

Horsham Rural Road Network Plan

Road Hierarchy and Functional Overlays

Horsham Rural City Council

12 April 2022
Ref: 20191995R03



Building exceptional
outcomes together



Document History and Status

Rev	Description	Author	Reviewed	Approved	Date
A	DRAFT - issued for comment by Council and Project Reference Group	PS	-	PS	5/11/21
B	Draft – integrating prioritisation comments	PS	Client PCG	PS	21/12/21
C	Draft – updated prioritisation process			PS	9/2/22
D	Final for Council endorsement			PS	12/4/22

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1 Introduction

Horsham Rural City Council commissioned Tonkin to undertake a review of its rural roads to develop a plan to better manage the network. The review aims to:

- Identify important freight connections;
- Establish a priority farm machinery network;
- Reaffirm the nominated road hierarchy for the district;
- Confirm the desirable construction and maintenance standards for the road network;
- Identify specific locations for road safety improvements.

The rural road network plan will help Council better manage the **existing** sealed and unsealed network with finite resources for upgrading and maintenance. As part of the project Council will develop a set of achievable service level and maintenance standards across Council's sealed and unsealed rural road network.

Council already has a Road Management Plan that documents an existing road hierarchy based on a set of traditional classifications such as collector routes, link roads and minor or access roads.

However, the existing hierarchy is not transparently based on a range of indicators to describe 'why' one road is more important than other. The current plan defines only the minimum service standard to address potential liability issues under the provisions of the Road Management Act, rather than the practical service standard (maintenance regime) that can be expected by the community.

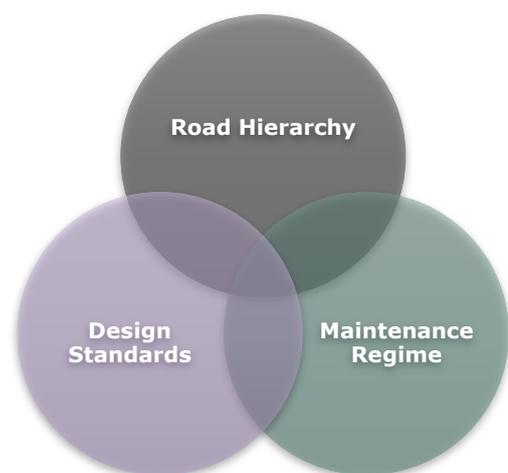
The plan will help Council better manage the existing road network with finite resources for upgrading and maintenance. As part of the project Council will develop a set of achievable service level and maintenance standards across Council's sealed and unsealed rural road network.

The Road Management Plan establishes the minimum maintenance standards Council aims to achieve in relation to its road network (rural and urban). This includes aspects like:

- The frequency of inspection of different classes of roads and footpaths
- The level of defects at which an intervention is triggered
- The response time for different types of defects.

This plan addresses the following three inter-related components.

- **Road Hierarchy** will define where the road fits in the overall rural network based on a range of criteria including social accessibility, freight / farming needs, and use for tourism.
- **Service Standards** will provide an indication of the expected width, form, construction and clear zones for each road classification.
- **Maintenance Regime** will outline the target levels of maintenance and condition rating that can be expected for each road classification.



The plan has been developed through community consultation and input through a Project Reference Group with a broad representative from the community throughout Horsham.



2 Process of Review

Council established a Project Control Group (PCG) with representation from the community throughout the district. The Group met on several occasions throughout the project (either in person or virtually due to ongoing COVID restrictions).

The review included a comparison of other Councils' and Austroads road hierarchy examples, to inform development of a road hierarchy model suitable for Horsham. This included Austroads Road Design Guidelines and road hierarchy documented by Glenelg Shire Road, South Gippsland Shire, Port Pirie Council (South Australia) and Clare and Gilbert Valleys Council (South Australia). The road hierarchy recommended is based on this review and supported by the PCG.

Council also held a series of community workshops at 9 venues around the district during May 2021 to seek input into its Rural Road Network Plan and Road Management Plan.

Feedback from this consultation included:

- There was mixed feedback on the general condition of the road network, although most comments reflected that the unsealed roads were typically well maintained for accessibility.
- Farm holdings are generally getting larger with blocks spread throughout the district, which results in increased travel and movement of machinery.
- There has been general support for the concept of a freight/farm machinery network.
- A minimum clearance envelope of 7m x 6m has been suggested to reflect increasing size of farm machinery.
- There is an increasing demand for larger freight vehicles to directly access farm properties, and this has an impact on the quality of the road network.
- Table drains require maintenance throughout the district. Many table drains are now overgrown and need clearance for wider vehicles.
- Council needs to consider how it goes about maintenance. Simply regrading roads over time creates a rill along the edge of the regrade where road is cut down over time, and this has an impact on drainage and safety.
- All weather access roads should be available to places of primary business in addition to residential properties.
- Road shoulders need regular maintenance especially on narrow-seal roads as wider vehicles need to use the shoulders.
- Maintenance standards should adopt quicker response times for pot holes on minor roads.

In addition, draft network maps were published on Council's web-site between July and October 2021 enabling further community comment on the plans. The maps included:

- Proposed road hierarchy
- Functional use overlays (freight, farm machinery and tourist routes)
- Proposed design and maintenance standards.

Feedback from this consultation and PCG has informed the proposed road hierarchy and functional routes.

Horsham Rural City Council urban rural balance

Rural Road Network Plan

What is happening?
Horsham Rural City Council is undertaking a review of its rural roads to develop a plan to better manage the network. The review aims to:

- Identify important freight connections in the municipality's rural areas
- Establish a priority farm machinery network, to manage the passage of agricultural implements with reduced potential for conflict with main traffic routes
- Improve road safety across the rural road network
- Rationalise the road network where appropriate.

The rural road plan will help Council better manage the existing sealed and unsealed network with finite resources for upgrading and maintenance. As part of the project Council will develop an achievable service level and maintenance standards across Council's sealed and unsealed rural road network.

Consideration of future major freight routes through the region will be examined by Council in partnership with Regional Roads Victoria as a separate project.

Do you have any key concerns with the rural roads?

Are there any specific road safety issues with the rural roads?

What are the major local freight roads in your area?

What are the main local roads regularly used by farm machinery?

What are the important roads in your local area for social access, bus routes, or tourism traffic?

Next Steps
Council will be working with community representatives to develop a revised rural road hierarchy. Community consultation on the new draft will be undertaken in the coming months.

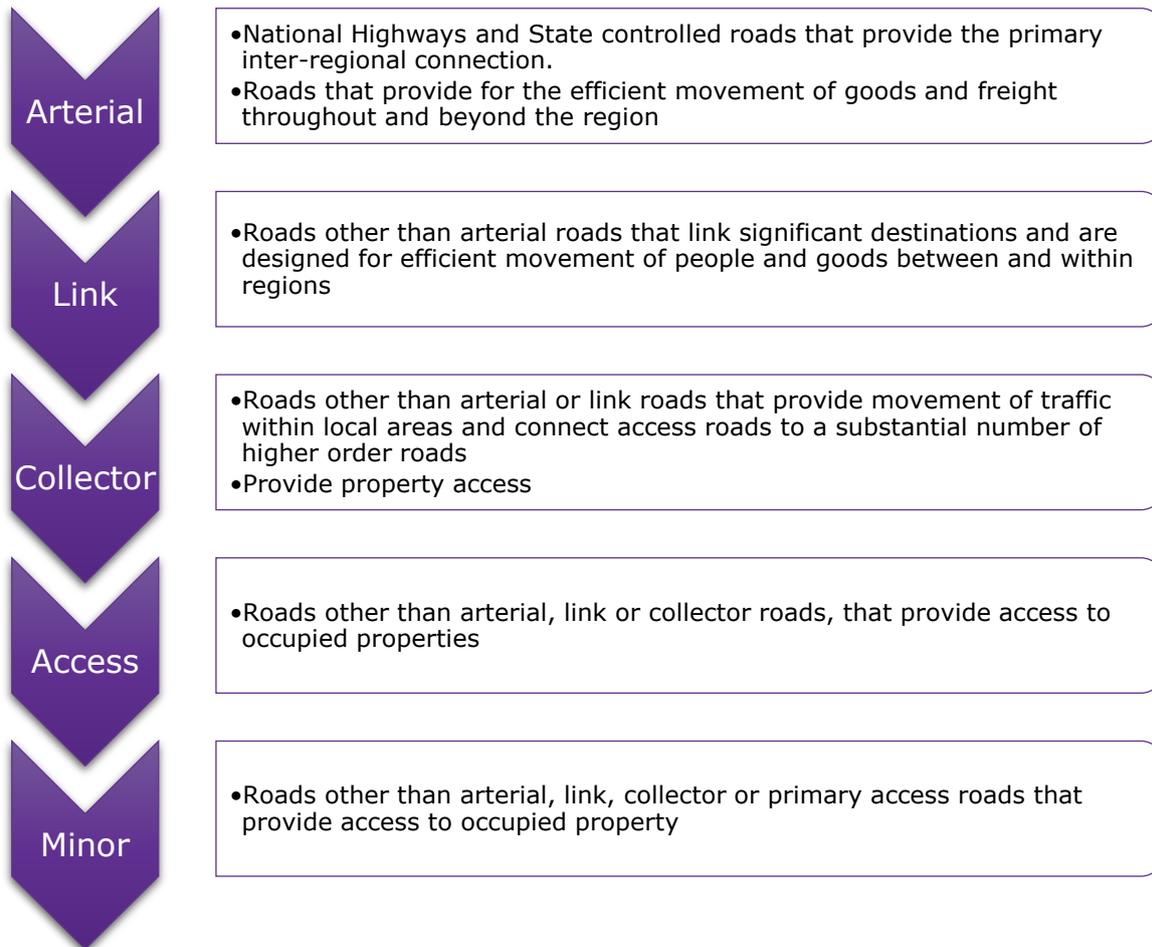
For further information see the "Have Your Say" section of our website or contact Lucy DeWit on 03 5382 9724.



3 Road Hierarchy

3.1 Proposed Road Hierarchy

The proposed road classifications are based on the following hierarchy.



Further definitions for each classification are listed below.



Name	Description
ARTERIAL	<p>National Highways and State controlled roads that provide the primary inter-regional connection.</p> <p>Roads that provide for the efficient movement of goods and freight throughout and beyond the region.</p> <p>Traffic volumes will typically be greater than 500 vpd, and will cater for a wide range of vehicle types including restricted access vehicles (B-Double/A-Double)</p> <p>Sealed roads with at least one formal lane in each direction.</p> <p>Typically constructed to a higher design standard with operating speeds of 100 km/h.</p>
LINK	<p>Roads other than arterial roads that link significant destinations and are designed for efficient movement of people and goods between and within regions.</p> <p>Also provide property access.</p> <p>Link Roads may consist of a number of roads which form a route.</p> <p>Higher standard unsealed roads basic sealed roads</p> <ul style="list-style-type: none"> • Roads forming a significant link between townships and major rural communities, and the Arterial Road Network • Roads may also form a significant link between main roads • Will generally carry all vehicle types • Will generally have average traffic counts greater than 100 vehicles per day • Will provide major access routes for heavy vehicle traffic
COLLECTOR	<p>Roads other than arterial or link roads that provide movement of traffic within local areas and connect access roads to a substantial number of higher order roads. Also provide property access.</p> <ul style="list-style-type: none"> • Forms a route between local link roads and/or other major roads • Collects and feeds traffic from local access roads onto local link roads and/or other major roads • Will generally carry most vehicle types • Will generally have average daily traffic greater than 80 vehicles per day • Roads that may carry intermittent higher volumes of traffic, but would otherwise serve as general access roads; or • Roads serving at least 10 dwellings



Name	Description
ACCESS	<p>Roads other than arterial, link or collector roads, that provide access to occupied properties.</p> <ul style="list-style-type: none"> • Serves at least 1 occupied residence • Links individual houses to higher classification roads • Does not carry regular heavy vehicles • Generally will have average daily traffic counts less than 80 vehicles per day
MINOR	<p>Roads other than arterial, link, collector or primary access roads that provide access to occupied property other than to the street address, or access to non-occupied abutting properties, and non-residential property.</p> <ul style="list-style-type: none"> • Predominantly serves as access to non-residential properties only • Generally does not carry heavy vehicles • Generally no through roads • Generally have average daily traffic counts less than 20 vehicles per day • May have infrequent use only



3.2 Functional Use Overlays

In addition to the road hierarchy outlined above the following functional use overlays are also proposed to inform the minimum construction and performance standards for each road.

Name	Description
FREIGHT ROUTES	<ul style="list-style-type: none"> • These are either existing or proposed routes that connect key destinations which currently service freight demands, including across municipal boundaries. • Many of these routes are part of the State road network. • These routes should be constructed to a higher standard, with a full lane in each direction and a minimum 6.2 m seal.
FARM MACHINERY ROUTES	<p>Dedicated routes for farm machinery are proposed to:</p> <ul style="list-style-type: none"> • Aim to separate this traffic from other regular traffic • Provide routes to avoid certain areas, e.g. townships • Provide all weather access (not necessarily sealed) • Provide sufficient width and height clearance for larger machinery <p>It is not possible to provide this level of service on all routes, so priority routes are proposed to enable access across the municipality</p> <ul style="list-style-type: none"> • Desirable clearance envelope for farm machinery is 7m road width and 6m height
TOURISM ROUTES	<p>These are aimed to service key tourism destinations, considering the limitations on hire cars, as some car hire companies do not allow driving off sealed roads.</p> <ul style="list-style-type: none"> • These routes should include a sealed road pavement and widths suitable to accommodate vehicles towing caravans and/or motorhomes.



3.3 Road Hierarchy Changes

Following community consultation and discussion with PCG the following changes are proposed to the road hierarchy plan including new functional overlays – particularly for the farm machinery routes.

Issue	Detail of issue	Response
Grahams Bridge Rd, Bungalally/Wonwondah	Proposed to be made all-weather from Reynolds Rd to East-Wonwondah Rd.	This section (Reynolds to Wonwondah) currently classified as Minor. However the section south of Wonwondah Road and north of Reynolds are listed as access road. Suggest this section be reclassified as Access, and a short section north of Clynes Road, so that Grahams Bridge Road is classified consistently as Access Road. Further increase in classification as collector not supported as Laharum Road is defined collector for this local precinct.
Netherway Drive Quantong	Proposed to be made hard surface (i.e. all-weather) due to fire risk	Currently classified as Access Road as it serves several properties in Quantong. Appears to be signed as 'Dry Weather Only'. Classification is probably correct except for western end which is MINOR. Should be access for whole length. Current standard may be less than the target standard for an Access Road. Council to review current standard.
Grahams Bridge Rd, Bungalally/Wonwondah	Use for wide machinery	Could potentially be identified as farm machinery route, noting there are no other defined routes in this area. Perhaps better to list GB Road as the farm machinery to avoid conflict with other traffic on Laharum Road.
Exells Rd / Plush Hannans Rd	Suggested as a priority through road – links to Grahams Bridge Rd	Both roads currently classified as Access Roads, connecting Noradjuha Road and Laharum Road. Much of the road appears to have a narrow seal. Also listed as a Tourist Route due to wineries. Potential reclassification as a Collector route - or retain as access route and upgrade if required. Council to collect traffic volumes to assess existing usage relative to Collector route classification



Issue	Detail of issue	Response
Heavy vehicles – increase in large vehicles from Edenhope to Mockinya	Consider road width – Harrow – Clear Lake Rd and Jallumba – Mockinya Rd.	Jallumba-Clear Lake Road classified as Access Route while Jallumba-Mockinya is classified as Collector. Jallumba-Clear Lake potentially could be upgraded to collector route as it appears to provide connectivity between Clear Lake (Harrow-Clear Lake Road - also a collector) and Mockinya (Henty Highway as an arterial). Much of the route is already sealed. Council to check existing clearances and potential use larger vehicles. Consider traffic volumes on this route to confirm use by heavy vehicles
West Wail Road, Pimpinio	Poor condition	Currently classified as Access Road and has a narrow seal. Classification considered appropriate. Council to review condition
Drung Jung Rd, Longerenong	All weather access sought on this section	Classified as collector route between Horsham-Lubeck Road and Longerong Road, and is a sealed road. North of Longerong Road only classified as Minor Road as does not service any properties. Northern end to Wimmera Highway classified as Access route as it serves property on west side. Classifications appear appropriate. All weather access between Wimmera Highway and Horsham-Lubeck Road might be appropriate. For discussion
Dogwood Rd, Blackheath	Should be all-weather road from Byrneville Rd through to Dimboola-Minyip Rd. Would help to reduce traffic conflict on Blue Ribbon Rd.	Currently classified as Minor (only). Has been suggested as a farm machinery route to avoid use of Kalkee Road.
Mackies Rd, Bungalally	Better condition needed between Grahams Bridge Rd and Laharum Rd. Well trafficked road.	Classified as Access route between Henty Highway and Western Highway. Sealed between Henty and Grahams Brigde Road. Unsealed between GB Road and Western Highway. The section between GB Road and Laharum Road provides access to fewer properties. Classification considered appropriate. Council to review traffic



Issue	Detail of issue	Response
		<p>volumes along road length to confirm use of GB-Laharum section and potential need for sealing</p>
Hierarchy issues	<p>Some roads have access to residences but are not shown as access roads, e.g. Dunstans Rd Telangatuk.</p>	<p>Dunstans Road classified minor due to limited properties. Classification considered appropriate. North - south connectivity served by Telangatuk-East Rockladns Road. Council to check condition of road.</p>
Farm machinery route	<p>Continuation of Laharum – Brimpaen Rd alignment through to Mt Talbot Rd</p>	<p>Viewed top-down, there does appear to be a gap in the hierarchy between Telangatuk and Brimpaen (Rocklands Road to Hent Highway). Brimpaen-Laharum Road is a Link Road, but then Campbells Lane-Black Range Road are Access and Stubgate Road only a minor route. Geographically Black Range State Park reduces a convenient connection in this region. Need to understand traffic/transport demands in this region, and whether demands warrant establishment of a Collector-Link route. Consider external funding if warrant can be established?</p>
All-weather (/farm machinery) route - Bungallaly	<p>Suggestion of Reynolds Rd between Laharum Rd and Green Lake Rd.</p>	<p>Currently classified as either Minor or Access (depending on section). Greenlake Road is Access Road and sealed. Potential to classify whole road as Access and nominate for farm machinery route, to provide east-west connectivity.</p>
Black Range Rd	<p>An important connection between Telangatuk and Brimpaen, e.g. for fire access.</p>	<p>Viewed top-down, there does appear to be a gap in the hierarchy between Telangatuk and Brimpaen (Rocklands Road to Hent Highway). Brimpaen-Laharum Road is a Link Road, but then Campbells Lane-Black Range Road are Access and Stubgate Road only a minor route. Geographically Black Range State Park reduces a convenient connection in this region. Need to</p>



Issue	Detail of issue	Response
		<p>understand traffic/transport demands in this region, and whether demands warrant establishment of a Collector-Link route. Consider external funding if warrant can be established?</p>
<p>Hierarchy level of roads.</p>	<p>Mt Talbot Road, Brennans Road and Dyers Road need to be changed to access roads to link to the south from the inside of the mountain district out to the main roads of Telangatuk and across to the highway.</p>	<p>Viewed top-down, there does appear to be a gap in the hierarchy between Telangatuk and Brimpaen (Rocklands Road to Hent Highway). Brimpaen-Laharum Road is a Link Road, but then Campbells Lane-Black Range Road are Access and Stubgate Road only a minor route. Geographically Black Range State Park reduces a convenient connection in this region. Need to understand traffic/transport demands in this region, and whether demands warrant establishment of a Collector-Link route. Consider external funding if warrant can be established?</p>
<p>Rocklands – Telangatuk East Road</p>	<p>Not wide enough., Should be classified as a Link road – connections to port, arterial roads, Balmoral.</p>	<p>Currently classified as a collector route. Potential upgrade to Link Road? Current standard referenced by numerous people. Used as linkage beyond Horsham boundary. Also a bus route. Council to consider \$ and process for progressive widening/upgrade</p>
<p>Brennans Rd Telangatuk</p>	<p>Is not gravel over sand but bulldust and sand, with very heavy sand bogs along the way - it is more than just an access road, but a link road.</p>	<p>Currently Minor classification as does not appear to provide access to properties. Connection to Mt Talbot Road. Is road being used by other traffic? Council to review traffic volumes and actual usage</p>
<p>Hierarchy – certain roads</p>	<p>The following should be Access standard:, Mt Talbot Road, Mt Talbot Reserve Road, Brennans Road, Dyers Road</p>	<p>Viewed top-down, there does appear to be a gap in the hierarchy between Telangatuk and Brimpaen (Rocklands Road to Hent Highway). Brimpaen-Laharum Road is a Link Road, but then Campbells Lane-Black Range Road are Access and Stubgate Road only a minor route. Geographically Black Range State Park reduces a convenient</p>



Issue	Detail of issue	Response
		connection in this region. Need to understand traffic/transport demands in this region, and whether demands warrant establishment of a Collector-Link route. Consider external funding if warrant can be established?
Old Noradjuha Rd then, J Sudholzs Rd then Keytes Rd Natimuk (south)	Request to be sealed, possibly Otta seal., This route is used by trucks as a bypass/truck detour by local trucks around Natimuk. , These roads are slippery and cause safety issues especially near the T intersection in front of Sudholz home, if unable to stop on slippery surface with heavy load	Currently classified as Access Route and not sealed (per Google). Southern end of Keytes Road only minor route as not servicing properties. Consider upgrade to Access Road and nominating for farm machinery? Traffic volume data to determine warrant.
Mitchell St Natimuk	Upgrade surface / drainage issues	Local road within township
Lanes Ave, Quantong	Upgrade Tuckers Rd - Hutchinsons Rd	Lanes Ave classified as Access Route. Road (now) provides access to numerous properties in Quantong. Wimmera Highway is nearby arterial. Retain as Access Route. Council to review condition between Tuckers and Hutchinson
Riley Rd, Horsham	Should be sealed	Need to consider function of Riley Road with any further residential growth in NW region of Horsham. This is an urban interface road and likely to be upgraded with future development.

3.4 Final Road Hierarchy and Functional Overlays

Following additional consideration by Council and the PCG the road hierarchy plans have been updated. Refer Appendix A.



4 Prioritisation of Upgrades

Consideration has been given to the most appropriate mechanisms for assessing projects and the prioritisation of road upgrading. Note that Council has a separate but related Road Management Plan for this purpose. It is intended that the following comments/principles could be integrated into the RMP as a subsequent exercise.

4.1 PCG Comments

Council should consider a balanced approach to the prioritisation of routes for upgrading based on actual condition data compared to the minimum and target standards established within this document, while also taking account of a range of qualitative measures.

A range of factors (as identified by PCG) could be considered including:

- Current alternative access arrangements in the network: do alternative options exist in the precinct or will the upgrade establish a new key link in the network. This could consider spacing of alternative routes in the local precinct.
- Existing clearances and serviceability: while the existing routes might not meet the ideal targets, the routes might nonetheless be serviceable when compared to other routes that fall well-short of the desirable minimum standards
- Number of properties serviced by the route: roads that provide access to a greater number of properties / businesses could be prioritised over less-used routes
- Roads with the poorest conditions should be prioritised to provide a minimum level of service
- Key intra / inter-regional through routes: particularly for farm machinery routes to avoid use of the arterial roads could be prioritised.

4.2 Other Tonkin Example

Tonkin has prepared the following framework for other Councils to help choose which roads to treat first when budgets are limited.

A qualitative score is assigned against four priority factors:

- Functional Priority: This differentiates roads by a generalised function from a track to a rural arterial. This function ensures that high use roads are scored higher than low use roads.
- Social Priority: This ensures roads that have significant community importance are given higher priority than roads leading to a single dwelling.
- Freight Priority: This enables the industry use to be assessed and its associated freight use in the transport of goods. This could include consideration of farm machinery routes.
- Tourism Priority: This enables the tourist use to be assessed which can be particularly important in councils that rely on the tourism industry. This may be less relevant in Horsham except for a few roads identified in this plan.

A score between 0 (low priority) and 5 (high priority) is assigned to the roads under consideration. The four scores can be combined to provide a Priority Index for a segment by weighting each field. This priority index is used in the modelling to sort roads for treatment in priority order. This is particularly useful where budgets are limited, and the model can assign funds to high priority segments.



4.3 Proposed Prioritisation Method

We propose the following approach to the prioritisation of works based on previous Tonkin experience combined with a factor to account for farm machinery routes (reflecting PCG comments).

Note that Council's existing process already considers a number of factors including traffic volumes, road hierarchy, percentages of commercial vehicles and provision for future freight routes.

The following process is therefore an embellishment of Council's current process.

4.3.1 Function Priority

Score	Function
1	Access Track
2	Minor Route
3	Access Route
4	Collector Route
5	Link Route
-	Arterial Road (presumed under the control of the State)

This is already considered by Council as 'hierarchy score'.

