

AGENDA

MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on
24 October 2022
At 5.30pm

In the
Council Chamber, Civic Centre
18 Roberts Avenue, HORSHAM



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 on 24 October 2022 in the Council Chamber, Civic Centre, Horsham at 5.30pm

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, Jupagalk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community.

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

3. OPENING AND WELCOME

Chairman, Cr Robyn Gulline formally welcomed those in attendance to the meeting. The Mayor advised that the meeting will be recorded to maintain a video archive, which will be available on the Horsham Rural City Council website as soon as possible.

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 in the Council Chamber, Civic Centre, Horsham at 5.30pm on 26 September 2022 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


KEVIN O'BRIEN

Acting Chief Executive Officer

REPORTS FOR COUNCIL DECISION

9. OFFICERS REPORTS

9.1 HORSHAM CITY CENTRE CENTRAL ACTIVITY DISTRICT COMMUNITY REFERENCE GROUP

Author's Name:	Fiona Gormann	Director:	Fiona Gormann
Author's Title:	Acting Director Communities & Place	Directorate:	Communities and Place
Department:	Investment Attraction and Growth	File Number:	F15/A07/000023

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

Terms of Reference Horsham City Centre Central Activity District Community Reference Group (**Appendix 9.1A**)

Purpose

To seek Council's approval of the Horsham City Centre Central Activity District (CAD) Community Reference Group (CRG) Membership Structure and endorsement of the CAD CRG Terms of Reference (ToR).

Summary

The purpose of the Horsham City Centre CAD Community CRG is to provide support, advice and guidance to the project manager, consultants and Council for delivery of the CAD Revitalisation: Streetscape Plan projects.

The CRG is not a decision-making body. Its role is to help identify key issues and provide advice to Council.

Recommendation

That Council:

1. Approve the Horsham City Centre Central Activity District Community Reference Group Membership Structure as outlined per **Appendix 9.1A**.
2. Approve the Horsham City Centre Central Activity District Community Reference Group Term of Reference as per **Appendix 9.1A**.
3. Approve that an independent Chair is appointed at the Central Activity District Community Reference Group inaugural meeting.

REPORT

Background

The CAD Revitalisation; Streetscape Plan focuses on 15 streetscape and public realm projects. They are:-

Project #1 Create the 'Horsham Walk' from Horsham's existing laneway network.

Project #2 Improve Firebrace Street with more shade, more crossings and more public realm.

Project #3 Create more places for people on Wilson Street.

Project #4 Make O'Callaghans Parade an attractive and fitting arrival corridor into Horsham's Town Centre.

Project #5 Emphasise trees and bikes on Urquhart Street.

Project #6 Emphasise pedestrian safety on Darlot Street.

Project #7 Engage with property owners to undertake facade improvements to heritage buildings.

Project #8 Develop Advertising Signage Controls.

Project #9 Build a Town Square in Horsham's Town Centre.

Project #10 Build a pedestrian-friendly environment on Ward Street to support the Town Square and connectivity between Roberts Avenue and the Town Hall.

Project #11 Build a Children's Park in the Town Centre, on the site of the former Kindergarten.

Project #12 Reimagine May Park as a youth-oriented space.

Project #13 Create better, safer connections within the Town Centre and beyond.

Project #14 Create a streetscape design palette manual and begin to implement incrementally.

Project #15 Support the Greening Greater Horsham Strategy. (Plant more trees).

Discussion

The CRG is not a decision-making body. Its role is to:

- 1.1 Help identify key issues with regard to the implementation of the CAD Revitalisation; Streetscape Plan Projects
- 1.2 Provide representative insight into the development of policy relating to the implementation of the CAD Revitalisation; Streetscape Plan Projects
- 1.3 Provide guidance as to potential solutions pertaining to the implementation of the CAD Revitalisation; Streetscape Plan Projects
- 1.4 Act as an initial focus group for review of the Consultants/Council Officers' findings and reports prior to their presentation to Council and/or the community.
- 1.5 Provide a communication conduit to the community during the community engagement phase

The Horsham City Centre CAD CRG Membership will include a maximum of 12 members.

The CAD Community Reference Group membership includes:

- One Business Owner/Operator within the CAD precinct,
- Two Business Operators in Retail within the CAD precinct
- Two Business Operator in hospitality within the CAD precinct
- Two WestVic Business Members
- One Resident living within the CAD precinct
- One Resident who lives outside the municipality whose main shopping centre is Horsham
- One Youth Council (Rep)
- One Older Persons Advisory Group (Rep)
- One Mobility Advisory Group (Rep)

The scope of the CRG is to work collaboratively with Council via its Project Manager and Consultant/s in relation to the Project.

When a consultant is engaged to support the project, that consultant will be actively engaged as part of the CRG.

Level of engagement – IAP2 level of participation

Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution

Options to Consider

1. Council can choose to approve the Horsham City Centre CAD Membership Structure and ToR.
2. Council can choose not to approve the Horsham City Centre CAD Membership Structure and ToR.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme Three - Sustainability - Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy.

Strategy 2: A sustainable economy where local business, agriculture, tourism and other diverse industries thrive.

CAD Revitalisation: Streetscape Plan 2022

Council's Committee Framework Policy 2021

Risk Implications

Not applicable

Conclusion

The Horsham City Centre CAD CRG Terms of Reference as presented is aligned with Council's Committee Framework Policy and is presented to Council for approval.

9.2 HORSHAM RURAL CITY COUNCIL BRANDING PROJECT

Author's Name:	Sue Sheridan	Director:	Fiona Gormann
Author's Title:	Senior Project Manager – Strategic Planning	Directorate:	Communities & Place
Department:	Communities & Place	File Number:	F15/A05/000001

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Branding Proposal (Heine Jones) **(Appendix 9.2A)**

Horsham 2041 Community Vision Report **(Appendix 9.2B)**

Purpose

To implement a new visual identity to reflect the outcomes of the Community Vision Project.

Summary

The report includes:

- Outcomes of the comprehensive community engagement process undertaken to seek feedback on the Community Vision Project
- Determination, prioritisation and costs of the scope of works for the phased approach of rebranding
- Request for a commitment to continue to with the development of our new visual identity.

Recommendation

That Council endorse the HRCC Branding proposal as presented in **Appendix 9.2A** and stage its implementation over 2 financial years commencing this financial year.

REPORT

Background

Horsham is a regional city and as we are planning for the future, it's important our visual identity represents who we are and where we want to be. The aim is to visually transform and revitalise our appearance and impression to make our municipality more attractive place to live, work, visit and invest in. This project forms part of Transforming Horsham, a suite of projects being undertaken by Council with a view to creating a brighter future for Horsham over the coming decades. Transforming Horsham is about imagining together, talking together, working together and moving forward together.

The Vision and entrance designs were informed by independent research, analysis and consultation with representatives of community groups, organisations, businesses, Government agencies and traditional owners. To respond to research and analysis, initiatives were identified where they could materially improve one or both of the following principles:

- Liveability
- Economic Resilience

Discussion

The Branding Project scope will include:

Master logo: Versions, Colour variations, Size and space, Misuse.

Accompanying Elements: Colour palette, Typeface, Graphic embellishment, Icons and infographics, Social and contact icons, Co-branding.

Examples and Templates – Digital: PowerPoint, Social Media, Electronic direct mail, Email signature.

Examples and Templates - Corporate Stationery: Letterhead, envelope, business card, Presentation Folder, Reports, Certificate.

Project scope to replace: Stationery – letterhead, envelopes, business cards, With Compliments, Name badges, Vehicle stickers, Traffic cones, Locality Signs, Leaving and welcome Municipality sign and Parks and Gardens Signs, Intranet, Staff uniforms, Flags, Multiple websites, Community Directory, Legal Documents (templates), Publications – electronic, Publications – hard copies (particularly tourism and events), Policies and Procedures, Range of hard copy forms, Electronic forms, Council venues such as the Horsham Aquatic Centre, Transfer Station, Landfill, Kalkee Road Children's and Community Hub, Horsham Town Hall, etc (only where Council's logo is used), and Locational signage. The plan is to stage the rebranding expenditure over 2 financial years and replace stock when needed with the new logo.

Options to Consider

1. Endorse the HRCC Branding proposal as presented
2. Not support the HRCC Branding proposal as presented

Sustainability Implications

Not applicable

Community Engagement

Please refer to the Horsham 2041 Community Vision Report (**Appendix 9.2B**). The community will have a strong interest in this project and will be informed when the project is approved by Council. The Scoping of Engagement has been completed with a detailed Community Engagement Plan to be developed on Councils approval to progress the project.

Innovation and Continuous Improvement

The Horsham Rural City Talks Community Panel undertook their task with commitment, creativity and hard work. The 26 residents who volunteered to be on the Community Panel were randomly selected to work together to develop the Horsham 2041 Community Vision. They undertook this task with enthusiasm, respect, passion and integrity. Council acknowledges the 937 responses from 926 people and 11 groups who participated in a variety of engagement activities to share their views and aspirations on their vision for the future of the Horsham region. This included residents as well as those who come for work or visit to help make our region what it is and what we aspire for its future.

Through this process we are now looking to reflect this through our visual identity. By focusing on visual improvements and branding which support liveability and economic resilience, the area will promote the attraction and retention of population and investment which will preserve the City's critical role for Horsham and the Wimmera region.

Financial Implications

Descriptions	Renewal	Replace/New	Total Cost
Documentation, Design & Planning			
HeineJones – Logo design (awarded)		\$20,000	\$20,000
Delivery			
Stationary – letterhead, envelopes, business cards, With Compliments, Name badges	\$12,000	\$4,300	\$16,300
Street Signs, Locality Signs, Boundary signs, Parks and Gardens signs, vehicle stickers, traffic signs, Council Bins, Council signage outlying towns, buildings and venues and Locational signage	\$458,800	\$30,100	\$488,900
Human Resource cost to replace signs	0	\$180,000	\$180,000
Electronic: Website, Intranet, Multiple websites, Community Directory, Publications – electronic, Electronic forms	\$4,000	\$7,500	\$11,500
Flags, Legal Documents (templates), Staff Uniforms, Publications – hard copies (particularly tourism and events), Policies & Procedures and Range of hard copy forms	\$13,200	\$57,700	\$70,900
Complete Cost Estimate	\$488,000	\$299,600	\$787,600

(NB: Budget figures above include allowance for approximate costs including design, printings, construction and cost escalation 1yrs. No allowance has been made for additional project management)

It is proposed that the HRCC Branding Project be funded as follows:

- 2022-2023 allocation of \$287,000 to be funded from additional grants commission funding.
- 2024-2025 funding allocated of \$500,600 in the long term capital works plan to be brought forward to 2023-2024 financial year.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 2 – Liveability

Horsham Rural City Council will actively work to create a healthy and connected community that is a great place to live, work invest and explore for all ages, abilities and backgrounds.

