

AGENDA

MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on
28 September 2020
at 5.30pm

**This meeting will be held online and livestreamed
on the Horsham Rural City Council website**

www.hrcc.vic.gov.au



**Horsham Rural City
Council** urban rural balance

COUNCILLORS are respectfully requested to attend the Council Meeting of the Horsham Rural City Council on 28 September 2020 at 5.30pm to be held online and livestreamed at www.hrcc.vic.gov.au

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

Almighty God, we pledge ourselves to work in harmony for, the social, cultural and economic well-being of our Rural City. Help us to be wise in our deliberations and fair in our actions, so that prosperity and happiness shall be the lot of our people. AMEN

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagulk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community.

We pay our respects to the Elders, both past and present, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.

3. OPENING AND WELCOME

Welcome to Councillors, staff, members of the public and the media. The Council meeting will be recorded to maintain an audio archive, which will be available on the Horsham Rural City Council website as soon as possible.

Please note that this meeting is being streamed live on the internet.

This meeting is being held online and Councillors are attending via electronic means. As this meeting is being held online, there will be no-one present in the public gallery. The meeting will be conducted in accordance with Council's Governance Rules and Local Law No 1 Governance (2016), noting that, as indicated, in some parts of the agenda, procedures have been slightly modified to ensure the meeting remains compliant but can run effectively in the online environment.

Disclosure of conflicts of interest and rules relating to conflicts of interest remain. Councillors will be removed from the proceedings where required using the available technology.

Voting in relation to motions for decision will be taken by show of hands. If a division is requested, the Mayor will call for a show of hands by those Councillors voting for the motion, and then those Councillors opposed to the motion.

Where Council experiences technical difficulties and there is a disconnection in Council's livestreaming of the meeting, the meeting will be adjourned. If the livestream connection is working within 30 minutes, the meeting will recommence. If the livestream is not available for a period of longer than 30 minutes, the meeting will be postponed to another time and date.

Councillors participating in this meeting by electronic means will be taken to be present and part of the quorum for the meeting, provided that they can hear proceedings, they can see and be seen by other members in attendance, and they are able to speak and be heard by those in attendance. The audio-visual link with each Councillor will be monitored and any disconnection immediately identified for both quorum and participation purposes. If the disconnection is longer than five minutes, the Councillor will be identified as absent from the meeting and will not be counted for quorum purposes. This absence will be reflected in the minutes. If the number of Councillors connected to the livestream falls below the minimum required for the quorum, the meeting will be suspended. If the quorum is not achieved within 30 minutes of the suspension, the meeting will be posted to another time and date.

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held online and livestreamed at 5.30pm on 21 September 2020 be adopted.

7. DECLARATIONS OF INTEREST

Disclosure of Interest and Declarations of Conflict of Interest.

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

(a) by either –

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

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

- (i) a direct interest under 77B; or
- (ii) an indirect interest and specifying the particular kind of indirect interest under:
Section 78 – close association
Section 78A – financial interest
Section 78B – conflicting duties
Section 78C – receipt of an applicable gift
Section 78D – consequence of becoming an interested party
Section 78E – impact on residential amenity; and

(c) describing the nature of the interest; and

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

Members of Staff

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

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CLOSE



SUNIL BHALLA
 Chief Executive Officer

9. OFFICERS REPORTS

9.1 PROPOSED ROAD DISCONTINUANCE AND SALE OF LAND – JAMES STREET HORSHAM

Author's Name:	Kerrie Bell	Director:	Graeme Harrison
Author's Title:	Manager Governance & Information	Directorate:	Corporate
Department:	Governance & Information	File Number:	99/01/02856A

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Site identification (**Appendix "9.1A"**)

Purpose

To declare its intention to discontinue the road adjoining 1 James Street.

Summary

The owners of 1 James Street have requested to purchase the road that adjoins the south and west side of the property to maximise their development plans and satisfy conditions of the planning permit.

Recommendation

That Council:

1. Acting under section 12 of the *Road Management Act 2004 (Vic)*, resolve that the road shown highlighted in red in **Appendix "9.1A"** to this report, being referred to as road on plan of subdivision LP8532 be discontinued as a road on the basis that the Road is no longer reasonably required for general public use.
2. Commence the statutory procedures pursuant to Clause 3 of Schedule 10 and Section 189(4) of the *Local Government Act 1989* (LGA 1989) to consider discontinuing the road and that public notice of the proposed discontinuance of the road be given in the local newspaper and on Council's website.
3. Consider any submissions and hear and consider any submitters requesting to be heard under Section 223 of the LGA 1989 and Section 56 of the LGA 2020 at a time and place to be fixed.
4. Note that following any hearing and consideration of submissions, or if no submissions are received, a report will be provided advising of the proceedings and seeking a decision on whether or not to proceed with the sale of land.

REPORT

Background

Council has received a request from the property owners of 1 James Street to purchase a portion of the unused road abutting their property to the east and south side. This unused road is shown in yellow on the title plan extract in **Appendix "9.1A"**.

For Council to progress this request, it will need to commence the statutory procedures in accordance with the Act to remove the road status from the road. The road will need to be formally discontinued under Clause 3 of schedule 10 of the LGA. Once the road has been discontinued, and formally declared as such in the Victorian Government Gazette, sale of the land can proceed in accordance with the LGA and Council's policy on Asset & Surplus Materials Disposal.

The process to discontinue this road was undertaken in 2007/2008. Notices were published and submissions called for. Adjoining landowners were also consulted with. There were no submissions received at that time and a Council resolution to sell the land was made on 4 February 2008. However there is no evidence that the discontinuance was advertised in the Victorian Government Gazette and no further progress happened at that time. It is considered by the writer that the length of time since this initial proposal is significant and necessitates commencing the process again.

Discussion

The road was created on Lodged Plan 8532. It is a 'road' for the purposes of the LGA and accordingly, Council has statutory power to remove the road status. However, the road does not appear on Council's register of roads, and is therefore considered a "paper road". It is considered that the road is no longer reasonably required for general public use as it is not used for vehicular or pedestrian access by the public to access the adjoining properties.

Council's engineers have advised that if the road status is removed, then an easement for drainage purposes in favour of Council will be required for the full length and width of the land as there is significant drainage infrastructure in this area.

Options to Consider

Formally removing the road status of this parcel of land will result in the creation of a parcel of land which may then be sold by Council, with the introduction of an easement for infrastructure purposes. It should be noted however that selling these parcels of land to adjoining property owners is dependent on full agreement of all impacted property owners and an agreed market value.

Sustainability Implications

There is an abundance of these paper roads in Horsham which were previously used as night cart lanes. In some instances they have become an opportunity for rubbish dumping and other anti-social behaviour. There are more positive outcomes socially and environmentally when these parcels of land can be owned and maintained by the adjacent property owners.

Community Engagement

This report was presented to the Council briefing held on 7 September 2020.

Consultation will be in accordance with the LGA 1989 and LGA 2020. Public notices will be in the local newspaper and on Council's website. Adjoining landowners will be advised in writing directly with information on the submission process. GWMWater will be consulted.

Innovation and Continuous Improvement

The amenity of the area has the potential to be vastly improved under private ownership.

Collaboration

Not applicable

Financial Implications

If the discontinued road proceeds to a point where it can be sold, a current valuation from a qualified and experienced Valuer will need to be obtained.

The purchaser(s) would be responsible for:

- The agreed purchase price for the land (to be determined)
- The full cost of all subdivision and consolidation costs
- All legal and professional fees and charges including contract of sale and valuations

Regional, State and National Plans and Policies

Not Applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 3 – Asset Management

Goal 4 – Governance & Business Excellence

Risk Implications

Reputational risk if clear and transparent process, policy and legislative obligations are not followed.

Conclusion

A site inspection of the road indicates that it is logical to commence the public consultation process for the road to be discontinued. The sale process will need to be open and transparent and will need to consider the implications for drainage infrastructure in any final decision. Accordingly it is recommended that the public notification to discontinue the road and sell the land be commenced.

9.2 QUARTERLY PERFORMANCE REPORT – APRIL TO JUNE 2020

Author's Name:	Faith Hardman	Director:	Graeme Harrison
Author's Title:	Corporate Planner	Directorate:	Corporate Services
Department:	Governance & Information	File Number:	F18/A10/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Quarterly Performance Report – April to June 2020 (**Appendix “9.2A”**)

Purpose

To receive and note the Quarterly Performance Report for the three months to 30 June 2020.

Summary

- This is the last Quarterly Performance Report for 2019-20 and is part of the continual improvement process for reporting back to Council and the community.
- The Quarterly Performance Report brings together a range of previous reports into a single document that is easy to read and understand.
- It reports all items over a consistent quarterly reporting timeline and is the final report before the next council elections
- It has been delayed this quarter due to the delays in adopting the 2020-21 Budget.

Recommendation

That Council receive and note the Quarterly Performance Report for the three months to 30 June 2020.

REPORT

Background

Council's operations are large and complex, with over 80 different broad service delivery areas from road maintenance and construction, waste collection, parks, building and planning, to early years, visual and performing arts. This diversity in services creates challenges in many facets of Council's operations, which then create challenges in reporting on these to Council and the broader community.

