.08-3, an application to subdivide land that would create a vacant lot less than 400 square metres capable of development for a dwelling or residential building, must ensure that each vacant lot created less than 400 square metres contains at least 25 percent as garden area. It is requested the garden area to be shown on plans to comply with this Clause.'

A response was received on 16/04/2020 detailing the following:

'I am writing in response to the request for further information letter dated 8 April 2020 to the planning permit application PA2000013 for a three-lot subdivision and development at 9 Homers Court, Horsham.

Standard B29 specifies that "the private open space should be located on the north side of the dwelling or residential building, if appropriate." Please refer to my previous response to the first request for further information for my reasoning as to why it is not appropriate nor practicable to locate private open space on the north sides of dwellings in the context of this development.

Standard B29 also specifies that "the southern boundary of secluded private open space should be set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall." Based on a wall height of 2.550m, the minimum setback required from the southern boundary of secluded private open space to any wall on the north side of private open space is 4.295m. All of the proposed dwellings easily comply with this requirement. The setback from any wall on northern side of private open space to the southern boundary is 8.5m for Lot 1, 5.9m for Lot 2 and 5.1m for Lot 3 – this setback is further increased if you include the area to the sides of the proposed dwellings on Lots 2 and 3.

In response to the second matter raised in the latest request for further information, I can confirm that at least 25% of each proposed lot is set aside as garden area, as per the definition in Clause 73.01 of the Horsham Planning Scheme. The garden area for each proposed lot is noted on the "Landscape Plan" submitted for endorsement.

As the proposal is generally compliant with the ResCode and consistent with the policies of the Horsham Planning Scheme, it should not be considered an overdevelopment. Please feel free to contact me on 0438132698 if you have any further queries or concerns.'

The applicant submitted a new plan for endorsement including the above information.

The information and plans submitted with the application were still considered unsatisfactory in response to the information required.

On 13/07/2020, the applicant submitted amended plans for endorsement with the following cover letter:

> *'The plans for endorsement for planning permit application PA2000013 for a three-lot subdivision and development at 9 Homers Court, Horsham have been amended and uploaded to SPEAR. The plans were amended in order to include a 3m wide sewer easement on Lot 3 as required by GWM Water and in response to the objection received Thursday 7 May 2020 from Ryan Hawkes.*
>
> *The table below shows the characteristics of Lot 3 before and after the amendment.*

Table 1 Lot 3 characteristics

Characteristics	Lot 3 Before amendment (version 3)	Lot 3 After amendment (version 4)
Lot area	288.29m2	288.29m2
Floor area of dwelling	171.10m2	147.1m2
Permeable space	64m2	88m2
Private open space	98m2	122m2
Secluded private open space	92m2	116m2
Garden Area	75m2	99.52m2

> *As displayed in Table 1 above, the building footprint on proposed Lot 2 has been significantly reduced by the amendment resulting in an increase in garden area and reduced hard surface area. It is hoped that this will alleviate some of the concerns raised in the objection from Ryan Hawkes and from Council.'*

At the time of writing this report, the application documents detailed the proposal complied with the garden area requirements of the GRZ1 but it was considered the proposal did not comply with Standard B29.

Notice

Public notice was given pursuant to Section 52 of the *Planning and Environment Act 1987* by way of letters to adjoining and surrounding property owners. The advertising was sent on 24/04/2020, declared on 27/04/2020 and concluded on 11/05/2020.

Two objections were received at the time of writing this report and the issues raised are detailed below:

1. Inconsistencies in the planning report and poor communication with Horsham Rural City Council planning staff
2. A far too higher density proposal for the lot

3. A departure from the single house family environment of the court
4. An unacceptable increase in traffic and strain on parking, access to waste collection and unsightly parking of vehicles on the street
5. One (1) car parking space in the court will be lost due to two (2) crossovers being proposed
6. Visitor carparks would render the traffic in the court untenable and is an overloading of the court facilities
7. A lack of garden area's and dramatic increase of concrete and hard surfaces
8. Increased noise caused by at a very minimum of 6 extra people
9. A lack of properly usable private space for each unit for entertaining and children to play without spilling onto the road
10. A severe drop in property value due to a complete departure of a quiet court environment.

The above concerns will be discussed later in this report.

Referral Authorities

Section 55(1) of the *Planning and Environment Act 1987* states that Council must give a copy of an application to every person or body that the Planning Scheme specifies as a referral authority.

Authority	**Section 52 or 55**	**Date Sent**	**Comment**
GWMWater	55	23/04/2020	Received 31/08/2020 (Final response) Originally objected to the proposal on the grounds the proposed sewerage easement on the eastern boundary of Lot 3 does not provide adequate access for maintenance. GWMWater require three metre wide easements over all sewer mains located within the property. GWMWater also notes that proposed units 2 and 3 have eaves located over the sewerage easement. Amended plans were re-referred to GWMWater and they provided an amended response on 31/08/2020. The response provided consent to the proposal subject to nine (9) conditions regarding water

			and sewerage services to each lot and creation of easements.
Downer Utilities Aust.		23/04/2020	Received 29/05/2020 Consented to the application with standard referral plan of subdivision submitted for Certification under Section 8 of the Subdivision Act 1988.
Victorian Power Networks - Rural		23/04/2020	Received 23/04/2020 Consented to the application subject to four (4) conditions regarding providing electricity supply to all lots in the subdivision.

Internal Business Unit (Comment)	**Date Sent**	**Date Rec'd**
Tech Services	23/04/2020	Received 05/05/2020 Consented to the proposal subject to five (5) conditions relating to: • New vehicle crossing • Onsite stormwater detention system to discharge to Council's existing drainage system • Stormwater from detention system must be drained through a legal point of discharge • Relocation and reconstruction of existing service assets • Construction activities to be undertaken onsite. Two (2) permit notes to be included are: • Prior to work on Council assets, road opening permit is required • Dial before you dig.

Building Services	23/04/2020	No response at time of writing this report but standard building permit required notes would be included if a permit iss granted.

Planning Scheme Provisions and Assessment

Zone	**Comment**
Clause 32.08 General Residential Zone – Schedule 1 (GRZ1)	**Subdivision:** Clause 32.08-3 – Permit is required to subdivide land. Clause 32.08-6 – Permit is required for the construction of two or more dwellings on a lot.
Overlay/s	
Clause 43.02 Design and Development Overlay – Schedule 3	A permit is only required for subdivision in accordance with Clause 43.02-3.

Planning Policy Framework ("PPF") and Local Planning Policy Framework ("LPPF")

The purpose of the PPF and LPPF in planning schemes is to inform planning authorities and responsible authorities of those aspects of planning policy which they are to take into account and give effect to in planning and administering their respective areas.

PPF

Clause 11.01-1S – Settlement

Objective
'*To promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements'.*

Strategies

- *Limit urban sprawl and direct growth into existing settlements.*
- *Promote and capitalise on opportunities for urban renewal and infill redevelopment.*
- *Develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services.*

The proposed development and subdivision will limit urban sprawl by providing growth within an existing residential subdivision that is able to make use of existing infrastructure.

Clause 11.01-1R – Settlement – Wimmera Southern Mallee

Applicable Strategy

- *Support the regional city role of Horsham as the key population and employment centre for the region.*
- *Provide an ongoing supply of infill and greenfield residential land, particularly in Horsham and district towns.*

The proposal provides further supply of infill residential land in Horsham.

Clause 16.01-3S – Housing Diversity

Objective

'*To provide for a range of housing types to meet diverse needs'*.

Strategies

- *Ensure housing stock matches changing demand by widening housing choice.*
- *Facilitate diverse housing that offers choice and meets changing household needs through:*
    - *A mix of housing types.*
    - *Adaptable internal dwelling design.*
    - *Universal design.*
- *Support opportunities for a range of income groups to choose housing in well-serviced locations.*
- *Ensure planning for growth areas provides for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres*.

The proposal will provide diversity of housing choice.

Planning Policy Summary

It is considered the proposal generally meets the residential policies of the planning policy framework.

Zone

Clause 32.08 – General Residential Zone, Schedule 1 (GRZ1)

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Permit Trigger(s):

Clause 32.08-3 – A permit is required to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified below.
- Should meet all of the standards included in the clauses specified below:
    - 2 lots
    - Clauses 56.03-5, 56.04-2 to 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

In addition to the above, an application to subdivide land that would create a vacant lot less than 400 square metres capable of development for a dwelling or residential building, must ensure that each vacant lot created less than 400 square metres contains at least 25 percent as garden area.

The application proposes three (3) allotments under 400m^2 with proposed development of a dwelling on each lot. If approved, a condition would be placed on the permit to ensure the approved development is linked to the subdivision.

The proposal provided a garden area calculation on the plans and the proposal meets the minimum requirement of 25 percent of garden area for each lot.

Clause 32.08-6 – Construction and extension of two or more dwellings on a lot

A permit is required to construct two or more dwellings on a lot.

A development must meet the requirements of Clause 55.

Clause 32.08-11 – Application requirements:

The information (as appropriate) required to be submitted with the application in accordance with the above Clause has been met for this application.

Clause 32.08-13 – Decision guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

General:

- The Municipal Planning Strategy and the Planning Policy Framework.
    - See relevant policy discussion in this report.

- The purpose of this Zone.
    - The proposal is to develop three (3) dwellings and subdivide the land into three (3) allotments for residential purposes meets the purpose of the Zone.

- The objectives set out in a schedule to this Zone.
    - There are no requirements set out in Schedule 1 to the Zone.

- Any other decision guidelines specified in a schedule to this zone.
    - There are no requirements set out in Schedule 1 to the Zone.

Subdivision:

- The pattern of subdivision and its effect on the spacing of buildings.
    - Each lot has been created in accordance with the layout of the proposed dwelling for each lot. existing dwelling on the land that is being subdivided into two (2) dwellings.
    - The local character of dwellings is one (1) dwelling on a single lot of 700m2 or greater (approx.) and some scattered infill development. This is the consistent character of the area.
    - The proposal is considered to be generally in keeping with the surrounding area as dwelling one will cominate the frontage of the allotment and dwellings 2 and 3 will be located to the rear of dwelling one.

- For subdivision of land for residential development, the objectives and standards of Clause 56 is not required due to the application also requiring a Clause 55 assessment of the proposed dwellings.
    - See Clause 55 assessment table below.

It is considered the proposal is consistent with the purpose but does not meet the Clause 55 which is a requirement to be met under Clause 32.08-6 of the Zone.

Overlays

Clause 43.02 – Design and Development Overlay – Schedule 3
Wider Airport Environs Area

A permit is not required in accordance with Section 2.0 of Schedule 3 to the Overlay as the development will not be 30m or greater in height.

A permit is required for subdivision in accordance with Clause 43.02-3 as there is no exemption in the Schedule.

It is considered the proposal would not affect the wider airport environs in any way.

Clause 55 Assessment

Title & Objective	Standard	Complies/ Does Not Comply/ Variation Required
Clause 55.02-1 **Neighbourhood character objectives** To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character. To ensure that development responds to the features of the site and the surrounding area.	**B1** The design response must be appropriate to the neighbourhood and the site. The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site.	**X Does not comply** The character of the court is single lots with single dwellings fronting Homer Court. When looking through the court you cannot see a similar development from the subject site or from another site in the court to the land. The local character of dwellings is one (1) dwelling on a single lot of 700m2 or greater (approx.). This is the consistent character of the area. The proposal is not considered in keeping with the surrounding area as there are no residential infill development in the court that is considered as part of the character of the area. There are VCAT decisions that respond to how character is determined and in Millard v Mildura RCC [2014] VCAT 135 (25 February 2014), it was determined at paragraph 36 as being: 'Sometimes the neighbourhood is taken to mean only two or three properties on either side and opposite. For this purpose I propose to consider an area that includes the properties that can be seen from in front of the review site (bearing in mind it has two frontages) and the area in the relevant streets from which the review site or a reasonable development upon it will be able to be seen.' Given the above, it is considered the proposal does not meet Standard B1.
Clause 55.02-2 **Residential policy objectives** To ensure that residential development is provided in accordance with any policy for housing in the Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies. To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.	**B2** An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.	✓ **Complies** The proposal is generally consistent with the PPF and LPPF.
Clause 55.02-3	**B3** Developments of ten or more	**N/a** The proposal is for three (3) dwellings

Dwelling diversity objective To encourage a range of dwelling sizes and types in developments of ten or more dwellings.	dwellings should provide a range of dwelling sizes and types, including: • Dwellings with a different number of bedrooms. • At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.	and three (3) lot subdivision.
Clause 55.02-4 **Infrastructure objectives** To ensure development is provided with appropriate utility services and infrastructure. To ensure development does not unreasonably overload the capacity of utility services and infrastructure.	**B4** Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available. Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads. In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.	✓ **Complies** The proposed development is in an area with good existing infrastructure connections and is of a scale that should not exceed the capacity of existing utility services, or the ability of such services to service the site.
Clause 55.02-5 **Integration with the street objective** To integrate the layout of development with the street.	**B5** Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility. Development should be oriented to front existing and proposed streets. High fencing in front of dwellings should be avoided if practicable. Development next to existing public open space should be laid out to complement the open space.	✓ **Complies** The proposed development provides a safe vehicle link to the existing road.
Clause 55.03-1 **Street setback objective** To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.	**B6** Walls of buildings should be set back from streets: • At least the distance specified in a schedule to the zone, or • If no distance is specified in a schedule to the zone, the distance specified in Table B1. Porches, pergolas and verandahs that are less than 3.6 metres high and eaves may encroach not more than 2.5 metres into the setbacks of this standard.	**X Does not comply** The setback of the adjoining dwelling to the west is 7.0m and the setback of Dwelling 1 is 4.3m. The application requested a variation to this standard. As there is no dwelling to the east and only a dwelling to the west adjoining allotment, the setback should be 7.0m It is considered there was not adequate justification for the proposed setback of 4.3m to enable a variation to be granted.

Clause 55.03-2 **Building height objective** To ensure that the height of buildings respects the existing or preferred neighbourhood character.	**B7** The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land. If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres. Changes of building height between existing buildings and new buildings should be graduated.	✓ **Complies** Single storey dwellings are proposed.
Clause 55.03-3 **Site coverage objective** To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.	**B8** The site area covered by buildings should not exceed: • The maximum site coverage specified in a schedule to the zone, or • If no maximum site coverage is specified in a schedule to the zone, 60 per cent.	✓ **Complies** The proposal does not exceed 60%.
Clause 55.03-4 **Permeability objectives** To reduce the impact of increased stormwater run-off on the drainage system. To facilitate on-site stormwater infiltration.	**B9** The site area covered by the pervious surfaces should be at least: • The minimum area specified in a schedule to the zone, or • If no minimum is specified in a schedule to the zone, 20 percent of the site.	✓ **Complies** The permeable area of each dwelling/lot is greater than 20%.
Clause 55.03-5 **Energy efficiency objectives** To achieve and protect energy efficient dwellings and residential buildings. To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.	**B10** Buildings should be: • Oriented to make appropriate use of solar energy. • Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. Living areas and private open space should be located on the north side of	✓ **Complies** Given the existing allotment orientation, it is considered the layout of each lot is sited appropriately. Although the proposal complies with this Clause, it is considered the development is an 'over-development' of the site and should the site be redesigned to meet all the objectives and standards of Clause 55, a proposal could be designed to make a more

	the development, if practicable. Developments should be designed so that solar access to north-facing windows is maximised.	energy efficient development.
Clause 55.03-6 **Open space objective** To integrate the layout of development with any public and communal open space provided in or adjacent to the development.	**B11** If any public or communal open space is provided on site, it should: • Be substantially fronted by dwellings, where appropriate. • Provide outlook for as many dwellings as practicable. • Be designed to protect any natural features on the site. • Be accessible and useable.	**N/a** No public or communal open space will be provided onsite.
Clause 55.03-7 **Safety objective** To ensure the layout of development provides for the safety and security of residents and property.	**B12** Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways. Planting which creates unsafe spaces along streets and accessways should be avoided. Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways. Private spaces within developments should be protected from inappropriate use as public thoroughfares.	✓ **Complies**
Clause 55.03-8 **Landscaping objectives** To encourage development that respects the landscape character of the neighbourhood. To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance. To provide appropriate landscaping. To encourage the retention of mature vegetation on the site.	**B13** The landscape layout and design should: • Protect any predominant landscape features of the neighbourhood. • Take into account the soil type and drainage patterns of the site. • Allow for intended vegetation growth and structural protection of buildings. • In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals. • Provide a safe, attractive and functional environment for residents. Development should provide for the retention or planting of trees, where	✓ **Complies** The proposed landscaping is consistent with a development of this type and the surrounding area.

	these are part of the character of the neighbourhood. Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made. The landscape design should specify landscape themes, vegetation (location and species), paving and lighting. Development should meet any additional landscape requirements specified in a schedule to the zone.	
Clause 55.03-9 **Access objective** To ensure the number and design of vehicle crossovers respects the neighbourhood character.	**B14** The width of accessways or car spaces should not exceed: • 33 per cent of the street frontage, or • if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. No more than one single-width crossover should be provided for each dwelling fronting a street. The location of crossovers should maximise the retention of on-street car parking spaces. The number of access points to a road in a Road Zone should be minimised. Developments must provide for access for service, emergency and delivery vehicles.	✓ **Complies**
Clause 55.03.10 **Parking location objectives** To provide convenient parking for resident and visitor vehicles. To protect residents from vehicular noise within developments.	**B15** Car parking facilities should: • Be reasonably close and convenient to dwellings and residential buildings. • Be secure. • Be well ventilated if enclosed. Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.	✓ **Complies** The proposal provides adequate on-site car parking spaces.
Clause 55.04-1 **Side and rear setbacks objective** To ensure that the height and setback	**B17** A new building not on or within 200mm of a boundary should be set	✓ **Complies** The dwellings meet this standard.

of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	back from side or rear boundaries: • At least the distance specified in a schedule to the zone, or • If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres. Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard. Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.	
Clause 55.04-2 **Wall on boundaries objective** To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.	**B18** A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not abut the boundary: • For a length of more than the distance specified in a schedule to the zone; or • If no distance is specified in a schedule to the zone, for a length of more than: - 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or - Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously construct-ed walls or carports, whichever is the greater. A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary. A building on a boundary includes a building set back up to 200mm from a boundary. The height of a new wall constructed on or within 200mm of a side or rear	✓ **Complies** The are walls on boundaries proposed for Dwellings 1 and 2. The length of the walls on boundaries complies with this standard as only the garages of each dwelling are to be a wall on a boundary.

	boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.	
Clause 55.04-3 **Daylight to existing windows objective** To allow adequate daylight into existing habitable room windows.	**B19** Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot. Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55-degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window. Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.	✓ **Complies** The nearest wall of the dwelling abutting the site to the west is 3.2m from the boundary.
Clause 55.04-4 **North-facing windows objective** To allow adequate solar access to existing north-facing habitable room windows.	**B20** If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window. A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east.	✓ **Complies** There are no north-facing windows within 3.0m of the proposal.
Clause 55.04-5 **Overshadowing open space objective** To ensure buildings do not significantly overshadow existing secluded private open space.	**B21** Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of	✓ **Complies**

	sunlight should not be further reduced.	
Clause 55.04-6 **Overlooking objective** To limit views into existing secluded private open space and habitable room windows.	**B22** A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level. A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either: • Offset a minimum of 1.5 metres from the edge of one window to the edge of the other. • Have sill heights of at least 1.7 metres above floor level. • Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level. • Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent. Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard. Screens used to obscure a view should be: Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels. • Permanent, fixed and durable. • Designed and coloured to blend in with the development. This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground	✓ **Complies** All dwellings are single storey and comply with this Standard.

	level at the boundary.	
Clause 55.04-7 **Internal views objective** To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.	**B23** Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.	✓ **Complies**
Clause 55.04-8 **Noise impacts objectives** To contain noise sources in developments that may affect existing dwellings. To protect residents from external noise.	**B24** Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings. Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of noise sources on immediately adjacent properties. Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.	✓ **Complies** The proposal is for residential use in a residential area. Normal residential noise is expected from the proposal.
Clause 55.05-1 **Accessibility objectives** To encourage the consideration of the needs of people with limited mobility in the design of developments.	**B25** The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.	✓ **Complies**
Clause 55.05-2 **Dwelling entry objective** To provide each dwelling or residential building with its own sense of identity.	**B26** Entries to dwellings and residential buildings should: • Be visible and easily identifiable from streets and other public areas. • Provide shelter, a sense of personal address and a transitional space around the entry.	✓ **Complies**
Clause 55.05-3 **Daylight to new windows objective** To allow adequate daylight into new habitable room windows.	**B27** A window in a habitable room should be located to face: • An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or • A verandah provided it is open for at least one third of its perimeter, or • A carport provided it has two or	✓ **Complies**

	more open sides and is open for at least one third of its perimeter.	
Clause 55.05-4 **Private open space objective** To provide adequate private open space for the reasonable recreation and service needs of residents.	**B28** A dwelling or residential building should have private open space of an area and dimensions specified in a schedule to the zone. If no area or dimensions are specified in a schedule to the zone, a dwelling or residential building should have private open space consisting of: • An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or • A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or • A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room. The balcony requirements in Clause 55.05-4 do not apply to an apartment development.	✓ **Complies** The proposal provide greater than 40m2 of private open space for each dwelling and is considered appropriate.
Clause 55.05-5 **Solar access to open space objective** To allow solar access into the secluded private open space of new dwellings and residential buildings.	**B29** The private open space should be located on the north side of the dwelling or residential building, if appropriate. The southern boundary of secluded private open space should be set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall.	**X Does not comply** The southern boundary of Dwelling 2 and 3 do not meet this standard. Each dwelling is setback 3.0m from the southern boundary. The setback to the southern boundary should be 4.845m to comply with this standard and is considered an over-development of the site.
Clause 55.05-6 **Storage objective** To provide adequate storage facilities for each dwelling.	**B30** Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.	✓ **Complies** Each dwelling will have convenient access to at least 6m3 of externally accessible, secure storage space.
Clause 55.06-1 **Design detail objective** To encourage design detail that respects the existing or preferred neighbourhood character.	**B31** The design of buildings, including: • Facade articulation and detailing, • Window and door proportions, • Roof form, and	✓ **Complies** The design of the buildings are in keeping with the character of dwellings in the court. The character is generally a brick dwelling with a pitched roof which the proposed dwellings are consistent.

	• Verandahs, eaves and parapets, should respect the existing or preferred neighbourhood character. Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character**.**	
Clause 55.06-2 **Front fences objective** To encourage front fence design that respects the existing or preferred neighbourhood character.	**B32** The design of front fences should complement the design of the dwelling or residential building and any front fences on adjoining properties. A front fence within 3 metres of a street should not exceed: • The maximum height specified in a schedule to the zone, or • If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B3.	✓ **Complies** No front fences are proposed.
Clause 55.06-3 **Common property objectives** To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. To avoid future management difficulties in areas of common ownership.	**B33** Developments should clearly delineate public, communal and private areas. Common property, where provided, should be functional and capable of efficient management.	**N/A** Common property is proposed in the form of a driveway to Lots 2 and 3 and is considered appropriate to provide access to each dwelling in a safe and functional manner.
Clause 55.06-4 **Site services objectives** To ensure that site services can be installed and easily maintained. To ensure that site facilities are accessible, adequate and attractive.	**B34** The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically. Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development. Bin and recycling enclosures should be located for convenient access by residents. Mailboxes should be provided and located for convenient access as required by Australia Post.	✓ **Complies** The proposal includes sufficient space for the provision of services.

Decision guidelines
Clause 65.01 – Approval of an application or plan

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
    - Considered in the processing of the application.
- *The Municipal Planning Strategy and the Planning Policy Framework.*
    - Considered in the assessment of the application as per this report
- *The purpose of the zone, overlay or other provision.*
    - Considered in the assessment of the application as per this report.
- *Any matter required to be considered in the zone, overlay or other provision.*
    - Considered in the assessment of the application as per this report.
- *The orderly planning of the area.*
    - The proposal is not considered to be orderly planning of the site doe to not complying with Clause 55 of the Scheme.
- *The proximity of the land to any public land.*
    - The nearest public land is Public Park and Recreation Zone land abutting the subject site to the east. This is a memorial hall that is used by the public and includes parking. The proposal will not cause detriment to the hall in any way.
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
    - There are no known factors.
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
    - If a planning permit was to be granted, all stormwater will be required to connect to Council's existing drainage infrastructure.
- *The extent and character of native vegetation and the likelihood of its destruction. Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
    - No native vegetation will be affected by the proposal.
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
    - There are no known hazards.

Conclusion

The proposal as submitted is not considered an appropriate planning outcome. Although the proposal does support further residential infill development in the township of Horsham which is generally supported by planning policy within the Scheme, the character of the proposal, street setback and solar access to Dwellings 2 and 3 do not comply with the Scheme.

The land is capable of residential infill development but as the proposal does not comply with the above Standards of Clause 55 of the Horsham Planning Scheme, it is considered the development is an overdevelopment of the site and a permit should not be granted.

It is recommended that a Notice of Decision to Refuse a Permit be issued for the reasons below.

Decision

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, and referral responses, and the relevant provisions of the Horsham Planning Scheme, issue a Notice of Decision to Refuse a Planning Permit for the Development of Three (3) Dwellings and Subdivision of Land (3 lot subdivision) at land known as 9 Homers Court, Horsham (Lot 15 on Plan of Subdivision 519072G) for the following reasons.

Reasons for refusal:

1. The proposal compromises the character of the immediate vicinity pursuant to Clause 55.02-1 – Standard B1 – Neighbourhood Character of the Horsham Planning Scheme.

2. The proposal does not meet Clause 55.03-1 – Street setback objective – Standard B6 of the Horsham Planning Scheme.

3. The proposal does not meet Clause 55.05-5 – Solar access to open space objective – Standard B29 of the Horsham Planning Scheme.

4. The proposal does not meet the purpose of the General Residential Zone – Schedule 1 as the development does not respect the neighbourhood character of the area.

5. The proposal does not meet the decision guidelines of the General Residential Zone – Schedule 1 as the development does not comply with Clause 55 which is a requirement to be met under Clause 32.08-6 of the General Residential Zone – Schedule 1.

6. The proposal is considered an overdevelopment of the land.

Front view

Rear view

D SHERRY
Building Design
DP- AD 59516
DB-U5707
0417826332
dajmsherry@bigpond.com

General Notes
The Builder shall check all dimensions and levels on site prior to construction.
Notify any errors, discrepancies or omissions to the architect.
Drawings shall not be used for construction purposes until issued for construction.
Do not scale drawings.
All boundaries and contours subject to survey

Planning drawings
Not for construction

PROJECT NAME : New 3 unit development

CLIENT : R & D Reinheimer

34 Creasy Court

Horsham 3400

P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :

3 D views

REVISION NO.

1:106.60
Scale , 1:100

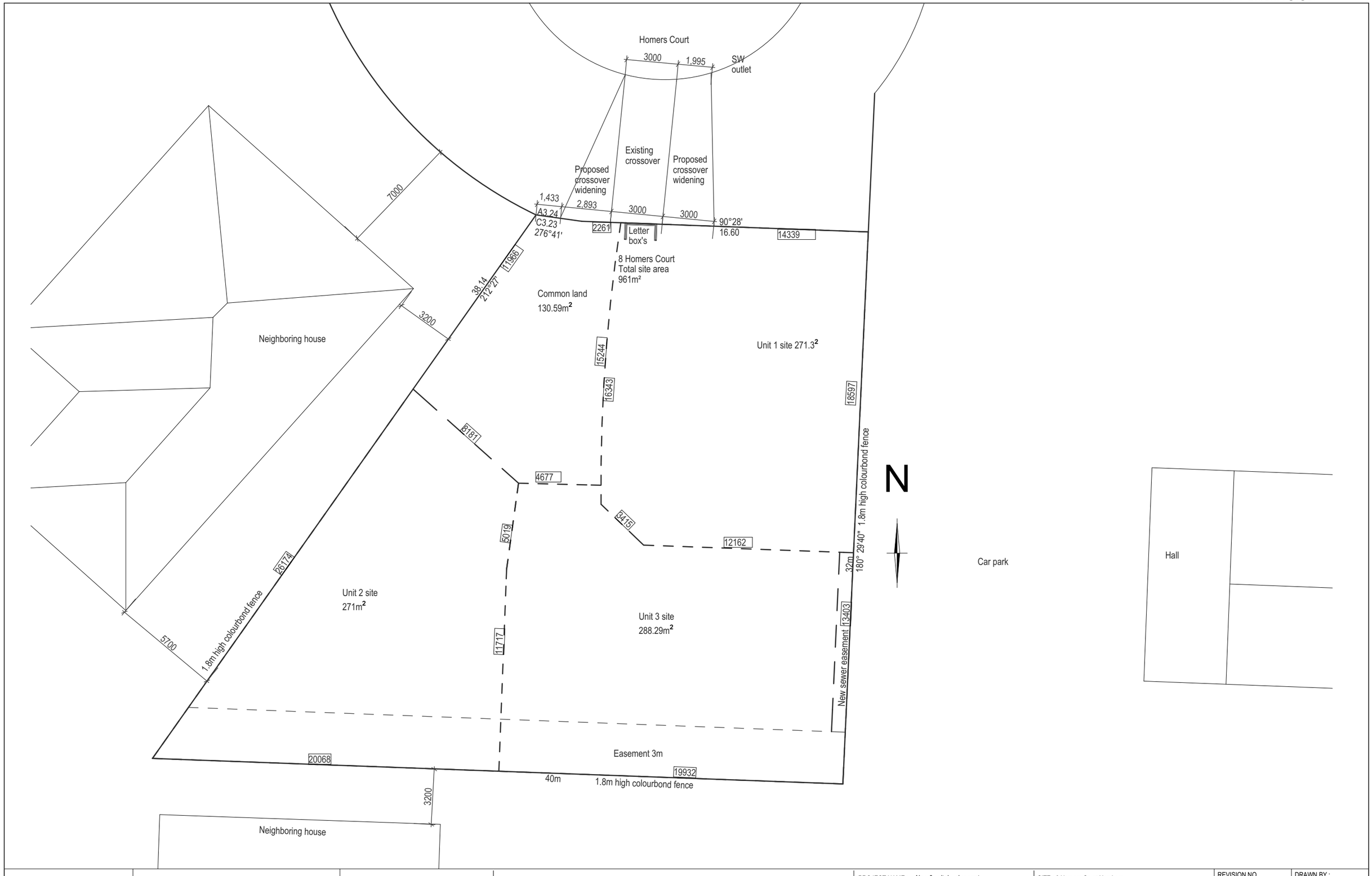
DRAWING NO.

0

DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020



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0417826332
dajmsherry@bigpond.com

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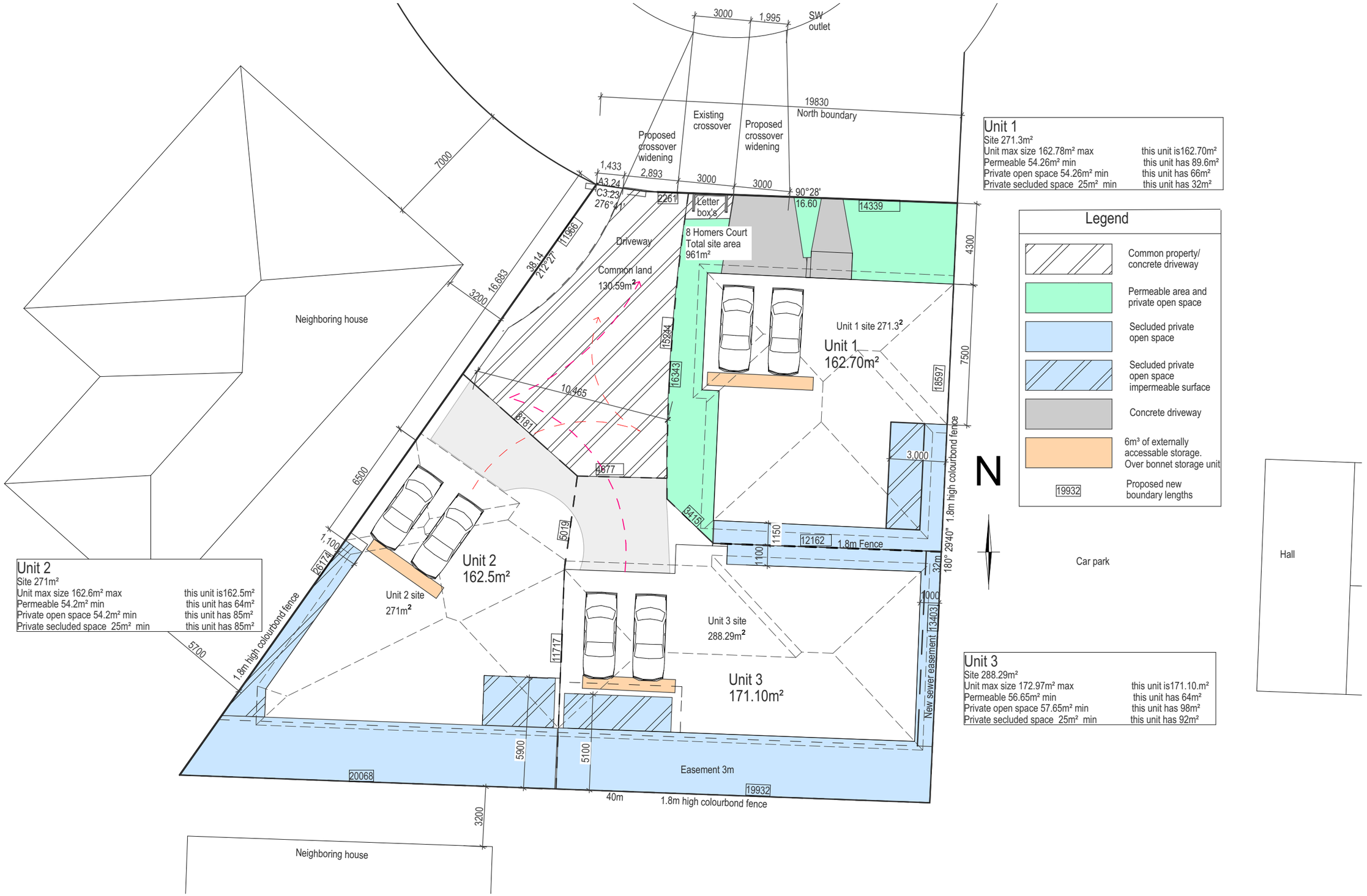
CLIENT : R & D Reinheimer
34 Creasy Court
Horsham 3400
P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :
Subdivision plan

REVISION NO.
Scale 1:200
DRAWING NO.
1

DRAWN BY :
D Sherry
DP-AD 59516
PROJECT NO.
Plot Date: 4/02/2020



Unit 1

Site 271.3m²

Unit max size 162.78m² max	this unit is162.70m²
Permeable 54.26m² min	this unit has 89.6m²
Private open space 54.26m² min	this unit has 66m²
Private secluded space 25m² min	this unit has 32m²

Legend

- Common property/ concrete driveway
- Permeable area and private open space
- Secluded private open space
- Secluded private open space impermeable surface
- Concrete driveway
- 6m³ of externally accessable storage. Over bonnet storage unit
- 19932 — Proposed new boundary lengths

Unit 2

Site 271m²

Unit max size 162.6m² max	this unit is162.5m²
Permeable 54.2m² min	this unit has 64m²
Private open space 54.2m² min	this unit has 85m²
Private secluded space 25m² min	this unit has 85m²

Unit 3

Site 288.29m²

Unit max size 172.97m² max	this unit is171.10.m²
Permeable 56.65m² min	this unit has 64m²
Private open space 57.65m² min	this unit has 98m²
Private secluded space 25m² min	this unit has 92m²

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0417826332
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Planning drawings
Not for construction

PROJECT NAME : New 3 unit development

CLIENT : R & D Reinheimer

34 Creasy Court

Horsham 3400

P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :

Landscape plan

REVISION NO.

Scale 1:200

DRAWING NO.

