

AGENDA

MEETING OF THE HORSHAM RURAL CITY COUNCIL

To be held on
27 September 2021
At 5.30pm

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

www.hrcc.vic.gov.au



Horsham Rural City
Council urban rural balance

COUNCILLORS are respectfully requested to attend the Council Meeting of the Horsham Rural City Council to be held at 5.30pm on 27 September 2021 to be held online and livestreamed at www.hrcc.vic.gov.au

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

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

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

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

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

3. OPENING AND WELCOME

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

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

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

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

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

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

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

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held online and livestreamed at 5.30pm on 23 August 2021 be adopted.

7. CONFLICTS OF INTEREST

Declarations of Interest

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Members of Staff

Under Section 130 of the *Local Government Act 2020*, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

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CLOSE



SUNIL BHALLA

Chief Executive Officer

9. OFFICERS REPORTS

9.1 GREENING GREATER HORSHAM – MUNICIPAL TREE STRATEGY

Author's Name:	Mandy Kirsopp	Director:	Kevin O'Brien
Author's Title:	Co-ordinator Recreation and Open Space	Directorate:	Communities and Place
Department:	Arts, Culture and Recreation	File Number:	F24/A11/000007

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Draft strategy: *Greening Greater Horsham – A Municipal Tree Strategy* (**Appendix “9.1A”**)

Greening Greater Horsham – A Municipal Tree Strategy, Community Engagement Plan (**Appendix “9.1B”**)

Purpose

To receive and note the Draft *Greening Greater Horsham - A Municipal Tree Strategy* and release it for community consultation.

Summary

The development of a municipal tree strategy: *Greening Greater Horsham – A Municipal Tree Strategy* has been progressing as planned and is on schedule and within budget.

Bendigo-based Urban Forest Consulting was engaged in February 2021, briefings held with both internal and external stakeholders, available baseline data collected and results benchmarked with comparable regional LGAs. A draft tree strategy has been developed.

The strategy and associated action plan provide the framework and guiding documents to improve the quality, quantity and health of tree assets across the municipality. The strategy establishes a vision and goals for Horsham's long term tree management and will assist Council transition from maintaining trees on an individual or street basis, to regarding trees as assets for management as a collective and integrated resource. The strategy makes a commitment to addressing climate change, to improving the amenity and comfort of living in our municipality, recognises the economic value of trees and provides a framework for the proactive and sustainable management of trees.

The draft *Greening Greater Horsham - Municipal Tree Strategy* was endorsed by the Internal Working Group (IWG) on 31 August 2021.

Recommendation

That Council receive and note the Draft *Greening Greater Horsham – A Municipal Tree Strategy* and release it to the community for a six week period of consultation and feedback.

REPORT

Background

Horsham Rural City Council (HRCC) has not previously had a strategic planning document in relation to selection, prioritisation and management of trees. To address this, provision was made in the 2020-2021 Budget to undertake this work.

In December 2020 an Internal Working Group (IWG) was established and in February 2021, Urban Forest Consulting was engaged to work with HRCC staff to develop a Tree Strategy.

Urban Forest Consulting has recent and extensive experience in the development of urban forest and tree management strategies for Local Government Authorities including City of Ballarat, City of Maribyrnong, Yarra Ranges, Greater Shepparton and Hindmarsh Shire. Meg Caffin, Principal of Urban Forest Consulting and Ian Shears (19 years with the City of Melbourne) have been key contacts and resources in the development of the strategy.

Extensive consultation has occurred across the organisation, baseline data has been collected and benchmarked against comparable LGAs and a draft Tree Strategy has been developed and was endorsed by the Internal Working Group on 31 August 2021.

Discussion

Purpose of the Tree Strategy

The Tree Strategy and associated Action Plan establishes a vision and goals for the long term management of trees across our municipality.

The strategy provides the background context, current situation and desired outcomes for Horsham Rural City Council's urban street, park and rural roadside trees. This includes trees within Horsham township, along rural roads and within smaller townships throughout the municipality. The strategy also flags further investigations and work for trees on private land.

The Tree Strategy will assist Council transition from maintaining trees on an individual or street basis, to regarding trees as assets for management as a collective and integrated resource that will contribute to the health and wellbeing of our community.

The IWG developed a Vision to guide development of the project, the Vision states that:

Trees will be healthy, vibrant and valued assets of the municipality's infrastructure.

Using integrated, sustainable management practices, HRCC will create a welcoming landscape with a canopy cover that supports biodiversity and climate resilience and contributes to the community's physical and mental well-being.

The Strategy seeks to embed the following objectives into Council's everyday business:

- **Protect and enhance existing public trees:**
Ensure existing trees are protected from unnecessary removal or damage and that they are cared for to ensure longevity, optimum health and minimisation of risk.
- **Increase tree canopy cover:**
Improve the cover of natural shade in our townships to create attractive and walkable streets.
- **Improve streetscape character and biodiversity linkages of Horsham and townships including river frontage**
Utilise tree planting to improve the look and feel of our streetscapes and to increase connectivity and habitat for biodiversity.

- **Educate and engage with the community**

Raise awareness within our community about the importance of urban trees, including on private land and increase community participation in decision making.

- **Deliver a best practice tree management program**

Ensure the care of our trees is based on industry best practice of urban tree management techniques and methods.

- **Celebrate cultural heritage**

Plan for the City's landscape to help define its character, culture and image and reinforce the value placed on culturally and historically significant trees.

The draft Tree Strategy is in two parts:

A. Background and Context

Provides a strategic context for the Tree Strategy, a history of Horsham's trees and summary of Council's current tree management program, explicitly reviews the current Council Tree Program and identifies internal and external challenges and opportunities.

B. Implementation Actions

Specifies desired outcomes, timeframe, budget and responsibilities for actions to achieve the vision.

Summary of key findings presented in the draft Strategy

Part A. Background and Context

1. Risks

Risk 1- Reactive asset management

The current tree management program is largely reactive rather than proactive. This is because of the volume of customer requests, existing budget limitations, available resources and the structural system set up to manage tree related inquiries.

In 2011, the Municipal Association of Victoria, Insurance Department reviewed the status of Horsham Rural City's tree management program. They concluded that Council should at a minimum:

1. Formalise the reactive (customer request) maintenance program
2. Review the street tree policy and include a detailed ongoing strategy for programmed maintenance, planting and allocation of resources with consideration of risk
3. Prioritise proactive inspections and maintenance
4. Develop a tree inventory.

At this stage, none of the recommendations have been implemented.

Recent coroners' inquests into tree related deaths emphasise the need for local governments to have an appropriate understanding and management of risk in relation to their tree assets.

While there is no legal requirement to do so, a transition towards a proactive tree management program that better manages risk as well as improving the overall health, vigour and structure of the tree population will bring a wealth of benefits including better management of asset risk while reducing the amount and cost of reactive maintenance over time

Risk 2- Street tree diversity

There are an estimated 15,000 street trees within the Horsham Township. Approximately one third of Horsham's street trees have been audited. The most commonly planted tree is *Pyrus calleryana*, the Chanticleer ornamental pear. This species represents 14.5% of the audited tree population. Generally, no single species should represent more than 5-10% of a population and *Pyrus* may well be over-dominant in Horsham's street and parks.

Risk 3 – Climate change

Species selection for a changing climate will be critical to ensuring healthy trees that maximise their benefits into the future. Council should continue to review and update its preferred species list to include trees that are climate-adapted and the list should be utilised by Council, developers, other government agencies and community groups.

2. Tree data*Inventory*

Within HRCC, there is currently no comprehensive IT system in place for the management of a tree inventory for new data capture, analysis of existing data, recording works or integrating activity across work areas. A dated and substandard system Nemus does not provide the necessary capability to manage tree assets and plan effectively. The absence of data prevents the opportunity to view trees as an asset, to place a value on trees and to adequately budget for their sustainable management. Approximately only a third of the urban trees are listed on a spatial tree inventory and only some of these contain data about individual trees. Without a detailed understanding of the extent or quality of tree assets Council cannot implement a proactive maintenance program. Commitment to a comprehensive tree inventory is one of the first and primary recommendations of the Strategy.

Monetary value

Council has not applied a dollar value to trees nor has classified them as assets. Many Councils apply an amenity and/or environmental value to trees. By attributing a dollar value to each tree asset, trees can form part of the cost and benefit associated with proposed developments. Requests to remove trees would incur fees recognising both the environmental value of the tree and the cost to replace and establish a new tree.

3. Tree canopy cover

Tree canopy assessments have been made through the purchase of a subscription to Near Maps. Near Maps uses Artificial Intelligence (AI) to analyse and compare aerial data. The following assessment of tree canopy has been made:

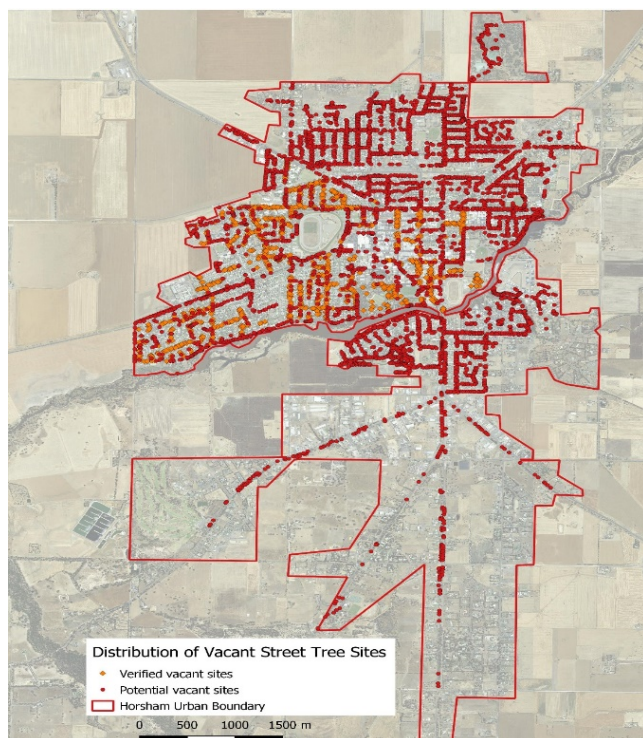
- Tree cover (vegetation over 3m in height) for the municipal area is 12.8%
- This is considered low with optimum canopy cover being between 30-40%
- Tree coverage of road reserves across the municipality is at 20.4%, demonstrating the role that rural roadside vegetation plays in contributing to vegetation cover across the Municipality
- In the urban township of Horsham (including Haven) 13% of the land area is covered by tree canopy
- Tree canopy cover for the CAD (data as at 2020), is very low at 6.04%
- Canopy cover over the CAD's public roads is higher at 9.9%.

A range of canopy targets are required to inform the operational program. Targets have the added benefit of encouraging practices to protect trees, maintain and care for existing trees and plant new trees where shade is needed the most.

Additionally, many other Victorian Councils have recognised the contribution made by large, healthy trees and have defined Canopy and Significant trees and sought to protect them through Local Laws or planning overlays.

4. Tree planting opportunities

Although a strong tree planting program has commenced, there is significant scope to plant more trees within the urban area of Horsham. A total of 5,698 vacant street tree planting sites have been identified for possible planting. Of these, 1,198 sites have been confirmed by Operation staff (in orange below) and are ready to be planted. The remaining 4,500 (coloured in red) have not yet been verified to determine feasibility of planting. Initial analysis suggests that the residential area in Horsham North has significant opportunities for continued and increased tree planting.



5. Tree management program

Trees are managed by the Council's Operations' team through both in-house works crews and contractors. Council is currently in the process of developing a Tree Management Policy that will provide a framework for consistent decision making regarding tree planting, tree management and tree removal.

6. Integrated urban design

Trees should be regarded as a fundamental public asset, (as are roads and footpaths) and be incorporated into the planning stages for all works undertaken by Council or resulting from development or major infrastructure projects. This means that trees would be incorporated into Council's asset register and be valued according to their contribution to the landscape and to community health and wellbeing. Trees must also be recognised as an appreciating asset that delivers multi-functional environmental, social and economic benefits.

7. Strategic planting of trees

There are areas of Horsham and other townships throughout the municipality where tree plantings are needed more so than in other locations. This is to improve shade cover for pedestrians, improve local amenity, address socio-economic disadvantage, reduce urban heat impacts and to provide buffer areas of biodiverse value e.g. the river corridor.

Streets that contained the following criteria were included in the prioritisation analysis:

- Retail/shopping strip
- School, hospital
- Park or open space (walking and cycling routes that connect the open space network)
- Gateway entrance into town
- Were within the Central Activity District (CAD)
- Communities that are socio-economically disadvantaged
- Identified Green Corridors (based on walking and cycling strategies)
- Part of or linked to the river corridor.

8. Neighbourhood and landscape character

Trees and vegetation contribute to neighbourhood character and make a significant contribution to the amenity of neighbourhoods. Council is about to begin the development of a Housing Strategy, under which a Neighbourhood study will be undertaken.

9. Tree planting in new development and subdivisions

New development and subdivisions present opportunities and challenges for trees in terms of their retention and protection, replacement and introduction. The Horsham Planning Scheme is currently being reviewed to identify gaps such as subdivision design and Environmentally Sustainable Design (ESD) particularly as a response to the increasing impacts of climate change.

10. Tree removal, protection and planting on private land

Private land contributes a significant proportion of tree canopy cover across the urban areas of Horsham and rural townships and contributes to tree planting and canopy targets. It is important to identify ways we can protect and enhance our private trees, especially those large, healthy canopy trees that have taken decades to establish. The strategy makes recommendations of how to include trees on private land and future developments to assist in meeting our municipality's canopy targets

Part B: Implementation Actions

A series of actions, including six headline actions have been identified to guide investment towards Council's trees. The actions reflect the key objectives of our tree management program:

1. Protect and Enhance
2. Increase Tree Canopy
3. Improve character and biodiversity
4. Educate and engage
5. Deliver best practice
6. Celebrate cultural heritage

The six headline actions provide the framework for a detailed Implementation plan that include:

1. Undertake a detailed inventory of all street and park trees within Horsham, Haven and Natimuk

2. Develop a 5-year program of proactive tree maintenance works that seeks to improve the overall health, structure and viability of all existing trees.
3. Continue to plant trees through a two-year rolling tree planting and renewal program that considers:
 - a. Appropriate species selection for the site and future climate viability, including trialling of new species. Seeking to diversify away from the use of *Pyrus*
 - b. Contract growing these trees to improve access to quality nursery stock
 - c. Improving the underground growing conditions e.g. passive infiltration of stormwater, trenching, mulching, access to adequate soil volumes where possible
 - d. Aligning and integrating with infrastructure planning works
 - e. Formal establishment program including formative pruning
 - f. Reducing the number of vacant sites to zero by 2031 by planting 560 more trees per year than are removed
 - g. Enhancing biodiversity outcomes along waterway corridors by focussing on indigenous species
 - h. Targeting areas that have been prioritised for tree planting.
4. Improve the way in which Council interacts with the community regarding trees: improve access to knowledge and information, improve transparency of programs, collaborate with groups seeking to be involved, encourage private landholders to care for and plant more trees on their own land.
5. Ensure that the upcoming Planning Scheme Review reflects the issues identified in the Tree Strategy, particularly the role that private trees play and how we can better protect and enhance them:
 - a. Explore the development of a Significant Tree Register, identify Council trees that require enhanced protection and identify the most appropriate regulatory mechanism for their protection
 - b. Investigate measures to protect trees on private land from unnecessary removal and ensure that trees are planted (or replaced) during the appropriate stages of subdivision and/or development
 - c. Require that additional trees are planted in new development to enhance neighbourhood character and contribute to a more abundant canopy cover in the future
 - d. Investigate the river corridor and ensure that appropriate planning controls protect trees and vegetation along the river corridor, and
 - e. Ensure that areas of significant vegetation and biodiversity are protected under the Planning Scheme.

Sustainability Implications

The Strategy will contribute to increased vegetation and canopy cover that provides areas of habitat for biodiversity, and cooler, greener townships that enhance the amenity and character of the municipality.

Community Engagement

The Community Expo held 24 to 29 June 2021 provided an initial opportunity for our community to provide input into issues and opportunities regarding a Tree Strategy.

Following endorsement of the draft *Greening Greater Horsham – Municipal Tree Strategy*, the draft strategy will be released for community comment. A program of consultation opportunities has been planned to occur over a four week period throughout October 2021.

Innovation and Continuous Improvement

The draft *Greening Greater Horsham - Municipal Tree Strategy* identifies opportunities for innovation and improvement. This includes: the development of a comprehensive tree inventory to enable informed planning, the development of a tree management policy, (proactive scheduling of planting and maintenance) investigating species selection for a changing climate and implementing water sensitive design elements to improve efficiencies and sustainability of actions.

This is the first time that Council has developed a strategy to guide and inform the management and improvement of municipal tree assets and commit to increasing overall canopy cover.

Collaboration

The draft Tree Strategy has been developed with input from a range of council staff/teams and external organisations.

Financial Implications

Significant investment (between \$100-200k) is needed for the establishment of a comprehensive and accurate tree inventory. This will provide the operational tool to create efficiencies in plant selection, prioritisation of planting, maintenance and will guide urban planning and development.

The 5 year program of proactive tree maintenance works cannot be costed until the tree inventory is completed. A commitment to increased tree canopy cover has not yet been costed.

Regional, State and National Plans and Policies

The Strategy will address all Regional, State, or National Plans and Policies that affect or govern the management of trees.