Council has in place a Financial and Performance Reporting Framework that provides some guidance on Council's reporting processes. These guidelines state the following:

"Councillors take ultimate responsibility for the performance of Council and are accountable to the ratepayers and community of the municipality. As Councillors are not involved in the day-to-day operations of the Council, they rely on policies, procedures and internal controls to provide assurance about the information reported to them and in turn reported to the community and other stakeholders."

The provision of relevant information on a regular basis is an important part of that internal control process and is necessary for the various levels of Council to carry out their responsibilities and obligations to the community in the management of Council business.

Central to Council's Financial and Performance Reporting Framework, are the following objectives:

- Council is committed to providing accurate, correct and quality information to the Community around its performance.
- Council is committed to providing high quality relevant internal and external reporting, in a timely manner.
- Council is committed to providing regular targeted reporting to Management, its Audit and Risk Committee, Council and the Community.
- Council is committed to sound governance through the alignment of performance reporting with its strategic direction.
- Performance reporting is not just a compliance exercise but is integral to better understanding of how Council is performing in its delivery of key strategies and operations from the Council Plan.

Discussion

As a part of the continual improvement process, this report takes the approach of reporting back to Council and the community on these key strategic items, in what is hopefully a clear and concise manner that is readable and informative.

The report contains the following sections:

1. CEO Overview
2. Council Plan Actions and Local Government Performance Reporting Framework
3. Customer Service Targets
4. Business Improvements
5. Capital Works
6. Audit and Risk
7. Financials

The COVID-19 Pandemic has had a significant impact on Council operations, with number of facilities closed and services ceased during the quarter. Gradually services have commenced reopening but with limitations as dictated by State and Federal Government Directives on social distancing and gathering of numbers. Financial impacts of the service disruptions and closures will be reported in future performance reports.

The format for this reporting will evolve over time and may include additional sections, but essentially will be mindful of the need to be relevant, reliable, comparable and understandable. There have been some further developments on this report from the previous in terms of providing context around data.

Options to Consider

Not applicable

Sustainability Implications

Not applicable, although reporting on Council’s environmental targets could possibly be incorporated into the Quarterly Performance Report, once strategies have been updated during 2020.

Community Engagement

The Quarterly Performance Report has been developed by the Governance Team, in consultation with the Executive Management Team and Departmental Managers. It has been reviewed by Council’s Audit and Risk Committee and by Council, at a Council Briefing Meeting.

Innovation and Continuous Improvement

The Quarterly Reports intention is to continuously improve communication and engagement with the community through effective and succinct reporting on key strategic items, in a clear and concise manner that is readable and informative.

Collaboration

Not applicable

Financial Implications

This report is prepared using existing staff resources.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcome 4.1 – Continuously improve communication and engagement with the community through effective consultation

Risk Implications

Provision of good quality, regular reporting of financial and non-financial information to the community mitigates against the risk of poor financial governance and possible financial mismanagement. The Municipal Association of Victoria’s Good Governance Guide states “the Council is ultimately accountable for the financial management ... it should not have a hands-on role ... but it needs to ensure that it has sufficient information to be satisfied that finances are in order and that budgetary and financial planning goals are being met”.

Conclusion

The quarterly reporting format will provide a regular and succinct quarterly report for Council and the community to assess how Council is performing financially and against its key objectives.

9.3 ANNUAL FINANCIAL ACCOUNTS

Author's Name:	Heather Proctor	Director:	Graeme Harrison
Author's Title:	Manager Finance	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F18/A10/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Draft Financial Statements 2019-20 (**Appendix "9.3A"**)

Draft Performance Statement 2019-20 (**Appendix "9.3B"**)

Purpose

To seek in principle approval to the final audited Financial and Performance Statements.

Summary

- The Annual Financial Statements for 2019-20 are provided to council
- The Annual Performance Statement for 2019-20 is provided to council

Recommendation

That Council:

1. Give in principle approval to the Financial and Performance Statements for 2019-20 and authorise their submission to the Victorian Auditor-General's office.
2. Authorise the Mayor Cr Mark Radford and Cr David Grimble to certify the statements in their final form after any changes recommended or agreed to by the auditors have been made pursuant to section 132 of the Local Government Act (1989).

REPORT

Background

The annual financial statements for 2019-20 financial year were prepared and present to Council's external auditor, McLaren Hunt Financial Group prior to their off-site audit review during the week of 2 September 2020.

The draft Financial Statements (**Appendix "9.3A"**) and Performance Statement (**Appendix "9.3B"**) were forwarded to the Victorian Auditor-General's Office (VAGO) for final review on 22nd September 2020. Minor changes to notes and presentation of the accounts, may be required/requested by VAGO.

It is recommended that Council give its approval in principle to the statements in accord with the Local Government Act (1989). The statements will form part of Council's annual report which is required to be forwarded to the Minister by 30 November 2020.

No changes other than those which might be recommended or agreed by the Victorian Auditor-General's Office are anticipated.

Discussion

The internal Audit and Risk Committee has reviewed the draft statements, at its meeting on Thursday 17 September 2020 where Mr Chris Kol, from McLaren Hunt Financial Group discussed the statements and the outcomes from the audit.

The Audit and Risk Committee at its meeting of the 17 September 2020, recommended that Council adopt, in principle the Financial and Performance Statements for 2019-20.

A significant change that has impacted the draft financial accounts since presenting the accounts to the audit committee, is the recognition of a provision to reflect anticipated redundancy costs that will be required to be paid to home care staff after council exists the service.

Options to Consider

Not applicable

Sustainability Implications

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

The costs associated with producing the Financial Statements have been included in Council's budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Risk Implications

Not applicable

Conclusion

Financial and Performance Statement for 2019-20 have been completed in accordance with relevant legislation and with reference to relevant accounting standards and are now presented for in-principle approval of Council.

9.4 COUNCILLOR AND STAFF INTERACTION POLICY

Author's Name:	Diana McDonald / Susan SurrIDGE	Director:	Graeme Harrison
Author's Title:	Co-ordinator Governance / Co-ordinator Community Relations & Advocacy	Directorate:	Corporate Services
Department:	Governance and Information	File Number:	F14/A04/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Draft Councillor and Staff Interaction Policy (**Appendix "9.4A"**)

Purpose

To adopt the Councillor and Staff Interaction Policy.

Summary

- This policy supports the Councillor Code of Conduct and the Staff Code of Conduct and provides clear guidance as to appropriate and effective interaction between Councillors and staff.
- This policy seeks to ensure that Councillors understand their responsibilities under the Act and do not improperly direct or influence Council staff and to ensure that Horsham Rural City Council is efficient and effective, with high standards of governance and transparency.
- The Chief Executive Officer (CEO) is required to have in place policies, practises and protocols that support arrangements for interactions between members of Council Staff and Councillors

Recommendation

That Council adopt the Councillor and Staff Interaction Policy.

REPORT

Background

There is currently no policy guiding Councillors and staff on what comprises appropriate interactions in the performance of their respective duties for Council. Council's Governance Team and the Community Relations and Advocacy Team has developed a draft Councillor and Staff Interaction Policy.

As part of this process, Council sought to benchmark our new policy with other Councils to ensure best practice and current standards.

It is a requirement of the CEO to have policies such as this in place, it is not a requirement that they be adopted by Council but it is appropriate and good governance practise that they are.

Discussion

The purpose of this policy is to provide guidance and support for Councillors and Council Staff in the performance of their duties. It complements the Councillor and Staff Codes of Conduct and supports compliance with the *Local Government Act 2020* (the Act) section 124 Directing a member of Council staff and Section 46 (3)(1)(b)(c) Managing interactions between members of Council staff and Councillors.

The new policy details the objectives of appropriate Councillor and staff interaction and provides principles to be adhered to in the following areas:

- Allowable interaction
- Improper or undue influence
- Communication channels
- Councillor requests for the community
- Councillor requests for advice or information
- Responses to Councillors
- Personal interaction
- Verbal requests for information
- Contact contradictory to this policy

Options to Consider

That Council adopts the Councillor and Staff Interaction Policy or alternatively the policy could be an Administrative Policy and adopted by the Executive.

Sustainability Implications

Nil

Consultation / Community Engagement

The draft policy has been developed by the Governance Team and Community Relations and Advocacy Team, in consultation with the Executive Management Team (EMT). As this policy relates to Councillors and Staff only, there is no requirement for community engagement in accordance with the Local Government Act 2020 or the IAP2 Spectrum of Public Participation.

The draft policy was discussed with Councillors at the Councillor briefing held on 7 September 2020.

Innovation and Continuous Improvement

The draft Councillor and Staff Interaction Policy is in-line with Council's continuous improvement with their communication and clearly outlines appropriate Councillor and Staff interaction options and principles.

Collaboration

Not applicable

Financial Implications

This policy has been developed using existing staff resources.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Councillor Code of Conduct

Staff Code of Conduct

2020-2024 Council Plan

Risk Implications

Reputational risk and OH&S risk of inappropriate Councillor and staff interaction if there is no Councillor and Staff Interaction Policy.