Strategies

1. A resilient, inclusive and socially connected community
2. A destination to live, work, explore and invest
3. A region with a defined identity
4. Diverse and connected open spaces
5. Quality opportunities and facilities that meet the health and wellbeing needs and interests of all ages, abilities and backgrounds

The Horsham Rural City Branding Project links to the following Council Plans and Strategies:

- Destination Horsham Investment Attraction Strategy & Implementation Plan 2022
- Horsham 2041 Community Vision Report
- CAD Revitalisation Streetscape Plan 2022

Risk Implications

The implementation of new branding will reduce reputational risk to Council by providing a new visual identity. Horsham has changed a lot since our logo was adopted and will change even more over the next 20 years. A full risk assessment inclusive of mitigation strategies will be developed and monitored throughout the project.

Conclusion

The new branding will visually transform and revitalise our appearance and impression to make our council more attractive place to live, work, visit and invest in. Representing our past and future vision.

Bring together the Vision to show Horsham as a regional city within the Wimmera dedicated to supporting the values of sustainability, indigenous culture, the environment, agriculture, and its people.

9.3 WIMMERA INTERMODAL FREIGHT TERMINAL TERMS OF REFERENCE

Author's Name:	Fiona Gormann	Director:	Kevin O'Brien
Author's Title:	Acting Director Communities and Place	Directorate:	Communities and Place
Department:	Investment Attraction and Growth	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

Wimmera Intermodal Freight Terminal Terms of Reference (**Appendix 9.3A**)

Purpose

To seek Council's approval of the Wimmera Intermodal Freight Terminal Advisory Committee Membership Structure and Council's endorsement of the Wimmera Intermodal Freight Terminal Advisory Committee Terms of Reference (ToR).

Summary

The purpose of the Wimmera Intermodal Freight Terminal Advisory Committee is to provide ongoing support and advice to Council relating to the operations of the Wimmera Intermodal Freight Terminal as a Council asset.

The Advisory Committee is not a decision-making body. Its role is to help identify key issues and provide advice to Council.

Recommendation

That Council:

1. Approve the Wimmera Intermodal Freight Terminal Advisory Committee Membership as follows:
 - HRCC Director Infrastructure
 - HRCC Manager Investment Attraction and Growth
 - Representative Regional Development Victoria
 - Four Representatives from WIFT operators
 - Two Representatives from Department of Transport
 - Representative Australian Rail Track Corporation (ARTC)
 - Minute Taker (Council officer)
2. Approve the Wimmera Intermodal Freight Terminal Advisory Committee Term of Reference as per **Appendix 9.3A**.
3. Approve the appointment of a non-Council Chairperson to be selected by the Wimmera Intermodal Freight Terminal Advisory Committee at the inaugural meeting.

REPORT

Background

Council has established a committee structure and framework policy. The Wimmera Intermodal Freight Terminal Advisory Committee forms part of that framework.

The Terms of Reference are required to provide each member with a clear understanding of their roles and responsibilities. Each member's expertise is sought to ensure the Wimmera Intermodal Freight Terminal is a viable asset of Council and services the community through the delivery of freight containers using the rail network.

Discussion

There are 11 members on the committee representing

- HRCC Director Infrastructure
- HRCC Manager Investment Attraction and Growth
- Representative Regional Development Victoria
- Four Representatives from WIFT operators
- Two Representatives Department of Transport
- Representative ARTC (Track operator)
- Minute Taker (Council officer)

Alternate representation can be sought as required, alternative representatives may attend meetings on behalf of the Wimmera Intermodal Freight Terminal. Alternative representatives are entitled to provide information for Council to consider if the main representative of the Wimmera Intermodal Freight Terminal is not present.

Individuals and groups may be invited to attend Wimmera Intermodal Freight Terminal advisory meetings to provide specialist advice. They cannot be involved in the decision making process and cannot vote on the issue.

Wimmera Intermodal Freight Terminal members who resign should submit their resignation in writing to the Chairperson.

Options to Consider

1. Council can choose to approve the Wimmera Intermodal Freight Terminal ToR
2. Council can choose not to approve the Wimmera Intermodal Freight Terminal ToR

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme Three - Sustainability

Strategy 2: A sustainable economy where local business, agriculture, tourism and other diverse industries thrive.

Risk Implications

Not applicable

Conclusion

The Wimmera Intermodal Freight Terminal Advisory Committee ToR support the members through good governance and transparent processes to provide Council with recommendations in regards to the function of the Wimmera Intermodal Freight Terminal.

9.4 AUDIT AND RISK COMMITTEE UPDATES, CHARTER REVIEW AND SELF-ASSESSMENT SUMMARY & ANALYSIS

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Audit and Risk Committee Meeting unconfirmed Minutes 21 September 2022 (**Appendix 9.4A**)

Audit and Risk Committee Annual Self-assessment Summary and Analysis (**Appendix 9.4B**)

Revised Audit and Risk Committee Charter (**Appendix 9.4C**)

Purpose

To report outcomes of the Audit and Risk Committee's meeting held on 21 September 2022, to provide the annual self-assessment summary, and to adopt the revised Audit and Risk Committee Charter.

Summary

- An Audit and Risk Committee meeting was held 21 September 2022 with a range of matters discussed including the draft Annual Financial Accounts, the draft Annual Performance Statement, the final report for the Service and Business Planning internal audit, and Councils Internal Audit Action report.
- The Audit and Risk Annual self-assessment summary and analysis 20221 – 2022 as evaluated by Committee members is provided.
- The Committee recommends the noted changes to the Audit and Risk Committee Charter.

Recommendation

That Council:

1. Receive and note the Audit and Risk Committee unconfirmed meeting minutes 21 September 2022 (**Appendix 9.4A**).
2. Receive and note the Audit and Risk Committee Annual Self-assessment Summary and Analysis (**Appendix 9.4B**).
3. Adopt the revised Audit and Risk Committee Charter (**Appendix 9.4C**).

REPORT

Background

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

The Audit and Risk Committee provides support to Council in discharging its oversight and responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit, and Council's performance with regard to compliance with its legislative and regulatory requirements.

Under Section 54(5) of the Local Government Act 2020:

An Audit and Risk Committee must-

- (a) Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and*
- (b) Provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council Meeting.*

Under Section 54(4) of the Local Government Act 2020:

An Audit and Risk Committee must:

- (a) Undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and*
- (b) Provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council Meeting.*

Discussion

An Audit and Risk Committee meeting was held on 21 September 2022 and details of the items discussed were as follows:

- RSD Internal Audit Update Report Qtr. 4 – Local Government
- RSD Strategic Internal Audit Status Report
- RSD Internal Audit – Service & Business Planning (Final Report)
- RSD Internal Audit – Community Engagement (Draft Scope)
- Council's Internal Audit Actions Report
- Governance Compliance Framework Biannual Report and Compliance Spreadsheet
- Policies Reviewed and Adopted 2 June 2022 to 13 September 2022
- CEO Expenses Report
- Quarterly Performance Report for the period 1 April 2022 to 30 June 2022
- Finance and Performance Report ending 31 August 2022
- CEO Update on Emerging Issues
- Compliance Policy
- Organisational Governance Checklist Biannual update and spreadsheet
- Gifts, Benefits & Hospitality report and register
- Audit and Risk Committee Biannual report (March to September 2022)
- Fraud & Corruption Control Policy, Procedure and Control Plan
- Council's Insurance Program Report
- Self Assessment Survey Results
- Audit and Risk Committee Charter Biennial review

- Independent Committee Member Tenures: Mark Knights
- Rural Council's Corporate Collaboration (RCCC) Project Update

AUDIT AND RISK COMMITTEE ANNUAL SELF ASSESSMENT -

There is a requirement under the Audit & Risk Committee Charter (sections (3.14) and (4.18)) that the Committee evaluate its own performance on an annual basis using a self-assessment tool; the Audit and Risk Committees self-assessment survey was completed in September 2022. All five Committee members completed the survey and the summary and analysis report is attached as **Appendix 9.4B**.

REVISED AUDIT AND RISK COMMITTEE CHARTER

The Charter also sets out the Committee's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements. The Charter is supported by an Annual Work Program, and is reviewed on a biennial basis or as required. The Committee have recommended several changes to the Charter; the document is attached with the proposed changes includes as track changes as **Appendix 9.4C**.

Options to Consider

Council to receive and note the Audit and Risk Committee unconfirmed meeting minutes 21 September 2022, the annual Audit and Risk Committee Annual Self-Assessment summary and analysis, and to approve the revised Audit and Risk Committee Charter.

Sustainability Implications

Not applicable

Community Engagement

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

Innovation and Continuous Improvement

Not applicable

Financial Implications

Operations of Council's Audit and Risk Committee is covered within the 2022-2023 operational budget allocation.

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

- Strategies
1. Good governance, through leadership and connection with community
 2. Good management for financial sustainability
 4. Accountable and transparent decision making

Risk Implications

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

Conclusion

The Audit and Risk Committee is a legislated requirement under the *Local Government Act 2020* and minutes and relevant information are provided to council in-line with good governance and record keeping.

9.5 CONTRACT S23-001: PROVISION OF CARPENTRY SERVICES COUNCIL OWNED BUILDINGS AND FACILITIES
CONTRACT S23-002: PROVISION OF ELECTRICAL SERVICES COUNCIL OWNED BUILDINGS AND FACILITIES
CONTRACT S23-003: PROVISION OF PLUMBING SERVICES COUNCIL OWNED BUILDINGS AND FACILITIES

Author's Name:	Brett Ellis	Director:	John Martin
Author's Title:	Co-ordinator Facilities Management	Directorate:	Infrastructure
Department:	Strategic Asset Management	File Number:	S23-001, S23-002, S23-003

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

Refer to the confidential section of the agenda for evaluation reports.

