

**MINUTES of the Ordinary Meeting of the Horsham Rural City Council held in the Municipal Chamber, Civic Centre, Horsham at 5.30pm on 28 October 2019.**

## **Order of Business**

### **PRESENT**

Cr Mark Radford, Mayor, Cr Pam Clarke, Cr Alethea Gulvin, Cr Josh Koenig, Cr Les Power, Cr John Robinson

### **ALSO IN ATTENDANCE**

Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure Services; Angela Murphy, Director Development Services; Kevin O'Brien, Director Community Wellbeing; Sue Frankham, Governance Officer; Diana McDonald, Co-ordinator Governance.

David Bowe

Kath Dumesny

Neville McIntyre

Alan Williams

### **1. PRAYER**

Chairman, Cr Mark Radford recited the following pledge on behalf of all Councillors:

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**

Chairman, Cr Mark Radford read the following Acknowledgement of Country Statement:

The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagalk, 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**

Chairman, Cr Mark Radford formally welcomed those in attendance to the meeting. The Mayor advised the public that the Council meeting will be recorded to maintain an audio archive.

### **4. APOLOGIES**

An apology was received from Cr David Grimble.

#### **Council Resolution**

**MOVED Cr Pam Clarke, Seconded Cr Les Power**

That the apologies be accepted.

**CARRIED**

**5. LEAVE OF ABSENCE REQUESTS**

Nil

**6. CONFIRMATION OF MINUTES**

**Recommendation**

That the minutes emanating from the Ordinary Meeting of the Horsham Rural City Council held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 23 September 2019 be adopted.

**Council Resolution**

**MOVED Pam Clarke, Seconded Cr Les Power**

That the minutes emanating from the Ordinary Meeting of the Horsham Rural City Council held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 23 September 2019 be adopted.

CARRIED

**7. CONFLICTS OF INTEREST**

Nil

**8. PUBLIC QUESTION TIME**

**SUSPEND STANDING ORDERS**

**MOVED Cr Alethea Gulvin, Seconded Cr Les Power**

That Standing Orders be suspended for Public Question time.

CARRIED

*The meeting was suspended at 5.33pm.*

**RESUME STANDING ORDERS**

**MOVED Cr Josh Koenig, Seconded Cr John Robinson**

That Standing Orders resume.

CARRIED

*The meeting resumed at 5.40pm.*

## 9. OFFICERS REPORTS

### 9.1 HRCC PROPERTY STRATEGY

<b>Author's Name:</b>	Graeme Harrison	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F04/A05/000001

#### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

#### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

#### Appendix

Draft Horsham Rural City Council Property Strategy (**Appendix “9.1A”**)

#### Purpose

To adopt the Horsham Rural City Council Property Strategy (**Appendix “9.1A”**).

#### Summary

- The Horsham Rural City Council Property Strategy provides a holistic framework for the management of all of Council's property assets.
- The Property Strategy previously went before Council on 22 July 2019, however, its adoption was held over pending an eight-week period for the community to provide feedback.
- No submissions were received, so no changes have been made to the Draft Property Strategy as presented to Council on 22 July 2019.

#### Recommendation

That Council adopt the Draft Horsham Rural City Council Property Strategy.

#### Council Resolution

**MOVED Cr Pam Clarke, Seconded Cr Les Power**

That Council adopt the Draft Horsham Rural City Council Property Strategy.

CARRIED

## REPORT

### Background

Property is a significant, highly valued, and diverse resource that directly impacts the capacity and performance of service delivery within Horsham Rural City Council.

Horsham Rural City Council has a critical role as the caretakers responsible for the management of public land on behalf of the community. It is essential that the portfolio is safe, compliant, economically and environmentally sustainable and, most of all, relevant to and considerate of, our community.

This strategy has been developed based on the approach used by Yarra City Council, and essentially provides a methodology for the management and review of Council's portfolio of properties. It does not seek to set out an overall strategy for individual properties or Council's property portfolio overall, but provides the framework for that to occur.

The draft strategy was considered at the Council meeting held on 22 July 2019, with a resolution passed to receive and note the Horsham Rural City Council Property Strategy and make it available to the community for comment for a period of eight weeks.

### Discussion

The Property Strategy provides a methodology for Council to oversee, manage and review its property portfolio. The approach can be summarised in the following three phases:

1. **CLASSIFICATION AND ASSESSMENT** – This initial phase will consolidate all relevant property information into a property report to support the initial high-level assessment and classification of all properties. The outcome of this initial assessment will be that all Council property will be assigned to one of the categories listed below.
  - a. Identified for further investigation and assessment
  - b. Currently utilised and fit for purpose
  - c. Deferred for potential future consideration.
2. **FURTHER INVESTIGATION AND DUE DILIGENCE** – The objective of this second phase is that each site identified for further investigation in phase one receives a more detailed secondary assessment. This will include physical site inspections to further filter and classify these properties for reporting and decision making in line with all legislative, statutory, condition, capacity, functionality and risk management requirements.
3. **REPORTING AND IMPLEMENTATION** – This third phase will begin with a report to Council confirming the proposed recommendations for properties that will progress through to the final assessment process. This final and detailed phase will include specific strategic investigations that may include commercial property or financial analysis and advice to support decision-making.

The Property Strategy:

- Establishes guiding principles for the alignment of Council's property portfolio with its future community and service delivery requirements

- Provides Councillors and Council Officers with a framework to guide decisions and actions regarding the management of Council properties, in such a way as to maximise community benefit and support financial sustainability
- Provides a consistent and transparent process to enable the evaluation of all Council properties according to their usage, suitability and physical characteristics
- Formalises assessment and evaluation principles
- Ensures properties are “fit for purpose” to deliver services and benefits to the community
- Manages properties that are maintained to a safe, compliant, energy efficient and modern-day standard and generally protected from deterioration.

On 10 April 2019, the Executive Management Team undertook an initial review of Council’s property portfolio in line with the initial phase of the strategy. This review identified 31 properties that required further investigation and assessment and 11 that were deferred for future consideration.

Overall, Council’s vision for asset management is to meet community and service needs through provision and maintenance of infrastructure. Council has engaged a consultant to prepare a Social Infrastructure Plan which, once adopted, will further inform Council’s Property Strategy. Property identified in the initial assessment as “Currently Utilised” will be reviewed through that process.

A detailed Building Asset Management Plan is also under development, which will link in with this approach.

### **Financial Implications**

The draft Property Strategy has been prepared by existing staff, and the initial review has been undertaken by the Executive Management Team.

The next phase of “Investigation and Due Diligence” will likely require a mix of in-house resources and some specialist advice, particularly on the larger more valuable properties. This work will need to be undertaken in a systematic way on some, as yet to be identified priority basis. Any costs associated with this work would be expected to be covered through possible sales.

It is also worth noting that there are high transactional costs when dealing with property, and at times a need for extensive community engagement. These can lead to some significant costs for Council to dispose of property. On the positive side, however, there are also savings for disposal particularly through the savings from the payment of the Fire Services Levy.

Direct costs in the sale of property include surveying, conveyancing, other legal costs and valuations. These costs can often exceed the value of some of these parcels of land in the rural environment.

### **Links to Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 3 – Asset Management

Four-Year Priority 3.1.02 – Undertake a review of Council infrastructure asset holdings to ensure they meet future community needs and longer term implications for ownership

**Consultation/Communication**

- The draft Property Strategy has been reviewed by the Executive Management Team and presented to Council at a Briefing Meeting and the 22 July 2019 Ordinary Council meeting.
- In accordance with the resolution from the 22 July 2019 Ordinary Council meeting, the strategy has been made available to the community for comment for the nominated period of eight weeks.
- The opportunity for comment was publicised via:
  - Inclusion on the “Have Your Say” Section of website
  - Social media channels
  - Print media via the Public Notices sections as follows –  
Wimmera Mail-Times (2 and 16 August 2019)  
The Weekly Advertiser (7 August 2019 and 16 September 2019).
- No submissions were received. As a result, no changes are recommended to the Draft Horsham Rural City Council Property Strategy.

**Risk Implications**

There is a financial risk to Council of not giving adequate consideration to its property portfolio and not managing the future requirements in a considered manner.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The Horsham Rural City Council Property Strategy will help provide a consistent methodology for the evaluation of Council’s property portfolio.

## 9.2 COUNCIL ELECTION PERIOD POLICY

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F19/A10/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Revised Council Election Period Policy (**Appendix “9.2A”**)

### Purpose

To seek Council endorsement of the revised Council Election Period Policy in accordance with Section 93A and 93B of the *Local Government Act 1989* (Act), that defines appropriate procedures and practices in the lead-up to the 2020 Horsham Rural City Council elections (this policy is often referred to as the “Caretaker Policy”).

### Summary

- Section 93B (2)(b) of the Act requires Council to amend the Election Period Policy not later than 12 months before commencement of the election period.
- “Caretaker” provisions are intended to assure the community that Councils and Councillors will not use public resources in election campaigning or make major policy decisions that may bind the incoming Council.
- Specific provisions apply to all Councils during the election period.
- The provisions will apply from 22 September 2020.

### Recommendation

That Council adopt the revised Council Election Period Policy.