Conclusion

This policy supports the Councillor Code of Conduct and the Staff Code of Conduct and provides clear guidance as to appropriate and effective interaction between Councillors and staff.

9.5 FINANCIAL HARDSHIP SUPPORT REPORT

Author's Name:	Andrea Hogan	Director:	Graeme Harrison
Author's Title:	Financial Hardship Co-ordinator	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F15/A07/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To receive and note an update on requests for financial relief for council rates and other charges due to COVID-19.

Summary

- Ongoing communication and assistance for rent relief with holders of commercial leases in council facilities
- Businesses enquiring what options may be available to them if needed at a later date
- Site visits
- Rent waived for 17 community groups for current financial year \$26,829.85 Ex GST
- Virtual meetings including COVID–19 Agency meeting, Business Horsham, Centre for Participation and a Q and A with Rural Financial Counselling Service Victoria

Recommendation

That Council receive and note the Financial Hardship Support report.

REPORT

Background

The Financial Hardship Officer is initially a singular contact point for residents, commercial tenants, sporting and community groups and ratepayers who are experiencing immediate problems or seeking information on meeting their commitments to Council.

Total Requests Received to date:

The following table summarises the requests received to date and the status of these enquiries by month:

Row Labels	Completed	In progress	Grand Total
3-Mar	5	1	6
4-Apr	28	3	31
5-May	3		3
6-Jun	7	2	9
7-Jul	13		13
8-Aug	20		20
Grand Total	76	6	82

There were 17 actions undertaken during August, (last month 11). Most were the automatic waiving of leases/licences that became due for community groups, with only one enquiry regarding rates. Generally the number of enquiries received in August has been more about discussions of what rate relief may be available if required after the next years rate notices are issued rather than a formal application for assistance.

The following table summarises the completed actions by category and by the action undertaken:

Row Labels	Payment Plan	Referred	Waived	No Waiver Given	No Action Required	Deferred	General Enquiry	Grand Total
Animals					10	3		13
General Enquiry			1		3			4
Health Registration					1			1
Lease - Commercial			10	3	1	1		15
Lease - Community	1		18		4			23
Lease amenities			1					1
Other		1						1
Planning Permit			2					2
Rates - Business	2						1	3
Rates - Residential	6					2		8
Recreation Reserve Operations					1			1
Infringement	1							1
Health Registration Rates - Business	1							1
Council charges					1			1
Rates Business							1	1
Grand Total	11	1	32	3	21	6	2	76

There are a total of 64 actions that have been completed with 33 or 51% where we have waived either some or all of the payment with the cost to Council (below) being a best estimate. Only 5 enquiries have resulted in payment plans being put in place, 1 Deferral, 3 where no waiver or deferral occurred and 15 or 23% where no action was required.

Cost to Council by Action and Category:

Row Labels	Cost to Council
Payment Plan	
Infringement	262
Payment Plan Total	262
Waived	
General Enquiry	80
Lease - Commercial	9,237
Lease - Community	34,491
Lease amenities	0
Planning Permit	2,636
Waived Total	46,444
Grand Total	46,706

It is expected that these numbers will change dramatically as the 20-21 Rate Notices are sent out in early September.

Discussion

1. Rates

At 30-06-2020 the total balance of outstanding rates across 346 assessments rolled over was \$545,913.84. The arrears against 49 of these assessments have since been paid in full.

Between 30 June 2020 and 18 August 2020 interest was calculated against 75 assessments where no contact has been made with Council and no payments have been made. 5 of these debts have now been cleared in full (2 of these properties were sold).

As at 28 August 2020 the total balance of outstanding arrears, arrears interest, current interest and legal fees across the remaining 297 assessments totals \$452,931.46. Of these 297 assessments, 38 have a balance of less than \$100, and of the remaining 259 assessments 115 have a payment plan in place.

Many ratepayers are choosing to pay in advance this year and enter into payment plans early in order to make their rates payments more affordable, which has resulted in a substantially higher over-all credit balance.

2. Unpaid Animals

As at 27 August 2020 there are 671 unpaid animals from a total of 5,586 registrations (12%). 37 animal payments were receipted for August. This number may be higher than 2019 as outstanding animal payments are usually followed up in May and this has not happened for 2020. Overdue animal registrations were recently issued a letter and a second notice re payment.

3. Debtor Accounts

A flyer is being developed to be included with the Health Registration fees to advise that there is support for financial hardship for all council payments and the Environmental Health Officer is communicating with individual businesses.

4. Commercial Leases

There was one application for rent relief from a commercial tenant received this month which is still being processed. Most have had personal visits to advise that rate notices will be out and that payment plans and deferrals can be arranged but HRCC must be advised so that no interest is applied if rates become overdue.

5. Business Liaison

Conversations with businesses show varying degrees of coping with the current situation. Emotional fatigue is setting in for some and the effort to apply for support is too much effort.

Information for small business counsellors and also the 1800 Help Hotline for the Wimmera has been made available. Also the offer of a visit from the HRCC Business Unit has been made. Some businesses are having trouble procuring stock, particularly electrical, as most is made in China or has Chinese components. November looms as the potentially critical time for stock shortages. Most of the world's electrical cable is made in China and this is expected to possibly impact electricians later this year.

Some businesses are proactive and asking what relief options may be available as this financial year progresses. These business owners are not requiring support at this time and most are confident that they will manage to get through.

Options to Consider

Not applicable

Sustainability Implications

Nil

Community Engagement

- Public Notices section of the local papers
- Conversations with community holders of commercial leases, commercial and residential ratepayers, Business Horsham, animal owners and debtors
- Letters sent to community groups and Wimmera Business Centre tenants

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

The complete and exact financial impact of the various deferrals, waivers and late payments are not yet clearly quantifiable and the full impact will be understood and reported later in the year.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

COVID-19 Rates and Charges Financial Hardship Policy

Risk Implications

Continuing to build Council's relationship with the residents and ratepayers by being proactive and providing personal contact with each applicant.

Conclusion

Regular reporting will provide a snapshot of the financial impact of COVID-19 on our community who have financial obligations with Council. Providing extension of time and/or payment arrangements is relieving some financial pressure on the community.

9.6 REQUEST FOR INCLUSION ON COUNCIL'S STREET NAME LIST - FERGUSON

Author's Name:	Kylie Fischer	Director:	Graeme Harrison
Author's Title:	Co-ordinator Rates and Valuations	Directorate:	Corporate Services
Department:	Finance	File Number:	F27/A15/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To approve the inclusion of the name 'Ferguson' for Council's Street Naming list.

Summary

- Don Perry has requested that the name Ferguson be added to Council's Street Naming list to honour the late Noel Ferguson.
- Mr Ferguson served Horsham as a Licensed Surveyor, and was a life member of the Horsham Apex Club.

Recommendation

That Council endorse the inclusion of the name 'Ferguson' to Council's Street Naming list.

REPORT

Background

Noel Ferguson was born on 21 February 1941 to Don and Marge Ferguson. He attended primary and secondary schools in Horsham and was prefect at Horsham High School. Mr Ferguson left Horsham to follow a career in Land Surveying working in Hamilton for D.R. Hayes, followed by the Land Titles Office in Melbourne. In the mid 1960's he returned to Horsham as a Licensed Surveyor and started work with Phil Guy in his office at 1 Dimboola Road, Horsham. Noel entered into a partnership with Mr Guy in 1967 and the business became known as P W Guy and Ferguson.

Mr Ferguson was responsible for the design of most of the residential subdivisions in Horsham from around 1968 until around 2010. He was well respected by Councillors and employees at Horsham Rural City Council and often asked for advice on many developments.

Noel was a great community worker for over 45 years being a life member of Horsham Apex Club and a willing worker with the Horsham Golf Club. He played football with Laharum Football Club and cricket with Laharum Cricket Club and was a member of premiership teams with both clubs. Noel and his wife Jan raised 3 children who all attended schools in Horsham.

Discussion

Council has over 60 names on the street naming list, and it can be some time before a developer may choose to use a particular name from the list. However, in this particular case there is an intention to name a new street in the next stage of the Southbank Subdivision 'Ferguson Close'.

Options to Consider

That Council either approve or deny the inclusion of the name Ferguson to Council's Street Naming list.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Naming Rules for Places in Victoria – Statutory requirements for naming roads, features and localities 2016

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Horsham Rural City Council Street Naming Policy

Risk Implications

Not applicable

Conclusion

The name Ferguson conforms to the principles in the Naming rules for places in Victoria – Statutory requirements for roads, features and localities 2016, and therefore may be added to Council’s street name list.

9.7 ECONOMIC DEVELOPMENT REPORT

Author's Name:	Joel Hastings	Director:	Kevin O'Brien
Author's Title:	Acting Manager Investment and Growth	Directorate:	Communities and Place
Department:	Communities and Place	File Number:	F15/A06/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the Economic Development Report for August 2020.

Summary

The Economic Development Report provides a summary of economic development activities in the municipality during the reporting period.

Recommendation

That Council receive and note the Economic Development Report for August 2020.