Council Plans, Strategies and Policies

Council Plan 2020-2024

Goal 1 Community and Cultural Development

- 1.1 Contribute to building a vibrant, diverse and resilient community
- 1.2 Develop a safe, active and healthy community, encouraging participation
- 1.3 Develop the municipality as a desirable place to live, work and enjoy for people of all ages and Abilities

Goal 2 Sustaining the economy

- 2.1 Cultivate opportunities for the municipality to prosper and pursue possibilities for new Development

Goal 3 Asset Management

- 3.3 Maintain asset management systems that will assist planning asset maintenance and capital renewal
- 3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety

Goal 5 Natural and Built Environments

- 5.1 Promote sustainability by encouraging sound environmental practice
- 5.2 Plan for rural and urban land use to create a sustainable municipality for the future

Risk Implications

A number of risks of inaction or of delaying remedial action have been identified and include:

- Reactive asset management and concerns identified by the MAV in 2011
- Risks associated with limited tree species selection (disease, ageing, whole of avenue destruction)
- Climate change and associated pressures on the natural environment (water scarcity and heat stress) and on the human environment (heat island effect, health and wellbeing, particularly for people experiencing socio-economic disadvantage)
- Community reaction to tree removal which appears not to be informed by a strategic, long term and defensible plan
- Failing to invest in the tree inventory which compromises successive work and objectives outlined in the strategy
- Over tree canopy loss due to failures in setting and reaching targets and committing to effectively resourcing the strategy.

Conclusion

The draft *Greening Greater Horsham – A Municipal Tree Strategy* recognises that trees are a valuable asset to our community: to our health and wellbeing, supporting biodiversity and climate resilience and that trees increase land values and neighbourhood character.

Greening Greater Horsham commits us to better managing our tree assets so we can maximise their benefits and our return on investment in them. The strategy provides a vision and actions to achieve the vision.

The best time to plant a tree was 20 years' ago. The next best time is now.

9.2 REVIEW OF COMMUNITY LOCAL LAW 2011

Author's Name:	Robyn Spiller	Director:	Kevin O'Brien
Author's Title:	Project Officer Local Law Review	Directorate:	Communities and Place
Department:	Community Services and Safety	File Number:	F19/A04/000001

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Consideration of submissions proposed Community Local Law 2021 (**Appendix "9.2A"**)

Copy of proposed Community Local Law 2021 (on public display from 29 June 2021) (**Appendix "9.2B"**)

Addendum to Council Report to consider the submissions in person at Council Briefing on 6 September 2021 (**Appendix "9.2C"**)

Purpose

To receive and note the submissions on the Community Local Law 2011 review.

Summary

Community Local Law 2011 for the municipal district is automatically revoked on 20 December 2021.

To comply with the making of local law process commenced under the *Local Government Act 1989*:

- Public notice of not less than the required 28 days was completed on 2 August 2021
- To allow adequate time for two Council meetings:
 - 27 September 2021 to consider submissions
 - 22 November 2021 to consider and adopt proposed Community Local Law 2021 and any amendments, by the sunset date of 20 December 2021.

Recommendation

That Council having considered the submissions in **Appendix "9.2A"** and heard submitters 74 and 75 on 6 September 2021, receive and note the addendum to this report (**Appendix "9.2C"**) and note the recommendation for each submission in **Appendix "9.2A"**.

REPORT

Background

The current Community Local Law 2011 is used by each Directorate of Council and regulates activities:

- On roads and land under the control or managed by Council
- The keeping and control of animals
- Building site management
- Overgrown and unsightly premises; and
- Nuisances such as noise and smoke not covered by other legislation.

The current Community Local Law 2021 will sunset on 20 December 2021 and to ensure that these matters continue to be controlled a replacement has been proposed.

On 28 June 2021, Council resolved to make the proposed Community Local Law 2021 (**Appendix “9.2B”**), available to the public and to invite submissions for a period of 34 days commencing on 29 June 2021.

In accordance with the provisions of the *Local Government Act 1989*, the notice in the Government Gazette and a public notice invited persons to make submissions. The submission period closed at midnight on 2 August 2021.

Council is required to consider all submissions and notify in writing each submitter of the decision and the reasons for that decision. Each submission, considerations setting out reasons for a decision and a recommended decision is set out in **Appendix “9.2A”**.

Discussion

Proposed Community Local Law 2021 was publicly notified for 34 days from 29 June 2021 to 2 August 2021 to comply with the *Local Government Act* and the Community Engagement Policy.

Public notice was published:

- Government Gazette on 1 July 2021
- Public Notice section of the Council website to and including 2 August 2021
- The Horsham Times
- The Weekly Advertiser.

Proposed Community Local Law 2021 and the required explanatory document were available at Customer Service, such that:

- One copy of the documents was requested and handed out by Customer Service
- An additional copy of the documents was requested and provided by email.

Submissions could be made through the web form on the “Have Your Say” section of Council’s website or in writing, by email or mail.

In addition, external stakeholders identified in the community engagement plan for the local law review were invited to and did participate in the Council Expo, Horsham Talks. Horsham Talks was held at Jubilee Hall on Thursday, Friday, Saturday, Monday and Tuesday commencing 28 June 2021. The Expo was attended by 204 people including invited stakeholders and the general public. The general public could view information about the local law review for the opening hours of Horsham Talks on each day of the Expo. A Council officer for the local law review was in attendance at Horsham Talks between 10am and 2pm each business day to assist with enquiries by the general public. Information Sessions for the local law review were held on each of those days. The Information Sessions were attended by 25 persons:

- Representing invited stakeholders; or
- In response to social media about the Information Sessions at Horsham Talks.

By the closing date, Council received 79 written submissions in the following ways:

- One by email prior to public notice, being a complaint together with a suggested change to current Community Local Law 2011
- Two by email from external stakeholders invited to Horsham Talks
- 11 through the web form on the “Have Your Say” section of Council’s website
- 61 submissions made through a consultant
- One by email subsequent to a telephone meeting with the submitter
- Two delivered at a meeting with the submitters
- One by email to Councillors.

Two submitters exercised the right in section 223 of the *Local Government Act 1989* and requested to be heard at the meeting to consider submissions. Of the two, one submitter requested to be represented by a specified person at the meeting to consider submissions. The relevant submissions are numbered 74 and 75 in **Appendix “9.2A”**. Invitations fix the day, time and place of the meeting for Council Briefing. If the submitters appear and are heard in support of submissions 74 and 75, a summary of the hearings is provided as an addendum to this Council Report for the Council Meeting.

The submissions, considerations (reasons for recommendations) and recommended decisions about the submissions are set out in **Appendix “9.2A”**. Consideration of submissions proposed Community Local Law 2021.

Of 81 clauses in proposed Community Local Law 2021:

- 34 clauses were the subject of submissions and of these:
 - No change is recommended for 21 clauses
 - Two clauses are omitted
 - Two clauses will be referred to the Technical Reference Group for the local law review project so that any change will be considered at the Council Meeting on 22 November 2021
 - Changes are recommended for the balance and although these changes are set out in **Appendix “9.2A”** these changes are to be considered at the Council Meeting on 22 November 2021
- Re-numbering of clauses will occur because of the omission of clauses and because of the recommended changes to clauses set out in **Appendix “9.2A”**, and the resulting amended proposed Community Local Law 2021 will be considered for adoption at the Council Meeting on 22 November 2021.

Two clauses will be referred to the Technical Reference Group so that any change to those clauses will be considered at the Council Meeting on 22 November 2021. Those clause are about:

- Infringement notice penalties as these have been affected by a change to the law since 1 July 2021
- Two submissions that outside of Horsham City the local law refer to the Township Zone under the Horsham Planning Scheme instead of the urban area. The Township Zone applies at Pimpinio, Natimuk, Dooen, Jung, Mitre, Noradjuha, Wonwondah North and Clear Lake.

As well as considering submissions by reference to the clause number in proposed Community Local Law 2021, the 79 submissions have been considered by subjects referred to. A submission for an individual submitter could refer to more than one subject. This means there are more subjects than submitters. These considerations are summarised in the following Table.

Roads	Nuisance	Council land	Animals	Other
Nature strips – • Parking x 3 • Horses prohibited on nature strips (and footpaths) in the urban area • Are weeds on nature strips a local law offence • Is maintenance of nature strip and street trees included in local law	Motor bikes on private land - noise and dust	Request better management of noise and parking from events athletics sport	Horses x 64	Enforcement (manner of enforcement / enforcement tools / or request to enforce) x 15
Who is responsible for repair of vehicle crossovers	Boat noise of waterways managed by Council	Permitted events may include vehicles other than on roads, formed tracks and carparks and the local law seems to prohibit this	All other	Definitions, permit conditions, incorporated documents, how to impound, internal review, delegations, overlap with other legislation etc. x 19
The definition of road related area should be clarified so it does not apply to private carparks e.g. shops and supermarket car parks	Fire in the open air x 2	The requirement for a permit for images for commercial purposes is too restrictive		Consultation x 5
	The definition of local nuisance is too prescriptive	Signs are too prescriptive		Airside restrictions x 2
	The definition of local nuisance is too broad	Signs are not prescriptive enough		Freight container permit too limited x 3
				Query the time to assess a firework permit x 1
				Query the urban area definition x 2
8	6	5	77	47

Options to Consider

For s 223 of the *Local Government Act 1989* Council must:

- Consider all the submissions made
- Notify in writing, each person who has made a submission, of the decision about the submission and the reasons for that decision.

Recommended decisions are set out in **Appendix “9.2A”** in the column headed ‘Recommended’. The reasons for decision will be summarised from the column headed ‘Considerations’ in **Appendix “9.2A”**.

Sustainability Implications

Nil

Community Engagement

See the Discussion section of this report.

Innovation and Continuous Improvement

The Ministerial Guidelines – Guidelines for Local Laws Manual have been followed. The Guidelines are to assist Council achieve better practice in the review of the local law.

Collaboration

The current Community Local Law 2011 is used by each Directorate of Council. In accordance with the Community Engagement Plan for the review of Community Local Law 2011, collaboration with a Technical Reference Group has occurred.

Financial Implications

The Council adopted Budget 2020-2021 committed a sum for the review of Community Local Law 2011.

Section 74 of the *Local Government Act 2020* requires a certificate by an Australian lawyer admitted to the legal profession for at least 5 years to be obtained before Council makes a local law. That certificate is required for the Council meeting of 22 November 2021.

A written fee estimate has been obtained in accordance with Council’s procurement process. It is expected that the total budget commitment will be applied to obtain the legal certificate.

Regional, State and National Plans and Policies

Not applicable to consideration of submissions by the public.

Council Plans, Strategies and Policies

The community engagement plan for the Local Law Review Project complies with the adopted Community Engagement Policy of Council.

Risk Implications

The Community Local Law 2011 for Horsham Rural City is automatically revoked on 20 December 2021.

Council is to consider community submissions at this first meeting, so that any necessary changes can be made to proposed Community Local Law 2021 for a second meeting on 22 November 20 to adopt the new local law by the sunset date of 20 December 2021.

Conclusion

That Council consider each submission and note the recommendations in **Appendix “9.2A”** and the addendum (**Appendix “9.2C”**).

9.3 ENVIRONMENT PROTECTION REGULATIONS 2021 – ONSITE WASTEWATER MANAGEMENT FEES

Author's Name:	Luke Mitton	Director:	Kevin O'Brien
Author's Title:	Coordinator Environmental Health	Directorate:	Communities and Place
Department:	Community Services and Safety	File Number:	F17/A02/000001

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To approve changes to permit fees for Onsite Wastewater Systems.

Summary

- The Environment Protection Regulations 2021 came into force on 1 July 2021.
- Council adopted the minimum fee units as prescribed in the Regulations.
- A grace period was approved from 1 July 2021 to 1 October 2021 to allow the community to adjust to the new fees.
- Proposed reduction in application fee for alteration and waiver of minor alteration fee of an onsite wastewater system.

Recommendation

That Council reduce the permit fees for Onsite Wastewater System alteration from \$734.67 to \$300.60 and waive the Onsite Wastewater System minor alteration fee of \$559.87 to encourage compliance and reduce the impact of legislative changes.

REPORT

Background

The new *Environment Protection Regulations 2021* introduced prescribed fee units for permit fees relating to Onsite Wastewater Management (OWM) permits. Following advice from the Environment Protection Authority (EPA) on the 14 May 2021 through the 'Regulating onsite wastewater management systems: Local Government Toolkit', the decision was made to adopt the minimum fee units in Council's 2021-2022 Budget. Given the limited time available, the Budget being in its final stages and in an effort to comply with the new Regulations, it was determined that this would be the most appropriate course of action.

Discussion

Prior to the introduction of the *Environment Protection Regulations 2021*, OWM was not extensively prescribed in the Environment Protection Act 1970. The Act allowed for a Permit to Install, Permit to Alter and Permit to Use to be issued and allowed Councils to set the necessary fees relating to these permits. As a result each Council administered the Act to suit their Community's needs.

Changes to the permit process have remained relatively the same, however the EPA have now prescribed fees, defined certain activities and provided new tools for enforcement.

Where Council previously had a fee for a 'Permit to Install' and a 'Permit to Alter', the EPA have created a single fee for the 'Application to Construct, Install or Alter an Onsite Wastewater System'. The previous fees were \$520 for a permit to install and \$270 for a permit to alter.

The Regulations now prescribe the following fees for applications for Onsite Waste water Systems:

- **Permit to Construct, Install or Alter a system:** Minimum 48.88 fee units (assessments no more exceeding 8.2 hours) with additional 6.12 fee units per hour of assessment up to a maximum of 135.43 fee units
- **Minor Alteration** to a system: 37.25 fee units
- **Transfer a permit:** 9.93 fee units
- **Amend a permit:** 10.38 fee units
- **Renew a permit:** 123.07 fee units
- **Exemption** from a permit: minimum of 14.67 fee units (assessments no more than 2.6 hours) with additional 5.94 fee units per hour of assessment up to a maximum of 61.41 fee units.

The Regulations, in Section 215 (2), allow Council to reduce, waive or refund fees if Council believes it is reasonable to do so.

Feedback from local plumbers prompted a review of the fees, particularly the fees for alteration of an existing system to better reflect the circumstances that would require an application.

A review of Council's wastewater database revealed that there were 2 applications to alter in 2020 and to date there have been 3 applications to alter for 2021. Historically the reasons for alteration to an existing system are:

- Unexpected failure of the system, requiring mediation works
- Upgrading or downgrading the type of treatment
- Renovation of a dwelling with the addition of a habitable room
- Connection of additional building to the system, for example a shed

The new Regulations define two categories of alteration:

- **Alteration** to an onsite wastewater system is defined as any change (other than general maintenance) to:
 - The design or construction of the system; or
 - The operation of the system; or
 - The place or premises on or in which the system is located, which may increase the hydraulic flow or organic load of the system.
- **Minor Alteration** to an onsite wastewater system is defined as an alteration that consists only of the installation, replacement or relocation of the internal plumbing, fixture or fittings of a system.

On average Council receives 18 onsite wastewater applications per year (based on figures from 2018-2021 to date). Of these 18 applications an average of 2 are applications to alter an existing system.

Options to Consider

1. Council may retain the fees in the current 2021-2022 Budget which reflect the minimum fee units as prescribed by the Regulations.

Council does have the ability to reduce, waive or refund fees under Section 215(2) of the Regulations.

Given the number of applications and reasons for requiring an alteration, it would be reasonable for Council to waive a portion of the fee for an alteration and minor alteration.

2. Reduce the fee units for alteration to 20 units and waive the minor alteration fee resulting in the following fees:

Application Type	Full Fee Units	Amount	New Units	Amount
Alteration	48.88	\$734.67	20.00	\$300.60
Minor Alteration	37.25	\$559.87	0.00	\$0.00

NOTE: Other fees maintained at prescribed fee units.

Sustainability Implications

Not applicable

Community Engagement

Council's Coordinator of Environmental Health has now worked through the EPA toolkit to thoroughly understand all of the changes as a result of the new Regulations. Given the limited time between notification and the start date for the new Regulations, it was not possible to provide details to Plumbers and the Community prior to 1 July 2021. Ordinarily significant changes such as this would be given an implementation date following the adoption of new Regulations, however this has not been the case.

Information will be provided to plumbers in the coming weeks with the development of a fact sheet outlining the changes and how they apply in Horsham Rural City Council, including the alteration fees, once approved. Council's Coordinator of Environmental Health will be required to develop this information as the EPA has not provided standardised fact sheets on these changes.

Innovation and Continuous Improvement

Not applicable

Collaboration

Council's Coordinator of Environmental Health has liaised with the EPA on a number of queries for clarification on the new Regulations and has met with colleagues from Grampians Region municipalities to discuss these changes and their application.

Financial Implications

The cost implications of reducing the fee units for alteration and waving the minor alteration fee would have little impact on Council revenue. The majority of applications received are for the installation of a new onsite wastewater system and very few applications for an alteration are received each year.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Not applicable

Risk Implications

Council has the ability to reduce, waive or refund fees under Section 215(2) of the Regulations where it determines that it is reasonable to do so.

There is minimal risk to Council in reducing these fees (being financial).

Conclusion

Initial decision to adopt minimum fee units was made to ensure Council's compliance with the new *Environment Protection Regulations 2021*.

Council has now had time to develop its understanding of the Regulations and their impact on our Community and consider feedback from plumbers.

Review of the fees for alteration and minor alteration would be reasonable and poses minimal financial implications to Council.

9.4 INVESTMENT ATTRACTION AND GROWTH REPORT

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

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the Investment Attraction and Growth Report for July 2021.

Summary

The Investment Attraction and Growth Report provides a summary of investment attraction and growth activities in the municipality during the reporting period.

Recommendation

That Council receive and note the Investment Attraction and Growth Report for July 2021.

REPORT

Background

An Investment Attraction and Growth Report is tabled monthly at the Council Meeting.