### Council Resolution

**MOVED Cr Alethea Gulvin, Seconded Cr Josh Koenig**

That Council adopt the revised Council Election Period Policy.

CARRIED



## REPORT

### Background

Prior to a General Council Election, local government goes into “Caretaker” mode, otherwise known as the election period. The purpose of the election period is to avoid actions and decisions which could be seen to be influencing voters, or which will have a significant impact on the incoming Council.

The purpose of the Council Election Period Policy is to provide an understanding of the procedures that will apply during the election period to ensure fairness of the election, appropriate use of Council resources and prevent inappropriate decision-making.

### Discussion

“Caretaker” provisions, as discussed in the Council Election Period Policy, are intended to give assurance to the community that Councils and Councillors will not use public resources in election campaigning or make major policy decisions that may bind the incoming Council.

Specific “Caretaker” provisions apply to all Councils during the election period. The applicable date of these provisions is from 22 September 2020, concluding at 6pm on 24 October 2020.

- The Act places legislative restrictions on Council’s operations during the election period relating to decision-making and printing, publishing or distributing documents containing “electoral matter”.
- Section 93A of The Act prohibits Council, a Special Committee of Council, or a person acting under delegation by the Council, from making “major policy decisions” during the election period. Major policy decisions are further defined in section 4.1 of the Council Election Period Policy (**Appendix “9.2A”**).
- Electoral matter is broadly defined as any matter “which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purpose of conducting the election.” The Act prohibits Council from printing, publishing or distributing certain publications containing electoral matter during the election period, including by another person or body on behalf of Council unless the advertisement, handbill, pamphlet or notice has been certified in writing, by the Chief Executive Officer.
- Council publications that may be affected during the election period include websites, newsletters, media releases, published speeches, brochures on services/facilities, advertisements, and letters to residents. The provisions do not cover newspaper advertisements which simply announce the holding of a meeting, or the election processes itself.

### Financial Implications

There are no financial implications arising from the recommendations contained in this report.

**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcome 4.4 – Achieve high standards of organisational performance

**Consultation/Communication**

No external consultation has been undertaken as the election period is governed by legislation. This policy was reviewed at the Council Briefing on 14 October 2019.

**Risk Implications**

The Council Election Period Policy seeks to clarify the objectives of the legislation around the caretaker obligations, and to set the dates and thresholds applicable for the 2020 elections, thereby reducing the risk for non-compliance by Council and Councillors.

**Environmental Implications**

There is no significant environmental impact arising from the recommendation in this report.

**Human Rights Implications**

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

**Conclusion**

As per the *Local Government Act 1989*, the Council Election Period Policy has been updated and is now tabled for adoption by Council.

### 9.3 ANNUAL REPORT 2018-19

<b>Author's Name:</b>	Lindy Haigh	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Governance Officer	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F06/A09/000001

#### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

#### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

#### Appendix

2018-19 Horsham Rural City Council Annual Report (**Appendix "9.3A"**)

#### Purpose

To receive and note the 2018-19 Annual Report for Horsham Rural City Council.

#### Summary

- The 2018-19 Horsham Rural City Council Annual report was provided to the Minister for Local Government on 30 September 2019.
- The printed version of 2018-19 Annual Report has been provided to Councillors.
- The electronic version of the 2018-19 Annual Report is available on Council's website.

#### Recommendation

That Council receive and note the 2018-19 Annual Report for the Horsham Rural City Council as submitted to the Minister for Local Government on 30 September 2019.

#### Council Resolution

##### **MOVED Cr Josh Koenig, Seconded Cr Pam Clarke**

That Council receive and note the 2018-19 Annual Report for the Horsham Rural City Council as submitted to the Minister for Local Government on 30 September 2019.

CARRIED

## REPORT

### Background

The 2018-19 Annual Report for Horsham Rural City Council has been prepared in accordance with the requirements of *The Local Government Act 1989*, and was forwarded to the Hon Adem Somyurek, MP, Minister for Local Government, on the due date (as legislated), 30 September 2019. Copies were provided to Councillors via email on 30 September 2019.

### Discussion

Under S.134 of *The Local Government Act 1989*, Council must hold a meeting as soon as practicable after Council has sent the Annual Report to the Minister, and the meeting must be advertised at least 14 days prior in a public notice. Notice of the preparation of the Annual Report was published in the Public Notices section of the Wimmera Mail-Times on Friday 11 October 2019. The notice advised that the public is welcome to attend the Council meeting on 28 October 2019 and copies of the report (which includes the Auditor's Report and Performance Statements for the year ended 30 June 2019) can be inspected at Council's Horsham and Natimuk offices and on the Horsham Rural City Council website.

### Financial Implications

Costs associated with the production of the 2018-19 Annual Report are included in the 2019-20 Budget.

### Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcome – 4.4 Achieve high standards of organisational performance

### Consultation/Communication

The 2018-19 Annual Report has been produced with input from all groups within Council.

### Risk Implications

Not applicable

### Environmental Implications

Council encourages the distribution of electronic versions of the Annual Report, but also produces an abridged hardcopy version without the financials for promotional use as required. This reduces paper waste and lessens the environmental impact.

### Human Rights Implications

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

### Conclusion

The 2018-19 Annual Report for Horsham Rural City Council has been completed and submitted to the Minister for Local Government in accordance with relevant legislation by the due date of 30 September 2019.

## 9.4 COUNCIL MEETING DATES - 2020

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F06/A02/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

Reason: Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

Reason: Nil

### Appendix

Nil

### Purpose

To adopt the Horsham Rural City Council Ordinary Council Meeting dates for the 2020 calendar year.

### Summary

- Setting of meeting dates in advance helps facilitate good planning.

### Recommendation

That Council:

1. Adopt the Ordinary Council Meeting dates to be held at 5.30pm at the Civic Centre, Horsham on the following dates:
  - Tuesday 28 January 2020
  - Monday 24 February 2020
  - Monday 23 March 2020
  - Monday 27 April 2020
  - Monday 25 May 2020
  - Monday 22 June 2020
  - Monday 27 July 2020
  - Monday 24 August 2020
  - Monday 28 September 2020
  - Monday 23 November 2020
  - Monday 14 December 2020
2. Conduct the Statutory Meeting to swear in the new Council and elect the Mayor on Thursday 12 November 2020 at 5.30pm at the Civic Centre, Horsham.
3. Advertise the adopted 2020 Council meeting dates on the Horsham Rural City Council website and in the Public Notices page in the Wimmera Mail-Times and The Weekly Advertiser newspapers.

**Council Resolution****MOVED Cr Alethea Gulvin, Seconded Cr Pam Clarke**

That Council:

1. Adopt the Ordinary Council Meeting dates to be held at 5.30pm at the Civic Centre, Horsham on the following dates:
  - Tuesday 28 January 2020
  - Monday 24 February 2020
  - Monday 23 March 2020
  - Monday 27 April 2020
  - Monday 25 May 2020
  - Monday 22 June 2020
  - Monday 27 July 2020
  - Monday 24 August 2020
  - Monday 28 September 2020
  - Monday 23 November 2020
  - Monday 14 December 2020
2. Conduct the Statutory Meeting to swear in the new Council and elect the Mayor on Thursday 12 November 2020 at 5.30pm at the Civic Centre, Horsham.
3. Advertise the adopted 2020 Council meeting dates on the Horsham Rural City Council website and in the Public Notices page in the Wimmera Mail-Times and The Weekly Advertiser newspapers.

CARRIED

**REPORT****Background**

In accordance with the *Local Government Act 1989*, Council is required to give public notice of its meeting dates as follows:

- Section 89 – The date, time and place of all Ordinary Council Meetings are to be fixed by Council and at least seven days' notice of such meetings must be provided to the public
- Section 71 (3) – The Mayor is to be elected after the fourth Saturday in October, but not later than 30 November in each year.

**Discussion**

Each year Council establishes the Council meeting dates for the following calendar year, with meeting dates generally scheduled on the fourth Monday of the month, except for December, which is scheduled earlier. Setting these meeting dates in advance allows the community, Councillors and Officers to better plan for the year ahead.

Due to Council elections in October 2020, there will be no Ordinary Meeting for that month.

This report sets out the Council meeting dates for 2020, including the annual Statutory Meeting.

**Financial Implications**

There are no financial consequences or impacts from this meeting dates update.

**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcomes:

- 4.1 – Continuously improve communication and engagement with the community through effective consultation
- 4.4 – Achieve high standards of organisational performance

**Consultation/Communication**

The proposed Council Meeting dates for 2020 were discussed at the Council Briefing on 14 October 2019.

**Risk Implications**

It is necessary to have well-functioning meeting procedures and meeting dates planned in advance to support good governance and good democratic processes.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

Council meeting dates proposed for 2020 are in accordance with the requirements of the *Local Government Act 1989*.

## 9.5 COUNCIL RESOLUTIONS

<b>Author's Name:</b>	Sue Frankham	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Governance Officer	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F19/A11/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Outstanding Council Resolutions Action List (**Appendix “9.5A”**)

Completed Council Resolutions Action List (**Appendix “9.5B”**)

### Purpose

To receive and note the Outstanding Council Resolutions and Completed Council Resolutions action lists.