Purpose

To award the contract to a panel of contractors for the Provision of Carpentry Services, Electrical Services and Plumbing Services, Council Owned Buildings and Facilities 1 November 2022 to 30 June 2025 with two, two-year optional terms.

Summary

- Council has an ongoing need for servicing and maintaining of Carpentry, Electrical and Plumbing related works within community owned and managed assets with an annual value of approximately \$100,000 per contract.
- Contracting with a panel of preferred suppliers gains better pricing and availability of resources to suit Council's needs.
- Three separate Request For Tender (RFT) processes were established seeking suitably experienced contractors to apply for the service contract. The proposed contract duration is 1 November 2022 to 30 June 2025.
- Council received tender submissions that were evaluated in accordance with Council's Procurement Procedures.
- A good response was received to the RFTs with significant local content.
- Local suppliers have been identified as preferred, with an order of preference as noted for each contract.

Recommendation

That Council:

1. Award Contract S23-001 Provision of Carpentry Services Council Owned Buildings and Facilities to DLW McMaster Builders, Locks Construction and Plazzer Builders at the schedule of rate nominated in the tender submissions.
2. Award Contract S23-002 Provision of Electrical Services Council Owned Buildings and Facilities to Cec Hopper & Sons (CHS Group), Laser Electrical and Wades at the schedule of rates nominated in the tender submissions.
3. Award Contract S23-003 Provision of Plumbing Services Council Owned Buildings and Facilities to Taberner Plumbing, CHS Plumbing (CHS Group), Laser Plumbing and Wades at the schedule of rates nominated in the tender submissions.

REPORT

Background

Council needs to source contractors for periodic servicing and maintenance of carpentry, electrical and plumbing works located within Council Facilities to maintain them at a suitable standard.

The current contract term has expired hence a new contract is required. The public advertising process will give all available contractors the opportunity to tender to undertake this Council work. Local capacity is highly favoured due to the urgency of some work.

To obtain best value, it is proposed that the contracts will allow for a panel of service providers. Access to a panel of suppliers gives Council the ability to compare prices and quality of the service offered from various suppliers.

Discussion

A detailed tender evaluation report for each contract is provided in the confidential section of the agenda.

Tenders were advertised through the normal process, including via Council's website (tender portal) and through local newspapers. All tenders received were conforming to the required specifications.

Suppliers were evaluated on a range of parameters, including availability, experience and price. The price evaluations were conducted by developing a spreadsheet comparing the price as an average of the most common types of resources required for tasks at Council's facilities.

All tender submissions were reviewed by Council's appointed evaluation panel.

Options to Consider

Alternative contracting or quotation arrangements would be difficult to deliver within the requirements of Council's procurement policy.

Sustainability Implications

Nil

Community Engagement

No community consultation occurred on this tender. Regular communication with contracted suppliers will occur to ensure the timely availability of the associated services.

Innovation and Continuous Improvement

The appointment of a panel of contractors will lead to more efficient purchasing.

Collaboration

Nil

Financial Implications

The budget for works under these contracts is provided in individual building budgets. Estimated expenditure per contract is approximately \$100,000 for each financial year. The annual spend is broken down into three categories, with typical amounts for each being servicing \$40,000, repairs \$40,000 and replacement \$20,000.

Maintenance works for newly constructed infrastructure will also be included as part of this contract.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 2 - Liveability

- Create engaging spaces and places for social connection and wellbeing to build community resilience

Risk Implications

Standard construction work risks apply. Supervision of works will be conducted by Council officers to manage these risks.

The successful contractors will be asked to provide their work methodology and progressively update their OH&S plan to address and identify their risk control measures.

Conclusion

A panel of suppliers for the associated works with a “schedule of rates” will provide the opportunity to select multiple contractors when works are urgent or if the preferred contractor is unavailable. This enhances Council’s level of compliance with procurement policy whilst producing efficiency due to reduction in administrative cost in obtaining quotation for similar services.

The contract term proposed is three years with a two, two-year optional terms, at Council’s discretion.

REPORTS FOR INFORMATION

9.6 HORSHAM RURAL CITY COUNCIL ANNUAL REPORT 2021-2022

Author's Name:	Faith Hardman	Director:	Kim Hargreaves
Author's Title:	Corporate Planner	Directorate:	Corporate Services
Department:	People Culture & Performance	File Number:	F06/A09/000001

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

2021-2022 Horsham Rural City Council Annual Report (**Appendix 9.6A**)

Purpose

To receive and note the 2021-2022 Annual Report for Horsham Rural City Council.

Summary

The 2021-2022 Annual Report for Horsham Rural City Council has been prepared in accordance with the requirements and guidelines of the *Local Government Act 2020* and the *Local Government Act (Planning and Reporting) Regulations 2020*. The Annual Financial Accounts and Performance Statement have been accepted in principal by this Council at the meeting on 26 September 2022. This year the Annual Report also includes reporting on the Health and Wellbeing Plan that is incorporated into the Council Plan for cohesion in strategic planning and delivery for the community.

Recommendation

That Council receive and note the 2021-2022 Horsham Rural City Council Annual Report (**Appendix 9.6A**).

REPORT

Background

The 2021-2022 Annual Report for Horsham Rural City Council has been prepared in accordance with the requirements and guidelines of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Local Government Act requires the Annual Report to be submitted to the Minister for Local Government by 31 October each year. Sections 18(1)(d) and 100 of the *Local Government Act 2020* require the Mayor to report on the implementation of the Council Plan by presenting the Annual report at a Council meeting open to the public, within four months of the end of the financial year.

Discussion

The 2021-2022 Annual Report for Horsham Rural City Council provides a summary of performance against the 2021-2025 Council Plan, together with achievements, highlights and challenges during 2021-2022.

Options to Consider

Not applicable.

Sustainability Implications

A number of sustainability initiatives undertaken by Council have been reported in the 2021-2022 Annual Report with the most notable achievement being under Theme 3 – Sustainability “Zero Net Emission Action Plan Annual Target Surpassed”. The Annual Report was prepared and proofed in a predominantly paperless way.

Community Engagement

A notice advising the public that they may inspect the 2021-2022 Annual Report (including the Auditor’s Report and Performance Statement for the year ended 30 June 2022) will be included in the next public notices.

Innovation and Continuous Improvement

The Annual Report was drafted this year with public accessibility in mind. The Annual Report incorporates new styles of reporting to make the subject matter accessible and understandable for the public with a view to there being a clear line of sight between the Council Plan and Council’s achievements for the year. This includes clear metrics, stop light systems and infographic statistics on performance.

An improvement of note is the reporting of our health and wellbeing objectives through the use of a series of small read symbols which denote the health and wellbeing objectives and where our activities are achieving those objectives.

Collaboration

Not applicable.

Financial Implications

Costs associated with production of the 2021-2022 Annual Report are included in the 2022-2023 Council Budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Strategies

1. Good governance, through leadership and connection with community
2. Good management for financial sustainability

Risk Implications

There is a statutory requirement to prepare an Annual Report. To not do so would lead to significant reputational damage to Council and would raise concerns with the State Government as to the Council's ability to manage the organisation's financial and non-financial obligations.

Conclusion

The 2021-2022 Annual Report for Horsham Rural City Council has been finalised.

9.7 AUDIT AND RISK COMMITTEE BIENNIAL REPORT – MARCH 2022 TO AUGUST 2022

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Audit and Risk Committee Meeting Minutes – 17 March 2022 (**Appendix 9.7A**)

Audit and Risk Committee Meeting Minutes – 9 June 2022 (**Appendix 9.7B**)

Purpose

To present the Audit and Risk Committee Biannual Report for the period from March to August 2022.

Summary

- Audit and Risk Committee meetings – 100% attendance rate by independent committee members and Councillor Representatives
- VAGO appointed external auditors Crowe, preparing to conduct their first financial audit (for financial year ending 30 June 2022)
- Seventeen policies/procedures adopted or reviewed
- Improved tracking of the Annual Work Program action items
- Human Resources Internal Audit Conducted
- Seven Risk Management actions not completed

Recommendation

That Council receive and note the Biannual Report of the Audit and Risk Committee for the period March to August 2022.

REPORT

Background

Section 54(5) of the *Local Government Act 2020* (the Act) requires Council’s Audit and Risk Committee to: “Prepare a Biannual Audit and Risk Report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations”. Council’s Audit and Risk Committee was established pre December 2004, and was reviewed on 24 August 2020 when Council resolved to adopt the Audit and Risk Committee Charter 2020 in accordance with the new Act.

This report is prepared in accordance with the Horsham Rural City Council’s Audit and Risk Committee Charter (section 3.15). It is the fourth biannual report and covers the period March to August 2022 (including the Committee meetings held on 17 March 2022 and 9 June 2022). The minutes of these meetings were tabled at the relevant Council Meetings of 26 April 2022 and 27 June 2022 and have therefore previously been provided to Council and the public.

Membership

The Audit and Risk Committee comprises of:

Members over the previous six months were:

- Richard Trigg –Chair/ Independent member
- Vito Giudice – Independent member
- Mark Knights – Independent member
- Cr Robyn Gulline – Councillor representative/Mayor
- Cr Penny Flynn - Councillor representative

The three independent members on the Committee are selected for their technical expertise and industry experience.

Ex-officio Members

- Horsham Rural City Council – Sunil Bhalla (CEO)
- Graeme Harrison (Director Corporate Services)
- Heather Proctor (Finance Manager)
- Diana McDonald (Co-ordinator Governance)
- Internal Auditor – RSD Audit (contractor)
- Victorian Auditor-General’s Office agent - Crowe Australasia - attends meetings to report matters of significance in relation to the Financial Statements.