Discussion

The work undertaken across Investment Attraction and Growth includes Strategic Planning, Statutory Planning, Building Services, Business, Tourism and Events. This report also include statistical information from the Visitor Services which is now located at the Horsham Town Hall and forms part of the Arts, Culture and Recreation Units.

STATUTORY PLANNING



Wimmera Plains Energy Facility

Wimmera Plains Energy Facility is a wind farm project proposed 10km to the north of Horsham consisting of 52 wind turbines. The height to the tip of each blade is 247 metres with a planned capacity of 5.6MW. The Minister for Planning approved the project on 20 July 2021 issuing a planning permit with a range of conditions regarding construction, noise, traffic and other matters. Further information can be found at <https://www.planning.vic.gov.au/permits-and-applications/ministerial-permits/browse-ministerial-permits?query=pa2000877>

Sustainable Subdivision Framework

The Strategic and Statutory Planning Units are working together in the preparation a subdivision application assessment against the Sustainable Subdivision Framework. This is in addition to the requirements set out in Clause 56.01 of the Horsham Planning Scheme. The aim of the Framework is to embed sustainability from the commencement of the subdivision process.

Horsham Rural City Council along with 30 other LGAs have committed to an 18 month trial to help collect data and feedback on the performance of this sustainability assessment tool. This trial is being managed by the Council Alliance for a Sustainable Built Environment (CASBE) operating under the auspices of the Municipal Association of Victoria (MAV). The Planning Units are excited to commence their first assessment.

Seven categories have been identified in assisting the creation of environmentally sustainable subdivisions:

- Site layout and liveability
- Streets and public realm
- Energy
- Ecology
- Integrated water management
- Urban heat
- Circular economic (materials and waste).

Under each category there are underpinning metrics and targets (e.g. 90 per cent of dwellings within a safe 400m walk to open space, permeable street network with no cul-de-sacs (court bowls), projected tree canopy coverage at 15 years in public realm to be 28 per cent to support the delivery of a sustainable subdivision. The process is entirely voluntary but Council is committed to encouraging Horsham's local development industry in participating. Transitioning the thinking towards more sustainable design is opportune as the Department of Environment, Land, Water and Planning (DELWP) is working towards introducing an Environmentally Sustainable Development (ESD) policy in the Victorian Planning Provisions (Planning Scheme).

Council's planners will request a pre-application meeting with the applicant to explain the objectives of the Framework and guide them through the checklist of information that is required to support their application. The Planning Unit will update Council on the success of this first assessment using the Framework.

Planning Applications Determined

Below are the number of Planning Permits issued for the month of July 2021 and a comparison with the same period last year.

Type	JULY 2021		JULY 2020	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	5	2,172,204	2	297,000
Industrial/Commercial	1	80,000	5	553,716
Subdivisions	1 (18 lots)	0	1 (6 lots)	980,000
Other	0	0	0	0
Total	7	2,252,204	8	1,830,716

(*Please note: Not all applications have a \$ figure)

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2021 to 31 July 2021 is 7 compared to 8 in the same period in 2020-2021.

Planning permits issued for subdivisions have permitted 18 new lots from 1 July 2021 to 31 July 2021 compared to 6 in the same period in 2020-2021.

BUILDING SERVICES

On 1 July 2021, the Professional Engineers Registration Act 2019 (PER Act) came into effect, resulting in amendments being made to the Building Act 1993 (the Act) and Building Regulations 2018 (Regulations).

Building permits issued before 1 July 2021

- Section 238 certificates issued and already relied upon for building permits issued before 1 July 2021 continue to remain valid.

Building permits issued on or after 1 July 2021

- Section 238 certificates issued on or after 1 July 2021 are required to be in the new approved form under regulation 126 of the Regulations, which now include details for endorsed building engineers.
- Where a building permit is to be issued from 1 July 2021, Section 10 of the Act cannot be used to rely on a certificate issued before 1 July 2021.
- Where a building permit amendment is to be issued from 1 July 2021, requiring an updated or new section 238 certificate, the certificate needs to be in the new r126 approved form.
- Engineering documents prepared prior to 1 July 2021 are not required to be updated with the BLA details for building permits issued from 1 July 2021. However, a new Section 238 certificate is required to include the engineer's BLA details.

Updated approved forms

- [Certificate of Compliance for Proposed Building Work](#)
- [Certificate of Compliance for Building Work](#)

All building forms can be found on the [VBA website](#).

The status of an engineer's registration and/or endorsement can also be viewed [in the Public Register for Professional Engineers](#).

Building Permits Issued

Below are the number of building permits issued for the month of July 2021 and a comparison with the same period last year.

Permits issued by Horsham Rural City Council for this Municipality

Type	JULY 2021		JULY 2020	
	No.	Value \$	No.	Value \$
Dwellings	-	-	-	-
Alterations to Dwellings	-	-	-	-
Dwelling resiting's	-	-	-	-
Miscellaneous Domestic (Carports, Garages etc)	6	132,586	3	134,678
Removal/Demolish	-	-	1	13,970
Industrial/Commercial	1	798,236	1	10,000
Signs	-	-	-	-
Total	7	930,822	5	158,648

Permits issued by other Private Building Surveyors for this Municipality or by Government Departments

Type	JULY 2021		JULY 2020	
	No.	Value \$	No.	Value \$
Dwellings	10(13*)	4,499,887	8	2,599,040
Alterations to Dwellings	2	63,130	4	359,587
Dwelling resiting's	1	38,527	1	-
Miscellaneous Domestic (Carports, Garages etc)	4	112,104	3	60,996
Removal/Demolish	-	-	-	-
Industrial/Commercial	2	132,335	4	432,581
Signs	-	-	-	-
Total	19	4,845,983	20	3,452,204

(*10 permits for 13 dwellings)

A total of **7** Building Permits have been issued by the Horsham Rural City Council at a total value of **\$930,822** from **1 July 2021 to 31 July 2021** compared to **5** Building Permits at a total value of **\$158,648** for the same period in 2020/21.

Private Building Surveyors have issued **19** Building Permits at a total value of **\$4,845,983** from **1 July 2021 to 31 July 2021** compared to **20** at a total value of **\$3,452,204** for the same period in 2020-2021.

STRATEGIC PLANNING**CAD Revitalisation and Streetscape Plan**

Council officers have undertaken the evaluation process and appointed UrbanFold to undertake the CAD Revitalisation project. Officers are now working closely with the consultants to establish an agreed project timeline which will include key milestones and community/stakeholder engagement at key stages of the project. An Inception Meeting will occur (when Victoria's lockdown restrictions are lifted) at which a "walk-shop" of the Horsham CAD will be undertaken and a preliminary community engagement exercise will occur (subject to restrictions) to promote the project and to obtain some preliminary ideas from the community. Officers will provide updates to Councillors as the project progresses.

Open space contribution

Increasing interest in subdivision and development in Horsham heightens the need for the Strategic Planning Unit to prioritise the implementation of the public open space contribution into the Planning Scheme.

A key element of the 2019 Open Space Strategy is to increase the open space contribution rate via an amendment to the Planning Scheme. A contribution rate of 7-10 per cent of land value / net developable area is recommended to deliver a reasonable standard of open space provision and equitable access across the urban areas of Horsham in the long run. Council's existing open space contribution rates as specified in Clause 53.01 (5 per cent to be collected at the time of subdivision) are considerably lower than best practice standards and other LGAs. This means that there is currently insufficient revenue for investment in open space, impacting on the quality and levels of access to open space.

The Strategic Planning Unit intends to update Council on this further in a future Council Briefing.

BUSINESS DEVELOPMENT, TOURISM AND EVENTS

Business Fronts Funding Allocation



The Business Front project from two funding allocations totalling \$88,000 have now been fully exceeded. We are now seeing new and improved signage, along with improved entrances across a number of business facilities.

Funding supported businesses within Horsham, Natimuk, Wartook Valley and Dadswells Bridge. The funding allocation was widely accepted and greatly appreciated by many of our businesses. Image refers to Meat Market which funding was directed toward an electronic door system. Dominic van Dyk said "funding of the electronic doors provided easier access into his businesses the new opening door system has been greatly appreciated by customers, as the original doors were heavy to open up".

Outdoor Dining Projects completed

There are lots of works starting to happen around the CBD with the installation of permanent infrastructure at some of our cafés and restaurants.



Bonnie and Clyde's Pizza Bar have completed the installation of their permanent outdoor barrier.



Works have begun at Farmhouse Deli and Café in preparation for their permanent outdoor barrier to be installed.

Grampians Resident and Workforce Attraction – Shift Regional

Relating to the Live the Grampians Way website: <https://grampianslife.com.au/>

A new version 2 of the Live the Grampians Way campaign has been developed it's a unique digital platform that has been designed to match people from metropolitan areas who have expressed interest in moving to the Grampians region with employers who are seeking their nominated skill set, as well as connecting them to local community networks.

Respondents to the marketing are encouraged to complete a simple form to register their interest in moving to our region. Once they do that they are then encouraged to provide further details on their skills, qualifications and employment experience.

Shift Regional Website Statistic for July

Shift Regional recorded eight candidates in Horsham for the month of July that showed interest in the following areas: Info Technology, Trade and Construction, Arts and Media, Health and Education and Call Centres. Out of the eight candidates, two submitted their Curriculum Vitae (CV). The eight candidates have received a welcome flyer. In addition to this the following has been recorded:

- 4,002 people visited the Grampians Shift Regional Site website in July (compared to 3,905 in June)
- 48 per cent (1,945) from Melbourne
- 178 enquiries were from Adelaide
- 93 percent of enquires came from PAID digital advertising
- 35,000 people have now visited the Grampians Life website.

Business Development Team – Visitations for the Month of July

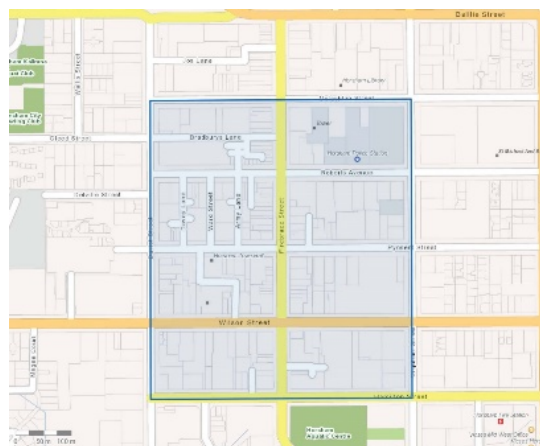
We are continuing to visit our businesses face to face to ensure we are providing them with assistance in a personable way. Business owners are appreciative of the personal contact and find it preferable to email or telephone communications.

Visitations	Jan	Feb	March	April	May	June	July	YTD
Retail / Accommodation	11	24	40	8	22	25	30	160
Hospitality	12	77	61	10	11	12	12	195
Events - interactions	10	21	31	9	4	6	15	96

Wimmera Business Centre

Vacant Shops

The Business Team are aware of a business relocating due to reassessing their operations during the COVID restriction period. The move reduces ongoing expenses and allows for a more sustainable operational business during a lockdown period. As for the remaining vacancies listed these have been vacant for some time. Upon each assessment of shop vacancies the Business Team try and ascertain reasons why businesses have vacated.



Street/ Number of Vacancies	October 2020 FY 20/21	January 2020 FY 20/21	July 2021 (previous study area) FY 21/22	July 2021 FY 21/22	Year to Date (FY 21/22)
Darlot Street				4	4
Firebrace Street	10	8	7	7	7
Hamilton Street				1	1
Wilson Street	1	4	4	4	4
Pynsent Street	2	4	5	5	5
Roberts Ave	4	4	3	3	3
McLachlan Street	1	1	1	1	1
Total	18	21	20	25	25

(Please note the CAD study area has been expanded to include additional streets located in the business area as depicted above)

Business COVID Officer

Since commencing in mid-July, Bronwyn Baker has sent out an introductory email to around 210 local businesses – being a combination of retail, hospitality, service providers, accommodation and tourism businesses within Horsham and surrounding localities from the master business contact list. The email outlined her role and offered to support businesses with their COVIDSafe practices and help their workplace be COVIDSafe compliant as possible.

From the initial email Bronwyn received seven requests for in-person visits – these were from retail, service provider and hospitality businesses. Issues raised included reviewing their current COVIDSafe measures, help set up kiosk check-in, sign-in and record keeping requirements, printing signage and providing information on COVIDSafe plans.

Of these requests, four have been completed with no follow up required, one is ongoing and two are scheduled for August. Bronwyn Baker, also received four phone queries from retail and hospitality businesses regarding check-in, hygiene and COVIDSafe plan requirements, as well as two enquiries regarding business support payments which have been referred onto the business team.

Tourism Report – Update provided by Grampians Tourism

From 1 July 2021 Grampians Tourism Board Inc. funding agreements moved from Visit Victoria to Department of Jobs, Precincts and Regions (DJPR). DJPR have confirmed the following:

1. Core operating funding - \$315,000 Business as usual for a 12-month period - Guaranteed State funding for further 3 years (for FY2021-22, 2022-23 and 2023-24)
2. Regional Tourism Boards (REB) will transition into new Visitor Economy Partnerships over the next 24 to 36 months
3. New Industry/product development funding of \$264,000 (for FY2020-21 and 2021-22)
4. Delivery of industry development initiatives covering digital implementation, business management, product development and customer experience, as per the Visitor Economy Recovery and Reform Plan) Project Plan Developed

5. New Australian Tourism Data Warehouse (ATDW) fee waiver funding of \$47,000 (FY2021-22 only) – (Provision of cost free listing on the ATDW and industry support). Grampians Tourism currently have over 320 ATDW partners (website business listings).

In addition to the above Grampians Tourism has received the following reform and recovery funding from DJPR:

- 1 Investment Prospects Funding - \$200,000
- 2 Regional Recovery Marketing Funding \$100,000 - DJPR approving \$100,000 grant application from the regional recovery fund specifically for marketing and the continuation of our Grampians Way Road Trips Marketing Campaign.

The total funding from DJPR for 2021-2022 will be \$926,000 for core activity, marketing and industry development/strengthening activity.

While Regional Tourism Boards (VTB) and Visitor Economy Partnerships (VEP) will tailor support programs to the unique needs of their region, the key responsibilities include:

- Facilitate collaboration across industry, councils, and communities and include their feedback in state-wide activities, including strategic planning, product development, marketing and industry development and investment
- Design Destination Marketing Plans to extend length of stay, improve dispersal, increase yield, and support the regional brand
- Collaborate directly with Local and State Government Departments and their Agencies and coordinate demand and supply programs
- Support and work with the Department on reforms to the regional tourism board network to realise the intentions of the Visitor Economy Recovery and Reform Plan
- Develop and deliver industry strengthening initiatives covering digital implementation, business management, and Product development and Customer experience, as per the Visitor Economy Recovery and Reform Plan
- Identify and communicate supply gaps and opportunities through planning and investment advocacy
- Engage community and industry on tourism related projects to raise the profile of visitor economy and advocate on behalf of visitor economy stakeholders and investors
- Contribute to disaster recovery by working in partnership with the Department and other State government bodies to provide strong leadership and support to the tourism industry to prepare, respond and recover.