4.3.2 Freight Priority

Score	Freight Priority	Measure
0	No freight	No commercial use
1	Low freight	0-5%
2	Medium freight	5-10%
3	High freight use	10-15%
4	Very high freight	15-20%
5	Critical freight use	+20%

This is already considered by Council as 'Heavy Vehicle' score, although we have added an additional breakdown to the percentage classifications.



4.3.3 Tourist Route

Routes identified as being a Tourist Route are provided an additional score, although the weighting to this factor can be adjusted.

4.3.4 Farm Machinery Priority

Routes identified as being a Farm Machinery Route are provided an additional score, although the weighting to this factor can be adjusted.

4.3.5 Traffic Volumes

Prioritisation is given to roads with higher traffic volumes on the following basis

Score	Measure (daily volumes)
1	0-50 vpd
2	50-100 vpd
3	100—250 vpd
4	250-500 vpd
5	+ 500 vpd

This is already considered by Council as 'Traffic Volume' score, although we have added an additional breakdown to the volume classifications.

4.3.6 Priority Weightings

In order to develop a single score of priority index a weighted average can be applied to each priority factor to provide a score out of 100. Suggested weightings are listed below that can be adjusted to best suit Horsham's requirements.

Factor	Weighting
Road Hierarchy	30%
Freight Usage	20%
Farm Machinery	10%
Tourism	10%
Traffic Volumes	30%



5 Design Standards

The following table specifies the preferred and minimum construction standards for each road category (excluding arterial roads). Additional details are provided for the functional overlay considerations.

Road Category	Preferred Standard	Minimum Standard
Link Road	<ul style="list-style-type: none"> • Design speed of at least 80km/h • 6.6m wide bituminous seal • 7.0m wide pavement • 1.3m wide shoulders • 5.0m horizontal clearway from outer edge of traffic lane • More than 5.4m vertical clearway at outer edge of traffic lane 	<ul style="list-style-type: none"> • Design speed of 70km/h • 6.2m wide bituminous seal • 6.6m wide pavement • 1.2m wide shoulders • 2.0m horizontal clearway from outer edge of traffic lane • 4.7m vertical clearway at outer edge of traffic lane
Collector Road	<ul style="list-style-type: none"> • Design speed of at least 80km/h • 6.2m wide bituminous seal • 6.6m wide pavement • 1.2m wide shoulders • 5.0m horizontal clearway from outer edge of traffic lane • More than 5.4m vertical clearway at outer edge of traffic lane 	<ul style="list-style-type: none"> • Design speed of 60km/h • 6.0m wide unsealed full width pavement; or • 3.7m wide bituminous seal over a 4.1m wide pavement • 0.0m horizontal clearway from outer edge of traffic lane • 4.7m vertical clearway at outer edge of traffic lane
Access Road	<ul style="list-style-type: none"> • Design speed of 80km/h • 4.8m wide unsealed pavement • 1.2m wide shoulders • 4.0m horizontal clearway from outer edge of traffic lane • More than 5.4m vertical clearway at outer edge of traffic lane 	<ul style="list-style-type: none"> • Design speed of 60km/h • 3.0m wide unsealed pavement • 1.0m wide shoulders • 0.0m horizontal clearway from outer edge of traffic lane • 4.3m vertical clearway at outer edge of pavement
Minor Road	<ul style="list-style-type: none"> • 5.4m wide earth formation 	<ul style="list-style-type: none"> • Formed road only



6 Maintenance Regime

6.1 Functional Maintenance Standards and Minimum Road Safety (Road Management Plan)

The following table specifies the functional maintenance standard for each road, along with the minimum safety standards as required in Council's Road Management Plan.

Road Category	Functional Maintenance Standard	Road Management Plan Minimum Safety Standard
Link Road	<ul style="list-style-type: none"> • Renewal at average road segment roughness of 11 / condition score of 5 (on 0-6 scale where 0 is brand new and 6 is end of life) • Reseal when seal condition reaches to 4 (Usually between 13-17 years) • Maintenance of vegetation clearance envelope • Shoulder grading – once per five years 	<ul style="list-style-type: none"> • Routine inspection program – twice yearly day time, every two years night time • Respond to potentially emergency hazards within 24 hours • Inspect other reported hazards within 1 week to ascertain required response
Collector Road	<ul style="list-style-type: none"> • Renewal based on comparison of road roughness • Reseal based on functional use, traffic volumes and road safety considerations • Maintenance of vegetation clearance envelope (per farm machinery network) • Shoulder grading – once per five years 	<ul style="list-style-type: none"> • Routine inspection program – annually day time, every four years night time • Respond to potentially emergency hazards within 24 hours • Inspect other reported hazards within 1 week to ascertain required response
Access Road	<ul style="list-style-type: none"> • If sealed, as per rural collector road. • If unsealed then: <ul style="list-style-type: none"> - Resheeting based on periodic measurement of remaining gravel depth (usually, resheet when gravel depth is less than 50 mm) - Grading program based on RMP inspection frequency / defect identification (usually every alternate years) - Maintenance of vegetation clearance envelope (per farm machinery network) 	<ul style="list-style-type: none"> • Routine inspection program – every two years day time • Respond to potentially emergency hazards within 24 hours • Inspect other reported hazards within 1 week to ascertain required response

**Minor Road**

- Grading program based on RMP inspection frequency / defect identification (usually grade once per 4 years)
- Routine inspection program – every three years day time
- Respond to potentially emergency hazards within 24 hours
- Inspect other reported hazards within 1 week to ascertain required response

6.2 Target Response Times for Defects

Council will aim to respond to reported road defects in a prioritised and timely manner depending on the significance of the defect/hazard and road classification.

Description of Defect	Response Time			
	Link	Collector	Access	Minor
Obstructions to Traffic				
Fallen trees and/or limbs encroaching onto the traffic lane, materials fallen from vehicles, dead animals, wet clay and other slippery substances or other obstacles	24 hrs	24 hrs	2 weeks	2 weeks
Accumulation of dirt or granular materials on the traffic lane of sealed roads (of a quantity that creates a hazard)	1 week	2 weeks	2 months	2 months
Ponding of water > 300 mm deep, , oil spills, stray livestock – merge this with line 1 above.	24 hrs	24 hrs	2 weeks	2 weeks
Pavement or Surface Defects				
<u>Sealed Roads:</u> Potholes in traffic lane of road pavement greater than 300 mm in diameter and greater than 100 mm deep.	4 weeks	2 months	6 months	N.A.
Deformations greater than 100 mm under a 3 m straight edge	1 month	6 months	6 months	N.A.



Description of Defect	Response Time			
	Link	Collector	Access	Minor
Edge drop offs onto unsealed shoulder greater than 100 mm over the distance greater than 1 metre	2 months	2 months	6 months	N.A.
Edge break exceeds 150 mm laterally over at least a 1 m length from the nominal edge of seal	4 weeks	2 months	3 months	N.A.
When “bleeding” bitumen is sticking to tyres or shoes	2 weeks	2 weeks	2 weeks	N.A.
Traffic islands have damaged paving or kerbing that presents a hazard to traffic and/or pedestrians	4 weeks	2 months	3 months	N.A.
<u>Unsealed roads</u>	N/A		6 months	12-24 months
Potholes in traffic lane of road pavement greater than 500 mm diameter and 150 mm deep.		N/A		12 months
Deformations greater than 150 mm under a 3 metre straight edge (includes rutting).	N/A	N/A	6 months	12-24 months
Loose sand greater than 150 mm deep and greater than 10 m long	N/A	N/A	12 months	12-24 months
Corrugations greater than 50mm in depth for a length >500m or total road length.	N/A	N/A	6 months	12 months
Drainage				
(Rural Roads) Blocked culverts and/or table drains, damaged headwalls	2 months	6 months	6 months	12 months
(Rural Roads) Broken or displaced pipes (causing hole in pavement or subsidence) in traffic lane	24 hours	1 week	1 month	2 months



Description of Defect	Response Time			
	Link	Collector	Access	Minor
ROADSIDE				
Vegetation – Trees, Shrubs and Grassed Areas				
Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs	4 weeks	4 weeks	2 months	2 months
Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 4.5 m height clearance over pavement and the trafficable portion of shoulders	2 months	6 months	12 months	12-24 months
ROADSIDE FURNITURE/SIGNAGE/PUBLIC UTILITIES				
Safety Signs				
Safety signs missing, illegible or damaged making them substantially ineffective	4 weeks	4 weeks	2 months	2 months
Regulatory Signs				
Regulatory signs missing, illegible or damaged making them substantially ineffective	1 week	1 month	2 months	3 months
Warning Signs				
Warning signs missing, illegible or damaged making them substantially ineffective	1 week	1 month	2 months	3 months
Temporary signs, associated either with works in progress or as a	1 day	1 day	1 week	2 weeks

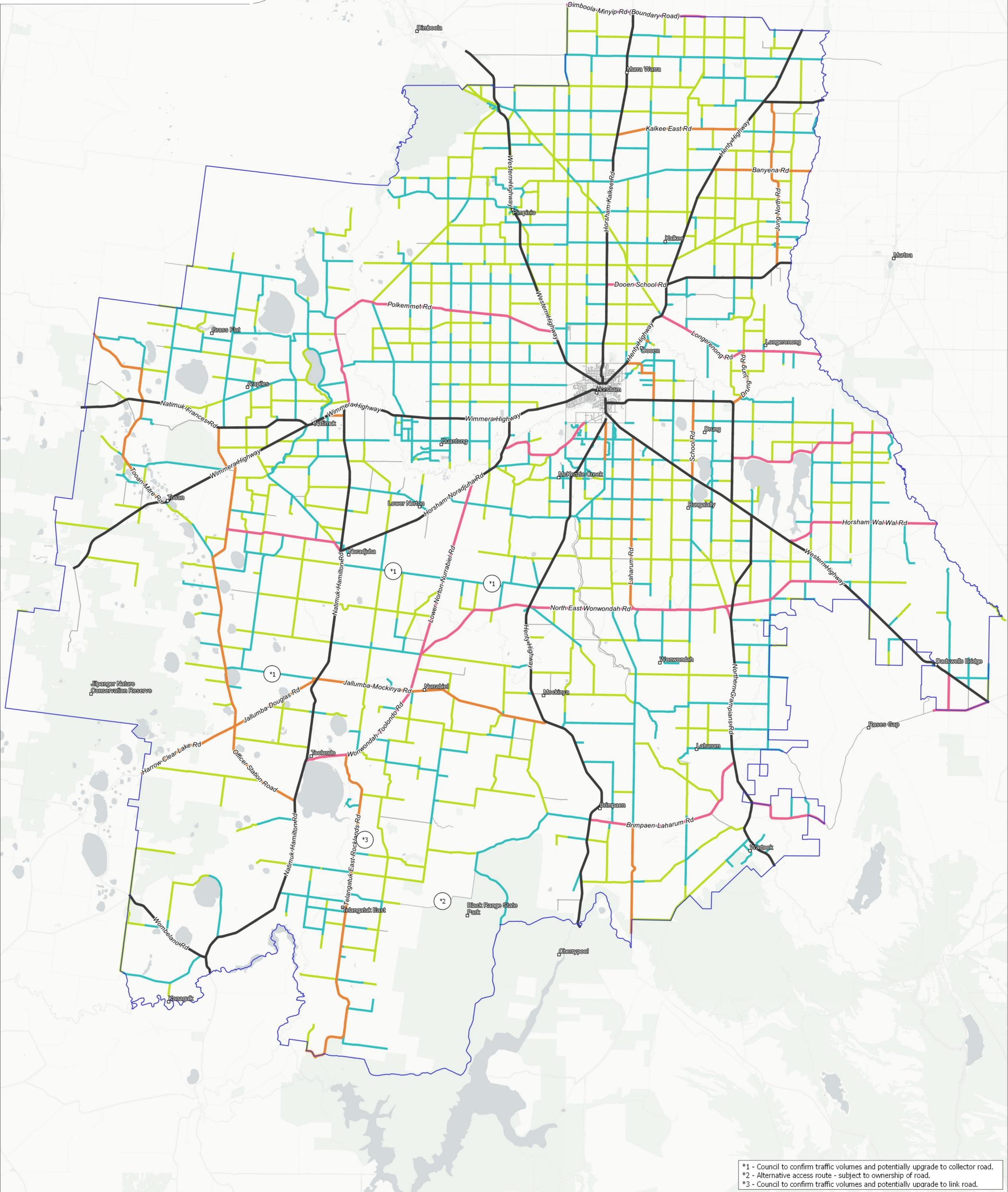


Description of Defect	Response Time			
	Link	Collector	Access	Minor
preliminary response to other RMP hazards				
Guideposts				
Missing or damaged at a critical location making them substantially ineffective	2 months	2 months	6 months	6 months
Safety Barriers and Fencing				
Missing or damaged at a critical location making them substantially ineffective	4 weeks	4 weeks	2 months	6 months
Pavement Markings / Line Marking				
Missing, illegible or confusing at a critical location***	3 months	3 months	6 months	6 months
STRUCTURES (BRIDGES AND MAJOR CULVERTS)				
Damage affecting structural performance	2 weeks	2 weeks	2 weeks	4 weeks



Appendix A – Road Hierarchy and Overlays

Road Hierarchy



*1 - Council to confirm traffic volumes and potentially upgrade to collector road.
 *2 - Alternative access route - subject to ownership of road.
 *3 - Council to confirm traffic volumes and potentially upgrade to link road.



0 2 4 6 8 km
 EPSG:28354

Horsham Rural City Council

Job Number: 20191995
 Filename: 20191995GQ001A
 Revision: Rev A
 Date: 2022-04-12 14:32
 Drawn: Vanessa Keast-Pizzino

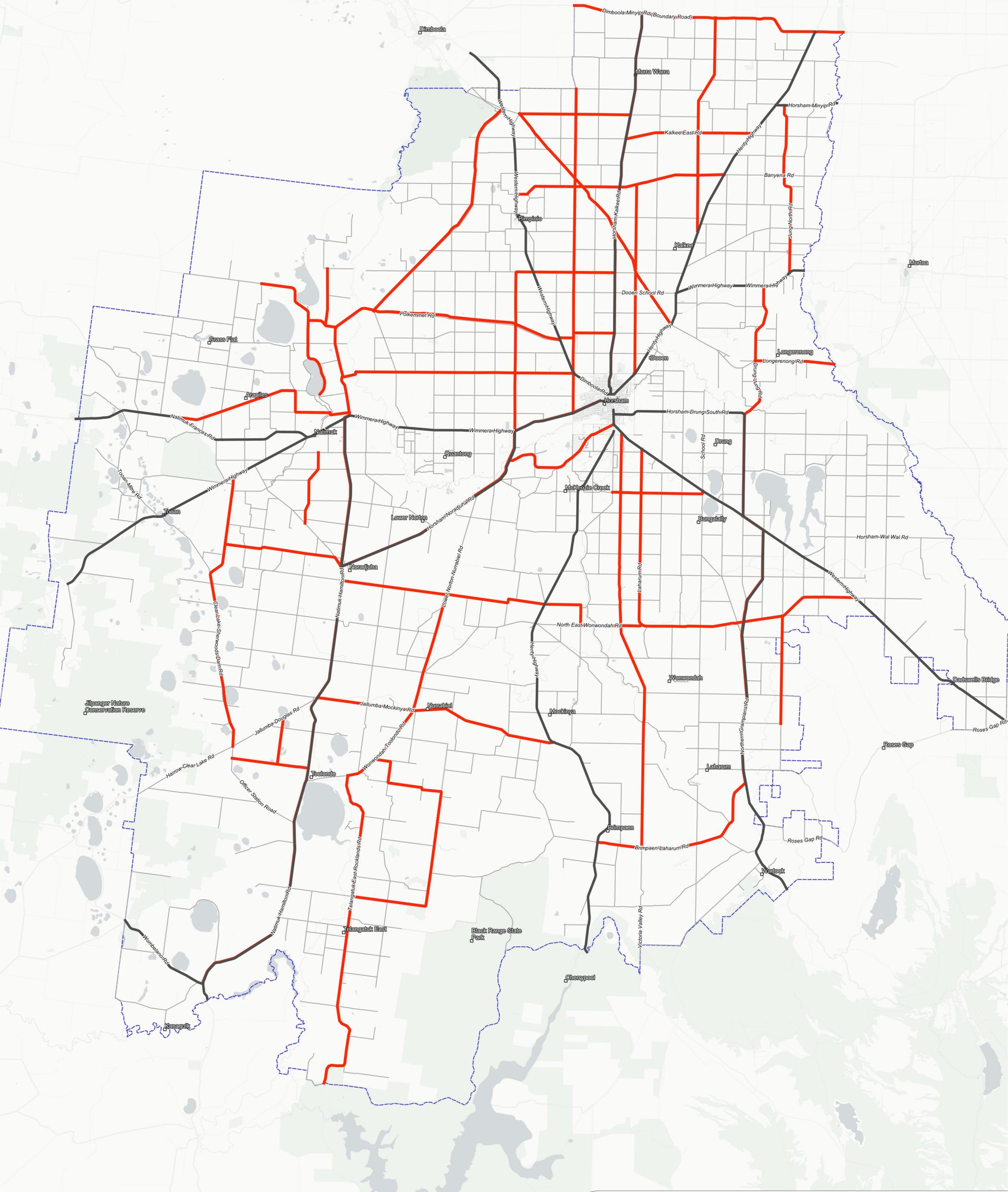
Data Acknowledgement:
 Road Data from Horsham Rural City Council, 2020
 Basemap from Positron, 2020

Legend

- Arterial Roads
- Collector Rural
- Access Rural
- Minor Rural
- Link Rural
- Horsham LGA

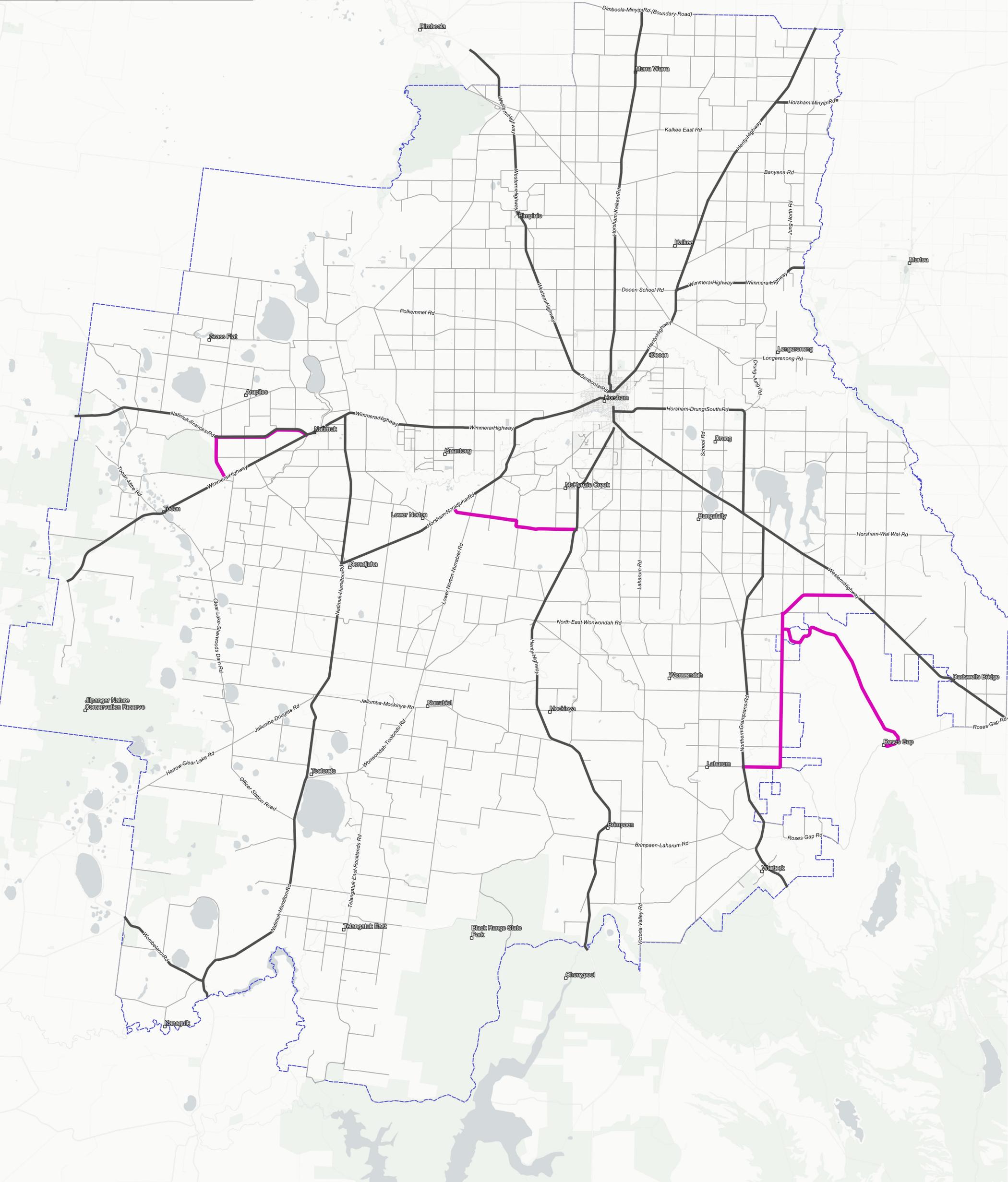
Horsham Rural Roads Road Hierarchy

Proposed Farm Machinery Routes



Tourism Routes

Council Roads
Access to key tourism destinations



Horsham Rural City Council

Job Number: 20191995
 Filename: 20191995GQ001A
 Revision: Rev A
 Date: 2022-04-12 14:59
 Drawn: Vanessa Keast-Pizzino

Data Acknowledgement:
 Road Data from Horsham Rural City Council, 2020
 Basemap from Positron, 2020

- Legend**
- Tourism Routes
 - Arterial Roads
 - Horsham LGA

Horsham Rural Roads Functional Use Tourism Routes

Horsham Rural City Council
Domestic Animal Management Plan
2022-2026

If you would like to receive this publication in another format, please contact reception at the Civic Centre Municipal Office on telephone (03) 5382 9777 or email council@hrcc.vic.gov.au.

If you require an interpreter service, please contact the Translating and Interpreter Service (TIS National) on 131450 and ask them to contact Horsham Rural city Council Reception on telephone (03) 5382 9777. Our business hours are 8:30am to 5:00pm Monday to Friday.

Horsham Rural City Council recognised the five Traditional Owner groups of this land and water where we work and connect: the Wotjobaluk, Wergaia, Jupagulk, Jaadwa and Jadawadjali people and pay our respects to their Elders past, present and emerging.

Horsham Rural City Council
Civic Centre Municipal Office
18 Roberts Avenue
Horsham VIC, 3402

PO Box 511
Horsham VIC, 3402

Phone: (03) 5382 9777
Facsimile: (03) 5382 1111
Email: council@hrcc.vic.gov.au
Website: www.hrcc.vic.gov.au

Mayor's message

To be completed once phase two community consultation undertaken.

Cr Robyn Gulline

Mayor

Horsham Rural City Council

What is a Domestic Animal Management Plan?

Every Victorian local government must, under the *Domestic Animals Act 1994*, prepare a plan outlining how it will manage dogs and cats within its municipal boundaries. Other domestic animals are exempt from the plan.

The format and content of the Domestic Animal Management Plan (DAMP) is set by the State Government in order to ensure consistency across the state of Victoria. As set by the state Government a DAMP must include:

Training of authorised officers	Registration and identification
Programs to promote and encourage responsible pet ownership	Programs to address over-population and high euthanasia rates
Domestic animal nuisances	Dog attacks
Dangerous, menacing and restricted breed dogs	Domestic animal business
Other matters important to the community	Annual review and reporting of action and impact

The plan identifies how the council will:

- Support and facilitate the benefits that animal ownership and companionship has on the health and wellbeing of residents
- Educate residents about accepted standards of animal welfare, including the care, feeding and physical wellbeing of domestic animals
- Manage nuisance complaints about animals, which are impacting on other residents
- Ensure that the keeping of domestic animals does not compromise accepted standards of public health and safety.

Animals covered under the Domestic Animal Management Plan?

The DAMP has been developed to cover the requirements associated with cats and dogs and as required with the *Domestic Animals Act 1994*.

Our vision

The Horsham Rural City Council (HRCC) encourages an environment of responsible domestic animal ownership, where people and animals can coexist in harmony. Animals are part of a safe and liveable community. HRCC strives to implement effective animal management practices that balance the needs of animal owners and non-animal owners, the agricultural sector and the environment.

Guiding principles

- HRCC has a leadership role in animal management and coordination
- Pets contribute to our quality of life
- The need of pet owners needs to be balanced with the broader needs of the community
- Responsible pet ownership is valued
- Animal management and education should be proactive
- The best outcomes are when we all work together
- The environment and local wildlife must be protected from the negative impacts of cats and dogs

How do we currently manage animals?