Independent Members/Councillor Attendance for the Reporting Period

Name	17 March 2022 Meeting			9 June 2022 Meeting		
	In Attendance	Online/ In Person	Attendance Rate	In Attendance	Online/ In Person	Attendance Rate
Richard Trigg (chair)	Yes	In person	100%	Yes	In person	100%
Vito Giudice	Yes	Online – Via Teams	100%	Yes	Online – Via Teams	100%
Mark Knights	Yes	In person	100%	Yes	In person	100%
Cr Robyn Gulline	Yes	In person	100%	Yes	In person	100%
Cr Penny Flynn	Yes	In person	100%	Yes	Online – Via Teams	100%

Discussion

Responsibilities of the Audit Committee

The responsibilities and Terms of Reference of the Audit and Risk Committee are clearly defined in Council's Audit and Risk Committee Charter, which is renewed biennially and formally approved by Council. The full charter can be viewed on Council's website - www.hrcc.vic.gov.au

There were 39 actions contained in the Audit and Risk Committee's Annual Work Program for the March to August 2022 period, of which all were tabled for discussion and/or approval. Noting that some of the Risk Management actions which were not completed in the timeframes for this reporting period were:

- 3.1 Review effectiveness of Council's risk management framework
- 3.2 Review Council's risk appetite statement
- 3.3 Review HRCC's risk profile and significant changes
- 3.4 Review Council's treatment plan for significant risks
- 3.5 Review BCP framework and testing regime
- 3.6 Review internal controls over significant areas of risk, including non-financial management control systems
- 3.7 Review Council's Insurance Program (A report to be provided at the September Committee meeting)

The Committee is concerned that none of the Risk Management actions this year have been completed to the required standard and recommend that Council allocate funds to engage external consultants to assist with this task.

17 March 2022 Meeting – Reports Tabled

Listed below are the reports tabled at the Audit and Risk Committee meeting held on 17 March 2022. Further details are provided in the minutes (**Appendix 9.7A**).

- **Business Arising From Previous Minutes**

- (From meeting 18 November 2021) Audit Reports Agenda Item (8.3) Internal Audit Action Items to be prioritised to those of relevance to HRCC, this has been completed. Restructure according to categories has also been completed.
- (From meeting 18 November 2021) Risk Management Agenda Item (10.2) Fraud and Corruption Control Procedure Review – Required further review and will be brought to the next meeting.

- **CEO Update**

- Review of Advisory Committees – Transition to user groups and strategic advisory committees is almost complete noting improved governance processes and efficiency.
- Strategic planning focus – moved to the sporting and events precinct, and advocating for funding as part of the Federal Election.
- Greening Horsham Strategy
- Horsham North Local Area Plan Consultation
- National Vehicle Regulator issued an infringement notice for overloading.
- COVID-19: currently no compulsory work from home, but some staff have requested working from home arrangements, which are in place.

- **Audit Reports**
 - VAGO Audit Strategy Memorandum 30 June 2022: Introduction provided by Martin Thompson to the work of Crowe Auditors who plan to understand the operational activities of HRCC. Initial planning stages have been completed and form the basis of the presented Memorandum. The Memorandum outlined the planned approach of external auditors to the audit of Horsham Rural City Councils consolidated financial report, performance statement and known acquittals for the financial year ending 30 June 2022.
 - RSD Internal Audit Update Report Qtr 2. – Local Government
 - RSD Strategic Internal Audit Status Report
 - Council’s Internal Audit Actions Report
- **Compliance and Legislation**
 - As also noted above in CEO’s report, John Martin Director Infrastructure Service reported the National Heavy Vehicle Regulator (NHVR) issued an infringement notice for overloading. Staff believed they were within the appropriate limits. Fleet Manager developing a system for clear understanding of each vehicles limit, and also scheduled training for staff with the NHVR.
 - Outstanding External Audit Items
- **Reporting**
 - Quarterly Performance Report (1 October 2021 to 31 December 2021)
 - Finance and Performance Report (ending February 2022)
- **Governance**
 - Governance Compliance Framework and Spreadsheet Biannual Update
 - Audit and Risk Committee Biannual Report (September 2021 to February 2022) the Chair to present to Council at Council Briefing on 4 April 2022
 - Local Government Inspectorate – Sector wide Policy Document Review
 - 13 x Policies and Procedures Reviewed and Adopted (10 November 2021 to 9 March 2022)
- **Risk Management**
 - Business Continuity Policy (Draft) review
 - Councils insurance program report
 - Risk Management – Annual work Program items (3.10 to (3.7) have been deferred to next meeting in June 2022.
- **Ongoing Monitoring**
 - Road Management Plan Status Report – Monitoring completed
 - Landfill Fire Updates – Monitoring completed
 - IT Testing Scenarios: No scenarios run this quarter
- **General Business**
 - Audit and Risk Committee Annual Work Program – Annual Review
 - Independent Committee Members Contract Terms
 - Summary Table of Council Reports
 - Rural Council’s Collaboration (RCCC) Project Update
 - Website Update

9 June 2022 Meeting – Reports Tabled

Listed below are the reports tabled at the Audit and Risk Committee meeting held on 9 June 2022. Further details are provided in the minutes (**Appendix 9.7B**).

• Business Arising from Previous Meeting

- (From Meeting 17.03.2022) Agenda Item (6.2) Risk Management: Need to provide reviewed Fraud and Corruption Control Procedure (with noted updates)
- (From Meeting 17.03.2022) Agenda Item (7.5.2) Governance: Audit & Risk Committee Biannual Report (March 2022) Committee feedback required by 22 March 2022 – COMPLETED.
- (From Meeting 17.03.2022) Agenda Item (9.1) Risk Management: Need to provide the reviewed Business Continuity Policy.
- (From Meeting 17.03.2022) Agenda Item (9.2) Risk Management: Need to provide a report for the Committee that outlines Council's insurances and the levels of cover.
- (From Meeting 17.03.2022) Agenda Item (9.3) Risk Management: Need to provide the additional deferred Risk Management items (from the ARC) Annual Work Program at the next meeting in June 2022.
- (From Meeting 17.03.2022) Agenda Item (13.1) General Business: Annual Work Program to be numbered and a register developed to show the dates of completion of each item – COMPLETED.
- (From Meeting 17.03.2022) Agenda Item (13.3) General Business: Reintroduce a Summary Table of Council Reports – COMPLETED.
- (From Meeting 17.03.2022) Agenda Item (13.5) General Business: Website Update – All independent Committee Members to provide feedback before placing on HRCC website – COMPLETED.

• CEO Update

- Rural Road Network Plan has been adopted
- Successfully obtained \$5 million in grant funding for upgrades in rural roads
- New waste collection service model has been adopted and will be implemented in the New Year
- Change in Occupational Health and Safety Regulations around psychological health. A code of compliance is being developed by the section.
- Organisational culture survey has been undertaken and report is due to be provided by the end of week.

• Audit Reports

- RSD Internal Audit Update Report Qtr 3. – Local Government
- RSD Strategic Internal Audit Status Report
- RSD Internal Audit – Human Resources (Final Report)
- Council's Internal Audit Actions Report

• Compliance and Legislation

- Budget Update
- Final Audit Strategy – Year Ending 30 June 2022
- Interim Management Letter – Year Ending 30 June 2022

• Reporting

- Quarterly Performance Report – (1 January 2022 to 31 March 2022)
- Finance and Performance Report ending 30 April 2022

• Risk Management

- Fraud and Corruption Control Policy (Draft) – Further work required to be tabled at next ARC meeting on 21 September 2022

- Fraud and Corruption Control Procedure (Draft) – Further work required to be tabled at next ARC meeting on 21 September 2022
- Fraud Control Plan – Present to next meeting on 21 September 2022
- Business Continuity Plan (BCP) Review (Draft) – To provide BCP testing results at the next ARC meeting on 21 September 2022.
- Councils Insurance Program Report – To provide a report for the Committee outlining what insurance Council has what they cover and the extent of the coverage, for next ARC meeting on 22 September 2022.
- RISK MANAGEMENT AUDIT AND RISK COMMITTEE – ANNUAL WORK PROGRAM (SECTION 3)
 - o Effectiveness of Council’s Risk Management Framework – Report to be provided at ARC meeting on 21 September 2022.
 - o Review Council’s Risk Appetite Statement – Reviewed during the course of the year will be reviewed again shortly.
 - o Review HRCC’s risk profile and significant changes – Reviewed during the course of the year will be reviewed again shortly.
 - o Review Council’s treatment plan for significant risks – Report to be provided at ARC meeting on 21 September 2022.
 - o Review Business Continuity Plan Framework and testing regime – Results from testing of the plan to be provided at ARC meeting on 21 September 2022.
 - o Review internal controls over significant areas of risk, including non-financial management control systems – Report to be provided at ARC meeting on 21 September 2022.
 - o Review Council’s Insurance Program – Report to be provided at ARC meeting on 21 September 2022.
 - o Risk Management Committee Updates – Verbal report provided on the major activities.
 - o Insurance Report – Noted carious claims being managed.
 - o Strategic Risk Register (SRR) – Report provided. Committee discussed inclusion of some reputation risk and staff shortages being demonstrated clearly in the SRR. Review of SRR by EMT required.
- **Governance**
 - 4 x Policies and Procedures Reviewed and Adopted (10 March 2022 to 1 June 2022)
 - Draft Compliance and Integrity Framework tabled.
 - HRCC Analysis – VAGO Report – Fraud Control over Local Government Grants
 - Audit and Risk Committee Annual Work Program Register – Updated
 - Gifts, Benefits & Hospitality Biannual Reports (31 Dec 2021)
 - Gifts, Benefits & Hospitality Register (31 Dec 2021)
- **Ongoing Monitoring**
 - IT Testing Scenarios: No scenarios run this quarter
- **General Business**
 - Audit and Risk Committee Charter biennial review to be completed September 2022 (Current Charter will be emailed with Minutes)
 - Audit and Risk Committee Annual Self-Assessment Report

Internal Audits Conducted	
1. Human Resources (Final Report)	Tabled at meeting of 9 June 2022

Internal Audits Scheduled	
1. Services and Business Planning (<i>Final Report Proposed to table at meeting on 21 September 2021</i>)	
2. Community Engagement (<i>Draft project scope to be tabled at meeting of 21 September 2022</i>)	Scheduled for October 2022
3. Asset Management	Scheduled for February 2023*
4. Emergency Management	Scheduled for October 2023*
5. ICT General Controls	Scheduled for February 2024*

*These dates may change

Community Engagement

This report was presented to a Council Briefing for discussion.