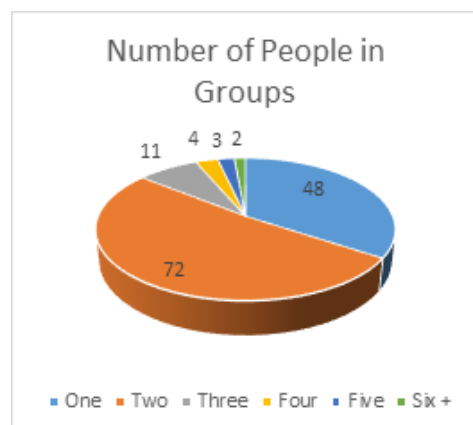
Visit Horsham Website

Event and Visitor Statistics								
	Jan	Feb	March	April	May	June	July	YTD
Notice of intention to hold an event application	8	9	5	6	2	2	6	38
Google Analytics statistics for www.visithorsham.com.au website	5212	3,438 Visitations between 1 Feb to 28 Feb 2021 Resulting in 12% returning visitors and 3,329 new visitors to the site	5,290 Site visitations between 1 to 31 March Resulting in 12.5% returning visitors and 87.5% (5,154) new visitors to the site	4,971 Site visitations between 1 to 30 April Resulting in 14% returning visitors and 88% (4,755) new visitors to the site	3,350	3,100 Site visitations between 1 to 30 June Resulting in 12.5% returning visitors and 87.5% (3,012) new visitor to the site)	2,929 Site visitation between 1 to 31 July Resulting in 14.6% returning visitors and 85.4% (2,757) new visitors to the site	Jan 2021 to July 2021 Visitations to the site Resulted in 28,290 Users

Horsham Visitor Services

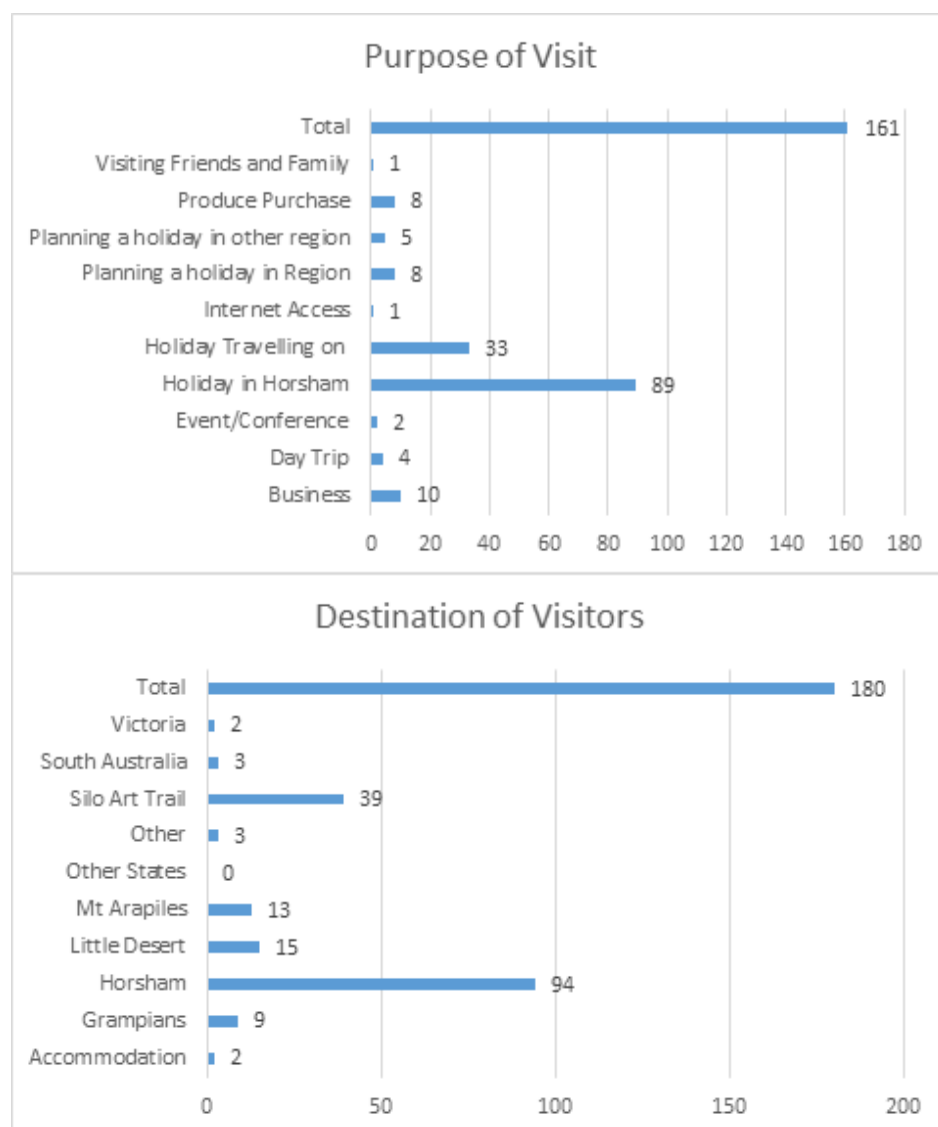
COVID hit again with another two week lockdown from 16 July through to the last few days of July. The numbers have remained stable though over the last month considering the amount of wet weather we have had and the lockdowns. People are just anxious about being able to get out and about. There was however a large spike in hits to the Visit Horsham website on 15 and 16 July just before lockdown before it levelled out again.

	July	Previous Month	YTD (Jan-July)	Previous Year
Groups recorded	133	140	1713	N/A
Total for individuals within groups	273	268	3619	N/A
Emails	219	303	1604	N/A
Produce Sales	\$949.60	\$1038.45	\$7682	N/A

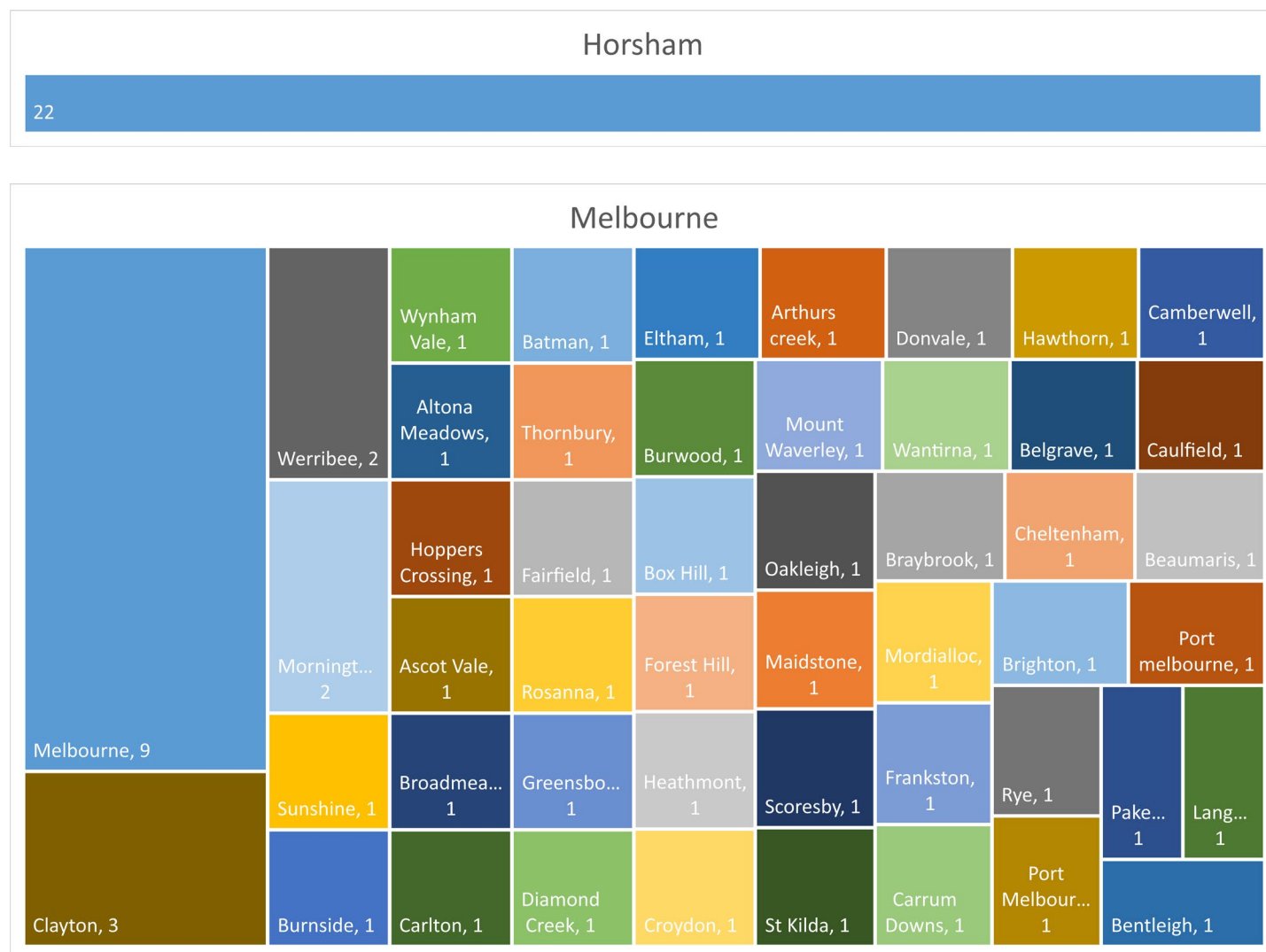


The Little Desert and Arapiles have taken over the Grampian as the third and fourth most popular destination. The Silo Art Trail continues to be the main draw card to the region, but there is an ever more changing trend with people just wanting to check out Horsham, they have passed through so many times but never stopped and COVID has made them slow down and find some surprises in and around Horsham. The other trend particularly during the school holidays was the groups were large as families were moving around with the children.

The main purpose of visitation to Horsham was to Holiday in Horsham- 89, followed by Holiday travelling on - 33. The most popular destinations were Horsham - 94, followed by Silo Art Trail - 39, then Little Desert - 15. There was also three new town kits provided.



Where people travelled from across Victoria and Australia to visit Horsham's Visitor Services



Country Victoria

3630 Shepparton, 3	3996 Inverloch, 2	3221 Gnarwarre, 1	3305 Portland, 1	3350 Ballarat, 1	3351 Berringa, 1	3373 Beaufort, 1	3450 Castlemaine, 1
3550 Bendigo, 3	3280 Warrnambool, 2	3226 Ocean Grove, 1	3458 Trentham, 1	3616 Tatura, 1	3618 Merrigum, 1	3620 Kyabram, 1	3629 Mooroopna, 1
3220 Geelong, 2	3282 Koroit, 2	3230 Anglesea, 1	3465 Maryboro... 1	3564 Echuca, 1	3661 Seymour, 1	3671 Benalla, 1	3825 Caringal, 1
		3231 Fairhaven, 1	3478 St Arnaud, 1	3631 Arcadia, 1	3841 Gippsland, 1	3860 Maffra, 1	3835 Thorpedale, 1
		3284 Port Fairy, 1	3500 Mildura, 1	3660 Seymour, 1	3850 Sale, 1	3875 Bairnsdale, 1	3953 Leongatha, 1
						3992 Blackwood Forest, 1	3981 Koo Wee Rup, 1
							3585 Swan Hill, 1

SA, NSW, WA, QLD, WA, TAS

5012 Mansfield Park, 1	5606 Port Lincoln, 1	2600 Canberra, 1	4573 Mount Colum, 1	6000 Perth, 1
5277 Penola, 1	2560 Campbell Town, 1	2794 Cowra, 1	6210 Dudley Park, 1	6330 Bayonet Head, 1
				7000 Hobart, 1

Investment Attraction

A Regional Infrastructure Fund application was submitted in August to further develop the Burnt Creek Drive Industrial Estate with the aim to make the industrial estate market ready for potential investors. If successful Stages two and three of the proposed subdivision plan will ensure the necessary infrastructure, such as road construction, drainage, water and power supply is provided.

The development of the Burnt Creek Drive Industrial Estate has also provided Council with another opportunity worth investigating. This is to determine whether parts of the Industrial Estate could support a carbon offset reserve. This is where Council undertake tree and vegetation plantings to compensate any tree / vegetation removal within the municipality that is unavoidable. (The alternative is Council pay other municipality/States for their tree and vegetation removal with no benefits to our community).

If a carbon offset reserve is achievable then other opportunity for activities could evolve, such as supporting the Wail Nursery /seed collection, tree growing, revegetation/planting. Improved nature walking tracks, passive exercise, interpretation of traditional stories, improved flora and fauna landscape. Once fully researched Council will receive a report with options and recommendations to make an informed decision on.

This research is being undertaken in conjunction with the Burnt Creek Drive Industrial Estate Landscape design and at the same time the Culture Heritage Management Plan is being completed. Both activities and information from DELWP will provide the information required to inform Council.

Options to Consider

Not applicable – no decision required

Sustainability Implications

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

Community Engagement

Report has been prepared in consultation with range of agencies and will be made publicly available to WDA and on HRCC website.

Innovation and Continuous Improvement

Report provides overview of activity and assists with continuous improvement.

Collaboration

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

Financial Implications

Nil

Regional, State and National Plans and Policies

Not applicable – no direct relationship or requirements

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 2 – Sustaining the Economy

Risk Implications

Not applicable – no decision required

Conclusion

The Business Development and Tourism team welcome Bronwyn Baker as the Business Concierge Officer (COVID) who has hit the ground running through providing valuable support for our businesses in regards to the COVID restrictions, businesses opportunities and working through the current lockdowns.

9.5 HORSHAM NORTH URBAN DESIGN FRAMEWORK REVIEW

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Department:	Strategic Planning	File Number:	F10/A04/000002

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Strategic Alignment with Current Strategies (**Appendix "9.5A"**)

Study Area and Strategic Sites/Connections Plan (**Appendix "9.5B"**)

Purpose

To receive and note the update on the progress of *Horsham North Urban Design Framework* (UDF).

Summary

This report discusses the following issues in relation to Horsham North:

- The *Horsham North Urban Design Framework* (UDF) was adopted in 2013
- The *Rail Corridor Masterplan* was then created and adopted in 2015 as one of the key actions
- Some of the listed actions have been completed since the adoption of the UDF, whilst others continue to be investigated
- Several opportunities that were identified in the UDF remain which can be investigated, planned for, and implemented by Council that would serve to improve connectivity, social infrastructure and the amenity of the urban environment in Horsham North
- Given the extent of time since Council adopted the UDF, a revised approach is required that would be based closely on the issues and opportunities identified by the UDF, with an up to date review of the issues and opportunities present in Horsham North from a planning and urban design perspective; and
- It is proposed to create a *Local Area Plan* for Horsham North that will provide a vision, objectives, strategies and actions (through an implementation plan) that will address the planning and urban design issues in Horsham North to promote inclusion, accessibility, sustainability and connectedness for the community.

Recommendation

That Council receive and note the update on the *Horsham North Urban Design Framework* and proposal to undertake a *Local Area Plan*, inclusive of an implementation plan to deliver on the identified opportunities.

REPORT

Background

The Horsham North Urban Design Framework (UDF) was developed from 2010 and adopted in 2013 after extensive community consultation. Its purpose is to: ***provide an integrated, strategic plan for urban design and development over the short, medium and longer terms, in and around the urban area north of Horsham's railway line.***

Horsham North was previously identified as the area immediately north of the railway line and generally south of Rasmussen Road but the study area has been expanded so that future work can include physical connections south of the railway line to the Western Highway (A8) and also include known strategic development sites at the western and eastern fringes of Horsham North (see Figure 1 – Study Area).

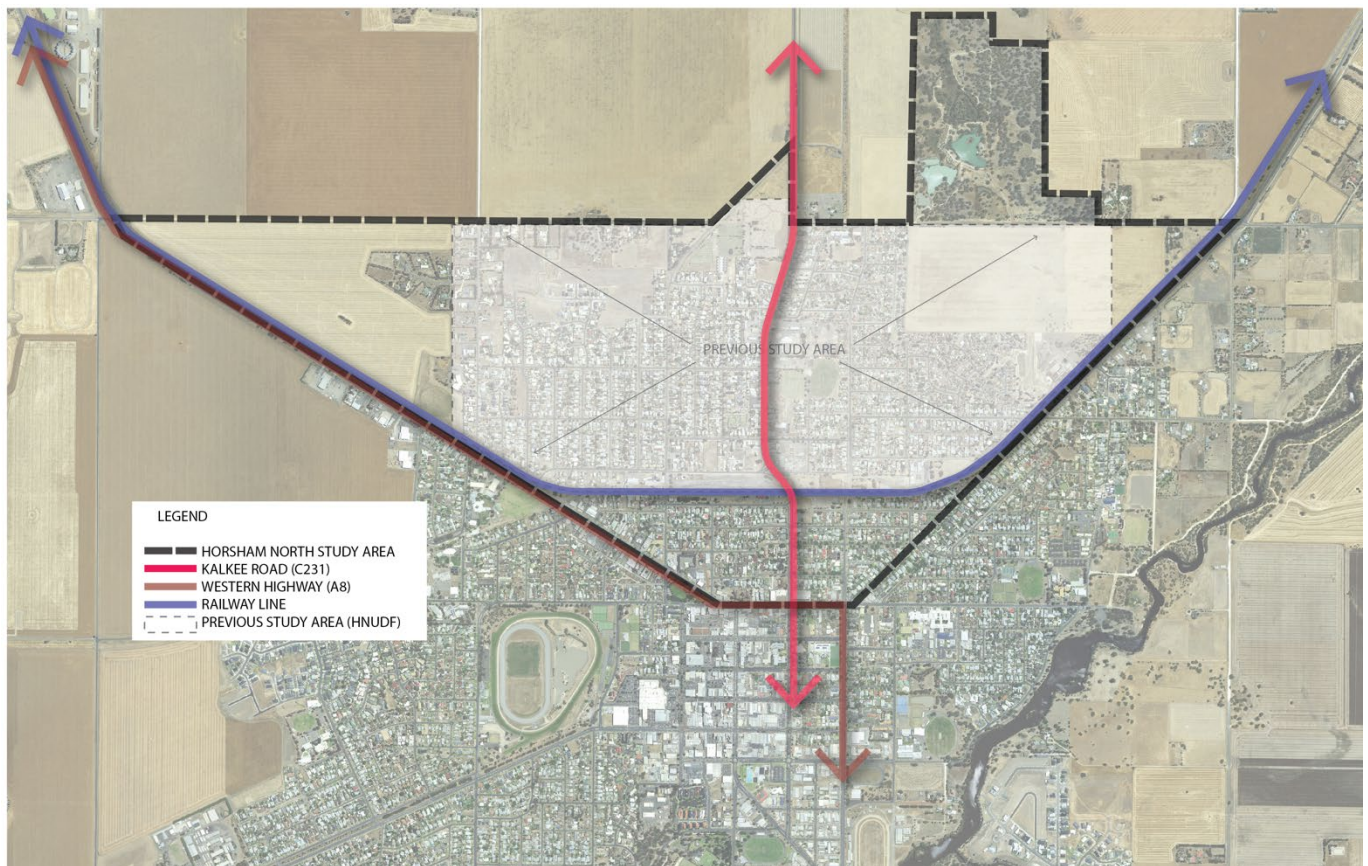


FIGURE 1 STUDY AREA

Opportunities Identified from the UDF

The UDF identifies a number of opportunities and actions to improve the public realm, open space and pedestrian/cyclist connections that can be further investigated and incorporated into a Local Area Plan (the Plan) for Horsham North. The Plan will be used to identify and plan projects and to allocate future Council budget spending (over a number of years) in relation to Horsham North that seek to deliver on some long-standing community and Council aspirations for the area.

The UDF also identifies:

- Key movement networks (walking, cycling and vehicle movement);
- Existing open spaces and opportunities to improve open space;
- Key sites offering opportunities for development (including privately owned, underutilised land and the rail corridor); and
- Existing physical barriers and opportunities for public realm improvement.