As well as registration and identification of dogs and cats, our central functions are to:

- Enforcement of registration requirements
- Investigation of nuisance animal complaints
- Investigation of dog attacks and dangerous/ menacing dog complaints
- Dogs wandering at large
- Declared dog property inspections
- Cat de-sexing program
- Domestic animal business inspections
- Collection of stray and lost animals
- Pound services
- Excess animal permit renewals and inspections
- Cat trapping
- Customer service
- After hours emergency service for animals
- Promotion of responsible pet ownership

What are the roles and responsibilities of local authorities and service providers?

	Local Government Authority	Pound Service(s)	Rehoming Services
Who	Horsham Rural City Council	Horsham Rural City Council	Horsham PAWs Phoenix Animal Rescue Horsham CatNap Kitten Rescue
Responsibilities	<ul style="list-style-type: none"> • Manage pet registration • Develop dog control orders in areas not under land management authority • Adopt, monitor and enforce dog control orders in all areas • Promote responsible pet ownership • Conduct animal investigations • Provide advice about the management of domestic animals • Manage contract for pound service 	<ul style="list-style-type: none"> • House and care for impounded animals • Provide veterinary care for impounded animals • Microchip and register animals prior to their release 	<ul style="list-style-type: none"> • Horsham PAWS: Since forming in April 2010, Horsham PAWS has partnered with Council in establishing a successful re-housing program at the local pound. In 2011, Council entered into a formal agreement with Horsham PAWS to enable fostering of cats and dogs awaiting adoption. • Phoenix Animal Rescue Horsham: PARH commenced operating in October 2018 and is committed to rescuing, caring for, rehabilitating and transporting lost, abandoned and surrendered companion animals and prepare them for rehoming • CatNap established in March 2021 is committed to taking in cats and kittens from Horsham Rural City Council pound, as well as some direct surrenders. CatNap rehabilitates (when needed), cares for and attends to all veterinary work so that all felines are rehomed desexed, vaccinated, flea and worm treated and microchipped.

The broader context

There is a wealth of scientific evidence to support the benefits of owning pets for physical and emotional wellbeing. A range of different studies has demonstrated evidence of a link between pet ownership and better health. Dogs encourage people to enjoy the outdoors and they have been shown to stimulate conversations between strangers. They can also improve a person’s sense of security both at home and in public places.

Pets make a wonderful companion and can help combat loneliness and social isolation. Pet ownership teaches children responsibility, whilst helping them to develop their social and nurturing skills.

While the Council has the responsibility of administering the relevant legislation, it recognises the need to promote responsible pet ownership, provide supportive programs and meet the community expectations. This plan is the base for Council to provide high quality animal services and programs now and into the future.

As already stated animal management is guided by a combination of legislation, local orders, policies and local laws.

Victorian legislation

- Domestic Animals Act 1994 and associated codes of practice
- Domestic Animals Amendment (Restricted Breeds) Act 2017
- Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017
- Prevention of Cruelty to Animals Act 1986

Victorian guidelines and standards

- Code of practice for the Management of Animals in Shelters and Pounds
- Code of Practice for the Operation of Pet Shops
- Code of Practice for the Operation of Breeding and Rearing Establishments
- Code of Practice for the Operation of Boarding Establishments
- Code of Practice for the Operation of Dog Training Establishments; and
- Code of Practice for the Operation of Greyhound Establishments

Horsham Rural City Council Policies and Local Laws

- Community Local Law 2021 <https://www.hrcc.vic.gov.au/Our-Council/Local-Laws>
- Orders of Council
 - An order of Council was passed at a Council Meeting on 12 December 1995, and revisited on 16 May 2006, restricting cats to the owner's premises between sunset and sunrise <https://www.hrcc.vic.gov.au/Residents/Pets-and-animals/Pet-ownership#section-3>
 - On a 4 April 2016 Council meeting a resolution was passed "That Council retain the no dog status of the Botanic Gardens noting that guide dogs and assistance dogs are an exception to this, and are allowed in the Botanic Gardens".

Link to other Council plans

- This plan is consistent with the Horsham Rural City Council Strategic Plan 2021-2025 <https://www.hrcc.vic.gov.au/Our-Council/About-Us/Council-Plan>
- This plan is linked to the Municipal Emergency Management Plan https://www.hrcc.vic.gov.au/files/assets/public/document-resources/emergency-management/documents/hrcc_memp_version_1.1_december_2015_1.pdf
- This plan is linked to the Animal Emergency Management Sub-Plan [Recfind: 17/02178,](#)



Wimmera EAWS
Sub-plan Signed Co

Overview

Animals are identified in the following three ways, they are registered with Council, they are wearing a Council issued tag and they are microchipped. Failing to do any of these three things attracts a fine.

Pet registration is a legal requirement under the Act. Every dog and cat three months of age and over must be registered with Council. Existing registrations must be renewed by 10 April each year.

A proportion of the registration fee goes to Animal Welfare Victoria, Department of Jobs, Precincts and Regions (DJPR). The registration fee gives more than just a lost and found service for pets. It is also funds:

- Facilities such as dog parks, dog poo bins and pounds / shelters
- Animal management to attend to nuisance complaints, investigate dog attacks, patrol parks/beaches/streets, and collect and return stray animals to owners
- Events such as pet expos and discount microchipping days
- Information such as responsible pet ownership publications, websites, and online courses
- Domestic animal business audits (e.g. to check animal welfare standards in pet shops, breeding facilities, boarding kennels etc.)
- Management of dangerous and restricted breed dogs
- Dog bite prevention education programs for kindergarten and primary school children
- Emergency animal welfare preparedness
- Research into a range of dog and cat welfare issues.

Key facts

Horsham Rural City Council is a vibrant, diverse community situated approximately 300 kilometres northwest of Melbourne and north of the Grampians National Park, in the heart of the Wimmera region of Victoria. Horsham is approximately 3.5 hours by car west of Melbourne and 4.5 hours east of Adelaide.

Horsham Rural City Council has a total population of 19,931 and covers an area of 4,267 km². Over three quarters of residents live in the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broad acre agriculture being the major industry. The Grains Innovation Park, a nationally acclaimed agricultural research centre, is based in Horsham. There are a range of quality educational and health care facilities including secondary colleges, a University and an agricultural college.

The municipality are of Horsham has a diverse array of natural assets including recreational lakes, wetlands, the Wimmera River, Mount Arapiles, the Wartook Valley and the nearby Grampians National Park.

Horsham Rural City Council includes the major centres of Horsham and Natimuk, and the following localities: Arapiles, Blackheath, Brimpaen, Bungalally, Clear Lake, Dadswells Bridge, Dooen, Douglas, Drung, Duchembegarra, Grass Flat, Green Lake, Greenland Dam, Haven, Jilpanger, Jung, Kalkee, Kangulk, Kewell, Laharum, Longerenong, Lower Norton, McKenzie Creek, Mitre, Mockinya, Mount Talbot, Murra Warra, Noradjuha, Nurrabel, Pimpinio, Quantong, Riversdale, St Helens Plains, Telangatuk East, Tooan, Toolondo, Vectis, Wail, Wartook and Wonwondah.

Our domestic animals

Domestic animal population – 5,670

No. of registered dogs 1 July 2018 and 30 June 2021 – 11,432

No. of registered cats 1 July 2018 and 30 June 2021 – 5,345

No. of unpaid animal registrations from 1 July 2018 and 30 June 2021 – 336

No. of domestic animal registered business in the area – 4

No. of domestic animal related complaints received 1 July 2018 and 30 June 2021	
Request type	Total
Dog attack/dangerous	112
Barking dog	240
Dog - Lost and found	1277
Dog - General	663
Cat - request for cat cage	288
Cat - General	739
Cat - Lost and found	729

No. of dog attacks lodged between 1 July 2018 and 30 June 2021 – 112

No. of impounded dogs 1 July 2018 and 30 June 2021 – 1,146

No. of dogs released to owner 1 July 2018 and 30 June 2021 – 845
No. of dogs rehoused 1 July 2018 and 30 June 2021 – 193
No. of dogs euthanised 1 July 2018 and 30 June 2021 – 108
No. of impounded cats 1 July 2018 and 30 June 2021 – 833
No. of cats rehoused 1 July 2018 and 30 June 2021 – 247
No. of cats released to owner 1 July 2018 and 30 June 2021 – 131
No. of cats euthanised 1 July 2018 and 30 June 2021 – 455 (20% feral)

About this plan

We have developed a new four-year Domestic Animal Management Plan 2022-2026, which sets rules for managing dogs and cats, and help the community play their part as responsible pet owners. The plan will also direct how Council will invest its time and resources, and how we will support the management of domestic animals and the safety and wellbeing of the wider community. We will seek to address the following issues over the next four years of our plan:

Issue 1: Responsible pet ownership

Issue 2: Animal identification and lost animals

Issue 3: Over population and euthanasia rates for cats and dogs

Issue 4: Nuisance cats and dogs

Issue 5: Dogs in public places

Issue 6: Open space needs and dog parks

Issue 7: Dog attacks

Issue 8: Dog poo

Issue 9: Cat de-sexing

Issue 10: Backyard breeding

For each issue, we have provided a summary of:

- **What we currently do to address the issue.**

These actions will be ongoing throughout 2022-2026 periods.

- **A summary of community views about the issue.**

We believe it is important to reflect the views of those who took the time to contribute to our consultation.

We are limited by legislation and resources, so we cannot address every issue raised but have chosen to focus on the issues of greatest relevance and importance to our community.

- **New actions planned for 2022-2026.**

These new actions will be carried out in addition to those we are currently undertaking.

Consultation

The draft DAMP 2022-2026 has been developed in consultation with the community and key partners. Phase one of the consultation process has seen:

301 Surveys completed	46 Interviews completed	1 DAMP reference group completed
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Our Plan 2022-2026

Issue 1: Responsible pet ownership

Owning a pet can be extremely rewarding. They bring unconditional love, companionship and help to reduce stress or anxiety. However, owning a pet also comes with responsibilities.

Our role as a local government is to help people understand what responsible pet ownership means to minimise potential harm to the animal, people, property, other animals and the environment. Helping pet owners choose the right pet for their lifestyle and home is an important first step.

While dogs are great for getting the whole family out to exercise, this also makes them quite high maintenance. Depending on the breed and age of the dog, they may also need a significant amount of training and grooming.

Cats are more independent and content indoors, which makes them a great choice for busy people and families. They are also generally quiet, have long life spans and need minimal housetraining. However, they must be managed properly or they may cause problems to other cats and native wildlife.

A responsible pet owner is someone who:

- Considers the need of all users of public space
- Prevents their animal/s from causing harm or intimidation to others
- Sees to the welfare and social needs of their animal, including vaccination
- Abides by the dog control orders in public places
- Minimises nuisance to others and the environment
- Has an animal that is desexed, microchipped and registered.

<p>Strategic Aim: To promote and encourage responsible pet ownership.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Reduction in dog attacks • More dogs registered • More cats registered • Less unpaid animal registrations • Less complaints
--	--

What we currently do	Community views	New action for 2022-26
<p>Investigate and enforce legislation</p> <p>Investigate animal cruelty and work with RSPCA</p> <p>Secure funding for programs encouraging registration and identification</p> <p>Provide information to the community on responsible pet ownership, including the need to register and identify domestic cats and dogs</p> <p>Review and benchmark Council’s fees and charges against other Councils and make recommendations for changes if deemed appropriate</p> <p>Mail renewal notices to all previously registered animals with payment by BPay an option</p> <p>Follow up all non-renewals with reminder notices, emails, phone calls & door knocks</p> <p>A responsible pet ownership pamphlet is sent out with annual registration renewals</p>	<p>The rules need to be enforced and applied consistently</p> <p>Some people are concerned about the impact cats have on local birdlife and native animals</p> <p>Community wants more frequent patrols to improve owner compliance with dog orders</p> <p>Some community members believe that where an owner is found to be non-compliant on greater than three occasions owners should have to participant in a mandatory training/ education program</p> <p>Some community members believe animal owners must hold a licence to demonstrate they understand what it means to be a responsible animal owner</p> <p>Many community members believe that if individuals where responsible animal owners that there would be no need for the DAMP</p>	<ol style="list-style-type: none"> 1. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 2. Work collaboratively with community to respond to complaints received 3. Initiate a registration, micro chipping and de-sexing blitz across the municipality for community members who may not be aware of their obligations 4. Where appropriate Council to provide grant writing support for organisations looking to support micro chipping, de-sexing and responsible pet ownership activities 5. Council to establish relationships with peak bodies and external stakeholders who can support Councils efforts in domestic animal management 6. Council to explore options to establish a key contact officer for all domestic animal management enquiries from the public

Issue 2: Animal identification and lost animals

Dogs and cats are legally required to be registered annually. They also must be microchipped and wear a registration tag when they're not at home. Up-to-date registration and microchipping help us identify pets and return them to their owners as soon as possible.

The cost of registration is set by the Victorian Government, increasing annually in line with inflation. The money is used to help fund responsible pet ownership initiatives.

We're anecdotally aware that pet ownership has increased across our municipality as people spend more time at home, but this increase is not reflected in animal registration data. The number of unpaid registrations has increased. This suggests there are more domestic animals living in the Horsham area that are not currently registered.

When it comes to caring for and returning lost animals, we work with several important stakeholders to do this work. In particular, PARH, CatNap and Horsham PAWS.

We also work to help the community prepare for, and manage, situations that might lead to them losing their pet. As well as providing advice to prepare owners for emergencies, we also support local agencies to help pet owners who find themselves in crisis situations.

<p>Strategic Aim: To maximise domestic dog and cat registration and identification in the municipality.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • More dogs registered • More cats registered • Less dogs impounded • Less cats impounded • Increase in animal microchipping • Increase in animals released back to owner • Decrease in animals euthanised
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What we currently do	Community views	New action for 2022-26
<p>Provide information to the community on responsible pet ownership, including the need to register and microchip domestic cats and dogs</p> <p>Issue a lifetime tag for all dogs and cats</p> <p>Secure funding for programs encouraging registration and identification</p> <p>Microchip and register impounded animals prior to releasing to the owner</p> <p>Microchip, desex and register impounded animals prior to releasing for adoption</p>	<p>There are many different views of how lost animals should be managed and who’s responsibility it is to detain the lost animal</p> <p>Many community members believe all cats should be de-sexed prior to release back to the owner or prior to re-homing</p> <p>Many community members believe that owner should not incur a fine for the first time their animal is lost</p> <p>Some community members believe that there are high numbers of animals not registered with Council especially during the pandemic</p>	<ol style="list-style-type: none"> 1. Council to collaborate with providers of micro chipping services to run special micro chipping days, including discounts and/or incentives 2. Council to collaborate with providers of de-sexing services to run special de-sexing days, including discounts and/or incentives 3. Provide education to the community on how to safely approach and contain a lost animal 4. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 5. Continue to microchip, register and where appropriate de-sex impounded animals prior to releasing to owner and/or prior to releasing for adoption 6. Support use of the communities lost and found page on Facebook

Issue 3: Euthanasia rates for cats and dogs

Horsham Rural City Council reunite registered cats and dogs with their owners where ever possible which has contributed to a steady reduction of dog and cat impounds over the past 4 years which has in turn helped achieve a lower euthanasia rate.

As new registration numbers increase, officers are able to reunite more animals which results in less animals being taken to the pound. The euthanasia rate for cats has remained high over the past four years, and is still much higher in comparison to dogs.

This statistic is due to a large number of cats in the community not being microchipped or registered with Council. If a cat has no microchip, it limits the ability to trace its owner and can lead to euthanasia.

Educating the community on the benefits of microchipping as well as process changes in the use of cat traps can aid in the reduction in euthanasia rates in cats.

<p>Strategic Aim: To reduce domestic dog and cat euthanasia rates.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Increase in animals released back to owner • Increase in animal microchipping • More dogs registered • More cats registered • Decrease in animals euthanised
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What we currently do	Community views	New action for 2022-26
<p>Provide information to the community on responsible pet ownership, including the need to register and microchip domestic cats and dogs</p> <p>Work with existing and emerging re-homing organisations to reduce euthanasia of animals suitable for re-homing</p>	<p>Some community members were concerned about the high euthanasia rates for cats</p> <p>The importance of micro chipping cats was identified as a priority as cats wearing collars for identification purposes could cause the cat harm</p>	<ol style="list-style-type: none"> 1. Council to collaborate with providers of micro chipping services to run special micro chipping days, including discounts and/or incentives 2. Council to collaborate with providers of de-sexing services to run special de-sexing days, including discounts and/or incentives

<p>Secure funding for best practice programs to reduce euthanasia, particularly in relation to cats</p>	<p>Some community members felt high euthanasia rates in cats was due to poor de-sexing practices</p> <p>Lack of animal registration across the municipality was seen as a significant contributor towards higher euthanasia rates</p>	<ol style="list-style-type: none"> 3. Continue to microchip, register and where appropriate de-sex impounded animals prior to releasing to owner and/or prior to releasing for adoption 4. Initiate a registration, micro chipping and de-sexing blitz across the municipality for community members who may not be aware of their obligations 5. Where appropriate Council to provide grant writing support for organisations looking to support micro chipping, de-sexing and responsible pet ownership activities
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Issue 4: Nuisance cats and dogs

Council experiences a number of cat and dog nuisance complaints per year. Unless a range of measures are adopted and put into place, nuisance complaints will increase affecting the well-being of the community.

We are required to investigate all complaints regarding trespassing cats and barking dogs. We also deal with a lot of issues related to dogs in public places – for example, escaping dogs and dogs that are not under effective control, or not leashed in on-leash areas.

Our goal in every situation is to work with everyone involved and reach a positive outcome. However, these situations are often very complicated and resolving them can be very difficult.

<p>Strategic Aim: To minimise nuisance created by domestic dogs and cats.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Less complaints • Reduction in dog attacks • Less dogs impounded • Less cats impounded
--	--

What we currently do	Community views	New action for 2022-26
<p>Enforce and monitor compliance with the legislation and local law relating to nuisance</p> <p>Loan ‘bark control houses’ and provide advice on reducing nuisance barking</p> <p>Keep the HRCC website up to date with responsible pet ownership information</p> <p>Provide off-leash dog parks to allow dogs to socialised and exercise off-leash</p>	<p>Trespassing cats and barking dogs are the most frequent cause of nuisance</p> <p>Many people believe that the cat curfew should be policed</p> <p>The process of investigating nuisance animals needs to be consistent and improved</p> <p>The community are concerned about the impact that cats are having on birdlife and native animals</p>	<ol style="list-style-type: none"> 1. Council to promote the role of the rangers in the community 2. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 3. Council to explore options to establish a key contact officer for all domestic animal management enquiries from the public 4. Participate in industry based discussions regarding nuisance cats

<p>Undertake random patrols and enforce on-leash laws and communicate with the owner about responsible pet ownership</p> <p>Work with State Government regarding feral cat management and education opportunities in the HRCC area</p>		<p>5. Develop and implement alternative dispute resolution methods for nuisance animals</p>
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Issue 5: Dogs in public places

Dogs must be kept on-leash in all public areas, unless signs indicate otherwise. This is to reduce conflict between dogs and the general community. However, the size of our municipality makes it difficult to enforce.

To give dog owners space to exercise and socialise their animals, there are designated off-leash areas. However, the general community also uses these spaces. Dog owners must follow certain rules – such as having their animal under effective control – if they want to have their dog off leash.

<p>Strategic Aim To provide access to public and open spaces for dogs and their owners, whilst also providing dog free areas for non-animal owners.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Reduction in dog attacks • Less complaints 	
What we currently do	Community views	New action for 2022-26
<p>Provide five off-leash dog parks in Horsham to allow dogs opportunities to socialise and exercise off-leash</p> <p>An off-leash parks pamphlet developed for out of towners</p> <p>Provide clear signage and easy reference towards all designated off-leash areas</p> <p>Encourage desexing of dogs to reduce aggressive tendencies and wandering at large</p> <p>Undertake random patrols and enforce on-leash laws and communicate with the owner about responsible pet ownership</p>	<p>Only some dog owners obey the signs about when dogs can be off-leash</p> <p>Some people would like more dog free areas</p> <p>People reported dog signage is well positioned and a sufficient amount of signage</p> <p>Some people would like more dog parks throughout the municipality</p>	<ol style="list-style-type: none"> 1. Increase proactive patrols across a variety of trails, walking tracks and parks in our municipality 2. Organise community education and information regarding on and off-leash sites across the municipality 3. Advocate for open spaces suitable for dog exercising 4. Build better relationships with animal-related businesses and community groups including the dog obedience club 5. Develop and promote education programs about the importance of puppy schools and obedience clubs

<p>Promote the effective confinement and control of dogs via the media</p>		<p>6. Develop and implement school education programs about safely managing domestic animals</p>
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Issue 6: Open space needs and dog parks

Lack of open space to exercise dogs can present a challenge for residents living in higher density areas. This can result in problem behaviors in dogs: frequent escaping, digging, chewing and incessant barking.

In response to the communities request for more off leash spaces, we will produce a Dogs in Public Places Policy, in which grassed, public sporting reserves may be used for off-leash dog recreation when no organised sport (including club training) is taking place.

Dog parks are designed to give dogs a space to exercise and socialise under the close supervision of their owners.

Dog parks are a great asset for everyone within our community. As well as providing fully fenced spaces for dogs to explore and play, they separate off-leash animals from those in the community who may feel less comfortable around dogs.

Dog parks are a very popular concept that is well-supported by dog owners. However, not all dogs are able to use them. Section 27 of the Victorian Domestic Animals Act 1994 requires owners to keep their greyhounds on-leash in all public areas, including dog parks.

We remain committed to identifying new areas that would be suitable for such facilities.

<p>Strategic Aim: To provide access to public and open spaces for dogs and their owners.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Reduction in dog attacks • Less complaints 	
<p>What we currently do</p> <p>Provide five off-leash dog parks in Horsham to allow dogs opportunities to socialise and exercise off-leash</p> <p>Provide clear signage and easy reference towards all designated off-leash areas</p>	<p>Community views</p> <p>Many people are happy with the existing dog parks available across the municipality</p> <p>Some people would like existing open spaces within the municipality used for multipurpose</p> <p>When choosing a pet people should consider the animals needs and how they are going to be accommodated</p>	<p>New action for 2022-26</p> <ol style="list-style-type: none"> 1. Capture and respond to community requests and feedback about open space usage 2. Continue to educate the community regarding expectations of dogs in open spaces

		3. Create a promotional campaign to encourage dog owners to make the most out of the existing dog parks available across the municipality
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Issue 7: Dog attacks

The public health and well-being implications of dog attack are significant and their needs to be increased awareness of the risks, particularly in relation to young children. Potential interventions to reduce the incidence of dog attacks vary from strict controls on high-risk breeds to mandatory local laws to keep your dog on-leash in public.

Responding to dog attacks remains a top priority for our animal management officers. Attacks can involve people, dogs, cats, wildlife and livestock.

There are medical costs, legal costs and personal trauma for everyone involved when a dog attack occurs. It is also an issue of significant community concern. With proper management and education, attacks are preventable.

<p>Strategic Aim: To ensure dangerous, menacing dogs and restricted breed dogs are identified and kept in compliance with the Act and Regulations.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Reduction in dog attacks • Less complaints • Decrease in animals euthanised • Less dogs impounded
---	---

What we currently do	Community views	New action for 2022-26
<p>Undertake investigations and prosecute dog attack offences that occur in the community</p> <p>Undertake random patrols and enforce on-leash laws and communicate with the owner about responsible pet ownership</p> <p>Ensure all dogs entering the rehoming program are temperament tested</p> <p>Ensure all dogs entering the rehoming program are temperament tested</p>	<p>Some community members were user of what to do or who to contact in relation to a dog attack</p> <p>It was felt that Council could improve instigation and communication regarding dog attacks</p> <p>Some community members felt that it was not their responsibility to contain a dog for the ranger especially if the dog had been involved in an attack</p>	<ol style="list-style-type: none"> 1. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 2. Review our processes for reporting, investigating and managing dog attacks 3. Council to explore options to establish a key contact officer for all domestic animal management enquiries from the public 4. Continue to educate the community regarding expectations of dogs in open spaces

<p>Collaborate with Horsham Dog Obedience Club to promote obedience training of dogs</p> <p>Provide information to the community on responsible pet ownership, including prevention of dog attacks</p>		<ol style="list-style-type: none"> 5. Develop and promote education programs about the importance of puppy schools and obedience clubs 6. Develop and implement school education programs about safely managing domestic animals
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Issue 8: Dog poo

It is the responsibility of any dog owner or supervisor to carry poo bags or some other receptacle with them to pick up poo, and then dispose of it responsibly. Our animal management officers have the power to fine anyone who does not do this.

Dog poo is not just unsightly. It is also toxic for the environment and can lead to the growth of blue-green algae in our waterways. Despite this, getting everyone in the community to pick up after their dog is an ongoing challenge.