### Summary

- Immediately following each Council meeting, all formal resolutions are placed on the Outstanding Council Resolutions Action List.
- The Council Report author is responsible for updating resolutions relating to their report on the Outstanding Council Resolutions Action List in a timely manner.
- The Outstanding Council Resolutions Action List is reviewed by the Executive Management Team and circulated to Councillors quarterly.
- The Outstanding Council Resolutions and Completed Council Resolutions action lists (**Appendix “9.5A” and “9.5B”**) are formally presented to Council annually.

### Recommendation

That Council receive and note the Outstanding Council Resolutions and Completed Council Resolutions action lists.

### Council Resolution

**MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

That Council receive and note the Outstanding Council Resolutions and Completed Council Resolutions action lists.

CARRIED



## REPORT

### Background

Horsham Rural City Council has a Council Resolutions procedure in place to ensure that all resolutions of Council are closely monitored and actioned within the required timeframe.

### Discussion

Resolutions of Council are placed on the Outstanding Council Resolutions Action List and circulated to Directors and Responsible Officers immediately following each Council meeting. The author of the Council Report is responsible for ensuring that their actions are updated in a timely manner. The action list is reviewed quarterly by the Executive Management Team and circulated to Councillors. Completed actions are then transferred to the Completed Council Resolutions Action List.

The Outstanding Council Resolutions and Completed Council Resolutions action lists (**Appendix "9.5A" and "9.5B"**) are formally presented to Council annually.

### Financial Implications

Nil

### Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcome 4.4 – Achieve high standards of organisational performance

Horsham Rural City Council Procedure No P04/003 – Council Resolutions

### Consultation/Communication

The Outstanding Council Resolutions Action List is reviewed by the Executive Management Team and circulated to Councillors quarterly.

This report was considered at the Executive Management Team meeting on 8 October 2019 and the Council Briefing meeting on 14 October 2019.

### Risk Implications

There may be risks to Council if Council resolutions are not monitored and actioned in a timely manner.

### Environmental Implications

Not applicable

### Human Rights Implications

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

### Conclusion

The Council Resolutions report is presented to Council for information.

## 9.6 QUARTERLY FINANCIAL REPORT – 30 SEPTEMBER 2019

<b>Author's Name:</b>	Zac Gorman	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Management Accountant	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Finance	<b>File Number:</b>	F18/A10/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Quarterly Financial Report – September 2019 (**Appendix “9.6A”**)

### Purpose

To provide Council with the Quarterly Financial Report for the quarter ended 30 September 2019.

### Summary

- The Quarterly Financial Report is provided in accordance with statutory requirements.

### Recommendation

That Council receive and note the Quarterly Financial Report for the period ending 30 September 2019.

### Council Resolution

**MOVED Cr John Robinson, Seconded Cr Pam Clarke**

That Council receive and note the Quarterly Financial Report for the period ending 30 September 2019.

CARRIED

## REPORT

### Background

Under Section 138 (1) of the *Local Government Act 1989*, a financial statement is to be provided to Open Council comparing actual to budget for revenue and expenditure at least once every three months.

### Discussion

The Quarterly Financial Report (**Appendix "9.6A"**) has been prepared to provide Council with an overview of finances for the first quarterly period to 30 September 2019.

The following responses to questions raised at the September Ordinary Council Meeting were provided to the Finance and Performance Committee meeting on the 14 October 2019:

- Agenda Item 9.3 – Cr Grimble asked how the Green Lake water supply will be funded?

Response from John Martin, Director Infrastructure: The savings could come from underspend in 2019-20 operations. Council also has within its operating budget every year a contingency amount of \$70,000. Some of these funds could be utilised if required.

- Agenda Item 9.9 Annual Financial Accounts 2018-19 – Cr Grimble asked for clarification on page 7 of the Performance Statement – Unrestricted cash compared to current liabilities: 2016 77%, 2017 36%, 2019 11%, 2019 32% - What does this mean?

Response from Heather Proctor, Finance Manager: The Performance Statement definition of unrestricted cash, is cash held as a current assets which excludes cash invested in longer term deposits (>90 days) which are required to be shown as "Other Financial Assets". Council, in order to maximise returns has, over recent years been moving more cash into term deposits with >90 day terms. Discussions will be held with Council's external auditors to see if this measure may be calculated so as to include these items in the future, thereby making it a more meaningful and consistent measure.

### Financial Implications

Staff time to compile and prepare this report is included in the 2019-20 budget.

### Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business excellence

Four-Year priority – 4.4.5 Improve performance reporting and regular management reporting across all areas of Council

### Consultation/Communication

This report, together with more extensive analysis and detail, is provided to Council each month as part of the Finance and Performance Committee agenda and to the Audit Committee on a quarterly basis.

**Risk Implications**

The provision of relevant information on a regular basis is an important part of Council's internal controls and is necessary for Council to meet its obligations under Section 3 of the *Local Government Act 1989*, which ultimately makes Council accountable for the good financial management of the municipality.

There is a risk that either too much or too little information is provided to Council for it to carry out this responsibility. Council must therefore ensure that it has sufficient information to be satisfied that finances are in order and that budgetary and financial planning goals are being met.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The financial report provides a summary of Council's performance against budget for the quarter ended 30 September 2019.

## 9.7 SUBMISSION TO THE STATE GOVERNMENT REVIEW OF THE LOCAL GOVERNMENT RATING SYSTEM

<b>Author's Name:</b>	Graeme Harrison	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Director Corporate Services	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F27/A01/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Horsham Rural City Council Submission – State Government Rating Review 2019 (**Appendix “9.7A”**)

### Purpose

To approve the draft Council submission for the State Government’s review of the Local Government Rating System.

### Summary

- The State Government appointed a panel for the review of the Local Government Rating System.
- Submissions have been called for from the public and Councils, closing on 1 November 2019.
- A report is expected to be submitted to the Minister in March 2020.

### Recommendation

That Council approve the lodging of the draft submission for the State Government’s review of the Local Government Rating System.

### Council Resolution

**MOVED Cr Pam Clarke, Seconded Cr John Robinson**

That Council approve the lodging of the draft submission for the State Government’s review of the Local Government Rating System.

CARRIED

## REPORT

### Background

In 2018, the State Government announced that they would undertake a review into the Rating System in use by Local Government, in response to the Parliament of Victoria's Inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Councils.

The review is being undertaken by a panel of three members. The review follows the 2018 election commitment by the Government to undertake an inquiry into the Council rating system to identify changes that will improve its fairness and equity and make sure the burden of rates falls fairly amongst all ratepayers.

The panel of three is being led by Dr Kathy Alexander, former City of Melbourne and Royal Children's and Royal Women's Hospitals CEO, with the other members being Mr John Tanner AM, former Shire of Delatite Commissioner, Brimbank City Council Administrator and Commissioner of the Inquiry into Ararat Rural City Council, and Dr Ron Ben-David, former Essential Services Commission Chairperson, with expertise in regulatory frameworks for essential services across Victoria in water, gas, electricity, taxi, freight and local government.

The Terms of Reference cover the entirety of local government rates and charges, however, the rate cap system has been excluded from the scope of the review, noting that it is subject to a separate statutory review by December 2021.

### Discussion

In July 2019, a discussion paper was issued and a series of workshops/consultations were planned for across the State. Submissions were called for from both the public and from Councils. More detail of the Rating System Review is contained on the Local Government Victoria website at <https://www.localgovernment.vic.gov.au/Council-governance/victorian-local-government-rating-system-review>

Council's submission responds to a series of set questions on rating generally and provides some general comments on the following items:

1. The high value of farm land and the relative share of rates paid by farming enterprises
2. The setting of the municipal charge
3. State Government exemption from rate payments
4. Charitable exemptions
5. Inequities between urban and rural Councils
6. Fiscal Equalisation – Federal Financial Assistance Grants
7. Significant impact of road construction and maintenance costs
8. Role as a regional city.

Submissions to the review close on Friday 1 November 2019. The review will conclude in March 2020, when the panel provides their recommendations to the Minister.

### Financial Implications

The submission to the review has been completed by Council Officers and has had no financial implications. The outcome of the review may impact on the distribution of rates across the municipality but should not impact on the quantum of rates collected.

**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

**Consultation/Communication**

Council discussed the submission at Briefing Meetings on 2 September 2019 and 14 October 2019.

**Risk Implications**

Not applicable

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The draft Council submission for the State Government’s review of the Local Government Rating System has been prepared for lodging with Local Government Victoria.

## 9.8 DRAFT DOMESTIC ANIMAL MANAGEMENT PLAN AND UPDATE TO DOMESTIC ANIMAL MANAGEMENT ADVISORY GROUP TERMS OF REFERENCE

<b>Author's Name:</b>	Lauren Coman	<b>Director:</b>	Angela Murphy
<b>Author's Title:</b>	Manager Regulatory Services	<b>Directorate:</b>	Development Services
<b>Department:</b>	Regulatory Services	<b>File Number:</b>	F25/A15/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Amended Terms of Reference – Domestic Animal Management Advisory Group (**Appendix “9.8A”**)  
Draft Domestic Animal Management Plan (**Appendix “9.8B”**)

### Purpose

To adopt the proposed amendment to the Terms of Reference (TOR) for the Domestic Animal Management Advisory Group (Advisory Group) and to receive and note the Draft Domestic Animal Management Plan (Draft DAMP) for community consultation.