The following plan (Figure 2) illustrates key movement networks along known north-south and east-west pedestrian routes, connecting with community facilities, open space and across the rail corridor to areas further south. The UDF highlighted that improving connectivity would better integrate Horsham North with areas to the south. It would also improve access to services and facilities in Horsham North for the local community. Integrated planning is required to deliver a much-improved pedestrian network that is safe, attractive, accessible and Disability Discrimination Act 1995 (DDA) compliant.

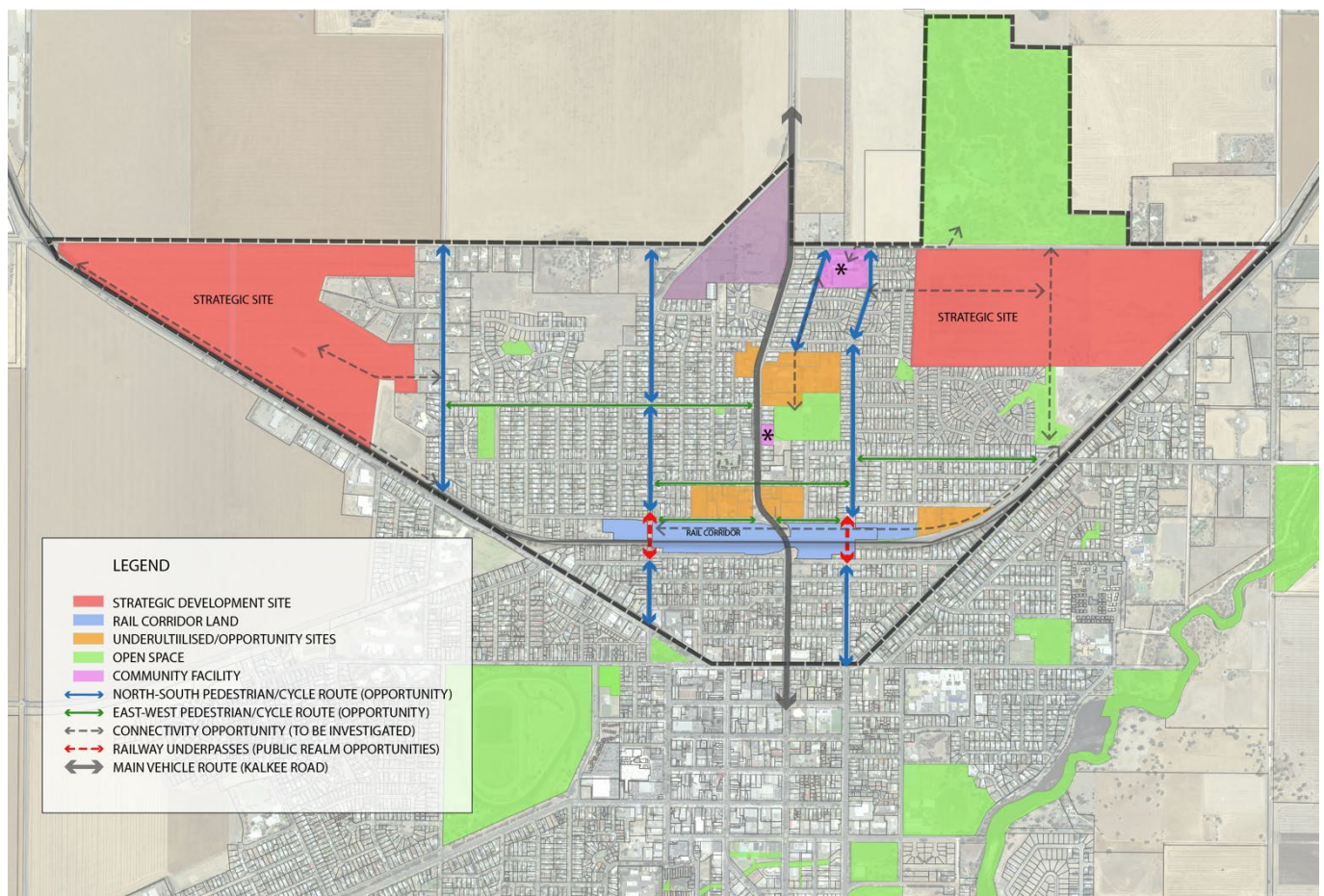


FIGURE 2 STUDY AREA (KEY SITES AND MOVEMENT NETWORK)

Complete and Ongoing Projects

A number of projects have been investigated and/or completed since the creation of the UDF and these include:

- The Kalkee Road Children's Hub (completed)
- Improved entrances and interfaces with open space (current/ongoing)
- Improving footpaths and pedestrian connections
- Providing cycling lanes along key identified cycling routes.
- Investigating options to activate the rail corridor for public use; and
- Improve connections across the corridor for pedestrians and cyclists

- New change room facilities at Dudley Cornell Reserve and new public toilets
- Relocation of the Horsham Community House to Horsham North which operates from the former Robin Street Kindergarten site
- Improved amenities at Police Paddock including toilets and fishing pontoon.
- Establishment of an off lead dog park at Langland's Park
- Refurbishment of Hamilton Lamb Hall
- Increased public transport provision through review of bus routes including time of operations
- Installation of BBQ facilities at Charisma Park
- Establishment of a Community Garden by Salvation Army with support from Council.

Current Projects

Projects that are currently in the planning and scoping phase include:

- A landscape masterplan which is currently being prepared for Dudley Cornell Reserve
- Sports facility feasibility study (including a potential site located in Horsham North)
- Planning is underway for the silo art project on Mill Street
- Ongoing tree planting and the development of the Municipal Tree (Greening) Strategy; and
- Continuing discussion about the status of the rail corridor land with VicTrack in terms of the timeframe for remediation with the proposal that this corridor is developed for open space.

Identified Barriers/Constraints

Many of the opportunities identified in the UDF require further investigation including the assessment of soil contamination on a number of sites, discussions with land holders as to the future use of their land, and feasibility studies if land is made available for a variety of future use options. In order to progress these opportunities, the implementation plan will set out responsibilities and timeframes for actions.

Railway crossing points also require further investigation into the opportunities that can be pursued to provide improved, DDA compliant pedestrian crossings that also incorporate principles of public realm safety through lighting, passive surveillance and uninterrupted sight lines for pedestrian movement.

The Rail Corridor Masterplan

The Rail Corridor Masterplan was an implementation action of the UDF and was set out as a staged proposal to create an open space corridor that would eventually include areas where the railway line currently exists. This proposal was partially dependent (at Stage 3 of the implementation) on the realignment of the railway line (away from the urban area of Horsham) which at this stage is highly unlikely to occur in the medium term and it is practical to assume that the railway line and station are to remain for the long term. There is also a desire to see passenger rail services (regional V-Line services) returned to Horsham.

The Directions set out in the UDF

The UDF provides 10 directions (set out in the table below) and a series of strategies sitting under those directions. Some directions and strategies overlap or are repetitive, as they are seeking to address the same issue. Removing repetition will help improve the operation of UDF implementation, for example the provision of a single action that states - 'identify opportunities to improve the pedestrian movement network throughout Horsham North' - would both categorise and consolidate actions that are working to achieve similar outcomes and provide a framework for an overarching piece of work on pedestrian movement/connectivity that requires interdepartmental collaboration.

Council's review of the UDF has led to the grouping of directions under a series of themes. This will provide Council with a more manageable approach for the implementation of the UDF and focus for future work on a Local Area Plan (refer to Table 1 below).

Table 1: Directions and Suggested Themes (for further work)

UDF Direction	Suggested/Consolidated Theme	Rationale
1. Integrating Horsham North	Connectivity	The UDF identifies a number of barriers to connecting Horsham North to areas to the south and the challenges posed by the rail corridor. Integrating and connecting Horsham North has been identified as the number one priority for future work, under the themes of Connectivity, Place-Making and Urban Renewal. Whilst activating the rail corridor is a difficult proposition, improving the connections across the rail corridor is considered necessary to improve access for pedestrians and cyclists. Those connections should continue north and south of the railway to encourage walking and cycling through and beyond the area, on identified routes.
2. Improving the Urban Environment		
3. Improving Accessibility		
4. Creating a Community Focus or 'Heart'	Place-Making	A number of opportunities have been identified to convert industrial land (and the rail corridor) in order to provide redevelopment opportunities that can contribute to a sense of place that is currently lacking in Horsham North. The key sites are identified on the plan (Figure 2) and are mostly located around (a) the Dudley Cornell Reserve and (b) the rail corridor (including industrial land north of the corridor. There are also opportunities to improve the entry into Horsham North and this requires further investigation. The silo art project presents another opportunity to lift the image of Horsham North but the public realm needs improvement in close proximity to the silos, and this is currently being investigated by units within Council.
5. Place Making	Urban Renewal	
6. Improving Safety in the Public Realm	Image + Identify	
7. Improving the 'Image' and Perception of Horsham North		
8. Generating Economic Activity in Horsham North	Land Use + Strategic Sites	The UDF proposes that business/economic activity should be encouraged on underutilised land in Horsham North. Convenience retail could serve the local community and provide a point of activation within the area, however there is already a concentration of economic activity in the CAD and other locations within Horsham. A small neighbourhood activity centre could be appropriate with a select mix of uses, serving the local community. Recreational/sporting activities are strongly supported and a sports facility of some kind would be a positive community asset. A range of open space and sporting facilities would serve the wider community and promote social participation.
9. Improving Health and Recreation Opportunities	Public Spaces	
	Community Services/Facilities	
10. Working Towards a Zero Emissions Neighbourhood	Environmental Sustainability.	This is a high-level aspiration that should be explored further through a municipal strategy to reduce emissions to address climate change. However, promoting environmental sustainability is an important and worthwhile aspiration that should be integrated into new development/subdivision proposals and Council's strategic work, generally.

Proposal to Prepare a Local Area Plan for Horsham North

The UDF provides a strong basis to undertake a new piece of work with an expanded scope and study area that will bring forward many of the actions already identified and to consolidate the opportunities and actions with a strategic planning and urban design focus.

The Local Area Plan would focus on the following themes that have been predominantly identified within the UDF. The Local Area Plan would expand the scope and study area to address Land Use and Strategic sites, which was missing from the UDF.

1. Place-Making + Urban Renewal
2. Connectivity, Access + Walkability
3. Land Use + Strategic Sites
4. Public Spaces
5. Community Services + Facilities
6. Identity + Image

Place-Making + Urban Renewal

Urban renewal and place-making projects are often complex and require a dedicated project officer with experience in delivering positive place-based outcomes. Such a role would be able to liaise with key stakeholders and negotiate land use outcomes requiring the purchase or sale of land, including land swaps and to facilitate change.

The Children's Hub and Dudley Cornell Reserve are valuable community assets and the UDF identified further opportunities for expansion of this area if areas of land to the north became available, or if arrangements to re-locate existing uses could be made. All of the areas shown in orange represent opportunities for place-making and urban renewal projects through further investigation.

Connectivity + Walkability

Connectivity includes all modes of transport with walking and cycling considered the healthiest and should be prioritised in terms of improving physical connections that encourage people to walk and cycle. This ties in with the rail corridor as part of a network that connects Horsham North to areas south of the railway line including the CAD.

Land Use + Strategic Sites

Horsham North has a number of strategic development sites and infill development opportunities. A Local Area Plan would identify those sites and set out a preferred direction in terms of land use, connections and potentially new open space opportunities. Environmentally sustainable development outcomes are a focus for future planning outcomes.

This section of the Plan would also expand on some of the recommendations found in the UDF in terms of the potential to locate convenience retail at an appropriate location in Horsham North. There are a number of opportunity sites in suitable locations where this could occur.

Public Spaces

Horsham North has a range of open spaces including the Dudley Cornell Reserve, the largest area of public open space in Horsham North. There are other areas of public open space of varying size and quality. The planning and development of the area over time has resulted in some questionable outcomes, in terms of the location and design of open space provision.

Importantly, as the area grows and develops, new open space opportunities should be identified to add to the open space network to ensure that they are designed and located appropriately in terms of access, useability and passive surveillance. Future public open space provision must incorporate criteria that ensures that parks are well designed, safe and inviting to the community.

Community Service + Facilities

Since the adoption of the UDF, the Children's Hub has been completed and serves as an example of a successful outcome of the UDF for the community. Further planning has been and continues to be undertaken in terms of identifying other community needs and the Horsham RCC Social Infrastructure Framework identifies the need for a multi-purpose community hub serving a range of community needs. There are sites throughout the study area that can be investigated for this purpose.

Identity + Image

This theme picks up on issues identified in the UDF and very apparent today. The extent of underutilised land, including the rail corridor and other public realm shortfalls (including the underpasses) all contribute to negative perceptions (images) of Horsham North that the community feels also reflects negatively on them. Lifting the appearance of Horsham North and improving its identity as a place can only be improved by addressing all of the issues discussed under each of the other themes.

Potential Future Projects

Without limiting the scope of future work, yet to be undertaken or opportunities identified, the following are some of the opportunities already identified in terms of future projects that would require budget allocation and resources:

Project Manager / Place-Making

Some of the opportunities identified through the UDF, and opportunities yet to be identified through the proposed Local Area Plan, would need to be project managed by a dedicated and experienced project officer as there have already been a range of issues and opportunities identified on underutilised sites throughout the area, including the rail corridor.

A project manager can manage one or more projects that require coordination and delivery, potentially through external consultants, and for projects undertaken by units within Council.

Infrastructure Projects

Identifying the primary pedestrian networks is a reasonably simple exercise which then requires a more complex project scoping exercise in terms of footpath design, landscaping, tree planting, road crossings, and public space improvements included shaded areas, as well as the connections with known physical barriers such as the rail corridor and underpasses. In summary, a streetscape improvement project undertaken by qualified streetscape design consultants, rather than seeking Council's infrastructure team to simply fix up the existing footpaths, is the action that would likely be put forward in an implementation plan with timeframes and approximate budget identified.

Social Infrastructure

This would require undertaking a social needs analysis/assessment of Horsham North and then identifying suitable locations for future infrastructure. An obvious starting point for such investigations is in close proximity to the Dudley Cornell Reserve and the existing Children's Hub, where underutilised land currently exists, but current land owners need to be engaged on their future intentions on those sites, noting that these investigations have been occurring over recent years.

Strategic Planning

In terms of land use planning, there are some clear opportunities that require further investigation, such as opportunities to potentially rezone land to allow changes in land use, but these would require additional planning controls to ensure that potential land contamination is addressed when redevelopment occurs. There are other opportunities to introduce planning controls to guide the design and form of new development, including on identified strategic sites. The scoping, design and delivery projects have been highlighted as a key issue in the UDF. Functional and visually appealing design outcomes could contribute to improving the identity of Horsham North, particularly in areas of low visual appearance and amenity currently.

Current Population and Demography (Horsham North)

Horsham North currently has a population of 3,329 people (estimated resident population) and a population density of 8.41 persons per hectare, which is relatively high by Horsham standards but relatively low by metropolitan growth area standards. The population of Horsham North is likely to increase as known development sites come “online” and dwelling growth occurs in the area, including infill development which is already occurring.

The median age of the community in Horsham North is 35 years and is comprised of a mix of diverse household types including Couples with Children (20%), Lone Person Households (32%), and Older Couples without Children (9%). Aboriginal and Torres Strait Islanders make up 3.7% of the population.

Horsham North scores relatively low on the SEIFA (Socio Economic Index for Areas) which is used to determine and identify areas of social disadvantage. The score for Horsham North is 848 compared to 1010, the Victorian average. In particular, the area has a high level of unemployment and below average household income. Given that the area accounts for 22.3% of the population of the urban area of Horsham, and there is imminent population growth on the horizon, future planning is essential to deliver required services and infrastructure, and to promote social inclusion, accessibility and urban/environmental sustainability within the area.