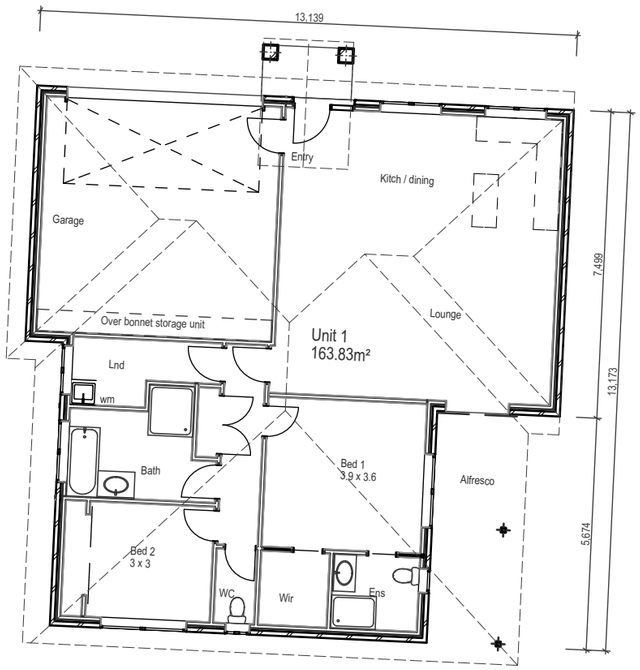
2

DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020

NORTH ELEVATION



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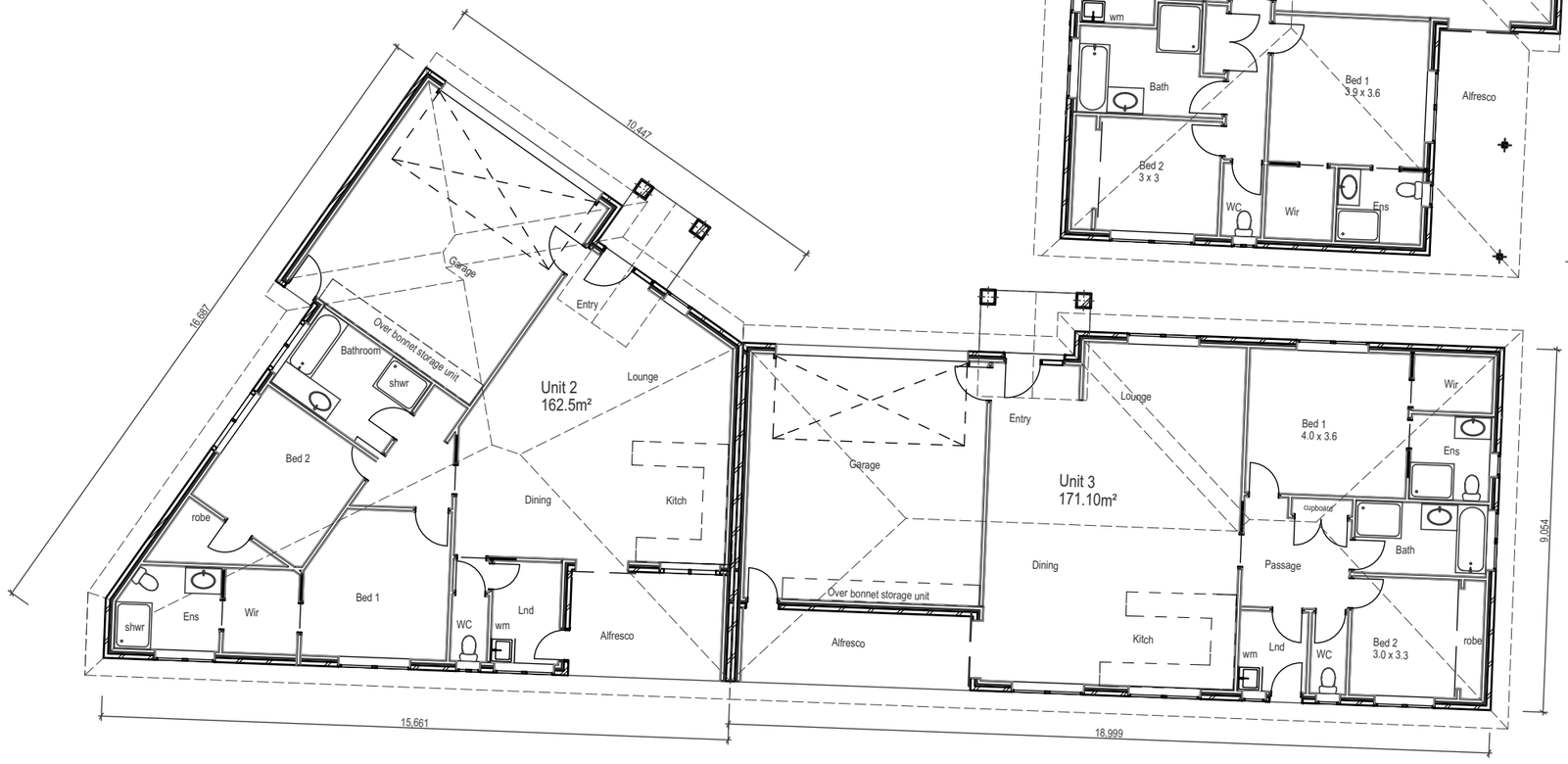
WEST ELEVATION

EAST ELEVATION



SOUTH ELEVATION

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DB-U5707
0417826332
dajmsherry@bigpond.com

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Planning drawings
Not for construction

PROJECT NAME : New 3 unit development

CLIENT : R & D Reinheimer

34 Creasy Court

Horsham 3400

P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :

Overall floor plan

REVISION NO.

Scale 1:150

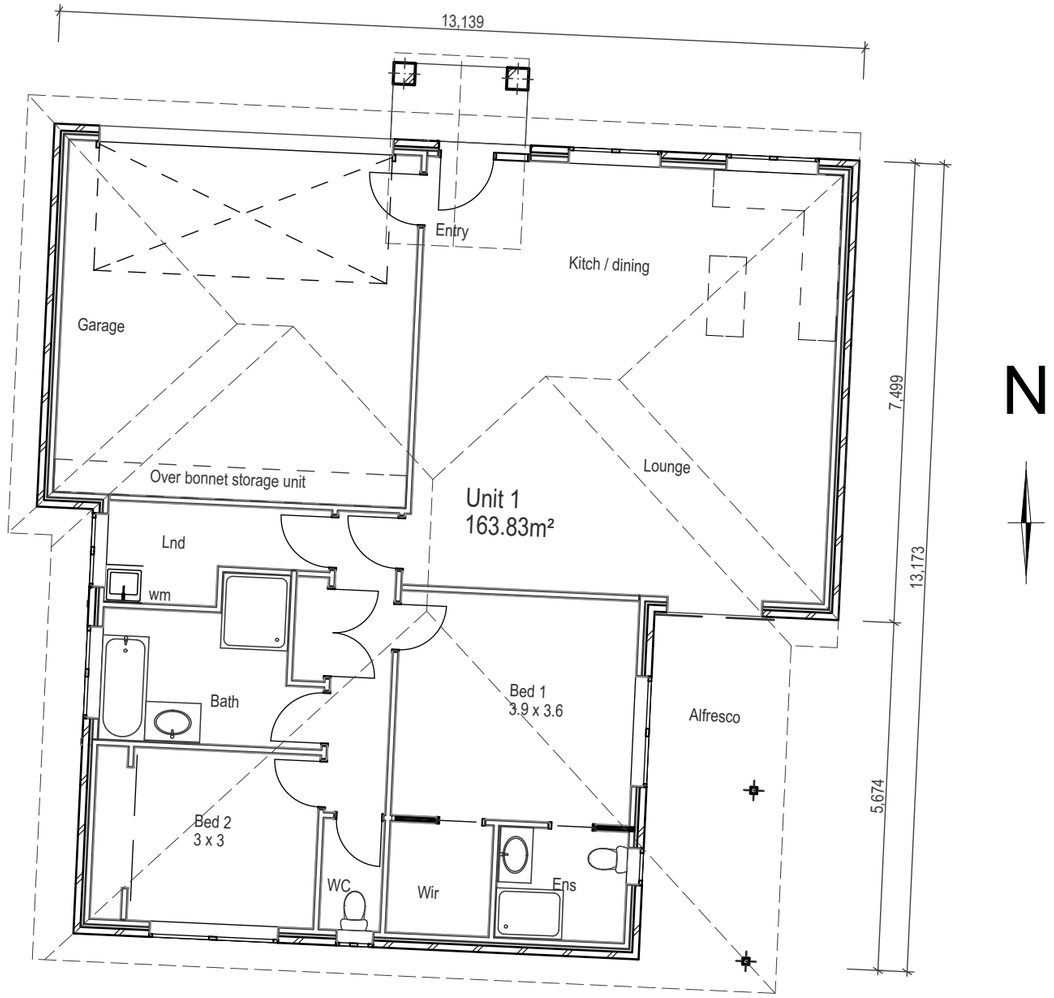
DRAWING NO.

3

DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020



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Planning drawings
Not for construction

PROJECT NAME : New 3 unit development
CLIENT : R & D Reinheimer
34 Creasy Court
Horsham 3400
P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :
Floor plan unit 1

REVISION NO.

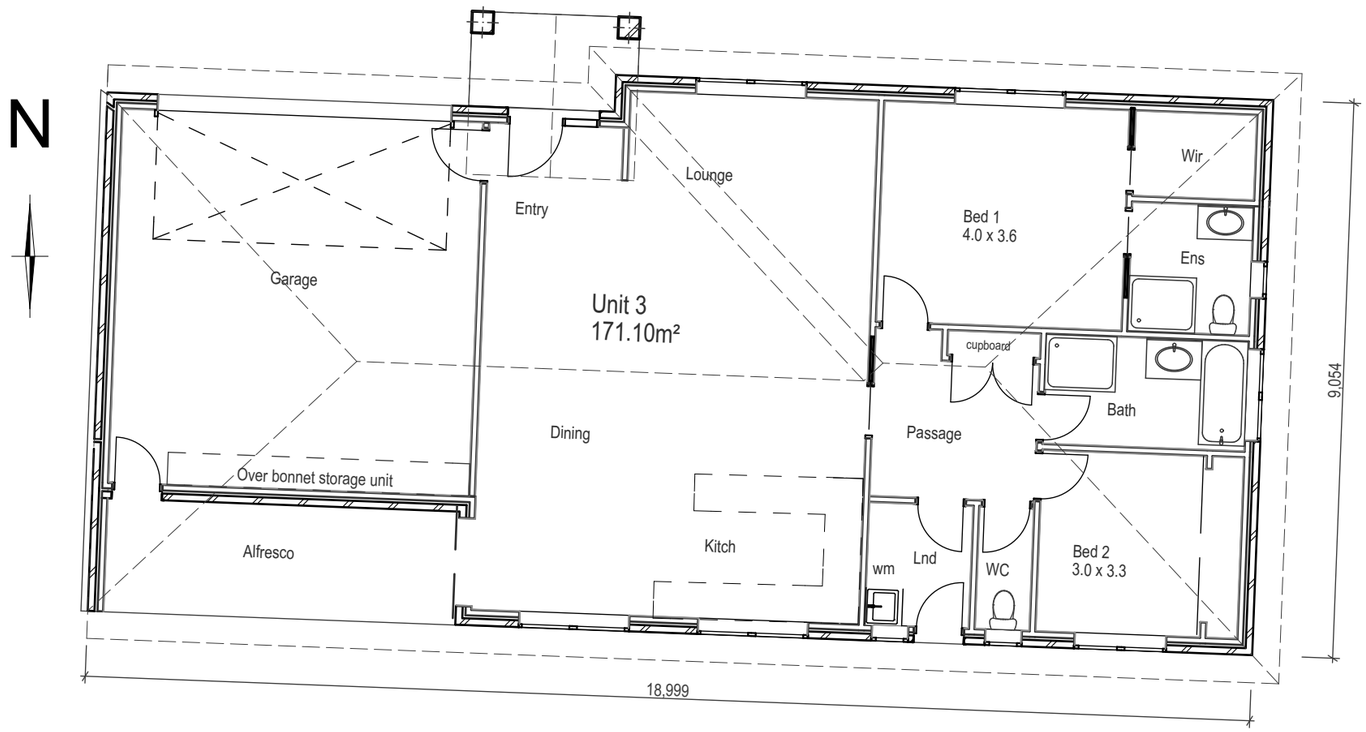
Scale 1:100

DRAWING NO.
4

DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020



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Planning drawings
Not for construction

PROJECT NAME : New 3 unit development

CLIENT : R & D Reinheimer

34 Creasy Court

Horsham 3400

P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :

Unit 2 floor plan

REVISION NO.

Scale 1:100

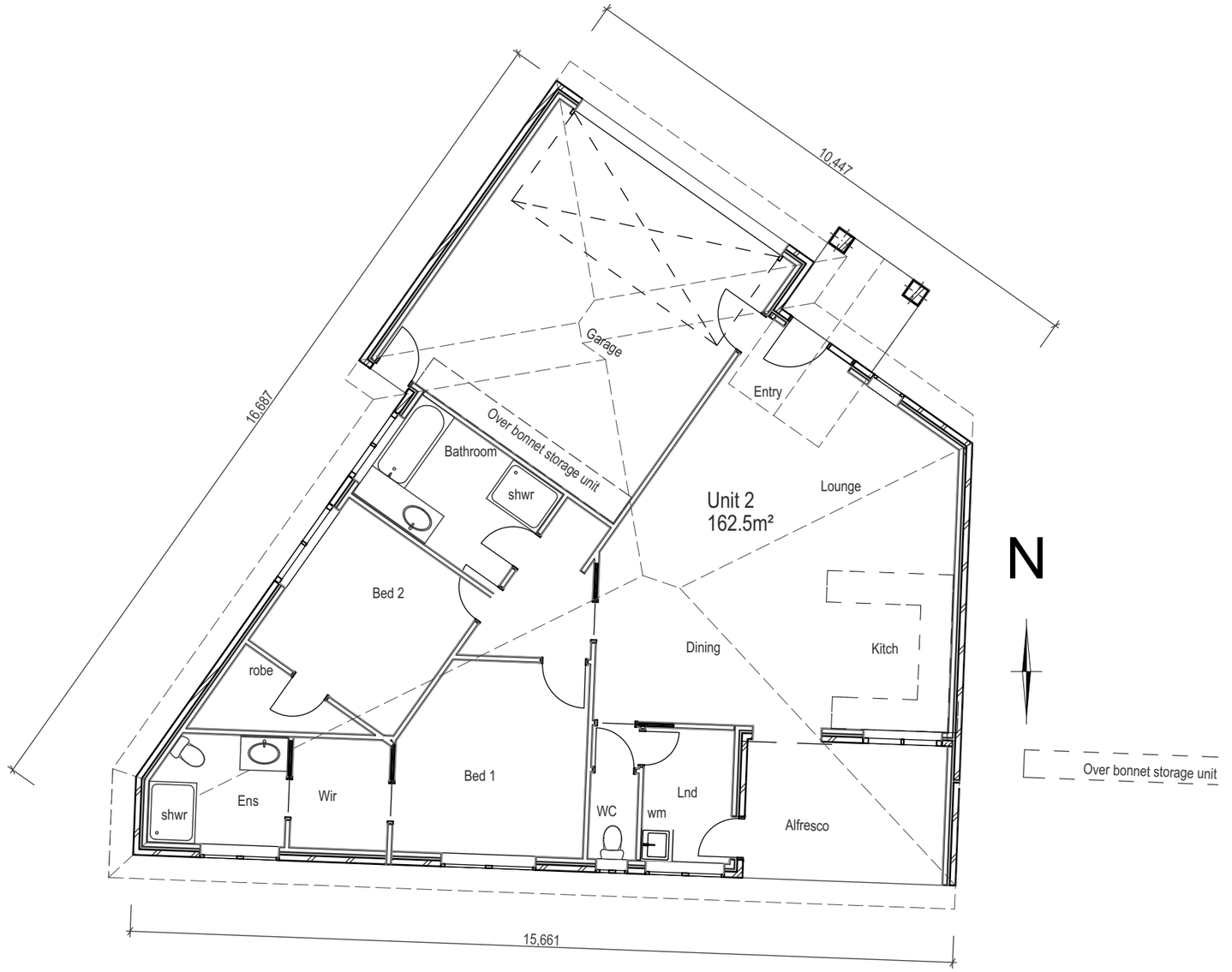
DRAWING NO.

5

DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020



D SHERRY
Building Design
DP- AD 59516
DB-U5707
0417826332
dajmsherry@bigpond.com

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All boundaries and contours subject to survey

Planning drawings
Not for construction

PROJECT NAME : New 3 unit development

CLIENT : R & D Reinheimer

34 Creasy Court

Horsham 3400

P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE :

Unit 3 floor plan

REVISION NO.

Scale 1:100

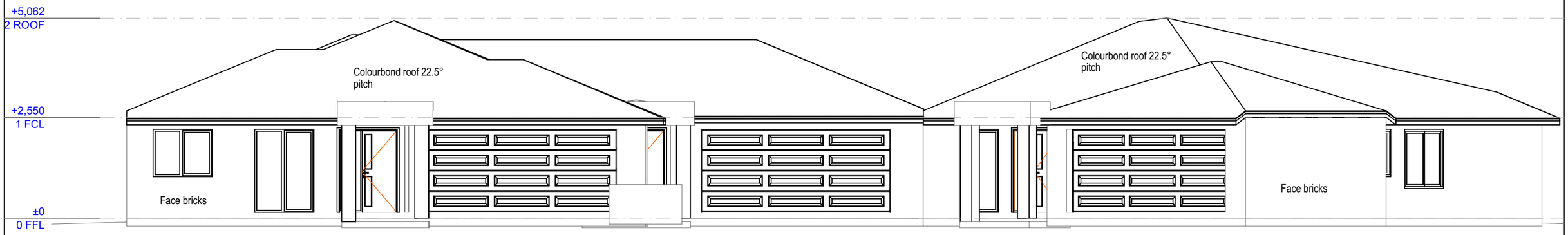
DRAWING NO.

6

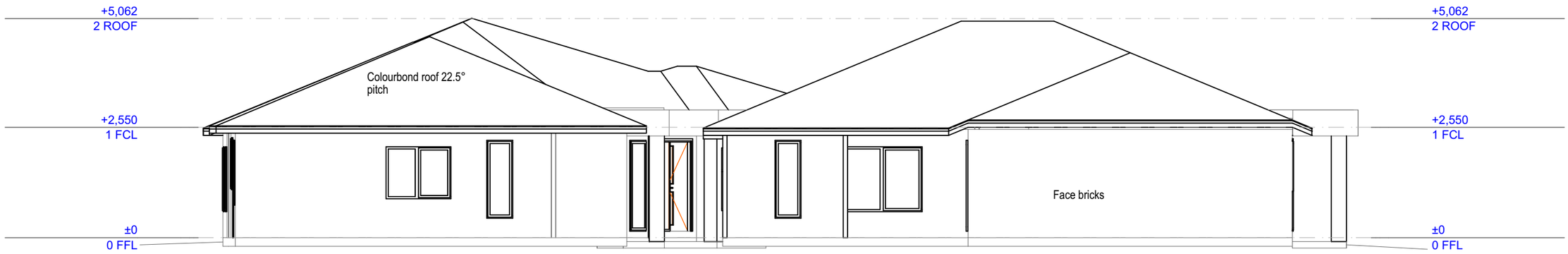
DRAWN BY :
D Sherry
DP-AD 59516

PROJECT NO.

Plot Date: 4/02/2020



NORTH ELEVATION 1:100



EAST ELEVATION 1:100

D SHERRY
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0417826332
dajmsherry@bigpond.com

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All boundaries and contours subject to survey

Planning drawings
Not for construction

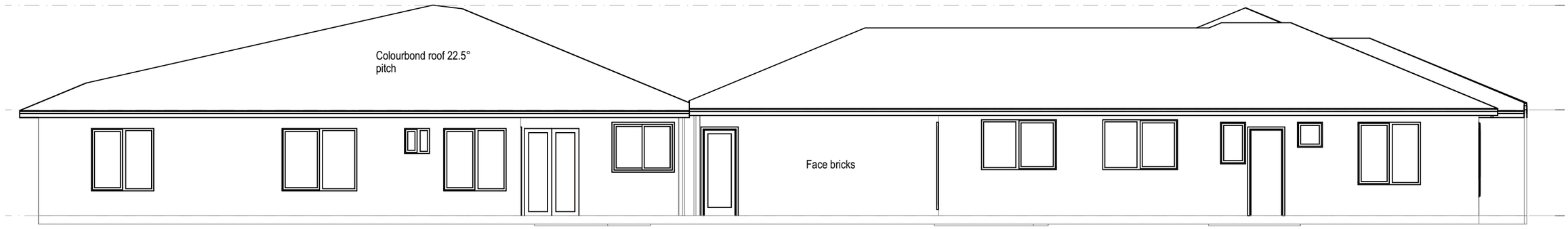
PROJECT NAME : New 3 unit development
CLIENT : R & D Reinheimer
34 Creasy Court
Horsham 3400
P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

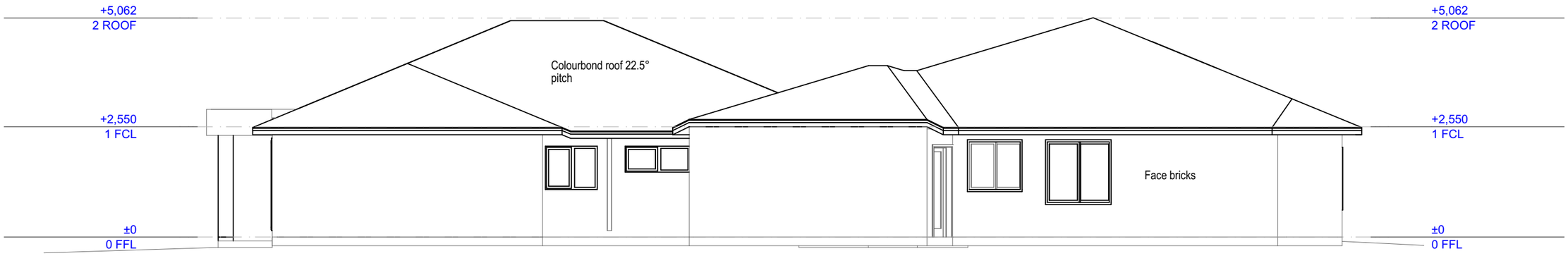
DRAWING TITLE :
North and East Elevations

REVISION NO.
Scale 1:100
DRAWING NO.
7

DRAWN BY :
D Sherry
DP-AD 59516
PROJECT NO.
Plot Date: 4/02/2020



SOUTH ELEVATION 1:100



WEST ELEVATION 1:100

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Planning drawings
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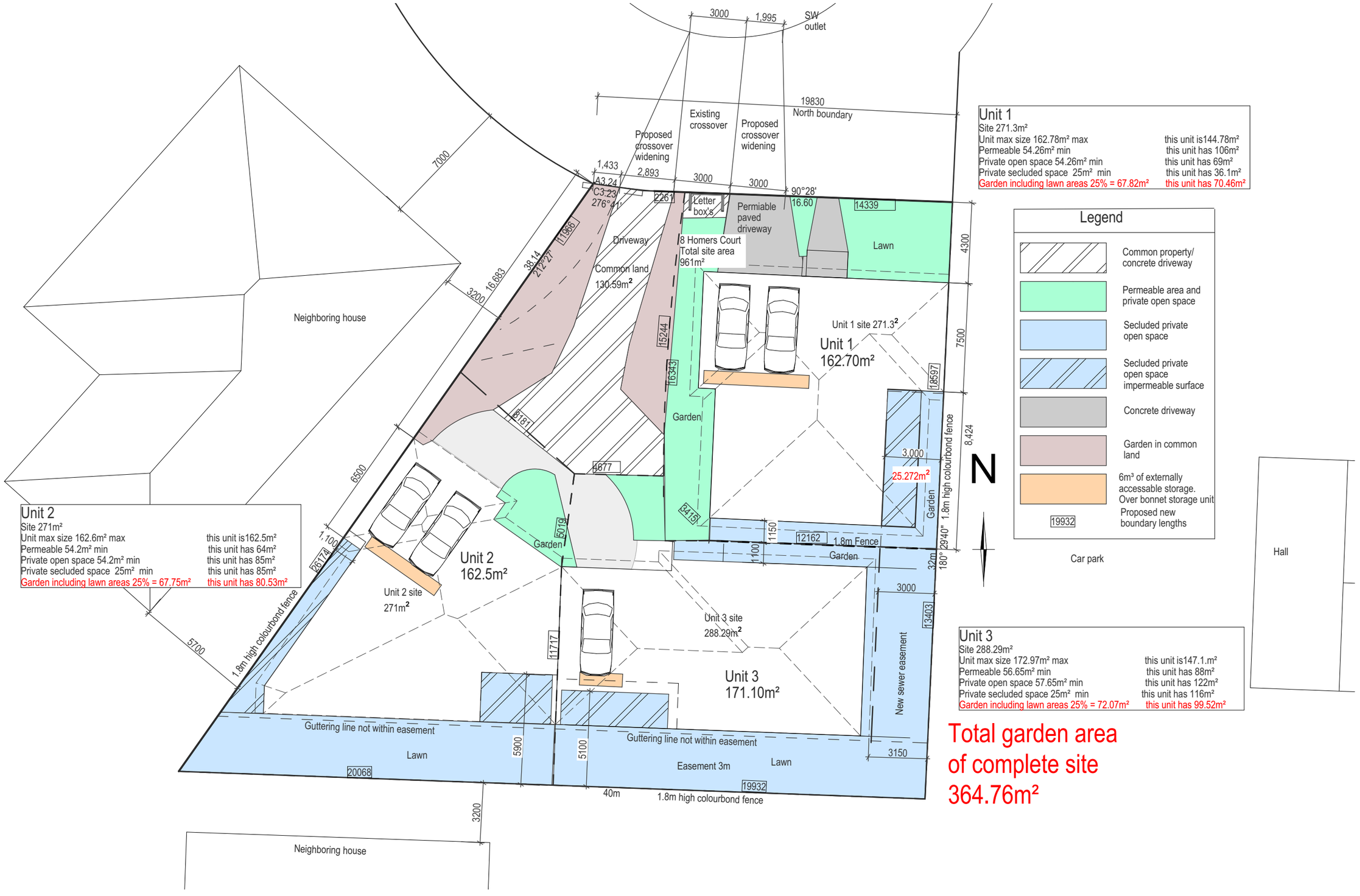
PROJECT NAME : New 3 unit development
CLIENT : R & D Reinheimer
34 Creasy Court
Horsham 3400
P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham

DRAWING TITLE : **South and West Elevations**

REVISION NO.
Scale 1:100
DRAWING NO. 8

DRAWN BY : D Sherry DP-AD 59516
PROJECT NO.
Plot Date: 4/02/2020



Unit 1
Site 271.3m²

Unit max size 162.78m² max	this unit is144.78m²
Permeable 54.26m² min	this unit has 106m²
Private open space 54.26m² min	this unit has 69m²
Private secluded space 25m² min	this unit has 36.1m²
Garden including lawn areas 25% = 67.82m²	this unit has 70.46m²

Unit 2
Site 271m²

Unit max size 162.6m² max	this unit is162.5m²
Permeable 54.2m² min	this unit has 64m²
Private open space 54.2m² min	this unit has 85m²
Private secluded space 25m² min	this unit has 85m²
Garden including lawn areas 25% = 67.75m²	this unit has 80.53m²

Unit 3
Site 288.29m²

Unit max size 172.97m² max	this unit is147.1.m²
Permeable 56.65m² min	this unit has 88m²
Private open space 57.65m² min	this unit has 122m²
Private secluded space 25m² min	this unit has 116m²
Garden including lawn areas 25% = 72.07m²	this unit has 99.52m²

Legend

- Common property/ concrete driveway
- Permeable area and private open space
- Secluded private open space
- Secluded private open space impermeable surface
- Concrete driveway
- Garden in common land
- 6m³ of externally accessable storage. Over bonnet storage unit
- 19932 Proposed new boundary lengths

Total garden area of complete site 364.76m²

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PROJECT NAME : New 3 unit development
CLIENT : R & D Reinheimer
34 Creasy Court
Horsham 3400
P 0400966627 | E debbie.reinheimer@outlook.com

SITE : 8 Homers Court Horsham
DRAWING TITLE : **Landscape plan**

REVISION NO.1
Scale 1:200
DRAWING NO. 2

DRAWN BY : D Sherry DP-AD 59516
PROJECT NO.
Plot Date: 17/08/2020

APPENDIX 9.4A

WIMMERA RIVERFRONT ACTIVATION PROJECT

STAGE 1 CITY TO RIVER MASTER PLAN

ENGAGEMENT REPORT

Horsham Rural City Council urban rural balance

ENGAGEMENT REPORT

CONTENTS

ENGAGEMENT REPORT

SUMMARY
ENGAGEMENT OUTCOMES

This Report summarises the commitment, approach and engagement outcomes undertaken to develop the Concept and Schematic plans for the Wimmera Riverfront Activation project.

There was a clear focus on improving engagement through:

- Building relationships and trust with the community and key stakeholders
- Providing an opportunity for any member of the community to provide input

The key to a more effective engagement process with the establishment of a Community Reference Group (CRG) who helped design the engagement process and provided oversight of the detailed design process.

The CRG endorsed the overall goal for the project:

'to make the Wimmera Riverfront an even more inviting place for everyone now and for future generations'

From March to August 2020, there has been a range of engagement on the Riverfront Project reported through to the CRG:

- Discussions with technical experts and groups in or located adjacent to the project
- One-on-one discussions with 32 community groups
- On-line webinars – 1500+ views
- Social Media – 18 facebook posts and 5200 engagements
- The Draft Concept Plan (maps and information) for the Riverfront Activation project were viewed over 900 times online
- Double page spread in print media and weekly notices updates
- Two radio interviews
- 6 small group on-line information sessions
- Display of designs at the Angling Clubrooms and at 43 Firebrace Street

Key themes that emerged during this engagement were:

- Retain the natural amenity
- Improve connectivity and places to socially connect
- Promote broader community access and use
- Provide opportunities to tell our local indigenous stories

WHAT YOU TOLD US – PUBLIC ENGAGEMENT

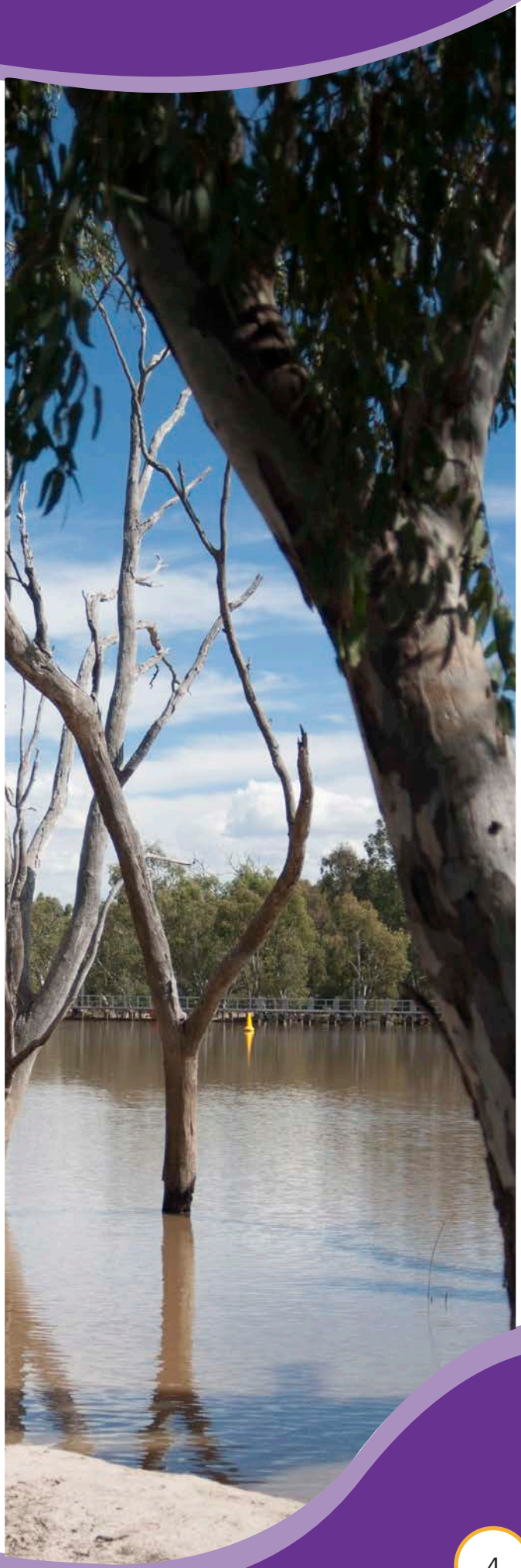
- 70 formal feedback submission received
- Four out of every 5 responses (81%) believe the riverfront will be more inviting after the plans are implemented- showing overwhelming support for the draft riverfront designs

The top features people like about the draft plans in priority order for implementation are:

- Natural Water Play Park
- Walking path upgrades
- Café
- Upgrades to BBQs, seating, shade and toilets
- New meeting place at the end of Firebrace Street
- New river edge connections

Eight responses voiced concern relating to the cost of the project, possible impact on rates and COVID-19. Seven responses discussed issues around parking to be further considered and eleven responses provided a range of comments on specific elements of the design that have been provided to the Landscape architect.

Horsham Rural City Council would like to thank everyone in our community who has taken the time to be involved with the Riverfront project and to provide feedback. In particular we wish to commend the CRG who worked intensively to design and deliver a comprehensive engagement plan and draft Concept Design with the support of Council staff and the landscape architects. We recognise that any one plan will not satisfy all needs and interests of the community, however if the majority are served well and are generally satisfied and the feedback provided improves the process, approach and plan, the CRG and Council view this as a way forward to advance plans to the next stage.



ENGAGEMENT REPORT

RIVERFRONT ACTIVATION PROJECT
STAGE 1 CITY TO RIVER MASTER PLAN

Background

The Riverfront Activation Project is the first stage of the City to River Masterplan, a long term 20 year plan which aims to enhance and activate the Wimmera River Precinct and its' link to the Central Activity District of Horsham. The City to River project has been divided into sub-precincts to allow projects to proceed in a staged, prioritized manner.

The Masterplan was developed in 2019, drawn from a large number of current Council strategies and plans along with community input and engagement conducted throughout that year. The Master Plan was approved by the Council in Nov 2019, with amendments to the Plan. The Council endorsed the development of detailed concept and schematic designs for the Riverfront, including identifying the site for a café and a waterplay area.

This approval allowed Council staff to progress the next stage of the riverfront project with both Federal and State Government funding. This report outlines the process and engagement undertaken to develop, advance and test this more detailed planning, including technical advice, assessments and community input into the plan. The Plan will be presented back to Council prior to the completion of the current Council's term.

What is being looked at?

The Riverfront Precinct focusses on the area west of the Rowing Clubroom to east of the Wimmera Bridge. Assets located close to, or in the precinct include, Adventure Island and the Pump Track, the Botanical Gardens playground, bike and walking tracks, the Rowing and Angling clubrooms, Miniature Rail, the actual waterway, riverfront and the caravan park.

The Wimmera River is one of Horsham's significant natural, social and cultural assets. The Wimmera River Activation project seeks to build on this strength by exploring the creation of new active spaces for recreation and build and improve access and use of existing open space and recreational assets. Improving links to the central activity district is also important.

Purpose of Engagement Report

This Report summarises the commitment, approach and outcomes undertaken to develop the Concept and Schematic plans for the Wimmera Riverfront Activation project.

Clear and direct community feedback provided through the 2019 City to River Master planning process has informed how the Riverfront Activation project has evolved. A deliberate focus on improving engagement with the community to develop the Riverfront Concept Plan has been set against the following objectives:

- Build relationships and trust with the community and key stakeholders
- Provide an opportunity for any member of the community to provide input
- Provide an open, transparent process so that the community understands and supports the process
- Gain diverse community input into a plan for making the riverfront more inviting
- Clearly communicate opportunities to be engaged and project progress

These engagement objectives have been met through undertaking the following:
• Establishing a transparent and empowered Community Reference Group (CRG) to guide the project's engagement;
• The CRG agreeing to parameters and principles under which they would operate and undertaking a clear challenge 'to make the Wimmera Riverfront an even more inviting place for everyone now and for future generations';
• Encouraging discussion and debate about the project and ideas, negating personal attacks, and setting a tone of constructive input and active listening;
• Following best practice engagement processes (IAP2 Framework);
• Establishing close and frequent feedback loops between Council staff, the landscape architects (Tract) and the CRG to adapt and respond to feedback along the design journey; and
• Providing open avenues for a wide cross section of the public to participate through constructive feedback loops.

The engagement objectives and processes have shaped how the CRG works. They have designed and delivered a comprehensive engagement plan to communicate, test, collate and refine the draft plan for the Riverfront, guided by input and community needs. It is recognised that any one plan will not satisfy all needs and interests of the community, however if the majority are served well and are generally satisfied and the feedback provided improves the process, approach and plan, the CRG and Council will view this as a way forward to advance plans to the next stage.

Having well scoped and costed projects, tested against community need and demand, guided by land holders, traditional owners and authorities, supports Horsham Rural City to stay strong and agile in a fast moving and highly competitive economy and society. Taking full advantage of future funding opportunities and private investment that grows business, drives opportunities, improves services and retains and attracts people is key to maintaining and growing our status as a regional city. Forward, strategic and often long term planning, thinking and preparedness, enables our region to not just survive, but flourish.

Establishment of the CRG

The Community Reference Group (CRG) was formed in April 2020 to guide effective engagement for the project, taking on lessons learnt from the City to River Master Plan process, to ensure the community's voice has been heard and feedback is acknowledged. The CRG has worked closely with Council staff and the landscape architects- Tract, to develop the draft concept design for the Riverfront. The group have met 12 times since formation. Meetings have been held via Zoom and generally last 2 hours. The group met on-site at the Riverfront in July to sense check plans and undertake a site walk through.

Who makes up the CRG?
The CRG includes representatives of key stakeholders located in or adjacent to the Riverfront precinct, as well three community representatives.

Organisation representatives
• John Gorton, Aboriginal Advisory Committee (Chair)
• Stuart Harradine, Barengi Gadjin Land Council
• Steve Parish, Horsham Angling Club
• Sue Jones, Horsham Caravan Park
• Ray White, Horsham City Rowing Club
• Di Bell, Horsham Rural Ratepayers & Residents
• Zach Currie, Youth Council (until Aug 2020)
• Brylee Taylor, Youth Council (from Aug 2020)
• Gary Aitken, Wimmera River Improvement Committee

Community representatives
- Bob Redden
- Andrew Sostheim
- Phil Lohrey

Council representatives
- Kevin O'Brien, Director Communities & Place
- Carolynne Hamdorf, Manager Arts, Culture & Recreation
- Sue Newall, City to River- Riverfront Precinct- Project Manager
- Mandy Kirsopp- Coordinator Recreation & Open Space

What have they done?
The CRG have developed a detailed engagement plan for the Riverfront precinct. They have spoken to the broader public, canvassed their groups and liaised with the landscape architects to develop a draft Concept Plan to take out to the community that reflects the interests and needs of current and future residents and visitors to our region.

Project Timeline

2018 - 2019
City to River 20 Year Masterplan developed

Nov 2019
Council endorses the Master Plan with amendments. Requests detailed concept and schematic designs for the Riverfront, including identifying the site for a café and a waterplay area.

March 2020
Community Reference Group (CRG) is formed to guide effective engagement for the project, taking on lessons learnt from the Master Plan process, to ensure the community's voice is heard and feedback is acknowledged. Tract Landscape Architects contracted to project.