Innovation and Continuous Improvement

Continuous improvement and review is a key focus of the Audit and Risk Committee and the Annual Work Program includes a range of continuous improvement actions.

Financial Implications

There are no direct financial or resource impacts arising from the recommendation of this report.

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Strategies:

1. Good governance, through leadership and connection with community
2. Good management for financial sustainability
3. High organisational standards focussing on continuous improvement
4. Accountable and transparent decision making

Risk Implications

Section 53 of the Act states that Council must establish an Audit and Risk Committee. The committee has an important role in monitoring Council's financial governance and risks. To not have a properly functioning or constituted Audit and Risk Committee would be in breach of the requirements under the Act and could increase the potential for fraud and corruption to occur.

Conclusion

This report provides the fourth biannual update on Council's Audit and Risk Committee activities and recommendations for the period from March to August 2022 in accordance with the requirements of Section 54(5) of the Act. It is of the view that the Audit and Risk Committee has discharged its responsibilities under the Charter, with the exemption of the outstanding Risk Management reports.

The Committee will continue to review Council's governance, accountability, risk and internal controls to reduce the risk to the organisation and recommend improvements where identified. This report has been reviewed and approved by all members of the Committee.

9.8 INVESTMENT ATTRACTION AND GROWTH DEPARTMENT REPORT

Author's Name:	Fiona Gormann	Director:	Fiona Gormann
Author's Title:	Acting Director Communities and Place	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 Department Report for August 2022.

Summary

The Investment Attraction and Growth Department Report provides the progress and outcomes achieved through the delivery of the investment attraction strategy and implementation plan during the reporting period.

Recommendation

That Council receive and note the Investment Attraction and Growth Department Report for August 2022.

REPORT

Background

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

Discussion

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

The Investment Attraction Strategy and Implementation Plan progress and key achievements for the month of August are articulated in the information and tables, as follow.

Actions are measured by goals and set timelines. The timelines are indicated by years which relate to financial years.

- Year 1 - 2022-2023
- Year 2 - 2023-2024
- Year 3 - 2024-2025
- Year 4 - 2024-2025
- Year 5+ 2025+

The teams will focus on delivering actions with in the current financial year whilst carrying out the necessary planning to ensure targets are meet in sequential years.

INVESTMENT ATTRACTION

SEGRA Conference

Fiona Gormann Manager Investment Attraction and Growth presented at the Sustainable Economic Growth for Regional Australia (SEGRA) conference at the end of August in Devonport Tasmania. The presentation was on *Transitioning to Destination Horsham – Investment Attraction Strategy and Implementation Plan 2022 onwards; and focused on Theme Three – Commercial and Industrial Land Development - ‘Why Horsham is better suited for investment into industrial land development than other regions’.*



With investment in the right area, the Horsham region has the potential to establish itself as one of the great regional cities in the country.

The primary aim of the Strategy is to highlight strengthens of the Horsham region as an exciting regional area to live, work and invest. It displays the value propositions of Horsham and aligns them with investment opportunities to fulfil the economic potential of the region. This will ensure Horsham can achieve our goal of becoming a sophisticated regional city. The value propositions are presented within four key investment themes of *Agriculture, Renewable Energy, Commercial and Industrial Land Development and Tourism*. The strategy also includes an implementation plan which outlines the proactive and effective actions that will be taken on the ground. This will assist the developing outcomes for the key priority areas in the region.

Making investment easy - <https://www.hrcc.vic.gov.au/Business-and-Investment/Investment-Opportunities>

Council Priorities	Action	Goal Measured by	Progress
1.3.6 (2 year)	Implement landscaping recommendations from Horsham North Local Area Plan for the Horsham Rail Corridor Project	Ensure amenities and landscaping to support the Silo Project are delivered	Landscaping plan still to be finalised, consultant has been appointed.
2.10 (Ongoing)	Support the Wimmera Development Association to facilitate improved telecommunications, housing and workforce outcomes	- Government fund provided to improved telecommunication - Industry not reporting lack of housing availability for new employees to the region	Meetings held with Melrose 18/07/22 (Formally Spirit) and NBN 26/7/22 to understand telecommunications options for Industrial Sites (Burnt Creek, Enterprise Estate and WAL Hub)
	Undertake regular meetings between the Wimmera Development Association and Investment Attraction Department to inform and discuss economic development opportunities	10 forums held per year	Meeting held in August with WDA and HRCC Investment & Business Development Team 2/10 meetings held at 30/9/22
2.8.1 (2 years)	Support the Development of Mt Zero Resort	Planning Permit decision	Applicant has prepared further information on Native Vegetation and Access as requested by DELWP, Parks and CFA. Permit should be ready to lodge in September.
(2 years)	Prepare and implement the recommendations from the Aerodrome Masterplan	Aerodrome Masterplan development	Infrastructure Fast Track Funding application submitted to complete a Regional City – Horsham Flight Hub Master Plan
3.1.2 (3 years)	Seek investment for opportunities highlighted in the Wartook Valley Strategy	3 new tourism products developed	High-end accommodation developers visited a number of businesses within Wartook to discuss their tourism product.
3.2.2 (2 years)	Implement the infrastructure works required for the next stage of development at the WAL Hub and both Burnt Creek and Enterprise Industrial Estates to ensure sites are market ready	Next stage developed for each of the industrial areas and ready for sale	Regional Infrastructure Fund (RIF) application submitted to seek funding to construct infrastructure for 6 lots at Burnt Creek Industrial Estate to make market ready. - Enterprise Estate subdivision to be informed by Horsham South Structure Plan (HSSP)
5+years	Investigate with stakeholders on the potential for Burnt Creek to become a green industrial area through vegetation offsets and carbon sequestration	Investigation outcomes reported to Council	HRCC working with DELWP to progress.
5+years	Investigate opportunities for industries at the WAL Hub	One Industrial lot sold annually	Two lots under contract.
3.5 (ongoing)	Advocate for mining in our region to meet world's best practice	Website updated and investment prospectus developed	Investment Prospectus Developed and updated in July 2022

Council Priorities	Action	Goal Measured by	Progress
3.5 (2 years)	Advocate for mining in our region to meet world's best practice	MOU developed between Council and WIM Resource	MoU signed 11 July 2022
3.5.1 (2 years)	Prepare submission of the EES for the Avonbank mining project to ensure that the licence reflects world best practice	Statutory Planning to prepare submission for consideration by council	Avonbank currently preparing EES in consultation with DELWP and agencies as part of TRG. EES intended to be exhibited 2022/23.
3.6 (ongoing)	Widely promote the advantages of establishing solar and wind farms in the Horsham region	Website updated and investment prospectus developed	Investment Prospectus Developed and finalised in July 2022
(1-2 years)	Council support and advocate for renewable energy projects of all scales	Begin discussions with smaller townships for community scale solar	Not yet commenced
(1-2 years)	Provide specific marketing information adaptable to Council's Website to encourage and support renewable energy developments	Website updated and investment prospectus developed	Investment Prospectus Developed and finalised in July 2022
4.1 (5+years)	Advocate for the use of rail as a mode for transport of materials to the Port	Increased container use on rail	Council represented at Port of Melbourne Logistic Tour 28 July 2022

BUSINESS DEVELOPMENT & TOURISM



Monthly Spending Summary – August 2022

Peak Spending Day: Friday 12, 19 & 26 August 2022

Total Local Spend: \$1.27M

Expenditure by Type

Expenditure Type	Total Local Spend	Resident Local Spend	Visitor Local Spend	Resident Escape Spend	Resident Online Spend
August '22 Spending	\$33.8M	\$23.1M	\$10.6M	\$10.7M	\$12.6M
Change from August '21	21.53% increase	10.72% increase	54.32% increase	90.58% increase	11.01% increase

Officers Reports

Council Priorities	Action	Goal Measured By	Progress
2.1.2 (ongoing)	Design, promote, participate and support municipal activities and events as scheduled including NAIDOC, Volunteers, International Women’s Day & Seniors Week	Events reported on in the Investment Attraction and Growth monthly Council Report	Planning underway for ‘Spring Into Horsham’ September holiday activity to include an outdoor Ice Skating Rink
2.6.1 (ongoing)	Promote recreational activities in our natural environment to increase destination tourism and visitation	Activities reported on in the Investment Attraction and Growth monthly Council Report	Green Lake precinct strategy developed by WestVic Business to increase recreational and social activities at the Yacht Club. WestVic Business are planning a Christmas event at the yacht club.
2.7.1 (ongoing)	Identify and seek out commercial opportunities to activate the riverfront	Commercial opportunities reported on in the Investment Attraction and Growth monthly Council Report	Vodday and Vacay have enquired about trading on the riverfront during the Summer months. Seed N Sprout have enquired about trading on the riverfront when the weather improves.
2.8.1 (ongoing)	Support the delivery of tourism opportunities on the Wimmera River, Mt Arapiles and lakes in our region	Tourism opportunities reported on in the Investment Attraction and Growth monthly Council Report	The Natimuk Economic and Social plan will be presented to Council in September and contains actions that will support the delivery of tourism in the Natimuk region. La Trobe Uni students have drafted a community plan for Dadswells Bridge which will be presented to the community in October. Enquiry received from Dimboola Ski Club about hosting a waterskiing event to coincide with Australia Day activities Event being held on December 10 at Sawyer Park featuring Alice Skye and a number of other performers
3.1.3 (2 years)	Develop and implement the Natimuk Social and Economic Plan	Plan Developed & Progress report to Council	Final plan to be presented to Council in September
3.2.1 (ongoing)	Work with local business leaders throughout the municipality to develop business confidence and growth	2 business forums held annually	Business forum focussing on activities within the CAD to be held in October.
(ongoing)	Host seasonal workshop sessions with Grampians Tourism and Wimmera Mallee Tourism to organise and update our businesses	2 industry workshops have been hosted	Grampians Tourism Industry Forum to be held in October.