REPORT

Background

At the Ordinary Meeting of Council on 26 August 2019, it was resolved that a regular Economic Development Report be tabled on the Ordinary Council Meeting agenda.

Discussion

The work undertaken across Investment Attraction and Growth includes Business, Tourism and Visitor Services, Strategic Planning, Statutory Planning and Building Services.

The Economic Development has been dominated by the Covid-19 Pandemic and the Economic the impact of restrictions with the team currently delivering Business Support and the implementation of the Business and Community Assistance Package recently approved by council as part of the 2020/21 Budget.

The current Covid-19 restrictions and the last six week lockdown have achieved a reduction in virus and the governments roadmap is anticipated to allow the community and business to function more freely and business team are current prioritising the Covid-19 Grants program, Digital and Online Training, Visiting Family Friends tourism campaign and marketing to encourage activation of our City, Town and Places.

Demand for development services of Statutory and Strategic Planning and Building has continued to be strong with a range major projects currently under planning consideration including \$12.5 million Serviced Apartments, \$8 million Service Centre and the Avonbank Mineral Sands currently EES process and is indicative of a confident investment occurring in the municipality

Progress is also being made across strategic planning including the Smart Planning Reform, Horsham South Structure Plan and Horsham Flood Amendment to ensure the long term growth of the municipality.



03 NORTH VIEW

Serviced Apartments – Ballie Street, Horsham

Economic Benchmarks and Data

Unemployment

Unemployment may be significantly affected by Covid-19 but programs like Job Keeper and Working for Victoria, recruitment currently being undertaken other industries will have limited this impact.

There is currently a delay in Small Area Unemployment data which dates to December 2019, however, Victorian data shows a 6.9% unemployment which does not take into account the take up of Job Keeper but is has been estimated the 'effective unemployment' could be as high as 11%.

Statutory Planning and Building

Planning and Building Permits have been consistent with previous years and both services have adapted to online and remote delivery to ensure development and construction projects can continue to be delivered.

Planning Applications Determined

	Number	Cost	YTD	YTD cost of development
August 2020	6	\$3,454,143	13	\$5,244,859
August 2019	15	\$2,447,660	23	\$3,056,477
Change	-9	+ \$1,006,483	-10	+\$2,188,382

Building Permits Issued

	Number	Total cost of development	YTD	YTD cost of development
Council	6	\$637,250	11	\$795,898
Private surveyors	18	\$7,977,457	37	\$11,429,661
Total	24	\$8,614,707	51	\$12,225,559

Summary of Permits issued YTD

	No	Total Value	Commercial		Domestic	
			No	Value	No	Value
Council	11	\$795,898	3	\$310,000	8	\$485,898
Private Surveyor	37	\$11,429,661	8	\$4,461,030	29	\$6,968,631
Total	51	\$12,225,559	5	\$4,771,030	19	\$7,454,529

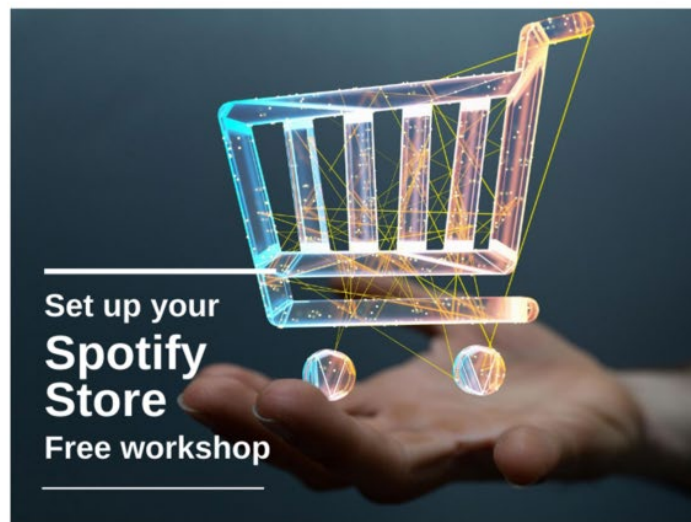
Business Support

The Business Support team have focused on communications with businesses across retail, tourism, events, and hospitality to give local businesses the best opportunity to respond to the current challenges.

Business support has focused on the following measures over the past four months:

- Direct contact with over 375 businesses
- Business Newsletter (10 editions)
- Social Media information
- Liaison with Business Horsham, Wimmera Development Association and Grampians Tourism
- Covid-19 Grants

The newsletter has been the key method of getting accurate and up to date information directly to businesses and the current edition has been focused on Digital and Online Training



Free workshop | Wednesday 9 September 1-3.30pm

Are you looking to expand your business online?

Horsham Rural City Council with Ararat City Council have partnered with Melbourne Innovation Centre/Australian Small Business Advisory Services to support your digital training with this free seminar.

The growth of online shopping due to the current restrictions has seen a dramatic increase and appetite for people to show online.

Shopify is a simple, user-friendly way for beginners to sell online. It will save you the time, money, and stress of building an e-commerce website from

The focus of the last month has been on the implementation of a support package for Business and the community through a combination of grants, marketing and training with following initiatives prioritised:

Business and Community Covid-19 Grants

There has been a great response to grants we have received approximately 100 applications across the Stroger Business and Recreation, Art and Events Recovery and Community Streams.

Are range of business are applying looking to improve their online sales and marketing, purchase of new equipment to meet changes in businesses and undertake training. The applications are being asses on a monthly basis and the business support team are also working closely with those who made applications to ensure they meet the guidelines and how they can be best supported.

Visiting Family and Friends Tourism Campaign

In partnership with Grampians Tourism a campaign is in development to profile the individual regions and promote Cosmopolitan Horsham, Open Spaces of the Wimmera and the Art Silos.

One of the biggest tourism asset in the Grampians region is the people who live here. Almost 30% of our domestic visitors are in the region to spend time with family and friends they love and the campaign will profile ambassadors for our region.

Digital and Online,

The new normal of Covid-19 has changed consumer behavior with online sales and marketing now an essential method of ordering, shopping and engaging with business. A range of online training and information is currently being promoted directly to business to ensure local people can access the goods and services available.

Over the next 12 months these initiatives will be rolled out to revitalize and respond to the challenges of Covid-19.

Direct business engagement

July	Number	YTD
General business	36	96
New or expanding business	2	10
Event organisers	2	8
Total	40	114

Covid-19 Business Contact YTD

Specific industries	No.
Retail	118
Industry (building and construction and other industries)	52
Accommodation	58
Health Services	19
Beauty	18
Service Industry	62
Foods	31
Hospitality	32
Events - approx	40

Location:	No.
Wartook valley (inc Mt Zero, Laharum, Wartook and Brimpaen)	16
Horsham	325
Natimuk	12
Dooen	2
Haven and Surrounds	9
Dadswell's Bridge	11

Note: Businesses may also have been contacted more than once to assist with changes in restrictions impacting on certain industries more than others.

Networking and business event breakdown

	Number	YTD
Networking & business events	0	0

Networking attended	Attendees	Details
Grampians Tourism	20	Grampians Tourism Taskforce established with CEO attendance. Update received from Parks Victoria on the GPT, Brambuk and Rock Climbing restrictions.
Wimmera Development Association	34	Participation in board meetings and executive and regular Eco Dev Managers Forum.
Business Horsham	10	Monthly meeting with Business Horsham and develop collaborative approach.
Regional Development	4	Monthly Economic Development liaison meeting established to progress current projects and review priority list.
Total	68	

Tourism and Events

Grampians and Wimmera will be well placed to take advantage of the return of visitors when it is allowed and there will be strong focus on Visiting Family and Friends (VFF) and destination marketing will be developed over this period.

	Number	YTD
Notice of intention to hold an event applications	-	
Visitor information Centre visits	5	316
Visithorsham.com web visits	2664	5616

Strategic Planning

Strategic Planning and Projects provides a long term approach to manage the growth and development of the municipality and it has been essential to progress these projects via online, mail and remote working.

Horsham South Structure Plan	<ul style="list-style-type: none"> Development scenarios, used to realise the vision and strategic directions are currently on community consultation a range of webinars and direct landholder contact has been undertaken in early September.
City to River Strategy	<ul style="list-style-type: none"> City to River Masterplan has been developed together with an implementation and action plan that will be broken into precincts and projects to allow for delivery over the next 10-15 years. The Riverfront Activation project is currently in design development and it is anticipated construction will begin in early 2021.

Officers Reports

Horsham City Urban Renewal	<ul style="list-style-type: none"> A project brief has been prepared to undertake further planning and feasibility to inform the future development of key Urban Development Sites and is awaiting funding opportunities with VPA to open for streamlining for growth.
Smart Planning	<ul style="list-style-type: none"> As part of the state government Smart Planning Reform all councils across Victoria are currently translation their Local Planning Policy which provides a vision for the development and planning of the municipality.