### Summary

- The proposed changes to the TOR of the Advisory Group are minor and reflect the unanimous position of the current Advisory Group that the new animal rescue group, Phoenix Animal Rescue Horsham, like Horsham PAWS, be represented at Advisory Group meetings.
- The Draft DAMP provides analysis as to areas of the service provided by the Community Safety Unit in relation to animal control that require improvement. It further clarifies, through the development of specific measurable actions, where the Unit needs to focus its activities. Overall, save for some initiatives, it is anticipated that the actions set out in the Draft DAMP be implemented within normal activities and within the current budget.

### Recommendation

That Council:

1. Adopt the amended Terms of Reference for the Domestic Animal Management Advisory Group
2. Receive and note the Draft Domestic Animal Management Plan and make it available for the community to comment for a period of four weeks.

### Council Resolution

**MOVED Cr Les Power, Seconded Cr Pam Clarke**

That Council:

1. Adopt the amended Terms of Reference for the Domestic Animal Management Advisory Group
2. Receive and note the Draft Domestic Animal Management Plan and make it available for the community to comment for a period of four weeks.

CARRIED



## REPORT

### Background

#### *TOR for the Advisory Group*

Phoenix Animal Rescue Horsham commenced operation earlier this year. Phoenix's founder is Carolyn Stow who previously founded Horsham PAWS. Phoenix is a small animal rescue and rehoming service that fosters animals in private homes and then match them to new owners and homes. While the rehoming model is slightly different to the Horsham PAWS model, all animals are vet checked, vaccinated, de-sexed and microchipped prior to going to new homes, as is required by legislation. In a letter dated 12 July 2019 to the Advisory Group, Carolyn Stow requested Phoenix be represented on the Advisory Group. There was no objection from the Advisory Group members to this request. It was further agreed unanimously by the Advisory Group at the Friday 13 September 2019 meeting that the TOR should be updated to include Phoenix.

#### *Draft DAMP*

Horsham Rural City Council, like all Councils in Victoria, is required by the *Domestic Animals Act 1994* (Act) to prepare and implement a DAMP every four years. This plan sets out a program of actions which aim to ensure compliance with statutory requirements, and to implement the vision and strategic objectives identified for effective animal management control in the Horsham Rural City Council municipality.

The DAMP:

- Documents Council's current animal management processes and practices
- Evaluates whether animal control services provided by the Council meets strategic objectives, as set by legislative and community standards
- Sets out a program of action Council intends to pursue to meet those strategic objectives
- Provides a benchmark against which progress in meeting the strategic objectives can be evaluated
- Provides for a review of existing orders made by the Council under the Act and local laws regarding the management of dogs and cats in the municipality.

### Discussion

#### *TOR for the Advisory Group*

The proposed changes to the TOR for the Advisory Group are highlighted in red in **Appendix "9.8A"**. The amendments recognise the emergence of Phoenix Animal Rescue Horsham. The amendments afford Phoenix the same representation on the Advisory Group as Horsham PAWS. The amendment increases the Advisory Group membership to nine, however, the quorum of five members remains the same. As noted above, this proposed amendment was unanimously passed by the Advisory Group. This proposed amendment has no financial, consultation, risk, environmental or human rights implications. As such, these elements are not addressed further in this report.

#### *Draft DAMP*

A Draft DAMP (**Appendix "9.8B"**) has been prepared, in consultation and with the assistance of members of the Advisory Group, who developed the Plan's Vision and Strategic Objectives.

*Key issues emerging from Draft DAMP:*

1. Improvements have been made in data capture over the past 10 months, however, it is recommended that a review of the data the Community Safety Unit collects and the method of data capture be conducted.

2. Current data reveals that there is a significantly high number of cats being euthanized. Extracting feral cat data from overall cat data is important to provide a better picture of how the Community Safety Unit is performing in this space.
3. Turnover of staff in the Community Safety Unit has had an impact on service delivery and data capture.

**Actions:**

A number of actions, many suggested by the State in their DAMP template, have been incorporated into Council's Draft DAMP to address the above key issues and other emergent issues. The actions are specific and measurable and include a target of where the Community Safety Unit would like to be by 30 June 2021.

In summary, the actions:

- Have a community education and collaboration focus
- Ensure appropriate training and support of Community Safety Officers
- Look for best practice solutions moving forward, such as investigating the feasibility of a regional pound facility with our neighbouring municipalities.

**Why is the Draft DAMP dated 2017-2021?**

Council's DAMP is overdue. The plans are to cover a period nominated by the State, in this case from 2017-2021, to maintain consistency with other local Councils. Council sought, and was granted, an extension for the submission of the DAMP from the Department Jobs Precincts and Regions (DJPR) because staff turnover prior to 1 July 2017 affected the development of the Draft DAMP.

Since 1 July 2017, there has been a one hundred percent turnover of staff within the Community Safety Unit, with three senior staff retiring, representing a significant loss to a small team. A period of disruption followed, with the need for Council to engage contractors to meet operational needs. Permanent and temporary positions were finally offered from January through to May 2019.

Management of data capture during this disrupted period has also been a significant issue. This has been further exacerbated by a migration from paper-based records to an electronic workflow system in early 2018.

**Financial Implications**

Overall, save for some initiatives, it is anticipated that the actions set out in the Draft DAMP be implemented within normal activities and within the current budget.

What will need to be budgeted for in 2020-21 are initiatives to:

- Leverage technology to improve service delivery and current data capture regarding animal management
- Encourage registrations and identification of domestic animals
- Reduce euthanasia and overpopulation, particularly in relation to cats.

Details of these initiatives are to be provided in December 2019 as part of Council's budget planning process.

**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 1 – Community and Cultural Development

Four-Year Priority 1.4.05 – Review the Domestic Animal Management Plan

**Consultation/Communication**

As noted above, the Draft DAMP was prepared in consultation with members of the Advisory Group. This Advisory Group to Council comprises a Councillor, a Council Officer, a veterinarian, members of community rehoming associations and two members of the community. The Advisory Group meets monthly. The members themselves formulated the vision and the strategic objectives of the Draft DAMP and, due to the make-up of the group, it is with some confidence that these reflect community standards. Further, the strategic objectives are closely aligned with the purpose and intent of the *Domestic Animal Act 1994*.

It is proposed that the Draft DAMP go out to community consultation for a period of four weeks.

**Risk Implications**

The ordinary risks involved with Council not meeting its obligations under legislation apply.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

In relation to the Amended TOR for the Advisory Group, the changes are minor, and reflect the unanimous position of the Advisory Group to include the new animal rescue group, Phoenix Animal Rescue Horsham.

Council's Community Safety Unit endorses the Draft DAMP. It provides analysis as to areas of the service that require improvement and clarifies, through the development of specific measurable actions, where the unit needs to focus its activities. Overall, save for some initiatives, it is anticipated that the actions set out in the Draft DAMP be implemented within normal activities and within the current budget.

## 9.9 MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN ANNUAL REVIEW

<b>Author's Name:</b>	Michelle Rethus	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Community Wellbeing Strategic Projects Officer	<b>Directorate:</b>	Community Wellbeing
<b>Department:</b>	Arts, Culture and Recreation	<b>File Number:</b>	F30/A14/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

### Appendix

Health and Wellbeing Plan Action Tool (**Appendix "9.9A"**)

Draft Department of Human and Health Services (DHHS) correspondence (**Appendix "9.9B"**)

### Purpose

To report on the outcome of the review of the 2017-2021 Health and Wellbeing Plan as per legislative requirements, and to seek approval to notify DHHS of the completion of this review.

### Summary

- An annual review of the 2017-2021 Health and Wellbeing Plan was conducted as per the statutory requirement of Council under the *Public Health and Wellbeing Act 2008*.
- Key achievements for 2019 include: completion of a number of key projects including delivery of the Age Friendly Community Project and Implementation Plan, Youth C.A.N delivery and the development of a Youth Strategy.
- A key challenge is ensuring actions from the Health and Wellbeing Plan transition into Council staff work programs.
- Given that the priority areas and objectives of the Health and Wellbeing Plan remain applicable, no changes are recommended but rather, continue with the implementation of the current action plan.
- 2019-20 financial year delivery will focus on a working group actioning the sexual and reproductive health actions and raising a formal recommendation for the Health and Wellbeing Plan to be incorporated into the Council.

### Recommendation

That Council:

1. Receive and note the annual review of the 2017-2021 Health and Wellbeing Plan.
2. Approve the letter to Department of Human and Health Services stating completion of the review of the 2017-2021 Health and Wellbeing Plan.

### Council Resolution

**MOVED Cr Alethea Gulvin, Seconded Cr Les Power**

That Council:

1. Receive and note the annual review of the 2017-2021 Health and Wellbeing Plan.
2. Approve the letter to Department of Human and Health Services stating completion of the review of the 2017-2021 Health and Wellbeing Plan.