April 2020
CRG & Tract meet for the first time.
Review previous feedback from the Master plan linked to the River & Riverfront, including 500+ individual comments on the riverfront area
CRG develop Engagement Framework to inform development of draft Concept Plan

Timeline snapshot

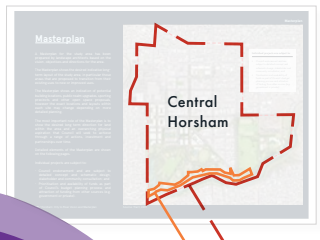
2018-2019
City to River Masterplans developed by HRCC, Urban Enterprise and Tract Public Comment sought and received on Masterplan.

Late 2019
Funding secured for Stage 1

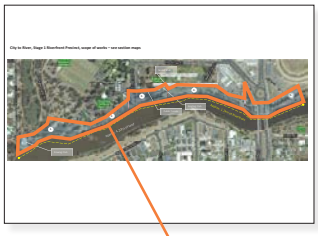
March 2020
Engagement Plan is developed to support Stage 1 Concept. Development Community Reference Group (CRG) for Stage 1 convened.

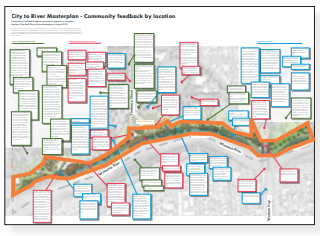
April-July 2020
Stage 1 - Draft Concept Plans are progressed considering Community feedback from Masterplan and input from the CRG. Funding grant update is lodged with Federal Government.

July-August 2020
Stage 1 - Draft Concept Plans completed and displayed for Community input in early August.



City to River Masterplan boundary
Stage 1 boundary


Stage 1 boundary



Summary of comments received in response to City to River Masterplan

Project Timeline (cont.)

May 2020
Funding grant update is lodged with Federal Government
Draft Concept Plan for Riverfront presented to CRG.

June 2020
Sport & Recreation Covid Stimulus grant application lodged for $3M Natural Waterplay Park.
CRG aware of funding opportunity and application endorsed by Council at June Council meeting
Feedback on Draft Concept Plan provided by CRG.
Plans updated

June - Aug 2020
32 community groups, organisations, businesses, event organisers, technical/cultural experts, land managers and planners view draft Concept Plan and provide constructive feedback. Plans updated

11 - 23 Aug 2020
CRG invites broader public to provide feedback on Draft Concept Plans
Feedback collated & informs final Concept Plan & development of detailed schematic plans

Late Sept 2020
Final Concept Plan to be presented back to CRG and formally to Council

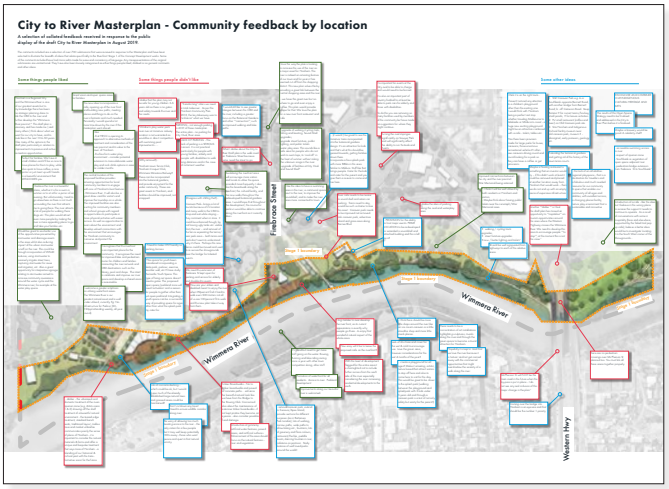
Late 2020- early 2021
Pending funding applications and Council endorsement, works commence on first stage

Engagement Approach

The following six stage approach guided the detailed engagement plan for the Riverfront Activation project, lead by the CRG and supported by Council staff.

1. Initial Draft Plan- April 2020

Drawing on and honouring feedback provided through the 2019 City to River Masterplan.
Tract Consulting and Council staff provided the CRG with details of the 550 submission comments provided through the 2019 Masterplan process, which specifically referenced the River or the Riverfront. This feedback was summarised and informed the 'first cut' of the Draft Concept Plan. Technical input included existing vegetation, geotech reports, features/levels surveys, as well as consultation with located and adjacent stakeholders. The first draft Concept Plan aimed to provide a starting point for the CRG, reflected the approved Council direction, identified information gaps and future refinement and honoured public input up to that point in the project.



2. Speak directly with impacted stakeholders and technical experts first- April- June

Groups either located in or adjacent to the precinct were consulted during this time, including:

- Horsham City Rowing Club
- Horsham Angling Club
- Wimmera Live Steam and Model Engineering Society
- Southern Cross Parks (Horsham Riverside Caravan Park)
- Barengi Gadjin Land Council (Cultural Heritage Management Plan advice)
- Wimmera CMA
- DEWLP

3. Update Draft Concept Plan based on functional and constructive feedback- July- Aug

32 different community groups, organisations, event organisers, businesses, technical and cultural experts, land managers and planners were consulted with to provide feedback on the draft concept plan. The CRG and Council staff worked closely with the landscape architects to ensure key input from the community informed the plan.

These consultations were primarily held in Covid safe ways, in small group 'face to face' meetings with representatives from the following organisations, events and businesses. The draft Concept plan was used to collect input and feedback. Key feedback was passed onto the landscape architects and signed off copies of meeting minutes were provided to the CRG. Groups included:

- Horsham RSL
- Horsham City Rowing Club
- Horsham Angling Club
- Wimmera River Park Run
- Wimmera Live Steam and Model Engineering Society
- Wimmera River Improvement Committee
- Kannamaroo, Horsham Country Music Festival, Operation 19:14
- Horsham Fishing Competition
- Natimuk Ski Club
- Planet Feelgood and My Yoga Well
- Horsham Showground CoM
- Horsham Aquatic Centre Advisory Committee
- Horsham Rural Residents and Ratepayers Assoc
- Horsham Bicycle Advisory Committee
- HRCC Planning Dept, Wimmera CMA, DEWLP Grampians Tourism, WDA, RDV, Wimmera Regional Sports Assembly
- Horsham Youth Council
- Letter drop to Firebrace St businesses (southern end)
- Letter drop to residents along corner Wotonga Drive, Barnes Blvd
- Letter drop to residents along southern side of the Wimmera River
- Wilson Bolton Owners
- The Blood Bank

The CRG met on site at the Riverfront on 18 July and conducted a site walk through with the Project Manager, tested ideas, and concepts and settled on a number of key feedback issues, i.e. Café site preferred location, access and car parking, vegetation removal and preservation, waterplay area.

Tract Consulting updated the draft plans, based on CRG and community group feedback.

Key themes identified from the community engagement informing the plans at this point of the engagement included:

- **Retain the natural amenity**

A key piece of feedback from the 2019 City to River Master Plan was to retain and improve the River's natural amenity. This important point has informed much of the CRG and landscape architects thinking and planning. Striking a balance between the needs of river users and those that use the banks to recreate, relax and socialise has been another important piece of feedback built into the concept design.

- **Improve connectivity and places to connect**

There has been strong support to improve many elements of connections to and throughout the precinct. There has been a focus on improving safety with mention of separating the paths and tracks for walkers and cyclists, or alternatively widening and improving the existing paths in high traffic areas.

Creating new places for people to meet and gather has also informed the Concept plan, including improving linkages to Adventure Island (outside of project scope), proposed improvement to the Rowing Clubrooms, new and increased amenity at the natural waterplay area, outside extensions to the Angling clubroom, identifying the site for a café and increasing the number and places for people to safely interact with the water's edge.

• **Promote broader community access and use**
Feedback to date has been clear, people want community facilities and our open public spaces to be fully accessible, and useable by people of all ages and abilities. The design and layout of the precinct is intended to encourage use in a range of diverse ways, from relaxation and reflection, to increased use by those running events, organised sports and informal activities, and to encourage family and social gatherings at various locations across the site. The space is intended to be inviting and its design welcomes any one to use the space.

• **Provide opportunities to share our local stories**
There has been strong interest in supporting how this precinct can respectfully celebrate and promote our region's rich Indigenous history and the ongoing value and importance of the Wimmera River to local Aboriginal people. There are many opportunities for how the precinct can be used to inform residents and visitors of our region's full history, through clever and contemporary use of integrated public art, interpretive and wayfinding signage; pedestrian level lighting and placement and design of public furniture including seating, picnic settings, bike hoops and shelters.

4. Community Feedback on draft plan sought- 11-23 Aug 2020

Stage 3 Covid Restrictions take effect in regional Victoria. Planned face to face consultations need to pivot to online and offline options.

Between 11 and 23 August, the Draft Concept Plan for the Riverfront Activation Project was open for public feedback. The Draft Concept Plan was distributed and feedback was received in the following ways:

• A third information webinar was hosted on Thursday 13 August
• The webinar was recorded and has been shared on HRCC's Facebook and website, with over 400 views
• Six online Small Group Feedback Sessions were held
• 70 community submissions were received, either online, via email, or through the online feedback sessions
• CRG members and staff were available to field calls from the public
• Two information inserts and maps placed in local papers
• A letter drop to homes along sections of Barnes Blvd, Wotonga Drive and the south bank of the river
• A letter drop to businesses along the southern end of Firebrace St
• Hard copy large maps and feedback forms on display at 43 Firebrace St and the Angling Clubrooms

The feedback has been collated and is made publically available in this report.

Next steps
The CRG are presented with a number of more detailed schematic plans reflecting feedback and sentiments from the Public. CRG to sign off on the agreed Concept Plan and put forward a proposal to Council for first stage prioritised works.

5. Present the Concept plan with detailed schematics plans to Council for approval within the current term

The Engagement Report, Schematic plans, costings, and first stage options to be presented to Council prior to the current Councils' term expiring on 22 September 2020.

6. Progress the first stages of the approved plan. Advocate and seek further funding

If endorsed by Council, the next stage will be to undertake the first phase of works and to continue to advocate for further funding. To review the first phase community engagement process and seek formal feedback from CRG re: establishment and involvement and apply learnings to the next stage of the C2R Master Plan Sawyer Park/City Oval

Other formal engagement undertaken

Three webinars were hosted
Webinar 1 - 14 May 2020
Focus: Introduce the CRG and a Project Update
Pre Registered: 100. Attended 54
Viewed once posted on-line: 474
Webinar 2- 30 July 2020
Focus: Natural Waterplay Area- what is it?
Pre Registered: 46.
Q&A on the Natural Waterplay space post webinar viewed once posted on-line: 620
Webinar 3 - 13 August 2020
Focus: Sharing of Draft Concept Plan
Open registration Attended 8
Viewed once posted on-line: 420

Meetings and consultations with Government Departments and funders
Meetings with DELWP, Wimmera CMA, BGLC, Sport & Recreation Victoria, Regional Development Victoria, Federal Government

Governance
Internal Working Group established in Feb 2020. The group has met monthly to ensure appropriate governance of the project has been maintained.

Media
2 x ABC Radio interviews with Chairperson Johnny Gorton

Community Notices
Weekly and rotated through the Horsham Times and Weekly Advertiser commencing 23 July and running until 16 September.

Website
The project website can be located on the HRCC website at:
https://oursay.org/horshamruralcitycouncil/riverfrontactivation

Social media
18 Facebook posts with 5,200 engagements

Fact sheet and flyers
Flyer 1- What is a natural waterplay space
Flyer 2- Who are the CRG?
Flyer 3- Engagement so far
Flyer 4- Themes from Engagement

Media Release summary
22 April, Riverfront Activation planning underway
7 May, Public invited to Riverfront Activation webinar
7 May, Community Reference Group elects chairperson
18 May, State funding for Riverfront Activation
26 June, Riverfront plans continue to develop
24 July, 'Natural beauty' key to water-themed playground
20 August, Riverfront funding push will continue

CRG meetings
12 zoom meeting held in total commencing 21 April- 15 Sept, plus one face to face on site meeting at the Riverfront.

Council Briefing & meetings
22 June Councillor Briefing- Discuss & consider the Waterplay Park & Submission to SRV for Stimulus grant
29 June Council Meeting- resolution to allocate $350K from the Federal Local Roads and Community Infrastructure grant to support SRV grant application for Waterplay Park
13 July Councillor Briefing-Presentation of Engagement Plan by CRG Chairperson to Councillors, and schedule time to run through draft Concept Plan
10 August Councillor Briefing- Update on Engagement completed, feedback received on Draft Concept Plan, changes made and view of Draft Concept Plan to go out for public engagement
14 September Councillor Briefing- Presentation of draft Concept Plan- detailing engagement feedback. Flagging focus for schematic plans priority by CRG
21 September Council Meeting- Put forward final Concept plan and schematic focus plans selected through engagement and by CRG to Council for endorsement

PUBLIC ENGAGEMENT REPORT

10 - 23 AUGUST 2020

Draft Concept Plan public engagement

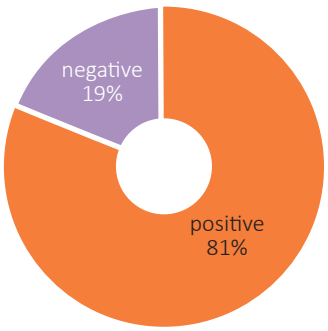
A public engagement phase was held over a two week period in August 2020 to seek community feedback on the draft Concept Plans developed by the Community Reference Group. This section of the report summarises feedback heard and what the community told us about the plans.

The Draft Concept Plan (maps and information) for the Riverfront Activation project were viewed over 990 times on-line. We would like to thank all those that took the time to view the plans and provide their feedback.

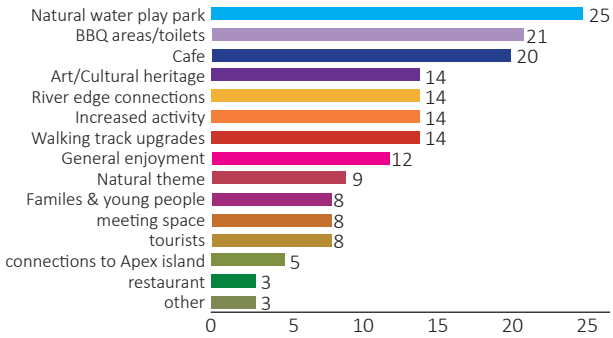
Feedback and comments were received through:

- On-line surveys
- Hard copy surveys returned to Council
- Emailed responses
- Comments during small group information sessions

70 survey responses were received in total. Four out of every 5 responses positively support the project- showing overwhelming support for the draft riverfront designs. 57 (81%) respondents believe that the riverfront will be more inviting after the plans are implemented. Conversely 13 responses (19%) do not believe the riverfront would be more inviting after the plans are implemented.



What do people like about the draft plan?



Many responses liked more than one aspect of the plans, and therefore from the 70 submissions there are 180 tags across a range of themes.
The top 6 things people liked about the project:

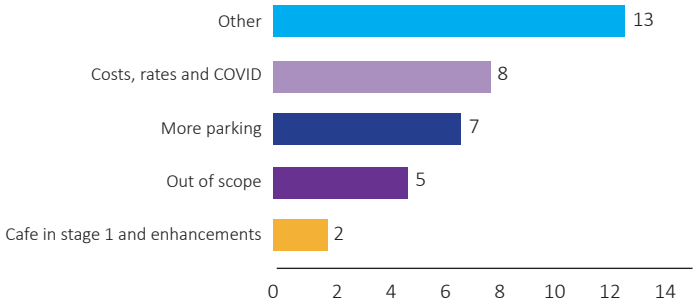
- The Natural Water Play Park liked in 36% of submissions (25)
- Upgrades to BBQs, seating, shade and toilets liked in 30% of submissions (21)
- The Cafe liked in 29% of submissions (20)
- Art, Cultural Heritage and History elements liked in 20% of submissions (14)
- Upgrades to walking tracks liked in 20% of submissions (14)
- River edge connections liked in 20% of submissions (14)

In general, people indicated that the improvements would increase activity and enjoyment of the riverfront and in particular attract families, young people and tourists to the riverfront.

> *I like that we are creating a hub for activity in the riverfront area, with the natural water park, botanical gardens, café, miniature railway and bbq area all within walking distance of each other*

> *It is modern and visually appealing; it connects people of all abilities to the river; cafe is a must have and overall the upgrades are necessary. Love the idea of bike path upgrades and forming up the path better. My kids will LOVE the water play area*

What parts of the draft plan would people like to improve?



Included in the 70 submissions, were 35 suggestions on ways the draft plans could be improved. The only two negative themes about the Project were:

• Cost/Rates/COVID-19 – 11% of total responses (8) included negative comments around the cost of the project, possible impact on rates and the impact of COVID-19.
• Parking – 10% of responses (7) raised concerns relating to the need to consider more parking provision at either the water play park or the end of Firebrace Street.

Two comments requested that the construction of the Cafe be moved forward to the first stage, while five comments related to areas outside the riverfront precinct.

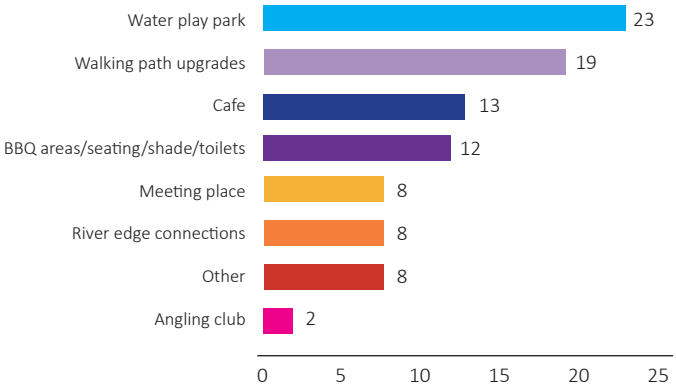
The remaining 11 comments were each related to individual aspects of the plans that could be improved such as: fencing and safety; accessibility; and designs of paths and BBQs.

> *I feel that the riverfront space that is currently a carpark behind the angling club could be better utilised. It seems such a waste to use this particular space as a car park, given it's amazing views. I feel that a car park could be relocated and still be with-in walking distance to the riverfront for those that are wanting to have lunch with a view.*

> *I wonder if the cafe area could be extended to include a restaurant for night time eating. It could be really beautiful to be able to have a nice meal overlooking the river at all times of the year*

> *I am concerned about the parking availability and the increased traffic flow through Eastgate Drive. This will require close attention. Increased parking could allow for markets and festivals to be integrated*

What parts of the plan will benefit the community most and should be completed first?



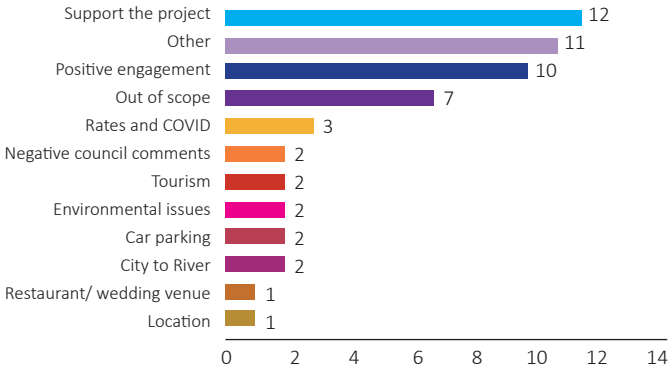
Responses to this question provide some clear guidance as to the priority areas for construction. Most respondents included several priorities, with only the top three for each submission tagged. In priority order the most popular elements of the project are:

- The Natural Water Play Park prioritised in 33% of submissions (23)
- Walking path upgrade prioritised in 27% of submissions (19)
- A Café was prioritised in 19% of submissions (13)
- Upgrade to BBQ areas, seating, shade and toilets prioritised in 17% of submissions (12)
- A new meeting place prioritised in 11% of submissions (8)
- River Edge connections prioritised in 11% of submissions (8)

> *Water play area and general upgrades eg. tables & shelters; bike track formation. Utilties for future café*

> *Creating the Meeting Place would be a great start, getting more numbers down to the river and appreciating how beautiful it is down there*

General comments made by respondents



General comments included specific details on areas that respondents both liked and could see improvements in and these comments have been tagged in the questions above as appropriate. There were 53 general comments and from these three clear themes were noted:

- overall support for the Riverfront project was mentioned in 17% of comments (12);
- support for a positive engagement process was mentioned in 14% of comments (10); and
- 10% of comments (7) related to areas outside the riverfront precinct

As is the nature of general comments, there were 23 comments relating to a wide range of subjects including: negative council comments; rates and COVID-19 issues; wider City to River project; carparking; tourism and environmental issues.

> *Thank you for pushing forward with this project as I think it will be hugely beneficial for our community*

> *This benefits only a very small number of people. Spending this amount of money at this time shows how out if touch the council is.*

> *I believe the money could be better spent. The town hall would be better serviced by having the restaurant there open.*

> *This plan is much better than the original Master Plan. It improves on the existing facilities rather than destroying all the work done by volunteers, clubs and Council in the past. I appreciate all the work being done to consult with the community and get decent feedback*

Wimmera Riverfront
Concept Plan

Stage 1 of the Horsham City to River Masterplan

Introduction

This project is the first stage of the City to River Masterplan, a long term plan which aims to enhance and revitalise the Wimmera River Precinct and Central Activity District of Horsham.

The City to River project has been divided into sub-precincts to allow projects to proceed in a staged, prioritised manner. The Wimmera River is one of Horsham's significant natural assets and a key regional strength, providing the basis of establishing the town settlement in the 1830's. This project builds on this, creating new active spaces with linkages to the central activity district and existing open space and recreational facilities.

In relation to the Riverfront Activation Precinct, Council endorsed the implementation of detailed concept and schematic designs for the Riverfront in November 2019. The development of the Riverfront precinct aims to address the following statement;

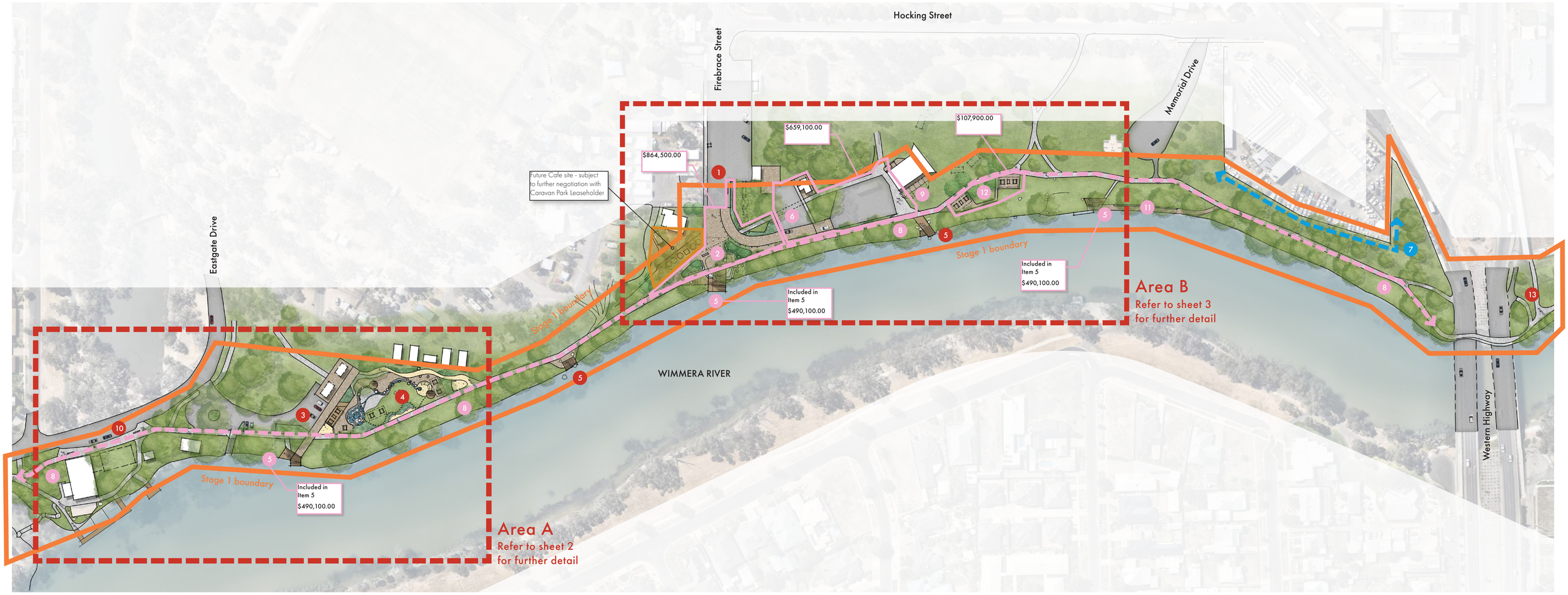
" How do we make the Wimmera Riverfront an even more inviting place for everyone now and for generations to come ?"

Wimmera Wetlands

Horsham lies in the centre of the internationally significant Wimmera Wetlands region and there is an invaluable opportunity to let more people know about this unique aspect of our landscape. Signage and information within the design can provide a better understanding of the hydrology of the Wimmera River system, drought and flood cycles and the connection between water play and an improved knowledge of water management and preservation in our drying climate.

Cultural Heritage

The productivity of the Wimmera region formed the basis for settlement in the area, not just for wheat farmers, wood cutters and sheep farmers from the early 1800s but First Nations people possess an extensive history of living on this land and connection and relationship with the fertile wetlands and western plains. This cultural heritage and history of the region will be interlinked with the development of the Riverfront and emphasised through integrated design, interpretation and artwork elements.



Precedent Imagery

11 Above: Potential seating treatment to existing timber retaining walls.

Images show some similar treatments as those proposed.

7 Above: Potential material treatment along fence line in collaboration with adjacent owners.

HRCC
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W: hrcc.vic.gov.au

Legend (Note: Stage 1 Scope Items shown in pink)

	Item	Cost
1	Tie-in works to southern end of Firebrace Street to new Meeting Place	Excl
2	Civic gathering space, Meeting Place, proposed Cafe site / services	$864,500
3	Eastgate Drive carpark, Water Sensitive Urban Design (WSUD)	Excl
4	Natural Water Play park, shelters, historical and cultural interpretation	Excl
5	River Edge Connections, incorporating integrated art/play and seating	$490,100
6	Upgraded Public toilet facilities, carpark/access road upgrades	$659,100
7	Town Entry Feature(to be confirmed)	Excl
8	Walking/cycling path enhanced to extent of Stage 1	$227,500
9	Angling Club building upgrades	Included in Item 6
10	Rowing Club upgrades, vehicle loading off Eastgate Drive	Excl
11	New integrated seating to retaining wall	Included in Item 5
12	Replacement of picnic/BBQ facilities with new shelters	$107,900
13	Upgrade of path connection to bridge footpath	Excl
14	Artworks and cultural / heritage interpretation	$100,000
15	Planting Works (Precinct wide – nominated locations)	$170,000
16	Signage and Lighting upgrades	$140,400

N

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Project Timeline

2018-2019

City to River Masterplan developed by HRCC, Urban Enterprise and Tract

Public Comment sought and received on Masterplan

Late 2019

Funding secured for Stage 1

March 2020

Engagement Plan is developed to support Stage 1 Concept Development

Community Reference Group (CRG) for Stage 1 convened

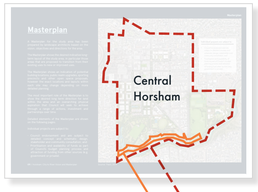
April-July 2020

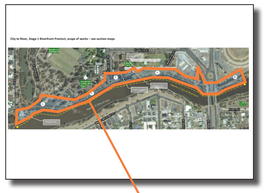
Stage 1 - Draft Concept Plans are progressed considering Community feedback from Masterplan and input from the CRG

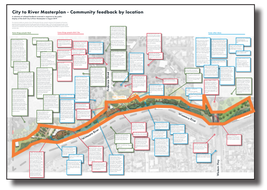
Funding grant update is lodged with Federal Government

July-August 2020

Stage 1 - Draft Concept Plans completed and displayed for Community input in early August







Summary of comments received in response to City to River Masterplan

Tract

Wimmera Riverfront
Concept Plan

Stage 1 of the Horsham City to River Masterplan

Area A

Legend

3 Eastgate Drive carpark, Water Sensitive Urban Design (WSUD)

4 Natural Water Play park, shelters, historical and cultural interpretation

5 River Edge Connections, incorporating integrated art/play and seating

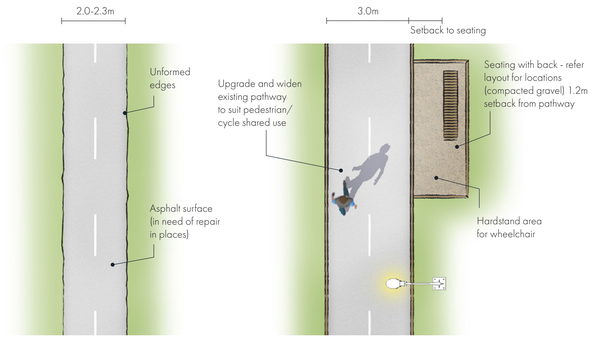
8 Walking/cycling path upgrades to extent of Stage 1 precinct

10 Rowing Club upgrades, vehicle loading off Eastgate Drive

Precinct-wide Landscape upgrades

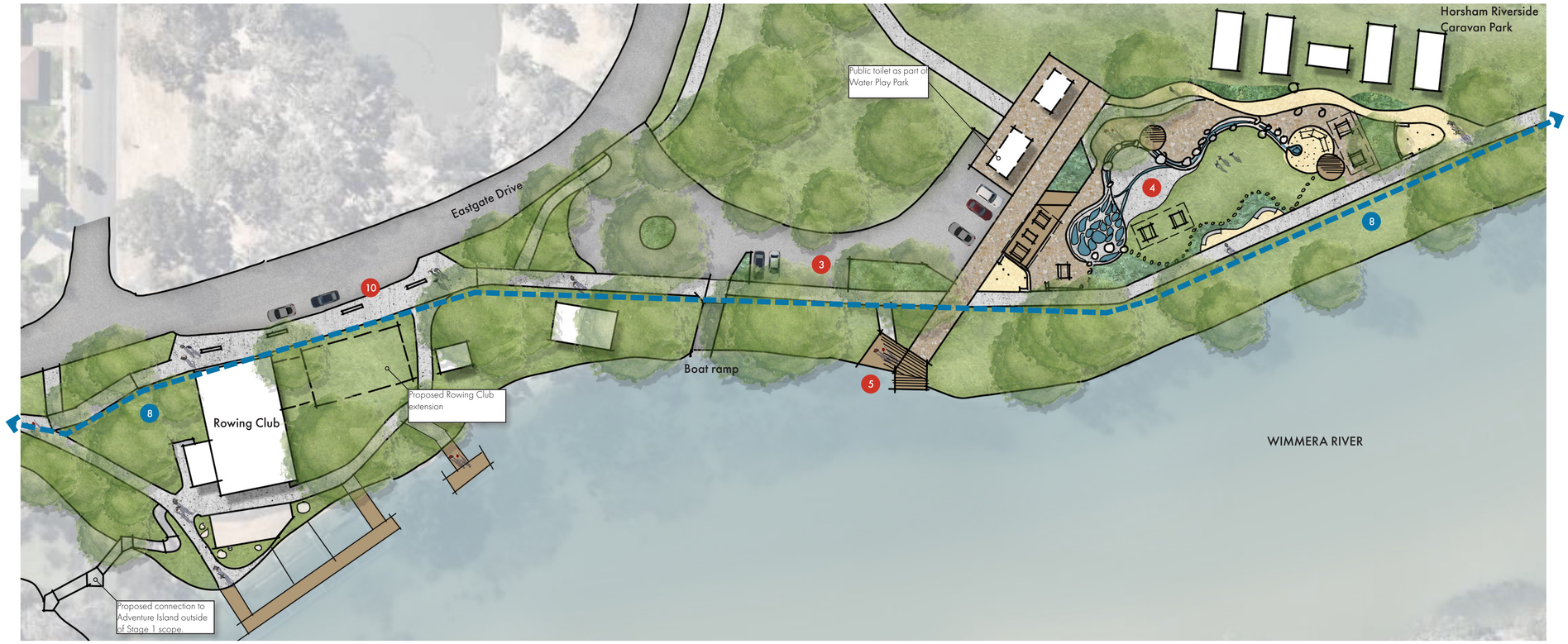
A number of elements will be applied to Stage 1 works to ensure a comprehensive and coordinated upgrade of basic elements. These elements include:

- Integrated Public Art elements in the landscape,
- Interpretive, storytelling and wayfinding signage;
- Pedestrian level lighting and feature lighting to select areas to supplement existing lighting;
- Furniture including seating, picnic settings, bike hoops and other supporting furniture elements - bench seats at nominal 50m intervals and at River Edge connections as a minimum
- River bank remediation where deemed necessary - extent to be determined in conjunction with WCMA/ DELWP
- Walk/cycle path upgrades - increased width and upgrade where required. This is proposed to the full length 8



Existing riverside path

Proposed riverside path



Area A

Natural Water Play

The Natural Water Play facility is a key part of the landscape for this precinct, providing a new significant community-based recreational facility and attraction. The location has been determined as part of the overall development of the Riverfront precinct and relates closely to adjacent existing elements and facilities – Rowing Club, carpark and slipway, Botanical Gardens and Caravan Park, as well as relationship to the shared pathway system along the Riverfront. The nearby Adventure Island includes additional play and active recreational facilities and a pedestrian and cycle connection across the Anzac Bridge to the South Bank.

The Natural Water Play layout includes areas designed for different age groups, with some physical separation and age-appropriate elements for more interactive group or active play. Dry and wet sand play areas are provided as part of the design and offer a range of all-season play opportunities. Shaded seating areas for parents and carers, as well as seating walls and logs / boulders to partially enclose the play space are provided and located to define and enclose the play space from adjacent circulation pathways and vehicular areas / carpark. These walls and barriers provide some physical containment for smaller children to separate them from the river edge.

The natural Water Play 'Creek' is interwoven through an undulating, mounded landscape of open lawn, massed groups of groundcovers and shrubs, under a canopy of existing and additional native shade trees, with grassed areas and pathways providing access and circulation options and additional play opportunities. A defined sand play area for younger children will provide additional options for play and use during colder months when the play elements may be less frequently used.

Layout and location of the Play area has been designed to allow clear vision and oversight by parents and carers, with separation from more active circulation routes and the river's edge. Designation and suitability of features for different age groups has been provided to allow multiple activities.


Hand pump


Raised waterplay elements


All abilities access


Wet 'mud' play


Mushroom pump - 3yrs+

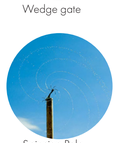

Creek bed and pooling area


Wedge gate


Switch gate


Pole -top Sprinkler zone


See-saw and other physical sprinkler


Spinning Pole-top sprinklers


Spraying heads


Water tributaries

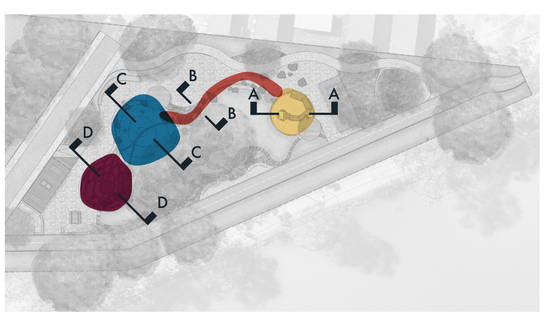

Ball valve

Waterplay Zone

- Interactive natural Water Play Park destination with ephemeral pools, pop-jets and imaginative play opportunities
- Indigenous story embedded into landscape and reference to heritage and settlement of Wimmera River country
- Reference to Wimmera Wetlands - internationally recognized Ramsar sites and deep indigenous significance to cultural heritage and local settlement history

Conceptual zoning

The main play areas have been structured to reflect the features of the River floodplain they sit within. Four zones including: River beach, Creek, Flood plain and Tributary mimic the character of these landscape features within the waterplay park.