	and tourism operators about relevant information for the region		
(ongoing)	Ensure constant communication through e-mails and business newsletters with tourism operators and local businesses regarding what is happening in the region	A minimum of 10 business newsletters distributed annually 4 business forums are held annually	Monthly Business newsletter distributed 23 rd August to 1166 recipients. Open Rate 35% Clicks per unique open 4.4% Successful Deliveries 1158 Total Opens 405 Total Clicks 39
3.3.1 (yearly)	Source opportunities and develop partnerships with technology industry bodies to enhance connectivity	A yearly submission to the Regional Connectivity Program (if available)	Meetings held with Melrose 18/07/22 (Formally Spirit) and NBN 26/7/22 to understand telecommunications options for Industrial Sites (Burnt Creek, Enterprise Estate and WAL Hub)
(yearly)	Update and audit the Council Website Business Page	The annual audit identified no outdated information	This is an ongoing review of the site ensuring relevant information is keep up to date, relating to the WBC
3.4 (2 years)	Purchase equipment to support outdoor economic activity in public areas	Have outdoor cinema equipment purchased	Outdoor cinema equipment has been purchased. Portable cinema equipment is now being managed by The Town Hall. It can be hired by community members and event organisers to be used wherever they choose. There is no specific location. Temporary fencing for Sawyer Park has been purchased. This fencing when required will be erected by Breuer's Hire, there is no costing of fence hire for Horsham Municipality Non for Profit Organisations, however any ticketed event will incur a cost
3.4 (2 years)	Local marketing and communications to promote outdoor economic and fitness activity	Ensure a weekly free fitness class for community is created and that the community receives free health and wellbeing classes weekly for 12 months	Weekly fitness classes are being held at the Sawyer Park and promoted in the public notices and via HRCC Facebook page
3.4 (2 years)	Enhance the ambience of outdoor areas including laneways	Engage artists to activate laneways	Artists have been engaged. Engagement with businesses to occur in September.
3.4 (2 years)	Provision, maintenance, or upgrade of outdoor spaces and parklet facilities	Increased foot traffic and further activation to support outdoor dining	Not yet commenced

Council Priorities	Action	Goal Measured By	Progress
3.4.2 (ongoing)	Work with local business to activate the Horsham city centre	Investment Attraction and Growth monthly Council Report	Businesses have been engaged in the development of the CAD Revitalisation plan which is nearing completion. Regular events to activate the CAD will be held in order to promote localised shopping and activity in the centre of town. The block on the corner of Roberts Avenue and Ward Street has been leased for the next 12 months to enable this. Planning is underway for an event in the September school holidays in the town centre which will include an ice rink along with 2 night time events being coordinated by the Youth team. Planning is underway for the Christmas Extravaganza event which was highly successful in 2021. The event will be similar to last year, but will build on the activities and include a Christmas pantomime performance, along with more activities on the Friday nights in the lead up to Christmas.
(ongoing)	Encourage homebased and start-up businesses to expand through the Wimmera Business Centre	Having two start-up businesses per year gain support through the WBC.	Enquiries are being received from start-up businesses looking to expand. Enquires have been around the use of the work sheds for catering. There is currently only one vacant office at the WBC which we are looking to utilise as a hot desking or shared office space as there is a current demand for this.
(ongoing)	Attract businesses to lease vacant shops in the Horsham city centre through the Wimmera Business Centre	Vacant shops reduced from 24 shops to 20 in the first year and maintained at or below 18 shops for the succeeding years	See table below
Monthly	Develop a dynamic and up-to-date business database system to ensure information is correct, up-to-date and cross references the most recent ABR data	Data base developed and used	Not yet commenced

Council Priorities	Action	Goal Measured By	Progress
(2 years)	Promote Agritourism opportunities to industry by developing an information kit that outlines <ul style="list-style-type: none"> • Supply chain partnerships • How to transition to regenerative practices • Local markets • Case studies of value-adding practices in the region 	Completed information kit	Not yet commenced. The Business Development Team will be attending an Agritourism conference in Ballarat mid October.
(ongoing)	Advocate for value-add opportunities with existing and future farmers through innovative practices such as regenerative agriculture, planting native perennial vegetation and implementing renewable energy sources on farms	Attend the Horsham Field Days to host conversations with farmers.	Not yet commenced The Business and Tourism Team plan to attend the Horsham Field Days in March 2023 and provide relevant information and advice.
(ongoing)	To promote Live the Grampians Way to local businesses and engage with people who show an interest in moving to the region	Ensure every person who contacts Live the Grampians Way has received a welcome/information sheet and follow up phone call	With phase 2 of the campaign now underway. We should commence to see a return of candidate's interests. With this in mind a welcome information sheet has been prepared to further entice the candidate to expand their interest in our region. These info sheets will be forwarded to candidates throughout the month and where a contact number is provided a follow up call will be made.

Business Visitations for the Month of Year 2022

Month Visitation	Retail Services	Hospitality & Accommodation	Event interaction contacts	Event Notifications	Over all contacts for the month
January	4	3	10	5	22
February	4	6	19	10	39
March	5	41	11	4	61
April	12	8	8	6	34
May	19	4	9	11	43
June	3	25	4	3	35
July	9	30	2	2	43
August	4	3	10	8	25
Total	60	120	73	49	302

Occupied Businesses:

Street and Number of Businesses	JULY FY 21/22 Businesses Occupied	AUGUST FY 21/22 Businesses Occupied	AUGUST FY 21/22 Businesses Vacant	AUGUST FY 21/22 Percentage Businesses Occupied
Darlot St – 43 car wash and businesses operating from a house included	40	40	3	93%
Firebrace St - 99	91	91	8	92%
Hamilton St - 17	16	16	1	94%
Wilson St – 34	28	28	6	82%
Pynsent St – 28 Cinema included	25	25	3	89%
Roberts Ave – 27 Coles included	24	24	3	88%
McLachlan St – 24 CFA & GMW included	21	21	3	88%
Total 272 Post February 2022 there were 262 shops identified in the study area	245/272	245/272	27	90%

(Businesses are determined by whether they are 1. A premises, 2. Have customers 3. Exchange money; i.e Centre Link and the Cinema are included, and the Public Library is excluded). There are four known shops that are not suitable for occupancy as they require major renovations or are being used as a secondary business not requiring a retail front. These shops are reflected in the vacant shop numbers and unfortunately reduce the percentage of occupied businesses.

GRAMPIANS TOURISM – News

Grampians Tourism Industry Forum - 20 October Horsham

Grampians Tourism will be hosting a half-day Industry Forum at the Horsham Showgrounds on Thursday, 20 October from 1:30pm to 6:00pm. With a focus on investing in the future, it will bring together our local government and industry partners, guest speakers including Visit Victoria and Parks Victoria, and feature a dedicated training session on Australia Tourism Data Warehouse (ATDW) followed by networking drinks. Pop it into your calendar now with the full program to be released soon.

Horsham Region – World’s First Vermentino Vertical Wine

Barangaroo Wines, a family-owned vineyard set amongst the picturesque rolling hills less than an hour from Horsham, is the largest and longest producer of the Vermentino sparkling range in Australia. And they have just launched a world-first Vermentino Vertical Wine Flight with three different vintages of still Vermentino and two vintages of sparkling Vermentino. The wine flight is accompanied by seasonal tapas and experienced in the tasting booth in the newly named 'The Cromdale Tasting Room.' To complement the Vermentino vertical wine flight, 'Taste Talk & Walk' and 'Premium Wine Tasting' experiences have also been developed.

The Live the Grampians Way

There has been an increase in employer’s registrations during the month of August with companies such as Smallair, Wimmera Development Association, GWM Water and Just Better Care all registering to be part of the Live the Grampians Way Program.

Candidates Contacted:

- **34** new Australian based registrations (August) - all were contacted by either email or phone.
- **17** previously registered candidates were also contacted
- **51** Total for August - (60 in July)

Employers

- **7 new employers** were contacted in August - either by email or phone (or both).
- There were **24** communications with Employers in August (ie telephone conversations / passing resumes on, emails)



STATUTORY PLANNING AND STRATEGIC PLANNING

Statutory Planning

Planning Applications Determined

Below are the number of Planning Permits issued for the month of August 2022 and a comparison with the same period last year.

Type	AUGUST 2022		AUGUST 2021	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	4	1,002,510	6	2,654,861
Industrial/Commercial	5	769,850	4	602,000
Subdivisions	6 (69 lots)	50,000	2 (4 lots)	
Other	-	-	-	-
Total	15	1,822,360	12	3,256,861

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

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2022 to 31 August 2022 is 20 compared to 19 in the same period in 2021-2022.

Planning permits issued for subdivision have permitted 71 new lots from 1 July 2022 to 31 August 2022 compared to 22 in the same period in 2021-2022.

BUILDING SERVICES

Below are the number of building permits issued for the month of **August 2022** and a comparison with the same period last year.

Permits issued by Horsham Rural City Council for this Municipality

Type	AUGUST 2022		AUGUST 2021	
	No.	Value \$	No.	Value \$
Dwellings	-	-	-	-
Alterations to Dwellings	-	-	-	-
Dwelling resittings	-	-	-	-
Misc Domestic (Carports, Garages etc)	1	50,000	5	71,763
Removal/Demolish	1	22,220	4	113,948
Industrial/Commercial	1	63,900	1	10,000
Signs	-	-	-	-
Total	3	136,120	10	195,711

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

Type	AUGUST 2022		AUGUST 2021	
	No.	Value \$	No.	Value \$
Dwellings	7	3,314,952	7	3,762,300
Alterations to Dwellings	4	131,785	3	369,628
Dwelling resittings	-	-	-	-
Misc Domestic (Carports, Garages etc)	10	336,080	6	288,068
Removal/Demolish	-	-	1	8,550
Industrial/Commercial	7	982,116	5	3,798,594
Signs	-	-	-	-
_Sub Total	28	4,764,933	22	8,227,140

(*15 permits for 17 dwellings)

A total of **4** Building Permits have been issued by the Horsham Rural City Council at a total value of **\$150,496** from **1 July 2022 to 31 August 2022** compared to **17** Building Permits at a total value of **\$1,126,533** for the same period in 2021-2022.

Private Building Surveyors have issued **48** Building Permits at a total value of **\$14,677,197** from **1 July 2022 to 31 August 2022** compared to **41** at a total value of **\$13,073,123** for the same period in 2021-2022.