CARRIED

## REPORT

### Background

Conducting an annual review of the Municipal Public Health and Wellbeing Plan (MPHWP) is a statutory requirement of Council under the *Public Health and Wellbeing Act 2008* (it should be noted, however, the legislation does not prescribe the review process). An annual review was conducted in consultation with Council Officers and some external partners.

### Discussion

2019 has seen a number of key achievements, including:

- Completion of a range of projects including delivery of the Age Friendly Community Project and Implementation Plan, Youth C.A.N project and development of the Youth Strategy and the Early Years Plan (which are now both entering implementation mode). Stage 2 of the Alcohol and Culture Change Project has been selected by VicHealth for replication.
- A number of cultural offerings were delivered as part of Action 32 including: the Karen New Year celebration at Horsham Town Hall, Cultural Diversity Week celebration at Horsham Town Hall, NAIDOC Week art exhibitions at the Horsham Regional Art Gallery and Horsham Town Hall and launch of the Horsham Rural City Council Reconciliation Action Plan as part of Reconciliation Week. Attendance at all events was excellent.
- The Gender Equity Community Engagement Audit Toolkit is nearing completion and will soon be reviewed by all partnering Councils. This resource will assist a diverse range of community members to effectively voice their opinion in municipal decision making.
- The Ride to School program will see pathway decals installed in 2019.

Furthermore, along with the above achievements, feedback has been received during the delivery of projects, which has resulted in changes to methods and programs, thereby ensuring Council continues to deliver to achieve these positive changes.

Two challenges for 2019 were:

- Not meeting the target date for developing and promoting a Healthy Eating Charter within Council (this now has a plan in place to complete by 2020)
- Continued challenge of actions from the plan transitioning to Council Officers' work tasks.

As part of the annual review, the evaluation measures (where the data is available) have been updated, however, as known during the development of the Health and Wellbeing Plan, the data sources for the majority of these measures is only available every four years.

### **2020 delivery**

Given the priority areas and objectives of the plan remain applicable, no changes are recommended but rather, continue with the implementation of the current action plan.

Key items for 2020 are:

- Raise a formal recommendation to incorporate the Health and Wellbeing Plan into the Council Plan – this will need to commence in 2020.
- Working group focusing on Sexual and Reproductive Health through the Youth Strategy Implementation. Women's Health Grampians are on board and commencing these actions.
- Review of advocacy items for Horsham Rural City Council and appropriate leads.

**Financial Implications**

There are no costs associated with the review of the Health and Wellbeing Plan.

**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 1 – Community and Cultural Development

Four-Year Outcome 1.4 – Develop the municipality as a desirable place to live, work and enjoy for people of all ages and abilities

**Consultation/Communication**

The review of the MPHWP included consultation with Council Officers and select external partners. This consultation took the form of face-to-face discussions and email correspondence.

**Risk Implications**

Not applicable

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The annual review of the 2017-2021 Health and Wellbeing Plan has highlighted a number of achievements in the first year. Similarly, a number of challenges were faced, which has shaped the action plan for continued delivery into 2020. However, as the priority areas and objectives as outlined in the Plan remain unchanged and relevant, it is recommended to continue to implement the current Health and Wellbeing Plan unchanged.

## 9.10 HORSHAM RURAL CITY COUNCIL COMMUNITY INCLUSION PLAN 2019-2022

<b>Author's Name:</b>	Maggie Bridgewater	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Deaf Access Worker	<b>Directorate:</b>	Community Wellbeing
<b>Department:</b>	Community Services and Emergency	<b>File Number:</b>	F10/A04/000001

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

Reason: Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

Reason: Nil

### Appendix

Horsham Rural City Council Community Inclusion Plan 2019-2022 – Draft for Public Feedback (**Appendix "9.10A"**)

### Purpose

To present to Council the Horsham Rural City Council Community Inclusion Plan (CIP) 2019-2022 and recommend the public be invited to comment for a period of four weeks before Council considers the plan for adoption.

### Summary

- The purpose of the CIP 2019-2022 is to enable Council to meet its obligations under Federal and State anti-discrimination legislation, promoting the rights of people with disabilities or access issues.
- The previous 2013-2016 Disability Access and Action Plan (DAP) guided improved access and inclusion across the Horsham municipality, delivering in the process a number of key achievements.

### Recommendation

That Council receive and note the Draft Horsham Rural City Council Community Inclusion Plan 2019-2023 and make it available to the community for comment for a period of four weeks.

### Council Resolution

#### **MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

That Council receive and note the Draft Horsham Rural City Council Community Inclusion Plan 2019-2023 and make it available to the community for comment for a period of four weeks.

CARRIED

## REPORT

### Background

The previous DAP was adopted on 15 July 2013 and guided improved access and inclusion across the Horsham municipality. Some key outcomes and achievements of the DAP are provided below.

#### ***Social Connection***

- Council's Community Grant Guidelines were updated to include improving access as a key outcome.
- Council's public meetings are now held wherever possible in accessible venues.
- Desktop hearing shuttles are located at Customer Service Centres, Horsham Town Hall and Visitor Information Centre, making it easier for those that are hard of hearing to communicate.

#### ***Information on Services***

- Council publications are available in alternative formats.
- Acknowledgement and celebration of Seniors Week, International Day for People with a Disability and Mental Health Week.
- *My Community Directory* has comprehensive information on disability services and accessible facilities.

#### ***Education and Awareness***

- Community Education sessions are held on the use of companion cards.
- Disability Awareness training conducted for staff, volunteers and Councillors.

#### ***Built Environment***

- Installation of Changing Places toilet facility in May Park: allows people with specific requirements to have access to a toilet and appropriate change facilities to enable greater participation in community life.

### Discussion

The preparation of a new DAP or CIP is a requirement of the *Victorian Disability Act 2006*. The CIP therefore assists Council to meet its legislative requirements, promoting the rights of people with disabilities and access issues.

Estimates are that there are approximately 4,000 people living with a disability who are a resident in Horsham, of whom, 1,333 are thought to have a severe or profound disability. As a primary provider of services at a local level, Council plays a key role in building a more accessible community and reducing barriers to inclusion experienced by people with a disability.

As the population increases and the proportion of older people in the population increases, the level of disability in the community is likely to increase significantly, making it vitally important that the access and inclusion of people with a disability into the wider Horsham community is properly considered and planned for.

Data analysis and stakeholder and community engagement were used in forming the key themes and actions in collaboration with information provided from community engagement undertaken in other plans. The key themes are: Participation, Equity, Adaption, Inclusion, Advocacy and Celebrate.

### Financial Implications

There may be a requirement for an increase in project budgets as a result of applying Universal Design principles to projects to ensure we are meeting the Universal Access Design guidelines, therefore ensuring refitting/redesign won't be required in the future. There are a small number of actions that will require funds and will need to be considered by Council in future budgets.



**Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 1 – Community and Cultural Development

Arts and Cultural Plan 2014-2018

Goal 1 – Cultural Awareness

Health and Wellbeing Plan 2017-2023

Goal 1 – Increasing healthy eating and active living

Goal 3 – Improving Mental Health: Support and promote activities and events that build community resilience and social networks for all groups

**Consultation/Communication*****Internal Stakeholders:***

Deaf Access Worker, Councillors, Community Wellbeing Directorate, Executive Management Team.

***External Stakeholders:***

Uniting Wimmera (UW), National Disability Insurance Scheme (NDIS) providers, Latrobe Community Health Service, National Disability Insurance Agency (NDIA), Department of Health and Human Services (DHHS), Woodbine, Wimmera Health Care Group (WHCG) Wimmera Primary Care Partnership (Wimmera PCP), Grampians Community Health (GCH), Rights Information Advocacy Centre (RIAC).

**Risk Implications**

There is a risk of non-compliance with legislation if a new CIP is not adopted. There is a similar risk of possible adverse community feedback.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

This report recommends that Councillors receive and note the Draft Horsham Rural City Council Community Inclusion Plan 2019-2023 and make it available to the community for comment for a period of four weeks.

**9.11 URBAN ROAD RECONSTRUCTION – CONTRACT 20/009**

<b>Author's Name:</b>	Mazen Aldaghstani	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Manager engineering Services	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F04/A05

**Officer Direct or indirect Conflict of Interest**

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

**Status**

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

**Appendix**

Nil (refer to confidential report on this subject)

**Purpose**

To award the Urban Road Reconstruction Contract 20/009 for the reconstruction of sections of three urban roads, being part of Albert Street, Johnson Street and part of Federation Avenue.

**Summary**

- The reconstruction of sections of three urban roads have been bundled into one tender process to achieve a better financial outcome.
- The reconstruction work is inclusive of Albert Street, Johnson Street and Federation Avenue.
- Two tenders addressing the specification requirements were received and evaluated in accordance with Council's procedures.
- Both tenders have come in over the budget with the lowest price being \$70,184 over budget.
- It is proposed that Council award the reconstruction works to the preferred tenderer with the budget shortfall being covered from potential savings of \$89,506 made from other recent projects.