<p>Strategic Aim: To ensure all dog owners collect and dispose of their dogs' poo in all public spaces.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Less complaints
--	--

What we currently do	Community views	New actions for 2022-26
<p>Provide doggie bags at key locations throughout the municipality</p> <p>Provide information to the community on responsible pet ownership, including picking up and correctly disposing of dog poo</p>	<p>Responsible pet ownership needs to be encouraged outside of dog parks</p> <p>Most people believe that dog poo is an issue</p> <p>Some dog owners appear to have a lack of respect for other users of public open spaces when they don't pick up their dog poo</p> <p>There are insufficient bins along walking tracks and in some public spaces for dog owners to dispose of collected dog poo</p> <p>Shred spaces are felt to have the worst dog poo issues</p> <p>Some dog owners are frustrated at having to pick up another dogs poo to reduce the reputational risk for dogs as a group</p>	<ol style="list-style-type: none"> 1. Carry out a mapping process and review the availability of dog bins along walking trails and at other highly utilised public spaces 2. Consider on-site options for educating the community about responsible pet ownership through interactive QR codes and content 3. Enforce fines for individuals not having a receptacle when taking their dog into public spaces

Issue 9: Cat de-sexing

The unwanted and uncontrolled breeding of cats leads to high numbers of stray and feral cats in our municipality. These cats often overwhelm animal welfare shelters, and put a significant strain on resources.

Stray cats are also a threat to other animals, killing native fauna – birds, marsupials and amphibians – and spreading diseases to domesticated cats through fighting.

Our goal is to encourage more residents to have their cats de-sexed and reduce the burden of stray cats on the community.

<p>Strategic Aim: To reduce cat overpopulation.</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • Less complaints • Less cats impounded • Decrease in cats euthanised
--	--

What we currently do	Community views	New action for 2022-26
<p>Provide information to the community on responsible pet ownership, including the desexing of domestic cats</p> <p>Keep the HRCC website up to date with information regarding desexing domestic animals</p> <p>Work with State Government regarding feral cat management and education opportunities in the HRCC area</p> <p>Secure funding for best practice programs to reduce overpopulation, particularly in relation to cats</p>	<p>Cost was identified as a concern for owners when considering to de-sex their cat</p> <p>Many community members felt that there were too many cats in the municipality that were not registered and therefore not de-sexed</p> <p>Some community members felt that there was insufficient responsible pet ownership when it came to cats and de-sexing</p>	<ol style="list-style-type: none"> 1. Council to collaborate with providers of de-sexing services to run special de-sexing days, including discounts and/or incentives 2. Initiate a registration, micro chipping and de-sexing blitz across the municipality for community members who may not be aware of their obligations 3. Where appropriate Council to provide grant writing support for organisations looking to support microchipping, de-sexing and responsible pet ownership activities 4. Develop a specific education campaign regarding the benefits of cat de-sexing

<p>Desex all impounded animals prior to being released for adoption</p> <p>Offer cat cages to local residents to trap cats trespassing on their property, and at large, after sunset and before sunrise</p> <p>Enforcement of cat curfew between sunset and sunrise</p> <p>Offer a cheaper registration fee for desexed dogs and cats</p>		
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Issue 10: Backyard breeding

We will continue to utilise all available legislation to control and manage domestic animal businesses, and eliminate ‘backyard breeders’ wherever possible.

The implementation of the Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017 will regulate against illegal breeding of puppies and kittens. This will be vital to the management of this issue over the next four years.

Strategic Aim: To eradicate unauthorised breeding establishments.	What success looks like: <ul style="list-style-type: none"> • Increase in the registration of domestic animal businesses
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What we currently do	Community views	New action for 2022-26
<p>Conduct searches for unregistered Domestic Animal Businesses via internet, social media, word of mouth, and observations during patrol</p> <p>Provide information to the community about the Domestic Animal Businesses and how to identify illegal Domestic Animal Businesses</p> <p>Keep the HRCC website up to date with information regarding Domestic Animal Businesses</p> <p>Educate the community about the Pet Exchange Register and the requirement to provide a source number when selling or giving away domestic animals</p>	<p>Some community members are concerned about the prevalence of backyard breeding across the municipality</p> <p>Some people are unaware that the actions they are taking in relation to backyard breeding are illegal</p> <p>Some people are concerned about the impact and welfare of the animals being used to breed</p> <p>Some people are concerned that the peak bodies are not doing enough to stamp out backyard breeding</p> <p>Social media is often the platform used for the sale of animals from backyard breeders</p> <p>Individuals getting animals from backyard breeders are often not aware of responsibilities</p>	<ol style="list-style-type: none"> 1. Undertake a blitz on backyard breeding practices across the municipality 2. Council to explore options to establish a key contact officer for all domestic animal management enquiries from the public 3. Council to establish relationships with peak bodies and external stakeholders who can support Councils efforts in reducing backyard breeding 4. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 5. Work collaboratively with community to identify backyard breeders

	regarding registration, micro chipping and de-sexing	
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Our animal management team

Horsham Rural City Council currently employs five-full-time equivalent Community Safety Officer (CSO) positions. CSOs are responsible not only for animal management and control in the City, but traffic management functions, school crossing administration, emergency assistance, special event support, fire prevention and local laws. While the CSOs have responsibility for specific areas within the unit, all CSOs complete all duties of the unit that ensures there is coverage for leave. The CSOs provide an after-hours service to the community, and are supported by a call centre.

Council is required to provide training to ensure Council’s CSOs are able to properly administer the legislative framework in which they operate. Appropriate training gives CSOs confidence and support they require to discharge their responsibilities.

The key areas of competency that our CSO’s are trained in include, but are not limited to:

- Understanding legislation and powers, the role of an authorised officer and statutory compliance
- Animal handling – both domestic animals and livestock
- Animal behavioural assessment
- Managing conflict and aggression through communication.
- First Aid, CPR, incident management, occupational health and safety
- Prosecution processes including investigations
- Report and Letter writing
- Maintenance of in-house record keeping databases

<p>Strategic Aim: to have a high skilled, competent and valued workforce delivering high quality animal services</p>	<p>What success looks like:</p> <ul style="list-style-type: none"> • CSOs are able to execute on their roles and responsibilities in compliance with the Act, related State legislation and regulations, and local laws • CSOs report feeling supported and valued in the workplace • Community value and trust the knowledge and expertise of the CSOs • The CSOs are actively sought by community for their advice on responsible pet ownership
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What we currently do	New action for 2022-26
<p>Review register of each officer's completed training, along with proposed additional training as aligned with the above required competencies</p> <p>Secure funding for extraordinary training</p> <p>Officer attendance at relevant industry seminars, training and briefings</p> <p>Allocate a variety of tasks for the CSO to complete during the development period</p> <p>Establish and maintain an afterhours services to triage animal management matters, thereby reducing CSO fatigue</p>	<ol style="list-style-type: none"> 1. Develop a business case that supports additional resourcing for animal management services 2. Review our internal processes to ensure it meets best practice and the upcoming legislative changes 3. Explore the possibility of increasing resources to better meet community patrolling and enforcement expectations 4. Council to explore options to establish a key contact officer for all domestic animal management enquiries from the public 5. Increase health and well-being support for animal management staff

Progress and reporting

We review our plan annually in partnership with the Domestic Animal Management Community Advisory Committee, presenting it to Council and including a summary in our annual report.

Successful implementation of the plan should result in the following outcomes:

- The community regards us as responsive, trusted, knowledgeable resource for pet owners, providing relevant advice to residents
- Responsible pet owners can own a pet without undue restrictions
- Horsham is regarded as a safe and harmonious place to live where quality of life is not negatively impacted by irresponsible pet owners
- There is simple and clear processes to register your pet through multiple channels
- Residents select the most suitable pet and breed for their circumstances
- The negative impacts on environment and wildlife by domestic animals are minimised
- There is fair and equitable access to public open spaces for all.



“Yangga Dyata” (Working Title) Walking on Country

Silo Art Activation Project
Reconciliation Week and Official Opening

Date: 7/3/22

Advisory: Aboriginal and Torres Strait Islanders are advised that this report contains the name of a deceased person.

Project Description:

To consult, design and install a major Public Art Work on the East face of the heritage Horsham Silo and Flour Mill, currently owned by the Plazzer Family Trust that reimagines the Lost in the Bush Story from the perspective of Yanggendinyanyuk, a Wotjobaluk warrior’s story of leadership, resilience and great legacy. Yanggendinyanyuk is more widely known as one of the Indigenous trackers who found 3 non aboriginal children, lost in the Wimmera scrub for 9 days in 1864.

Horsham Rural City Council will commission the creative services of Juddy Roller to work with Barengi Gadjin Land Council (BGLC), Jennifer Beer, the Plazzer Family Trust (owners of the site), and community stakeholders to create a highly visible artwork, acknowledging, reimagining and celebrating a story of cultural and historic significance.

First Nations Content

Horsham Rural City Council acknowledges that Non-Indigenous collaborators who wish to work with Indigenous artists, peoples or communities should collaborate from project development through to project completion. It is critical to have in place a clear process to enable a two-way exchange and meaningful partnership. This will involve the ongoing input of an Indigenous cultural consultant or consultants who liaise between groups, and advise on cultural protocols and the use of ICIP so that its integrity is valued, protected and respected.

HRCC acknowledges that deep listening the act of respectful listening and taking in the perspectives of others with an open mind is a vital part of this agreement in building trust to ensure communication and consultation is undertaken with a mutual respect. HRCC acknowledges that there may be sensitive content, such as sacred or secret material provided as part of the project, which may require special communication procedures that will be ascertained first. HRCC acknowledges that the consultation may take time depending on the sensitivity of the material.

HRCC recognises self-determination within our community and the respect given in empowering our Indigenous people in decision-making processes. Indigenous control on the project will sit with Jennifer Beer and BGLC they will represent language groups and give permission to use traditionally and collectively owned material.

INTERPRETATION

HRCC and the artist recognises the importance in accurate and appropriate interpretation, taking into account its cultural content and context, that will be provided as part of the Horsham Silo project.

The guiding principles listed below will guide the project to ensure a valued and respected process is undertaken.

Principle	Description
Principle 1	
Respect	The rights of Indigenous people and communities to own, protect, maintain, control and benefit from their cultural heritage should be respected.
Principle 2	
Self-determination	Indigenous people have the right to self-determination and to be empowered in decisions that affect their arts and cultural affairs.
Principle 3	
Communication	Consultation and consent Indigenous people have the right to be consulted and give their free prior informed consent for the use of their cultural heritage.
Principle 4	
Interpretation	Indigenous people have the right to be recognised and represented as the Primary guardians and interpreters of their cultural heritage.
Principle 5	
Cultural integrity	Authenticity maintaining the integrity of cultural heritage is vital to the continued practice of culture.
Principle 6	
Secrecy and confidentiality	Indigenous people have the right to keep secret and sacred their cultural

heritage. Confidentiality concerning aspects of Indigenous peoples' personal and cultural affairs should also be respected.

Principle 7

Attribution

Indigenous people have the right to be respectfully acknowledged and attributed as the traditional owners and custodians of their cultural heritage.

Principle 8

Benefit sharing

Indigenous people and communities have the right to benefit from their contribution and for the sharing of their cultural heritage, particularly if commercially applied.

Principle 9

Continuing cultures

Indigenous cultures are dynamic and evolving, and the protocols within each group and community will also change. Consultation and free prior informed consent are ongoing processes.

Principle 10

Recognition and protection

Indigenous people have the right to protection of their cultural heritage and intellectual property rights in that cultural heritage. Laws, policies and contracts should be developed and implemented to respect these rights.

Current Silo Report:

The silo project is progressing with a confirmed date of May 2022 when the works will be completed by SMUG the chosen artist. SMUG (Sam Bates) met with Aunty Jennifer Beer on the weekend to listen to Aunty Jennifer share information on Yanggendiyananyuk. Sam was extremely respectful and was very grateful for the privilege of being able to spend time with Aunty Jennifer. Sam also met with Tanisha Lovett the chosen emerging artist who will be part of the silo project.

Sam was taken around the region including djurite to ensure he had a clear understanding of the region. Sam will now take the next 4 weeks to draw up a sketch of what he proposes for the artwork. Once the sketch is received, BGLC, Aunty Jennifer, HRCC and the Plazzer family representatives will meet to discuss the proposed artwork and offer any feedback. Due to the tight time constraints no further input will be sort.

Official opening proposal

Horsham Rural City Council is seeking ideas and collaboration from BGLC in what would be a respectful opening for the Silo Project. It has been put forward by the Councils Art team that BGLC and the Council could work together to host an amazing representation of community for Reconciliation Week which is titled 'Be Brave Make Change' 2022 through the following;

- That the opening of the **Yangga Dyata project** be opened by BGLC and Aunty Jennifer on the 27th of May at dusk, with a welcome and smoking ceremony
- Attendees will walk from the silo to the top end of Firebrace St, which will be temporarily renamed in a name/title put forward by BGLC for the week. This will name will also be put forward to Australia Post to recognise the change of street name.
- Walking down Firebrace Street renamed, attendees will be able to witness the street lit by projection of local Wotjobaluk Nations artists work transformed into projection by working with local projection artists that will occur in April & May
- Finishing down at Sawyer Park to be renamed by BGLC for the presentation of local artist Tanisha Lovett's work that will be installed onto the front of the stage through the mentorship program run in connection to the silo project with SMUG. Tanisha will learn the skills in story interpretation and artwork development to a large scale during this time.
- Celebration of local dance and food to follow.

This opening idea is being put forward to BGLC Board to comment on and provide ideas to the HRCC Art team to respectfully acknowledge the opening of Yangga Dyata and Tanisha's artwork still to be developed and named and the importance that Wotjobaluk Nations people have in our community.

I look forward to working with BGLC on this project.

Shana Miatke

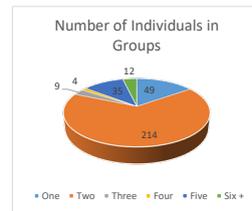
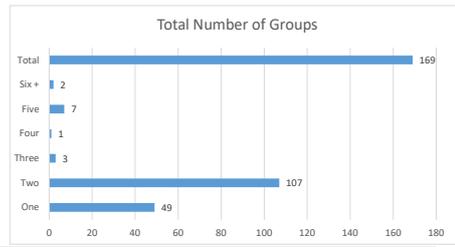
Creative Services & Events Lead

Horsham Town Hall

APPENDIX 9.6A

Feb-22

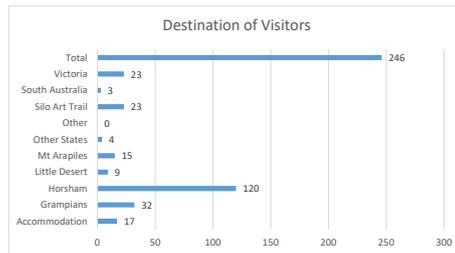
Number of people in Group	Total	Individuals
One	49	49
Two	214	107
Three	9	3
Four	4	1
Five	35	7
Six +	12	2
Total	323	169



Purpose of Visit	Total
Business	11
Day Trip	17
Event/Conference	21
Holiday in Horsham	90
Holiday Travelling on	27
Internet Access	1
Planning a holiday in Region	9
Planning a holiday in other region	2
Produce Purchase	7
Visiting Friends and Family	1
Total	186

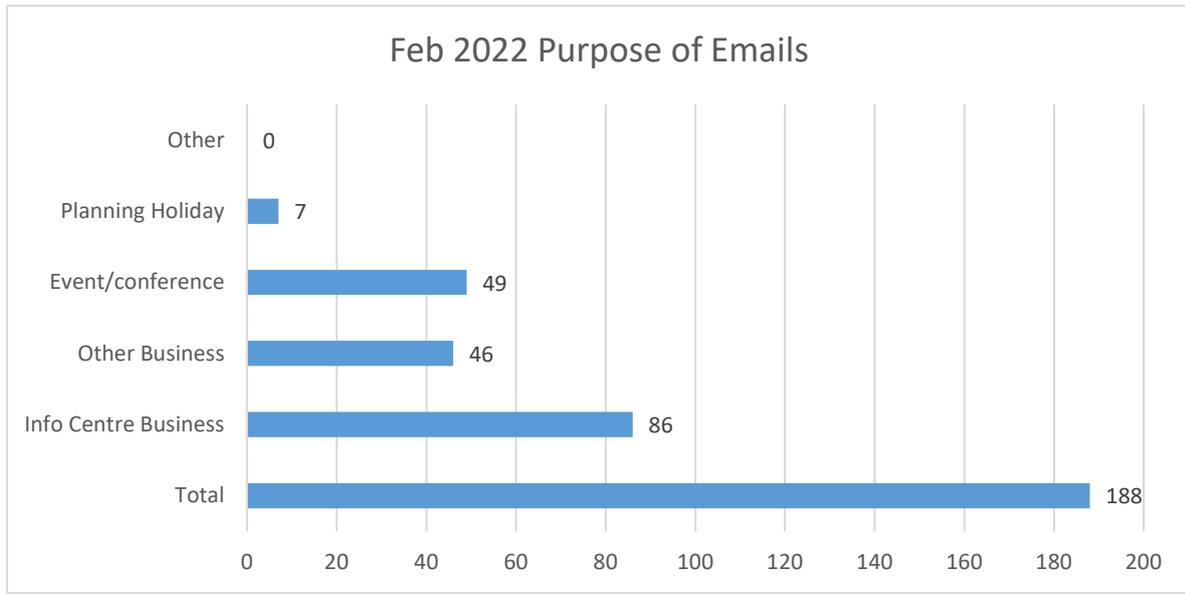


Destination of Visitors	Total
Accommodation	17
Grampians	32
Horsham	120
Little Desert	9
Mt Arapiles	15
Other States	4
Other	0
Silo Art Trail	23
South Australia	3
Victoria	23
Total	246



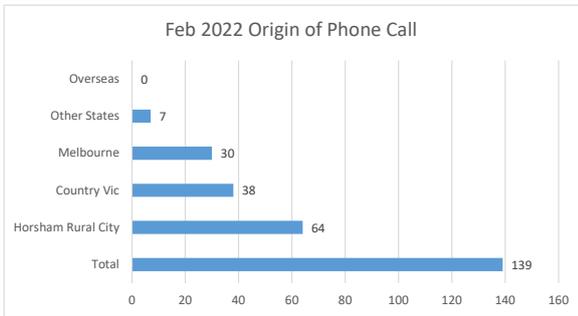
Purpose of Emails

Date	Total	Info Centre Business	Other Business	Event/conference	Planning Holiday	Other
Total	188	86	46	49	7	0
Week 1	24	13	5	5	1	
Week 2	16	7	3	5	1	
Week 3	75	22	21	31	1	
Week 4	73	44	17	8	4	
Week 5	0					



Origin of Phone Call

Date	Total	Horsham Rural City	Country Vic	Melbourne	Other States	Overseas
Total	139	64	38	30	7	0
Week 1	0					
Week 2	0					
Week 3	0					
Week 4	0					
Week 5	0					



QUARTERLY

PERFORMANCE REPORT



Horsham Rural City
Council urban rural balance

COURT HOUSE

January to March 2022



ACKNOWLEDGEMENT OF COUNTRY

"The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land: the Wotjobaluk, Wergaia, Jupagulk, Jaadwa and Jadawadjali people.

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

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

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CHIEF EXECUTIVE OFFICER'S OVERVIEW

Horsham Rural City Community Vision 2041

"In 2041, Horsham region is a vibrant, liveable hub that thrives on strong economic growth and social connectedness. Empowering people to live, work and access opportunities for recreation and culture, now and into the future"

It's been a busy quarter for Horsham Rural City Council with our first consistent taste of normality since the start of the COVID pandemic. A highlight has been the Horsham Town Hall programming which has included a number of significant performances, one being Jon Stevens of Noiseworks which Town Hall staff were thankfully able to negotiate a second show. The return of performances to the community is significant in light of the challenges of the past few years.

Good news stories have been popping up around our Local Laws Team who've managed to quickly reunite a number of pets with their grateful owners. Perhaps the return to office for many workers has left pets seeking out their owners during the day.

As the community may be aware council has endorsed the new internal Committee Structure. This new structure streamlines the number of internal Council committees (that include community volunteers) and ensures they align with the new Local Government Act. Committees are now in one of the following categories:

- Strategic Planning Committee
- Regulatory Committee (required by legislation)
- Community Reference Group
- Advisory Committee

We have been advertising for various committees during this time and look to the community to continue to provide their insight into our projects and activities. We want to hear from those who are connected closely to specific areas and ensure community inputs are given appropriate consideration. Please take advantage of this opportunity to contribute.

The impacts of COVID are far from behind us but this report showcases some of the incredible and inspiring steps being taken by Council, Council staff and the community to enhancing connection, liveability and accessibility in Horsham Rural City.

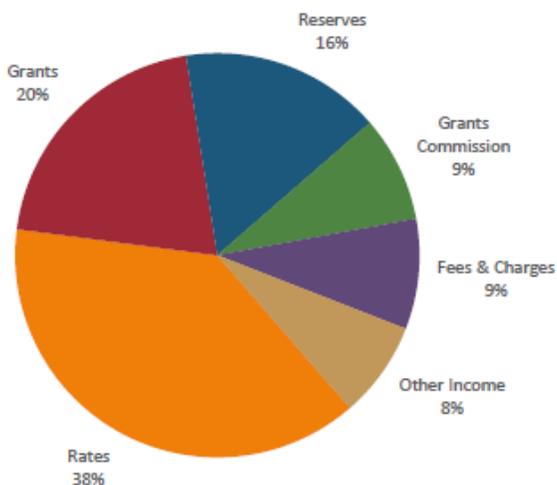
Sunil Bhalla

Chief Executive Officer
Horsham Rural City Council

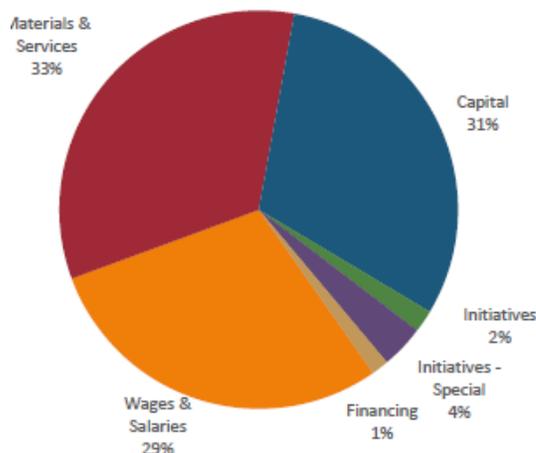
FINANCIAL OVERVIEW

Below is a simple breakdown of the revenue budget for 2021/2022 and expenditure for the third quarter. There is a \$551,000 unfavorable income variance due to the timing of plant trade-ins and project grants. There is a \$967,000 variance due to the early receipt of income. There is an underspend variance in Service delivery Communities & Place and Infrastructure Services as noted in the previous quarter. There is also an underspend variance in Capital Expenditure and Special Initiatives Expenditure which includes the Rural Council Corporate Collaboration. For a detailed breakdown of the Finance and Performance Report please see page 30.

Revenue Budget 2021/22



Expenditure Budget 2021/22



Business Activity	Actuals	Adopted	Forecast	Forecast	Actual	YTD	
	20/21	21/22	21/22	YTD 21/22	YTD 21/22	Variance 21/22	Variance %
Income							
Service Delivery	-13,527	-13,392	-13,499	-9,447	-9,036	-411	-4.3%
General Revenue	-33,613	-33,998	-35,248	-29,224	-28,676	-548	-1.9%
Capital	-11,365	-14,278	-22,787	-6,786	-6,235	-551	-8.1%
Initiatives	-2,141	-712	-1,028	-	-967	967	0.0%
Initiatives - Special	-5,470	-2,325	-2,325	-	-	-	0.0%
Financing	-1,832	-	-	-	-	-	0.0%
Reserves	-1,521	-1,573	-1,579	-	-	-	0.0%
Income Total	-69,469	-66,278	-76,467	-45,457	-44,914	-543	-1.2%
Expenditure							
Service Delivery	34,120	39,068	41,655	26,138	23,598	2,541	9.7%
General Revenue	118	73	73	43	48	-5	-11.9%
Capital	16,992	20,361	31,917	20,119	11,217	8,902	44.2%
Initiatives	3,072	1,194	3,025	1,938	1,385	553	28.5%
Initiatives - Special	6,308	2,325	2,325	1,768	557	1,211	68.5%
Financing	513	913	913	-	0	-0	0.0%
Reserves	2,743	2,327	3,351	-	-	-	0.0%
Expenditure Total	63,866	66,260	83,257	50,006	36,805	13,201	26.4%
Grand Total	-5,603	-19	6,790	4,549	-8,110	12,659	278.3%

THEME 1 - COMMUNITY



“Horsham will develop the municipality as a diverse, inclusive and vibrant community”

NEW AUSSIES WELCOMED DURING HARMONY WEEK

In the spirit of the message of Harmony Week, everyone belongs, Horsham welcomed seven new Australian citizens during a ceremony at the Civic Centre. Horsham Rural City Council Mayor Robyn Gulline welcomed the new Aussies who have migrated from Thailand, the Philippines and the United Kingdom. Cr Gulline said Harmony Week was a time to come together to celebrate our vibrant multicultural society. “This region has a successful history of welcoming and integrating people from all over the world,” Cr Gulline said.