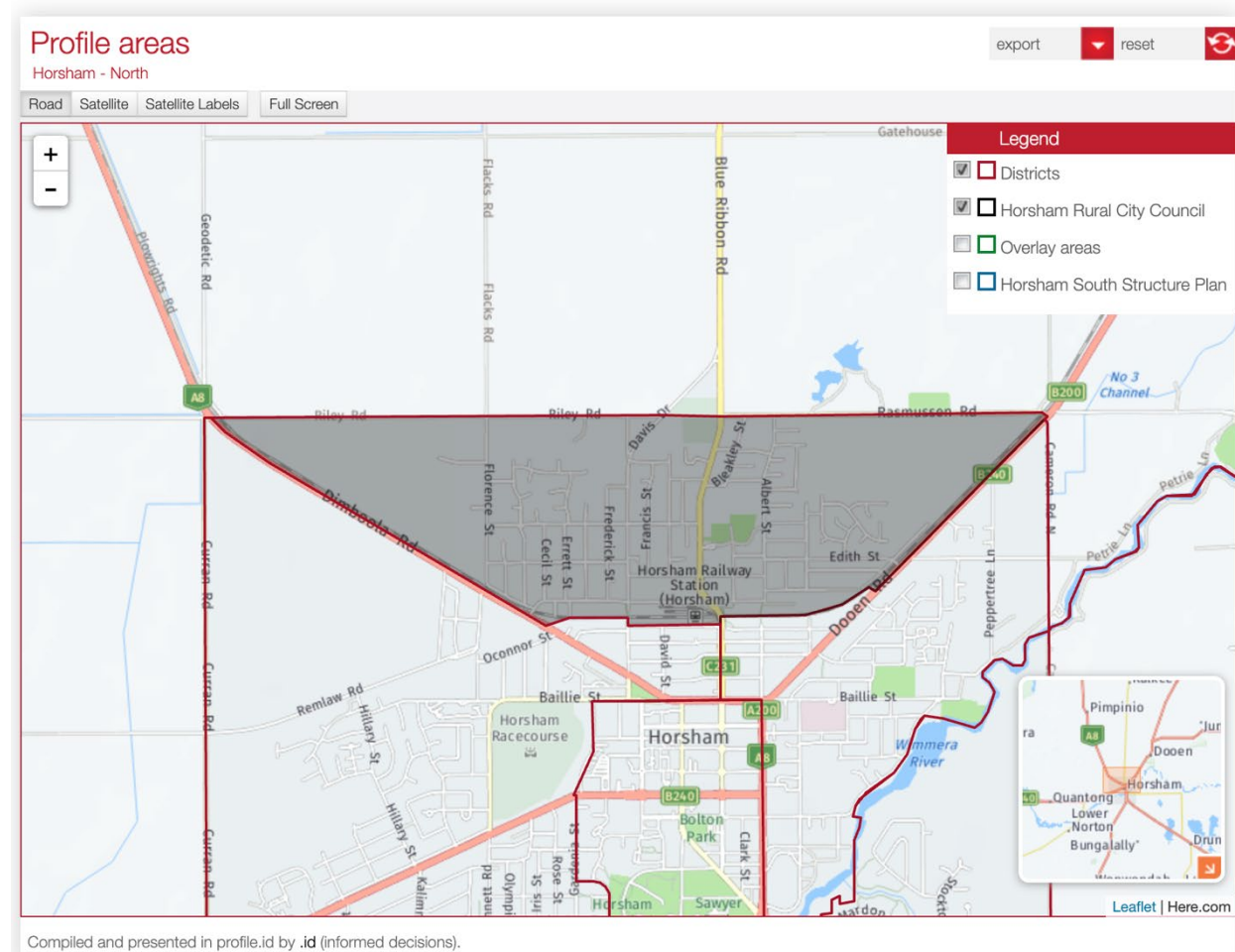


FIGURE 3 DEMOGRAPHIC AREA AND PROFILE (ID CONSULTING – HORSHAM)

Options to consider

Note the officers' report which sets out the purpose of creating a Local Area Plan for Horsham North that consolidates the actions found in the UDF and identifies new/current opportunities to be implemented through an associated implementation plan.

Sustainability Implications

The UDF contains strong environmental and social sustainability themes, which are based on the principles of access and inclusion, social participation, sustainable and active transport and physical well-being. Identifying measures to improve movement networks, the public realm and open space addresses issues relating to sustainability from an economic, environmental and social perspective is a key objective of this future work.

Community Engagement

Community engagement is considered an essential component of any strategic planning document and will be planned for as the project progresses from an internal Council project towards a draft Local Area Plan. Community feedback will be considered and incorporated into the development of the plan at the appropriate stages.

Innovation and Continuous Improvement

This project is intended to continue the implementation of the UDF which contains many relevant actions in today's context and align with current Council strategies. The UDF provides a strong basis from which to understand how current strategies have identified improvement opportunities in Horsham North.

Some of the issues identified within the UDF require further investigation in order to explore options to deliver on the desired, positive outcomes for the community in Horsham North, including underutilised land and the rail corridor. The issues and opportunities will be identified through the development of the Local Area Plan.

Collaboration

A Project Control Group has been established to collaboratively develop the Local Area Plan, which will identify a series of actions (projects) to be undertaken across Council through the implementation plan.

The purpose of the project and the PCG is to:

- Review the actions detailed in the UDF and the Rail Corridor Masterplan (the Masterplan) and determine their relevance in 2021
- Identify opportunities to adapt and progress actions that align with current strategic planning and Council projects
- Identify and coordinate new Council projects and initiatives that can deliver on the Directions contained within the UDF and Rail Corridor Masterplan (where relevant)
- Continue investigations into some of the more challenging aspects of the UDF, including issues associated with the rail corridor which involve:
 - Continuing discussion and advocacy with VicTrack on land contamination and remediation to establish timeframes and certainty on the outcomes of remediation
 - Continuing discussion and advocacy on improving or replacing the pedestrian underpasses, or identifying other options, and improving the public realm for pedestrians more broadly
- Report back to Council on the progress of work to date and the identified opportunities in Horsham North presented in the form of an Implementation Plan for Council endorsement.

Financial Implications

The Local Area Plan would be undertaken as an internal piece of work which sets out future budget implications in terms of the implementation plan. The success of the original UDF and the proposed piece of work will rely on an ongoing commitment to achieving the outcomes set out in the plan, noting that some will be harder to achieve than others and a monitoring and review process is required to keep track of progress and update Council budgets on an annual basis, in relation to Horsham North.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

The objectives and strategies set out in the UDF have been carried forward in a number of more recent Council strategies as the issues remain current with a reasonably clear set of actions required to address or continue to investigate the options available to improve conditions for pedestrians, cyclists and the general community in Horsham North.

The following strategies provide the most up to date and relevant strategic direction with actions specific (or relevant) to Horsham North (a summary of these strategies and their relevance to Horsham North is provided as **Appendix “9.5A”**):

- Horsham Urban Transport Plan
- Open Space Strategy
- Health and Wellbeing Plan
- Draft Tree Strategy
- Horsham Social Infrastructure Framework
- Horsham Early Years Plan.

2020-2024 Council Plan

The Council Plan identifies a number of initiatives and actions in relation to Horsham North, some of which are now completed. The following remain as priority and/or ongoing actions due to their complex nature:

Ongoing / yet to be completed

- *1.1 Contribute to building a vibrant, diverse and resilient community*
- *1.1.01 Pursue ongoing funding for a neighbourhood renewal program in Horsham North*
- *1.1.02 Pursue funding for implementation of the Horsham North Urban Design Framework and Railway Corridor Master Plan*
- *1.1.08 Pursue funding for implementation of the Horsham North Urban Design Framework and Railway Corridor Master Plan.*

Horsham Urban Transport Plan

The Urban Transport Plan sets out a number of objectives in relation to improving connectivity across the urban area of Horsham with some strategies specific to Horsham North. Of the issues identified, the following are particularly relevant and align with issues identified in the HNUDF:

- Poor quality footpaths
- Poor connections for pedestrians and cyclists
- The barrier effect of the rail corridor and the unsafe environment of the underpasses
- Connecting the CAD with other areas within Horsham.

Horsham Open Space Strategy

The Open Space Strategy is an important strategic document that can inform improvements to the open space network in Horsham North, including the acquisition of land for future open space. The strategy identifies the following issues which are relevant to the commentary regarding connectivity already mentioned in this report:

Key Issues

- *Key public open spaces in Horsham North (Dudley Cornell Park and Foundry Park) are surrounded by backyard fences, which reduce the amenity, safety and character of these spaces*
- *There is poor connectivity to the centre of the town with no formalised bike or pedestrian routes. This poses a safety risk for residents and limits accessibility*
- *Horsham North is isolated and separated from the rest of Horsham by the railway corridor and adjoining land, and the poor quality connections across the railway. While the Railway Corridor restricts accessibility in some cases, it has the potential to provide the East/West connectivity and alleviate the barrier between North and South Horsham.*

Future Considerations

- *Activate existing open space with community amenities such as barbecues, picnic tables, public toilets at Langland's Park and Charisma Park*
- *Develop pedestrian and cycle links between the Kalkee Road Children's Hub, Police Paddock and Dudley Cornell to provide connection between key open spaces in the North*
- *Use Dudley Cornell Park for broader lifestyle and recreational use by local residents, with athletics relocated to another site (medium term)*
- *Develop initiatives to help re-integrate the urban areas on each side of the railway to change the dynamic of Horsham North*
- *Create a series of "Safe Places" where residents can meet, or wait for public transport, in a safe environment. These Safe Places should be carefully designed with CPTED (Crime Prevention Through Environmental Design) principles at key intersections and streets.*

Horsham Social Infrastructure Framework

This framework provides the guiding principles in terms of social infrastructure provision for Horsham and identifies opportunities for future social infrastructure provision based on identified gaps and community feedback.

Housing Strategy (and Planning Scheme Review)

Work is yet to be undertaken on a Housing Strategy which will provide guidance in relation to suitable locations for future housing development and what types of housing will be appropriate in various locations. Social and affordable housing will be considered as part of that project and will inform any future policies or decision making on housing, particularly for Horsham North.

Risk Implications

The following extract from the UDF (below) is highlighted because since its adoption, some actions have been undertaken but with varying levels of impact on Horsham North in terms of improving the urban environment, amenity and connectivity within the area. It is important that current and future projects are well considered and not simply "band-aid" solutions. The UDF highlights that poor planning and urban design has resulted in the current state that Horsham North presents to us, but this has happened over a number of decades and urban renewal is a common concept in today's cities and one which Horsham must address and incorporate into future planning to achieve improved outcomes.

Continued poor planning outcomes

It is vital that capital works and urban interventions in Horsham North are implemented through careful, considered and high-quality planning and design, to ensure high quality outcomes. Rushed and ill-considered planning decisions must be avoided.

Poor design quality

Individual development outcomes (private or public sector initiatives) should avoid bad design, and should deliver the best possible outcomes to maximise benefit for the local area. Any development project must be conscious of the implications for the area.

Lack of funding to implement change

Urban interventions are expensive, and lack of funding can cause long or ongoing delays to progress. In areas of high need such as Horsham North, it will be important to instigate an ongoing program of delivery of outcomes, starting immediately, even if small or modest.

Conclusion

The development of a Local Area Plan would provide a direction for Horsham North from a planning and urban design perspective, and the Horsham North UDF provides a strong basis to plan for future projects that can be reinforced by an up to date Local Area Plan that builds on the issues and opportunities identified.

A strong commitment from Council in terms of the implementation plan, acknowledging that future budget commitments would be required, is the key to delivering on the actions that have been, and will be identified through the current work. However, undertaking the necessary investigations and planning work is also a key to the future success of implementing a range of actions that deliver improved infrastructure, amenity and an overall improved urban environment for Horsham North.

9.6 CONTRACT 22/009 DESIGN AND CONSTRUCT WIMMERA RIVERFRONT NODES

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Department:	Engineering Services	File Number:	F04-A06

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil (Appendix provided in confidential report on this subject)

Purpose

To award Contract 22/009 for the Design and Construction of Wimmera Riverfront Nodes.

Summary

- This contract, being part of the City to River Stage 1 works, includes design and construction of three nodes/decks on the Wimmera River.
- The project cost was estimated as \$480,000, which is contained within the overall \$3.1M project budget
- Tenders were evaluated in accordance with the standard process.
- Details of the tender evaluation are presented in the evaluation report.

Recommendation

That Council award the tender for Contract 22/009 Design and Construction of Wimmera Riverfront Nodes to Bridgewater Marine Pty Ltd of Point Lonsdale, for the contract sum of \$463,959 ex GST.

REPORT

Background

Council is planning for the long term future of the Wimmera River Precinct and Central Business District through the City to River project. The aim is to transform and revitalise the area to make it a more attractive place to live, work, visit and invest in. The first stage of the City to River vision is focused on the revitalisation of the riverfront precinct in a sustainable manner. Council endorsed the Concept Plan presented for City to River Stage 1 Riverfront Activation on 21 September 2020.

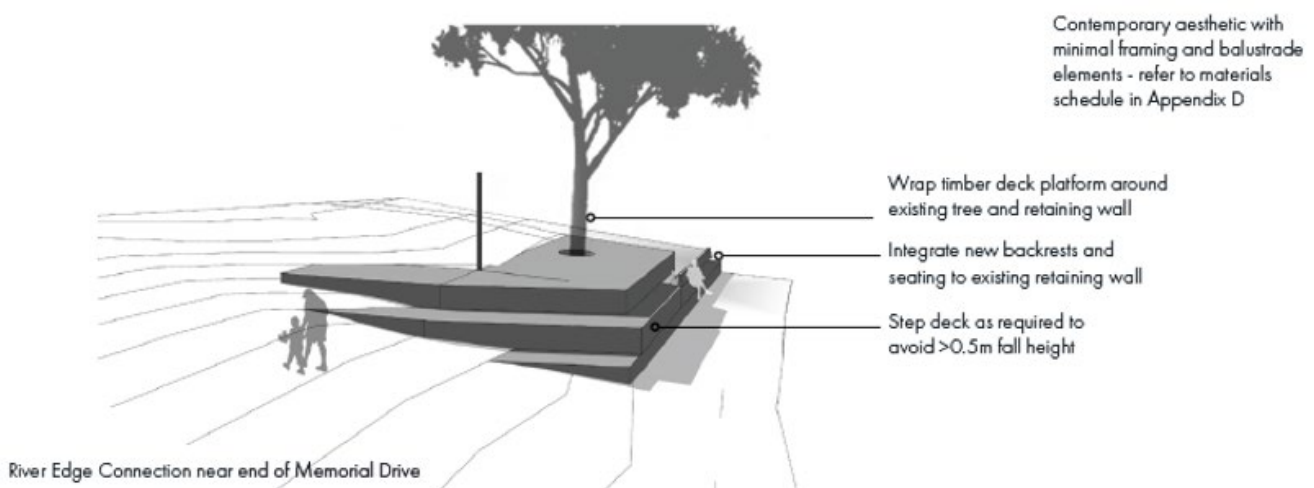
This contract will deliver three river edge connecting nodes, which is one of the key deliverables in the Concept Plan.

The nodes will create an axial link, both physical and visual, between the land and the river, by providing river edge access and viewing platforms. These works will act as a series of interconnected landmarks that will subtly support and enhance activities along the river's edge.

The three nodes/decks are a combination of in-water and on ground designs as follows:

- Node 1 – is aligned with Firebrace Street and the Entrance Pergola, this is a wharf-style design, requiring footings in water
- Node 2 – is located towards the western end of the precinct, aligns with the to-be-constructed Nature Play Park, and is also a wharf-style design requiring footings in water
- Node 3 - the eastern-most deck is required to be constructed on the riverbank only, around a tree, with no footings in water.

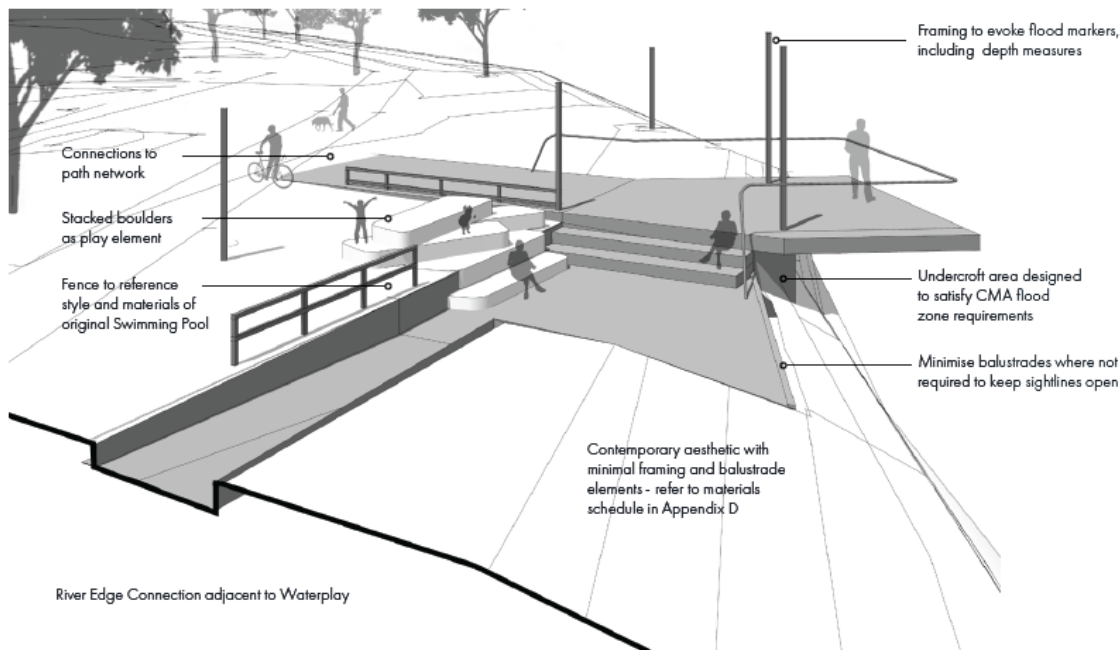
The diagrams on this page and the next page illustrate these nodes.



Discussion

Council commissioned an architectural and structural design for these nodes as part of the \$3.1M City to River Stage 1 Priority Works. Tenders were called for the project in June 2020, specifying that submissions needed to comply with the supplied design. No responses were received to this initial tender.

Following feedback from contractors who had downloaded the tender documents, the tender was re-issued and updated to allow submission of changes to the substructure design while maintaining the architectural view of the nodes, as a non-conforming tender.



Four conforming tenders and one non-conforming tender were received. Details of the evaluation process are included in the Tender Evaluation Report.

Options to Consider

Non-conforming tenders were allowed for this tender as an option, provided the tenderer also submitted a conforming tender.

The non-conforming tender response was received from Bridgewater Marine, who are a specialist wharf and jetty builder. Bridgewater Marine brought forward their expertise in proposing alternate sub-structure design while maintaining the architectural intent of the original design.

All other tenderers are general construction companies.

Sustainability Implications

Flood modelling of the riverfront has been conducted to ensure the built structures do not adversely impact on the river flow or other properties. This flood modelling has been reviewed and approved by the Wimmera Catchment Management Authority.

Community Engagement

Over 700 written submissions were received during the development of the City to River Master Plan. One of the key priorities identified for development was improved access to the water's edge. Community engagement has occurred over 18 months, through surveys, drop-in sessions, and the establishment of a Community Reference Group to sculpt the concept plans for this area.

Innovation and Continuous Improvement

The recommended tenderer has proposed a range of measures to simplify construction and ongoing maintenance of the nodes.