Strategic Planning

Council Priorities	Action	Goal Measured By	Progress
1.3.5 & 1.3.6 (1 year)	Develop and implement the Horsham North Local Area Plan	<ul style="list-style-type: none"> Horsham North Local Area Plan adopted by Council Progress report on implementation plan 	An Engagement Summary Report (Issues and Opportunities Paper) has been prepared and available on the HRCC website. Council has been briefed on the draft Horsham North Local Area Plan. Council to make a decision to release publicly in September Council meeting.
(1 year)	Develop a style guide to ensure consistency in street furniture, lighting, understorey plants, signage and parking.	Style Guide endorsed by EMT	The style guide is underway.
(2 years)	Improve the public realm, wayfinding and promotional signage of Horsham's main entrance to capture trade.	Wayfinding signs installed and match Council style guide	This project is underway
1.5.2 (1 year)	Deliver on the Horsham Silo Project with Barengi Gadjin Land Council to promote, celebrate and share first nation stories of significance	Silo Art Complete	Horsham Silo Art Project completed.
1.5.3 (2 years)	Identify and recognise areas and places of cultural and historical significance that maintain connection to places, land and culture and engage early	<ul style="list-style-type: none"> Report Presented to Council Cultural Heritage Overlay completed 	Currently BGLC is working with Council on the feasibility study for an alternative truck route. Initial discussions are taking place with BGLC for the Horsham South Structure Plan.
1.6.4 (2 years)	Implement the Horsham Heritage Study to protect buildings and places of historic cultural heritage to reinforce a 'sense of place' and celebrate Horsham's character and distinctiveness	Horsham Planning Scheme amended	Review of study complete. Have engaged Peter Mills, an architect historian, to investigate post war modern heritage buildings (1960-1970s) within the CAD. Council briefing on heritage responsibilities

Officers Reports

			and findings of the study has taken place.
1.6.5 (3 years)	Prepare a Conservation Management Plan for the Horsham Botanical Gardens	Management plan endorsed by Council	Not yet commenced.
(4 years)	Prepare a Conservation Management Plan for the Horsham Cinema	Management plan endorsed by Council	Awaiting results of Heritage Victoria's Living Heritage Grant Program Round 7.
1.6.6 (2 years)	Prepare heritage controls and complete amendment to the HRCC Planning Scheme	Heritage controls complete and incorporated into the Planning Scheme	see 1.6.4
2.10.2 (2 to 3 years)	Develop and implement a Housing Affordability and Diversity Strategy	Strategy developed and implemented through a planning scheme amendment	Awaiting results of the VPA's Streamlining for Growth grant program.
2.10.3 (2 years)	Prepare and implement the Horsham South Structure Plan (Stage 2)	Plan adopted by Council	Technical background reports underway.
3.1.1 (2 to 4 years)	Prepare and implement a Commercial & Industrial Land Use and Supply Strategy	Plan developed & Strategy adopted by Council	Not yet commenced
(3 to 4 years)	Prepare and implement a Rural Land Use and Small Settlements Strategy to plan for small towns and settlements and to ensure productive agricultural land is protected	Rural land use and small settlements Strategy developed	Not yet commenced
(3 years)	Peer review and implement the recommendations from the Wartook Valley Strategy	Peer review completed Undertake the necessary planning amendments from the recommendations	Not yet commenced
(2 years)	Complete a Planning Scheme Review as a vehicle for specifying desired outcomes across the municipality	Planning Scheme Review Completed and suggested changes implemented	Awaiting report from DELWP's Regional Planning Hub.

Options to Consider

Not applicable – no decision required

Sustainability Implications

Report provides overview of the 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 Wimmera Development Association, West Vic Business, and Grampians Tourism and on Council's 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 Development 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

2021-2025 Council Plan

Theme Three - Sustainability - Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy.

Strategy 2: A sustainable economy where local business, agriculture, tourism and other diverse industries thrive.

Risk Implications

Not applicable – no decision required

Conclusion

The monthly Investment Attraction and Growth Department report provides the opportunity to give Council and the community an insight into the projects being undertaken to grow our municipality and Horsham as a regional city.

9.9 ACTING CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

Author's Name:	Fiona Kelly	Director:	Not applicable
Author's Title:	EA to CEO and Councillors	Directorate:	Not applicable
Department:	Chief Executive Office	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 October 2022.

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 October 2022.

REPORT

Background

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

Discussion

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

A. Advocacy/Funding Announcements

DJPR, CEOS & MAV Forum: The CEO Sunil Bhalla attended a joint State Local Government CEO meeting on 5 October 2022. Topics of discussion included small business support, integrity risks in local government, council transparency and freedom of information, State Government's caretaker period and social and affordable housing low interest loan program.

Regional Cities Victoria: The Acting Chief Executive Officer attended a virtual Regional Cities Victoria meeting on 20 October 2022. Key topics of discussion/presentations included emergency management, Commonwealth Games legacy discussion, Electoral/Ward Structures.

Rural Council's Corporate Collaboration (RCCC) Board Meeting: The RCCC board met at Dimboola on 5 October 2022 to discuss Civica contracts, governance arrangements and a project update.

Grampians Tourism Forum: The Acting Chief Executive Officer attended the Grampians Tourism Industry Forum on Thursday 20 October 2022. Key topics included a Grampians Tourism update and investment prospectus launch by Marc Sleeman, Case study of Dimboola Imaginarium, Grampians Peaks Trail update with parks Victoria and Visit Victoria Marketing Activity update.

Funding Opportunities:

Children's Week 2022	\$700
Roadside Pests and Weeds 2022-2023	\$75,000
Gross Bridge Load Modelling and Retrofitting Longerenong	\$320,000
Riverside Road Alignment and Safety Upgrades	\$452,500

B. Community Engagement

Central Activity District Trader Engagement Drop in Sessions: The drop in sessions were held at the Wimmera Business Centre on 12 and 13 October. The information sessions provided information on three key projects to be undertaken in the CAD over the next 6 months being Pedestrian Crossings, Parking Meters and Laneways Project.

C. Projects and Events

Funding Announcement: The Hon Ros Spence MP announced funding of \$800,000 for the Netball Facilities at Horsham City Oval on Wednesday 28 September 2022. The investment from Sport and Recreation Victoria (SRV) that will help deliver long-awaited netball facility upgrades at the municipality's premier sporting precinct.

Two new netball courts and a modern community pavilion will be delivered at Horsham City Oval as part of the \$3.2 million project. LED floodlights, two change rooms with accessible showers and toilets, player and spectator amenities, an office, social room, storage facilities and umpires room are also included in the plans.

Council will commit \$2,402,030 to the redevelopment thanks to the Federal Government's Local Roads and Community Infrastructure fund.

HRCC will soon call for detailed design tenders and onsite works will begin in the coming months.

The City Oval/Sawyer Park redevelopment project is one of seven precincts included in the City to River Masterplan, and is the second to progress after work started on the riverfront precinct in 2021.

In June, HRCC secured \$2 million from the Victoria Government to build a multifunctional stage that will better connect City Oval with Sawyer Park.

Council will seek further money for projects such as a new cricket/football community pavilion with modern change rooms and the expansion of the City Oval playing field.

Citizenship Ceremony: Council welcomed 11 new citizens at a Citizenship Ceremony on Wednesday 28 September 2022. Countries of origin included Philippines, Sri Lanka, South Africa, Canada, Italy, India and Iran.

Jubilee Hall Funding: A \$225,000 investment will breathe new life into Horsham's Jubilee Hall and provide a new home for several local groups.

Horsham Rural City Council has successfully applied for a Creative Victoria grant of \$150,000 through the Creative Neighbourhoods Infrastructure Support Program.

HRCC will contribute \$75,000 to the project which will see the community facility undergo major internal design improvements.

The Roberts Avenue facility will benefit from acoustic, technology, storage and heating and cooling upgrades that will improve the function and security of the space for its new and existing user groups. It is currently used by a visual artist, a festival group and a music tutor.

The plans include improving acoustics, access and security and establishing a designated band rehearsal space, a dance/theatre performance area, improving the visual art studio as well as establishing a shared meeting room and offices.

Horsham-Lubeck Road Reconstruction: Council received funding from the Federal Government under the Heavy Vehicle Safety and Productivity Program to upgrade five key roads in the municipality. The contract to reconstruct sections of one of these, Horsham Lubeck Road, was awarded to Glovers Earthmoving at the September Council meeting. This road is a key transport route for our community.

Australia Day Award Nominations: Help celebrate what's great about our community by nominating someone you know for an Australia Day Award.

Horsham Rural City Council's Australia Day Awards recognise and honour individuals and groups who have made an outstanding contribution to our local community.

HRCC is on the lookout for the next:

- [Community Event of the Year](#)
- [Citizen of the Year](#)
- [Young Citizen of the Year](#)

Nominations for Horsham Rural City Council Australia Day Awards are open now until Monday 28 November. To nominate someone, complete the online form or a hard copy available at the Civic Centre. Awards will be presented at the Australia Day Celebration on Thursday, 26 January 2023, at Horsham's Sawyer Park.

National Police Remembrance Day: A march was held from Horsham Civic Centre to the Regional Memorial Service at Ss Michael and John Catholic Church at 11am on 29 September 2022. Community members attended to pay their respects to Victoria Police employees who have lost their lives over the last 12 months.

D. Staff Matters

Flood Update: Council staff have been working tirelessly in response to the flood emergency, particularly depot staff delivering and filling sand bags and road closures, also staff working at the Civic Centre including the customer service and communications team providing assistance and information to the community during the emergency.

Sexual Harassment Training: One of the key objectives of the Gender Equality Action Plan surrounds Workplace Sexual Harassment and the introduction of mandatory face to face training. Training was held on Thursday 6 October 2022 and consisted of zero tolerance of sexual harassment and all gender-based violence.

National Heavy Vehicle Regulator Training: Courses have started today to meet Council's commitment to heavy vehicle training as part of council's "Enforceable Undertaking" as agreed by the National Heavy Vehicle Regulator. This is a result of an overloading infringement back in July last year.

Training is being conducted in the depot lunchroom and will continue all week. The training will be conducted by Mike Wood from Latus Logistics.

Ninety staff members from across Council will take part covering chain of responsibility and mass management with thirty staff members completing an extra course involving heavy vehicle load restraints on Friday.