This week’s ceremony featured the colour orange which represents Harmony Week. Orange signifies social communication and meaningful conversations. It also relates to the freedom of ideas and encouragement of mutual respect. “We are part of a diverse multicultural nation and it is our Australian citizenship, whether by birth or choice, and our Australian values that forms the common bond that unites us,” Cr Gulline said. “We have different backgrounds, different experiences and different cultures. Yet we are one nation and we are all Australians”.



ANNUAL ACTION SUMMARY REPORT

In future we will be tracking the process of our key strategies under the Council Plan themes. Our Annual Action Plan has received public feedback and is now in consideration. The layout here is an example of how this may look:

Strategies	Performance Measure	Progress update as at reporting	Status

When it comes to action “status” we will be showing status as follows:

Complete	
In progress	
Delayed due to reasons in our control	
Delayed due to reasons out of our control	
Not started	

This system will provide clarity of reporting in a simple visual way.

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”

HORSHAM NORTH RESIDENTS SHARE IDEAS

More than 40 Horsham north residents shared their thoughts on the future of their neighbourhood when Horsham Rural City Council hosted two consultation sessions. The drop-in sessions at Kalkee Road Children’s and Community Hub and Horsham Neighbourhood House allowed residents to provide feedback on the Draft Issues and Opportunities Paper. Mayor Robyn Gulline thanked attendees for their constructive attitudes and input and stated “Meeting residents face to face and listening to their needs and concerns is important as Council works hard to improve the liveability, amenity and accessibility for all residents”.

“We heard a range of great ideas such as increasing the amount of parkland and recreational space.”

Cr Gulline also acknowledged that significant planning work has already been undertaken in Horsham North.



“Council is keenly aware of the railway land currently owned by other parties as a significant barrier and under-utilised land. This land presents opportunities for paths and a park corridor that would add amenity and green space to the area and greater connectivity across the entire city,” she said.

“It is also understood that the current pedestrian underpasses are outdated and that footpaths and cycling access are in need of upgrade”.

SERVICE PERFORMANCE INDICATORS

The following performance indicators are for the three months to March 2022. Some data is unavailable or shown at half of the annual indicator due to the timing of collection.

*Active library borrowers in the municipality

	FY 2019-2020 10.84%	FY 2020-21 9.08%	YTD 5.38%
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Library collection usage

Number borrowed divided by total number items in collection.

	FY 2019-2020 1.86	FY 2020-21 1.20	YTD Data unavailable
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Standard of library collection

Number of items purchased in the past five years as proportion of the whole collection

	FY 2019-2020 45.82%	FY 2020-21 39.87%	YTD Data unavailable
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Cost of library service per population

	FY 2019-2020 22.13	FY 2020-21 24.53	YTD 25.47
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*Percentage of children enrolled who attended the MCH service at least once in the year

	FY 2019-2020 89.99%	FY 2020-21 96.65%	YTD 48.01%
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Number of Infant enrolments in the MCH service based on birth notifications received

	FY 2019-2020 100.85%	FY 2020-21 101.4%	YTD 100.00%
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Cost of the MCH service per hour worked

	FY 2019-2020 \$77.07	FY 2020-21 \$62.31	YTD \$55.28
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***Percentage of Aboriginal children who attend the MCH service at least once a year**

	FY 2019-2020 88.76%	FY 2020-21 97.30%	YTD 61.43%
---	------------------------	----------------------	---------------

***Percentage of Food Safety Non-Compliance Notifications followed up**

	FY 2019-2020 66.67%	FY 2020-21 75.31%	YTD 70%
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Time taken to action food complaints

	FY 2019-2020 2 days	FY 2020-21 1.25	YTD 1.00
---	------------------------	--------------------	-------------

Food safety assessments of number of premises that require an annual assessment

	FY 2019-2020 86.78%	FY 2020-21 75.31%	YTD 67.76
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Cost of food safety service per registered premise

	FY 2019-2020 \$767.58	FY 2020-21 \$569.69	YTD Data unavailable
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***Utilisation of Aquatic Facilities per population**

	FY 2019-2020 6.73%	FY 2020-21 3.03%	YTD 2.79%
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Cost of aquatic facilities per visit

	FY 2019-2020 \$4.55	FY 2020-21 \$13.30	YTD \$10.37
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***Animal Management Prosecutions for the year**

	FY 2019-2020 0	FY 2020-21 1	YTD 0
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Cost of animal management service per head of council's population

	FY 2019-2020 \$16.58	FY 2020-21 \$18.65	YTD \$11.30
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Time taken to action animal management requests

	FY 2019-2020 1 day	FY 2020-21 1 day	YTD 1 day
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Percentage of animals reclaimed from the pound

	FY 2019-2020 53.10%	FY 2020-21 52.83%	YTD 55.86%
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*LGPRF Audited Indicators (Local Government Performance Reporting Framework)

Changes in data reporting as required by LGPRF:

* Cost of Animal Management Service per Population previously Cost of Animal Management Service.

* Cost of Library Service per Population previously Cost of Library Service.

THEME 3 – SUSTAINABILITY



“Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy”

FREE HEALTH AND WELLBEING SESSIONS UNDERWAY



Horsham Rural City Council is partnering with local fitness and wellbeing providers to deliver free sessions at Sawyer Park on Saturday mornings. Residents young and old can take part in the ACTIVE Horsham Health and Wellbeing Sessions scheduled to run every week until November.

Instructors from the YMCA will lead the inaugural session with Lisa Cosson from Planet Feelgood and a range of other providers and diversity of sessions provided across the year. The sessions will cater for all abilities and ages. The program has been developed as not everyone in the area can currently access professional fitness and wellbeing services, so this is a chance for everyone to come and try different classes for free.

wellbeing services, so this is a chance for everyone to come and try different classes for free.

“The other bonus is that each local fitness service will have the opportunity to shine as a business offering. Different themes will be rotated through, for example dance clubs and martial arts groups will run the sessions at some stage” Ms Cosson said.

Council is delivering the program thanks to funding from the Victorian Government’s COVID Safe Outdoor Activation Fund. The COVID Safe Outdoor Activation Fund supporting councils in assisting businesses to operate in outdoor settings in a COVIDSafe manner.

SERVICE PERFORMANCE INDICATORS

The following performance indicators are for three months to March 2022. Some data is unavailable due to the timing of collection.

*Council planning decisions upheld at VCAT

	FY 2019-2020 0 %	FY 2020-21 0%	YTD 100%
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*only one VCAT matter during the first quarter of 2022

Days taken to decide planning applications

	FY 2019-2020 45	FY 2020-21 63	YTD 59
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Planning applications decided within required time frames

	FY 2019-2020 81.89%	FY 2020-21 78.49%	YTD 100%
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Cost of statutory planning process per application

	FY 2019-2020 \$2,898	FY 2020-21 \$2,328	YTD \$3,272.16
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*Kerbside collection waste diverted from landfill

	FY 2019-2020 20.49%	FY 2020-21 19.91%	YTD 19.87%
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Kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts

	FY 2019-2020 1.45	FY 2020-21 0.99	YTD 1.91
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Cost of kerbside garbage bin collection service per bin

	FY 2019-2020 \$117.83	FY 2020-21 \$123.97	YTD \$113.63
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Cost of kerbside recyclables collection service per bin

	FY 2019-2020 \$61.64	FY 2020-21 \$68.42	YTD \$71.82
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*LGPRF Indicators (Local Government Performance Reporting Framework)

THEME 4 – ACCESSIBILITY



“An accessible community is a connected hub supported by an extensive transport network. It is designed to meet the growing demand for services and supports education and wellbeing”

MICROSURFACING CONFIRMED FOR HRCC SEALED ROADS

Forty Horsham Rural City Council roads will be upgraded using an innovative maintenance technique called microsurfacing. Council at its 14 February Meeting awarded a contract to Downer EDI to complete the work. Microsurfacing uses specialised machinery to add a new layer of surface to seal and protect local roads. It is a cost-effective treatment for roads that are worn but haven't deteriorated enough to require full reconstruction.

The treatment is laid over the top of the old surface and helps preserve the road as well as filling in shallow cracks and holes. Chief Executive Officer Sunil Bhalla said microsurfacing was an emerging maintenance technique for sealed roads. “It is expected to deliver significant savings in our road renewal program by extending the lives of roads and delaying the need for a full reconstruction,” Mr Bhalla said. “By just using a bitumen product we save on having to source quarry products that would be used in traditional asphalt. “Because it's applied at ambient temperature it has relatively low energy consumption which means reduced greenhouse gas emissions.

“Other benefits are that it's quicker to complete than traditional methods so there's less disruption to the public, it leaves a nice smooth uniform surface which looks great, and it also increases the grip of the road which improves safety,” he said.



SERVICE PERFORMANCE INDICATORS

The following performance indicators are for three months to March 2022. Some data is unavailable due to the timing of collection.

* Community satisfaction with sealed local roads

	FY 2019-2020 39	FY 2020-21 39	YTD Data unavailable
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Sealed local road requests as a percentage of kilometers

	FY 2019-2020 9.80%	FY 2020-21 10.76%	YTD 12.67%
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Sealed local roads maintained to condition standards

	FY 2019-2020 96.62%	FY 2020-21 99.30%	YTD 98.96%
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Cost of sealed local road reconstruction per square meter of road

	FY 2019-2020 \$30.73	FY 2020-21 \$36.62	YTD Data unavailable
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Cost of sealed local road resealing per square meter of road

	FY 2019-2020 \$5.47	FY 2020-21 \$5.20	YTD Data unavailable
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*LGPRF Audited Indicators (Local Government Performance Reporting Framework)

THEME 5 – LEADERSHIP



“Horsham Rural City council, will build trust and connections with the community through good governance, community consultation, accountability, transparent decision making and financial stability”

WIMMERA APPRENTICES SCOOP POOL AT BUILDING AWARDS



Horsham Rural City Council’s Mark Hunter was part of a trio of Wimmera tradespeople to be honoured at the 2022 Master Builders Victoria Regional Apprentice of the Year Awards.

Mr Hunter took out the Chairperson’s Award for the Ballarat region and joined fellow Horsham builders Zachary Walter and Mitchell Crough as major winners. The handyman and concrete worker has been part of Council’s infrastructure maintenance team since 2007, and started his Certificate 3 Carpentry apprenticeship to advance his skills in 2018.

Mayor Robyn Gulline congratulated Mr Hunter and wished him luck for the state level competition to be announced in May 2022.

PRESENTERS AWARD NOMINATIONS FOR HORSHAM TOWN HALL

Horsham Town Hall staff received notification in late March that the Venue has been nominated for a Presenter’s Award for recognition of its’ service to touring performances. The nomination is put forward by professional presenters who tour shows nationally. This again recognizes the quality and professional service provided through the facility.

SERVICE PERFORMANCE INDICATORS

The following performance indicators are for six months to March 2022. Some data is unavailable due to the timing of collection.

*Community satisfaction with Council decisions

	FY 2019-2020 39	FY 2020-21 48	YTD Data unavailable at this time
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Council decisions made at meetings closed to the public

	FY 2019-2020 18.44%	FY 2020-21 9.03%	YTD 12.82%
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Community satisfaction with community consultation and engagement

	FY 2019-2020 41	FY 2020-21 48	YTD Data unavailable at this time
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Councillor attendance at Council meetings

	FY 2019-2020 87.76%	FY 2020-21 96.43%	YTD 82.14%
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Cost of governance per Councillor

	FY 2019-2020 \$31,418.08	FY 2020-21 \$35,874.87	YTD \$35,972.86
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*LGPRF Audited Indicators (Local Government Performance Reporting Framework)

COUNCIL EXPENSE REPORTING

Council Expenses Reporting - January - March 2022											
Councillor	Expense Type								Total Jan - Mar	Cumulative YTD Total 2021-22	
	Carer and Dependent-Related	Car Milage	Communication Tools	Functions and Events	Meetings, Seminars, Conferences and Training Fees	Memberships	Travel and Accommodation	Other			
Cr Robyn Gulline (Mayor)			76.14		1058.18		161.48			1295.80	2824.98
Cr Claudia Haenel		929.36	89.88							1019.24	6120.07
Cr David Bowe			70.92		450.00					520.92	1774.07
Cr Penny Flynn			70.92		450.00			50		570.92	1746.34
Cr Di Bell			70.92							70.92	2296.35
Cr Les Power			35.46							35.46	1368.42
Cr Ian Ross			35.46					210.00		245.46	1154.98
Total (Councillors)		929.36	449.70	0.00	1958.18	0.00	161.48	260.00		3758.72	17285.23
Delegated Committee Member											
Total (Delegated Committee Members)											
(Councillor and Delegated Committee Members)		929.36	449.70	0.00	1958.18	0.00	161.48	260.00		3758.72	17285.23

COMMUNITY PROJECTS UPDATE

VISITORS SERVICES HIGHLIGHTS

VISITOR SERVICES PROMOTIONS

The Visitor Services Team have been engaging directly with businesses and building a new image bank that will feed into the new Official Visitor Guide (OVG) and Visit Horsham website. Businesses have been complimentary on the vision and the pro-active way Council staff are promoting the benefits of being part of the OVG and also providing a free listing and educating businesses on the benefits of being part of the Australian Data Tourism Warehouse (ADTW). Image below: Caroline Price member of the Visitor Services Team out in the field.



VICTORIAN TOURISM INDUSTRY COUNCIL (VTIC) ACCREDITATION

Horsham Visitor Information Centre, now based at the Horsham Town Hall, undertook their VTIC Accreditation on Tues 29 March and passed with flying colours! Accreditation is not guaranteed and requires a significant number of compliant measures and systems to be in place for visitors. Accreditation is reviewed every three years and entitles visitor centres to access the blue and yellow “tick signage” and other promotional advantages. The VTIC Inspector commented ‘how wonderful the integration of visitor services into the venue is’ and that the Horsham model is of interest to VTIC, as it appears to be the preferred way Council operated Visitor Services are moving.

VISITATION DURING JANUARY TO MARCH 2022



Over the last quarter 1381 visitors accessed visitor services, with March seeing a significant bump, due to an easing of Covid restrictions and higher confidence returning to the tourism sector. In late March a visiting tour bus was assisted by experienced Visitor Services staff member, Leanne, who provided a guided tour to key sites within the municipality, finishing with a tour of the Art Gallery by curator Alison. This was very well received.

HORSHAM REGIONAL ART GALLERY HIGHLIGHTS

NEW EXHIBITION 'FERTILE GROUND'

Fertile Ground, an exhibition on loan from the Centre for Contemporary Photography (Melb) opened on Friday 18 February. The exhibition explores the question - *What is the future of food?* And offers new perspectives on the cultural and environmental impacts of what is consumed. Exhibition curators Sarah Bond and Olivia Poloni have brought together nine artists who use food as an entry point to discuss urgent political, societal and environmental issues. The exhibition is on show until 17 April 2022.



ART CLUB @ THE GALLERY

As part of the Gallery's Education program, Art Club for Term One has been fully subscribed, with 22 children attending. Other programs, Mini Makers and Story Time, provided to pre-school children and their families have also proved successful with up to 25 participants per session attending.

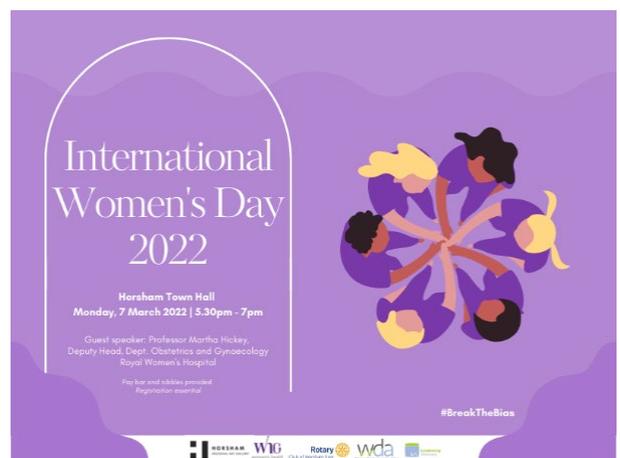
HORSHAM TOWN HALL EDUCATION PROGRAM SUCCESSFULLY FUNDED FOR ANOTHER TWO YEARS

HTH successfully increased its' grant from the Department of Education's Strategic Partnership Program (SPP) to support the delivery of its education program for both students and teachers. The new program called Spark-Arts Engagement Program, will include both visual and performative outcomes for students across the region over the next 24 months. Ongoing funding of this type is extremely difficult to secure. Congratulations to the HTH team, this bodes well to extending performative as well and visual arts opportunities through the Venue for our schools and educators.

INTERNATIONAL WOMEN'S DAY (IWD)

After last year's IWD was interrupted by COVID, the Horsham Regional Art Gallery hosted the 7th International Women's Day event in the foyer of the HTH on Monday 7 March. Event partners included Grampians Women's Health, Rotary Club of Horsham East, Wimmera Development Association and Leadership Wimmera.

The guest speaker was Professor Martha Hickey - Deputy Head, Dept. Obstetrics and Gynaecology at the Royal Women's Hospital, who joined the fully subscribed event via Zoom. Her presentation focussed on the inequities of women's health, menopause and redressing gender equity.



PUBLIC ART PROGRAM

SILO WORKS SET TO START IN MAY



The Horsham Silo project entering its' delivery phase, with negotiation well underway between the Artist, Traditional owners, the Silo's private owners, Juddy Roller and residents of Horsham North. World-renowned street artist 'Smug' has been commissioned to transform Horsham's silo and flour mill as a tribute to former Wotjobaluk Aboriginal warrior Yanggendiinyuk. The project, called *Yangga Dyata - Walking on Country* in Wergaia language, is set to be completed by the opening of National Reconciliation Week, 27 May 2022.

Yanggendiinyuk is most noted for finding the Cooper-Duff children lost in the Wimmera scrub for nine days in 1864. He was also part of Australia's first international cricket team to tour England.

The selected artist, Smug (Sam Bates) visited Horsham on the weekend of 5th & 6th of March and met with Aunty Jennifer Beer- the cultural consultant on the project and Tanisha Lovett, the selected emerging artist whom will work with Smug on a specially commissioned piece to be located on the front of the stage at Sawyer Park.

Barengi Gadjin Land Council (BGLC) and the Arts & Culture Team at HRCC have worked incredibly closely and respectfully to deliver this project, which will include a significant celebration at the opening.

Images: Smug consulting with Aunty Jennifer Beer. Smug onsite at the Silos



HIGHLIGHTS FROM THE PERFORMING ARTS (HORSHAM TOWN HALL)

The HTH had a slow start to the year but certainly have ramped up the program delivery in February and March. With a sellout Jon Steven's performance the Performing Arts Team were able to convince the promoters to program a second show to enable access to the broader community.

Community Events:

- Smart Artz rehearsals at Jubilee Hall
- Art is... workshops at Jubilee Hall
- Blue Ribbon Gala Ball at Heritage Hall
- Health and Wellbeing Meeting at Heritage Hall

HTH Initiated Events:

- Stardust & the Mission – Featuring Horsham Brass Band
- Story Tree House – Family Friendly Show
- Black Cockatoo – BGLC agreement and cultural consultant
- Occupational Health and Safety Training Delivery

SPECIAL PERFORMANCE HIGHLIGHT: AMY SHARK

The program on offer at the HTH has gained credibility and reputation, with Australian performing artist choosing to come and play at this venue. Amy Shark recently played two sold out Rod Laver performances in early March. Her tickets went on sale in the last week of March for one show in Horsham and sold out in 35 minutes!

Being able to attract, promote and sell artists of this caliber is recognition of the quality of the venue, the skillfulness of the staff and the professional service provided to visiting performers. Having headline artists play in Horsham not only increases local, high quality options for entertainment, but reinforces how lucky Horsham is to have a venue of this caliber, with dedicated and skillful staff.

In addition to Amy Shark, Cosentino and the Robertson's Bros also nearly sold out.

HEALTH & WELLBEING

HEALTH AND WELLBEING NETWORK MEETING

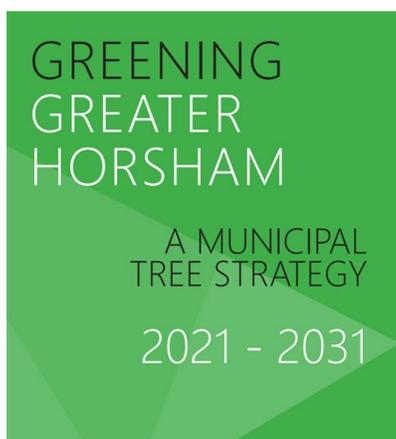
Council hosted a Health and Wellbeing Network meeting on 22nd March with 20 attendees from a number of different local organisations. It was an opportunity to meet face to face and identify collaboration opportunities on priority work. Working collaboratively with local organisations is essential to efficient and effective delivery on health and wellbeing outcomes and will assist Council in delivering for the community on the health and wellbeing priorities and commitments identified in the Council Plan.

HAVEN ANZAC PARK & SUNNYSIDE PARK PLACE BASED PLANS

On Saturday 5 Feb members of the Haven Recreation Reserve Community Reference Group (CRG) attended the Haven market to gain feedback re: the draft concept plan for Anzac Park. Anzac Park is located along Henty Highway and the vision of the CRG is that the Park become a welcoming (green and shaded) entrance to the Haven Rec Reserve. Although the Haven Market was quieter than usual, the HRCC marquee was busy all morning with strong enthusiasm for proposed improvements at the Park. CRG members were capably supported by Recreation and Open Space Planning team member, Dale. After completing the session at Haven Market, Dale then went to Sunnyside Park to meet with people playing tennis and cricket. A huge day! Feedback from the consultations will inform future opportunities at these sites.



Image: Dale, Lisa Fulton and Stacey Taig at Haven market in Feb

GREENING GREATER HORSHAM – MUNICIPAL TREE STRATEGY

Involving staff across the organisation and with extensive community input, a new municipal tree strategy was unanimously adopted by Council at its meeting on Monday 28 February. This is the first time HRCC has had a tree strategy developed. The strategy provides a vision – *creation of a green, cool, shady, safe, sustainable environment* and contains a detailed action plan and is supported by a new Tree Policy developed by Council’s Operations team. This means HRCC will now pursue tree canopy targets set out in the strategy.

WIMMERA REGIONAL MULTI SPORT FEASIBILITY STUDY

Horsham plays an important role in servicing regional sports across the Wimmera Southern Mallee region. The choice and variety of sports available is impressive, including, but not limited to, athletics, hockey, table tennis, netball, rugby and football. Due to its key location between Mildura and Warrnambool, Adelaide and Melbourne, Horsham is a well placed to host zone or regional based competitions and training.

Poor facilities can impact on participation levels and this also limits Horsham’s competitiveness to attract new or host additional regional level competitions and events. A feasibility study is currently underway to test the cost and demand for improving sports facilities in Horsham to provide both regional and local sports. The study will include an independent assessment of at least 6 sites and include indoor and outdoor sports. The study will investigate opportunities to increase programming and participation in sport and recreation and explore the social, economic and health benefit of any future investment in this type of infrastructure. Once the Feasibility Study is complete, it will be presented to Council for endorsement.

HORSHAM AQUATIC CENTRE NEW CONTRACT AWARDED.

YMCA Victoria will continue to operate the Horsham Aquatic Centre (HAC) after winning a competitive tender process. A three-year contract, with an option to extend the tender for two further three-year periods, was approved by Council on 25 March. The Y has made a commitment through the next contract to provide Horsham locals with some exciting developments at the Centre, including expanded programs, new gym equipment and the first Wibit Adventure zone with inflatable obstacles for the region.

**HORSHAM SHARED BIKE AND WALKING PATH PLAN**

The Recreation and Open Space team is working with Safe System Solutions on the development of a bike and shared walking path plan to inform future investment in these types of infrastructure that can improve both health and liveability outcomes.

The Plan will aim to prioritise the best locations for new bike & walking paths primarily across Horsham, and establish the standards that will ensure any new bike or walking paths service the future needs and purposes of its' residents.

The consultants have visited Horsham and undertaken site visits and have been informed by staff who are active bike users, walkers and runners. Previous members of the Horsham Bike Advisory Committee have also been consulted as part of the development of the plan.

CUSTOMER SERVICE PERFORMANCE

Customer service had a busy start to the year with rates in full and instalment 3 both due in February. Customers paying over the counter have provided very positive feedback on the refurbished customer service area which is more spacious and has improved acoustics. Customer service are currently preparing for animal registration renewals due early April.