N

0m 10m 20m 50m

River Beach zone

- All ages play area (1+)
- Wet 'mud' play with sand
- All seasons play
- All abilities access from hardstand

Creek zone

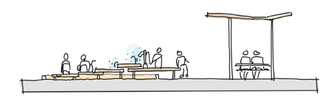
- All ages play area
- Easy mushroom pump (3+)
- All seasons play opportunities

Flood Plain zone

- Intermediate age play
- Physical activation pumps
- Water direction options with switch gate

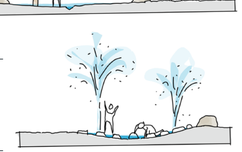
Tributary zone

- All ages play
- Shallow water fill option with ball valve


Section A


Section B


Section C


Section D

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Tract

Wimmera Riverfront
Concept Plan

Stage 1 of the Horsham City to River Masterplan

Legend

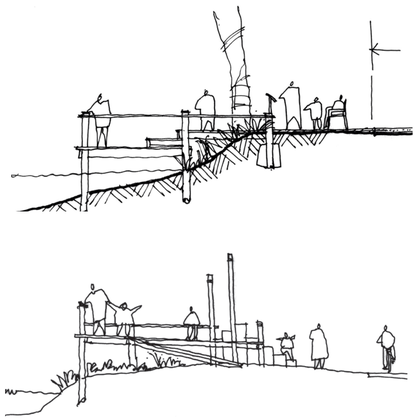
1. Tie-in works to southern end of Firebrace Street to new Meeting Place
2. Public destination, Meeting place, cafe site
5. River Edge Connections, incorporating integrated art/play and seating
6. Upgraded Public toilet facilities, carpark/ access road upgrades
8. Walking/cycling path upgrades to extent of Stage 1 precinct
9. Angling Club building upgrades
11. New integrated seating to retaining wall
12. Replacement of picnic/BBQ facilities together with new shelters

Area B

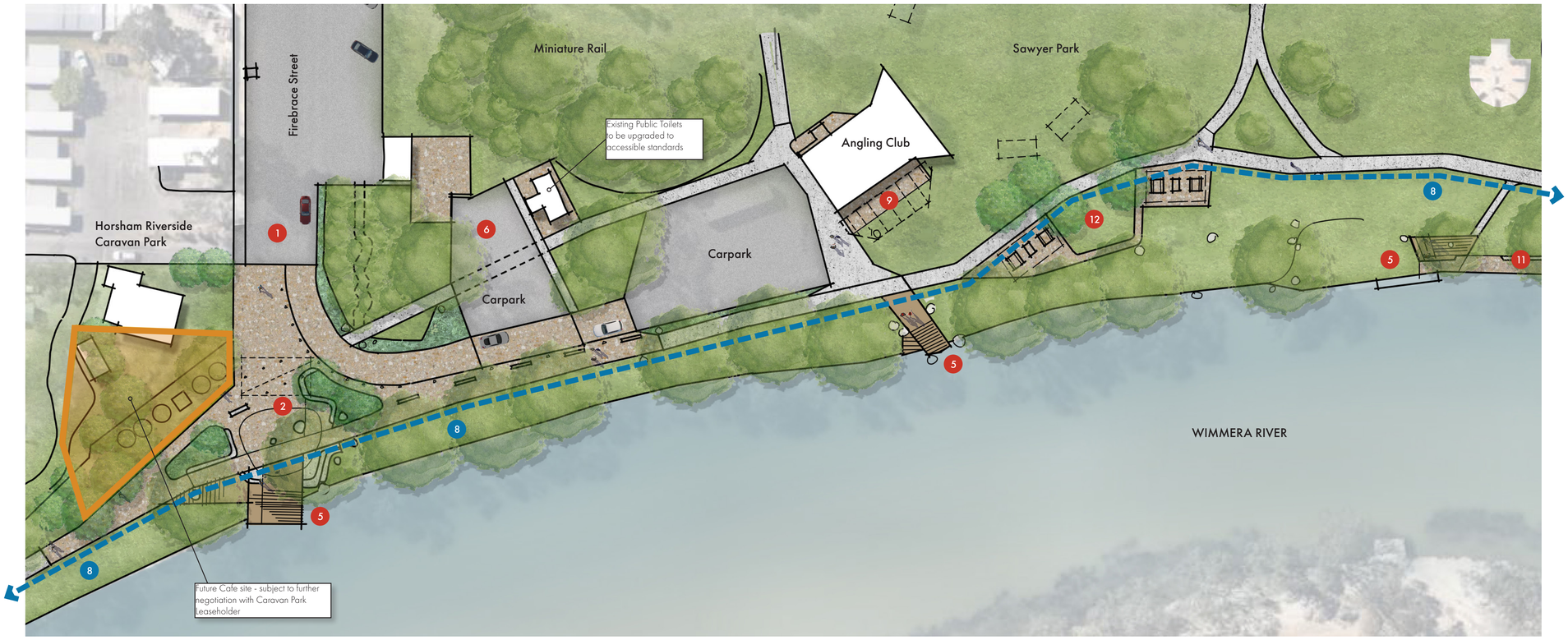
River Edge Connections

Responding to the site specific conditions of each area they are installed in, this series of structures presents an opportunity to provide a unique perspective of the Wimmera River. With some raised above either ground or water, others will cascade down to the water's edge offering visitors access at the water level. The River Edge Connections also serve as a canvas for storytelling and could incorporate art and information about the River and its social, cultural, ecological and historical importance to the region. These interventions will act as a series of interconnected landmarks that will subtly support and enhance the activities along the River's edge.

The River Edge Connections aim to offer a variety of experiences along the Wimmera River that support active enjoyment by a diverse range of users



Sections though River Edge Connections



Area B

N

0m 10m 20m 50m

Precedent Imagery

Images show some similar treatments as those proposed.

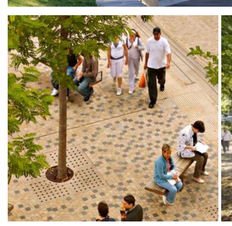
Views of River Edge Connections

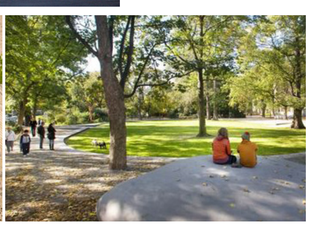
Meeting Place

A community meeting place is proposed at the river end of Firebrace Street, providing a public gathering and destination space with sheltered seating areas, performance space, a River Edge Connection and a starting point to explore the Riverfront.

A café is proposed in this location at a future date and a platform with services will be provided for this development. In the interim this site will provide connections for water and power and space for pop-up operations in the short term.

Information signage and educational material about the site, including indigenous cultural heritage and post-settlement history will be integrated into the landscape development.





Images show some similar treatments as those proposed.

HRCC

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HORSHAM CITY TO RIVER MASTERPLAN
STAGE 1 – WIMMERA RIVERFRONT ACTIVATION WORKS

PROPOSED SCOPE + ESTIMATED COSTINGS (9 Sept 2020)

The following estimated costs relate to the Concept Masterplan developed for the Riverfront Activation area as illustrated on the accompanying plans, developed for the recent Public Engagement process. The scope for Stage 1 has been developed in consultation with the Community Reference Group and informed by the response from the Public Engagement process. The Community Reference Group endorsed these priority projects at their meeting on 8 September 2020.

These works align with the description of proposed works advised in advice to funding authorities in May 2020 and provide a significant upgrade to recreational and open space facilities along the 1.1 kms of Riverfront, in line with the intentions of the City to River Masterplan.

Item	**Estimated Budget $**
Civic gathering space (includes siting / services for future café/restaurant)	864,500
Carpark amendments, Public Toilet upgrade, Anglers Club outdoor covered area	659,100
Upgrade and widen shared path (Precinct wide)	227,500
River Edge Connections / Nodes (3 No.)	490,100
Outdoor seating / additional Picnic facilities	107,900
Planting Works (Precinct wide – nominated locations)	170,000
Signage and Lighting upgrades	140,400
Artworks and cultural / heritage interpretation	100,000
Project management / Permits etc	123,000
TOTAL STAGE 1 IMPLEMENTATION WORKS	**$2,882,500**

(NB: Budget figures above include allowance for non-construction costs including preliminaries, design contingency, cost escalation 2yrs, contract contingency and consultants' fees)

Refer to attached plans and more detailed Cost Estimate for further details of the masterplan concept and individual elements of the proposed upgrade and additional facilities.

…making the Wimmera Riverfront an even more inviting place for everyone now and for generations to come…

WIMMERA RIVERFRONT ACTIVATION PROJECT - REVISED COST PLAN SEPTEMBER 2020 (TRACT CONSULTING)

Rev C - 9/09/2020

QS Cost Plan Items	Item Description	ZINC Cost Plan (May 2020)	May 2020 Item construction costs	Total Budget - including estimated allowances to cover non-construction costs including prelims, design contingency, cost escalation 2yrs, contract contingency and consultant fees	September 2020 Item construction costs	Proposed Revised Cost (Sept 20) including estimated allowances to cover non-construction costs including prelims, design contingency, cost escalation 2yrs, contract contingency and consultant fees	COMMENTS	Prelims, contingency, escalation, permits, etc
		Area B - ITEM 2 - Sub total	**666,000**	**931,000**	**665,000**	**864,500**	Same extent of work as for Zinc Cost Plan	199,500
Item 2	**Civic Gathering space Siting for Future Café (services, platform etc)**	Firebrace St plaza public destination, gathering place, café site						
		Prep / Earthworks	35,000		35,000			
		Lighting	105,000		95,000			
		Services to Cafe site / pop-up uses	100,000		100,000			
		Paving / Footpaths (stone / exp agg conc)	267,000		200,000			
		Shelters	30,000		100,000		Additional cost for substantial shade element / pergola	
		Seating	14,000		20,000		Additional seating / tables	
		Raised Hardscape elements	50,000		50,000			
		Trees / Boulders	4,000		4,000			
		Prelims / OH	61,000		61,000			
		Area B- ITEM 7 - Sub total	**563,000**	**731,900**	**507,000**	**659,100**	Reduced scope of work - tidying up carpark edges, additional footpaths and barriers	152,100
Item 7		Car park access (vehic paving)	157,000					
		Public Toilets	100,000		225,000		Additional cost for refurbishment of toilets - requires detailed costing	
		Pathways / ped pavements	82,000		82,000			
		Anglers Club outdoor area (pergola, paving, services)	224,000		200,000		Include as item - public access external space (reduced)	
		Precinct Wide Elements - Sub total	**213,000**	**276,900**	**175,000**	**227,500**		52,500
PWE	**Enhanced pedestrian pathways**	Cycle / walking path - upgrade and widen to 3m wide (1000m)	150,000		100,000		Reduced cost for pathway upgrade	
		Cycle / walking path - new 3m wide (300m)	63,000		50,000			
		Furniture			25,000		Addition of precinct wide furniture	
	Riverfront Activity nodes	**ITEM 5 (part) - Sub total**	**452,000**	**587,600**	**377,000**	**490,100**		113,100
Item 5		River connection node - Area A	200,000		125,000		Reduced cost for smaller Node (Area A)	
Item 5		River connection node - Area B (Plaza)	200,000		200,000			
Item 11		Upgrade canoe launch area	52,000		52,000			
	Outdoor seating areas	**AREA C - ITEM 12 - Sub total**	**56,000**	**72,800**	**83,000**	**107,900**		24,900
Item 12		Picnic Facilities - Area C (shelters with tables, seats)	19,000		48,000		Allowance for 1 x lg, 1 x sml shelters, BBQ, seats and tables	
		Path link / addit tree planting	37,000		35,000		Pathway and landscaping	
	Creative landscaping with new trees, grass and garden beds	**AREA A & B landscaping**	**179,000**	**232,700**	**112,000**	**170,000**	Composite figure from various items - to be used Precinct wide	58,000
PWE		new planting (native trees and feature planting - Plaza)	4,000					
Item 4		Area A Water play / carpark surrounds	55,000					
Item 7		carpark / plaza surrounds	120,000					
	Signage and lighting upgrades	**Precinct Wide Elements**	**428,000**	**556,400**	**108,000**	**140,400**		32,400
PWE		Wayfinding and signage	8,000		8,000			
		Lighting - upgrade / additional feature lighting around Plaza	105,000		100,000		reduced amount for new lighting	
		Lighting to pathway	315,000				no additional lighting to path - check on site	
PWE	**Artwork and cultural interpretation features**				**100,000**	**100,000**	Additional cost allowance - to be developed in more detail	16500
	Project management / Permits / site assessments		**173,000**	**173,000**	**106,500**	**123,000**	retain as previous	
	TOTAL BUDGET		**2,730,000**	**3,562,300**	2,233,500	**2,882,500**		649,000

Construction costs only
Total budget

APPENDIX 9.8A

Ironbark Sustainability

Horsham Rural City Council Zero Net Emissions Action Plan

Prepared for
Horsham Rural City Council

Version	Author	Date	Description of changes
V0a	Hannah Snape / Rachel Armstead	22/05/2020	Draft objectives
V0b-e	Rachel Armstead / Hannah Snape / Paul Brown	11/06/2020	Draft remaining sections of Action Plan and review
V1a	Hannah Snape	17/06/2020	First draft released for Council comment
V1b-e	Rachel Armstead / Hannah Snape / Ronald Lee	29/06/2020	Updates and review based on comments
V1f/g	Hannah Snape	3/07/2020	Finalise and submit to Council/Removed Watermark

Prepared by
Ironbark Sustainability
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ABN: 51 127 566 090
Ph: 1300 288 262 | info@realaction.com.au | www.realaction.com.au

About Ironbark Sustainability
Ironbark Sustainability is a specialist consultancy that works with government and business around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission
The Ironbark mission is to achieve real action on sustainability for councils and their communities.

Ironbark are a certified B Corporation. We have been independently assessed as meeting the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose.

Contents

Tables

Figures

1. Executive Summary

Horsham Rural City Council (HRCC) has expressed interest in achieving the target of becoming a zero net emissions council. In doing so, HRCC have made a firm commitment to action in mitigating the impacts of climate change from corporate operations. This plan is focused on the emissions of HRCC as an organisation and the steps that can be taken by Council to reduce these emissions demonstrating leadership within the community and, the broader Wimmera Southern Mallee and Grampians regions.

Through implementing the Horsham Rural City Council Zero Net Emissions Plan, Council aims to achieve the following objectives:

- Demonstrate leadership to the community in emissions reductions and climate change management
- Pursue opportunities that are evidence-based and potentially innovative or unique to Horsham
- Implement projects that demonstrate cost-savings and good value to Council
- Follow the emissions reduction hierarchy, as outlined at Figure 7
- Participate in collaborative efforts for emissions reduction initiatives with regional council groups, State Government and other key stakeholders where strategic alignment, efficiency or an opportunity to play a leadership role is demonstrated

A cost benefit analysis has been carried out to explore the opportunity presented by different emissions reduction actions across Council's operations. The analysis calculated the estimated capital costs, cost savings and emissions savings for each action, as well as assessing each action based on the objectives of the plan as outlined above. The cost benefit analysis has identified the following key areas shown in Table 1 upon which HRCC will focus emissions reduction efforts and budget. This plan should be read in conjunction with Appendix B which outlines the full implementation plan including details of individual actions within each focus area and a cost benefit analysis for each action.

Table 1: Summary of cost benefit analysis for key action areas

Action Area	Impact (tCO_2e/year)	Cost	NPV Savings over Lifetime
Energy Efficiency for buildings and facilities	753	$909,000	$2,768,000
Low emissions vehicle fleet	531	$3,203,000	$1,907,000
Solar for buildings and facilities	298	$390,000	$467,000
Energy Efficiency for public lighting	213	$860,000	$458,000

Based on HRCC's corporate inventory for the year 2018/19, a science-derived target (SDT) has been developed which maps an emissions reduction trajectory to zero emissions by 2050. The target has been calculated in alignment with Australia's national carbon budget and is supported by international climate science. This plan outlines emissions reduction actions to be implemented over the period to 2030/31. These actions will enable HRCC to meet the interim target of 42% reductions against the 2018/19 baseline by 2030/31 and set Council on a trajectory to achieve zero net emissions by 2050 if not sooner.

By implementing all activities outlined in this document and the accompanying implementation plan, and purchasing 50% zero emissions power (through council's existing commitment to the local government power purchase agreement), Council will reduce overall emissions by around 47% on 2018/19 levels by the year 2030/31. This pathway would see Council achieving just beyond the reduction of 42% by 2030/31 (or 221 tCO_2e per year) as outlined by the science-derived target. The pathway and progress against the science-derived target is shown in Figure 1.

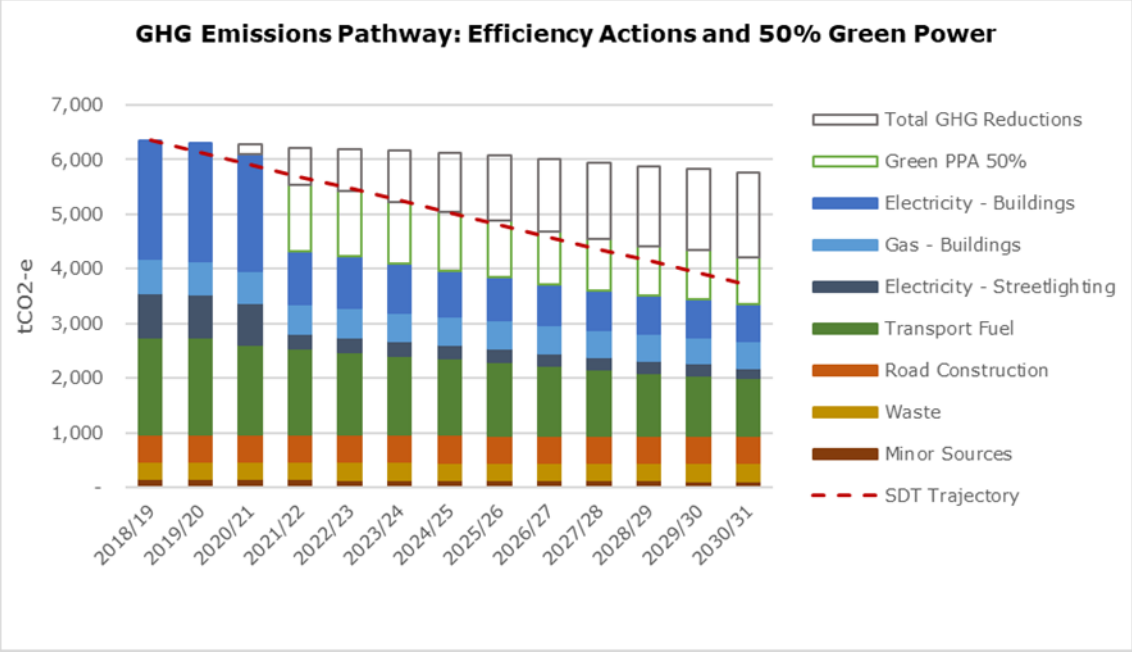


Figure 1: HRCC GHG emissions pathway incorporating emissions reduction actions and 50% zero emissions electricity through PPA

Even with extensive emissions reduction activities and the purchasing of green electricity through a PPA there are still around 3,400 tCO_2e that must be accounted for before Council can achieve net zero emissions. To achieve net zero emissions Council will need to purchase carbon offsets to cover the remaining emissions. The implications of purchasing offsets are discussed in section 7.3, however the purchase of offsets has not been included as part of this plan to 2030/31. At this time, and in line with the emissions reduction hierarchy (see Figure 7), there is greater value in directing Council's budget toward actions that will generate actual emissions reductions and cost savings for HRCC.

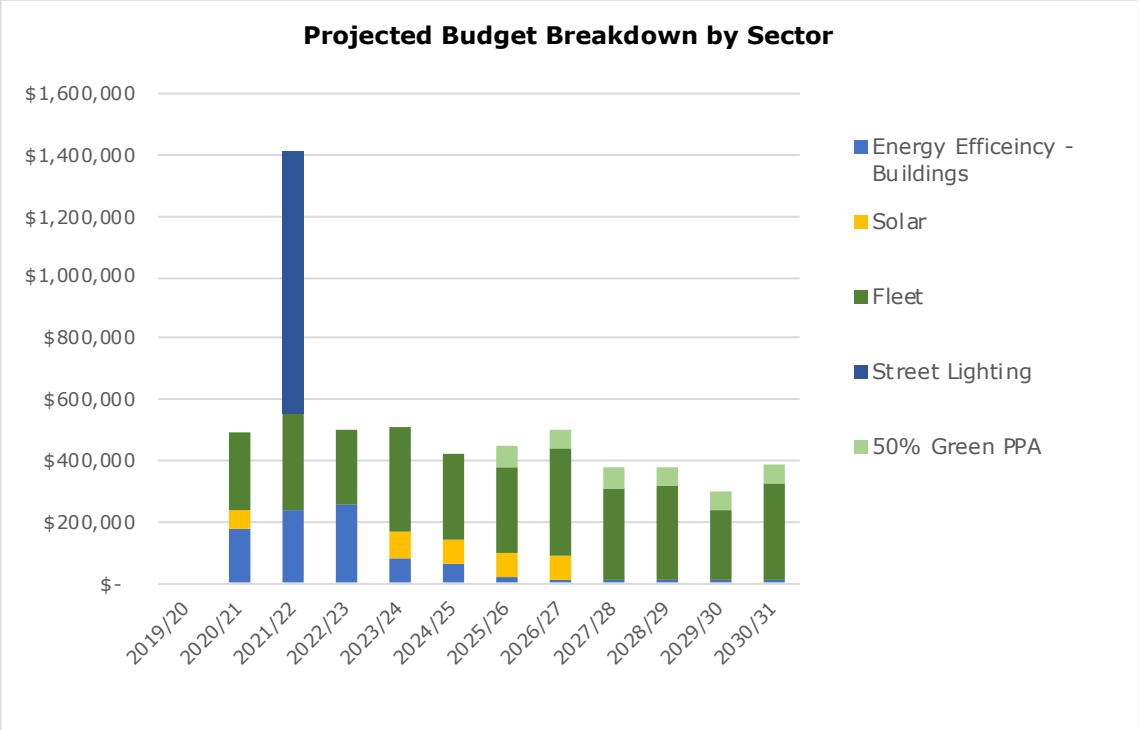


Figure 2: Cost pathway for achieving the GHG emissions reduction pathway outlined in this plan

illustrates the projected budget for achieving the pathway outlined in the ZNET Action Plan. Apart from a significant spike in 2021/22, which is the result of investment in the major roads lighting upgrade, the budget required is spread evenly across the period of the plan. The average annual budget required to implement this plan is approximately $410k/pa (excluding public lighting). The major areas for investment are energy efficiency in buildings and upgrades to transport fleet. Solar is also notable in some years.

The cost and impact of purchasing 100% green power as part of the LGPPA has also been modelled to illustrate the opportunity presented by electricity procurement as an action. This addition to the pathway is detailed in section 7.1.1.

The cash flow pathway (Figure 3) shows that the initial capital outlays at the front end of the plan begin to pay back around 2028/29. HRCC will explore the option of managing cash flows associated with the Zero Net Emissions Plan through a revolving sustainability fund.

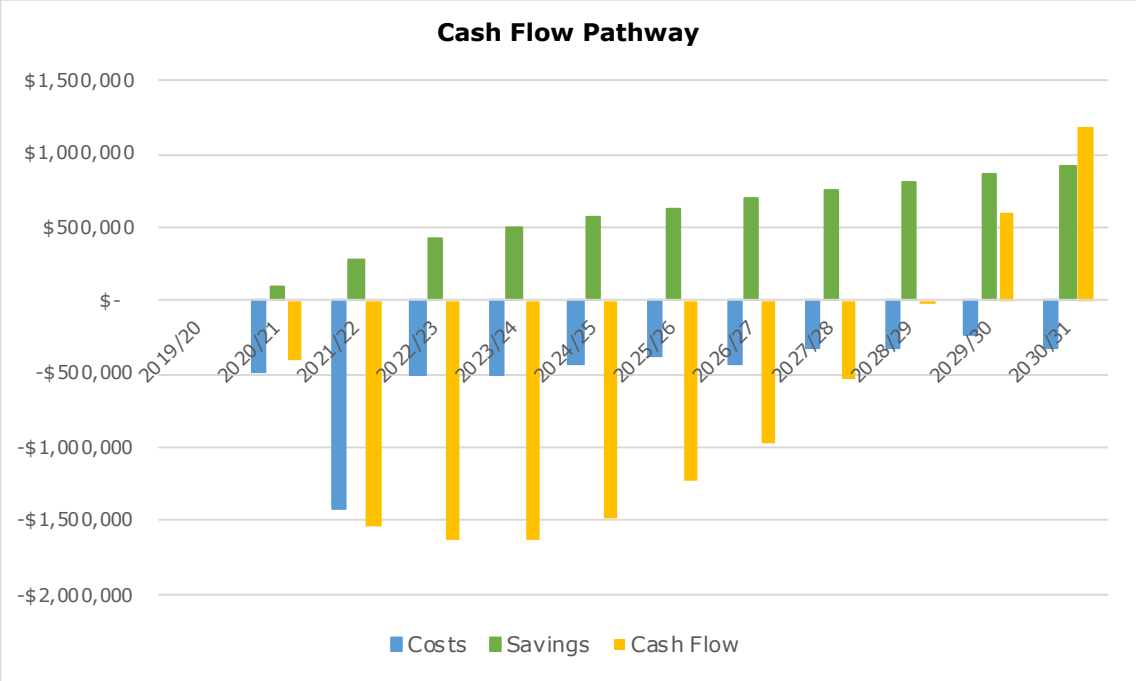


Figure 3: Cash flow pathway to 2030/31

This Zero Net Emissions Action Plan for HRCC presents a cost-effective pathway for achieving the emissions reductions required by the science-derived target. Through implementing this plan Council will achieve the objectives outlined above, generate positive cashflow for Council within ten years and establish an emissions reduction trajectory towards achieving zero net emissions by 2050.

2. Introduction

Within the Victorian Local Government Act 2020, an overarching governance principle is *'the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted'*. This establishes a requirement for councils to consider and reduce the emissions of both the whole municipality and their own operations. This plan is focused on the emissions of Horsham Rural City Council (HRCC) as an organisation, and the steps that can be taken by Council to reduce these emissions and show leadership within the community and to the broader Wimmera Southern Mallee and Grampians regions.

HRCC has expressed interest in achieving the target of becoming a zero net emissions council. In doing so, HRCC have made a firm commitment to action by mitigating the impacts of climate change from corporate operations. The establishment of the zero net emissions target also demonstrates strong leadership within the community. The Environment Sustainability Strategy 2010 acknowledges that because HRCC expects the citizens of Horsham to lower their energy consumption and emissions, Council too must "walk-the-talk". This Zero Net Emissions Action Plan outlines the actions required to execute the mandate outlined in the 2010 Strategy to *"incorporate sustainability into all operations as a "way of doing business"*.

This Plan maps out emissions reduction and offsetting opportunities for HRCC covering the period to 2030/31 and establishes an emissions reduction trajectory that will take HRCC to zero net emissions by 2050. The plan presents a practical and costed investment pathway which will result in net cost savings for Council as well significant emissions reductions over the lifetime of the investments. The cost-benefit analysis carried out in preparing this plan has assessed opportunities within but not limited to the following key areas of Council's operations; energy efficiency improvements in buildings, renewable energy generation, low emissions technology upgrades in buildings and fleet, and green power purchase agreements (PPAs). The pathway also includes options for offsetting remaining emissions to achieve zero net emissions status.

3. Background

HRCC have developed two key public strategy documents which address operational sustainability; the Environment Sustainability Strategy 2010 (due to be updated), and the Council Plan 2019-2023. The Zero Net Emissions Action Plan aims to align with and support the achievement of the goals and objectives set out in these two documents.

HRCC's Environment Sustainability Strategy 2010 states that:

> *"Horsham Rural City Council (HRCC) has a mandate to incorporate sustainability into all operations as a "way of doing business". This means buying smart, upgrading to cleaner fleets, building social capacity, enacting policies that support sustainable best practices, implementing a sustainable economic strategy and protecting the environment".*

These values have also been incorporated into the latest Council Plan 2019-2023 in which specific goals are outlined in relation to improving the sustainability of Council's assets and operations. Goals of notable relevance to the development and implementation of this plan are listed in Table 2.

Table 2: Goals of relevance as outlined in the HRCC Council Plan 2019-2023

Goal No.	Detail
3.4	Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety
5.1.01	Investigate opportunities for the use of renewable energy for Council facilities including solar panels where feasible on Council buildings and facilities
5.1.02	Review Council's Environment Sustainability Strategy and lead the community in environmentally sustainable practices to improve management of our natural environment
5.1.03	Develop a Climate Change Response Strategy for Council operations.
5.1.05	Establish a sustainability reserve for the ongoing funding of sustainability related projects

Looking outwards, HRCC is an active member of The Grampians New Energy Taskforce (GNET) which is a regional organisation addressing emissions at the community scale. GNET has set an ambitious goal to reduce the community greenhouse gas emissions of the Grampians region to zero by 2050. This plan aims to support HRCC as a corporate entity in demonstrating strong leadership and making a fair contribution to reducing and offsetting its share of emissions within the region.

3.1 Achievements

Since the development of the Environment Sustainability Strategy 2010 HRCC have undertaken several successful emissions reduction projects. Notable projects and achievements include:

- Local Government Energy Savers Program - In 2018 HRCC took part in the Local Government Energy Savers Program managed through Sustainability Victoria. This program involved an initial assessment of Council's GHG emissions impacts and emissions reduction opportunities.
- Type 1 and 2 energy audits at target sites and facilities - The second stage of the LGES program involved Council undertaking Type 1 and 2 audits of key facilities to identify and quantify further opportunities.
- Implementation of energy efficiency measures across key sites - Optimization of controls and lighting at the Civic Centre and Library have been carried out which should save an estimated 50 tCO_2e per year.[1]
- Partner role within the Lighting the Regions Project (http://www.cvga.org.au/lighting-the-regions.html). In 2014-2016 this project replaced over 22,600 old and inefficient street lights to LEDs across an area covering almost 45% of regional Victoria. The project resulted in an estimated reduction of 180,000 tonnes of greenhouse gas emissions over a 20-year period, saving local councils and their rate payers up to $57 million in operating and energy costs. Horsham was responsible for early project leadership and assisting getting the other 15 councils on board for the regional roll out.
- Installation of solar PV at key sites – Solar has been installed at the Aquatic Centre (65kw), Library (40kw), Civic Centre (100kw), Kalkee Road Children's Hub (40kw) and Town Hall (100kw), with an additional 100kw being installed in 2020 as part of the Horsham Livestock Exchange roof renovation.
- Commitment to purchasing green power– In 2019 HRCC agreed to a 50% green energy commitment through the Local Government Power Purchase Agreement (LGPPA) to come in to effect in 2021.
- Exploration of innovative opportunities – council has undertaken a business case for replacement of a gas boiler at the aquatic centre with a biomass boiler as part of the Sustainability Victoria (SV) C&I Organics Processing Business Case project in 2014.
- Collaboration at the community and regional level – HRCC is an active member of The Grampians New Energy Taskforce (GNET) which has set an ambitious goal to reduce the community greenhouse gas emissions of the Grampians region to zero by 2050.

This plan builds on the work already undertaken and incorporates opportunities already identified but not implemented, as well as providing a cost benefit analysis of new opportunities.

[1] Based on data provided in the Carbonetix audit report.

3.2 Council's Corporate GHG Inventory

3.2.1 Emissions Profile Summary by Sector - 2018/19

Council's total emissions for the period 2018/19 have been calculated as 6,350 tonnes of CO_2 equivalent (tCO_2-e). Figure 4 provides the break down by emissions sector as a percentage.

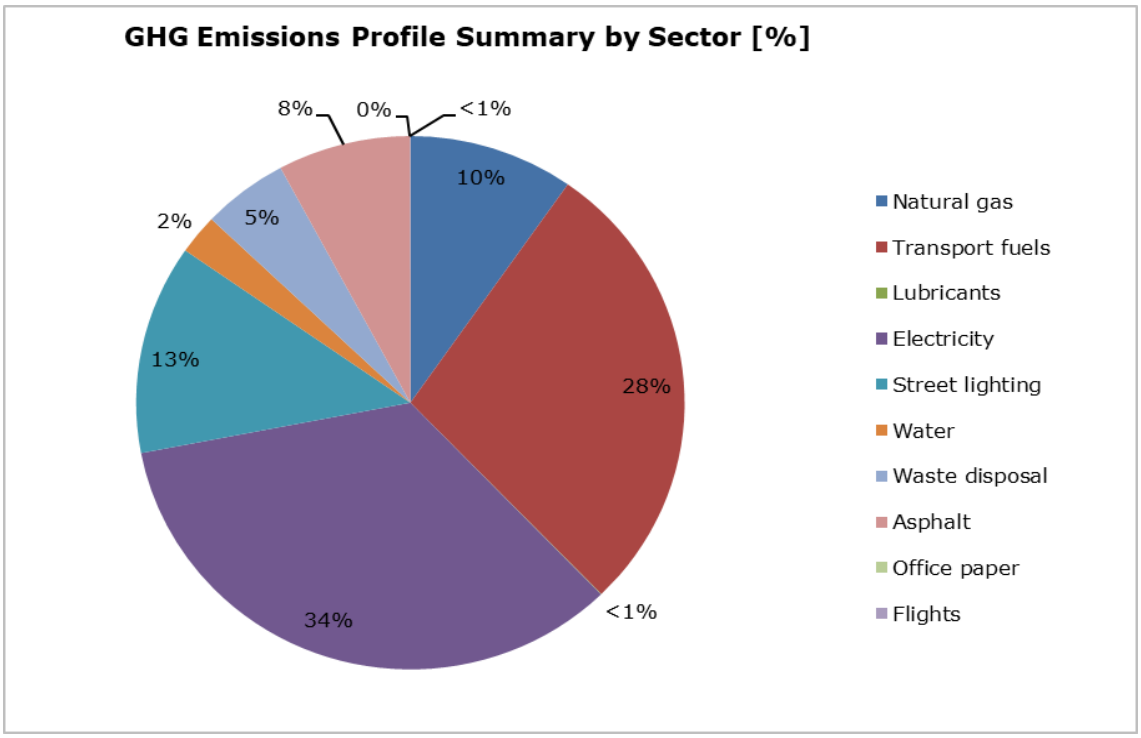


Figure 4: Emissions profile by sector 2018/19

The majority of Council's measured emissions come from electricity consumption (34%), which includes Council's own corporate electricity consumption, as well as consumption by community and commercial organisations utilising Council-owned assets. The second most significant emissions source is Council operated transport fuels, which accounts for 28% of total emissions. This figure covers emissions from diesel, petrol, and LPG consumed by Council's fleet of vehicles and plant, with 20% of the total emissions profile generated by diesel fleet vehicles. Electricity consumption from public street lighting is the third most significant emissions source and makes up 13% of emissions. This is followed by natural gas from buildings (10%) and emissions from road making materials (8%). Emissions from waste disposal (5%) and water (2%) are relatively minor, while the contribution of emissions from all other sources is negligible.

Note that emissions from the Dooen Landfill site have been excluded from the inventory total and Figure 4. Emissions from landfill will instead be addressed in a separate waste strategy, the plan for which is outlined in section 5.6. If they were to be included, emissions from landfill would account for 14,411 tCO_2-e or 70% of the inventory.

3.2.2 Emissions Projections to 2030/31

The business as usual trajectory for HRCC's corporate emissions has been modelled to provide an understanding of the impacts of planned works within Council, as well as external factors that may affect HRCC's emissions profile.

The modelling indicates that overall emissions will likely decrease over the next decade. This will be driven largely by decreases in the emissions intensity of grid supplied electricity and standardised improvements to energy efficiency in buildings and vehicle design. Horsham is not currently a high growth area. While the impacts of new buildings and ongoing road making have been incorporated into the projection, significant increases in these areas are not expected at this point.

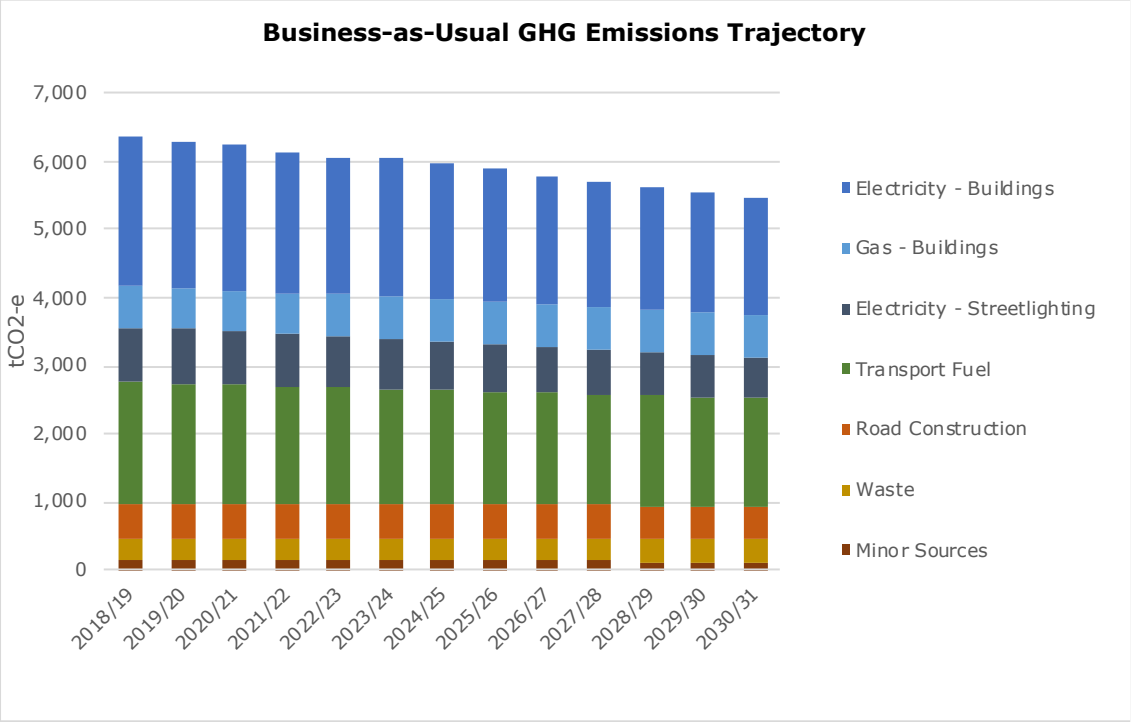


Figure 5: Business-as-usual trajectory for HRCC's corporate emissions

4. Goals, Targets and Objectives

The Council Plan 2019-2023 identifies the core values for HRCC illustrated in Figure 6. This Zero Net Emissions Action Plan seeks to stay true to these principles as it maps out a pathway to achieving the goal of zero net emissions for HRCC's corporate operations by 2050. The science-derived target and plan objectives outlined in the following sections provide the framework for selecting and justifying the actions included within this plan. The objectives, target and resultant plan aim to reflect in particular the core values of "Accountable, Proactive, Open, Innovative, and Progressive".

Figure 6: Image of core values taken from the HRCC Council Plan 2019-2023

4.1 Science-derived Target

At the United Nations Framework Convention for Climate Change (UNFCCC) Paris Conference in 2015, the Australian Government signed an international agreement between 195 countries to keep any temperature rise "well below 2°C", and to drive efforts to keep warming below 1.5°C higher than pre-industrial levels. This Paris Agreement, entered into force on 4 November 2016, explicitly recognises and engages local and subnational governments and their critical role in supporting the transformation, including setting goals and strategies aligned with the science.