Infrastructure Development

Horsham Regional Livestock Exchange roofing	<ul style="list-style-type: none"> The project is currently under construction and balancing the operational requirements of the Livestock Exchange as part of the process.
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Projects and Programs

Electrical Vehicle Charging Stations	<ul style="list-style-type: none"> HRCC is part of the Central Victorian Greenhouse Alliance project, charging the Regionals to guide investment and implementation across Victoria. ChargeFox have also recently installed a new facility off Ballie St on private land.
Wimmera Business Centre	<ul style="list-style-type: none"> A review of the centre and its operations has being undertaken to look at the current offerings from the Business Centre, review practices in other centres and to identify start up trends.
Horsham and Grampians Visitor Information Centre	<ul style="list-style-type: none"> The VIC review has been completed association with Grampians Tourism as part of a Grampians wide Visitor Servicing review and an internal project group has been established to implement the move to the Horsham Town Hall in the next 6 months
Grampians Resident Attraction Strategy	<ul style="list-style-type: none"> The draft Strategy has been developed and initial marketing and new website, jobs board and investment opportunities is in development and will require officer commitment to management of enquires and website content.

Business Development, Tourism and Events

Major Sporting Events	<ul style="list-style-type: none"> All major events are being cancelled until further notice.
Localised	<ul style="list-style-type: none"> Localised now has 91 profiles across the Wimmera.
Tourism	<ul style="list-style-type: none"> Visit Victoria tourism review is looking at revising the number of regional tourism boards across Victoria.

Options to Consider

Not applicable

Sustainability Implications

Report provides overview development and business activity across the region with no direct sustainability implications.

Community Engagement

Report has been prepared in consultation with range of agencies and will be made publically available to Business Horsham, WDA and HRCC website.

Innovation and Continuous Improvement

Report provides overview of activity and assists with continuous improvement.

Collaboration

Report has been prepared in collaboration with council officers across Planning, Building and Business Support.

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 2 – Sustaining the Economy

Risk Implications

Not applicable

Conclusion

The current Economic Impact of Covid-19 has been significant event for the region, however there is confidence in many areas of economy and it is hoped with a range of major projects planned and the role out of the Business and Community Assistance that there will be an opportunity for rebuilding and recovery together over the next 12 months.

9.8 PLANNING POLICY FRAMEWORK TRANSLATION

Author's Name:	Joel Hastings	Director:	Kevin O'Brien
Author's Title:	Acting Manager Investment and Growth	Directorate:	Communities and Place
Department:	Communities and Place	File Number:	F24/A05/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Draft Horsham Planning Policy Framework Translation-Sept 2020 (**Appendix "9.8A"**)

Planning Advisory Note 72 – Amendment VC148 – July 2018 (**Appendix "9.8B"**)

Policy Neutral Statement - John Keaney (**Appendix "9.8C"**)

Purpose

To endorse the translation of the Horsham Planning Scheme into the new Planning Policy Framework (PPF) introduced by the State Government through Amendment VC148.

Summary

The Department of Environment, Land, Water and Planning (DELWP) is implementing Smart Planning across the state to simplify and streamline planning schemes across Victoria. This requires the Horsham Planning Scheme to be translated into a new Victorian Government framework, consistent with the structure introduced by Amendment VC148.

The Smart Planning Team of DELWP has prepared the Planning Policy Framework translation in consultation with Council planning officers and has requested that Council endorse a policy neutral translation as well as consent to the Minister for Planning approving a 20(4) amendment to the planning scheme.

The translation involves policy neutral updates and changes to the existing Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) and local policies with no change to the purpose of Council's local planning scheme policies.

Recommendation

That Council:

1. Endorse the draft translation of the Horsham Planning Policy Framework in accordance with the new Victorian Government format as proposed by DELWP.
2. Consent under Section 20(5) of the Planning and Environment Act 1987 (the Act) to the Minister for Planning preparing and approving an amendment to the Horsham Planning Scheme without exhibition under Section 20(4) of the Act to implement the Horsham Planning Policy Framework translation.
3. Note the delegation of the Chief Executive Officer to consider any necessary minor administrative changes in the new translated Horsham Planning Policy Framework.

REPORT

Background

Smart Planning is a reform program that came into effect on 31 July 2018 through Amendment VC148. It implemented substantial structural and format changes to the Victorian Planning Provisions (VPP) and all Victorian planning schemes. As outlined in *Planning Advisory Note 72- Planning Policy Framework – July 2018*.

The planning system reforms require all councils to translate their LPPF which consists of the MSS and local planning policies into a new policy structure (the PPF). The changes replace the LPPF of the Horsham Planning Scheme with a new Municipal Planning Strategy (MPS) at Clause 02 (replacing the MSS), local policies within the PPF at Clauses 11-19 and a selected number of local schedules to overlays and operational provisions consistent with changes to the Victorian Planning Provisions introduced by Amendment VC148.

The PPF improves the operation of planning policy in Victoria and better aligns state and local policy. It is based on a three-tier structure that integrates state, regional and local policy, removing the repetition between state and local policy. The policies are grouped by themes with directly relevant regional and local policies nested beneath the corresponding state planning policy and areas of duplication removed.

This consolidation results in a 50-60% reduction of the local policy content with no loss of policy direction. This will lead to less repetition, more effective policy and faster planning processes, ultimately facilitating an easier planning process for residents and developers to engage in.

The table below shows the changes to the policy structure following Amendment VC148 and what the structure will be once the LPP Translation is complete.

Table 1 - Policy Structure of a Planning Scheme

Before VC148	After VC148 - transitional	After VC148 - integrated
<p>A planning scheme before Amendment VC148 includes:</p> <p>Clauses 9-19 - SPPF</p> <p>Clauses 20-22 - LPPF</p> <ul style="list-style-type: none"> Clause 21 - MSS (including information required under Section 12A(3)(c) of the Act) Clause 22 - LPP (as relevant) 	<p>A planning scheme after VC148, but before the local content is integrated includes:</p> <p>Clauses 10-19 - PPF</p> <p>Clauses 20-23 - LPPF</p> <ul style="list-style-type: none"> Clause 21 - MSS Clause 22 - LPP (as relevant) Clause 23 - LPPF Operation (transitional) 	<p>A fully-integrated PPF, with local content includes:</p> <p>Clause 02 - Municipal Planning Strategy</p> <p>Clauses 10-19 - PPF</p> <p>Clause 74.01 - Application of Zones, Overlays and Provisions (including schedule)</p> <p>Clause 74.02 - Further Strategic Work (including schedule, as relevant)</p>

FIGURE 1 MODERNISING THE LPPF (DELWP, 2020)

All local planning schemes are expected to be translated into this format by mid-2021.

Council officers have worked closely with representatives from DELWP’s State Planning Services and Smart Planning Team to ensure Planning Policy Framework Translation is in line with the form and content required by Amendment VC148 and in accordance with the LPPF Translation Manual.

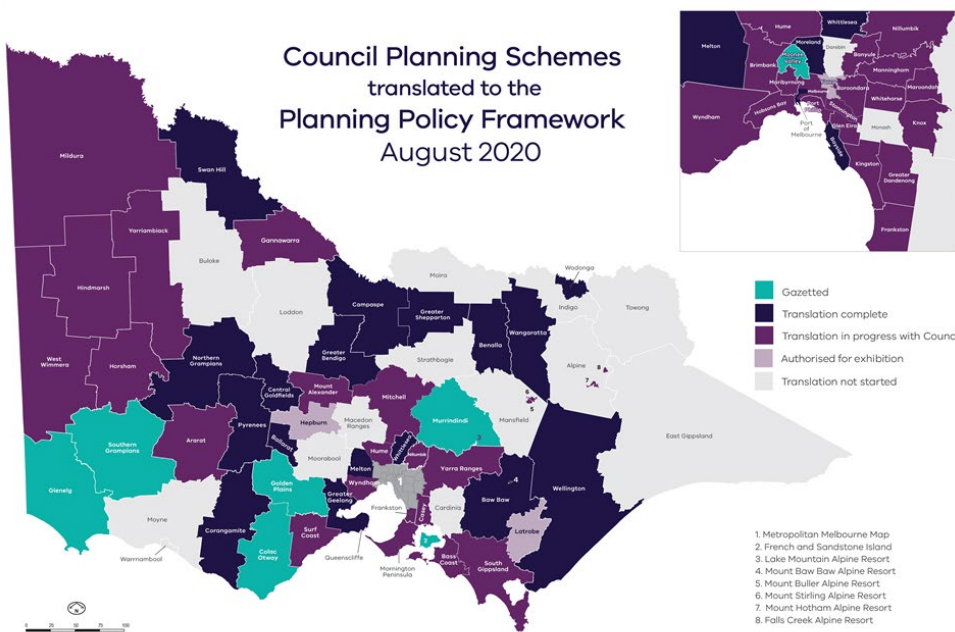
The local policy content has been translated in a policy neutral manner in accordance with principles set out in *A Practitioner’s Guide to Victorian Planning Schemes* to ensure policy content is:

- within the scope of the *Planning and Environment Act 1987* and strategically justified.
- drafted to be clear and unambiguous.

Feedback from Council Officers has been incorporated into the draft. It has also been reviewed by project adviser John Keane (Director, Keane Planning) who was involved in the development of the Smart Planning policy reforms.