Count of Req. ID Service	Qtr1	Qtr 2	Qtr 3
Animals	356	386	347
Bin Services	277	237	234
Parking	118	184	89
Trees	67	65	133
Roads	117	96	87
Business or Events	24	28	33
Parks & Reserves	13	61	77
Local Laws	129	127	66
Miscellaneous	45	52	44
Drainage	57	32	39
Footpaths	52	43	73
Nature Strips	26	13	51
Environmental Health	51	40	20
Fire Control & Safety	17	99	36
Signs	34	24	20
Planning	137	149	143
Public Amenities	9	11	16
Rates & Property	9	7	19
Roadsides	14	31	24
Graffiti & Vandalism	12	17	7
Other	205	201	199
Grand Total	1,769	1,903	1,757

The number of Customer Request responded to within the specified time period:

"In-Time?"	Qtr1	Qtr2	Qtr 3
No	683	729	514
Yes	942	1,012	1091
Grand Total	1,625	1,741	1605

Complaints received:

Complaints	Qtr1	Qtr2	Qtr 3
Finalised	25	25	11
Open	3	5	6
Grand Total	28	30	17

COMMUNITY ENGAGEMENT PROJECTS UPDATE

HORSHAM NORTH LOCAL AREA PLAN



Council has prepared a Draft Issues and Opportunities Paper for Horsham North that identifies some of the issues and opportunities in terms of parks, public spaces, streetscapes, and pedestrian/cyclist connectivity in Horsham North.

This work isn't new... The project will pick up from previous work and community engagement that informed the **Horsham North Urban Design Framework (2013)** and the **Rail Corridor Masterplan (2016)**.

Both of those “strategies” or “plans” identified a number of issues and opportunities in addressing public realm and accessibility issues. Since the creation of those documents, Council has undertaken a number of projects and is in the process of undertaking current projects, including planning work for the conversion of the railway corridor for public use and also the upcoming Silo Art project.

CONSERVING HORSHAM THEATRE'S HERITAGE

Council intends to undertake a conservation management plan for the Horsham Theatre. We want to hear your experiences and memories of times spent at the historic building.

Understanding public value

The Horsham Theatre is a popular and important entertainment venue for Horsham residents and the wider Wimmera region. In order to understand more about the social value our community holds for it, we want to hear your experiences and memories of times spent at the Horsham Theatre, which may have been a place where:

- Special occasions have been celebrated
- You spent your school holidays hanging around
- You saw a film that changes your viewpoint on life and/or inspired you
- Romances have blossomed or failed
- Other events have been attended or memories have been made

Intangible attributes such as the use of the theatre as a cinema and memories of experiences at the cinema underpin the social value of the Horsham Theatre and are just as important as protecting important heritage fabric and a critical part of the overall heritage significance of the place.



[Share your memories, thoughts and ideas here](#)

Why a conservation management plan?

Council plans to engage a heritage consultant to undertake a conservation management plan for the Horsham Theatre (cinema). A conservation management plan is a guiding document for the conservation and management of a heritage place.

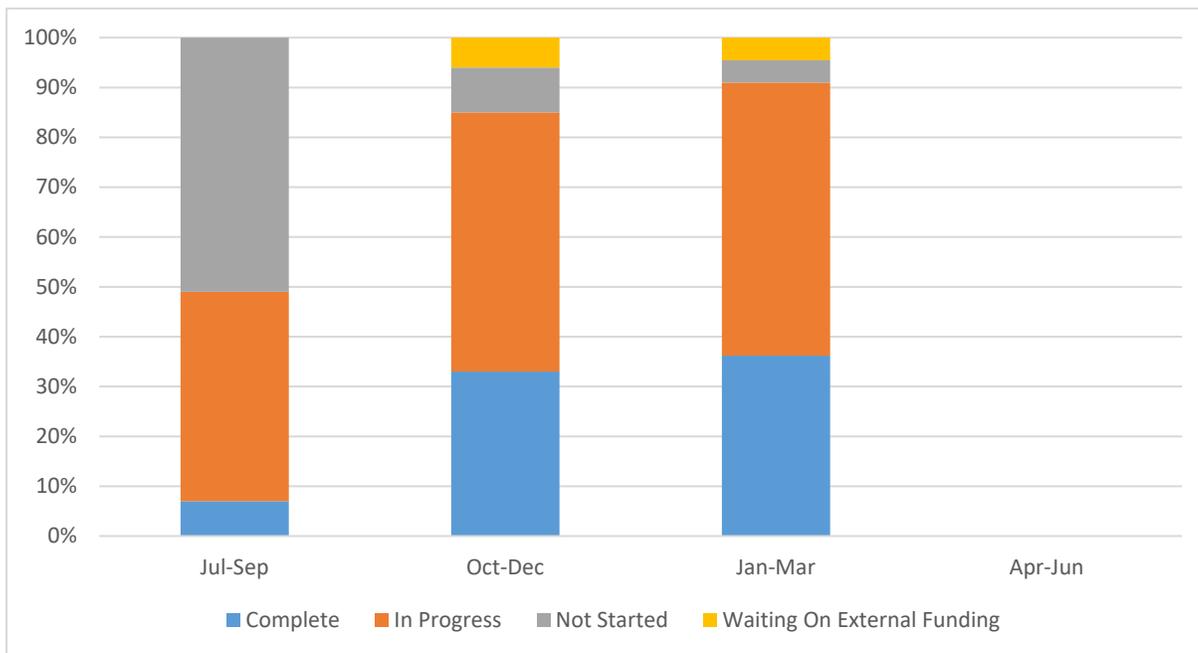
For the Horsham Theatre, it will identify and record important character defining elements and architectural qualities so as to understand its heritage value and provide guidance to protect these values into the future. It does not mean 'freezing it in time' but rather safeguarding what is important whilst identifying ways to keep it fit for purpose and further enhance its capacity.

CAPITAL WORKS PROGRAM UPDATE

Major Capital Works Projects January-March 2022

The 2021-22 budget has 109 Capital Works projects listed, for a total of \$20.64 million.

An additional 66 Capital Works projects (\$10.8M) have been added due to additional funding received or works carried forward from 2020-21.



Highlights during the January to March quarter of the Capital Works Program include:

Outdoor Dining

The Outdoor Dining partnership with local businesses had some delays in installation due to supply chain issues, but the majority of these have now been resolved. Residents and tourists alike can now enjoy a range of outdoor dining experiences throughout the Horsham central district and the broader municipality, with businesses in Natimuk, Wartook and Dadswells Bridge participating, as well as in the Horsham CBD.

This work has been funded by the Victorian State Government’s *Outdoor Activation Fund*.



Botanic Gardens Signage



Horsham Botanic Gardens displays over 50 individually themed garden beds showcasing plants from many different parts of the world. This project saw the introduction of new educational signage to replace the existing signs which were of poor quality and outdated, and expanded the sign coverage to areas of the gardens that had not previously been covered. The new signs will assist in the education of the public about the individual displays.

This work was funded by the Victorian Government through the *Growing Victoria's Botanic Gardens Grant*.

City to River – Riverfront Activation Stage 1

Work continues on the landmark \$3.1M City to River Stage 1 project. The Sawyer Park public toilets are approaching completion, with final fitout underway. The hardwood slats for the feature finish have been installed, and the concrete has all been poured for the barbecue shelters. Once the concrete has cured sufficiently on these structures, furniture fitout will occur.

The pergola on the Angling Clubrooms has been completed, with the impressive timber structure intended to provide around 100 m² of protected outdoor space for this community facility. The installation of the pergola at the precinct entrance in Firebrace St has been delayed by the need to relocate some services. This relocation work is underway.

The piles for the riverfront nodes have also been installed, with the varying heights causing interest from the community. As the piles are driven into the riverbank to achieve a required structural strength, the lengths are left on until this is achieved, then the piles will be cut to the appropriate height for the finished structures.

This work has been funded by the Federal Government's *Community Development Grant*, the Victorian State Government's *Regional Infrastructure Fund* and *Sustainable Infrastructure Fund*, and Horsham Rural City Council as part of the City to River Project.



Wotonga Basin Irrigation Works

The irrigation system for the Botanic Gardens and Sawyer Park has been redesigned as part of the riverfront works. This required a new inlet structure in Wotonga Basin to provide the water. The water level in the Basin was dropped and a temporary earthen dam placed around the works area to protect it in case rainfall caused the water level in the Basin to rise. Council staff worked closely with the Catchment Management Authority and the EPA to ensure appropriate controls were in place to protect the river.

The works involved the installation of a new inlet pipe at the bank of the Basin, which allows water to flow into a new wet well (large concrete cylinder placed approximately 10 m from the edge of the Basin). The new irrigation pumps will be located in the wet well, after the construction of a pump shed for protection.



Bike Path Sealing Weir Park to Kenny Rd



Cycling is identified as one of the 6 key themes in the Horsham Urban Transport Plan adopted in 2020. The Plan calls for dedicated shared path connections from within Future Growth Areas direct to schools and the river crossings, not using the road corridor.

Council contractors completed sealing 1.2 km of bike path from the Wimmera River weir to Kenny Rd enabling easier access for the Haven residents to the weir crossing, and completing a recreational loop from the weir to the Stawell Rd bridge of approximately 8 km.

Solar Panel Installation

Council adopted the Zero Net Emissions Plan in 2021, in which HRCC made a firm commitment to action in mitigating the impacts of climate change from corporate operations. This Plan establishes an emissions reduction trajectory that will take HRCC to zero net emissions by 2050. Action 5.1.3 in this Plan directed the installation of solar rooftop power to Council facilities with higher electrical consumption. Previous installations have occurred already at the Civic Centre, Horsham Town Hall, Horsham Aquatic Centre, Natimuk Community Centre and Mibus Library, as well as at a number of local halls.



The most recent installs were at the Horsham Aerodrome and the May Park public toilets.

ROADS PROGRAM



Horsham Rural City Council is responsible for over 3,000 kilometers of roads, for which we have an ongoing Asset Management Plan.

Some of the works being undertaken or recently completed are:

Completed

- Rural roads gravel resheeting
- Heavy patching program
 - Creek Crescent
 - Edward St
 - Gardenia St
- Wawunna Rd footpath

In Progress

- Telangatuk East Rocklands Rd bridge guardrail replacement
- Riverside Rd bridge repairs (vegetation assessment underway)
- Rural roads shoulder reconstruction
- Rural roads heavy patching program

FINANCE AND PERFORMANCE

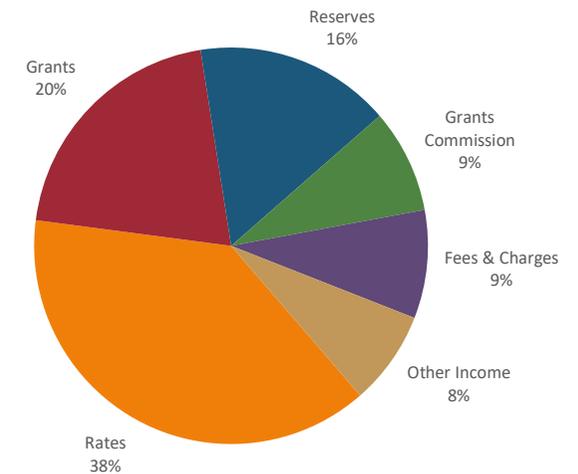
Finance & Performance Report - 31 March 2022

Executive Summary

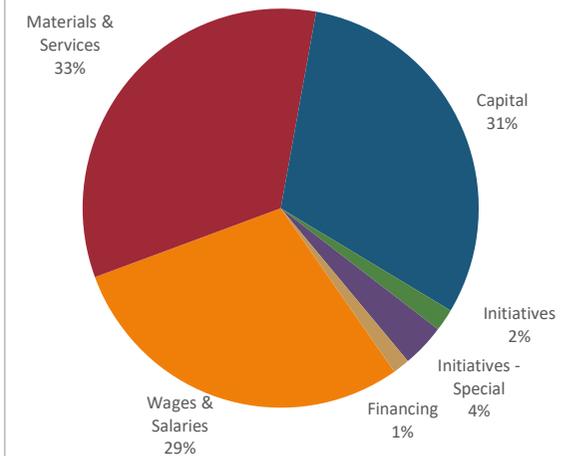
Overall Cash Budget Summary - \$'000

	Business Activity	Actuals	Adopted	Forecast	Forecast	Actual	YTD	Variance		Notes
		20/21	Budget 21/22	21/22	YTD 21/22	YTD 21/22	21/22	21/22	%	
Income										
	Service Delivery	-13,527	-13,392	-13,499	-9,447	-9,036	-411	-4.3%		
	General Revenue	-33,613	-33,998	-35,248	-29,224	-28,676	-548	-1.9%		
	Capital	-11,365	-14,278	-22,787	-6,786	-6,235	-551	-8.1%	1	
	Initiatives	-2,141	-712	-1,028	-	-967	967	0.0%	2	
	Initiatives - Special	-5,470	-2,325	-2,325	-	-	-	0.0%		
	Financing	-1,832	-	-	-	-	-	0.0%		
	Reserves	-1,521	-1,573	-1,579	-	-	-	0.0%		
Income Total		-69,469	-66,278	-76,467	-45,457	-44,914	-543	-1.2%		
Expenditure										
	Service Delivery	34,120	39,068	41,655	26,138	23,598	2,541	9.7%	3	
	General Revenue	118	73	73	43	48	-5	-11.9%		
	Capital	16,992	20,361	31,917	20,119	11,217	8,902	44.2%	4	
	Initiatives	3,072	1,194	3,025	1,938	1,385	553	28.5%		
	Initiatives - Special	6,308	2,325	2,325	1,768	557	1,211	68.5%	5	
	Financing	513	913	913	-	0	-0	0.0%		
	Reserves	2,743	2,327	3,351	-	-	-	0.0%		
Expenditure Total		63,866	66,260	83,257	50,006	36,805	13,201	26.4%		
Grand Total		-5,603	-19	6,790	4,549	-8,110	12,659	278.3%		

Revenue Budget 2021/22



Expenditure Budget 2021/22



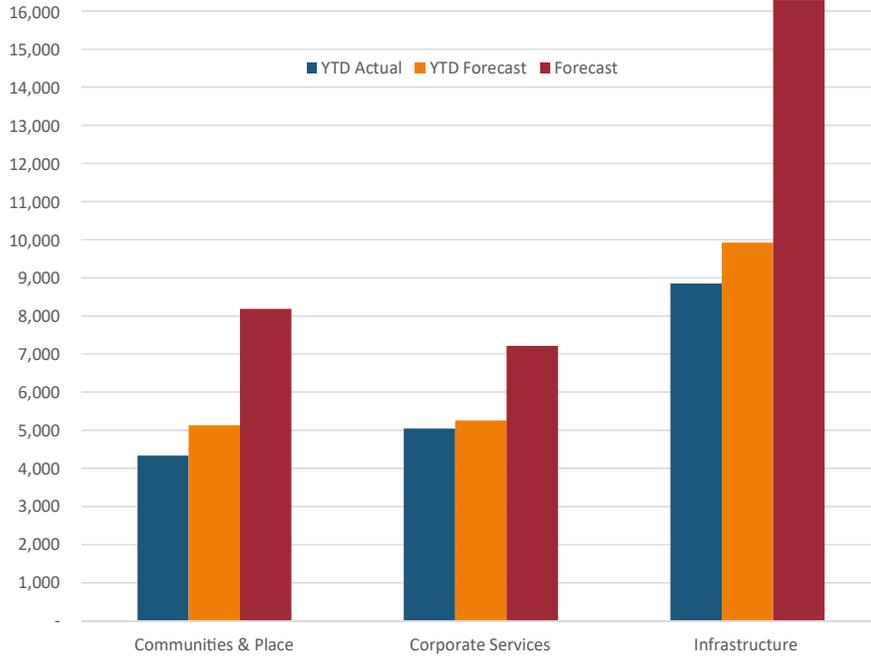
Comments:

- Capital Income - \$551 thousand unfavourable variance
 \$447 thousand unfavourable due to timing of plant trade-ins,
 \$109 thousand unfavourable timing of the River CAD project grants.
- Initiatives Income - \$967 thousand variance (early receipt of income)
 \$675 thousand from various COVID-19 response grants,
 \$98 thousand Working for Victoria, and
 \$92 thousand Outdoor Eating & Entertainment.
- Service Delivery Expenditure - underspend of \$2,541 million variance
 \$0.204 million underspend Corporate Services,
 \$1.117 million underspend Communities & Place, and
 \$1.220 million underspend Infrastructure Services.
- Capital Expenditure - overall under expenditure of \$8.902 million variance (\$5.588 million of capital commitments raised)
 Underspend in the following areas
 \$2.799 million Roads & Bridges (\$468k of commitments),
 \$1.955 million Plant, machinery and equipment (\$2.074m of commitments),
 \$1.667 million Buildings (\$226k of commitments), and
 \$0.937 million Recreation, leisure & community facilities (\$2.748m of commitments).
- Special Initiatives Expenditure - under expenditure of \$1.211 million variance
 \$1.447 million underspend Rural Councils Corporate Collaboration.
 \$0.236 million overspend Dooen Landfill Fire Incident.

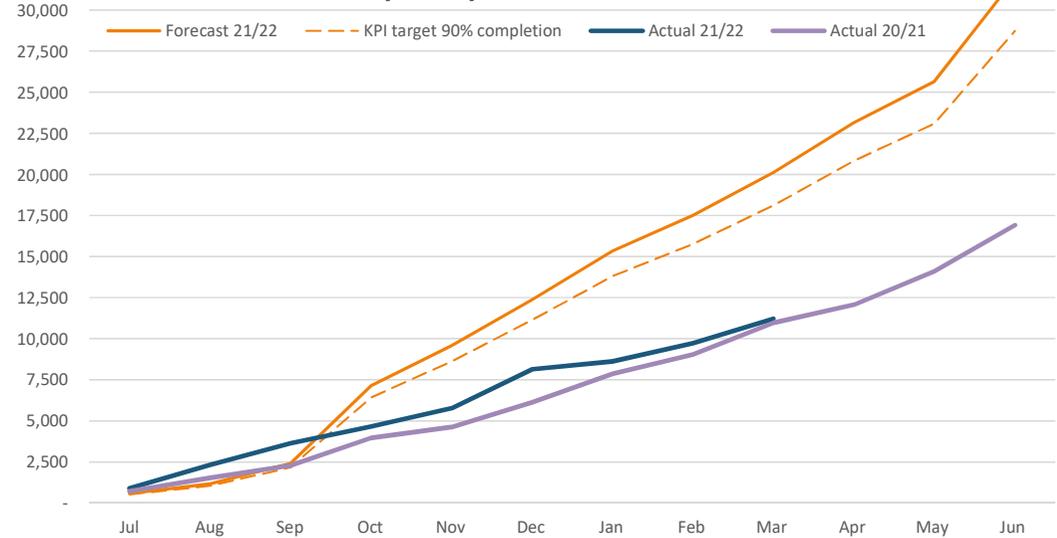
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Financial Snapshot

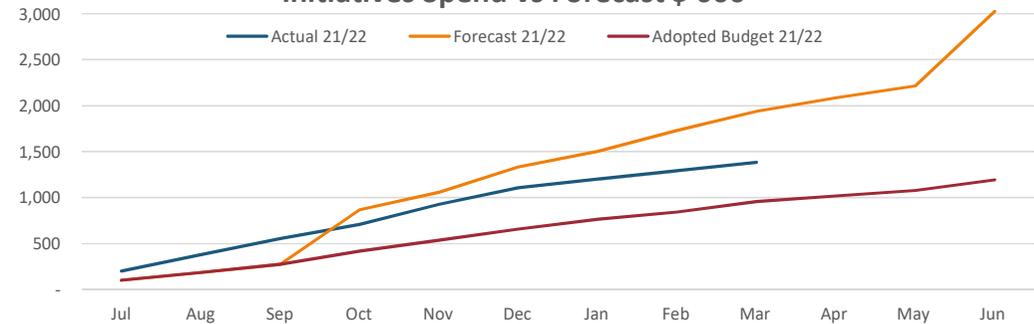
Net Service Delivery Operations \$'000



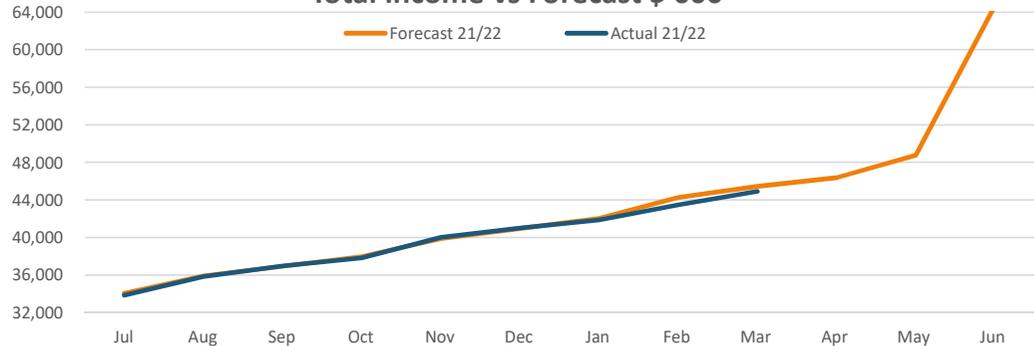
Capital Spend vs Forecast \$'000



Initiatives Spend vs Forecast \$'000



Total Income vs Forecast \$'000



FINANCE & PERFORMANCE OBSERVATIONS:

Service Delivery Operations

This chart above displays the NET (*Expenditure less Revenue*) balance of operations for each directorate.
(see page 3 for further breakdown).

Capital Spend

Variance of \$8.902 million to YTD Forecast.
(see page 4 for further breakdown)

Initiatives Spend

Variance of \$553k to YTD Forecast.