Climate science tells us that warming beyond 1.5°C threshold is likely to have increasingly severe social, economic and environmental impacts, not least on a water scarce continent like Australia. As of October 2018, the IPCC announced that there were no longer any scenarios for remaining within this temperature increase-range without the use of carbon removal technologies.

In becoming a signatory to the Paris Agreement, Australia has a limited, established carbon budget within which to operate in order to meet its commitment to remaining within 2°C of warming on pre-industrial levels. The development of a science-derived target for a council or

organisation enables us to understand the scale of action that is required to stay within this budget.

An emissions reduction target for an organisation, entity or community is considered "science-derived" or "science-based" when it is aligned with the broader emissions reduction required to keep global temperature increase below 2°C compared to preindustrial temperatures, as described in the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC).

4.1.1 Target Methodology

The IPCC, the leading authority on current climate change scientific knowledge, has developed long-term emission scenarios which show a range of potential emissions trajectories and impacts based on highly detailed and rigorous modelling. These scenarios indicate the maximum total emissions allowable to limit the increase in global average temperatures to 2°C, which is considered the threshold for avoiding dangerous climate change.

Based on the above, the world's "carbon budget" is the total volume of greenhouse gases that can be emitted while providing a degree of confidence that temperature rise will be limited to a relatively safe and manageable 2°C. The accepted global carbon budget established by the IPCC is 1,701 $GtCO_2$-e for the period 2000-2050.

This budget has then been scaled to Australia by the Australian Government's Climate Change Authority (CCA). The 2018/19 GHG inventory presented in Section 3.2 is used to connect the activities of HRCC to the national carbon budget developed by the CCA through apportioning the national budget. It is important to note that because landfill emissions have been excluded from the corporate GHG inventory, they have also been excluded from the target. This means that if Council were to incorporate the landfill into the corporate GHG inventory in coming years, the target could (and should) be recalculated to reflect this.

4.1.2 Council's Science-derived Target

A science-derived carbon budget for a council's corporate emissions provides a framework for setting targets and demonstrating that a fair share of action is being undertaken. It allows a clear understanding of the scale of action that is genuinely required and helps define responsibility for action.

Based on Council's emissions in 2018/19 of around 6.3 $ktCO_2$-e, the budget of 91.2 $ktCO_2$-e would be expended in 14 years or by the year 2035. We have termed this duration Council's carbon "Runway".

Table 3: Calculation of carbon budget for Council's corporate emissions

Calculation of budget	National	HRCC	Units
Total carbon budget	5,554,964	91.2	$ktCO_2e$
Annual emissions	420,226	6,350	tCO_2e
Runway	13.2	14.4	years
Required per annum reduction	3.8%	3.5%	% per year
	15,895	221	tCO_2e/year

The *Remaining budget* for HRCC is 91.2 $ktCO_2$-e. This is the total amount of emissions that Council can release whilst remaining within their fair share towards limiting warming to 2°C of pre-industrial levels.

The *Remaining years without change* (14.4 years) calculates how long this carbon budget would last, based on the emissions released in 2018/19.

The *Required annual reduction* and *Required rate of reduction* shows that HRCC's emissions need to reduce by 221 tCO_2-e (3.5%) per year until 2050, if the carbon budget is to be used in a linear fashion.

A set of interim targets, outlined in Table 4, have been developed to ensure the Zero Net Emissions Action Plan achieves the required emissions reduction trajectory in the medium term (over the next ten years). The required per annum reduction rate and interim targets will be used to monitor the progress of the action plan against the science-derived target through calculation of HRCC's annual corporate inventory. Interim targets will enable council to assess the efficacy of the plan at regular intervals, celebrate successes or adjust the action plan if required.

Table 4: Interim science-derived targets

Interim targets		
Year	No. years	Interim reduction target
2020/21	2	7%
2025/26	7	24%
2030/31	12	42%

It is important when pursuing a science-derived target to understand that it is substantially different from other types of targets. Key differences which will be central to communications are that:

- the target is independent of any political or social considerations
- the methods used for determining the target are transparent and available for review

This science-derived target will be used to assess the impact of HRCC's actions relative to the emissions reductions required by the Paris Agreement and to communicate and engage with key stakeholders to drive the actions outlined in this plan.

4.2 Plan Objectives

Objectives for the Plan were developed in consultation with Council's Sustainability Team and have been designed to align with the core values of the Council Plan 2019-2023 and the commitments outlined in the Environment sustainability Strategy 2010.

Through implementing the Horsham Rural City Council Net Zero Emissions Action Plan, Council will:

- Demonstrate leadership to the community in emissions reductions and climate change management
- Pursue opportunities that are evidence-based and potentially innovative or unique to Horsham
- Implement projects that demonstrate cost-savings and good value to Council
- Follow the emissions reduction hierarchy, as outlined at Figure 7
- Participate in collaborative efforts for emissions reduction initiatives with regional council groups, State Government and other key stakeholders where strategic alignment, efficiency, or an opportunity to play a leadership role is demonstrated

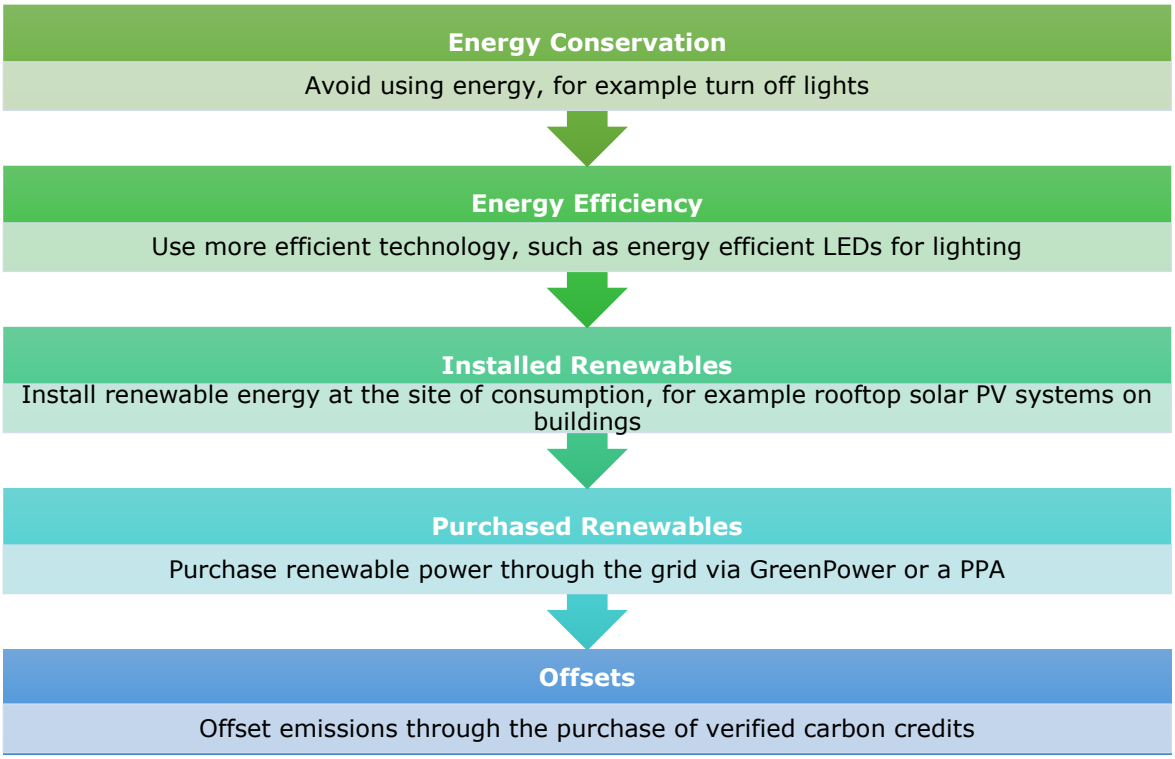


Figure 7: Emissions Reduction Hierarchy

5. Actions to Reduce Emissions

This section outlines the key actions to be undertaken by Council to achieve the goal, targets and objectives outlined in this plan. The actions have been broken out into key sectors, as follows:

1. Buildings and facilities
2. Public Lighting
3. Fleet
4. Infrastructure
5. Procurement
6. Waste

A cost-benefit analysis has been prepared that explores the costs, savings and abatement opportunity for the key opportunities outlined in this Plan. The metrics used to analyse the projects are outlined in Table 5.

Table 5: Cost benefit analysis metrics summary

Total Cost	This is the total cost-differential from business-as-usual. This includes the capital cost of any materials or infrastructure above what would have been spent anyway, as well as any increases to operation or maintenance costs. For example, when looking at fleet upgrades, the cost is the difference between a petrol vehicle and an electric vehicle.
Net Present Value (NPV) Savings over Lifetime	This is the net present value of the savings that a measure will incur over the lifetime of the investment.
Impact (tCO_2e)	This is the average annual emissions abatement that will be achieved by implementing an action. The average annual abatement has been used because opportunities will be implemented at different times and impact will change over time as changes to the emissions intensity of activities occur. For example, as the state emissions factor reduces, the impact of implementing buildings energy efficiency measures will reduce.

5.1 Buildings and Facilities

At around 45% of emissions in 2018/19, energy consumed by Council buildings is the single largest source of emissions for Council's corporate operations. Addressing these emissions is straightforward and falls into four key categories:

1. Energy efficiency measures
2. Onsite renewables
3. Purchased renewables
4. Transition away from fossil fuels, such as natural gas or LPG in buildings

The Horsham Aquatic Centre has been drawn out as a significant facility for HRCC in the management of emissions from buildings. All other buildings and facilities have been addressed under one section.

5.1.1 Horsham Aquatic Centre

The Horsham Aquatic Centre is a key focus site for reduction in GHG emissions for Council. Currently, the site is responsible for 66% of Council's natural gas consumption, 35% of Council's electricity consumption and 31% of Council's water consumption.

Three key documents relate to developments at the Horsham Aquatic Centre.

1. **Horsham Aquatic Centre Masterplan Report (2017).** This report details a five stage, major redevelopment of the Horsham Aquatic Centre. At the time of developing this Plan, implementation of the redevelopment was at stage 2 of 5.
2. **Type 2 Energy Audit Report – Horsham Aquatic Centre (2018).** This report details a comprehensive audit of energy consumption and proposed efficiency measures for the Horsham Aquatic Centre. At the time of developing this Plan, the recommendation for onsite solar had been implemented.
3. **C&I Organics Processing Business Case – Horsham Aquatic Centre (2014).** This report provides a comprehensive business case for the replacement of one of two gas boilers for pool heating at the Horsham Aquatic Centre with a biomass boiler.

5.1.1.1 Energy Efficiency

Council will continue to implement the recommendations outlined in the Type 2 Energy Audit Report, which includes an advanced building optimisation system and controls optimisation. In addition, the Horsham Aquatic Centre Masterplan Report requires a targeted ecologically sustainable design (ESD) assessment be undertaken specific to the redevelopment. This will ensure that the renewed Centre will meet a high standard of sustainable design. The ESD assessment should be completed prior to the implementation of the building optimisation system, to ensure it aligns with the proposed technologies to be installed during the redevelopment of the Centre.

5.1.1.2 Transitioning from Gas

Horsham Aquatic Centre is heated by two gas boilers and a solar thermal system. As part of this Plan, Council is pursuing opportunities to transition Council assets away from natural gas.

In 2014 a feasibility study for installation of a biomass boiler was prepared as part of a program run by SV. This study calculated a capital cost of around $250,000 with a payback period of nine years for the replacement of one of the two boilers currently used for pool heating. Whilst this presents a favourable business case, an internal review of the proposed project and the assumptions applied resulted in a revised payback period of 25 years. The internal review also identified that there was a high level of risk associated with the following elements of the project:

- Availability of suitable feedstock
- Cost of feedstock
- Cost of ongoing operation
- Cost of maintenance and repairs

Whilst there are examples of successfully functioning biomass boilers for similar applications in Australia, the technology is not widely used. For the reasons outlined above HRCC will not be pursuing the option of biomass for the Aquatic Centre further.

In transitioning the Aquatic Centre away from gas consumption, HRCC will investigate options for electrifying the heating load at the Horsham Aquatic Centre through heat pump technology. Heat pumps are a widely used technology with significantly lower capital outlay than biomass and have been successfully applied in the aquatic centre setting in Australia. They also have the option of being powered by either on-site renewables such as rooftop solar, or by renewable energy purchased through a PPA. Should renewable electricity be sourced, this would significantly reduce emissions generated by the Horsham Aquatic Centre.

HRCC will prepare a detailed feasibility study into the installation of an electric heat pump at the Horsham Aquatic Centre. This study will be conducted as part of the ESD assessment to ensure that any specifications necessary for optimizing the efficiency of the heat pump can be incorporated into the Horsham Aquatic Centre renewal.

Table 6: Impact of actions for Horsham Aquatic Centre

Action	Impact (tCO_2e/year)	Cost	NPV Savings over Lifetime
Implement recommendations from Type 2 Energy Audit Report – Horsham Aquatic Centre	120	$200,000	$162,000
ESD Assessment for Horsham Aquatic Centre Renewal	250	$343,000	$1.5 million
Prepare a feasibility study for heat pump installation as part of the Horsham Aquatic Centre Renewal	NA	NA	NA

5.1.2 Energy Efficiency for Council Buildings

In 2018 HRCC participated in the SV Local Government Energy Savers Program (LGES). Through this program detailed energy audits were conducted, resulting in specific recommendations for reducing energy consumption from key sites. This includes the type 2 energy audits for the Horsham Aquatic Centre.

These audits showed that there are 380 tCO_2-e per year to be saved through energy efficiency measures to key sites. Recommendations from the audits, including delamping and controls optimization, have already been implemented across the Town Hall, Civic Centre and Library saving an estimated 50 tCO_2e per year. There are further measures still to be implemented from the LGES audits, and together with a broader program of energy efficiency upgrades on large sites (those with an annual electricity consumption of greater than 10,000 kWh) there are significant savings to be gained.

It is expected that by making simple upgrades such as gap sealing and lighting upgrades, savings of up to 20% of emissions per site could be generated. To ensure effective energy efficiency measures can be identified across Council's portfolio an initial type 1 sample audit of 2 sites has been costed into the plan. These audits will serve as a training opportunity for Council staff so further assessments can be carried out internally.

The impact assessment of energy efficiency measures at small sites (those with an annual consumption of less than 10,000 kWh) concluded that the costs of implementation outweighed the benefits of any cost and carbon savings generated. Improvements to energy efficiency at these sites will continue to be pursued through ongoing maintenance and sustainability considerations within Council's Procurement Policy (for example the purchasing of the most energy efficient appliances and lighting as applicable) but will not be directly addressed within this plan.

Finally, ensuring that energy efficiency is considered at the design stage of any new buildings or major renovations is crucial. This will be achieved through the development of an Ecologically Sustainable Design (ESD) Policy for Council. Features of this Policy would include minimum NABERs ratings for all new buildings and renewals and supporting a transition away from natural gas or LPG in buildings.

Table 7 outlines the predicted impact of actions addressing energy efficiency in Council buildings. The GHG impact is calculated per year, while the capital cost and savings (net present value) are calculated over the lifetime of the investment.

Table 7: Impact of actions for energy efficiency in buildings

Action	Impact (tCO_2e/year)	Cost	NPV Savings over Lifetime
Energy efficiency measures – high consuming sites (>10,000kWh/annum)	80	$165,000	$89,000
ESD Policy	300	$201,000	$1.1 million

5.1.3 Onsite Solar for Council Buildings

Installing solar photovoltaics (PV) at the point of use, for example on the rooftop of a building, presents a simple opportunity for reducing emissions and generating clean, cheap energy. Due to the costs savings resulting from reduced grid-purchased energy, these projects typically have favourable payback periods.

Solar PV systems have already been installed at key sites, including the Horsham Town Hall, Horsham Library and the Horsham Aquatic Centre. By bringing attention to smaller sites such as Jubilee Hall and the Nexus Youth Resource Centre, further savings in costs and emissions will be found.

Council will look to install around 300kW of rooftop solar capacity across assets with a total electricity consumption of more than 3,000kWh. This action will include installation at new sites as well as expansion of the existing Town Hall solar array by 20kW. In addition to the existing Town Hall system it may be feasible to install 70kW on the old Town Hall roof. Works on the older section of the site would however need approval from Heritage Victoria.

Council's capital expenditure budget for 2020/21 has earmarked $55,000 for community halls solar roofing. This will support the first stage of this action which is the installation of approximately 50kW capacity.

Feasibility studies will be carried at potential sites to ensure investments are only made where the business case is favorable. As part of the solar PV assessments Council may wish to assess the feasibility of solar hot water heating.

Table 8: Impact of actions for onsite solar PV systems

Action	Impact (tCO_2e/year)	Cost	NPV Savings over Lifetime
300kw Solar PV on select facilities	300	$390,000	$467,000

5.2 Public Lighting

Through participation in the Lighting the Regions Project since 2013, Council has already achieved significant emissions reductions from the bulk replacement of residential streetlights with LED technology. Participation in this regional initiative has achieved savings of hundreds of tonnes of greenhouse gases as well as significant cost savings through reduced energy and maintenance expenditure.

Lighting the Regions councils are once again collaborating on the transition of major road lighting to LEDs. Business cases and design work has been completed for this project, with upgrades yet to be undertaken. Major road lighting presents significant opportunities for savings for HRCC and also enables Council to explore smart lighting controls.

In addition, there are residual residential streetlights that were not changed in the initial bulk replacement, that will require replacement within the coming 10-year period due to the inability to maintain these older assets. Changing over these lights to LED presents another opportunity

for emissions savings as well as consistency across Council assets. As part of this action Council will undertake an asset mapping exercise for public lighting assets.

Table 9: Impact of actions for public lighting

Action	Impact (tCO_2e/year)	Cost	NPV Savings over Lifetime
Bulk replacement of 206 major road lights with LED - 100% Council owned	57	$228,000	$148,000
Bulk replacement of 400 major road lights with LED – cost shared Vic Roads	110	*$442,000	$286,000
Bulk replacement of 204 residential streetlights with LED	46	$190,000	$24,000

**Note that total costs for replacement of major road lights assumes that Council funds 100% of upfront project costs. The Department of Transport have agreed to refund around $230,000 in Council costs through their operating budget. Delivery of the overall program can be managed through the MAV street lighting program.*

5.3 Fleet

Currently, transport fuels are responsible for 28% of HRCC's emissions. Replacing an internal combustion engine vehicle with an electric vehicle (EV) can dramatically reduce greenhouse gas emissions and overall operational cost over the course of the vehicle's lifetime. Moreover, EVs have no exhaust emissions, which brings health and other environmental benefits to the broader community.

There has been significant advancement in the Australian EV market over the past few years with a number of state and industry trials taking place, a more evident network of recharge stations being established and the release of electric vehicle standards. Most recently, HRCC participated in a regional study together with 43 regional Victorian councils led by the Central Victorian Greenhouse Alliance, which explored possibilities for the development of a regional charging network.

5.3.1 Mitigating Risk

As of June 2020, more than 14 countries have proposed banning the sale of Internal Combustion Engine passenger vehicles and over 20 cities around the world have proposed banning ICE passenger vehicles within their city centres[2]. Timelines range from 2025 to 2040 but the direction of change is clear. While Australia has not yet set any targets for banning the sale of ICE vehicles, both national and international pressure is mounting, and it is likely that similar targets will come into effect within the next decade. Regardless of whether such targets

[2] *International Energy Agency (IEA), Clean Energy Ministerial, and Electric Vehicles Initiative (EVI) (June 2020). And "Global EV Outlook 2020: Enterign the decade of electric drive?". IEA Publications. Retrieved 15 June 2020.* See Table 2.1

are adopted in Australia, there will nonetheless be a shift in international markets and car manufacturing away from ICE and towards EV.

HRCC manages a large vehicle fleet. It is therefore critical that Council acknowledges the implications of these trends and incorporates them into the Sustainable Fleet Strategy. As well as demonstrating leadership within the region, taking a proactive approach to transitioning away from ICE vehicles will mitigate the real risk to Council of locking in an obsolete fleet. It will also enable Council to manage the transition strategically, allowing for the costs of vehicles and charging infrastructure to be spread over a number of years.

5.3.2 Sustainable Fleet Strategy

The Sustainable Fleet Strategy will set a trajectory for Council to significantly reduce fleet emissions. This will be achieved through:

- A staged upgrade of all passenger vehicles first to hybrid, then to EV
- Upgrade of all utility vehicles and 4WDs to most efficient/low emissions alterative
- More efficient management of heavy vehicle fleet through installation of telematics
- Incorporation of EVs into the heavy vehicle fleet where feasible
- Regular driver training for all employees to ensure safe and efficient driving

The plan will look at initially upgrading all passenger vehicles to hybrid rather than full battery EV. This action supports Council's trajectory toward a fully electric passenger fleet but allows for more budget to be directed to incorporating EV into the heavy vehicle fleet. EVs in the heavy vehicle fleet present an opportunity for greater emissions savings and a more favourable return on investment.

It should be noted that hybrid vehicles are currently still more expensive than equivalent ICE vehicles and implementing this action will most likely incur a loss for Council. This loss has been estimated at around $1,300 per vehicle. This loss is being justified on the grounds that the upgrade to hybrid vehicles is an important interim step in Council's strategic transition away from ICE vehicles and is part of Council's wider strategy to mitigate the risks associated with this inevitable transition. The intention is that savings accrued through the other fleet actions will cover this loss, resulting in a net gain for Council from the Sustainable Fleet Strategy overall.

Implementation of a hybrid vehicle fleet also demonstrates Council's willingness to make an investment, as members of the community are being encouraged to do, in the non-monetary benefits of lower emissions vehicles. This satisfies the first objective of this plan which is to "Demonstrate leadership to the community in emissions reductions and climate change management".

HRCC runs a three-yearly upgrade cycle for passenger vehicles, with the majority of Council's passenger fleet needing replacement within the next 5 years. Council will begin the upgrade of all passenger vehicles to hybrid at the second upcoming replacement cycle, which will begin around 2023/24. However, where a hybrid vehicle is considered the most appropriate choice the purchase of hybrid vehicles may be brought forward into the first upgrade cycle.

The phasing-in of EVs for the passenger fleet will be reassessed at the third replacement cycle around 2028/29. The decision to begin the phase in of EVs will be made based on:

- The cost differential between a hybrid replacement and an EV (it is assumed that costs for EVs will decrease over this period). A trigger point for cost differential will be set as part of the Sustainable Fleet Strategy, beyond which EVs will be considered financially viable as an upgrade option. This assessment will also take into account vehicle depreciation.
- The accessibility of charging infrastructure throughout the area where the passenger vehicles will need to operate. Council will continue to advocate for improvements to charging infrastructure through regional collaborations.

Council also has a unique opportunity presented by the ownership of waste trucks that service the municipality. The upgrade of these trucks as well as select light-medium trucks in Council's fleet to EVs will save emissions and demonstrate innovation and leadership to the local government sector. In addition to emissions savings, the electric trucks will be quieter to run, making early morning waste collections less disruptive to residents. There are various options for financing and low-interest loans available for technology such as electric waste trucks that Council could explore to reduce the impact of high up-front capital costs. Waste trucks and select heavy vehicles will be upgraded to EV in line with the asset register replacement schedule, as funding allows.

Table 10: Impact of actions for fleet

Action	Impact (tCO_2e/pa)	Cost	NPV Savings over Lifetime
Sustainable Fleet Strategy, including driver training over 10 years	41	$37,000	$147,000
Telematics installed on heavy vehicle fleet	43	$169,000	$34,000
Passenger Fleet Upgrade of 28 vehicles to hybrid*	23	$72,000	-$35,000
Utility Vehicle Upgrade of 41 vehicles**	64	***$0	$77,000
Waste Truck and Select Heavy Fleet Upgrades**	360	$2.9 million	$1.7 million

**The costs and savings present one upgrade cycle for all existing passenger vehicles and include costs recovered through the sale of the vehicle after three years.*

***Costs and savings for heavy vehicle and utilities fleet assume a 10-year upgrade cycle and do not include costs recovered through resale.*

****Costs of most efficient models are equivalent to less efficient models.*

5.4 Infrastructure

5.4.1 Irrigation Pumps

Council's two largest irrigation pumps are responsible for 11% of electricity consumed by small market sites. The efficiency of these pumps can be improved in a couple of ways, depending on their usage patterns. The installation of variable speed drives regulates the power needed to drive the pumps and can therefore improve energy efficiency by between 25-50%. If the pumps are used largely during the day and appropriately located, the installation of solar panels to power the pumps could also reduce their purchased energy consumption.

Table 11: Action summary for irrigation pumps

Action
Explore appropriate energy reduction measures for Council's largest irrigation pumps and implement measures where financial feasibility is demonstrated.

5.4.2 Construction of Roads and Pathways

Councils are responsible for a wide range of hard surface infrastructure construction repair and specification, that includes for the following:

- Roads
- Footpaths and driveway cross overs
- Shared paths
- Car parks
- Drainage and water infrastructure
- Outdoor sporting courts such as tennis, netball, basketball and skating

HRCC's General Infrastructure Specification (2012) details the requirements for use of materials for road building and maintenance, including levels for the incorporation of recycled materials. At 8% of Council's corporate GHG inventory, emissions from asphalt are a significant source of emissions.

A review of the General Infrastructure Specification against a leading sustainable specification from the Victorian Department of Transport will ensure that Council is achieving maximum emissions savings from this source.

Table 12: Action summary for construction of roads and pathways

Action
Review HRCC's General Infrastructure Specification to ensure alignment with leading sustainable specification by the Department of Transport.

5.5 Procurement

5.5.1 Electricity Procurement

A power purchase agreement (PPA) is a contract between an electricity buyer and seller. In the context of this Plan, PPAs refer to an agreement that the buyer will ensure that a certain amount of energy is generated from renewable sources, such as large-scale solar or wind farming.

The Victorian Greenhouse Alliances have established a Local Government Electricity Contract Working Group to help Victorian councils save money and reduce greenhouse gas emissions through their electricity contracting. The Working Group is developing a PPA for Victorian councils to procure low-cost renewable energy from 2020/21, at the conclusion of the current retail contracts.

HRCC has agreed to include 100% of electricity consumption in the Victorian Local Government PPA. Large-scale Generation Certificates (LGCs) associated with this energy will be purchased for 50% of HRCCs corporate energy use, meaning that 50% will be considered zero emissions energy. For the remaining 50% of energy, the LGCs will be sold to other buyers as offsets, meaning that Council cannot claim this energy as zero emissions.

5.5.2 Products and Services

With a budget of around $25 million for materials and services in the 2019/20 financial year, Council has significant influence over local suppliers and service providers. Ensuring sustainability considerations are embedded in Council's standard procurement processes minimises the impact of purchases and provides incentives for suppliers to improve their own systems and practices.

HRCC's Procurement Policy, revised annually, currently outlines considerations for sustainable procurement, including steps to minimise GHG emissions, consider transport requirements, understand product life-cycles and consider fair trade and ethics. Whilst this reflects the overall ambitions of Council, it does not translate to metrics that are simple to understand, apply and analyse by Council's Governance and Procurement Team.

Through ongoing revisions Council's Sustainability Team will work closely with the Governance and Procurement Team to ensure that the Procurement Policy reflects best practice in procurement of goods and services that meet Council's goals for GHG emissions reductions. Changes will ensure that all goods and services are assessed against metrics that indicate improved sustainability of products and services, such as energy star ratings for appliances or environmental policies for suppliers.

Table 13: Action for procurement of goods and services

Action
Work with Council's Governance and Procurement Team to ensure that HRCC Procurement Policy reflects best practice in sustainable procurement.

5.6 Waste

HRCC manages a number of transfer stations as well as a major landfill – the Dooen Landfill. Waste has intentionally been excluded from the corporate GHG inventory underpinning this plan. A separate, targeted strategy will instead be developed to address emissions from landfill through, but not limited to, avoidance, diversion from landfill and consideration of various treatment options.

The reason for developing a separate strategy for landfill emissions is twofold. Firstly, waste is unique both is its scale when compared to other emissions sources within the corporate inventory and in terms of the site-specific nature of any recommendations. Any changes to waste treatment would first require in depth feasibility studies and may constitute significant long-term changes to the infrastructure of the landfill, and significant investment. Secondly, waste to landfill is a community emissions source rather than solely a corporate one. While Council has direct control over the treatment of the waste on site, since waste is captured not only from Horsham but also from other municipalities, Council's control overall is limited. A separate waste strategy will ensure waste receives the detailed attention that is required for an emissions source of this scale and scope.

In development of a Waste Strategy for HRCC, Council will be able to consider the science-derived target for emissions reductions related to waste. This will ensure synergy between the Zero Net Emissions Action Plan and the Waste Strategy.

Table 14: Action for waste

Action
Develop a Waste Strategy that aims to reduce emissions from waste.

6. Innovative Solutions

There are a number of emerging innovative solutions that can be pursued in the mitigation of Council's corporate emissions. These areas have not been included in the cost modelling nor emissions pathways at Section 7. This section provides high-level business cases and recommended next steps, however each of these areas requires further feasibility analysis before being confirmed in Council's action planning.

6.1 Smart Street Lighting

The idea of "Smart cities" or "smart networks" is one that is eliciting great interest from communities worldwide. There are many definitions of smart cities, including one from the UK Department for Business, Innovation and Skills (BIS), who are developing standards for smart city technology. They define a smart city as one where there is "effective integration of physical, digital and human systems in the built environment to deliver a sustainable, prosperous and inclusive future for its citizens".

A number of attributes of streetlights make them an ideal component within a smart city:

- The lights' physical location high on a pole means there is good ability for clear communication
- Their ubiquitous presence anywhere that there are reasonable densities of people means the light can reinforce the network where the need for data is greatest
- The presence of power at the light means that connecting the smart networks communication device to electricity is easy

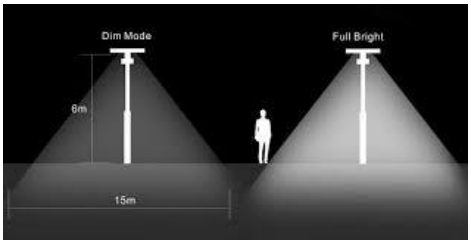
The streetlight can be used as a relay for other information (in a smart grid network). This increases the effectiveness of the entire network and can reinforce and improve the way the network operates. Alternatively, the street lighting communications devices can be part of a standalone street lighting control network, without reference to other smart networks within a city. It is possible to install these communications devices on street lighting networks today.

Smart lighting functions, particularly the data that can be harvested, present a myriad of uses and have the potential to bring numerous social, economic and environmental benefits to councils and their communities. The benefits of smart lighting that have been identified up to now are just the tip of the iceberg.

6.1.1 Smart Controls for Street Lights

Smart controls, in their most basic and most utilitarian form, present councils with two main benefits:

1. They allow remote monitoring of whether a street light is functioning correctly, thus allowing for automated fault reporting.
2. They allow the light output of a street light either to increase or decrease lighting levels depending on the varying conditions of an area over the duration of the night.



These functionalities can be associated with significant cost and energy savings for major roads lights in particular. As well as reducing maintenance costs, savings can also arise from the ability to use dimming and trimming[3] to reduce the energy usage of major roads street lights; this includes maintaining a constant light output over the lifetime of the asset (rather than maintaining constant energy input and having initial lighting levels higher than required to compensate for the degradation of lighting levels over time).

Smart controls for street lights are now available for use on a handful of distribution network service providers, and considerations around data access and data governance are still in negotiation. While their use is still in its infancy, early results indicate that the savings for Council from using smart controls could be substantial.

6.1.2 Early Results from Australia

Nationally, there are many recent trials completed by councils that seek to understand the value of smart lighting and how to deliver this value during a planned large-scale LED program. These trials are diverse, spanning road safety (focusing on compliance and maintenance improvements), asset management, energy management (including dimming), monitoring air quality, temperature sensing, and the use of cameras, wifi and telecommunications.

For example, a partnership between a council and distributor is currently obtaining and analysing luminaire ambient temperature sensor data to develop an urban heat map. The project's main objective is to determine whether the temperature readings in the smart cell in the street light can be used to calculate the ambient air temperature at person level.

Another pertinent example is from a council in Victoria that is currently assessing dimming and adaptive lighting in major road street lighting. Results to-date show significant energy savings, particularly from dimming street lights to lower compliance levels during certain hours of the day. Preliminary results from the smart lighting value analysis based on this project are outlined in Table 15, below. As these are based on a single council area, they cannot be used to confirm the savings potential in other council areas. However, they do indicate significant potential savings that warrant further investigation.

[3] Whereby the time the light is on is "trimmed" such that the lighting level is reduced until it meets the relevant lighting standard as per AS/NZS 1158.

Table 15: Potential benefits of smart lighting (major roads example from Victorian Council, illustrative only)

Summary 20-year savings per light	Trimming	Constant light output (CLO)	Dimming	Traffic safety	Maintenance cost reduction
Total Cumulative Project Cost	$200-$400				
Cumulative Simple Net Savings	$100 to $400	$80 to $170	$100 to $400	$1,100 to $3,700	$0 to $250
Cumulative GHG savings	1 to 3 tCO2–e	1 to 2 tCO_2–e	1 to 3 tCO_2–e	N/A	N/A
Average GHG savings per year	75 to150 $kgCO_2$–e	50 to 100 $kgCO_2$–e	75 to 150 $kgCO_2$–e	N/A	N/A
Payback period (years)	5 to 14 years				N/A

6.2 Facility Battery Storage

For most applications batteries are a 'financial mechanism', as they do not generate energy, they just move it around, ideally in ways that save or generate money. Battery storage can also change the business case fundamentals for the size of a solar system.

As part of the Carbonetix audit reports delivered in 2018, a recommendation for installing 3 x 16kWh/3kW capacity of battery storage was made. Further investigation by Council deemed the investment not currently viable. HRCC understands that as the technology develops, and the costs of batteries reduce this action may become increasing viable for certain Council sites. As part of the five-year review of this plan Council will revisit the opportunity for battery storage through undertaking a feasibility studies at sites where applicable. The assessment of feasibility will consider the following mechanisms for financial viability.

There are three primary mechanisms for financial viability for embedded battery storage. Any analysis would consider the interaction between each mechanism.

- **Time of use migration.** This is where a battery storage system is used to shift electricity consumption from high cost time of use tariffs to low cost ones. This involves high levels (typically daily) discharge cycles and will look to undertake deep discharge to maximise this shift of capacity. The cost effectiveness of this application will depend on the consumption profile for the site and the variance of the peak to off-peak pricing.
- **Peak demand reduction.** This approach is designed to reduce the capacity charges for the site, and therefore require capacity charging for it to be viable, thus lending itself to Council's large sites. Depending on the 'peakiness' of the site, it will typically require less storage capacity, instead more focused on the delivery capacity of the battery system. Also, depending on the site characteristics, there will likely be less cycling of the battery and fewer deep discharges.
- **Solar generation augmentation.** This is where the battery is being used to take up any excess capacity from an on-site solar PV system, enabling this energy to be used onsite

rather than exported to the grid. The benefit of this approach is that it will typically be able to offset higher cost electricity than what would have been obtained from a feed-in tariff.

Each of these approaches have different demands for the technology solution. Additionally, some or all of them may be applied to the same situation, however different focuses will likely change the parameters of battery size or even technology.

Other considerations for battery storage feasibility are the levelized cost of energy (LCOE) and additional storage requirements. LCOE is the per-unit net present value of the systems being compared and presents the best way to understand and compare approaches with different capital and operational cost profiles.

There may be additional uses and benefits of battery storage for specific sites as well, such as uninterruptable power supply or other continuous supply/backup supply requirements. For example, key community infrastructure that can be used as heat refuges in summer, such as facilities for the elderly or very young are more commonly being considered as critical infrastructure. The addition of battery storage can ensure these sites are available to vulnerable community members when there is most need, but also when there is most risk of electricity outages. If such solutions are required, these can be investigated at the same time as the financial and technical analysis for facility battery storage.

7. Greenhouse Gas Reduction Pathway

By implementing all activities outlined in this Plan and purchasing 50% zero emissions power (that is, from renewable sources via a PPA and including LGCs), Council will reduce overall emissions by 47% on 2018/19 levels by the year 2030/31. This pathway would see Council achieving just beyond the reduction of 42% by 2030/31 (or 221 tCO_2e per year) as outlined by the science-derived target. The pathway and progress against the science-derived target is shown in Figure 8.

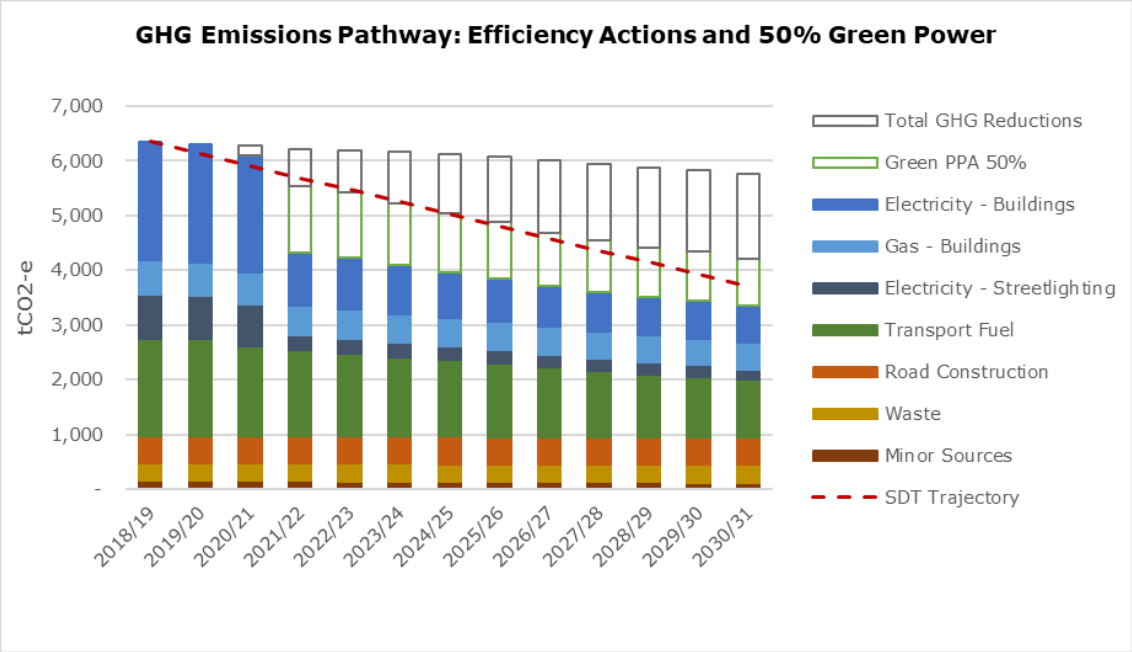


Figure 8: HRCC GHG emissions pathway incorporating emissions reduction actions and 50% zero emissions electricity through PPA

Through this pathway, detailed feasibility studies have been recommended that will explore select emissions reduction projects in more detail. If these feasibility studies demonstrate a positive outcome in terms of emissions reductions, cost savings and payback period, they may also be implemented, further reducing Council's corporate GHG emissions. These projects would impact emissions from road construction through exploring leading sustainable standards, emissions from gas in buildings through heat pumps at the Aquatic Center and leading ESD standards, and emissions from electricity in buildings through battery storage.