Discussion

The implementation of the this smart planning initiative will allow for a streamlined approach to state, regional and local policy and bring the Horsham Planning Scheme into line with new format being introduced across the state and the region as shown in the attached progress map.



The proposed PPF translation amendment pathway is a fast-track amendment utilising Section 20(4) of the *Planning and Environment Act 1987* which allows for the Minister for Planning to amend Horsham’s planning scheme with exemption from notice requirements.

This translated policy framework will relocate or remove parts of local policy that are repetitious, redundant or already declared in the state or regional framework. The changes are required to be policy neutral and will not impact on the policy direction or implementation.

It is worth noting the current policy under the LPPF and new PPF will remain relevant until a full review is undertaken as part of the Planning Scheme Review which is done on a four yearly cycle and is scheduled for late 2021 as outlined in *PPN32-Review-of-planning-schemes - June-2015*.

Options to Consider

1. Endorse the translation of the Horsham Planning Policy Framework as proposed by DELWP and consent under Section 20(5) of the Planning and Environment Act 1987 (the Act) to the Minister for Planning preparing and approving an amendment to the Horsham Planning Scheme without exhibition under Section 20(4) of the Act to implement the Horsham Planning Policy translation.
2. Not progress the translation and integration of new PPF and Horsham Planning Scheme.

Sustainability Implications

The planning scheme implements the objectives of the Planning Environment Act 'to provide for the fair, orderly, economic and sustainable use, and development of land'. The proposed changes are considered policy neutral and no impact is anticipated on the sustainable use and development of land.

Community Engagement

The amendment is exempt from the notice requirements of Section 19 of the Planning and Environment Act 1987. The Planning Minister gives a planning authority exemption from the notice provisions if an amendment is 'policy neutral'. This means that there is no requirement for community engagement through a public exhibition process.

The community will have a significant opportunity for input into any future proposed changes to the local policy elements of the Horsham Planning Scheme through a forthcoming Planning Scheme Review in 2021.

Innovation and Continuous Improvement

The PPF translation is consistent with the State Government's Smart Planning initiatives and the 2016 Victorian Ombudsman's report which recommend a range reforms and improvements for planning schemes across Victoria.

Collaboration

The PPF translation has been a collaboration with DELWP regional planning and smart planning teams to review the current Local Planning Policy and draft a policy neutral translation.

Financial Implications

There are no direct financial implications associated with the planning scheme reformatting as the State Government is fully funding this project through DELWP. However there has been considerable Council Officer time in the review and preparation of reports to support the translation and amendment.

Regional, State and National Plans and Policies

The proposed PPF translation involves a range on legislation associated with the Planning and Environment Act 1987 and it consistent with the objectives to:

- a) To provide for the fair, orderly, economic and suitable use, and development of the land.
- c) To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.
- f) To facilitate development in accordance with the objectives of planning in Victoria.

Council Plans, Strategies and Policies

The amendment is consistent with the 2020-2024 Council Plan and policy particularly Goal 2 – Sustaining the Economy.

Risk Implications

The Planning Scheme has been translated into the new state format in accordance with the Planning and Environment Act 1987 and with guidance by Victorian Government policy, as well as Victorian Government staff. It is considered there are no risks in endorsing this Translation which is policy neutral and simply creates a smaller document that is easier to use and understand.

Human Rights Implications

This report complies with the rights listed in the Victorian Charter of Human Rights and Responsibilities Act 2006.

Conclusion

The Planning Policy Framework translation of the Horsham Planning Scheme forms part of Smart Planning initiatives to streamline and simplify the Victorian Planning system. The draft PPF is in accordance with the VC148 regulatory framework and the Planning and Environment Act 1987 and the acceptance of the recommendations will allow for the Minister for Planning to consider the amendment.

9.9 CATEGORY 1 AQUATIC FACILITY FEES

Author's Name:	Luke Mitton	Director:	Kevin O'Brian
Author's Title:	Co-ordinator Environmental Health	Directorate:	Communities and Place
Department:	Environmental Health	File Number:	A13/A01/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To seek Council approval of new Category 1 Aquatic Facility fees for registration under the *Public Health and Wellbeing Regulations 2019*.

Summary

- Provide Context and Background to the reason for requiring this fee
- Provide a recommended fee to be adopted.

Recommendation

That Council, as required by Section 72 of the *Public Health and Wellbeing Act 2008*, adopt Category 1 Aquatic Facility fee for the amount of \$310 per annual registration.

REPORT

Background

The Public Health and Wellbeing Regulations were adopted in 2019. The new regulations introduced registration for Category 1 Aquatic Facilities.

The requirement to register Category 1 Aquatic Facilities was extended to 14 December 2020 to allow State and Local Government to prepare for implementation of these requirements.

Category 2 Aquatic Facilities do not require registration under the legislation, however they are required to comply with the requirements of the regulations.

Discussion

Category 1 Aquatic Facilities, as defined by the regulations, means a swimming pool, spa pool or interactive water feature that—

- (a) is used by members of the public, whether free of charge or on payment of a fee; or
- (b) is used in association with a class or program that is offered free of charge or on payment of a fee; or
- (c) is located at the premises of an early childhood service, school or other educational institution; or
- (d) is located at premises at which residential aged care services are provided; or
- (e) is located at any of the following premises—
 - i. a public hospital;
 - ii. a multi-purpose service;
 - iii. a denominational hospital;
 - iv. a private hospital;
 - v. a privately-operated hospital within the meaning of section 3(1) of the Health Services Act 1988

Category 2 Aquatic Facilities, as defined by the regulations, means a swimming pool or spa pool that is used by members of the public and located at the premises of the following—

- (a) a residential apartment complex;
- (b) a hotel, motel or hostel;

Initial assessment of known public swimming pools has indicated that two existing premises will require registration under these new regulations.

Registration of a premises includes time taken for administration and data entry, inspection of the premises and necessary follow ups to rectify issues and costs involved in the verification of compliance with the regulations.

The general rule when setting fees under legislation is that the fee must not exceed cost recovery of the costs involved.

Options to Consider

It is proposed to set the fee for registration of Category 1 Aquatic Facilities at \$310 per annual registration.

This amount is the same as the fee for other Public Health and Wellbeing registered premises.

Sustainability Implications

Nil

Community Engagement

The two premises have been contacted advising of the new requirement to be registered. Once approved by Council further information will be provided to the premises on the fees for registration.

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

The new fee was noted in the Environmental Health fees and charges as part of the annual budget process, however an amount was not able to be specified at that time.

The regulation of aquatic facilities will not have an impact on the existing budget as the proposed fee should adequately cover the costs involved.

The purchase of necessary equipment was not budgeted for, however this can be covered by the current operational budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Not applicable

Risk Implications

Not applicable

Conclusion

The proposed fee is consistent with other fees charged by Council for registration of Public Health and Wellbeing premises.

9.10 AUDIT AND RISK COMMITTEE

Author's Name:	Diana McDonald	Director:	Graeme Harrison
Author's Title:	Co-ordinator Governance	Directorate:	Corporate Services
Department:	Governance & Information	File Number:	F18/A13/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Minutes of Audit and Risk Committee Meetings (30 July 2020) & (17 September 2020)(**Appendix “9.10A”**)
Audit and Risk Committee Biannual Report (**Appendix “9.10B”**)

Purpose

To receive and note the minutes of Audit and Risk Committee meetings held on 30 July 2020 and 17 September 2020, and the Audit and Risk Committee Biannual Report.

Summary

- Biannual Audit and Risk Committee Report as per Local Government Act 2020 (LGA 2020) (Division 8 (s53) (s54).
- Additional Audit and Risk Committee meeting held 30 July 2020 to comply with LGA 2020 legislative requirements to review the Audit and Risk Committee Charter, Annual Work Program and to reappointment independent committee members
- Attached minutes provided in accordance with good governance principles and for the information of Council

Recommendation

That Council:

1. Receive and note the minutes of Audit and Risk Committee meetings held on 30 July 2020 and 17 September 2020 (**Appendix “9.10A”**).
2. Receive and note the Audit and Risk Committee Biannual Report (**Appendix “9.10B”**).

REPORT

Background

The Horsham Rural City Council (HRCC) Audit and Risk Committee is an advisory committee of Council, whose objective is to provide appropriate advice and recommendations to Council on matters as listed in its Charter, in order to facilitate decision making by Council in relation to the discharge of its accountability requirements.

Council scheduled an additional Audit and Risk Committee meeting on 30 July 2020 to consider the review of the Audit and Risk Committee Charter and Annual Work Program and establish the first Audit and Risk Committee on or before 1 September 2020 in-line with the legislative requirements of *the LGA 2020* Division 8 (s53) (s54).

Council has produced its second Audit and Risk Committee Biannual Report, as required under the new Audit and Risk Committee Charter and legislative requirements of the LGA 2020 Division 8 (s53) (s54).