Collaboration

These works form part of Stage 1 of the City to River project. The project is overseen by a Project Reference Group which includes representatives from the Wimmera Catchment Management Authority, Department of Environment, Land, Water and Planning, Sport and Recreation Victoria and Regional Development Victoria.

Financial Implications

The overall budget for the City to River Stage 1 works is \$3.1M. Provisions for individual components of these works are allocated within this budget based on cost estimates by an external quantity surveyor. The quantity surveyor's estimate for these works was \$480,000 ex GST, hence, the preferred tender is within that estimate.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 1 – Community and Cultural Development

Four Year Priority 1.2.09 Activate the Wimmera River Precinct for the community and visitors (including lights and greater presentation)

Risk Implications

Standard construction risks apply to this project, these will be managed by Council's Project Office during the construction process. The adoption of a Design and Construct form of contract assists in the assignment of risks during the construction phase.

Delivery of this project will be managed in accordance with relevant COVID restrictions that apply at the time of the works.

Conclusion

The construction of these three waterfront nodes along the Wimmera Riverfront is a key project in the City to River Stage 1 priority works approved by Council last year. This will be the third deliverable in these key activation projects.

9.7 CONTRACT 22/005 SUPPLY AND DELIVERY OF ONE NEW ROAD MAINTENANCE PATROL TRUCK WITH FRONT PATCHING BOOM (JET PATCHER UNIT)

Author's Name:	Warren Kennedy, Krishna Shrestha	Director:	John Martin
Author's Title:	Fleet Coordinator, Strategic Asset Manager	Directorate:	Infrastructure
Department:	Infrastructure	File Number:	F13/A01/000003

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil (Appendix provided in confidential report on this subject)

Purpose

To award Contract 22/005 for the supply and delivery of a new Isuzu FVD165-300 Auto Jet Patcher unit including trade-in of Council plant number 1360.

Summary

- Council's jet patcher unit, plant number 1360 was a second hand unit, a 2005 model Isuzu FVD 23 model, purchased in February 2015, and is due for replacement. The truck has done over 390,000 km and 6800 hrs.
- Based on an assessment of fuel efficiency, maintenance costs, trade-in value and potential future major maintenance, it has been scheduled for replacement in the 2021-2022 financial year.
- The tender was advertised through the normal processes, with four companies providing responses.
- The tender evaluation panel recommends replacement of the plant 1360 with an Isuzu FVD165-300 Auto Jet Patcher unit.
- The replacement is to be funded from the plant reserve within the 2020-2021 plant budget allocation.

Recommendation

That Council accept the tender submitted by Ballarat Isuzu for supply and delivery of an Isuzu FVD 165-300 Auto Jet patcher truck at a total cost of \$384,429.82 ex GST, representing a new purchase price of \$416,348.00 less trade in of \$31,818.18.

REPORT

Background

Council's jet patcher unit, plant number 1360 was a second hand unit, a 2005 model Isuzu FVD 23 model, purchased in February 2015 is due for replacement, and was included in the 2021-2022 plant replacement program. Over a period of 15 years (5 years with HRCC) it has accumulated 6800 machine hours and travelled 390,000 km. Delaying replacement of this plant could result in major component failures besides increased routine maintenance cost and reduced fuel efficiency.

The tender process occurred according to Council's normal process including advertising on the Council website, in the Wimmera Mail-Times, Weekly Advertiser and The Age newspapers.

Discussion

A detailed tender evaluation is provided in the appendix to the confidential report on this subject. Key aspects of the report include:

- Three companies submitted tenders for a common product. The fourth company tendered for trade in only which was less competitive to other trade in bids
- The evaluation of tenders was based on the criteria presented in the tender specification
- Tenders were assessed on the basis of best value to Council, and conformance with required specifications rather than the cheapest price
- Council's fleet team and maintenance team did detailed assessment of the plant as part of the tender evaluation process.

Tender returns were received from the following five companies:

- Manheim Auctions Pty Ltd (trade in only)
- Ballarat Isuzu
- Ausroad Systems(Qld)
- Winter Taylor Isuzu (Geelong).

The tender of Ballarat Isuzu for a Isuzu FVD165-300 Auto/Jetmaster 4m³ PTO body jet patcher unit has been assessed as the best value to Council due to its conformance with the tender specification, price, warranty provisions for truck and body and other parameter specified in the evaluation report. This tender was cheapest tender while looking onto trade in value and supply of unit.

Options to Consider

There are three tendered options to consider. However, the evaluation favoured the Isuzu FVD165-300 tendered by Ballarat Isuzu.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

The jet patcher style of patching truck provided an improvement to Council's operations when first purchased, as it enables single person maintenance of roads, rather than the two people normally in a patching truck crew.

Collaboration

Not applicable

Financial Implications

The recommended tender is priced at \$384,529.82, which is about \$29,000 over to the estimated budget. This over expenditure on this item is expected to be compensated by potential savings from other plant purchases throughout the year. Program expenditure will be tracked throughout the year, and if necessary, a delay in the replacement of another plant item will be proposed should there be a shortfall in the overall allocated budget for 2021-2022.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

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

This jet patcher unit is required to deliver Council's sealed road maintenance including pothole patching, edge repair and crack sealing.

Risk Implications

All tenderers included risk assessments related to the use of the jet patcher as part of the information submitted with their tenders.

Conclusion

The tender evaluation process has assessed that the preferred replacement jet patcher unit is an Isuzu FVD165-300 Auto/Jetmaster 4m³ PTO body tendered by Ballarat Isuzu.

9.8 ANNUAL FINANCIAL ACCOUNTS 2020-2021

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

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Draft Financial Accounts 2020-2021 (**Appendix “9.8A”**)

Draft Performance Statement 2020-2021 (**Appendix “9.8B”**)

Purpose

To seek in principle approval to the final audited Financial and Performance Statements for 2020-2021.

Summary

- The Annual Financial accounts for 2020-2021 are provided to Council.
- The Annual Performance Statement for 2020-2021 is provided to Council.
- The Annual Financial accounts have been reviewed by Council's Audit and Risk Committee on 16 September 2021.

Recommendation

That Council:

1. Give in principle approval to the Financial and Performance Statements for 2020-2021 and authorise their submission to the Victorian Auditor-General's office.
2. Authorise the Mayor Cr Robyn Gulline and Cr Ian Ross to certify the statements in their final form after any changes recommended or agreed to by the auditors have been made pursuant to section 131 of the Local Government Act (1989).

REPORT

Background

The annual financial statements for 2020-2021 financial year were prepared and present to Council's external auditor, McLaren Hunt Financial Group via email on 25 August 2021.

The draft Financial Accounts (**Appendix "9.8A"**) and Performance Statement (**Appendix "9.8B"**) have been forwarded to the Victorian Auditor-General's Office for final review on 18 September 2021, and minor changes to notes and presentation of the accounts, may be required/requested.

It is recommended that Council give its approval in principle to the statements in accord with the Local Government Act (1989). The statements will form part of Council's annual report which is required, under legislation, to be forwarded to the Local Government Minister by 30 September 2021, although this date has recently been extended to 30 November 2021.

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

Discussion

The internal audit committee has reviewed the draft statements, at its meeting on Wednesday 16 September 2021 where Mr Chris Kol, from McLaren Hunt Financial Group discussed the statements and the outcomes from the audit.

The Audit Committee at its meeting of the 16 September 2021, recommended that Council adopt, in principle the Financial and Performance Statements for 2020-2021.

Options to Consider

Nil

Sustainability Implications

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

The cost of carrying out the audit is included in the 2020-2021 budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 Governance and Business Excellence

Risk Implications

There is a requirement for Council to adopt its annual accounts in accordance with the requirements of the *Local Government Act 2020*, and to not do so may result in loss of reputation and concern about council's financial management capabilities.

Conclusion

Financial Accounts and Performance Statement for 2020-2021 have been completed in accordance with relevant legislation and with reference to relevant accounting standards and are now presented for in-principle approval of Council.

9.9 LOAN BORROWING POLICY REVIEW

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

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Loan Borrowing Policy (Clean version) (**Appendix “9.9A”**)

Loan Borrowing Policy (Track Changes version) (**Appendix “9.9B”**)

Purpose

To adopt the revised Loan Borrowing Policy.

Summary

- The current Loan Borrowing Policy was due for review in December 2019.
- Council has recently undertaken a review of the policy in-conjunction with the development of the ten year financial plan.
- Minor changes have been made to the policy to align it with the *Local Government Act 2020*.
- All loan key performance measures and policy principles have remain unchanged.

Recommendation

That Council adopt the revised Loan Borrowing Policy as attached to **Appendix “9.9A”**.

REPORT

Background

As part of the regular review process of all policies and procedures the Loan Borrowing Policy has recently been reviewed during the development of the ten year financial plan. The new *Local Government Act 2020*, like the previous 1989 Act, contains specific provisions with respect to councils borrowing powers.

- Section 104 states a Council cannot borrow money unless the proposed borrowings were included in the budget or a revised budget
- Section 95(1)(b) states a Council must prepare and adopt a revised budget before the Council can undertake any borrowings that have not been approved in the budget.

Further to these statutory requirements the Loan Borrowing policy provides direction and guidance to council around the terms, method and conditions for borrowings, the purposes that it may borrow for and the key financial measures/ratios that should be complied with.

Discussion

The Loan Borrowing Policy has been reviewed and to ensure that it correctly references the new *Local Government Act 2020* and otherwise no significant changes have been made to the policy principles contained in the previous version.

The key loan borrowing principles can be summarised as following:

- Borrowing are to be utilised for Strategic Capital works
- Borrowings are not to be used for funding operations (other than a significant superannuation call)
- Borrowings are to be considered in the ten year Financial Plan
- Debt Commitment Ratio - Interest and principal repayments on interest bearing loans and borrowings / Rate Revenue to remain below 10%
- Borrowing Rates Ratio - Interest bearing loans and borrowings / Rate revenue to remain below 60%
- Liquidity ratio - Current assets / Current Liabilities to be greater than 120%
- All borrowings are approved by Council.

Council's usual approach is to lock in interest rates for the fixed term of the loan and to set the loan term at 10 years, the policy however allows flexibility on these aspects so individual circumstances can be considered at the time of entering in to each arrangement. A version of the policy with track changes is provided to clearly demonstrate the changes that have been made (**Appendix "9.9B"**).

Options to Consider

Nil

Sustainability Implications

The use of borrowings to fund capital investments is a sustainable financial undertaking as long as loan parameters remain within the accepted limits so that repayments can be met and managed.

Community Engagement

There is not a statutory requirement for Council to undertake community engagement on any Loan Borrowing Policy that it may choose to implement. The principles contained within the policy are widely accepted principles and are clearly within the domain of the governing body of Council.

Innovation and Continuous Improvement

Not applicable

Collaboration

Collaborative arrangements for borrowing are available through the Municipal Association of Victoria (MAV) Local Government Funding Vehicle and additionally the Regional Cities group of councils have investigated shared borrowing opportunities. These options would be assessed at the time of borrowings to determine if they provided the most cost effective option for Council.

Financial Implications

Borrowings are a key mechanism for any organisation to meet its financial needs, but there are cost implications that need to be considered when making these decisions, as essentially to borrow means that the future ratepayer will pay for the benefit received now versus savings where the current ratepayer foregoes the benefit now to provide something in the future.

Regional, State and National Plans and Policies

The Victorian Auditor General has performance measures that it considers are acceptable for levels of debt and Local Government Victoria sets acceptable ranges for debt measures within its Local Government Performance Reporting Framework. Both of these set ranges higher than what council has set for itself. The LGPRF information is contained within the policy section 4.3 and VAGO debt levels can be seen at the following website: <https://www.audit.vic.gov.au/report/performance-reporting-local-government-0#30549--appendix-c-financial-sustainability-indicators>

Council Plans, Strategies and Policies

The Policy links with the Council Four Year Budget and the ten year Financial Plan.

Risk Implications

A lack of guidance and control around the borrowing of funds can lead to financial instability for Council and as such strict controls and guidance help to mitigate against this risk.

Conclusion

The Loan Borrowing Policy provides extra guidance to council when assessing the need to borrow and entering in to borrowings over time.

9.10 NATIMUK SPECIAL COMMUNITY GRANTS ROUND 2021-2022

Author's Name:	Susan SurrIDGE	Director:	Graeme Harrison
Author's Title:	Coordinator Community Relations and Advocacy	Directorate:	Corporate Services
Department:	Community Relations and Advocacy	File Number:	F20/A01/0000012

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Natimuk Special Community Grants Round 2021-2022 (**Appendix “9.10A”**)

Natimuk Special Community Grants Round Conflict of Interest Declarations (**Appendix “9.10B”**)

Purpose

To approve community grant allocations for the Natimuk Special Community Grants 2021-2022.

Summary

- This report details approved community grant allocations for the Natimuk Special Community Grants Round 2021-2022.
- There is total funds of \$21,500 available for distribution from the sale of Council Land in Natimuk.
- 14 applications were received from Natimuk community organisations, totalling \$57,658.
- Total grant funds allocated to 12 organisations, is \$22,314, requiring an additional \$815 to be provided from the 2021-2022 Community Grants contingency.

Recommendation

That Council:

1. Allocate funding of \$22,314 in the Natimuk Special community Grants Round as detailed in **Appendix “9.10A”**.
2. Advise all successful and unsuccessful community grant applicants of the outcome of their applications.

REPORT

Background

Council sold a small portion of the old Natimuk Tennis courts site, and agreed at that time to allocate the net proceeds of the sale to the Natimuk community through a special grants round.

Applications for the Special Grants Round opened on the 19 July 2021 and closed on 16 August 2021.

At all levels of the assessment process, those on the assessment panels and at briefings have been requested to declare any conflict of interest and to not discuss or vote on any particular applications where there may be a real or perceived conflict of interest. Details of conflict of interest declarations made by officers and others involved in the process is attached as **Appendix "9.10B"**.

Discussion

Following the closing date, applications have been assessed by an interdepartmental working group of Council Officers, Executive Management Team and have been considered at a Council Briefing meeting.

Council sent out invitations to all Natimuk community Groups (24 in total), providing the Grant Guidelines and links to the on-line application. Council received 14 community grant applications requesting total grants of \$57,658, well in excess of the grant funds available.

A scoring system used in other community grants rounds was once again used and reflects the assessment criteria in the community grant guidelines. The objective of the scoring system is to provide some general guidance for assessors and greater transparency in the assessment process.

A final list of proposed Community Grants has been developed for the consideration and approval of Council (**Appendix "9.10A"**). This assessment includes comments of the assessment panel providing explanations around recommendations as appropriate.

With a limited funding pool, a key aspiration of the assessment panel was to 'spread' the grant amongst as many different community groups as possible.

Options to Consider

Council may consider allocating different funding to the various organisations.

Sustainability Implications

Nil

Community Engagement

In line with previous practice, upon approval of the grant allocations, groups will be advised as soon as practicable to assist them in preparing for the implementation of their projects and budgets for the 2021-2022 financial year.

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Proposed allocations are \$21,500 from the sale of part of the old Natimuk Tennis Courts plus an additional \$815 from the 2021-2022 Community Grants contingency.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Health and Wellbeing Plan 2017-2021

Community Inclusion Plan

Youth Strategy

Age-Friendly Communities Implementation Plan

Risk Implications

Not applicable

Conclusion

The 2021-2022 Natimuk Special Community Grants round will release over \$21,500 into the local Natimuk community and support some excellent local projects.

9.11 COVID-19 SUPPORT OPTIONS FOR 2021-2022

Author's Name:	Graeme Harrison	Director:	Graeme Harrison
Author's Title:	Director Corporate Service	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F21/A13/000002

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To adopt a financial support package for community groups and businesses that have been impacted by the COVID-19 Pandemic during 2021-2022.

Summary

- Council provided a range of support during 2020-2021 to businesses and the community who were impacted by COVID-19 Pandemic.
- When the 2021-2022 Budget was developed and adopted during the early part of the 2021 calendar year the impacts of COVID-19 were less as business was returning to normal across the municipality, state and nation.
- Now there is recognition that a zero COVID-19 approach is unlikely to be successful and it is likely that we will see continued lockdowns in Victoria at least until the State Government's recovery roadmap is implemented.
- Council must also deal with the impacts on its own service delivery as a result of the COVID-19 Pandemic – this analysis has not been included here-in.
- Council must walk the fine line between continuing to provide services in a fiscally constrained environment, but also ensuring that programs continue to be delivered that assist in stimulating the local economy and the industries most impacted by COVID-19 Pandemic.
- Funds have been identified from additional grants commission payments for 2021-2022 that have recently been announced.

Recommendation

That Council adopt the proposed package of support for businesses and the community as detailed in this report, and to be funded from the identified additional payments from the Victorian Grants Commissions, Financial Assistance Grants for 2021-2022.

REPORT

Background

When Council's 2021-2022 Budget was adopted in June 2021, there was no evidence of continuing lockdowns or significant and continuing disruptive influences with respect to the impacts of the COVID Pandemic. Subsequent to that time the COVID-19 outbreak in New South Wales and the spreading impact of the Delta variant have meant that lockdowns have again commenced in Victoria.

There are only so many things that Council can do to assist the community and business during these difficult times and the following packages have been identified as providing the best opportunity to provide some level of support.

Discussion

The following table details the support provided to the community during 2020-2021 together with suggested support levels that could be provided in 2021-2022:

Ref	Reduced Fees and Charges or additional expenditure programs	Actual Support 20-21	Suggested Support 21-22
1	Community and Business Support Package	484,916	60,000
2	Reduced Parking Fees	272,764	0
3	Commercial Rent Relief	21,146	20,000
4	Community Rent Relief	92,121	30,000
5	Street Trading permits waived	37,599	20,000
6	Health Registration Fee Relief	7,416	20,000
7	Community general relief	0	50,000
8	Hardship relief / Waivers	22,332	0
	Total	938,294	200,000

Funding for the proposed items would come from additional Grants Commission funds over and above what was estimated in the 2020-2021 Budget. The amount was advised recently of an additional \$200,583 for general purpose use.