Even with extensive emissions reduction activities and purchasing electricity through a PPA there are still around 3,400 tCO_2e that must be accounted for before Council can achieve net zero emissions. These are typically from sources that are difficult to reduce or eliminate through efficiency projects, such as emissions from waste disposal, or fleet and plant that do not have viable electric alternatives. To achieve net zero emissions Council will need to purchase carbon offsets to cover the remaining emissions. The implications of purchasing offsets are discussed in section 7.3, however the purchase of offsets has not been included as part of this plan to 2030/31. It is felt that, in line with the emissions reduction hierarchy (see Figure 7), there is greater value in directing Council's budget toward actions that will generate actual emissions reductions and cost savings for Council.

7.1.1 Including 100% Green Electricity from PPA

An alternative pathway towards achieving zero net emissions is to increase the purchase of green power through the Victorian LGPPA up to 100%. Figure 9 illustrates the pathway if HRCC increase from a 50% green power PPA to 100% green power PPA in 2025/26. This pathway would see Council exceeding the reduction required by the science-derived target by almost 20% at 2030/31. It should however be noted that while the reduction target will continue its trajectory, beyond 2030/31 many of the low hanging fruit for achieving emissions reductions through assets will have been implemented. Moving forward Council will need to consider purchasing 100% green power in order to continue to keep emissions in line with the science-derived target beyond 2030/31.

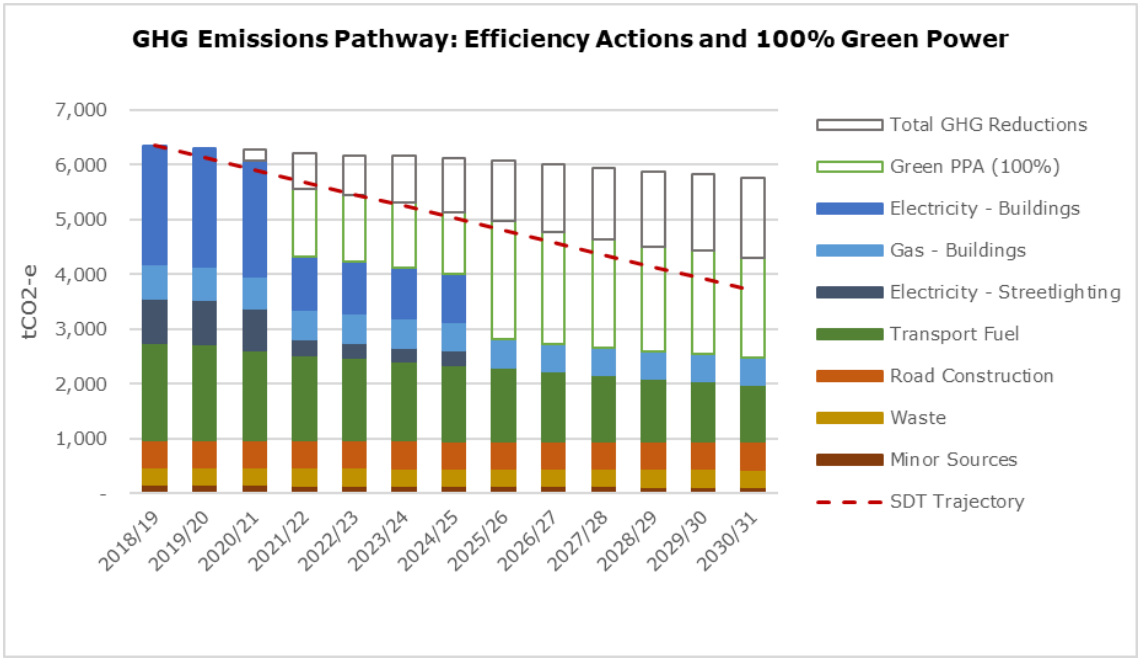


Figure 9: HRCC GHG emissions pathway incorporating emissions reduction actions and 100% zero emissions electricity through PPA

7.2 Cost of Achieving GHG Reduction Pathway

Figure 10 illustrates the projected budget for achieving the pathway outlined in this plan. Apart from a significant spike in 2021/22 which is the result of investment in the major roads lighting upgrade, the budget required is spread evenly across the period of the plan. The average annual budget required to implement this plan is approximately $410k/pa. The major areas for investment are energy efficiency in buildings, and upgrades to transport fleet. Solar is also significant in some years.

For reference, Figure 10 also includes the following additional costs:

- Purchasing Australian Carbon Credit Units (ACCUs) to offset the remaining emissions at 2025/26 with a 50% green power PPA in place. As Council has already committed to and budgeted for the 50% PPA there are no additional costs for the PPA included.

- Purchasing ACCUs to offset the remaining emissions at 2025/26 with a 100% green power PPA in place. The additional costs of purchasing 100% green power through the agreed LGPPA are also illustrated.

Based on initial investigation the cost of purchasing 100% green power as part of the LGPPA has marginally lower costs than the purchase of ACCU offsets to cover the same emissions. However, the purchasing of green power presents a direct investment in Australia's green energy transition and holds greater value for HRCC from a reputational perspective than the purchase of offsets.

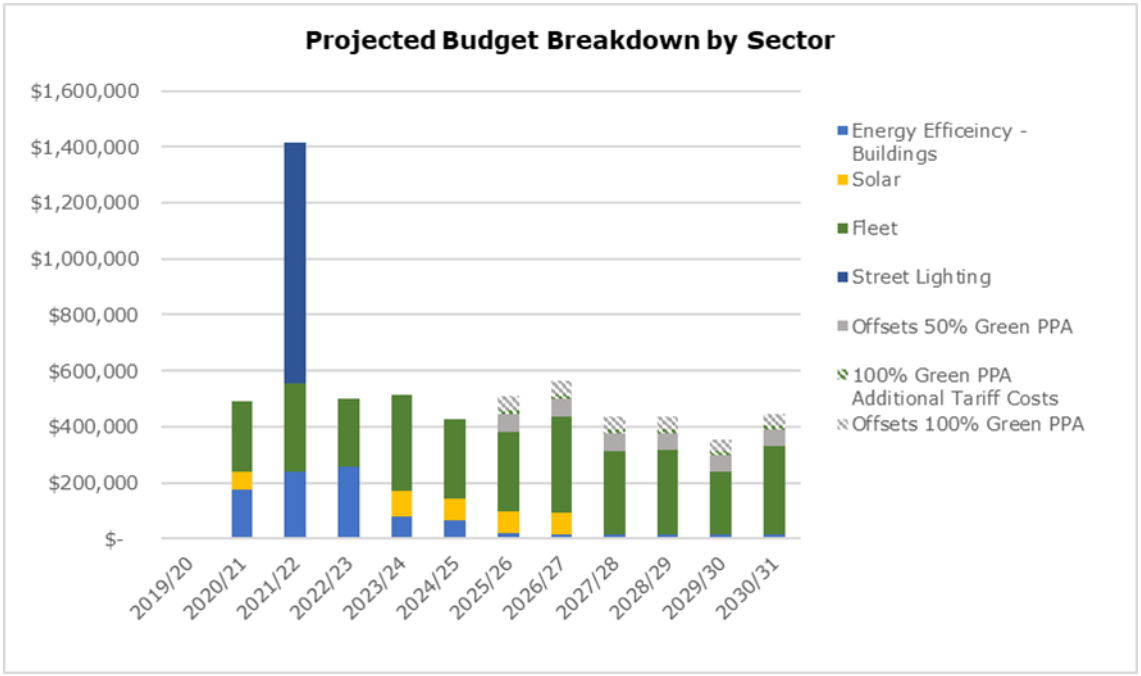


Figure 10: Cost pathway for achieving zero net emissions, including efficiency actions, 100% green power and carbon offsets

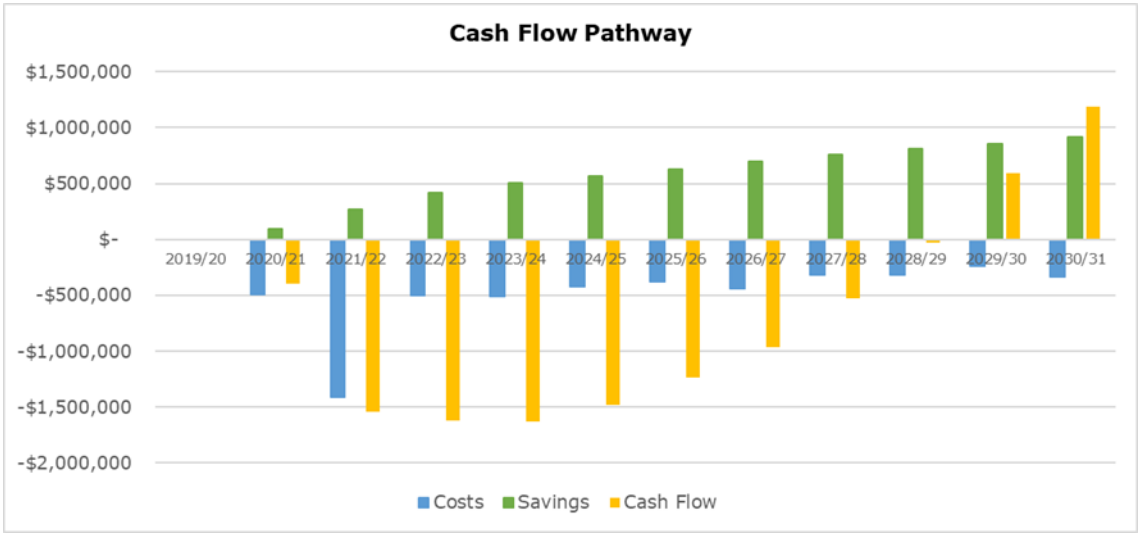


Figure 11: Cash flow pathway to 2030/31

The cash flow pathway (Figure 11) shows that the initial capital outlays at the front end of the plan begin to pay themselves back around 2028/29. HRCC will explore the option of managing cash flows associated with the Zero Net Emissions Action Plan through a revolving sustainability fund.

7.3 Carbon Offsets

Carbon offsets fall at the bottom of the emissions reduction hierarchy and have not been incorporated into Council's GHG reduction pathway for the life-cycle of this Plan. This is because Council is able to remain within the science-derived target trajectory through energy efficiency actions and purchased renewables. At such a time where Council pursues a zero net emissions target or a carbon neutral target, which will be required by 2040 according to the science-derived target, it is likely that carbon offset purchases will be required to cover all remaining emissions.

When offsetting carbon emissions there are a number of options available. The most obvious and common way to offset emissions is to purchase offsets through a certified provider. These offsets vary greatly in price and in quality, but there are a number of reputable providers. This is the only way to offset emissions that is allowed under Climate Active, the Australian Government's carbon neutrality certification program.

Council may choose to purchase ACCUs, international Verified Carbon Offsets (VCUs) or a combination of both. At the time of preparing this report, the latest spot price published by the Clean Energy Regulator for ACCUs was $\$16.40/tCO_2e$[4].

Many councils have a preference for purchasing Australian offsets due to perceived superior quality and because there is greater knowledge of the regulation surrounding the production of these offsets. However, VCUs can typically be purchased at a much cheaper rate than ACCUs and are also subject to regulation and approval. The price for international offsets can vary greatly, but at the time of preparing this report, Australian councils had secured offsets for prices varying from $\$2/tCO_2e$ - $\$3.50/tCO_2e$.

The purchase of carbon offsets should be considered as part of the five-year review of this Plan. Offsets should be considered the final option for emissions abatement, following energy conservation, energy efficiency, onsite renewables and purchased renewables, in line with the emissions reduction hierarchy.

[4] Clean Energy Regulator (2020), *Quarterly Carbon Market Report – March 2020*, Australian Government, Canberra

8. Monitoring, Evaluation and Learning

There are two types of monitoring that will be undertaken during the implementation of this Plan: progress monitoring and impact monitoring.

Progress monitoring ensures that the Plan is being implemented within the expected timeframes, quality and budget. Council will track whether projects have been implemented within the expected timeframes and whether actual expenditure aligns with the budgeted amount.

Impact monitoring aims to understand whether the projects have resulted in the predicted reduction in emissions and costs. Impact monitoring for this plan will be done in two ways. Firstly, the annual review of Council's corporate GHG inventory will provide an understanding of changes to actual emissions, and can be measured against the GHG pathways shown in Section 1 of this plan to understand if they are at the expected level. Secondly, periodic review of energy bills for selected sites before and after relevant projects are implemented will demonstrate where cost savings are occurring. In some cases, a full year of billing data may be required to allow for seasonal usage patterns.

At five years this Plan will also undergo a full program evaluation that takes a deeper dive into what has made each project successful (or not) and share these learnings internally and externally. This is particularly important for this Plan where some innovative approaches are being considered, such as electric waste trucks and facility battery storage. Understanding what does and doesn't work with real data is incredibly useful to local governments across Australia and will present HRCC as a leading council, regardless of whether the shared learnings present wins or losses.

Appendix A: Methodology

General Assumptions

Energy Prices

It is assumed that the PPA contract will come into effect in 2021 and will constitute 50% green power and 50% brown power as the default allocation.

Table 16: Energy price assumptions

Council energy contract	Unit	Most recent value	Year	Reference
Large Market - Grid Electricity	$/kWh	$0.1496	2019/20	Council questionnaire. Average from AGL bills provided by Council.
Large Market - PPA – Green	$/kWh	$0.2966	2020	Council questionnaire. $81.00/MWh plus standard network charges.
Large Market - PPA – Brown	$/kWh	$0.2806	2020	Council questionnaire. $65.00 MWh plus standard network charges.
Small Market - Grid Electricity	$/kWh	$0.2202	2019/20	Average from AGL bills provided by council.
Small Market - PPA – Green	$/kWh	$0.2926	2020	Council questionnaire. $77.00 MWh plus standard network charges.
Small Market - PPA - Brown	$/kWh	$0.2846	2020	Council questionnaire. $69.00 MWh plus standard network charges.
Street Lighting (unmetered) - Grid Elec	$/kWh	$0.1496	2019/20	Council questionnaire. Same as Large Market.
Street Lighting (unmetered) - PPA – Green	$/kWh	$0.2866	2020	Council questionnaire. $71.00 MWh plus standard network charges.
Street Lighting (unmetered) - PPA – Brown	$/kWh	$0.2736	2020	Council questionnaire. $58.00 MWh plus standard network charges.
Natural Gas	$/MJ	$0.0196	2019/20	Average from AGL bills provided by council.
Petrol	$/L	$1.4470	2019/20	Australian Institute of Petroleum Weekly Price Report, February 23 2020, p.6, "National Average Last 12 months",
Diesel	$/L	$1.3750	2019/20	Bulk diesel price provided by Council.

Emissions Factors

Emissions factors are sourced from the National Greenhouse Accounts Factors – August 2019.

Business-as-usual Projections

Business-as-usual (BAU) ten-year emissions projections include the following assumptions:

- Buildings efficiency improvements (electricity and gas) of 0.1% per year
- Street lighting efficiency improvements of 0.1% per year
- Vehicle efficiency improvements of 1.0% per year
- Improvements to state emissions factor, in line with targets proposed by the Victorian State Government
- Increase in energy portfolio in line with Council's new works budget and with consultation with Council's Sustainability Team. This includes additional loads from two new buildings:
- Wesley Performing Arts Centre: load assumed to be similar to existing multi-function building
- Proposed new depot: load assumed to be similar to existing depot
- Population growth rate of 0.03% in line with projections by .id Consulting

Energy Efficiency Actions

Area	Assumptions
Street Lighting	As per detailed business case prepared by Ironbark as part of the CVGA regional project in 2019: Standard CatP (x50) - Replace 10 x 80W MV, 40 x 2x14W T5 with 17W StreetLED. Majority of CatP lights have been replaced through Lighting the Regions. Decorative CatP (x154) - Replace 112 x 80W MV Bourke Hill, 42 x 42W CFL and 2 x 125W MV decorative lights with Bourke Hill 17W LED (no 125W MV equivalent decorative available). CVGA report states council waiting for Powercor approval of decorative lighting before proceeding to replace 87 x 150W HP Sodium lights. These have been excluded from recommendations. CatV 100% Council Owned - Replace 206 full cost major road streetlights to LED: 2 x 250MV with RoadLED Midi 70W, 1 x 150HPS with ROTATE_RoadLED Midi 70W, 142 150HPS with RoadLED Midi 70W, 54 250HPS with RoadLED Midi 150W, 7 x RoadLED Midi 70W new lights for compliance. CatV Cost Shared - Replace 400 cost shared major road streetlights to LED. Total project costs include $230K of DoT project costs which can be refunded over a ten-year program. 1 x 150HPS with ROTATE_RoadLED Midi 70W, 237 x 150HPS with RoadLED Midi 70W, 156 x 250HPS with RoadLED Midi 150W, 5 x 400HPS with 275W RoadLED, 1 x 18W LED with MODIFIED_RoadLED Midi 70W.

Buildings and Facilities Energy Efficiency	Only sites with an electricity consumption of >10,000 kWh per annum have been included to maximise the cost benefit ratio. It is assumed that "low hanging fruit" for building efficiency such as gap sealing, LED lights, etc. have not yet been implemented at sites not included in the Carbonetix audits. Building efficiency measures at sites have only been assumed to have been implemented if this has been noted by Council in the Audit Actions Summary document provided or the questionnaire. Where available, costs and savings have been taken from existing audit reports and business cases. Where audits have not been conducted, estimated savings for energy efficiency improvements have been calculated based on benchmarks for savings achievable within the available budget for similar building types: Large Facility Electricity (>10,000kwh/pa) – costs and savings taken from the Carbonetix audit reports where applicable, other sites budget of <$15k per site and savings of 20% assumed. Large Facility Gas – costs and savings taken from the Carbonetix audit reports. Small Facility Electricity (<10,000kwh/pa)– cost of $5K per site and savings of up to 20% assumed. Analysis indicated that this was not a cost effective option. Small Facility Gas – cost of <1K per site and savings of 10% assumed. The cost of 2 Type 1 audits has been included within the Large Facilities Electricity costs. These audits will be used to train internal staff identify effective energy efficiency measures. Larger scale energy efficiency investments are assumed to be included by the additional costs and savings generated by the ESD policy for renewals.
Buildings and Facilities Solar PV	Solar PV installation costs are $1.30/Watt. Conversion rate for solar is 3.6kWh/kW/day. 90% of onsite solar generation directly translates to a reduction in grid-supplied electricity. Sites included in the solar PV analysis have been selected based on electricity consumption with higher consuming sites being prioritised based on the assumption that these sites will have both a larger roof space and electricity demand. Sites with solar PV already installed have been excluded. The suitability of selected sites for solar PV has not been assessed as part of the cost benefit analysis.
Buildings and Facilities ESD Policy	An ESD Policy would be applied in the following scenarios and have the following impact: 10% reduction in emissions from new minor buildings 3% increase in capital cost for new buildings 20% reduction in emissions through renewal of existing buildings

	Existing buildings are renewed at a rate of 5% per year (i.e. 20-year lifespan) 3% increase in capital cost for renewals BAU costs for new builds assume $545k per build in line with the expected costs of the WPACC as outlined in the 2020/21 CAPEX report provided by Council. BAU costs for renewals are assumed to be $515K per annum in line with the expected costs for renewals for as outlined in the 2020/21 CAPEX report provided by Council.
Fleet	The cost benefit analysis uses the consumption data and cost data provided as part of the 2018/19 inventory. The vehicle numbers used in the recommendations refer to the active vehicles on the 2019/20 asset list provided by council. Note that there is not direct alignment with the vehicles currently in circulation and the consumption data used to drive the savings estimates. It is assumed that fuel consumption will not have changed significantly between 2018/19 and 2019/20 despite turn over in vehicles during this period. Electric passenger vehicle example models and related efficiency and cost information have been sourced from https://fleets.chargetogether.org/vehicle-guide/ Electric truck assumptions have been sourced from SEA Electric and include the following: Costs 2.5 x standard replacement costs. On average a vehicle can travel 200k on a 100kwh–220 kwh charge. Heavy vehicle and utility vehicle recommendations assume a 10-year life span of the vehicles and do not include any costs recovered from resale. Passenger vehicle recommendations assume a 3-year life span of the vehicle and include costs recovered from resale. The turnover period of vehicles should be assessed as part of the Sustainable Fleet Policy to ensure Council can maximise the savings recouped. Resale costs recovered assume 49% of costs are recovered at three years based on standard depreciation rates for hybrid vehicles for example: https://www.whichcar.com.au/car-advice/ev-depreciation https://hendersontoyota.com/hybrid-depreciation-vs-non-hybrid-vehicles Installation of telematics is based on installing the system in 32 trucks at a cost of $40/mth/unit. An annual fuel saving of 7.5% has been assumed based on conservative industry averages (10%-20%) for example: https://www.eroad.com.au/five-ways-telematics-can-save-on-your-fleets-fuel-costs/
Discount Rate	The Net Present Value figures have been calculating by applying a discount rate of 2.75% ^ lifetime of investment

Appendix B: Implementation Plan

Details of the implementation schedule and cost benefit analysis (CBA) used to prepare this plan can be found in the following document:

HRM_STR_001_Appendix_B_Implementation_Plan_Detailed_CBA_v1a

APPENDIX 9.8B

Ironbark Sustainability

Corporate Greenhouse Gas Emissions Inventory

Horsham Rural City Council

HRCC

Prepared for Horsham Rural City Council

Version	Author	Date	Description of changes
V0a	Rachel Armstead	29/04/20	First draft
V0b	Hannah Preece	02/06/2020	Review
V1a	Rachel Armstead	03/06/20	Final

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About Ironbark Sustainability
Ironbark Sustainability is a specialist consultancy that works with government and business around Australia by assisting them to reduce energy and water usage through sustainable asset and data management and on-the-ground implementation.

Ironbark has been operating since 2005 and brings together a wealth of technical and financial analysis, maintenance and implementation experience in the areas of building energy and water efficiency, public lighting and data management. We pride ourselves on supporting our clients to achieve real action regarding the sustainable management of their operations.

Our Mission
The Ironbark mission is to achieve real action on sustainability for councils and their communities.

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1. Introduction

1.1 Background

Horsham Rural City Council is committed to reducing its greenhouse gas emissions and taking action on climate change. In 2010 Council developed its Environment Sustainability Strategy which included targets for energy efficiency and renewables, water and waste. A decade on, Council acknowledges that a strong climate change response is now a matter of much greater urgency and import. Council has initiated this step change by agreeing in 2019 to a 50% green energy commitment through the Local Government Power Purchase Agreement (LGPPA); and by expressing ambition to become a NetZero emissions council. The overarching objective of this project is to present a practical and cost-effective pathway for council to realise this ambition.

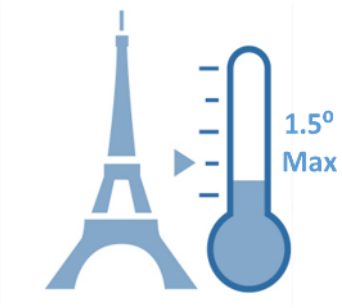
In 2018 Horsham Council took part in the Sustainability Victoria run Local Government Energy Savers programme (LGES). Through LGES a corporate inventory covering the 2016/17 period and an initial emissions reduction action plan were developed for Horsham. Monitoring and evaluation of emissions reduction projects is key, and a reliable and comprehensive emissions inventory baseline is an essential first step. Council therefore felt it necessary to re-baseline the corporate inventory before embarking on the NetZero plan.

The first stage of this project will establish a new baseline for Council's corporate emissions and set a science-derived target to guide Council in reducing its emissions to zero by 2050. Based on the 2018/19 inventory, the science-derived target has been established for Council which indicates the scale and rate of reduction necessary if Horsham Rural City Council is to take responsibility for its share in keeping global temperatures below 2 degrees Celsius. In the second stage of the project, we will explore the pathways available to Horsham Council to achieve the reductions required by the science-derived target and ultimately to achieve its ambition of becoming a NetZero emissions Council.

This report presents Horsham City Council's corporate inventory for the financial year 2018/19, establishing a reliable baseline upon which to measure emissions reductions year on year. The inventory is presented alongside the science-derived target for Council. Taking lessons learned from this year's process the recommendations presented in sections 4.2 and 6.1 will support Council in standardising its corporate emissions reporting framework and adopting best practice emissions reporting protocols for corporate level emissions moving forward. This report and the attached corporate inventory tool and manual (see Appendix 4) will form the foundations of a robust emissions management system and provide Council with the tools to take carriage to their emissions monitoring and reporting moving forward.

1.2 Benefits of Taking Action

For decades, Australian local governments have been at the forefront of climate action, even in the face of challenging federal and state policy environments (refer to Appendix 2 - Policy Context). Councils have implemented energy efficiency and renewable energy projects that have resulted in millions of tonnes of GHG emission abatement and have worked with and mobilised communities to join the challenge at the grass-roots level.



Fast forward to 2018 and the successful international Paris Agreement adopted in December 2015 represented a historic turning point in the international fight against climate change. To date over 171 nations have ratified this Agreement. Central to the adoption of the Paris Agreement are items of critical importance to Australian councils. The first is around how Australian councils set localised emissions reductions targets that align with the ambitious target of the Paris Agreement to limit the increase in global average temperature to 2ºC. The second is that the Paris Agreement explicitly recognises and engages local and sub-national governments, which is a significant success for councils and regions around the world.

Climate change poses a significant threat both to the environment and economy in Victoria – with rising temperatures, increasing drought, and higher energy costs being just some of the issues arising. In response there is a movement across the state which is seeing local councils acting to ensure that they are contributing to global targets and building up the resilience of their communities to the impacts of climate change.

The benefits of taking action in the context of global climate change and its impacts on Victoria are two-fold. Improving resource efficiency within Council's operations will result in reduced costs, and improved energy security for Council, freeing up limited resources for use elsewhere. This ultimately benefits not only Council but also their community.

1.3 Carbon Management System

In order to contextualise this inventory, it is valuable to consider its place within an overarching Carbon Management System (CMS). There are many ways to depict this however Figure 1 illustrates the framework using a common approach for local government to establish a carbon management system. This approach builds upon the learnings from hundreds of Australian councils and outlines a pathway that can lead to a consistent and strategic carbon management outcome. This project is best implemented when considering this overall system.

Figure 1: Carbon Management System for Local Government

2. Best Practice in Corporate GHG Inventory Reporting

This inventory has been developed in line with NGERS reporting guidelines. The following sections provides an overview of national and international best practice in GHG inventory calculation and reporting.

2.1 World Resources Institute Greenhouse Gas Protocol Corporate Standard (WRI GHG Protocol)

The GHG Protocol Corporate Accounting and Reporting Standard is *the* international standard for GHG reporting for companies and other organizations preparing a GHG emissions inventory. The requirements and guidance provided in the protocol form the basis of many national reporting standards – including NGERs.

The WRI states that GHG accounting and reporting shall be based on the following principles:

- **Relevance:** Ensure the GHG inventory appropriately reflects the GHG emissions of the company and serves the decision-making needs of users – both internal and external to the company.
- **Completeness:** Account for and report on all GHG emission sources and activities within the chosen inventory boundary. Disclose and justify any specific exclusions.
- **Consistency:** Use consistent methodologies to allow for meaningful comparisons of emissions over time. Transparently document any changes to the data, inventory boundary, methods, or any other relevant factors in the time series.
- **Transparency:** Address all relevant issues in a factual and coherent manner, based on a clear audit trail. Disclose any relevant assumptions and make appropriate references to the accounting and calculation methodologies and data sources used.
- **Accuracy:** Ensure that the quantification of GHG emissions is systematically neither over nor under actual emissions, as far as can be judged, and that uncertainties are reduced as far as practicable. Achieve sufficient accuracy to enable users to make decisions with reasonable assurance as to the integrity of the reported information.

2.2 ISO 14064

The ISO 14064 standard (published in 2006) is part of the ISO 14000 series of International Standards for environmental management. The ISO 14064 standard provides governments, businesses, regions and other organisations with a complimentary set of tools to quantify, monitor, report and verify greenhouse gas emissions. Whilst a highly respected and internationally recognised standard, ISO is impractical for 99% of Australian councils. The additional administrative overheads (in particular life-cycle analysis) are a large burden since data on life-cycle up/down stream emissions is scarce in Australia. ISO may be relevant for large major city councils such as Sydney or Melbourne. As they are participating in the international C40 council field, ISO would allow consistency and comparison with other leading cities worldwide. However, for smaller councils such as Horsham ISO is not a relevant standard.

2.3 National Greenhouse and Energy Reporting Guidelines (NGERs)

NGERs is the national framework (and Act) for reporting and disseminating organisational information about greenhouse gas emissions, energy production, and energy consumption. NGERs provides a common national reporting platform and tool for assessing corporate emissions.

The National Greenhouse and Energy Reporting (NGER) Scheme was introduced in 2007 to provide data and accounting in relation to greenhouse gas emissions and energy consumption and production. The Scheme's legislated objectives are to:

- inform policy-making and the Australian public
- meet Australia's international reporting obligations
- provide a single national reporting framework for energy and emissions reporting.

NGERs guidelines have been developed in line with the World Resource WRI GHG Protocol.

2.4 Climate Active Carbon Neutral Standard

The Climate Active Carbon Neutral Standard (previously the National Carbon Offset Standard or NCOS) for Organisations (Organisation Standard) is a voluntary standard to manage greenhouse gas emissions and to achieve carbon neutrality. It provides best practice guidance on how to measure, reduce, offset, report and audit emissions that occur as a result of the operations of an organisation.

Climate Active provides the methodology for organisations voluntarily seeking to be carbon neutral and a benchmark on how to account for emissions. Climate Active sets minimum requirements for calculating, auditing and offsetting the carbon footprint of an organisation, product, service or event.

Climate Active is built on the NGERs guidelines and as such the requirements of the two are very closely aligned. For Climate Active, you need a GHG emissions inventory that follows the NGERs guidelines plus additional requirements to state that Council is carbon neutral. Climate Active places emphasis on the same best practice carbon accounting principles[1] as detailed in the WRI GHG Protocol and ISO14064.

Climate Active Carbon Neutral certification provides credibility to carbon neutral claims and gives stakeholders assurance that the inventory and offsets meet the highest standards of accountability. Should council wish to pursue Climate Active Carbon Neutral certification down the track, the 2018/19 inventory would provide a good foundation to meet Climate Active requirements for a GHG inventory, however some current exclusions would need to be addressed; most notably scope 1 emissions from Council operated landfill sites.

[1] National Carbon Offset Standard for Organisations

3. Methodology

3.1 Reporting Framework

Council's corporate emissions have been calculated based on the guidelines provided by the Australian NGER methodology and the WRI GHG Protocol Corporate Standard. To align with best practice, the inventories have been developed with the view to meet Climate Active requirements as much as possible which include Scopes 1, 2 and 3 emissions, with an emphasis on completeness[2]. The objective of the inventory is to achieve the level of reliability and accuracy required to inform sound decision making in the action planning stage of the project, as opposed to achieving full compliance with the reporting frameworks.

3.2 Reporting Boundaries

3.2.1 Organisational Boundary

The development of the 2018/19 corporate emissions inventories are based on an **Operational Control** approach to reporting.

Under the operational control approach, Council accounts for 100 percent (scopes 1, 2 and 3) of the GHG emissions from operations over which it has operational control. Emissions from sites for which Council does not have operational control, such as leased sites, will be reported under scope 3.

Operational control can be defined in accordance with the National Greenhouse and Energy Reporting Act as whether Council:

- was paying the utility costs for the facility
- had the ability to set operating policies, health and safety policies and environmental policies

Operational control was assessed at all Council facilities and buildings which included:

- Council owned and operated facilities
- Council facilities leased out to third party
- Facilities Council leased from a third party

All sites that are owned and operated by Council or are leased from third parties and operated by Council are under Council's control. Sites where Council facilities are leased to third parties were under Council's operational control only where Council was paying the utility costs.

3.2.2 Operational Boundary - Scopes

The operational boundary of Horsham Rural City Council is defined using the scopes framework. In line with NGER, and the Global Greenhouse Gas Protocol, corporate emissions have been divided into three scopes. These are outlined below and illustrated in:

2 Note that the 2018/19 inventory presented in this report does not currently meet Climate Active requirements.

- **Scope 1** emissions are defined as "direct emissions from owned or controlled sources" and are emissions created when Council burns a fuel in an owned asset such as fleet burning diesel, E10 or petrol, or a building using natural gas. Emissions from council owned landfill sites also fall into scope 1.

- **Scope 2** emissions are defined as "indirect emissions from the generation of purchased energy" and include electricity purchased for Council-owned and operated assets.

- **Scope 3** emissions are defined as "all indirect emissions (not included in scope 2) that occur in the value chain of the reporting entity (Council)" these include electricity purchased for Council owned but not occupied buildings, electricity purchased for street lighting, emissions associated with water use and emissions from the extraction and production of fuels (including diesel, E10 or petrol, natural gas and electricity).

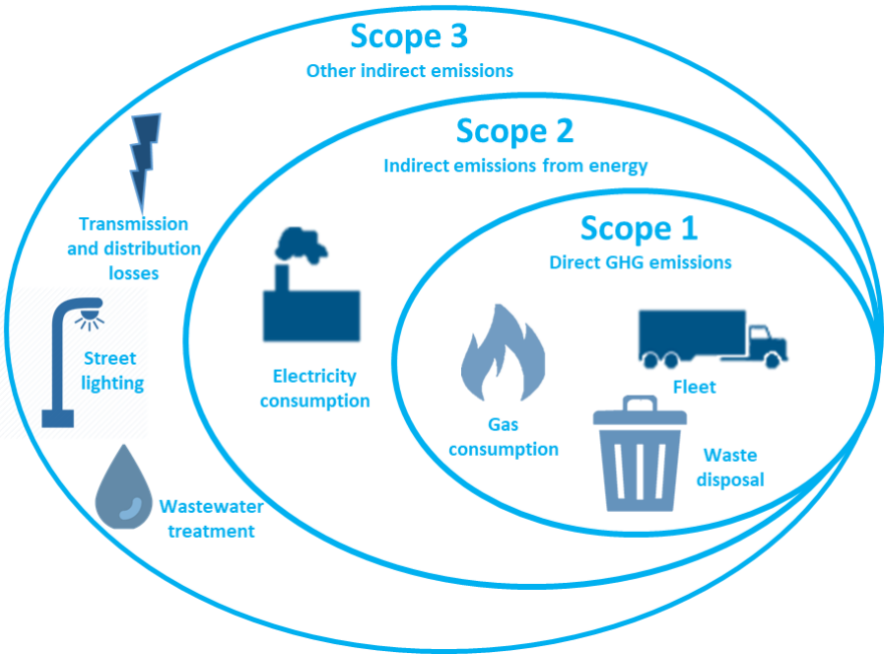


Figure 2: Emissions scope summary

4. Council's Corporate Emissions Inventory

Council's corporate emissions are those resulting from Council's own operations. The following emission sources have been included using data provided by Council and/or their suppliers:

Table 1: Emissions sources included in the 2018/19 inventory

Emissions Sources Included in the 2018/19 Inventory		
Stationary Energy:		
Electricity - Council	Emissions produced through the electricity used by buildings that Council owns and operates.	Included
Electricity Community	Emissions produced through the electricity used by buildings that Council owns but which are operated by other organisations such as community groups.	Included Elsewhere – under Electricity Council
Electricity Commercial	Emissions produced through the electricity used by buildings that Council owns but which are leased for commercial purposes.	Included Elsewhere – under Electricity Council
Electricity – Street Lighting	Emissions produced through the electricity used by streetlights that Council pays the bills for.	Included
Natural Gas - Buildings	Emissions produced through the natural gas used by buildings that Council operates.	Included
Lubricants	Petroleum based oils and greases purchased by Council.	Included
Diesel	For emissions created through diesel fuel consumed at facilities.	Included Elsewhere – under Transport Fuels
Petrol	For emissions created through petrol/unleaded fuel consumed at facilities.	Included Elsewhere – under Transport Fuels
LPG -	for emissions created through LPG fuel consumed at facilities.	Included Elsewhere – under Transport Fuels
Transport Fuels:		
Diesel - fleet	Emissions created through the diesel fuel consumed by Council's fleet.	Included
Petrol - fleet	Emissions created through the petrol/unleaded fuel consumed by Council's fleet.	Included
LPG - fleet	Emissions created through the LPG fuel consumed by Council's fleet.	Included
Diesel - Plant	Emissions created through the diesel fuel consumed by Council's transport plant.	Included

Petrol - Plant	Emissions created through the petrol/unleaded fuel consumed by Council's transport plant.	Included
LPG - Plant	Emissions created through the LPG fuel consumed by Council's transport plant.	Included
Water:		
Water – Council	Emissions produced through the processes associated with delivery of water to Council facilities, and disposal of wastewater.	Included
Water – Community	Emissions produced through the processes associated with delivery of water to sites that Council owns but which are operated by other organisations such as community groups.	Included Elsewhere – under Water - Council
Water –Commercial	Emissions produced through the processes associated with delivery of water to sites Council owns but which are leased for commercial purposes.	Included Elsewhere – under Water - Council
Waste:		
Waste Disposal	Emissions produced through the treatment of waste generated by council's corporate operations.	Included - Estimated
Business travel:		
Flights	Emissions created through air travel by council employees for Council business.	Included
Procurement:		
Office paper	Emissions created through the paper supply chain by paper purchased by Council.	Included
Other:		
Asphalt	Emissions created through the supply and application of asphalt for Council purposes.	Included

4.1 Emissions Summary

Council's total emissions for the period 2018/19 have been calculated as 6,349.99 tonnes of CO_2-equivalent (t CO_2-e). Table 2 shows emissions for both reporting periods broken down by emission source and scope.