**Recommendation**

That Council accept the tender submitted by Terfo Pty Ltd T/A Mintern Civil for the sum of \$860,184.64 ex GST for Contract 20/009 Urban Road Reconstruction with the budget shortfall being covered from expected savings from other recently awarded contracts.

**Council Resolution****MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

That Council accept the tender submitted by Terfo Pty Ltd T/A Mintern Civil for the sum of \$860,184.64 ex GST for Contract 20/009 Urban Road Reconstruction with the budget shortfall being covered from expected savings from other recently awarded contracts.

CARRIED

REPORT

Background

The reconstruction of part of Albert Street, Johnson Street and part of Federation Avenue has been scoped and budgeted for in 2019-20, as part of the annual Urban Roads Reconstruction program. These roads have all been assessed as nearing the end of their useful lives through Council’s routine asset condition inspection programs, primarily due to uneven road surfaces due to significant subgrade movement.

The diagrams below shows the sites of the works (hatched in each diagram).

Albert Street



Johnson Street



Federation Avenue



## Discussion

A detailed tender evaluation report is provided in the confidential report on this subject (**Appendix "15.3A"**). Key aspects of the report include:

- Two tenders were received
- A preliminary compliance checking was performed by the procurement team
- The evaluation of tenders was based on the criteria as presented in the evaluation report
- Tenders were assessed on the basis of best value to Council rather than the cheapest price.

Tender returns were received from the following two companies:

- Mintern Civil
- MF and JL Wilmore Contractors.

The tender from Mintern Civil has been considered as the best value to Council, with its tender price being significantly lower than Wilmore Contractors. The recommended tender, however, is \$70,185 over the allocated budget.

## Financial Implications

Recommended tender	\$ 860,185
Allocated budget	<u>\$ 790,000</u>
Budget Shortfall	\$ 70,185

It is proposed that the budget shortfall would be recovered from potential saving from recently awarded/ tendered contracts as follows:

Contract	Project	Budget	Recommended tender	Saving
20/006	Darlot Street Drainage Works	\$300,000	\$234,274	\$65,726
20/008	Reconstruction of Rural Roads	\$634,512	\$610,732	\$23,780
<b>Total Saving</b>				<b>\$89,506</b>

The bulk of funding for this project has been sourced from Council's infrastructure renewal gap funding.

## Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 3 – Asset Management

Four-Year Outcome 3.4 – Deliver works to develop and maintain Council's physical assets for long-term sustainability, amenity and safety

## Consultation/Communication

The key communication aspect with these projects will be the interaction between the appointed contractors, Council's project supervisor and the adjacent landowners. Council has standard arrangements in place for this communication.

## Risk Implications

Standard construction risks will apply. Supervision of works will be conducted by Council Officers to manage these risks. Detailed work program will be discussed with the successful contractor in a pre-commencement meeting.

**Environmental Implications**

Standard construction management practices will minimise environmental risks. There are no native vegetation or waterway issues associated with these works.

**Human Rights Implications**

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

**Conclusion**

The contract can be awarded to the preferred tenderer with the budget shortfall to be covered from saving from recently awarded/tendered works.

## 9.12 RURAL ROAD NETWORK PLAN

<b>Author's Name:</b>	John Martin	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Director Infrastructure	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F33/A12/000002

### Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

### Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

## Appendix

Rural Road Network Plan Consultancy Brief (**Appendix “9.12A”**)

### Purpose

To present the draft consultancy brief for preparation of the proposed Rural Road Network Plan.

### Summary

- The draft Horsham Urban Transport Plan is currently out for public consultation.
- The next phase of Council's strategic road/transport work is the preparation of a Road Network Plan for the rest of the municipality.
- The draft consultancy brief for this purpose was presented at a Council Briefing for review.
- It is proposed to engage a consultant to undertake this work in the latter part of 2019, with a view that the important public consultation phase would commence in February 2020.

### Recommendation

That Council approves the engagement of a consultant to conduct the Rural Road Network Plan based on the brief attached as **Appendix “9.12A”**.

### Council Resolution

#### **MOVED Cr Pam Clarke, Seconded Cr Les Power**

That Council approves the engagement of a consultant to conduct the Rural Road Network Plan based on the brief attached as **Appendix “9.12A”**.

CARRIED

### Cr John Robinson called for a division of Council

#### ***In favour of the motion:***

Cr Les Power  
Cr Pam Clarke  
Cr Alethea Gulvin  
Cr Josh Koenig  
Cr Mark Radford

#### ***Against the motion:***

Cr John Robinson

## REPORT

### Background

Preparation of an integrated transport strategy for Horsham was planned to be conducted in three phases, as follows:

- Stage 1 – including consideration of the connection between the three regional highways passing through Horsham, and a potential Bypass on Horsham’s perimeter. This plan was completed in 2016 but not adopted.
- Stage 2 – the Horsham Urban Transport Plan, for the urban/residential areas of Horsham – which is currently out for consultation.
- Stage 3 – a Rural Road Network Plan, for the balance of the municipality.

This report relates to Stage 3 of that planning.

### Discussion

In broad terms, the objectives of the Rural Road Network Plan are to define the future desired standards of service that would apply to each road segment in rural parts of the municipality, and to develop an affordable implementation plan to achieve those standards.

The consultancy brief (**Appendix “9.12A”**) identifies a broad range of issues of relevance to this objective, including:

- Freight links in the municipality’s rural areas, including connections with adjoining municipalities
- Establishment of a priority farm machinery network, to facilitate the passage of agricultural implements with reduced potential for conflict with main traffic routes
- Enhancements to safety
- Improvements to provide all weather access to key farming property locations
- Rationalisation of the road network where appropriate
- And many other issues.

At present, a range of service standards including potential upgrades, are listed in Council’s Asset Management Plan for roads. It is intended that this Rural Network Plan will provide a long-term vision for the breadth of upgrades required beyond those identified in the Asset Management Plan.

It should be noted that the focus of this proposed plan is roads, rather than transport in general. For this reason, issues such as passive recreation (walking/cycling trails) do not feature in the scope. Council already has, for example, a Bicycle and Shared Path Plan which extends beyond the Horsham urban area in this regard.

Separate to this work, Council’s Manager Strategic Asset Management will shortly be commencing complementary work on a review of Horsham’s road services provision. This review will look at the processes Council uses to deliver road construction and maintenance services, aiming to improve the efficiency and value of these services. This work contrasts from the Rural Road Network Plan preparation, as the services review is an internal look at “how” we do our work, while the Plan is aimed at determining the service standards sought by our road users.

### Financial Implications

\$50,000 has been budgeted for this work in the 2019-20 budget.

## Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 2 – Sustaining the Economy

Four-Year Outcome 2.2.07 Horsham Integrated Transport Strategy completed, including:

- Stage 2 – Horsham urban area
- Stage 3 – Rural areas of municipality

## Consultation/Communication

Community engagement is identified as a critical aspect of the project. This is reflected in the level of detail outlined in the project brief in this regard, including the following aspects (amongst others):

- Focus group workshops
- Area-based and other stakeholder representation on the Project Control Group
- The need for consultation conducted in locations across the municipality.

Note that Robyn Gulline, who chaired the Project Control Group (PCG) for the Horsham Urban Transport Plan has been approached to chair the PCG for the Rural Road Network Plan, and is willing to do so. It is proposed that representatives on the PCG will be enlisted as follows:

- For community members, through advertising, based on eight areas across the municipality. The independent chair of the PCG would select representatives from the nominations where more than one nomination is submitted.
- For stakeholder groups, by invitation to the relevant group to nominate its representative.

The selected consultant would be required to develop a detailed engagement plan in accordance with the brief and Council's engagement procedure.

## Risk Implications

Effective consultation is a key risk to be managed through the project, as described above. The proposed timing of the project avoids the consultation "no-go zone" during harvest/Christmas and summer school holidays.

## Environmental Implications

Nil during the planning phase of the project. Planning for implementation of identified actions from the plan could lead to some environmental issues needing investigation.

## Human Rights Implications

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

## Conclusion

The Rural Road Network Plan will set the objectives for development of the road network across the municipality, other than in the Horsham urban area.



**9.13 ECONOMIC DEVELOPMENT REPORT**

<b>Author's Name:</b>	Stephen Pykett	<b>Director:</b>	Angela Murphy
<b>Author's Title:</b>	Manager Economic Development	<b>Directorate:</b>	Development Services
<b>Department:</b>	Economic Development	<b>File Number:</b>	F15/A06/000001

**Officer Direct or indirect Conflict of Interest**

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

**Status**

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

**Appendix**

Nil

**Purpose**

To receive and note the Economic Development Report for September 2019.

**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 September 2019.

**Council Resolution**

**MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

That Council receive and note the Economic Development Report for September 2019.