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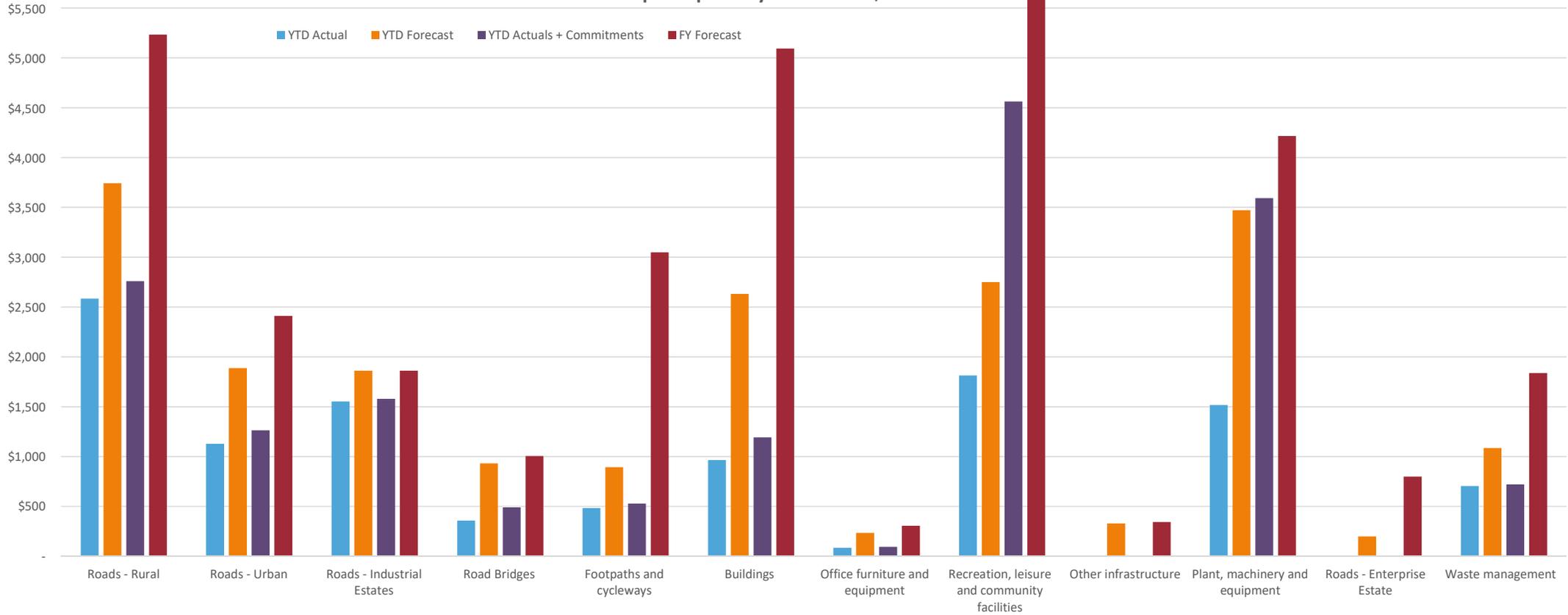
Service Delivery Operations (NET) \$'000

Key variances: \$'000	Adopted Budget	Full Year Forecast	YTD Forecast	YTD Actual	YTD Variance	Variance %	Commitments
Corporate Services	7,466	7,586	5,527	5,306	222	4.0%	450
Management & Admin	1,636	1,636	1,237	1,308	-71	-5.7%	50
Accounting Services	937	937	676	637	38	5.6%	-
General Revenue	363	363	286	240	46	16.1%	-
Revenue Services	414	414	284	222	62	22.0%	4
People & Culture	1,007	1,074	709	703	7	0.9%	361
Information Technology	879	932	718	691	26	3.7%	21
Community Relations and Advocacy	436	436	312	280	32	10.1%	13
Governance	1,795	1,795	1,305	1,224	81	6.2%	2
Communities & Place	6,584	8,184	5,130	4,335	795	15.5%	420
Management & Admin	828	828	600	498	102	17.0%	-
Social Infrastructure Support	689	720	473	318	155	32.8%	3
Performing Arts	577	595	237	373	-135	-57.1%	33
Visual Arts	441	504	317	289	28	8.9%	2
Aquatic Recreation	890	974	735	581	153	20.9%	265
Youth and Early Years	666	939	489	245	244	49.9%	9
Home Support	-	394	15	12	3	20.0%	-
Emergency Management	13	460	262	209	53	20.4%	-
Library	568	568	515	552	-37	-7.2%	1
Economic Development	266	286	243	267	-24	-10.0%	7
Business Development and Tourism	669	857	510	387	123	24.1%	14
Commercial Activities	-93	-93	-64	-58	-5	8.6%	30
Strategic Planning Services	229	309	136	157	-21	-15.4%	29
Statutory Planning & Building Regulations	590	590	397	314	83	20.9%	14
Environmental Health	124	124	60	34	25	42.2%	6
Community Safety	113	113	97	170	-73	-74.8%	-
Animal Management	46	46	114	38	76	66.8%	6
Parking & Traffic Management	-33	-33	-7	-52	44	-627.4%	-
Infrastructure	11,641	12,401	6,034	4,925	1,109	18.4%	296
Operations Management	160	160	118	83	35	29.6%	4
Mgt and Admin Infrastructure Services	697	808	526	571	-44	-8.4%	11
Engineering Services	1,822	1,936	1,283	931	352	27.4%	78
Infrastructure - Urban	1,619	1,724	1,156	996	160	13.8%	9
Infrastructure - Rural	2,069	2,277	1,487	1,414	73	4.9%	-
Parks & Gardens	2,697	2,816	1,980	1,782	197	10.0%	14
Streetscape & Public Conveniences	1,278	1,278	862	792	70	8.2%	17
Sports & Recreation	593	612	471	397	74	15.7%	44
Commercial Operations	-129	-129	-102	21	-124	121.0%	12
Emergency Support	7	7	5	8	-2	-47.1%	7
Natural Resource Management	86	164	32	-40	72	223.7%	11
Strategic Asset Management	697	697	461	372	89	19.2%	4
Sustainability	259	259	178	250	-72	-40.3%	-
Waste Management Services	-212	-206	-2,421	-2,651	229	-9.5%	86

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Capital

Capital Spend by Asset Class \$'000

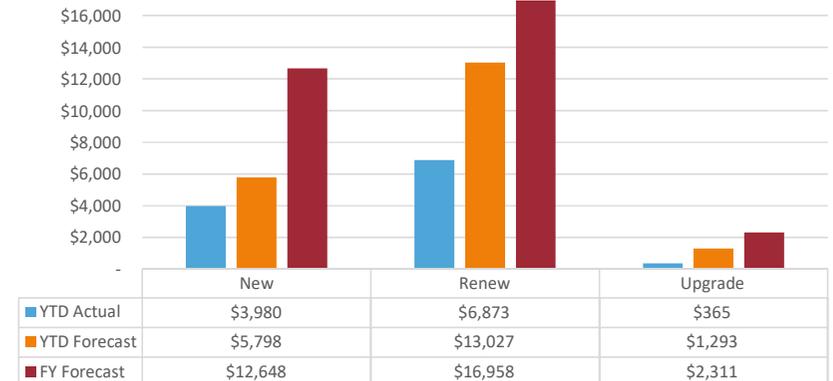


Comments:

The adopted budget for capital expenditure excluding reserve allocations is \$20.361m.
 \$31.917m forecast budget after recognising carried forward works and grants received after the budget was adopted.

- Differences between YTD actuals & YTD forecast are as follows;
- \$2.799m Roads & Bridges (\$468k of commitments)
- \$1.955m Plant, machinery and equipment (\$2.074m of commitments)
- \$1.667m Buildings (\$226k of commitments)
- \$0.937m Recreation, leisure & community facilities (\$2.748m of commitments)

Capital Spend - New/Renew/Upgrade \$'000



Finance & Performance Report - 31 March 2022

Contract Variations & New Contracts - [January to March Quarter](#)

Contract Variations [Accepted Under Instrument Of Delegation] - (GST exclusive)

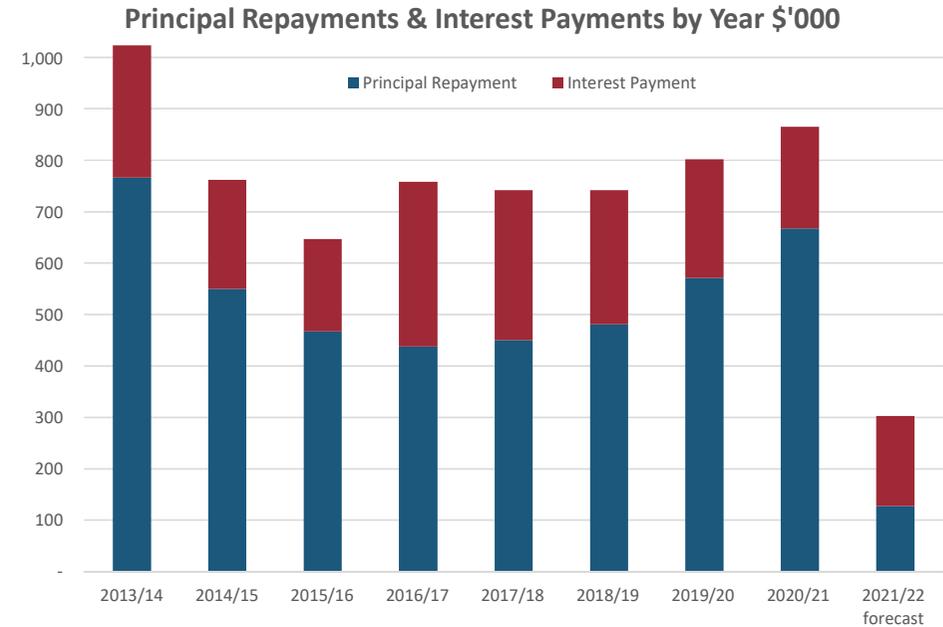
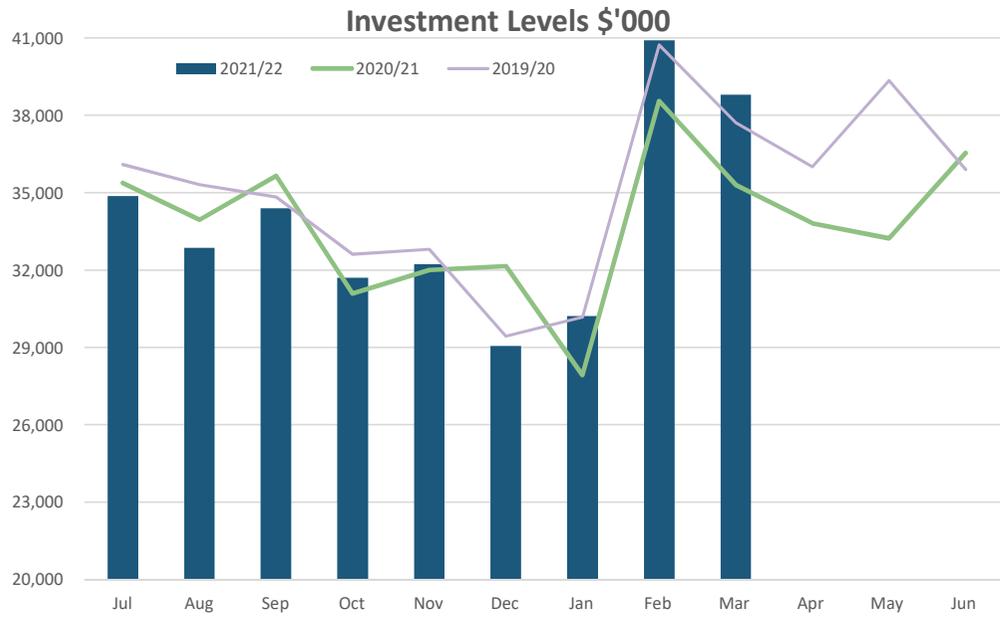
Item No	Contract No	Date Approved	Delegated Officer	Contractor	Contract Description	Description of Variation	Variation
1	22-009	25/01/2022	M Aldaghstani	Bridgewater Marine	Riverfront Nodes	Dressing to timber deck boards	\$11,385
2	22-001	1/12/2021	K O'Brien	YMCA	Management of Aquatic Centre	COVID Subsidy - July 2021	\$24,569
3	22-001	1/12/2021	CEO	YMCA	Management of Aquatic Centre	COVID Subsidy - August 2021	\$29,281
4	22-001	1/12/2021	CEO	YMCA	Management of Aquatic Centre	COVID Subsidy - September 2021	\$19,548
5	22-008	4/02/2022	M Aldaghstani	Bridgewater Marine	Design and construct two pergolas - Wimmera Riverfront	Footings & replacement of posts on Angling club veranda	\$14,985
6	16-025B	10/03/2022	CEO	Woodys Cleaning	Cleaning HTH, Art Gallery, Wesley	Additional Cleans - January 2022	\$1,058
7	16-025B	9/03/2022	CEO	Woodys Cleaning	Cleaning HTH, Art Gallery, Wesley	Additional Cleans - February 2022	\$960
8	16-025B	9/03/2022	CEO	Woodys Cleaning	Cleaning HTH, Art Gallery, Wesley	Additional Cleans - March 2022	\$490
9	22-008	22/03/2022	J Martin	Bridgewater Marine	Design and construct two pergolas - Wimmera Riverfront V2	Modifications to footing design	\$12,869
10	22-008	22/03/2022	J Martin	Bridgewater Marine	Design and construct two pergolas - Wimmera Riverfront V3	Angling Club pergola area safe for fishing competition	\$8,910
11	22-009	22/03/2022	J Martin	Bridgewater Marine	Riverfront Nodes	Addition of structural fascia and balustrade support	\$7,568

New Contracts Signed off by the Council, the Chief Executive Officer or a Director - (GST exclusive)

Item No	Contract No	Date Approved	Required Signatories	Contractor	Contract Description	Contract Value
1	22-011	24/01/2022	Council	Fieldforce4	Efficiencies - Operating Procedures System - Depot	\$370,000
2	22-003	24/01/2022	Council	Panel of 72 consultants	Provision of Professional Consultancy Services	Rates
3	22-013	14/02/2022	Council	Downer EDI Works	Microsurfacing Sealing – (Sprayed Bituminous Surfacing)	Rates
4	22-023	28/03/2022	Council	HED Industries	Relocation of Waste to Cell 2B - Dooen Landfill	\$524,800
5	21-037	28/03/2022	Council	Fleetwood Urban	Design and Construct Hamilton Street Pedestrian Bridge	\$2,051,965

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Investments & Loans



	Interest Rate	
Corporate Investment Account	0.55%	
11 Term Deposits	0.32% - 0.75%	Ranging 231 Days to 336 Days
Last investment	0.75%	280 Days 07/03/2022 to 12/12/2022

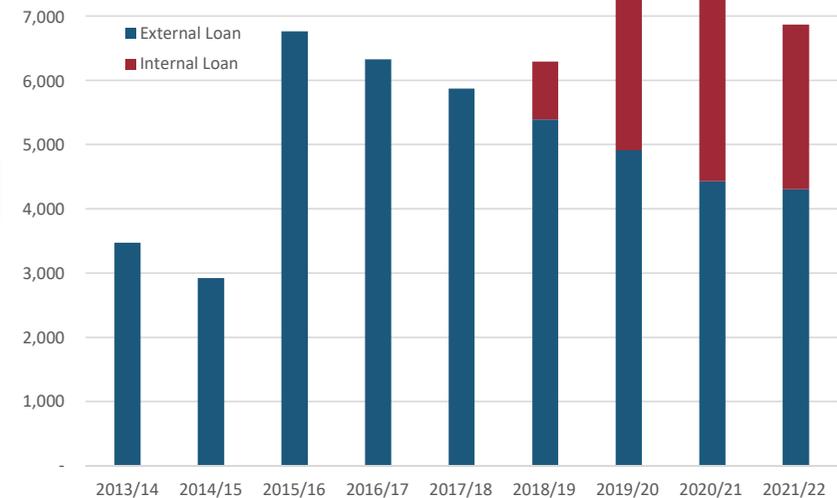
Breakout of Loans Outstanding

Purpose	Interest Rate	Original Principal	Outstanding at 30 Jun 22	Start Date	Year End Date	No. of Years	
Drainage Works	5.73%	500,000	-	20 Jun 12	20 Jun 22	10	P & I
Wimmera Intermodal Freight Hub	5.73%	500,000	-	20 Jun 12	20 Jun 22	10	P & I
Anzac Pedestrian Bridge	3.97%	500,000	500,000	23 Jun 16	23 Jun 26	10	I
Horsham North Children's Hub	3.97%	100,000	100,000	23 Jun 16	23 Jun 26	10	I
City Oval Clubroom Purchase	3.97%	230,000	230,000	23 Jun 16	23 Jun 26	10	I
Horsham Town Hall Refurbishment	3.97%	3,475,000	3,475,000	23 Jun 16	23 Jun 26	10	I
*Horsham North Community & Childrens Hub		900,000	500,000	23 Jun 18	23 Jun 28	10	P
*Livestock roofing		1,887,143	1,607,143	29 Jun 20	29 Jun 44	24	P
*HACC redundancies		955,000	455,000	29 Jun 21	29 Jun 23	2	P

* Funded from internal cash reserves

No new loan borrowings have been included in the 2021/22 budget.

Value of Loans Outstanding at Year End \$'000



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Application Status of Non-Recurrent Grant Applications

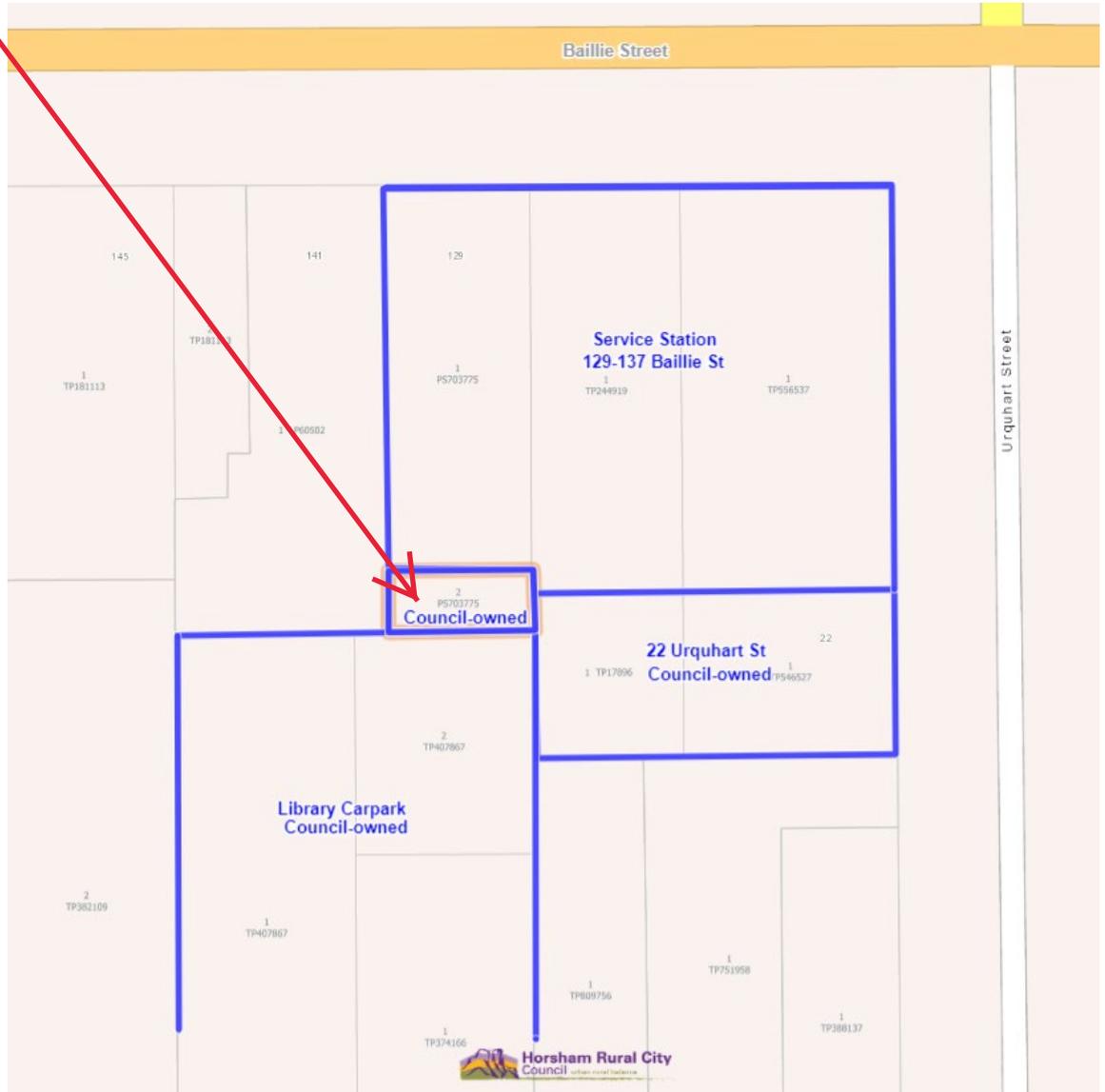
Project	Funding Source	Project Total	Grant	Other Grant Sources	Council Contribution	Other Sources	Project Status / Stage
Local Roads & Community Infrastructure (round 1)							
<i>Botanical Gardens Pathways</i>	<i>Department of Infrastructure/DELWP</i>	114,884	50,000	50,000	14,884	-	<i>Project Completed</i>
<i>Footpath repairs - backlog</i>	<i>Department of Infrastructure</i>	300,000	150,000	-	150,000	-	<i>Project Completed</i>
<i>Horsham Town Hall complete flyline installation</i>	<i>Department of Infrastructure</i>	100,000	100,000	-	-	-	<i>Project Completed</i>
<i>Horsham Town Hall Visitor Information Centre digital resources</i>	<i>Department of Infrastructure</i>	50,000	50,000	-	-	-	<i>Project Commenced</i>
<i>HTH Acoustic Banners</i>	<i>Department of Infrastructure</i>	150,000	150,000	-	-	-	<i>Project Commenced</i>
<i>HTH Auditorium Lighting</i>	<i>Department of Infrastructure</i>	50,000	50,000	-	-	-	<i>Project Completed</i>
<i>Irrigation works - Riverfront/Wotonga Basin</i>	<i>Department of Infrastructure</i>	181,000	181,000	-	-	-	<i>Project Completed</i>
<i>Jung Peppertree Park Solar Lighting</i>	<i>Department of Infrastructure</i>	20,000	20,000	-	-	-	<i>Project Completed</i>
<i>Mitre Hall Kitchen Refurbishment</i>	<i>Department of Infrastructure</i>	40,000	40,000	-	-	-	<i>Project Completed</i>
<i>Park Drive Upgrade</i>	<i>Department of Infrastructure</i>	180,000	180,000	-	-	-	<i>Project Completed</i>
<i>Quantong Community Centre Roof Repair and Solar panels</i>	<i>Department of Infrastructure</i>	20,000	20,000	-	-	-	<i>Project Completed</i>
<i>Roberts Avenue Curb and Chanel Repairs</i>	<i>Department of Infrastructure</i>	156,000	156,000	-	-	-	<i>Project Completed</i>
<i>Taylors Lake Hall Ceiling Repair and Energy Efficient Lighting</i>	<i>Department of Infrastructure</i>	12,000	12,000	-	-	-	<i>Project Completed</i>
<i>The Station- Outdoor Activation Project</i>	<i>Department of Infrastructure</i>	189,396	189,396	-	-	-	<i>Project Commenced</i>
<i>Walmer Crossing increase in culvert capacity</i>	<i>Department of Infrastructure</i>	80,000	80,000	-	-	-	<i>Project Commenced</i>
Local Roads & Community Infrastructure (round 2)							
<i>Horsham Nature & Water Play Park</i>	<i>Department of Infrastructure/SRV</i>	2,450,000	350,000	2,100,000	-	-	<i>Commenced</i>
<i>Hamilton Street Pedestrian Bridge</i>	<i>Department of Infrastructure/RDV</i>	2,450,000	1,125,924	1,224,076	100,000	-	<i>Funding Agreement</i>
Local Roads & Community Infrastructure (round 3)							
<i>Department of Infrastructure</i>		2,856,792	2,856,792	-	-	-	<i>Funding Agreement</i>
<i>Agrilinks Upgrade Project X 3</i>	<i>DJPR</i>	1,314,575	451,000	393,575	470,000	-	<i>Project Commenced</i>
<i>Conservation Collection Framing</i>	<i>AMAGA</i>	3,000	3,000	-	-	-	<i>Application</i>
<i>Collection conservation and display</i>	<i>AMAGA</i>	47,516	39,016	5,500	-	3,000	<i>Application</i>
<i>Green Lake Waterway Rules Review</i>	<i>Depart of Transport</i>	40,000	40,000	-	-	-	<i>Project Commenced</i>
<i>Lubeck Road Bridge Upgrade</i>	<i>Department of Infrastructure</i>	372,000	186,000	186,000	-	-	<i>Project Commenced</i>
<i>Horsham Aquatic Centre Accessible Family Change Rooms</i>	<i>Department of Infrastructure</i>	662,468	331,000	331,468	-	-	<i>Project Commenced</i>
<i>Horsham City Oval and Sawyer Park Redevelopment</i>	<i>Department of Infrastructure</i>	12,800,000	6,400,000	6,400,000	-	-	<i>Application</i>
<i>Business Victoria Local Events Sponsorship</i>	<i>Business Victoria</i>	15,000	15,000	-	-	-	<i>Project Commenced</i>
<i>Horsham Riverside Caravan Park Amenities Upgrade</i>	<i>DELWP</i>	206,020	142,720	-	60,000	3,300	<i>Project Commenced</i>
<i>Horsham Riverside Caravan Park - Accessibility and Environmental upgrades</i>	<i>DELWP</i>	158,893	128,352	15,821	-	14,720	<i>Project Commenced</i>
<i>Community Climate Change - Haven Hall and Horsham College Oval Pavilion</i>	<i>Sustainability Victoria</i>	5,172	5,000	172	-	-	<i>Project Commenced</i>
<i>City to River Stage 1 - Wimmera Riverfront Activation (FED)</i>	<i>Department of Infrastructure</i>	3,000,000	1,650,000	850,000	500,000	-	<i>Project Commenced</i>
<i>Horsham City Oval - Redevelopment of Netball Facilities</i>	<i>SRV</i>	3,000,000	800,000	343,208	-	1,856,792	<i>Application</i>
<i>Horsham Regional Multi-sport Precinct Feasibility Study</i>	<i>Sport and Recreation Victoria</i>	60,000	30,000	30,000	-	-	<i>Project Commenced</i>
<i>Quantong Recreation Reserve Oval Upgrade</i>	<i>SRV</i>	234,517	175,887	12,500	46,130	-	<i>Application</i>
<i>COVID safe Outdoor Activation Fund 2021</i>	<i>DJPR</i>	575,000	575,000	-	-	-	<i>Funding Agreement</i>
<i>COVID-19 Vaccination Engagement Community Grant</i>	<i>DHHS</i>	20,000	20,000	-	-	-	<i>Project Commenced</i>
<i>COVID-19 Vaccination Engagement Community Grant - Extension to 31 Dec 2021</i>	<i>DHHS</i>	20,000	20,000	-	-	-	<i>Project Commenced</i>
<i>COVID-19 Vaccination Engagement Community Grant - 2022 extension</i>	<i>DHHS</i>	20,000	20,000	-	-	-	<i>Project Commenced</i>
<i>Found on Country - Lost in the Bush Silo Art</i>	<i>Creative Victoria</i>	312,320	99,000	120,320	-	93,000	<i>Project Commenced</i>
<i>Engage! Culture Shift</i>	<i>Youth Affairs</i>	135,000	135,000	-	-	-	<i>Funding Agreement</i>
<i>Engage! 2021 Program - Young Generation</i>	<i>Youth Affairs</i>	28,194	28,194	-	-	-	<i>Project Commenced</i>