Additionally Council will need to identify and either reduce or cover off from elsewhere, the additional service delivery costs largely from the operations of the Horsham Town Hall (Performing Arts, Art Gallery and Visitor Information Centre) and the Aquatic Centre which are the main services directly impacted by COVID-19 lockdowns.

Notes to each of the proposed initiatives:

1. Community and Business Support Package

COVID Recovery/Support Strategy	Actual Support 20-21	Suggested Support 21-22
Rural and Regional Travel	35,000	0
Digital and Online	124,000	0
City Centre Revitalisation	50,500	0
Event Innovation and Dev.	20,000	0
Liveability	20,000	0
Community	184,500	0
Community Grants 21-22	50,000	0
City Centre Revitalisation – Councillors Allowances	35,000	0
Re Shop Fronts	30,000	0
General Business Promotional Campaign		60,000
Total	559,000	60,000

There is a significant overhead to running a program such as the one that was run during 2020-2021, that provided a range of grants and funding opportunities for the business and the community.

As a result, the proposal is to not run a similar program again, but to make \$60,000 available to support a promotional campaign to attract people to the CBD and to local accommodation businesses. The proposed approach would be to have a promotional campaign that provides prizes of items such as meal vouchers, coffee vouchers, Business Horsham gift cards, accommodation vouchers etc., exact details would still need to be developed.

2. Reduced Parking Fees

	Actual Support 20-21	Suggested Support 21-22
Parking Revenue	272,764	0

It is not proposed to change the parking fee arrangements. It is a significant level of lost revenue to forego and because of its nature and significance it is unclear whether the benefit from removing these charges does or does not truly help to stimulate the economy.

3. Commercial Rent Relief

	Actual Support 20-21	Suggested Support 21-22
Commercial Leases of Council facilities	21,146	20,000

In 2020-2021 the commercial rent relief process was applied in accordance with the Federal Government guidelines, however many business owners did not choose to take up this option, or had not qualified.

A very similar system has been put in place for 2021-2022 by the State Government and this is being promoted by Council's property team, and eligible tenants are being encouraged to apply. Council will again apply the same rules that are in place for all commercial landlords as this is considered to be the appropriate strategy to not adversely impact other landlords or tenants across the municipality.

4. Community Rent Relief

	Actual Support 20-21	Suggested Support 21-22
Sport and Recreation / Cultural, Youth and Early Years	92,121	30,000

100% rent relief was provided for all community groups for the financial year 2020-2021. However some groups had already paid in advance or asked for rent relief for a different 12 month period. How rent relief is granted for 2021-2022 is subject to similar rules as Commercial Rents based on the State Governments guidelines. So each organisation will need to be reviewed on a case by case basis after assessing how they have been impacted, by COVID-19.

Broader additional support to community groups may also be considered within this allocation once rent relief has been determined.

5. Street Trading permits waived

	Actual Support 20-21	Suggested Support 21-22
Street Trading Permits	37,599	20,000

During 2020-2021, footpath trading permits were waived to the value of \$37,559 for display of goods, advertising "A" Frames, chairs and tables, and temporary trading places. Some businesses will be granted an automatic extension of this waiver under the footpath trading funding that was received in 2020-2021. As a result to be fair to all traders it is considered appropriate to grant waivers on these fees for all businesses during 2021-2022.

6. Health Registration Fee Relief

	Actual Support 20-21	Suggested Support 21-22
Health Registration Fees	7,416	20,000

Because COVID-19 impacted businesses very differently in 2020-2021 with some flourishing whilst others struggled, it was decided to provide health registration fee relief on application rather than by assessment. The application process also required a statutory declaration to be made which further discouraged businesses from applying. This led to a lower number of refunds than we initially anticipated in 2020-2021. The proposal is to grant waivers again in 2021-2022 upon application but without the requirement for a statutory declaration. It is likely to see more businesses become eligible.

7. Community General Relief

	Actual Support 20-21	Suggested Support 21-22
One-off assistance to community groups	0	50,000

Many community groups have been impacted greatly by the constraints of COVID and the restriction on their capacity to fund raise and make charged for attendance by spectators. As a result an allocation to generally assist groups with their operations is proposed. The exact details of how that support is provided or applied for is still to be determined.

8. Debt Relief and Waivers – Financial Hardship

	Actual Support 20-21	Suggested Support 21-22
Fines penalties	22,332	0
Rates Waivers	0	0
Other Waivers	0	0
Total	22,332	0

There is no intention to allocate a specific amount for debt relief and waivers, but to simply apply the Council's COVID-19 Rates and Charges Financial Hardship Policy on an as needs basis. To estimate the financial impact of this to Council is impossible at this stage.

Last year we were expecting to get a significant number of enquiries from the broader community re financial hardship and as a result redeployed a staff member to be the COVID-19 Financial Hardship Officer. However, most likely due to the stimulus and support measures provided by the Federal and State Governments, significant debt relief for Financial Hardship, did not occur. The only debts that were written off in 2020-2021 related to fines and penalties that were really not directly COVID related but were possibly impacted by COVID indirectly.

Council's Revenue and Rating Plan and our Financial Hardship policy both now allow for the waiving of rates in substantial and prolonged periods of financial hardship. Careful consideration will be required before any rate waiver is granted.

To date rates in arrears at this time of year are currently \$333,930 when last year it was \$442,281, so the arrears position has improved. Since the rates notices were issued for 2021-2022 Council has received 11 enquiries re financial hardship, two relate to businesses, one community organisation and eight are residential properties. Only three of these enquiries came from ratepayers who have an arrears balance on their assessment, and only one of those three is in a financial position where they are unable to enter into a payment plan sufficient to pay off the debt and keep up with the 2021-2022 rates levied. It is anticipated though, that as the due date for first instalment payment approaches the number of enquiries may increase.

Options to Consider

Nil

Sustainability Implications

Nil

Community Engagement

Not applicable this is a report for the decision of Council.

Innovation and Continuous Improvement

Nil

Collaboration

Nil

Financial Implications

All matters discussed in this report impact on the financial position of Council.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Risk Implications

One significant challenge in any approach to supporting business and the community is how do we assess genuine need for support? How do we measure and compare how COVID may be impacting different sectors of the community? The risk for Council is that we do not get this right and those with needs miss out whilst others who are perhaps not so in need, benefit.

There is also a significant risk of substantial financial impact if Council loosely applies any waiving of rates. This could have significant ramifications for lost income, and increased staff resources may also be required to manage the application process. Waivers should be reserved, in line with the Revenue and Rating Plan, for genuine proven “long-term” hardship situations.

Conclusion

This report is to discuss what arrangements may be put in place for 2021-2022 to assist businesses, community groups and the broader community in dealing with financial hardship and difficulties as a result of the COVID-19 Pandemic.

9.12 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

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

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the Chief Executive Officer's Operational Report for September 2021.

Summary

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

Recommendation

That Council receive and note the Chief Executive Officer's Operational Report for September 2021.

REPORT

Background

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

Discussion

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

A. Advocacy/Funding Announcements

Horsham Town Hall New Floor: Horsham Town Hall's auditorium is set to receive a new floor thanks to a \$200,000 grant from the Victorian Government's Living Heritage program. A section of the original sub-floor construction and floor boards will be retained at the auditorium entrance so that the earlier method of construction can be understood and ensures that the age of the floor is not misleading to future generations. Once in place, the new floor will facilitate the return of large community functions and activities hosted at the auditorium and preserve the structural integrity of this State Heritage listed building. Full construction works are scheduled for November 2022.

Horsham Rail Corridor: The Director Communities and Place and Chief Executive Officer attended a meeting on Tuesday 24 August 2021 with Senior Executives from Vic Track. The discussion mainly focussed on the process and timelines for the remediation of contaminated land and transfer of land to Council.

Roads Victoria Liaison Meeting: The Mayor, Director Infrastructure and Chief Executive Officer attended a virtual meeting with Department of Transport on Thursday 2 September 2021. Discussions included Road Safety Audits, Silo Art, \$1M funding for Pedestrian Safety Actions, Hamilton Street Bridge, Bus Interchange and Horsham Railway Station.

Rural Council's Corporate Collaboration (RCCC) Board Meetings: The RCCC Board, which includes the Chief Executive Officers of Hindmarsh, West Wimmera, Loddon and Horsham met on Thursday 9 September 2021 by zoom. Besides discussing routine matters, the board approved the preferred vendor for supply of the IT system to allow the contract negotiations to commence.

Wimmera Regional CEO Meeting: The Chief Executive Officer met with the Chief Executive Officers of Norther Grampians, Buloke, West Wimmera, Yarriambiack and Hindmarsh on Thursday 9 September 2021. The discussions included proposed changes to WDA and the transition to the new board structure.

MAV CEO Forum: The Chief Executive Officer attended a MAV CEO Forum on Wednesday 15 September 2021. Discussions included emergency management, kerbside reforms, social and affordable housing and planning reforms.

Regional Cities Victoria (RCV): The Chief Executive Officer attended a Regional Cities Victoria meeting on Thursday 2 September 2021. Guest speakers included Debra Abbott, Deputy Commissioner of Emergency Management Victoria. Discussions were centred on the COVID outbreak in Shepparton, response from community, insights and learnings and regional assistance.

Regional Cities Victoria (RCV): The Mayor and Chief Executive Officer attended a Regional Cities Victoria meeting on 16 September 2021 via zoom to finalise RCV advocacy priorities for 2022-2025.

Local Government Professionals (LGPro) CEO Forum: The Chief Executive Officer attended an LGPro CEO online forum on Friday 17 September 2021.

B. Community Engagement

Council Plan: The Council Plan outlines the strategic objectives of Council for the next four years and how we will strive to support our community. Councillors (and staff) were out and about in Roberts Place engaging on the Council Plan. Drop in sessions were held on 21, 22 and 23 September from 10am to 2.00pm in Roberts Place and then an evening session in Jubilee Hall on Thursday from 5.00pm to 7.00pm.

C. Projects and Events

Citizenship Ceremonies: Council hosted its first 'virtual' citizenship ceremony on 1 September 2021 to officially welcome our newest Australian citizens to the community amid pandemic restrictions. Another ceremony was conducted on 22 September 2021. Held across four separate ceremonies, 23 people from eight different countries were formally granted Australian Citizenship. Countries of origin included Republic of Ireland, Philippines, Ethiopia, India, Nepal, Thailand, Fiji, Sri Lanka, United Kingdom, New Zealand and United States. The Mayor, Cr Robyn Gulline officiated the ceremonies on behalf of the Australian Government.

Pynsent Street Garden Bed Revamp: The streetscapes team have been working on upgrading some small garden beds through the city centre of Horsham. The design behind the beds is to allow the falling leaves to blow through and not collect in the plants and to allow more visibility for turning cars. Plants that have gone in are all small Australian native shrubs e.g. grevilleas and kangaroo paws and we have gone with a Tuscan rock mulch for foot traffic and as a feature.

Laharum Road Tree Planting: Council's tree and environment team, with the help of depot apprentices, has undertaken a large tree planting program on Laharum Road west of the Livestock Exchange. Over a few days they managed to plant about 800 trees and shrubs which have also been staked and guarded to protect them from the elements, and from rabbits. This planting will enhance this area and will be quite the sight in coming years, it will also give a bit of wind protection to the sheep at the livestock exchange.

Rural Tennis Courts: Tennis courts are being re-surfaced as part of this year's budget at Brimpaen and Central Park. Brimpaen works are underway with the old surface now removed, and the new surface to be laid in October. The courts at Central Park to be resurfaced will have this work undertaken in March next year.

WAL HUB Roadworks: Roadworks are underway on Freight Terminal Road, with Council staff and contractors reconstructing 300m of the road and adding turning/overtaking lanes for entrance to the new section of the industrial estate.

Outdoor Dining: Works continue to assist local business by supporting the Outdoor Dining program. There will be some inconvenience along footpaths on Firebrace St as concrete footings are laid.

D. Staff Matters

Organisation Culture Survey: The Leadership Group (which includes the CEO, Directors and Managers) participated in a workshop facilitated by UniSA Consultants who conducted the Organisation Culture Survey. The purpose of the workshop was to further interrogate the results and identify actions for improvement before more detailed engagement with the staff.

Options to Consider

Not applicable

Sustainability Implications

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Risk Implications

Not applicable

Conclusion

That Council receive and note the Chief Executive Officer's Operational Report for September 2021.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Robyn Gulline, Mayor

- 24 August 2021– ABC Wimmera radio interview - telephone
- 26 August 2021 – Western Rail discussion with Southern Grampians – virtual
- 27 August 2021 – Triple H radio interview with Di Trotter - telephone
- 1 and 2 September 2021 – welcomed 19 new Australians over 3 virtual citizenship ceremonies
- 2 September 2021 – Liaison meeting with Department of Transport with CEO and Dir Infrastructure – virtual
- 9 September 2021 – Regional Mayors meeting with Local Government Victoria – virtual
- 10 September 2021 – MAV Workcare update – virtual
- 14 September 2021 – Natimuk A & P Society AGM
- 15 September 2021 – MAV Sexual Harassment Training – virtual
- 16 September 2021 – Regional Cities Victoria – Mayor’s meeting – virtual
- 16 September 2021 – Audit and Risk Committee – virtual
- 17 September 2021 – meeting with Haven Home Safe re Big Housing Build – virtual
- 21 September 2021 – Council Plan community engagement in Roberts Place
- 22 September 2021 – Council Plan community engagement in Roberts Place
- 22 September 2021 – Virtual Citizenship ceremony to welcome 4 new Australians
- 22 September 2021 – COVID 19 Agencies meeting – virtual
- 23 September 2021 – Council Plan community engagement in Roberts Place and Jubilee Hall

Cr Claudia Haenel

- 20 August 2021 – MAV Understanding Council Finances, zoom
- 23 August 2021 - HRCC Council Meeting - zoom
- 25 August 2021 - How to prevent the irreconcilable and inevitable outcomes - ALGWA Vic - zoom
- 26 August 2021 – MAV Discrimination, Bullying, Harassment Councillor Training - zoom
- 26 August 2021 - Yarning Treaty North West: First Peoples’ Assembly of Victoria, zoom
- 1 September 2021 – Regional Growth Summit - zoom
- 2 September 2021 - MAV Meeting Procedures Councillor training - zoom
- 6 September 2021 – HRCC Council Briefing Meeting – zoom
- 9 September 2021 - MAV Community Leadership for Councillors - zoom
- 13 September 2021 – HRCC Council Briefing Meeting – zoom
- 15 September 2021 - MAV Sexual Harassment Councillor Training - zoom
- 15 September 2021 - Local Law Workshop - zoom
- 16 September 2021 – Women’s Garden project meeting - zoom
- 17 September 2021 - MAV Strategic Planning and Decision Making Councillor Training - zoom
- 17 September 2021 - WSM RTG Meeting – zoom
- 21 September 2021 – HRCC Community feedback Council plan – Roberts Place Horsham
- 23 September 2021 – Coffee with Councillor Claudia- Weir Park Horsham
- 23 September 2021 – HRCC Community feedback Council plan – Roberts Place Horsham
- 24 September 2021 - Electing the Mayor – What Leadership Requires: VLGA zoom

Cr David Bowe

- 25 August 2021 - Victoria's infrastructure strategy 2021 – 2051 Report (online Webinar)
- 26 August 2021 - Yarning Treaty Northwest: First Peoples' Assembly of Victoria (online via zoom)
- 3 September 2021 - Victorian Regional Growth Summit (online via zoom)
- 6 September 2021 - Victorian Regional Growth Summit Showcase (online via zoom)
- 6 September 2021 - National Women's Safety Summit (online Webinar – afternoon session)
- 6 September 2021 – Council Briefing meeting (online via zoom)
- 7 September 2021 - National Women's Safety Summit (online Webinar – afternoon session)
- 7 September 2021 – The Reach Foundation - Young People need more than Mental Health Hashtags (online via zoom)
- 13 September 2021 - Council Briefing meeting (online via zoom)
- 15 September 2021 - Local Law Workshop (online via zoom)
- 17 September 2021 – Wimmera Regional Library Corporation Board Meeting
- 21 September 2021 – Chat to a Councillor on the Council Plan, Asset Plan and Long-Term Financial Plan – Roberts Place at the pop-up station
- 22 September 2021 – Chat to a Councillor on the Council Plan, Asset Plan and Long-Term Financial Plan – Roberts Place at the pop-up station
- 23 September 2021- Electing the Mayor – What Leadership Requires: Victorian Local Governance Association (VLGA) Connect Live Panel Discussion (online via zoom)

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on 6 September 2021
- Council Briefing Meeting held on 13 September 2021
- Council Briefing Meeting held on 15 September 2021

Refer to **Appendix “13.1A”**

13.2 SEALING OF DOCUMENTS

S6 Instrument of Delegations – Members of Staff – Signed and Sealed as per Council resolution of 23 August 2021.

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

- Horsham Tidy Towns Committee Minutes held on 20 July 2021
- Rail Freight Alliance Minutes held on 13 August 2021
- Horsham Regional Livestock Exchange Minutes held on 19 August 2021
- Horsham Tidy Towns Committee Minutes held on 24 August 2021
- Wimmera Southern Mallee Regional Transport Group Minutes held on 17 September 2021

Refer to **Appendix “13.4A”**

Recommendation

That Council receive and note agenda items:

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

14. NOTICE OF MOTION