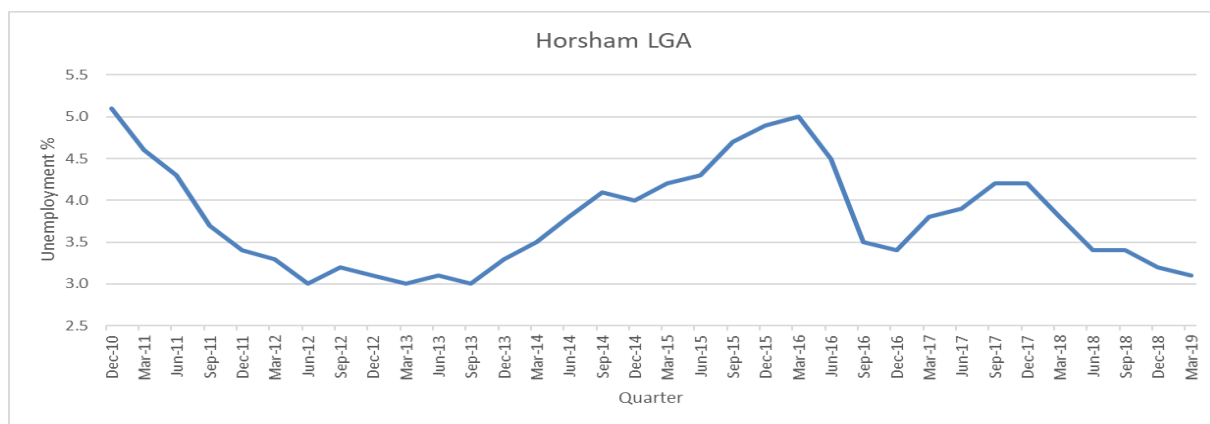
CARRIED

**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**

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

**Economic Benchmarks and Data****Unemployment**

Region	Unemployment
Australia	5.2%
Victoria	4.8%
Horsham (LGA)	3.1%

Department of Employment, Skills, Small and Family Businesses; Small Area Labour Markets – March quarter 2019

**Planning Applications Determined**

	Number	Cost	YTD	YTD cost of development
September 2019	12	\$2,649,800	42	\$7,108,277
September 2018	6	\$50,000	27	\$7,819,936
<b>Change</b>	<b>+6</b>	<b>+\$2,599,800</b>	<b>+15</b>	<b>-\$711,659</b>

**Building Permits Issued**

	Number	Total cost of development	YTD	YTD cost of development
Council	9	\$596,476	24	\$2,306,184
Private surveyors	13	\$4,174,606	44	\$15,306,778
<b>Total</b>	<b>22</b>	<b>\$4,771,082</b>	<b>68</b>	<b>\$17,612,962</b>

**Summary of building permits issued YTD**

	Number	Total Value	Commercial		Domestic	
			No	Value	No	Value
Council	24	\$2,306,184	4	\$1,083,343	20	\$1,222,841
Private surveyor	44	\$15,306,778	17	\$7,587,812	27	\$7,718,966
<b>Total</b>	<b>68</b>	<b>\$17,612,962</b>	<b>21</b>	<b>\$8,671,155</b>	<b>47</b>	<b>\$8,941,807</b>

**Business Engagement****Direct business engagement**

	Number	YTD
General business	11	58
New or expanding business	3	12
Event organisers	4	9
<b>Total</b>	<b>18</b>	<b>79</b>

**Networking and business event breakdown**

	Number	YTD
Networking & business events	3	14

Networking attended	Attendees	Details
Bendigo Invention Innovation Festival	150	Showcasing Horsham to business and government
Environmental Water Forum	20	Information session and report launch
Creative Horsham SRG	20	Creative Horsham workshop
<b>Total</b>	<b>190</b>	

Facilitated business events	Attendees	Details
<b>Total</b>	<b>0</b>	

## Tourism and Events

	Number	YTD
Notice of intention to hold an event applications	10	32
Visitor information Centre visits	1187	3007
Visithorsham.com web visits	3617	9463

## Strategic Planning

Horsham South Structure Plan	<ul style="list-style-type: none"> <li>The project is needed in order to ensure that South Horsham develops in a coordinated way, ensuring infrastructure needs such as traffic and transport connectivity, sewer, water and drainage to be developed in a sequenced way, avoiding land use conflicts and development limitations in the future.</li> <li>Horsham South Key Strategic Directions Report is currently under review by the PCG, in preparation for targeted landholder engagement.</li> </ul>
Horsham Aerodrome Business Plan review	<ul style="list-style-type: none"> <li>Council has appointed a consultant to begin development of the Horsham Aerodrome Masterplan.</li> <li>An assessment of both the previous Aerodrome Business Plan and Aerodrome Masterplan has been undertaken along with stakeholder engagement.</li> <li>On 20 June 2019 further engagement took place with the Aerodrome user group to discuss the draft findings.</li> <li>More engagement is planned.</li> </ul>
City to River	<ul style="list-style-type: none"> <li>Wider community engagement process commenced 4 July 2019 and closed 30 August 2019.</li> <li>All submissions were summarised further targeted engagement is planned.</li> </ul>

## Infrastructure Development

Enhanced Broadband Project (Connecting Regional Communities Program)	<ul style="list-style-type: none"> <li>Funding of \$1.7million has been announced to install high speed broadband at one gigabit per second in both directions in the Horsham Rural City Council area. This proposed fixed wireless service will be available to businesses in Horsham, Wimmera Intermodal Freight Terminal Precinct, Aerodrome and Horsham Enterprise Park. Spirit Telecom has been awarded the tender to deliver this "state of the art" internet access through fixed wireless.</li> <li>Construction has begun and services are expected to be available for businesses in the second half of 2019.</li> <li>Spirit Telecom has begun advertising services to businesses.</li> </ul>
Horsham Regional Livestock Exchange roofing	<ul style="list-style-type: none"> <li>Has successfully received funding under the Building Better Regions Fund to roof the Livestock Exchange for \$1.49million towards a total project of \$3.03million to improve animal and human welfare, value of sheep from improved shelter conditions, water savings and efficiencies in cleaning the facility.</li> <li>A tender process has been completed and construction planning is underway.</li> </ul>

## Projects and Programs

Environmental Upgrade agreements	<ul style="list-style-type: none"> <li>• Council has agreed to offer Environmental Upgrade Agreements (EUA's) that assist businesses and commercial property owners in Horsham by providing access to Environmental Upgrade Finance. This scheme gives access to finance for energy and environmental efficiency upgrades to buildings with repayments made through Council's rates system.</li> <li>• Initial interest has been positive with applications progressing through the system.</li> <li>• Community interest remains positive and further agreements are expected.</li> </ul>
Wimmera Business Centre	<ul style="list-style-type: none"> <li>• A review of the centre and its operations is being undertaken to look at the current offerings from the Business Centre, review practices in other centres and to identify start up trends.</li> <li>• Engagement through this process has quantified a level of interest in a co-working space in Horsham.</li> <li>• Further workshops with small and home based businesses are being arranged.</li> </ul>
Horsham Visitor Information Centre	<ul style="list-style-type: none"> <li>• The VIC review is continuing in association with Grampians Tourism who are undertaking a Grampians wide Visitor Servicing review.</li> <li>• The final report has now been received and is being evaluated.</li> </ul>

## Business Development, Tourism and Events

Major Sporting Events	<ul style="list-style-type: none"> <li>• Horsham will host the PGA ProAm in October 2019 which will see around 160 professional and amateur golfers in Horsham for three days. Part of the event includes community engagement.</li> <li>• A round of the National motocross is being negotiated for Horsham to be scheduled for late March or April 2020. These events are estimated to be worth close to \$500,000 in income to Horsham and the region.</li> </ul>
Localised	<ul style="list-style-type: none"> <li>• The Localised project aims to raise awareness of local businesses, prevent spending leakage from the region and facilitate business to business communication. This has been a major business engagement tool with currently 70 profiles across the Wimmera.</li> </ul>
Tourism	<ul style="list-style-type: none"> <li>• The Visit Victoria tourism review workshop and information session was held in Horsham on 15 August 2019 with approximately 80 people attending.</li> <li>• The review is expected to provide recommendations in early 2020.</li> </ul>
Better Approvals	<ul style="list-style-type: none"> <li>• Council has been working with Small Business Victoria to streamline business approvals in Horsham. Information provided by small businesses has helped shape the service enhancements to reduce overall processing times.</li> <li>• An official launch will be held 8 October 2019.</li> </ul>

## Financial Implications

Not applicable

## Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 2 – Sustaining the Economy

## Consultation/Communication

Not applicable

**Risk Implications**

Not applicable

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The Economic Development Report for September 2019 is provided for the information of Councillors.

**9.14 ACTING CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT**

<b>Author's Name:</b>	Graeme Harrison	<b>Director:</b>	Not applicable
<b>Author's Title:</b>	Acting Chief Executive Officer	<b>Directorate:</b>	Not applicable
<b>Department:</b>	Chief Executive Office	<b>File Number:</b>	F06/A01/000001

**Officer Direct or indirect Conflict of Interest**

In accordance with *Local Government Act 1989* – Section 80C:

Yes  No

**Reason:** Nil

**Status**

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

Yes  No

**Reason:** Nil

**Appendix**

Nil

**Purpose**

To receive and note the Acting Chief Executive Officer's Operational Report for October 2019.

**Summary**

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

**Recommendation**

That Council receive and note the Acting Chief Executive Officer's Operational Report for October 2019.