As part of the undertaking, this training is also being offered to surrounding shires and local contractors plus other HRCC staff. This will occur next month.

It is worth noting that the training is being provided to staff from a number of departments including engineering, governance, assets, management and operations, as this reflects the broad range of staff who have a role in the chain of responsibility for heavy vehicle operations.

Council Report Writing Workshop: A council report writing workshop was held on 12 October 2022 and facilitated by Georgie Ward from Macquarie Local Government Lawyers. The workshop will assist Council staff in the preparation of officer reports and provided a practical understanding of what is required in order to prepare meaningful reports.

Financial Implications

Not applicable

Links To Council Plans, Strategies, Policies

2021-2025 Council Plan
Theme 5 - Leadership

Consultation/Communication

Not applicable

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

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

Conclusion

That Council receive and note the Chief Executive Officer's Operational Report for October 2022.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Robyn Gulline (Mayor)

Committee Representation	
3/10/22	Aboriginal Community Roundtable meeting
5/10/22	CEO Employment and Remuneration Committee meeting
Other Council Activities	
27/9/22	ABC Wimmera radio interview
28/9/22	Official Launch of the Horsham Orange Door
28/9/22	Ministerial Announcement for Netball funding
28/9/22	Citizenship ceremony for 11 new Australian citizens
29/9/22	Police Award Ceremony and Police Remembrance Day service
29/9/22	Met with Arapiles District Community Group with CEO and Kevin O'Brien
30/9/22	Triple H radio interview
6/10/22	Local Government Ministerial Advisory Panel meeting (virtual)
14/10/22	Telephone conversation with the Governor General, David Hurley
17/10/22	Seniors Week – Morning Tea at the Art Gallery
17/10/22	Breast Cancer Field of Women ceremony
19/10/22	Federation University 2022 Nursing Achievement Awards Presentation
20/10/22	Regional Cities Victoria meeting (virtual)
20/10/22	Grampians Tourism Industry Forum

Cr David Bowe

Committee Representation	
Date	Description
14/10/22	Wimmera Regional Library Corporation Board Meeting
Other Council Activities	
27/9/22	Governance Rules/Local Government Act Workshop– Council Chambers
28/9/22	Funding announcement for the Netball Facilities at Horsham City Oval
28/9/22	Citizenship Ceremony – Council Reception
29/9/22	Police Awards Ceremony and Remembrance March / Service
30/9/22	Council Planning Workshop – Council Chambers
3/10/22	Council Briefing Meeting– Council Chambers
5/10/22	Australia Housing Initiative Forum- Online via Microsoft Teams
7/10/22	Horsham Arts Council's Production of Legally Blonde & Gala Night on behalf of Mayor Robyn Gulline – Horsham Town Hall
12/10/22	Traders Drop-in Information Sessions – re CAD projects and Pedestrian Crossings at Wimmera Business Centre (5-6.30pm)
13/10/22	Traders Drop-in Information Sessions – re CAD projects and Pedestrian Crossings at Wimmera Business Centre (7.30-9am)
17/10/22	Council Briefing Meeting– Council Chambers

Cr Penny Flynn

Committee Representation	
11/9/22	ALGWA Vic Finance Sub Committee
Other Council Activities	
27/9/22	Governance Workshop
28/9/22	City Oval Netball Courts – Funding Announcement
28/9/22	Citizenship Ceremony
30/9/22	Planning Workshop
7/10/22	Legally Blonde
12/10/22	Wimmera Australians In Retirement AGM
13/10/22	Traders Drop-in Information Sessions

Cr Claudia Haenel

Committee Representation	
5/10/22	CEO Employment & Remuneration Committee Meeting via zoom
14/10/22	<p>Municipal Association of Victoria State Council</p> <ul style="list-style-type: none"> - I had the honour of representing HRCC at the recent MAV conference - State-wide representation voting on Relevant MAV strategy and supporting collaboration across councils - State Council voted unanimously in favour of: <ul style="list-style-type: none"> • Affordable housing • Utilising existing housing stock to address homelessness • Local government workforce planning • Standard advocacy approach for public transport • Building reform – Regulatory Impact/Sector Engagement • Disaster recovery support for councils • Flammable cladding rectification • Stronger cooperation between councils and Parks Victoria - 32 Motions were voted on with some late motions including the last recommendation that was carried by acclamation: Advocacy to the state government for more road funding in recognising the importance of local roads for their safety and effective function, both for us and for business. After the flood damage experienced on the roads around the state by those traveling to the event, it was fitting that this was the last and most applauded unanimous vote. Many Mayors were unable to attend due to the flooding emergency in their municipalities. Wishing everyone a safe recovery. Thank you MAV, for your inclusivity and hospitality.
Other Council Activities	
27/9/22	Governance Rules/Local Govt. Act Workshop
28/9/22	Coffee with Cr. Claudia
28/9/22	Funding announcement for netball facilities at City Oval

	<ul style="list-style-type: none"> - Hon Ros Spence MP, Minister for Community Sport, visited to announce \$800,000 from Female Friendly Facilities Funding grant through Sport & Recreation Victoria for 2 new netball courts & modern community pavilion
30/9/22	Council planning workshop
2/10/22	<p>Community Matters in Horsham Rural City meeting – forming of Community Matters Horsham Rural City to replace the previous Horsham Rural Ratepayers and Residents association to a more inclusive community representative group: – general comments/questions from the community:</p> <ul style="list-style-type: none"> • Horsham North plan is out, have your say • Green Lake reclassified recreational lake and water is flowing to Dock Lake • 20 boys are wanting to build and do their own jumps as the skate park isn't suitable as there are social issues with some rough kids • Bypass is needed to alleviate the congestion at the Wimmera Bridge in Horsham • Dudley Cornell park needs addressing • Cctv needed at Dudley Cornell park, Police paddock and skate park • See where commitment is at with the community panel members and Council plan to 2025 • Location for Horsham Rural City band • Councillors need KPIs and they need to push for what the community want
3/10/22	Council briefing meeting
4/10/22	MAV Short-Term Rental Accommodation: Political and Planning challenges for local government meeting via zoom
5/10/22	Coffee with Cr. Claudia
11/10/22	<p>Justitia Lawyers Circle - A Conversation with General Counsel and Director of Dispute Resolution via zoom</p> <ul style="list-style-type: none"> - Discussion on Worksafe/Victorian Equal Opportunity & Human Rights Commission around recent changes that have come into effect
11/10/22	<p>Traders Drop-in Information Sessions – re CAD projects and Pedestrian Crossings Some comments were:</p> <ul style="list-style-type: none"> • Can the existing established trees in CAD be retained and nurtured • Can the work start after the Christmas trade • Can there be some flexibility around where disability parking designated • Will there be more consultation with business traders • Will there be input from shoppers who visit from out of town • The laneways proposed artwork on building walls looks amazing • The pop-up parks in summer are wonderful and refreshing
12/10/22	<p>Traders Drop-in Information Sessions – re CAD projects and Pedestrian Crossings Some comments were:</p> <ul style="list-style-type: none"> • Can the number of angle parks in the main street remain as this affects trade if shoppers can't park out front and walk straight in to buy • Is there an opportunity to create extra parking in CAD • Will the existing traffic lights and roundabouts remain in the main street • When will the site for the town square be decided • Will there be more seats at the crossings so people can sit outside shops

12/10/22	Coffee with Cr Claudia
15/10/22	150th anniversary celebrations Horsham Rural City Band & 100th anniversary Horsham Rural City Pipe Band
17/10/22	Council briefing meeting
19/10/22	Coffee with Cr Claudia
24/10/22	Council meeting

Cr Bob Redden

Committee Representation	
5/10/22	CEO Employment and Remuneration Committee meeting
Other Council Activities	
26/9/22	Induction activities
28/9/22	Ministerial netball court funding announcement
28/9/22	Citizenship Ceremony
5/10/22	Seniors Week Community Expo

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

12.1 PETITION - REQUEST FOR ROAD WORKS ON ROBINS ROAD, WAIL

Author's Name:	Fiona Kelly	Director:	John Martin
Author's Title:	EA to CEO & Councillors	Directorate:	Infrastructure
Department:	Chief Executive Officer	File Number:	F07/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

Petition (**Appendix 12.1A**)

Purpose

To receive a petition from 102 signatories to consider extending the gravel road in Robins Road Wail to enable all weather vehicle use.

Summary

- A petition has been received from 102 signatories proposing a section of Robins Road, Wail be made gravel.
- Council's Governance Rules outlines the process in which petitions are to be handled.
- A report on this petition will be presented to the next Council meeting.

Recommendation

That Council receive and note the petition from 102 signatories in relation to Robins Road, Wail (**Appendix 12.1A**) and that a report on this matter be presented to the next Council meeting.

REPORT

Background

A petition signed by 102 signatories proposing a section of Robins Road, Wail be made gravel has been received by Council (**Appendix 12.1A**).

Council's Governance Rules outlines the following process for handling of petitions:

Division 9 – Petitions and Joint Letters

55. Petitions and Joint Letters

55.1 Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next fixed Council meeting after that at which it has been presented.

Discussion

The petitioners are requesting Council extend the gravel road to complete Robins Road, Wail to the intersection of the Wail-Kalkee Road, Wail-Dooen Road and the Wail-Katyil Road enabling all-weather vehicle use.

Options to Consider

To be assessed.

Sustainability Implications

To be assessed.

Community Engagement

To be assessed.

Innovation and Continuous Improvement

To be assessed.

Collaboration

To be assessed.

Financial Implications

To be assessed.

Regional, State and National Plans and Policies

To be assessed.

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 2 – Liveability

Risk Implications

To be assessed.

Conclusion

The petition will be presented at the next Council meeting scheduled for 28 November 2022.

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Governance Rules/Local Government Workshop with Mark Hayes held in the Council Chamber on Tuesday 27 September 2022 at 9.00am
- Council Planning Workshop held in the Council Chambers on Friday 30 September at 9.00am
- Council Briefing meeting held in the Council Chambers on Monday 3 October 2022 at 5.00pm
- Council Briefing meeting held in the Council Chambers on Monday 17 October 2022 at 5.00pm

Refer to **Appendix 13.1A**

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

Nil

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