Appendix "9.10B"

Discussion

The main points of discussion from these meetings were:

- LGA 2020 legislative requirements:
 - Reappointment of Independent Committee Members
 - Review of Audit and Risk Committee Charter and Annual Work Program
 - Audit and Risk Committee Biannual Report
- Draft Annual Financial Statements and Draft Performance Statement year ending 30 June 2020
- Internal Audit Risk Review and Audit Plan
- Internal Audit Progress Report
- Road Management Plan Audit
- 2020/2021 Budget update
- Quarterly Performance Report (Quarter ending 30 June 2020)
- Risk Management and Insurance Report
- BCP and COVID-19 update
- CEO Update on Emerging Issues
- Local Government Act 2020 Implementation Update
- Rural Council's Corporate Collaboration (RCCC) Project Update
- Councillor Committee Members Retiring

The Committee would also like to recognise the valuable contributions made over many years by both retiring Councillor members the Mayor Cr Mark Radford and Cr David Grimble.

In particular would like to acknowledge the long period of service and valuable input by Cr Grimble who has been a Committee member for over 10 years.

Options to Consider

Council to receive and note the Audit and Risk Committee meeting minutes 30 July 2020, 17 September 2020 and to also receive and note the Audit and Risk Committee Biannual Report.

Sustainability Implications

Not applicable

Community Engagement

Council's Audit and Risk Committee is comprised of councillors and independent members. Consultation and communication is undertaken with Internal Auditors and external (Victorian Auditor-General's Office – VAGO) Auditors.

Innovation and Continuous Improvement

The review of the Annual work Program includes a range of continuous improvement actions including a stronger emphasis on the key role that internal control environment plays and how Committees can monitor this area of Council's performance more effectively. This change includes references to the impact of the new Governing Principles on Council's policies and procedures and is captured in the new Charter and Annual Work Program.

Collaboration

Not applicable

Financial Implications

Operations of Council's Audit and Risk Committee is covered within the 2020-21 operational budget allocation.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence - Four-Year Priorities, 4.2 Manage risk to the organisation and 4.4 Achieve high standards of organisational performance.

Risk Implications

The Audit and Risk Committee is an important committee of council required under the LGA 2020. To not have a properly functioning or constituted committee would be in breach of the requirements of the Act. The committee has an important role in monitoring Council's financial governance and risks, to not have such a committee could increase Council's potential for fraud and corruption to occur.

Conclusion

The Audit and Risk Committee is a legislated requirement under the LGA 2020, Reporting and Minutes are provided to council in-line with good governance and record keeping.

9.11 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

Author's Name:	Sunil Bhalla	Director:	Not applicable
Author's Title:	Chief Executive Officer	Directorate:	Not applicable
Department:	Chief Executive Officer	File Number:	F06/A01/000001

Officer Conflict of Interest

Officer disclosure in accordance with *Local Government Act 2020* – Section 130:

Yes No

Reason: Nil

Status

Defined as confidential information in accordance with *Local Government Act 2020* – Section 3(1):

Yes No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the Chief Executive Officer's Operational Report for September 2020.

Summary

The Chief Executive Officer's Operational Report highlights issues and outcomes affecting the organisation's performance and matters which may not be subject of Council reports or briefings.

Recommendation

That Council receive and note the Chief Executive Officer's Operational Report for September 2020.

REPORT

Background

At the 24 June 2019 Ordinary Meeting of Council, it was resolved that the Chief Executive Officer provide an operational report to Council.

Discussion

Key items of interest for the report period are summarised below.

A. Advocacy/Funding Announcements

Regional Cities Victoria: The Mayor and Chief Executive Officer attended Regional Cities Victoria meetings on 9 & 25 September 2020 via zoom. The Main items of discussion included easing of restrictions in regional Victoria and an update from Minister Jaala Pulford on Working for Victoria program and RCV's advocacy priorities.

Rural Council's Corporate Collaboration (RCCC) Board Meetings: The RCCC Board which includes the Chief Executive Officers of Hindmarsh, West Wimmera, Buloke, Yarriambiack, Loddon and Horsham had a meeting on 10 September 2020 and discussed the ICT Roadmap, financial report, recruitment, procurement and staff engagement.

Wimmera Regional CEO Meeting: The Chief Executive Officer met via zoom with the Chief Executive Officers of Buloke, West Wimmera, Hindmarsh, Yarriambiack and Northern Grampians on 10 September 2020. The group received an update from Emma Vogel on the Regional Innovation Project. Other items discussed included the Council elections and major projects.

Municipal Association of Victoria (MAV): The Mayor and Chief Executive Officer attended a virtual forum for MAV representatives on 11 September 2020 to provide an update on sector and MAV activities during 2019/20. The forum was a substitute for the Annual State Council Meeting which had to be deferred due to Covid-19 situation.

B. Community Engagement

City Oval/Sawyer Park Community Reference Group: Recently nominations were invited from community members to participate on a City Oval/Sawyer Park Community Reference Group and closed at 5pm on Monday 21 September 2020.

Department of Transport: The Mayor, Chief Executive Officer and Director Infrastructure attended a liaison meeting with the Department of Transport on 14 September 2020. Items of discussion included: Alternative Truck Route, Natimuk Road reconstruction, Stawell Road intersection, Horsham Urban Transport Plan - various intersections, Western Highway Corridor Strategy and Western Rail.

C. Projects and Events

Horsham Aquatic Centre Concourse: The surface of the indoor pool concourse has been replaced and is a more advanced and durable product than the initially installed material. All works were completed on 4 September 2020, in time for the reopening of the centre after the restrictions are lifted.

Horsham Youth Council: The Horsham Youth Council is currently working on a time capsule project, engaging young people in the region to write letters about the impact of the coronavirus pandemic on their wellbeing in the form of a letter to their future self, or a journal of how they felt throughout 2020. The youth Councillors are hoping to install a time capsule at The Station (formerly NEXUS Youth Centre) with all letters placed inside the capsule to be opened in 10 years, when the letters will be returned to their owners.

D. Staff Matters

Art Gallery: While the Art Gallery has been closed due to Covid-19 restrictions, online alternatives have been developed to engage with the community and offer positive, local content including Interactive Kids Trail, video tour of walking through landscape and The Scale of Justice.

Options to Consider

Not applicable

Sustainability Implications

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Risk Implications

Not applicable

Conclusion

That Council receive and note the Chief Executive Officer's Operational Report for September 2020.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Mark Radford

24 August	Letter of appreciation to Esperance Shire Council (COVID-19 Support)	
24 August	Council Meeting	(Zoom)
24 August	ABC Radio Interview	
25 August	Gariwerd Wimmera Reconciliation Network Meeting	(Zoom)
26 August	COVID-19 Agencies Meeting	(Zoom)
27 August	Regional Mayors Gathering	(Zoom)
27 August	ABC National Radio Interview (COVID-19)	
28 August	MAV North West Municipal Association	(Zoom)
28 August	Letter of encouragement to Sean Wales (ABC Journalist)	
28 August	Letter of congratulations to Cyril Webb (RSL Service Award)	
28 August	Letter of congratulations to Troy Oakley (Bravery Award)	
28 August	WSM Media/Council 'Be Kind' Project Meeting	(Zoom)
2 September	Grampians Victoria Board Meeting Update from Parks	(Zoom)
3 September	Regional Cities Victoria Mayors Meeting	(Zoom)
3 September	Opening of the Langlands Track clip	
4 September	Victorian Grants Commission Regional Info. Session	(Zoom)
4 September	VLGA Panel Discussion 'Integrity Issues'	(Zoom)
4 September	WSM Media/Council Liaison Meeting	(Zoom)
7 September	Business Visits	
7 September	Council Briefing Meeting	(Zoom)
7 September	WIN Television Interview (COVID-19)	(Zoom)
9 September	Regional Cities Victoria Meeting	(Zoom)
9 September	COVID-19 Agencies Meeting	(Zoom)
11 September	WSM Media/Council 'Engagement' Meeting	(Zoom)
13 September	Department Of Transport Meeting (RRV)	(Zoom)
14 September	Business Visit	
14 September	Council Briefing Meeting	(Zoom)
16 September	Business Visits	
17 September	Regional Cities Victoria Mayors Meeting	(Zoom)
17 September	Audit and Risk Committee Meeting	(Zoom)
21 September	Council Meeting	(Zoom)
22 September	ABC Radio Interview	
23 September	COVID-19 Agencies Meeting	(Zoom)
25 September	Meeting with Hon Jaala Pulford	(Zoom)
25 September	Regional Cities Victoria Meeting	(Zoom)

Mr Bhalla,

On behalf of the Councillor group of 2016 to 2020, thank you to the Horsham Rural City Council staff who, under your leadership, have assisted us in a variety of ways.

I would like to acknowledge in particular the Councillor support from Fiona Kelly, Kathy Newton and Sue Frankham. To yourself, Graeme Harrison, John Martin, Kevin O'Brien and Angela Murphy, we have appreciated the opportunities that have been created, the information that has been provided and the patience that has been exhibited.

To the Councillor group; Alethea, Les, Josh, John, David and Pam; on behalf of our community, thank you for your service. You have all made a contribution in your own unique, personal way. I particularly acknowledge Councillors Clarke and Grimble for their long service to Local Government as Councillors and as having served as Mayor for multiple terms. Congratulations to you all and I wish you well for the future.