**Council Resolution****MOVED Cr Pam Clarke, Seconded Cr Alethea Gulvin**

That Council receive and note the Acting Chief Executive Officer's Operational Report for October 2019.

CARRIED

## 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.

#### 1. *Advocacy/Funding Announcements*

**Gender Equity (Pilot):** Council has received a grant of \$50,000 to assist the Victorian Government's development of a Gender Equality Bill. The grant will support Council in piloting the implementation of gender impact analysis and workplace gender auditing tools, which will later be mandatory for all Councils. The purpose of the pilot is to test guidance materials developed by the Victorian Government and provide advice on any refinement needed in tailoring to the needs of the local government sector.

#### 2. *Community Engagement*

**Civic Reception:** The Order of Australia Association Horsham Branch, Student Citizenship Awards were held at Council on 9 October 2019. Four young people received an award for contributing to their school and community. The awards are not for academic or sporting achievements.

**Local Government Rating System Review:** The Victorian Government held two forums in Horsham on Tuesday 15 October 2019 at Federation University Australia and forms part of the rating review. One forum was specifically for Councillors and staff and the other for members of the public. Each session was well attended.

#### 3. *Projects and Events*

**Municipal Association of Victoria (MAV) Annual Conference:** The Mayor, Cr Mark Radford, attended the MAV Annual Conference on 17 October 2019. The Hon Adem Somyurek, Minister for Local Government and Small Business addressed the forum. Other presenters included Sarah Marker, Head of Climate Risk Governance of Minter Ellison Lawyers, Amanda Sinclair, Christine Young the Director community development at City of Melville, Samantha Ratnam, Leader of the Victorian Greens and the Hon Michael O'Brien, Leader of the Opposition. Presentations and panel discussions were held on Waste and Recycling and Reconciliation and Treaty.

**MAV State Council Meeting:** The Mayor attended the MAV State Council Meeting on 18 October 2019. Council's motion in relation to Rural Cemeteries was not voted upon as it was deemed to not be of State-wide significance even though Council lodged it as such. Other avenues will need to be investigated for advocating for support in this area.

**Regional Cities Victoria (RCV) Meeting:** The Mayor, Cr Mark Radford, and Acting Chief Executive Officer, Graeme Harrison, attended the RCV meeting in Melbourne on 17 October 2019. The agenda included the following –

- Cr Samantha McIntosh provided an update on Regional Capitals Australia
- Anne Cronin, Commissioner for Better Regulations provided an update on Better Planning and Building Approvals
- Draft RCV State Budget submission, media and communications strategy and RCV election process discussions were held
- Inquiry into Regional Australia discussions



- Simon Phemister, Secretary, Department of Jobs, Precincts and Regions provided an update.
- Update from Rural Councils Victoria.

#### **4. Staff Matters**

**Conflict of Interest and Good Complaints Handling Workshops:** The Victorian Ombudsman provided training for local government staff on Conflict of Interest and Good Complaints Handling. The two workshops were held on 15 and 16 October 2019 at the Civic Centre. These workshops were attended by Horsham Rural City Council staff and neighbouring Councils.

**Victorian Electoral Commission's (VEC) Draft Service Plan:** The VEC held an information session at Council on 15 October 2019 on their draft service plan for 2020 local government elections.

#### **Financial Implications**

Not applicable

#### **Links To Council Plans, Strategies, Policies**

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

#### **Consultation/Communication**

Not applicable

#### **Risk Implications**

Not applicable

#### **Environmental Implications**

Not applicable

#### **Human Rights Implications**

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

#### **Conclusion**

That Council receive and note the Acting Chief Executive Officer's Operational Report for October 2019.

## 10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

### Cr Mark Radford, Mayor

- 22 September 2019 – Scouts Victoria, Wimmera District Awards
- 23 September 2019 – Citizenship Ceremony
- 23 September 2019 – Council Ordinary Meeting
- 24 September 2019 – ABC Radio Interview
- 25 September 2019 – Wimmera Health Care Group Ladies Auxiliary Fashion Parade
- 25 September 2019 – Meeting with Phil McFarlane (EAT Group)
- 25 September 2019 – Ambulance Staff Service Awards
- 30 September 2019 – Letter of Congratulations to Bennett Road Milk Bar Owners
- 1 October 2019 – National and Victorian Police Service Medal Presentations
- 1 October 2019 – National Police Remembrance Day Service
- 3 October 2019 – Wimmera Mail Times 60<sup>th</sup> Anniversary Function
- 4 October 2019 – Leadership Wimmera Business Leaders Presentations
- 6 October 2019 – Horsham Western Open Golf Tournament
- 7 October 2019 – Launch of Seniors Week
- 7 October 2019 – Aboriginal Advisory Committee
- 7 October 2019 – Council Briefing Meeting
- 8 October 2019 – Headspace Horsham Meeting and Tour
- 8 October 2019 – Tourism Advisory Committee Meeting
- 8 October 2019 – Launch of the “Better Approvals” Program
- 9 October 2019 – Tidy Towns, Presentation of Local Awards
- 10 October 2019 – Meeting with Peter Hutchesson
- 10 October 2019 – Order of Australia Student Citizenship Awards
- 11 October 2019 – Horsham Arts Council “Mama Mia” Production
- 12 October 2019 – Apex Club 15 Hand-Over Dinner and Ceremony
- 13 October 2019 – Re-dedication of the War Memorial Avenue in Dimboola
- 14 October 2019 – Horsham “Friends a breast” Field of Women Ceremony and Lunch
- 14 October 2019 – Council Briefing Meeting
- 15 October 2019 – Farewell to Sally Pymmer from the Wimmera Drug Action Taskforce
- 15 October 2019 – Local Government Rating System Review Consultation
- 16 October 2019 – Letter of encouragement to “Black Pepper” (new shop in Firebrace Street)
- 16 October 2019 – National Pulse Conference Panel Discussion guest
- 17 October 2019 – Municipal Association of Victoria Annual Conference
- 17 October 2019 – Regional Cities Victoria Meeting #5
- 18 October 2019 – Municipal Association of Victoria State Council
- 23 October 2019 – ABC and 3WM Radio Interviews
- 23 October 2019 – Australia Day Planning Meeting
- 23 October 2019 – Wimmera River Improvement Committee Meeting and Annual General Meeting
- 24 October 2019 – Christian Emergency Food Bank Annual General Meeting
- 25 October 2019 – Launch of the Great Wimmera River Duck Race
- 25 October 2019 – Seasonal Conditions Meeting
- 25 October 2019 – Tour of the Avonbank Exploration Test Pit

**SUSPEND STANDING ORDERS**

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Alethea Gulvin**

That Standing Orders be suspended for Verbal Councillor Reports and Acknowledgements.

CARRIED

*The time being 6.40pm, the Council meeting was suspended.*

**RESUME STANDING ORDERS**

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Josh Koenig**

That Standing Orders resume.

CARRIED

*The time being 6.45pm, the Council meeting resumed.*

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Pam Clarke**

That the Councillor Reports and Acknowledgements be received.

CARRIED

**11. URGENT BUSINESS**

Nil

**12. PETITIONS AND JOINT LETTERS**

Nil

## 13. PROCEDURAL BUSINESS

### 13.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

Council Briefing held on Monday 7 October 2019 at 5.30pm in the Council Chamber, Civic Centre, Horsham

Council Briefing held on Monday 14 October 2019 at 5.30pm in the Council Chamber, Civic Centre, Horsham

Refer to **Appendix “13.1A”**

### 13.2 SEALING OF DOCUMENTS

Renewal of Lease of Real Estate – Specsavers Pty Ltd, 51-53 Firebrace Street, Horsham

### 13.3 INWARD CORRESPONDENCE

Nil

### 13.4 COUNCIL COMMITTEE MINUTES

Dudley W Cornell Advisory Committee Meeting held on Thursday 18 July 2019 at 6.00pm at the Kalkee Road Children’s and Community Hub

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.

#### **Council Resolution**

**MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

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.

CARRIED

**14. NOTICE OF MOTION**

Nil

## 15. CONFIDENTIAL MATTERS

### Council Resolution

#### **MOVED Cr Les Power, Seconded Cr Alethea Gulvin**

That the Council meeting close to the public to consider Confidential Matters.

CARRIED

*The time being 6.47pm, the meeting closed to the public.*

*The time being 6.51pm, the Council meeting opened to the public.*

## 15.1 CONFIDENTIAL COUNCIL RESOLUTIONS

### Council Resolution

#### **MOVED Cr Alethea Gulvin, Seconded Cr Josh Koenig**

That Council receive and note the Outstanding Confidential Council Resolutions and Completed Confidential Council Resolutions action lists.

CARRIED

## 15.2 RURAL ROADS RECONSTRUCTION, WAIL KALKEE – CONTRACT 20/008

### Council Resolution

#### **MOVED Cr Pam Clarke, Seconded Cr Josh Koenig**

That Council accept the tender submitted by Willmore Contractors for Contract 20/008 for the lump sum of \$598,937.70 ex GST for the reconstruction of sections of Wail Kalkee Road.

CARRIED

The meeting closed at 6.52pm.



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The Mayor, Cr Mark Radford  
Chairperson