4.1.1 Material Data Gaps

Data for the following NGERs and Climate Active specified emissions sources was not provided:

- fugitive emissions (refrigerants)
- bottled gas
- accommodation
- hire car and taxis
- public transport
- contractor fuels

Fugitive emissions (refrigerants) and bottled gas are scope 1 emissions and must be included if Council's inventory is to meet the minimum standard outlined in the NGERs guidelines. It is recommended that council sources fugitive emissions data and bottled gas use data, not only for the next reporting period of 2019/20 but also for 2018/19 so that Council can re-baseline with all relevant scope 1 and 2 emissions sources included if required. Note that in line with Climate Active, Council is only required to re-baseline if new data sources amount to a greater than 10% change in the total. It is still however valuable to have a full data set in the baseline year for monitoring purposes.

Emissions from contractor fuels, public transport, hire car and taxis, and accommodation are all scope 3 emissions. They are therefore considered acceptable omissions in respect of the NGERs guidelines which stipulate that council need only report of scope 1 and 2 emissions as a minimum requirement. However, if Council were to pursue carbon neutrality via Climate Active certification, all relevant scope 3 emissions would need to be included (as well as all relevant scope 1 and 2 emissions sources).

While Council has not expressed interest in Climate Active certification, it is still important from a reputational risk perspective that Council is seen to be striving for best practice reporting standards if they are to publicly pursue a NetZero target. Reporting on scope 3 emissions sources is considered best practice in council greenhouse gas emissions reporting, and in the interests of completeness and accountability it is recommended that Council develop as comprehensive an inventory as possible. The greater the number of emissions sources reported, the greater Council's understanding of its impacts, and the greater the number of opportunities for measurable reductions as Council moves towards emissions reduction action planning.

4.1.2 Council Owned and Operated Landfill

Horsham Rural City Council owns and operates the Dooen landfill site. In accordance with NGERs, emissions from this site are considered as scope 1 and must therefore be reported. For the purpose of this project Council has opted to treat landfill emissions separately from the remainder of the inventory. Emissions from the Dooen site have been calculated using the NGERs methodology and are presented in Table 2 and Figure 3, however these emissions have been excluded from the inventory totals, science-derived target, and subsequent NetZero action plan.

This exclusion is justified on the grounds that emissions from the landfill site are of a different magnitude to emissions from other sources as they include emissions from community activity, and that inclusion would result in the dwarfing of important opportunities in other areas such as buildings and transport. It was felt that the scale and nature of landfill emissions would be better addressed by a separate waste emissions reduction strategy outside of the corporate NetZero plan.

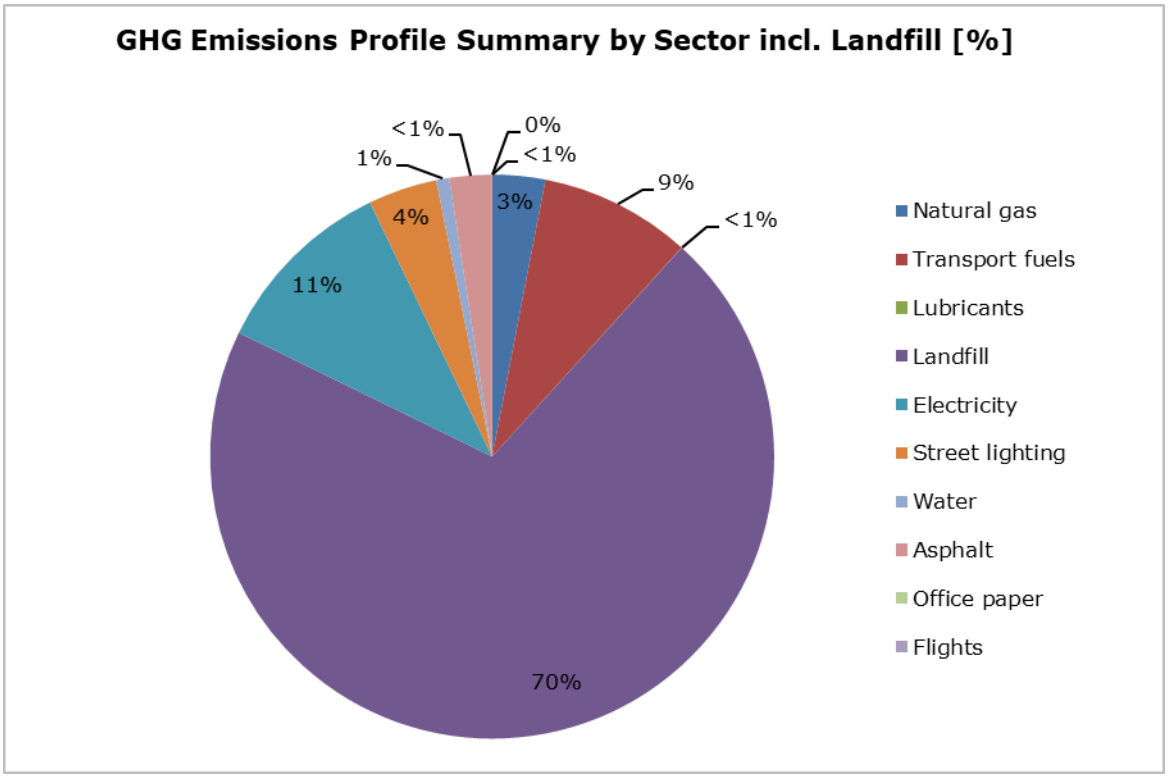


Figure 3: Emissions profile by sector incl. landfill

Table 2: Emissions profile by sector and scope

Emissions source	Scope	Emissions t CO_2-e 2018/19	Percentage of Inventory %
Natural gas buildings	1	574.59	9.05%
Transport - Diesel for plant	1	322.97	5.09%
Transport - Diesel for fleet	1	1,276.15	20.10%
Transport - Gasoline for plant	1	16.08	0.25%
Transport - Gasoline for fleet	1	74.01	1.17%
Transport - LPG for fleet	1	2.26	0.04%
Stationary fuels - Diesel	1	Included Elsewhere	-
Stationary fuels - Gasoline	1	Included Elsewhere	-
Stationary fuels - LPG	1	Included Elsewhere	-
Lubricants - Petroleum based oils	1	1.43	0.02%
Lubricants - Petroleum based greases	1	0.04	0.00%
Fugitive Emissions	1	Not Estimated	-
Council-owned and operated landfills	1	14,411.00	N/A
Total direct emissions (scope 1)		**2,268**	**35.71%**
Electricity (Council)	2	**1,978**	**31.16%**
Electricity (Community)	2	Included Elsewhere	-
Total indirect emissions (scope 2)		**1,978**	**31.16%**
Natural gas - Emissions from extraction, production and transport for buildings	3	43.49	0.68%
Electricity (Street Lighting)	3	734.37	11.56%
Electricity (Commercial)	3	Included Elsewhere	-
Water (Council)	3	153.06	2.41%
Water (Community)	3	Included Elsewhere	-
Water (Commercial)	3	Included Elsewhere	-
Emissions from manufacture, transmission and other losses electricity for Council sites	3	193.96	3.05%
Emissions from manufacture, transmission and other losses electricity for Commercial sites	3	Included Elsewhere	-

Emissions source	Scope	Emissions t CO_2-e 2018/19	Percentage of Inventory %
Emissions from manufacture, transmission and other losses electricity for Community sites	3	Included Elsewhere	-
Emissions from manufacture, transmission and other losses electricity for public streetlights	3	72.00	1.13%
Stationary fuels - Emissions from diesel extraction, production and transport	3	Included Elsewhere	-
Stationary fuels - Emissions from gasoline extraction, production and transport	3	Included Elsewhere	-
Stationary fuels - Emissions from LPG extraction, production and transport for buildings	3	Included Elsewhere	-
Transport fuels - Plant - Emissions from diesel extraction, production and transport	3	16.49	0.26%
Transport fuels - Fleet - Emissions from diesel extraction, production and transport	3	65.16	1.03%
Transport fuels - Plant - Emissions from gasoline extraction, production and transport	3	0.86	0.01%
Transport fuels - Fleet - Emissions from gasoline extraction, production and transport	3	3.94	0.06%
Transport fuels - Fleet - Emissions from LPG extraction, production and transport	3	0.13	0.002%
Lubricants - Petroleum based oils	3	0.37	0.01%
Lubricants - Petroleum based greases	3	0.04	0.001%
Contractor Fuels	3	Not Estimated	-
Waste disposal	3	321.73	5.07%
Asphalt	3	497.91	7.84%
Office paper	3	0	0.00%
Flights	3	0.55	0.01%
Hire cars and taxis	3	Not Estimated	-
Accommodation	3	Not Estimated	-
Total indirect emissions (scope 3)		**2,104.05**	**33.13%**
Total emissions (scope 1+2+3)		**6,349.99**	**100.00%**
Total emissions (including landfill)		**20,439.25**	**100.00%**

4.1.3 Emissions Profile Summary by Sector - 2018/19

Figure 4 provides the break down by sector as a percentage.

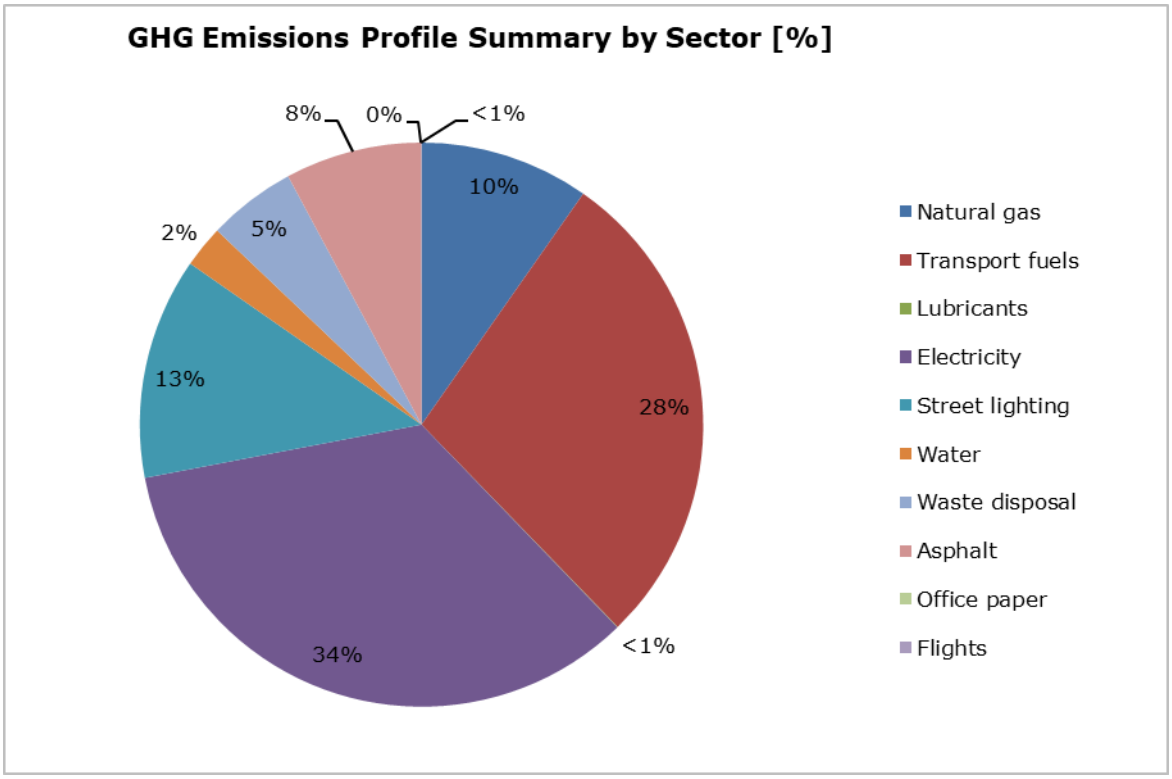


Figure 4: Emissions profile by sector 2018/19

The majority of Council's measured emissions come from electricity consumption (34%) which includes Council's own corporate electricity consumption, as well as consumption by community and commercial organisations utilising Council owned assets. The second most significant emissions source is Council operated transport fuels which accounts for 28% of total emissions. This figure covers emissions from diesel, petrol, and LPG consumed by Council's fleet of vehicles and plant, with 20% of the total emissions profile generated by diesel fleet vehicles. Electricity consumption from public street lighting is the third most significant emissions source and makes up 13% of emissions. This is followed by Natural gas from buildings (10%), and emissions from asphalt and road making materials (8%). Emissions from waste disposal (5%) and water (2%) are relatively minor, while the contribution of emissions from all other sources is negligible.

4.2 Overview by Emissions Source

This Section provides an overview of each emissions source captured. Specifically, it provides:

- a description of the emissions source
- a summary the data quality and issues
- specific recommendations to improve emissions reporting going forward.

4.2.1 Electricity

4.2.1.1 Description

Emissions from electricity fall under both the scope 2 and scope 3 emissions categories.

Scope 2 electricity emissions are defined as "indirect emissions from the generation of purchased energy" and includes electricity (including Greenpower) purchased for Council-owned and operated assets. Where council owns an asset but the leaser receives the bill, consumption at such sites has been excluded.

Scope 3 electricity emissions are calculated for the following emissions sources:

- Transmission and distribution – these are emissions that result from the manufacture, transmission losses and other losses of electricity consumed directly by Council sites.
- Street Lighting – electricity consumption from street lighting, and emissions resulting from manufacture, transmission and other losses.
- Commercial – electricity consumption from commercial facilities, and emissions resulting from manufacture, transmission and other losses. (Note that commercial electricity emissions are not currently separately out and are included under Scope 2 for the 2018/19 inventory)

The emissions factors for electricity (both consumption and transmission) change year on year as they are calculated based on the energy mix and other factors which are highly changeable. This is in contrast to the emissions factors for some other sources such as fuels which remain constant.

4.2.1.2 Data Quality and Issues

While the accuracy of electricity data sourced from actual utility meter readings is high, there were some issues with completeness. These issues are summarised for both reporting periods below:

- Data was partially estimated to cover the full reporting period for 93 accounts. This amounts to 5% of council electricity consumption, and 0.5% of street lighting. To identify these NMIs, apply the following filters in the "Electricity - Facilities&Lights" sheet: Estimate = "Gap Reconciled".
- Council is being billed for 7 unmetered supply sites. To identify these NMIs, apply the following filters in the "Electricity - Facilities&Lights" sheet: Unmetered Supply = Yes. Consumption for these assets was estimated based on the power rating of the equipment and operating hours and amounted to 1% of street lighting consumption.
- There were 7 sites for which no electricity data was available. Consumption for these sites has been excluded for the 2018/19 period. To identify these NMIs, apply the following filters in the "Site_List" sheet: Electricity Account No = not equal to blank;

Report Grouping/ Operational Control = Council; Average usage Electricity/day (kWh) = None

- There were 3 NMIs that were in the consumption data provided by the utilities that were not in the site list provided by Council. To identify these NMIs, apply the following filters in the "Electricity - Facilities&Lights" sheet: Asset Name = TBC

4.2.1.3 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- Use the Data Issues Log 2018/19[3] provided by Ironbark to investigate and resolve the following issues:
  - assets in the site list but which have no accounts.
  - accounts being billed for which are not on the site list.
- Perform an annual update on Council's site list to:
  - Review sites are marked correctly as under Council operational control (Council) or not under Council operational control (Commercial) – see column M of site list.
  - Ensure all NMIs which are being billed for are clearly linked to a council site.
- Establish a utilities billing review process to ensure bills are being received for all sites under council control, and that bills are not being received for sites which are not under Council control. If Council is receiving the electricity bills and then billing the tenant, include a note and mark as not under Council operational control (Commercial).
- Discuss with Council's electricity retailer options for improving Council's access to clear, reliable, and complete billing data reports. Work to ensure that this is setup in a standard format that can be easily exported on an annual basis.

4.2.2 Natural Gas

4.2.2.1 Description

Emissions from natural gas fall under both the scope 1 and scope 3 emissions categories.

Scope 1 emissions are defined as "direct emissions from owned or controlled sources" and are emissions created when Council burns a fuel in an owned asset; in this case a building using natural gas.

Scope 3 emissions are generated from the extraction, production and transport of natural gas for buildings.

Natural gas is largely consumed for heating so consumption is therefore heavily dependent on weather. For this reason, it is normal for gas consumption to fluctuate year on year.

4.2.2.2 Data Quality and Issues

Overall data quality for gas was high. The accuracy of gas data sourced from actual utility meter readings is high, and the data provided was complete bar some minor gaps. These issues are summarised for both reporting periods below:

[3] Full document name: HRM_STR_001_Data_Issues_Log_v1a

- Data for 4 sites has been annualised to cover the full reporting period. This amounts to 3% of gas consumption. To identify these MIRNs, apply the following filters in the "Natural Gas - Facilities" sheet: Estimate = "Gap Reconciled".
- Data was provided by Energy Australia for 2 sites which were not on Council's gas list. These are listed in the Data Issues Log.

4.2.2.3 Recommendations

Natural gas reporting will benefit from improvements to Council's overall assets and utilities records management as suggested in Section 4.2.1.3. To improve the quality of future reporting Ironbark recommends the following:

- Ensure all meters which are being billed for are clearly linked to a site.
- Ensure MIRNs in Council's records match those being provided by the utility company.
- Establish a utilities billing review process to ensure bills are being received for all sites under council control, and that bills are not being received for sites which are not under Council control.
- Discuss with your gas retailer options for improving Council's access to clear, reliable, and complete billing data reports. Work to ensure that this is setup in a standard format that can be easily exported on an annual basis.

4.2.3 Transport Fuels and Stationary Fuels

4.2.3.1 Description

Emissions from transport and stationary fuels fall under scopes 1 and 3. Scope 1 emissions cover emissions from the burning of fossil fuels (gasoline, diesel, and LPG) in assets under Council's direct control. Scope 3 emissions are generated from the extraction, production and transport of fuels.

Emissions from fuel consumption are divided into Transport Fuels and Stationary Fuels. Transport fuels covers Council's vehicle fleet, and off-road (plant) vehicles. Stationary energy includes emissions from fuel consumption for electricity generation (diesel generators), fuels consumed in construction, and other sources like domestic heating, and plant that consumes fuel.

4.2.3.2 Data Quality and Issues

Council provided consumption data in litres for each individual fuel type which is the most accurate approach. Minor data issues were as follows:

- There was some uncertainty in allocating fuels to transport or stationary energy. For the purpose of this inventory fuel consumption provided through the DataFuel fleet management system has been assumed to be for transport plant. However, Council will need to identify any stationary energy plant within this data set if stationary fuel is to be recorded separately.
- If stationary fuel consumption is being recorded elsewhere and has therefore not been included in the 2018/19 inventory Council will need to establish a data collection process for the next reporting period. Council will need to consider re-baselining if additional stationary fuel consumption amounts to greater then 10% of the total inventory.
- Cost data was missing from the DataFuel output, so an average unit rate has been used as a placeholder to estimate this item.

4.2.3.3 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- Continue requesting standard fuel consumption reports from the fleet manager and maintain existing reporting systems for fuel consumption in litres ensuring fuel type and category (transport or stationary) are clearly marked, and costs are recorded alongside consumption volumes.

4.2.4 Lubricants

4.2.4.1 Description

Emissions from lubricant use fall under scope 1 and scope 3. Scope 1 covers emissions from lubricant use by council, whereas scope 3 covers emissions from extraction, production and transport. There are two emissions factors available for lubricants; one for oils and one for greases. It is therefore important that the lubricant type is reported as well as the volume consumed.

4.2.4.2 Data Quality and Issues

Data provided for the 2018/19 period appears complete and of high quality.

4.2.4.3 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- The current data format is acceptable. Council to maintain existing reporting systems, ensuring that both the type (oil or grease) and the volume (grams or litres) of lubricant that is consumed or purchased by council is documented.
- Ensure that table headings are clear in Council's reporting as to whether the quantity refers to a measure of volume (e.g. litres) or the number of products (e.g. oil cans).

4.2.5 Water

4.2.5.1 Description

Council's emissions from water supply and disposal fall under scope 3 indirect emissions. This figure includes water supplied to Council owned and controlled buildings and facilities. No differentiation has been made between council buildings and commercial or community buildings, nor for non-building consumption such as irrigation.

4.2.5.2 Data Quality and Issues

The accuracy of water data sourced from actual utility meter readings, as provided by GWM, is high. There were however some issues with completeness which are summarised below:

- Data gaps were found for 55 accounts. These gaps have been reconciled by annualising using the existing data and amount to 9% of water consumption. To identify these accounts, apply the following filters in the "Water - Facilities" sheet: Estimate = "Gap Reconciled"
- There were 4 accounts included on the site list for which no billing data was available. Accounts with no meter serial numbers were not accounted for. To identify these water accounts, apply the following filters in the "Site_List" sheet: Water Account No = not equal to blank; "Meter Serial Number" = "blank". They are also noted in the Data Issues Log

- Data was provided for 69 meter serial numbers that were not on the site list and where it is unclear if the site is within Council control or not. As Council is being billed for these sites, consumption has been included within the inventory.

4.2.5.3 Recommendations

To improve the quality of future reporting Ironbark recommends the following:

- Use the Data Issues Log 2018/19[4] provided by Ironbark to investigate and resolve the following issues.
  - assets in the site list but which have no water accounts.
  - accounts being billed for which are not on the site list.
- Update Council's asset list to:
  - Ensure water consumption for sites is clearly marked as under Council control, for community use or for commercial use.
  - Ensure all meters which are being billed for are clearly linked to a site
  - Ensure Meter Numbers and Account Numbers in Council's records match those being provided by the utility company.
- Establish a utilities billing review process to ensure bills are being received for all sites under council control, and that bills are not being received for sites which are not under Council control.
- Discuss with your water retailer options for improving Council's access to clear, reliable, and complete billing data reports. Work to ensure that this is setup in a standard format that can be easily exported on an annual basis.

4.2.6 Waste Disposal

4.2.6.1 Description

Disposal of waste generated by Council facilities is a scope 3 emissions source. This emissions source covers municipal solid waste generated by Council buildings and inert waste generated by municipal activities. Importantly this total excludes emissions from Council's Dooen landfill site which are discussed in the following section.

4.2.6.2 Data Quality and Issues

The data provided for the 2018/19 reporting period solid waste generated by Council buildings was of low quality. No actual data was available for waste generated by Council facilities, so this emissions source was entirely estimated based on the number of full-time employee equivalents. The data provided for inert waste was from the landfill report and is considered high quality.

4.2.6.3 Recommendations

To improve data quality and facilitate future reporting Ironbark recommends the following:

- Discuss with your waste service provider options for improving Council's access to clear, reliable, and complete waste reports for buildings generated waste. Work to ensure that this is setup in a standard format that can be easily exported on an annual basis.
- Waste service providers are generally able to provide this information. If actual waste data is not available Council could consider running a waste audit for one standard week to generate a figure for average consumption per week which is specific to Horsham Council.

4 Full document name: HRM_STR_001_Data_Issues_Log_v1a

4.2.7 Waste Landfill

4.2.7.1 Description

Emissions from the treatment of landfill waste are considered to be scope 1 if the facility is owned and operated by Council, as is the case for the Dooen landfill site. Emissions from the landfill for the 2018/19 period have been calculated using the NGERs Solid Waste Calculator with default settings applied (see Appendix 4). The figures quoted in this report are a combination of legacy and non-legacy emissions.

4.2.7.2 Data Quality and Issues

The data used to calculate the landfill emissions was of medium quality. Actual data was available for tonnage of waste received by the landfill from 2005. The tonnage received in the years prior to this has been partially estimated; the estimations are consistent with those made for the LGES programme 2018.

4.2.7.3 Recommendations

To improve data quality Ironbark recommends the following:

- Maintain current reporting process for obtaining future tonnage to landfill as the quality of the data provided for the 2018/19 period was high.
- If Council looks to develop an independent emissions reduction strategy for landfill waste emissions, it would be recommended that Council seek actual data for historical tonnage to landfill (pre 2005). This will ensure that the baseline for landfill emissions is as accurate as possible.

4.2.8 Asphalt

4.2.8.1 Description

Asphalt is a scope 3 emissions source and covers asphalt and gravel aggregate used for road reconstruction or road works which have been contracted by Council during the reporting period. Asphalt use can vary significantly depending on the works executed during the reporting period. This emissions source may be more significant in future years.

4.2.8.2 Data Quality and Issues

The data provided for the 2018/19 reporting period was of medium quality; data was partially estimated but appeared to be complete.

4.2.8.3 Recommendations

To maintain the data quality and facilitate future reporting Ironbark recommends the following:

- Inform the procurement or road projects team that they will be required to provide data on asphalt usage for Council reporting.

4.2.9 Office Paper

4.2.9.1 Description

Office paper is a scope 3 emission source and includes all printer/copier paper purchased during the reporting period. Council purchased 100% Carbon Neutral certified paper for the 2018/19 period which results in a 0% contribution to the emissions total from paper consumption.

4.2.9.2 Data Quality and Issues

The quality of the data provided was high and appeared complete. Where there were uncertainties Ironbark made the following assumptions:

- Paper gsm was assumed to be 80gsm unless specified other
- Paper source was assumed Domestic unless specified other
- Recycled paper conversion factor was applied where any % recycled content is stated

4.2.9.3 Recommendations

To maintain the data quality and facilitate future reporting Ironbark recommends the following:

- Maintain existing reporting systems to request a report from the procurement team or paper supplier.
- Work with the procurement team to provide data on paper usage for Council reporting in a standard format on an annual basis.

4.2.10 Flights

4.2.10.1 Description

Flights for business travel is a scope 3 emissions source and covers all flights taken by council employees, and non-council staff on Council business.

4.2.10.2 Data Quality and Issues

Data provided for this emissions source was medium quality as there was some uncertainty over completeness.

4.2.10.3 Recommendations

To maintain the data quality and facilitate future reporting Ironbark recommends the following:

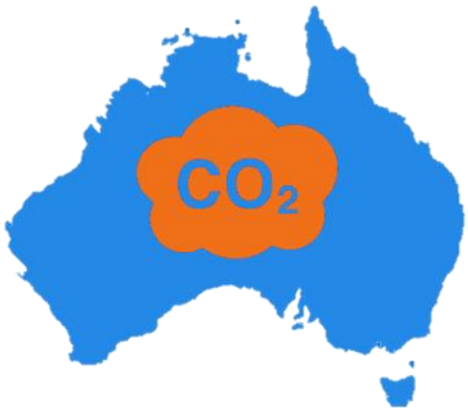
- Inform the finance or corporate strategy team that they will be required to provide detailed data annually in a standard format on flights for Council reporting. Data on accommodation for business travel may also be collected by the same team.
- The data collection guide, or the data entry sheet of the Corporate Inventory Tool provided by Ironbark can be used as a template to ensure the correct data is recorded.

5. Reduction Targets

5.1 Setting Science-Derived Targets

As a signatory to the United Nations Framework Convention on Climate Change's (UNFCCC) Paris Agreement, Australia has committed to limiting the increase in global average temperature to at least 2ºC by the end of the 21st century. Based on detailed modelling completed by the IPCC, a "carbon budget" has been developed that outlines the maximum amount of emissions that can be released into the atmosphere for catastrophic climate change to be averted. Subsequently, the (Australian) Climate Change Authority (CCA) has taken this global carbon budget and developed Australia's carbon budget to quantify national commitments. The carbon budget provides the basis for the development of a "science-derived" emissions reduction target (SDT) for Australia, and indeed all nations.

As well as providing a global framework for tackling climate change, the Paris Agreement is particularly important for councils because it officially recognises the importance and role of councils and other sub-national governments in fighting climate change as well as their role in target setting. An SDT for a council's corporate and community emissions provides a logical and defensible framework for setting targets that is fair, equitable and robust. It is consistent with the international carbon budgeting methodology and aligned with international best-practice target setting.



For councils to play their part and remain inside their budget, they must move away from the traditional approach of setting targets based on criteria such as available budget, community expectations, executive support and known actions. While these factors are still important, councils must consider a scientifically-derived approach to setting targets that is based on analysis completed by the IPCC and the Australian CCA. This means that councils need to establish their own budgets and set their targets accordingly.

Ironbark

5.2 Targets for Corporate Emissions

5.2.1 Science-Derived Target for Corporate Emissions

An emissions reduction target for an organisation is considered "science-derived" when it is aligned with the emissions reduction needed to keep the global temperature increase below a certain amount compared to preindustrial temperatures. In this context, science-derived targets aim to keep the global temperature rise to well below 2 ºC. Climate science tells us that warming beyond that threshold is likely to have increasingly severe social, economic and environmental impacts, not least in a dry continent like Australia.

Detailed modelling has been carried out by the IPCC to allow us to understand the world's "carbon budget", which is the total volume of greenhouse gases that can be emitted while providing a degree of confidence that temperature rise will be limited to 2 ºC. Setting science-derived targets involves calculating how much of the global carbon budget can be emitted by an individual organisation.

A science-derived carbon budget for a council's corporate emissions provides a framework for setting targets and demonstrating that a fair share of action is being undertaken. It allows a clear understanding of the scale of action that is genuinely required and helps define responsibility for action.

To connect the activities of Council to the Science-Derived Target (SDT) from the national scale, the economic activity for the Council is used. Based on Council's emissions in 2018/19 of around 6.3 kt CO_2-e, if Council were to keep emitting at this level, Council will expend its carbon budget of 91.2 kt CO_2-e in 14 years or by the year 2035 – we have termed this duration Council's carbon "Runway".

Table 3: Calculation of carbon budget for Council's corporate emissions

Calculation of budget	National	Council Corporate	Units
Total carbon budget	5,554,964	91.2	kt CO_2e
Annual emissions	420,226	6,350	kt CO_2e
Runway	13.2	14.4	years
Required per annum reduction rate	3.8%	3.5%	% per year
	15,895	221.0	t CO_2e/year

When examining the carbon budget for Council's corporate emissions, it appears Horsham's emissions are marginally lower than the Australian average. What this means, from a SDT perspective, is that Council has more leeway in terms of the available carbon budget and runway. This is an opportunity for Council to design and implement a well-paced emissions reduction plan to 2050 that will be able to realistically achieve the SDT.

5.2.1.1 Recommended Interim Targets

To assist Council in developing an action plan that meets the emissions reduction targets set by the SDT, a set of interim targets have been provided in Table 4. These interim targets should also be used to monitor the progress of the action plan against the SDT. Interim targets enable council to assess the efficacy of the plan at regular intervals, celebrate successes or adjust the action plan if required.

Table 4: Interim science-derived targets

Interim targets		
Year	No. years	Interim target
2020.5	2	7%
2025.5	7	24%
2030.5	12	42%

5.2.2 Applying Science-Derived Targets

This science derived target can now be used by Horsham to assess the impact of Council's carbon mitigation action plans relative to the emissions reductions required by the Paris agreement, and to communicate and engage with key stakeholders.

There are several important concepts that should be considered for communications internally and within the broader community. Most significantly, if pursuing the use of an SDT, understanding that they are substantially different from other types of targets is important. Key differences which are important in Council communications are that:

- they are independent of any political or activist considerations
- the methods used for determining them are transparent and available for review

These factors make SDTs a highly effective negotiation tool for bringing stakeholders to the table. Communicating this clearly will likely improve the outcomes for collaboration.

6. Recommended Next Steps

The 2018/19 inventory will form the baseline upon which Council can begin to monitor and reduce its emissions moving forward. There are however a number of steps that can be taken to improve the quality and completeness of Horsham's future greenhouse gas reporting. Looking outward from the inventory Council will now also begin to use this inventory as the foundation upon which to develop Horsham's corporate emissions reduction strategy.

6.1 Improve data quality and completeness

6.1.1 Source Data for Missing Emissions Sources

Source data for the following emissions sources for which actual data was not available for 2018/19 reporting period. The greater the number of emissions sources reported, the greater Council's understanding of its impacts, and the greater the number of opportunities for measurable reductions as Council moves towards emissions reduction action planning. The data collection guide that was provided at the start of the project will provide the data requirements. Emissions data to be sourced for future reporting:

Fugitive Emissions - Fugitive emissions are scope 1 emissions and must be included if Council's inventory is to meet the minimum standard outlined in the NGERs guidelines. It is recommended that council sources fugitive emissions data, not only for the next reporting period of 2019/20 but also for 2018/19 so that Council can re-baseline with all relevant scope 1 and 2 emissions sources included if required. Refrigerant emissions data include:

- The volume of fugitive emissions from HVAC, and the type of refrigerant used. Contact Council's refrigerant supplier for a list of refrigerant top ups for the reporting period
- Vehicle refrigerant use for AC. This can be sourced from the fleet manager. The fleet manager should be able to get this detail from the supplier

Bottled Gas – Bottled gas emissions are scope 1 emissions and must be included if Council's inventory is to meet the minimum standard outlined in the NGERs guidelines. It is recommended that council sources fugitive emissions data, not only for the next reporting period of 2019/20 but also for 2018/19 so that Council can re-baseline with all relevant scope 1 and 2 emissions sources included if required. The volume of bottled gas purchased should be available from your supplier upon request.

Waste Disposal - Data on the total volume of waste disposed of by Council in tonnes should be available from your waste contractor. Waste breakdown by material can be gathered through conducting a waste audit. The waste audit can be carried out by Council or be subcontracted to a service provider. Otherwise, in most cases your waste contractor should be able to conduct an audit on behalf of Council. Contact your waste contractor to discuss reporting and auditing options.

Public Transport - Register all of Council's travel cards if relevant, so that travel data should be available from the online account. Otherwise, public transport expenses can be tracked within the accounting department as part of the expenses log process. See the Data Collection Guide provided by Ironbark for information on the fields required. Council can make an

executive decision on whether public transport is material to Horsham Council or not, and therefore whether it is cost effective to track activity data for this emissions source.

Accommodation - Contact your corporate strategy team or finance team for expenses information for accommodation for the reporting period. See the Data Collection Guide provided by Ironbark for information on the fields required. It is recommended that Council discuss these reporting requirements with the appropriate team at the beginning of the reporting period to ensure the correct details are collected.

6.1.2 Improve Utilities Data Reporting

The following steps are recommended to improve quality and completeness of utilities data:

- Where there are electricity, water and natural gas data gaps for the financial year, these have been annualised using the average consumption per day. This method is generally utilised to ensure completeness if site specific information is not available. There are various reasons for incomplete data which include disposed sites, closure of account, switching utility retailer, etc. Ideally where there is incomplete annual data, Council should investigate each specific site – this will ensure inventory accuracy but would also require more staff resources.
- Use the Data Issues Log 2018/19 provided to investigate:
    - assets in the site list but which have no accounts.
    - accounts being billed for which are not on the site list.
- Update Council's asset list to:
    - ensure sites are clearly marked as under Council control or leased.
    - ensure all meters which are being billed for are clearly linked to a council site.
    - ensure site closures or changes of operational control which occur mid-year are clearly marked in the comments column AE on the Site_List.
- Establish a utilities billing review process to ensure bills are being received for all sites under Council control, and that bills are not being received for sites which are not under Council control. If Council is receiving the bills and then billing the tenant, include note and mark as not under Council operational control (Commercial).
- Discuss with Council's utility retailer/or the Finance team options for improving Council's access to clear, reliable, and complete billing data reports. Work to ensure that this is setup in a standard format that can be easily exported on an annual basis.

6.1.3 Maintain High Quality Reporting in Other Areas

Informing the relevant teams or contractors of Council's reporting requirements at the beginning of the reporting period will help those responsible know what information they need to document and when they will need to provide this to the Sustainability team. To assist in this process:

- Maintain a document listing relevant contacts for emission sources data.
- Communicate reporting frequency and desired format to the contact at the beginning of each reporting period.

This will make data collection at the end of the year a much smoother process and ensure that all the necessary information is being documented.

6.2 Develop an Emissions Reduction Strategy

6.2.1 Agree on an Appropriate Target

The science-derived target provided in this report will be the driver of Council's action plan, and Council's corporate climate strategy communications. An official target provides a goal for Council to aim for and a benchmark against which to assess progress. The sustainability team will need to agree on how best to communicate the target both internally and externally in order to gain buy in from key stakeholders. For example the public target may be NetZero 2050, while the SDT interim targets are kept internal to council.