Finally, I have largely enjoyed my time as a Councillor and Mayor, it has been a wonderful life experience. I take this opportunity to thank my wife Anne, my family and friends for their support, encouragement and patience over the last 12 years.

On we march..."it's all happening in Horsham"

Cr Alethea Gulvin

Having stood for council at the age of 22, I was privileged to have been voted in as a Councillor for the Horsham Rural City. I have felt that I have learned a great deal about the Local Government sector over the past few years but also about this community that I call home. Throughout the term, I sought to try my best to make a positive difference in society, hopefully this has been achieved in some ways. There are many things that I have been proud of and others that I believe were learning experiences. I have reflected a great deal over my term as a Councillor, and have appreciated the support that has been provided by many people, to allow me to develop and grow. I am truly grateful for being provided the opportunity to represent, learn and be a part of our community.

Cr Josh Koenig

I will take this opportunity to briefly acknowledge those that joined me for this 2016 to 2020 Council term, I have learnt and grown so much throughout this time. As a group we have definitely had some ups and downs, but we have also achieved some great things and the one that I'm personally very proud of is the implementation of the Horsham Rural City Council Youth Strategy, this is so exciting for the future and really tells our young people that they matter, and that we care.

My favourite part of being a Councillor was not time spent in the chamber but those spent within the community. At events such as the Anzac Day services, the opening of new businesses and at schools talking to classes about local government. Thanks for all of the invitations throughout the last four years. A special thank you to the classes at Horsham West and Haven Primary Schools, St Michael and St Johns and the Horsham College where I was lucky enough to visit.

My fellow Councillors, the HRCC staff, Directors and CEO. I thank you for all for sharing your knowledge and appreciate the mass amounts of time that go into the preparation of reports, the reviewing of and then the time allocated to the briefings and meetings. It's more than I knew before stepping into Council and the community should be proud of all of these efforts and respect the dedication that you all show on a daily basis.

Our Mayors throughout the term, Cr Radford and Cr Clarke thank you for your effort under what was at times extreme pressure. I applaud you both for putting your hands up and completing the work that went with being elected as Mayor, which is much more than most understand. The at times unfair scrutiny and criticism did not deter you, and the way you both continued to turn up and represent the position of Mayor and the Council the way you did was commendable and I thank you.

To all of those in our community that contacted me over the journey to put their thoughts forward or to provide me with feedback. A sincere thank you and acknowledgement for taking the time to contact me and I hope that my vote was a reflection on those conversations.

Thanks to those that contacted me after difficult meetings, just to check in to see how I was travelling. It meant more than you know.

To my family and friends, the biggest thank you. You have all been tremendous and were always there to listen to me vent, give me guidance and to help me refocus.

To Sallie, we only had Oskar aged just a couple of months old when this kicked off and fast forward to now and Adeline and Banjo have joined us. It's been such a busy time within our household and for you to be so accepting and understanding of my commitments, I can't thank you enough. You have been my sounding board and my rock, it hasn't been easy but we've made it. We did it together.

To the new Council that will be welcomed officially in November, if you will take it here is some advice that helped on my journey:

- Don't fear the silence, give yourself time to think and process the information.
- Trust your judgement and vote your vote.
- Don't read the comments on social media, a good decision is not measured by the amount of 'likes'.
- Implement a self-care plan and stick to it.
- Always remember that family comes first, if you're needed at home put in an apology.

Thank you and all the best.

Cr David Grimble

To the residents of the Horsham municipality.

After 12 consecutive years of service to the community of the Horsham municipality, this meeting is my final formal opportunity to table a report.

I write this report with a range of emotions, however acknowledge the absolute privilege it is to be elected with very humbling support from the community over three terms.

It has been an honour to advocate for the issues and concerns that matter most to you, while celebrating your service, your achievements and milestones that have been essentially driven by you - the community.

My commitment and service was centred on my values – offering strong representation, openly and honestly, and remaining accountable while freely speaking and articulating your views. I have never allowed any political banter or distractions to divert me from these basic and fundamental principles.

The media has recently printed a snapshot of many highlights that come to mind as a councillor and mayor, namely:

- **Planning and construction** of the Wimmera Intermodal Freight Hub, Horsham Town Hall, Anzac Centenary Bridge and the Horsham Regional Livestock Exchange roof;
- **Advocacy** regarding a bypass of Horsham and other local transport issues, Horsham College funding, mobile phone coverage and council rating equity;
- **Civic leadership** including conducting citizenship ceremonies and local award presentations; and welcoming visitors including the Governor General Sir Peter Cosgrove and Victorian Governor Alex Chernov;
- **Regional planning** with neighbouring and regional city councils;
- **Community rebuilding and resilience** after the 2009 and 2014 bushfires and, in particular, the work of BlazeAid, local community and service clubs throughout the recovery process.

The region is well-placed to capitalise on its strengths, diversify its economy and create opportunities to grow and prosper. The Horsham Rural City Council and the new-to-be-elected council must lead this municipality and the wider region and work effectively with all key stakeholders and neighbouring councils to gain a mutually beneficial result.

I sign off from council with no regrets and the knowledge I have committed significant time to represent this community, regardless of circumstance.

In 2014 I dealt with the devastating personal impact of the Northern Grampians bushfire while also serving this community as Horsham mayor. More recently, in April last year, I suffered a STEMI heart attack which required emergency treatment and hospitalisation including extensive rehabilitation. During both these significant events, I took no leave of absence and continued my civic responsibilities.

I conclude by publically thanking council staff and councillors from all three terms, the community, friends and family and the media and wish you well.

In particular, I acknowledge the unwavering support of my wife Jenny, children Jessica and Josh, his partner Cass and my grandson Millar for the many personal sacrifices you have made during the last 12 years and more.

Cr Pam Clarke

After 4 terms (14 year) as a Councillor and 3 terms (3 years) as Mayor, I leave the Horsham Rural City Council with no regrets and a great deal of pride at what we have all achieved.

The highlights of my time as a Councillor and having been personally involved in,

- the planning, fundraising, construction, and completion of the Horsham Aquatic Centre,
- the planning, fundraising, construction, and completion of the Horsham Town Hall and Art Gallery,
- the planning and completion of the Kalkee Road Community and Children's Hub, and
- the planning and commencement of the City to River Precinct Project.

Over the 14 years of service to my community, I have been privileged to work with some amazing people.

- The wonderful HRCC staff who supported the Councillors and especially the support they gave me in my role as Mayor,
- the Directors for their professionalism, patience, and generosity in sharing their knowledge and expertise and
- to the two CEOs, both of whom were professional and knowledgeable. I had the privilege of getting to know them and respect them.

It was an honour to work with some of the most dedicated, ethical and community minded Councillors in my period serving this wonderful community. Most, like me, had a passion for their community and wanted to see it progress and move forward with facilities and services that are necessary if we want to be a progressive Regional City.

I cannot progress with this report without acknowledging the last 4 years as being the most difficult years of my time on Council and acknowledging the courage and strength of our first term Councillors, most of whom came onto Council to make a difference. Their service and commitment to their community should be celebrated and under different circumstances, should have served this community for many more years.

I must also acknowledge the good works of Cr Radford, our Mayor for the last two years. He has shown strength of character and calm resolve when dealing with some of the distressing and challenging chairing situations I have ever witnessed, inside, or outside of Council. His contribution needs to be acknowledged and we need to thank him for his commitment to his community, both within the Council environment and outside. Mark Radford is a lifelong volunteer and champion of this community.

It is important for me to acknowledge and thank the community that has elected me for this role at 4 elections. The support and encouragement I have received has been overwhelming and I thank every one of you. Often, we only hear the loud keyboard warriors on Social Media, and it is important to realise that they are the minority. If we get caught up with the loud negative voice, we will never move forward. Sitting back throwing rocks is so easy. Stepping up and being accountable is the brave and courageous thing.

There are so many good people out there who see and understand the realities of Local Government and the often difficult decision we have to make, they may not always agree, but they support and encourage each one of us and congratulate us on the work we do for their community.

Finally, I must take this opportunity to congratulate and thank my wonderful family for their support throughout my time as a Councillor. It is impossible to do this role without the support of family. There are times when I have missed special events and birthdays because I have had important meetings or was in Melbourne because of my role. My wonderful husband Michael has been my greatest supporter, my rock and encourager throughout and I could not have dealt with the most difficult times and the most joyous times without him by my side.

Even though we have had difficult times, the good, the fun, the amazing, the courageous, have outweighed all the negatives. My time as a Councillor and Mayor has been one of the most significant and rewarding things I have ever done. I would encourage anyone committed to the development and growth of this wonderful community to come forward in 4 years' time and be a part of something special, **your community**.

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

Nil

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

Horsham Aquatic Centre Advisory Committee meeting held on Monday 31 August 2020.

Refer to **Appendix “13.4A”**

Recommendation

That Council receive and note agenda items:

- 13.1 Assembly of Councillors – Record of Meetings
- 13.2 Sealing of Documents
- 13.3 Inward Correspondence
- 13.4 Council Committee Minutes.

14. NOTICE OF MOTION