6.2.2 Develop an Action Plan

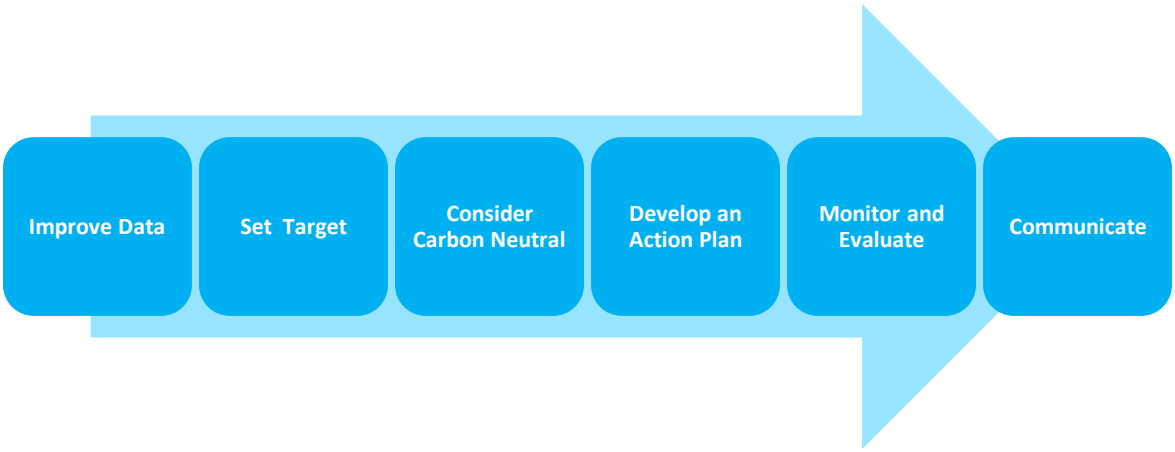
The targets, both public and internal will then be used to frame Council's action plan. Council will develop, with support from Ironbark, a pathway to NetZero 2050 which will identify the carbon emissions reduction opportunities that are available and assess the financial and practical feasibility of these actions, as well as the carbon mitigation impact.

6.2.3 Consider Carbon Neutrality

As part of Horsham's target setting, Council is considering a NetZero target. This is equivalent to carbon neutrality but is not a certified or independently verified standard. The Australian Government's Carbon Neutral Program is used to certify organisations such as local governments to be in compliance with the Climate Active Standard. Becoming certified carbon neutral is an excellent communication tool, providing a platform for robust emissions reporting and third-party verification. However, Council is advised to consider carbon neutral certification carefully, as there are some important, long-term implications to Council's budget.

6.2.4 Communicate Council's Actions

This inventory and target can be used in communications both internally and externally to support Council in engaging staff and the wider community with their climate change mitigation strategy.



Appendix 1 – Glossary

Term	Definition
CCA	Climate Change Authority
CFL	Compact fluorescent lamp
CH_4	Methane
CMS	Carbon Management System
CO_2	Carbon dioxide
CO_2-e	Carbon dioxide equivalent. The universal unit of measurement to indicate the global warming potential (GWP) of each GHG, expressed in terms of the GWP of one unit of carbon dioxide. It is used to evaluate the climate impact of releasing (or avoiding releasing) different GHGs on a common basis.
COAG	Council of Australian Governments
CVGA	Central Victorian Greenhouse Alliance
DNSP	Distribution Network Service Provider, also known as Energy Distribution Business (DB) also known as distributors.
Emissions Factor (EF)	An emissions factor is a measure of the mass of Emissions relative to a unit of activity.
ERF	Emissions Reduction Fund
FOGO waste	Food and garden organic waste
GBGA	Goulburn Broken Greenhouse Alliance
GHG	Greenhouse gas
Greenhouse Gas Protocol	The Greenhouse Gas Protocol, developed by World Resources Institute and World Business Council on Sustainable Development, sets the global standard for how to measure, manage, and report Emissions.
Global Covenant of Mayors	Global Covenant of Mayors for Climate & Energy is a coalition of city leaders addressing climate change by pledging to reduce their greenhouse gas emissions, tracking their progress and preparing for the impacts of climate change. It was formed through a merger of the Compact of Mayors and the Covenant of Mayors.

Term	Definition
GWP	Global Warming Potential. The Global Warming Potential was developed to allow comparisons of the global warming impacts of different gases. Specifically, it is a measure of how much energy the emissions of one tonne of a gas will absorb over a given period of time, relative to the emissions of one tonne of carbon dioxide
HPS	High pressure sodium lamp
ICLEI	International Council for Local Government Initiatives
IPCC	Intergovernmental Panel on Climate Change
kt	Kilotonne
Lamp	The light bulb in a luminaire
LED	Light emitting diode
Luminaire	The lamp, fitting and control gear of the light
Major road lighting	Lighting that is designed in accordance with AS/NZS 1158.1.1, for Vehicular traffic (V-category) lighting. For the purpose of this business case. V-category is considered existing lighting 150W or higher or any cost-share lighting between councils and VicRoads.
MAV	Municipal Association of Victoria
MH	Metal halide lamp
MSW	Municipal solid waste - Solid waste generated from municipal and residential activities, and including waste collected by, or on behalf of, a municipal council. MSW does not refer to waste delivered to municipal disposal sites by commercial operators or waste from municipal demolition projects.
Mt	Megatonne
MV	Mercury vapour lamp
NA	Not available
NGER	National Greenhouse and Energy Reporting Scheme
PV	Photovoltaic
SDT	Science-Derived Targets, sometimes also referred to as Science-"Based" Targets.
Street lighting	Street lighting found in residential streets and main roads

Term	Definition
TS	Transfer Station – Facilities where collection vehicles deposit waste and/or recyclables collected from elsewhere. (Waste or recyclables are then put into larger transfer vehicles for transport to a landfill site, MRF or resource recovery facility.) Transfer stations may be used by both individuals and vehicles and may include recycling facilities and facilities for compacting and baling waste and recyclable materials.
UNFCCC	United Nations Framework Convention on Climate Change
Waste	Any discarded, rejected, unwanted, surplus or abandoned matter including material intended for recycling, reprocessing, recovery, purification or sale. In this document, the term 'solid waste' refers to non-hazardous, non-prescribed, solid waste materials ranging from municipal garbage to industrial waste.
WRI	World Resources Institute
WRRG	Waste and Resource Recovery Group – Statutory authority established under the Environment Protection Act 1970 responsible for preparing the regional implementation plan for their region.

Appendix 2 - Policy Context

International/Federal

Globally, many countries, states and cities are making significant changes to the way they live and work to reduce their contribution to human induced climate change. In some countries, such as Australia, it has been cities and communities that are leading the way with policies and programs to seize the opportunity of sustainability.

Australia has seen significant policy uncertainty over more than a decade through the introduction and repeal of policies such as the price on carbon and the protracted review of the Renewable Energy Target. Nationally, uncertainty regarding the Renewable Energy Target and carbon pricing continues to stifle investment in large-scale renewable energy to the detriment of consumer prices.

Until recently, the major Federal policy influencing council decision-making has been "Direct Action" and the cornerstone Emission Reduction Fund (ERF). The methodologies and abatement pricing structures announced through the ERF provide limited opportunities for councils to participate, and this has been proven by the small number of local government projects successful in the ERF, with the exception of councils that own or operate large landfills. The Australian Renewable Energy Agency and Clean Energy Finance Corporation are still attempting to fund innovation and tailored project finance to support the development of the industry irrespective of limited political support.

The Federal Government commissioned a review into Australia's energy markets and the role for renewable energy and emissions. The review, led by Chief Scientist Alan Finkel developed a national reform blueprint to maintain energy security and reliability. The Government accepted 49 of the 50 recommendations, rejecting only the development of a "Clean Energy Target". In October 2017, the Government proposed a "National Energy Guarantee" (NEG) which would include setting of emission standard and likely drive (or stall) the uptake of emissions reduction. The NEG is now under negotiation between the federal and state governments and unlikely to be legislated until well into 2018 and 2019, if at all.

State

The Victorian Government has committed to legislating a long-term target for Victoria of net zero greenhouse gas emissions by 2050. This was a key recommendation of the Independent Review of the Climate Change Act 2010. To drive emissions reduction efforts prior to the legislated targets, the Victorian Government has also committed to reduce Victoria's emissions by 15 to 20 per cent below 2005 levels by 2020, and reduce emissions from government operations by 30 per cent below 2015 levels by 2020.

To support the state in achieving its targets a package of policy reforms has been developed which are designed to deliver investment and employment in a sustainable economy Victoria. This package includes the:

- Renewable Energy Action Plan
- Climate Change Act 2017

- TAKE2 pledge program
- New Energy Jobs Fund
- The Solar Homes Program

Initiatives being implemented under the Renewable Energy Action Plan include:

- $48.1 million for renewable energy certificate purchasing, including powering Victoria's tram fleet. This has also brought forward the development of two new wind farms totalling 100MW and a new 75MW solar farm, resulting in over $350 million of investment and 500 new regional jobs.
- $15.8 million for smart software system, solar and battery storage microgrid initiatives across the state, and
- $25 million to deploy grid-scale battery storage facilities in the west of Victoria by Summer 2018.

The Victorian Government has now increased the Victorian Renewable Energy Target (VRET) to 50% by 2030. The increased target of 50% by 2030 will now be embedded in the Renewable Energy (Jobs and Investment) Act 2017 (Vic), building on the existing, legislated renewable energy generation targets of 25% by 2020 and 40% by 2025.The Victorian Renewable Energy Target 2018-19 Progress Report finds that Victoria is well on track to meet the first VRET target for 25% renewable energy generation by 2020.

The Victorian Government has also launched the TAKE2 pledge program which is a state-wide pledging system for all levels of government, business and community to pledge their contributions to reduce emissions and help set Victoria on the pathway to achieve our 2050 target.

Local

At the local level, a number of councils across Australia have shown strong leadership in climate action and derived great benefits by reducing their operational costs, carbon exposure and improving productivity. In addition, this has provided a great basis for community engagement and leadership. Examples of council leadership in Victoria include:

- **City of Melbourne, City of Port Philip, City of Greater Geelong**: Zero Net Emissions Strategy by 2020
- **City of Yarra**: Victoria's first carbon neutral council
- **Maribyrnong:** Commitment to net zero corporate CO_2 emissions since 2015
- **City of Monash:** Committed to achieving net zero emissions by 2025
- City of Frankston: Target of achieving zero net emissions by 2025
- **City of Greater Bendigo:** Implementing a One Planet Living strategy including commitments to zero waste, zero carbon, and becoming an electric vehicle friendly city
- **Strathbogie Shire:** Target of zero net emissions by 2025
- **City of Ballarat:** Carbon Neutrality and 100% Renewables by 2025

The targets set by the Victorian state government will serve as a reference to what local government should be aiming for to support the broader state, national and global initiatives[5].

[5] In late 2017, Ironbark worked with ICLEI Oceania and Beyond Zero Emissions (BZE) to survey councils throughout Australia on existing targets, strategies and actions.

Appendix 3 - Assumptions

NMI//MIRN/Account Number not in Site_List

The spreadsheet uses the NMI/MIRN/Account Number to "look up" data from the "Site_List" worksheet such as the Asset name and Asset Code. If the NMI/MIRN/Account Number is not listed in the Site_List then this lookup will fail and you'll get a "TBC" in the Asset Name column of the Site_List and on the relevant data entry sheet. See the Data Issues Log 2018/19 for the full listing of meters to be reviewed.

This could mean a number of things such as you have a new NMI/ MIRN/Account Number or possibly you are paying bills for someone else!

Check with the Asset Services Dept or Building Maintenance Dept to see whether they know anything about this NMI/ MIRN/Account Number or contact the supplier. Review the site list and adjust the Report Grouping/ Operational Control column as needed.

Site List Assumptions

- All consumption has been allocated to the "Council" report grouping unless Council has indicated otherwise.
- Consumption data for meters not included in the original site list has been included in the inventory calculations as these meters appear to be under Council's operational control; this applies to electricity, gas, and water.

Electricity Assumptions

Consumption data has been sourced from utility bills and represents actual meter readings in most cases.

The NMI numbers provided by Council were trimmed from 11 digits to 10 digits so as to match with the numbers provided by the utility provider. Retailers tend to use the 10 or 11 digit NMI numbers interchangeably. Using the first 10 digits is sufficient to identify the unique NMI and should be a standard process.

The following data checks were carried out to identify anomalies and gaps:

- Scan for duplicate data
- Check records that have a high variance compared to the average
- Check against Council asset list

Where data was incomplete - e.g. utility data covering the full reporting period was not available – existing data has been annualised to cover the full reporting period. Where data has been estimated as such, this has been recorded in the Inventory Tool under the "Estimate" column.

Natural Gas Assumptions

Consumption data has been sourced from utility bills and represents actual meter readings in most cases. The following data checks were carried out to identify anomalies and gaps:

- Scan for duplicate data
- Check records that have a high variance compared to the average
- Check against Council asset list

Where data was incomplete - e.g. utility data covering the full reporting period was not available – existing data has been annualised to cover the full reporting period. Where data has been estimated as such, this has been recorded in the Inventory Tool under the "Estimate" column.

Transport Fuels and Stationary Fuels Assumptions

Fuel consumption was provided by Council in litres per fuel type. Emissions from each fuel type are calculated by converting fuel consumption in L into energy consumption in GJ. An emissions factor is then applied to convert the energy data into greenhouse gas emissions.

Assumptions made as follows:

- There was some uncertainty in allocating fuels to transport or stationary energy.
- 2018/19 Cost data was missing for DataFuel accounts, so a BP average unit rate as placeholder to estimate this item.

Lubricants Assumptions

Emissions from each lubricant type are calculated by converting volume consumption in grams or litres, into energy consumption in GJ. An emissions factor is then applied to convert the energy data into greenhouse gas emissions.

Water Assumptions

Emissions from water have been calculated by multiplying the volume of water supplied to Council's buildings and facilities by an emissions factor. The emissions associated with the supply of water can vary significantly depending on the geographical area and its water supply infrastructure. Therefore, Ironbark has used an emissions factor specific to Victoria.

Where data was incomplete - e.g. utility data covering the full reporting period was not available – existing data has been annualised to cover the full reporting period. Where data has been estimated as such, this has been recorded in the Inventory Tool under the "Estimate" column.

Waste Disposal Assumptions

This emissions source covers municipal solid waste generated by Council buildings and inert waste generated by municipal activities but excludes emissions from green waste and municipal concrete disposal since concrete is recycled. Emissions from landfill cover for inert waste have been excluded since these emissions result from processes of the Dooen Landfill which have

been deemed out of scope of this inventory. Importantly this total excludes emissions from Council's Dooen landfill site.

Asphalt Assumptions

The volume of asphalt used is provided in tonnes. This mass is then allocated as either aggregate or crude oil in a ratio of 95:5 respectively. A different emissions factor is applied to each element. The total emissions for the two elements are then summed to calculate the total asphalt emissions figure. The aggregate emissions factor only was applied to data on gravel aggregate used in road making for the 2018/19 period.

Office Paper Assumptions

Procurement data provided as a quantity of bulk packages (e.g. reams, boxes or cartons) is converted into the number of sheets. An emissions factor is then applied depending on the weight of the paper (gsm), the paper size (A4,A3 etc.), recycled content or carbon neutral status, and source (domestic or international).
Where there were uncertainties Ironbark made the following assumptions:

- Paper gsm was assumed to be 80gsm unless specified other
- Paper source was assumed Domestic unless specified other
- Recycled paper conversion factor was applied where any % recycled content is stated

Flights Assumptions

Data provided on the origin and destination is converted into distance in km. A different conversion factor is then applied depending on the class of the flight, and the haul type. Where specific information was not provided flights are assumed to be economy class.

Appendix 4 – Attachments

The full Corporate Inventory Tool including data and calculations:
HRM_STR_001_GHG_Inventory_Tool_201819_v2a

The accompanying guidance manual for the Inventory Tool:
HRM_STR_001_Ironbark_GHG_Inventory_Tool_Manual_v2a

The NGERS Solid Waste Calculator used to calculate the emissions for Horsham Rural City Council's Dooen Landfill site 2018/19:
HRM_STR_001_NGER_Solid_Waste_Calculator_2018-19_v1a

The Data Issues Log 2018/19 which lists all sites/meters to be queried as [art of the next periods reporting:
HRM_STR_001_Data_Issues_Log_v1a

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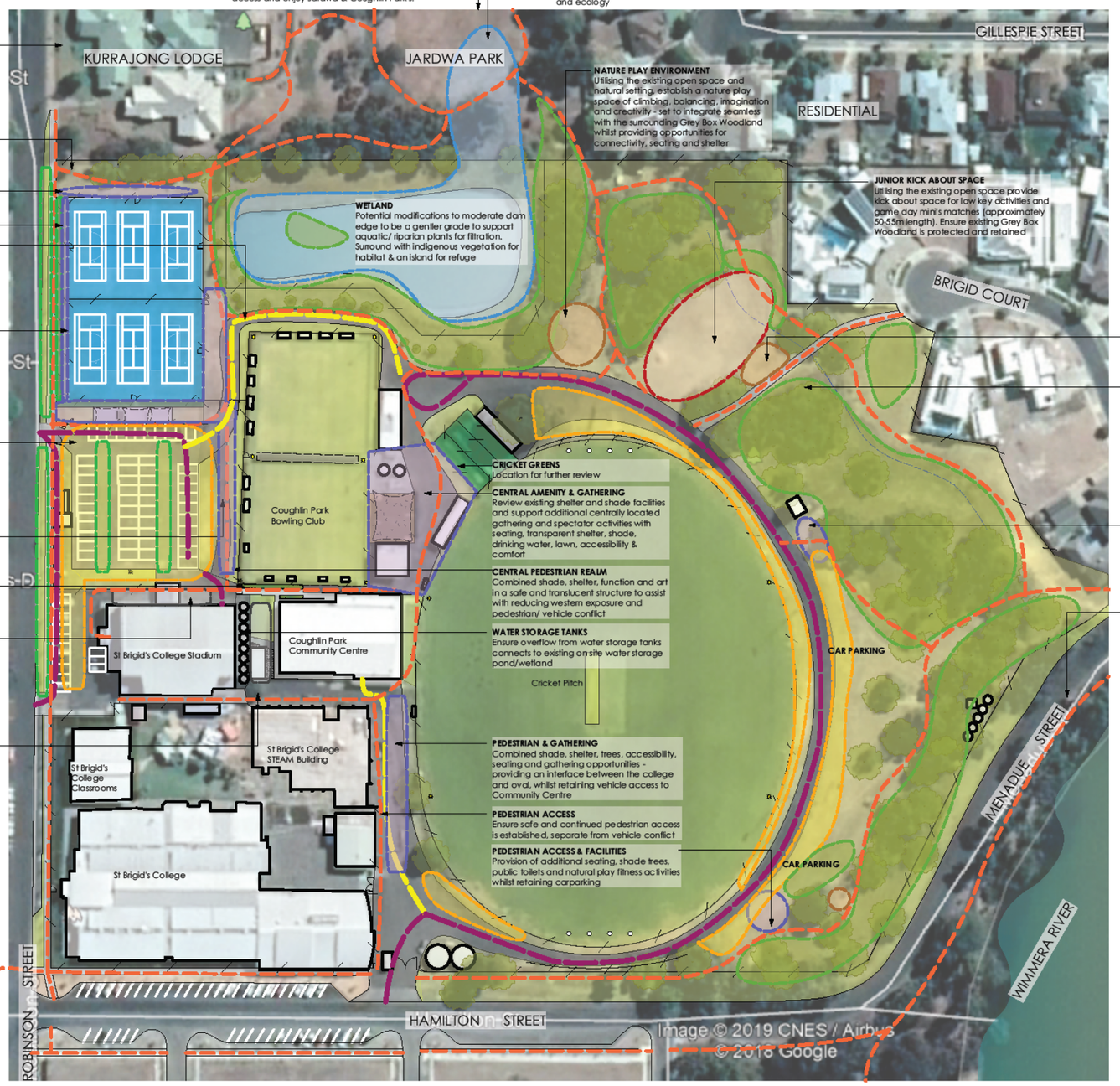


CONNECTIONS TO WIMMERA BASE HOSPITAL
Future connections to be strengthened. Potential to provide clearly defined pedestrian (walking & mobility device) options to connect to hospital and services. Include kerb outstand, clear crossing, defined pathway through hospital for long term patients and visitors to access and enjoy Jardwa & Coughlin Park's.

WATER STORAGE POND TO WETLAND & URBAN HABITAT
Potential to improve water quality, amenity and habitat value. Consider incorporating a silt trap, shallow 'S' shaped sediment treatment wetland (located in Jardwa Park) with aquatics and boardwalks for connection to the local community. Potential connection to the St Brigid's College STEAM curriculum in water quality, environmental health and ecology

COMMUNITY CONNECTION
Support connection with Kurrajong Lodge. Engage with facility to support independent living and accessibility to parkland with scooter and mobility device access. Support views into park through existing Eucalypt & Ash Trees whilst retaining privacy and dignity of residents

PEDESTRIAN ACCESS
Provide options and opportunities in walking circuits and the support of passive surveillance

SPECTATOR & TEAM SUPPORT
Support spectators and teams with additional shelter/ seating, water and shade

MAINTENANCE ACCESS
Consider review of existing vehicle access and revise considering controlled maintenance/ emergency vehicle access only to assist with pedestrian movement and amenity

TENNIS / NETBALL
Support participation and engagement with the existing Tennis & Netball Clubs. Opportunity to re-mark tennis courts to offer netball and tennis, remove central dividing fence to provide for additional run-out room, shared open air sheltered areas with seating, drinking water, wayfinding signage to change/toilet/first aid facilities etc

CAR PARK
Re-configure existing carparking area into a carpark designed to support WSUD (Water Sensitive Urban Design), small shade trees (excellent example @ Kalkee Rd Childrens Hub), accessible parking, pedestrian accessibility and a separate exit/entry uniting the stadium and park carparking ensuring bus drop off and pick up are clearly defined

PEDESTRIAN REALM
Ensure accessible and seamless access between stadium and outdoor netball courts, ensuring a clear division between pedestrian and vehicle movements

VIEWS
Ensure view and sight lines are reinstated between Community Centre and Bowling Club fence

SHARED STORAGE UNITS
Locate shared, easily accessible storage units for all clubs & school on site. Provision of vermin and flood proof storage shedding (with the appropriate materials). Potential for up to 8m x 34m (exact dimensions to be confirmed) long storage complex divided into individual units, ensure access retained to loading dock.

STORAGE UNITS
Potential to locate shared, easily accessible storage to support the school and reduce the need for onsite containers in walkways and openspace. Storage to be vermin and flood proof (with the appropriate materials). Potential for up to 8m x 27m (exact dimensions to be confirmed with further design). Secure with appropriate fencing.

CONNECTIONS TO TOWN
Improve connectivity for pedestrian access to activities/ facilities in town - including the Aquatic Centre and City Oval

NATURE PLAY ENVIRONMENT
Utilising the existing open space and natural setting, establish a nature play space of climbing, balancing, imagination and creativity - set to integrate seamless with the surrounding Grey Box Woodland whilst providing opportunities for connectivity, seating and shelter

WETLAND
Potential modifications to moderate dam edge to be a gentler grade to support aquatic/ riparian plants for filtration. Surround with indigenous vegetation for habitat & an island for refuge

JUNIOR KICK ABOUT SPACE
Utilising the existing open space provide kick about space for low key activities and game day mini's matches (approximately 50-55m length). Ensure existing Grey Box Woodland is protected and retained

LOW KEY GATHERING
Natural gathering and viewing/ balancing area. Ensure existing Grey Box Woodland is protected and retained

GREY BOX WOODLAND
Retain, protect and support the existing Grey Box Woodland with the opportunity to reinforce areas of high quality with additional complexity to support local biodiversity and habitat

CRICKET GREENS
Location for further review

CENTRAL AMENITY & GATHERING
Review existing shelter and shade facilities and support additional centrally located gathering and spectator activities with seating, transparent shelter, shade, drinking water, lawn, accessibility & comfort

CENTRAL PEDESTRIAN REALM
Combined shade, shelter, function and art in a safe and translucent structure to assist with reducing western exposure and pedestrian/ vehicle conflict

WATER STORAGE TANKS
Ensure overflow from water storage tanks connects to existing on site water storage pond/wetland

PEDESTRIAN & GATHERING
Combined shade, shelter, trees, accessibility, seating and gathering opportunities - providing an interface between the college and oval, whilst retaining vehicle access to Community Centre

PEDESTRIAN ACCESS
Ensure safe and continued pedestrian access is established, separate from vehicle conflict

PEDESTRIAN ACCESS & FACILITIES
Provision of additional seating, shade trees, public toilets and natural play fitness activities whilst retaining carparking

SPECTATOR LANDSCAPED SEATING
Integrated seamlessly into the mound with surrounding shade trees provide pedestrian seating

PEDESTRIAN CROSSING
Investigate preferred safe pedestrian crossing location for an extended kerb, to assist in pedestrian connectivity from the Wimmera River Trail to Coughlin Park

GENERAL NOTES

Review need, condition and design intent of external fences

Consider a general fencing, signage & furniture review to ensure synergy throughout the site and a consistent image

Investigate the preferred location of accessible public toilets with baby change facilities, easy access to carparking, clear and open passive surveillance and floodplain levels.

Ensure future play environments compliment rather than duplicate equipment located in parks within 500m of the park

Future planting for habitat to support the existing Grey Box Woodland Community

Remove rubbish dumping from the Grey Box Community Woodland

EXISTING CONDITIONS

Traditional local separation from the surrounding community with fencing, gate and locked access. Remnant indigenous vegetation at risk of decline through unsupportive surrounding landuse. Reasonable natural passive surveillance from surrounding housing, college and sporting clubs. Poor pedestrian connectivity, minimal facilities beyond the sports provision, and a flood zone.

OPPORTUNITIES

Engage thoroughly with Coughlin Park key stakeholders & user groups, surrounding residents, Kurrajong Lodge & Wimmera Base Hospital.

Adopt the HRCC Open Space Strategy, Ecological Design Principles, Crime Prevention Through Environmental Design (CPTEDD), Universal Design Guidelines and Victorian Government Urban Design Guidelines

Existing vision through vegetation is excellent. With a clearance maintained between 600-2500mm. Potential selected areas adjacent the wetland will require careful removal of dead, damaged and senescent vegetation and gradual replacement with suitable indigenous species. Potential revegetation in some areas to support habitat, complexity and an overall increase in biodiversity to support a healthy parkland environment

Support seamless movement throughout the site with multiple options for scooters, bikes, tricycles, mobility aids, wheelchairs, etc to manoeuvre safely with a reduced risk of vehicle collision

Consolidate signage of supporters and sponsors - integrate creatively to reduce clutter

Integrate interpretative art storytelling and communicating a sense of place through sculptural and artistic pieces to help support wayfinding, visitor wellbeing and cognitive awareness

Ensure seamless connectivity for pedestrians supporting connections and social cohesion uniting through pedestrian focused movement patterns the River Trail, Hospital, Kurrajong Lodge and surrounding residential communities

Support an extended user participation of the park through a range of activities beyond the sports facilities including walking, bike-riding, nature-lovers/ bird watching, ecology observations, nature play, low-key kick to kick, picnicking, sitting & relaxing

Support additional infrastructure including unisex universal toilets, universal drinking fountains, seating, paths, & picnic settings to support a range of user groups

Clearly define vehicle access, maintenance and emergency access. Designate parking areas and ensure safe pedestrian travel

Simplify maintenance requirements to improve visitor connection and sense of safety

Identify, protect & reinforce existing indigenous vegetation.

Create a variety of gathering opportunities and social areas that support both recreation and sporting pursuits

Create a feeling of investigation and curiosity of the natural landscape - encouraging participation and immersion

LEGEND

- BUILDING LAYOUT
- BOUNDARY FENCELINE
- EXISTING TREES TO BE RETAINED AND PROTECTED
- PEDESTRIAN ACCESS
- MAINTENANCE & EMERGENCY ACCESS
- VEHICLE CIRCULATION
- GREY BOX WOODLAND
- CARPARK
- PEDESTRIAN REALM
- NATURE PLAY
- LOW KEY KICK ABOUT
- WETLAND AREA
- STORAGE AREAS

PLEASE NOTE

This Precinct Plan has been developed to reflect Stage 1 of planning for the development of the Coughlin Park Precinct.

Stage 1 focuses on the relationship of the Bowls Club with the surrounding precinct and sporting groups.

Stage 1 is indicative only and illustrates initial planning that occured in 2014 between Horsham Rural City Council and the Coughlin Park Committee of Management.

Stage 1 has not included a full engagement process, this will occur when Stage 2 Master Planning occurs as a joint project between Horsham Rural City Council and the Coughlin Park Committee of Management

1:750
0 7.5 15.0 22.5 30.0 37.5m

Precinct Plan
Coughlin Park
Corner Robinson Road & Hamilton Street HORSHAM

06.02.2020
PN 165

PO Box 765 HORSHAM VIC 3402
041 041 2440
felicity@laimiga.com.au

laimiga design studio

Horsham Rural City Council urban rural balance

13 August, 2020

Re: COUGHLIN PARK BOWLS CLUB – TWO NEW SYNTHETIC GREENS

As per the successful Community Sports Infrastructure Grant application and your letter dated 4 February 2020, Coughlin Park Bowls Club (hereafter referred to as "the Club") has committed to contribute $104,900 in cash and $13,100 in goods/in kind to the above project.

The Community Sports Infrastructure Grant will contribute $250,000 to the project, and Horsham Rural City Council will provide $10,000 to the project from our Community Grants.

Under the funding agreement, Horsham Rural City Council are also providing project management and procurement management services for the project. The Council will therefore invoice the Club for their contribution as follows:

- 50% on 1 October, 2020 at the commencement of the works $52,450
- 50% on 30 January, 2020 on completion of the works $52,450

These invoices will be payable within 7 days.

The total committed project budget is $378,000. As this property is not owned by Council, the Coughlin Park Bowls Club will be responsible for any cost over-runs or additional unexpected expenses.

Yours faithfully

DBlake

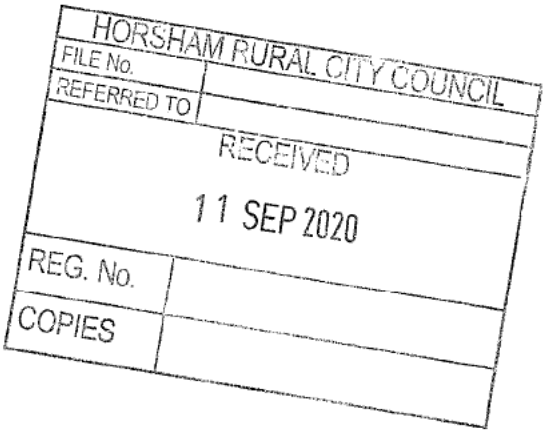
Dianna Blake
Project Manager

Signed for and on behalf of Coughlin Park Bowls Club to acknowledge and confirm these arrangements.

Dennis Wade
President, Coughlin Park Bowls Club

13/8/2020
Date

Horsham Rural City Council
PO Box 511
Horsham VIC 3402



10 September 2020

[redacted]

Dear Planning Department,

Included with this letter is a petition to stop the planning application number: **PA2000013**

As discussed with Nick Carey previously we object to the construction of 3 units at 8 Homers Ct Horsham and wish instead to have a single house dwelling built on the site.

The included petition has been signed by all permanent residents of the court backing up our request.

We hope the beautiful quiet nature of Homers Ct can be preserved without the need for VCAT intervention and that clear heads can prevail.

Kind Regards

[redacted]

Save Homers Court's Peace and Quiet from Overdevelopment

Planning permission is being sought to build a three (3) unit monstrosity at 8 Homers Court in what they deem 'A respect to the neighbourhood character of the area'.

As we are all aware Homers Court is a tranquil oasis that is a single dwelling area with a largely owner occupied status, a three (3) unit complex is a total departure from this trend for the last remaining block to be developed in the court.

Cramming a three (3) unit complex into a single 961m^2 block is so oversized, that to achieve the excessive level of throughput for vehicles this will create, the current 3 meter driveway (crossover) will need to be almost doubled to 5.893 meters, contributing to the near 100% brick and concrete eyesore at the end of our lovely Court.

The residents of Homers Court demand that planning permission for ANY number of unit complex be denied, and that planning permission ONLY be granted to a single dwelling structure.

Full Name	Address	Phone #	Email	Signature
[redacted]				

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Full Name	Address	Phone #	Email	Signature
[redacted]				

ASSEMBLY OF COUNCILLORS REGISTER

COUNCIL BRIEFING MEETING VIA ZOOM (VIDEO CONFERENCING)
MONDAY 7 SEPTEMBER 2020 AT 5.04PM

PRESENT: Cr MA Radford, Mayor; Cr P Clarke, Cr A Gulvin, Cr J Koenig, Cr L Power; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure; Kevin O'Brien, Director Communities and Place; Joel Hastings, Acting Manager Investment, Attraction and Growth (item2 3.1, 3.2 and 3.3 only); Krishna Shrestha, Manager Strategic Asset Management (items 3.4 and 3.5 only); Jared Hammond, Co-ordinator Waste and Sustainability (items 3.4 and 3.5 only); Kerrie Bell, Manager Governance and Information (items 5.1, 5.2, 5.3, 5.4 and 5.5 only)

APOLOGIES: Cr DA Grimble, Cr J Robinson

1. WELCOME AND INTRODUCTION

Cr Radford welcomed everyone.

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

Nil

3. COUNCIL MEETING REPORTS FOR DISCUSSION

3.1 Quest Serviced Apartment

Discussed

3.2 Local Planning Framework Policy

Discussed

3.3 Business and Community Support Package

Discussed

3.4 Zero Carbon Plan and Climate Change Pledge

Discussed

3.5 Waste Transition Plan

Discussed

3.6 Coughlin Park Bowling Green Tender

Discussed

3.7 Retarding Basins / City Gardens

Discussed

4. PRESENTATION

4.1 Grampians Peaks Trail Presentation – Signature Experience and Update on Mt Arapiles and Rock Climbing

In Attendance: Jason Borg, Regional Director Western Region, Parks Victoria

Jason Borg provided a presentation on the status of the Grampians Peaks Trail project.

5. COUNCIL MEETING REPORTS FOR DISCUSSION (contd)

5.1 Communications Policy and Plan

Discussed

5.2 Medial Policy

Discussed

5.3 Councillor / staff Interactions Policy

Discussed

5.4 Council Election Period Policy

Discussed

5.5 Proposed Road Discontinuance – 1 James Street, Horsham

Discussed

5.6 Supply Contract – Tyres

Discussed

5.7 Supply Contract – Concreting

Discussed

6. GENERAL DISCUSSION

Discussed the following:

- Next Council Meeting
- Covid19
- Green Lake

Meeting closed 7.35pm

ASSEMBLY OF COUNCILLORS REGISTER

COUNCIL BRIEFING MEETING VIA ZOOM (VIDEO CONFERENCING)
TUESDAY 14 SEPTEMBER 2020 AT 5.05PM

PRESENT: Cr MA Radford, Mayor; Cr P Clarke, Cr DA Grimble, Cr A Gulvin, Cr L Power (until 7.13pm), Cr J Robinson (until 7.00pm); Sunil Bhalla, Chief Executive Officer (from 5.30pm); Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure; Kevin O'Brien, Director Communities and Place; Heather Proctor, Finance Manager (items 3.1 and 3.2 only); Zac Gorman, Management Accountant (items 3.1 and 3.2 only); Carolynne Hamdorf, Manager Arts, Culture and Recreation (item 4.1 only); Sue Newall, Project Manager (item 4.1 only); Joel Hastings, Acting Manager Investment Attraction and Growth (items 4.2, 4.3 and 4.4 only); Nick Carey, Acting Co-ordinator Statutory Planning and Building Services (item 4.4 only)

APOLOGY: Cr J Koenig

1. WELCOME AND INTRODUCTION

Cr Radford welcomed everyone.

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

Nil.

3. PRESENTATION

3.1 Finance and Performance Committee

Discussed

3.2 Quarterly Performance Report

Discussed

3.3 Campervan and Motorhome Club of Australia Limited

In Attendance: Richard Barwick

Mr Barwick gave a brief presentation about Campervan and Motorhome Club of Australia Limited – discussed.

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1 City to River – Riverfront Activation Concept Plan

In Attendance: Rob Copeland, Tract Consulting and John Gorton, Chair, Community Reference Group

Discussed

4.2 Economic Development Report

Discussed

4.3 Resident Attraction

Discussed

4.4 9 Homers Court, Horsham

Discussed

4.5 Aquatic Centre Category 1 Fees

Discussed

4.6 Street Name Request – Ferguson

Discussed

4.7 Wimmera Regional Library Corporation Board Community Representative

Discussed

4.8 Rescheduling of Statutory and November Council Meeting

Discussed

5. GENERAL DISCUSSION

Meeting closed 8.10pm

REFERENCE D20/23124

ENQUIRIES (08) 9071 0666

DATE 7 August 2020

Mark Radford
Mayor
PO Box 511
HORSHAM VICTORIA 3402

Dear Cr Radford,

COVID-19 RECOVERY

This year has been a challenging year for everyone, as we respond to a global pandemic the likes of which we haven't seen before.

From our town of Esperance, in WA's south east corner, we watch with empathetic eyes the continued challenges you are currently facing in Victoria.

Like many regions across Australia, we have faced our own adversity over the past couple of years, with bushfires, floods and drought. Through this time we have been heartened by the love and support we have received from communities far and wide. The kind words and thoughts from people who reached out to us during our own tough times boosted our morale and raised our spirits.

While we cross our collective fingers that the COVID-19 battle stays relatively benign in WA, we extend our thoughts to your community as you continue to deal with the ongoing pandemic. From our community to yours, we wish you all the very best, and hope it helps, just a little, to know we are thinking of you.

While somewhat limited in what we can do from a far, please let us know if there is anything we can do to assist you during this time. We are thinking of you all, and wish you all the best in your battle against COVID-19 and your recovery.

Yours sincerely,

Ian Mickel
SHIRE PRESIDENT

PO Box 507, Esperance WA 6450 ☎ (08) 9071 0666 (08) 9071 0600 shire@esperance.wa.gov.au
www.esperance.wa.gov.au