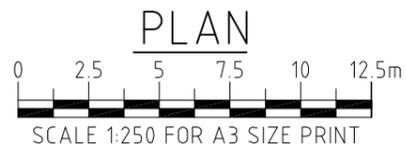
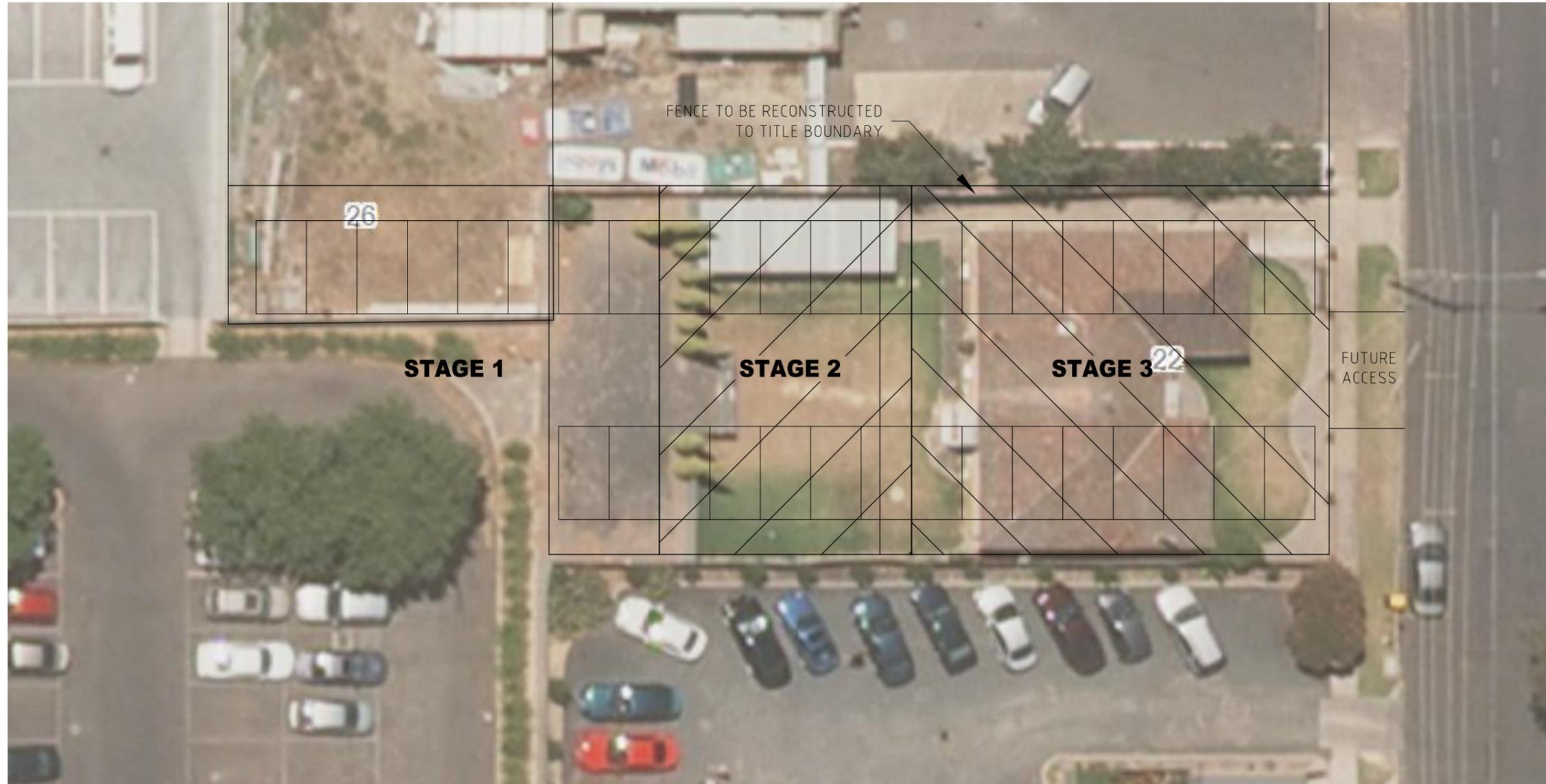
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Application Status of Non-Recurrent Grant Applications

Project	Funding Source	Project Total	Grant	Other Grant Sources	Council Contribution	Other Sources	Project Status / Stage
Combined Planning Scheme Amendment C79	DELWP	30,000	30,000	-	-	-	Project Commenced
Action Station (FREEZA)	Youth Affairs	106,500	106,500	-	-	-	Funding Agreement
Botanic Gardens - Improved access - sealing of major pathways	DELWP	114,884	50,000	14,884	50,000	-	Project Commenced
Educational Signage in the Horsham Botanic Gardens	DELWP	41,090	28,000	13,090	-	-	Project Commenced
Pride at the Station	Youth Affairs	5,000	5,000	-	-	-	Funding Agreement
Drung Jung Road Upgrade	Department of Infrastructure	568,000	284,000	284,000	-	-	Project Commenced
Horsham Rural City Land Care Facilitator	DELWP	197,995	173,955	-	24,040	-	Project Commenced
Licensed Hospitality Venue Fund - HTH	DJPR	7,000	7,000	-	-	-	Application
Heritage Hall Floor	Heritage Victoria	534,715	200,000	334,715	-	-	Project Commenced
School to Home - Closing the gap on safe cycling along the Wimmera River in urban Horsham	TAC	94,124	47,062	47,062	-	-	Project Commenced
Local Government Business Concierge and Hospitality Support Program	DJPR	120,000	120,000	-	-	-	Project Commenced
Municipal Emergency Resourcing Program (MERP) 2020-2024	DELWP	960,000	960,000	-	-	-	Project Commenced
Municipal Emergency Resourcing Program (MERP) 2020-2024. Additional funding 20-21	DELWP	52,800	52,800	-	-	-	Project Commenced
Horsham Australia Day 2022 community event	NADC	20,600	15,000	5,600	-	-	Funding Agreement
Horsham Aerodrome Apron Reconstruction	Department of Infrastructure	285,750	285,750	-	-	-	Project Commenced
People, Projects, Places - a creative boost for the Wotjobaluk Nations	Regional Arts Victoria	262,000	125,000	131,000	-	6,000	Project Commenced
Burnt Creek Industrial Estate	Regional Development Victoria	1,785,800	1,190,533	595,267	-	-	Application
Hamilton Street Pedestrian Bridge	Regional Development Victoria	2,450,000	1,225,000	100,000	1,125,000	-	Application
Destination Horsham - Stay, Play the Wimmera River Way	Regional Development Victoria	506,000	316,000	93,000	-	97,000	Project Commenced
Events Horsham	Regional Development Victoria	30,000	30,000	-	-	-	Project Commenced
Stay West	Regional Development Victoria	100,000	100,000	-	-	-	Project Commenced
City Oval Sawyer Park Tourism Infrastructure Project	Regional Tourism Victoria	3,008,218	2,000,000	1,008,218	-	-	Application
16 Days of Activism Against Gender based violence initiative	MAV	2,500	2,500	-	-	-	Project Commenced
Horsham City Urban Renewal	Regional Development Victoria	132,000	70,000	62,000	-	-	Project Commenced
Enterprise Industrial Estate Horsham Activation and Development Project	Regional Development Victoria	75,000	60,000	15,000	-	-	Application
Horsham Regional City Flight Hub	Regional Development Victoria	300,000	240,000	60,000	-	-	Application
City to River Stage 1 - Wimmera Riverfront Activation (RDV)	RDV	3,000,000	500,000	850,000	1,650,000	-	Project Commenced
Roadside Pests and Weeds 2020-2021	DELWP	75,000	75,000	-	-	-	Project Commenced
Roadside Pests and Weeds 2021-2022	DELWP	75,000	75,000	-	-	-	Project Commenced
RCTP Rural Councils Transformation Project	DELWP	5,000,000	5,000,000	-	-	-	Project Commenced
Horsham Rural City Council Recycling Education & Behaviour Change Project	Sustainability Victoria	56,800	56,800	-	-	-	Funding Agreement
Horsham Nature & Water Play Park	SRV	2,453,000	2,103,000	-	350,000	-	Project Commenced
Spark - Arts Engagement Program	Department of Education	333,260	160,160	68,600	62,000	42,500	Funding Agreement
South Horsham Structure Plan Stage 2	VPA	100,000	70,000	30,000	-	-	Project Commenced
Horsham City Urban Renewal	Victorian Planning Authority	120,000	70,000	50,000	-	-	Project Commenced
Wimmera Riverfront Activation - a sustainable approach	Sustainability Victoria	241,670	104,510	137,160	-	-	Project Commenced
Transfer Station Upgrade- waste stream collection points	DELWP	463,000	463,000	-	-	-	Project Commenced
		42,427,899	27,548,417	13,292,908	1,327,054	259,520	
			65%	31%	3%	1%	

Lot 2 PS703775T





PRELIMINARY DESIGN

REV	AMENDMENTS	DATE	DRAWN LBW	Horsham Rural City Council <small>urban rural balance</small>			
			CHECKED				
			DIRECTOR				
			DATE JUNE 2014	SCALES AS SHOWN @A3	DRAWING NO. 4007	SHEET 1 of 1	REV: A

MIBUS CARPARK

EXTENSION THROUGH No.22 URQUHART STREET

24-26 MCLACHLAN STREET HORSHAM

DETAILS

ADDRESS
24-26 MCLACHLAN STREET HORSHAM

PROPERTY NUMBER
3432

PROP STATUS
A

PROP PFI
45361530

ADD PFI
53653676

PLANNING PROPERTY REPORT
<https://planning-report-api.maps.vic.gov.au/?PFI=45361530&Type=Property&source=Pozi>

AUTHORITY RATEPAYER
Horsham Rural City Council

AUTHORITY GARBAGE RATE
None

AUTHORITY ANIMAL REGISTRATION
None

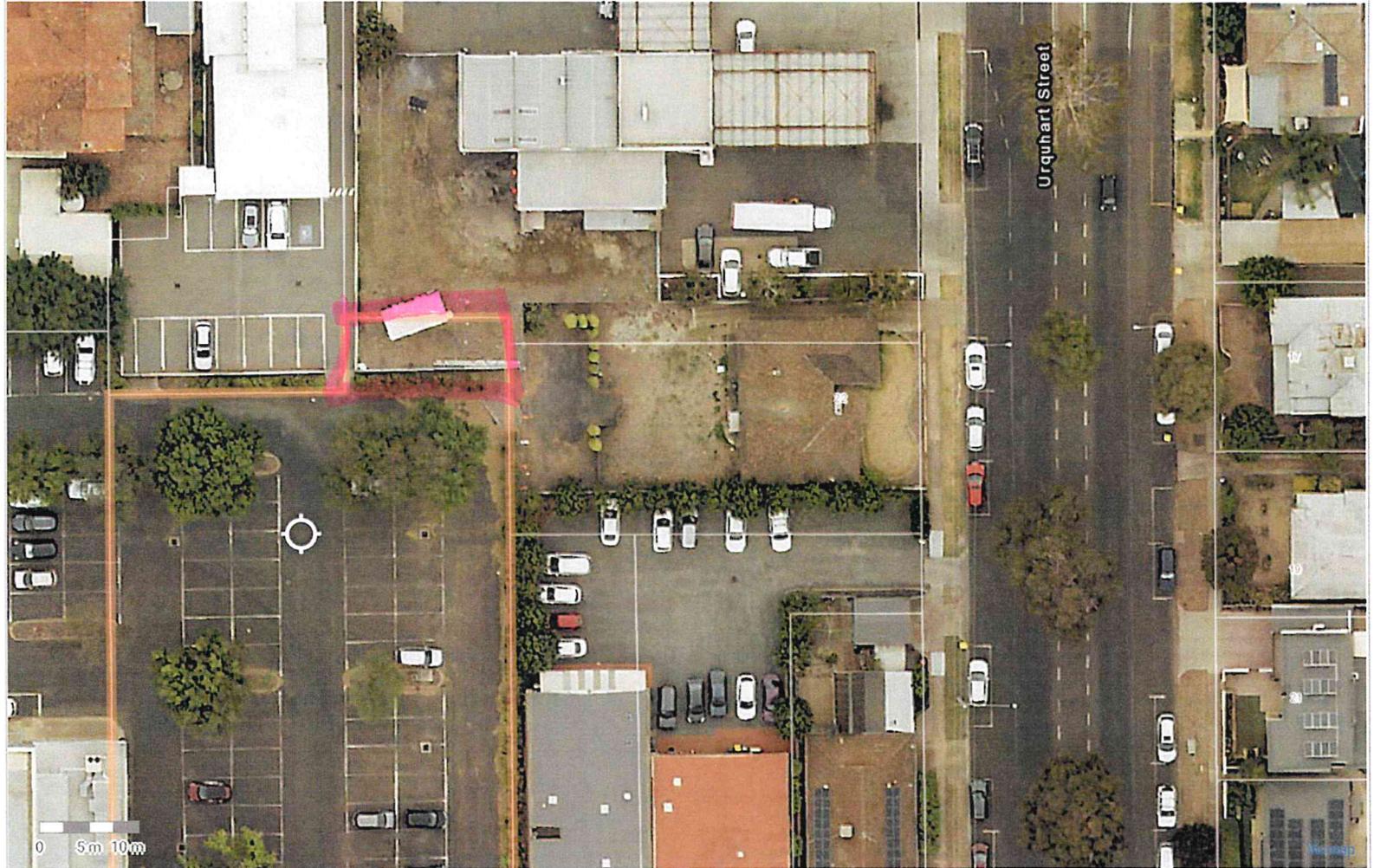
AUTHORITY ASSESSMENT
3432
3432

HEALTH MANAGER
[Health Manager](#)
[Print the External Audit Report?">Print the External Audit Report?](#)
Module=HEALTH&source=Execute00&id=3432

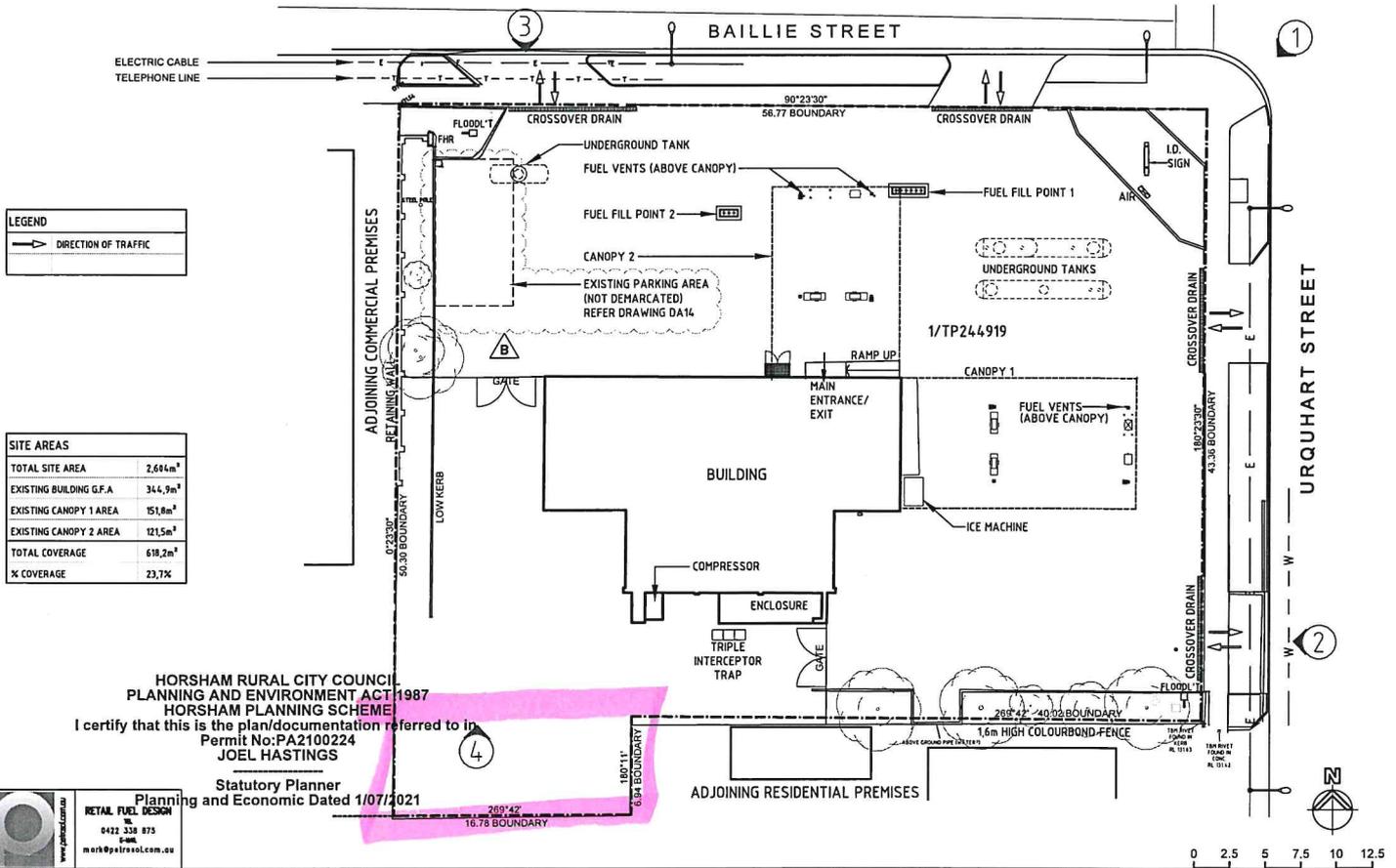
PROPERTY PARCELS
2\TP407867
1\TP407867
1\TP374166
2\PS703775

PROPERTY PLANNING OVERLAYS
DESIGN AND DEVELOPMENT OVERLAY - SCHEDULE 3

PROPERTY PLANNING ZONES
COMMERCIAL 1 ZONE



Mark Bennett
0422 338875



LEGEND

→ DIRECTION OF TRAFFIC

SITE AREAS

TOTAL SITE AREA	2,604m ²
EXISTING BUILDING G.F.A	344.9m ²
EXISTING CANOPY 1 AREA	151.8m ²
EXISTING CANOPY 2 AREA	121.5m ²
TOTAL COVERAGE	618.2m ²
% COVERAGE	23.7%

HORSHAM RURAL CITY COUNCIL
PLANNING AND ENVIRONMENT ACT 1987
HORSHAM PLANNING SCHEME
I certify that this is the plan/documentation referred to in
Permit No: PA2100224
JOEL HASTINGS

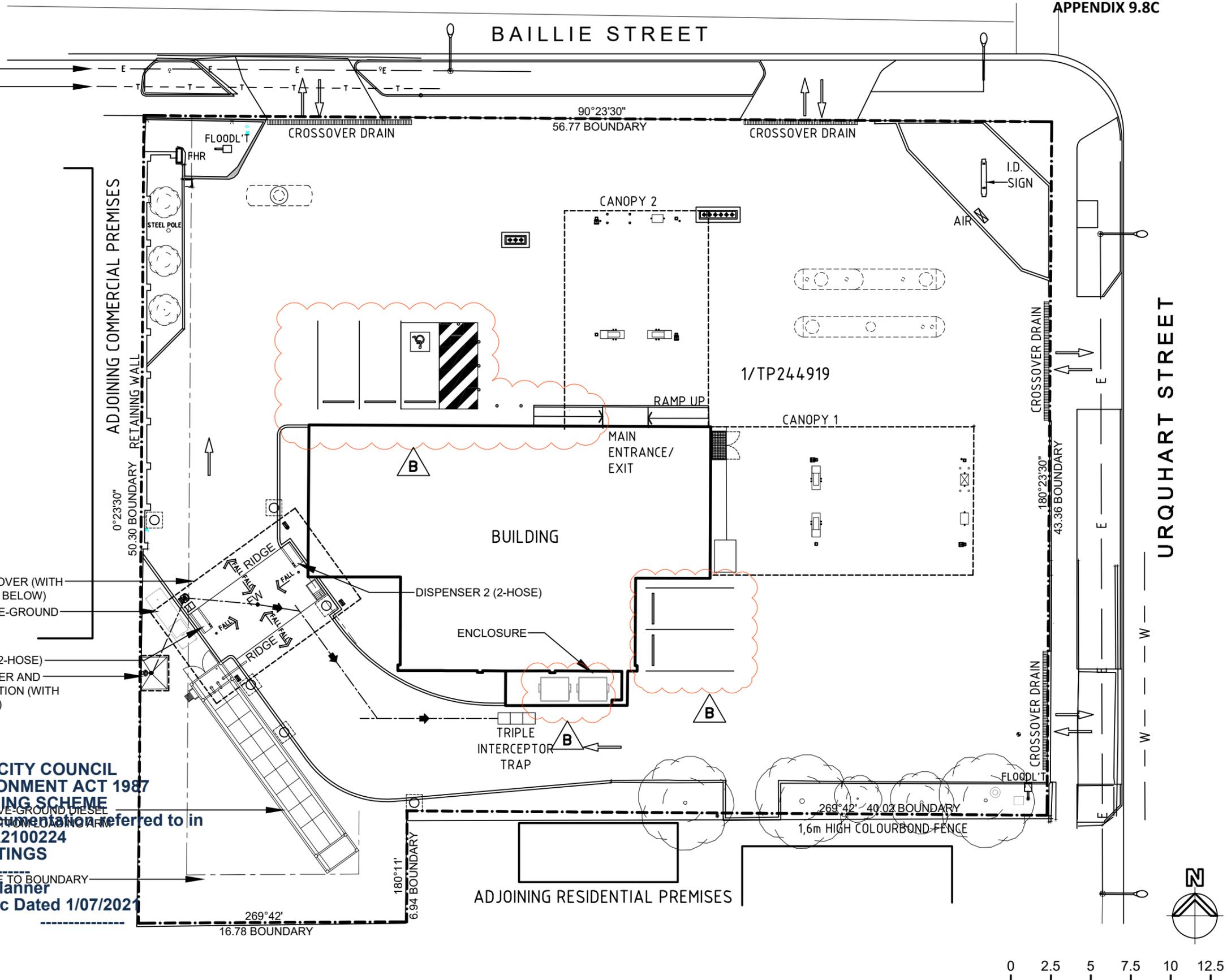
Statutory Planner
Planning and Economic Dated 1/07/2021

PIEROSOL
RETAL FUEL DESIGN
0422 338 875
mark@pierosol.com.au

<p>Bonney ENERGY COPYRIGHT: THIS DRAWING & DESIGN MUST NOT BE COPIED IN WHOLE OR PART WITHOUT THE WRITTEN CONSENT OF BONNEY ENERGY</p>	<table border="1"> <tr> <th>REV</th> <th>BY</th> <th>DATE</th> <th>DESCRIPTION OF CHANGE</th> </tr> <tr> <td>A</td> <td>MB</td> <td>19.03.21</td> <td>INITIAL ISSUE</td> </tr> <tr> <td>B</td> <td>MB</td> <td>30.06.21</td> <td>PARKING AREA ADDED</td> </tr> </table>	REV	BY	DATE	DESCRIPTION OF CHANGE	A	MB	19.03.21	INITIAL ISSUE	B	MB	30.06.21	PARKING AREA ADDED	<p>PROJECT</p> <p>HORSHAM (BAILLIE STREET) 129-137 BAILLIE STREET HORSHAM, VIC, 3400</p>	<p>TITLE</p> <p>SITE LAYOUT EXISTING SITE PLAN</p>	<p>SCALE</p> <p>1:250</p>	<p>APPROVAL</p> <p>APPROVED</p> <p>DATE 19.03.21</p>
	REV	BY	DATE	DESCRIPTION OF CHANGE													
A	MB	19.03.21	INITIAL ISSUE														
B	MB	30.06.21	PARKING AREA ADDED														
<p>REVISION</p>	<p>SIZE</p> <p>A3</p>	<p>DRAWING NO.</p> <p>33547-DA01</p>	<p>REV</p> <p>B</p>	<p>0 2.5 5 7.5 10 12.5</p>													

LEGEND	
	DIRECTION OF TRAFFIC
	CONCRETE BOLLARD
	BOLLARD
	FLOOR DRAIN
	SURFACE FALL DIRECTION

ELECTRIC CABLE
TELEPHONE LINE



NEW CANOPY OVER (WITH CONTAINMENT BELOW)
NEW 5KL ABOVE-GROUND ADBLUE TANK
DISPENSER 1 (2-HOSE)
SAFETY SHOWER AND EYEWASH STATION (WITH AWNING OVER)

DISPENSER 2 (2-HOSE)
ENCLOSURE
TRIPLE INTERCEPTOR TRAP

HORSHAM RURAL CITY COUNCIL
PLANNING AND ENVIRONMENT ACT 1987
HORSHAM PLANNING SCHEME
I certify that this is the plan documentation referred to in
Permit No PA2100224
JOEL HASTINGS

Statutory Planner
Planning and Economic Dated 1/07/2021

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REV.	BY	DATE	DESCRIPTION OF CHANGE
A	MB	19.03.21	INITIAL ISSUE
B	MB	30.06.21	PROPOSED PARKING & BINS ADDED

REVISION

PROJECT	HORSHAM (BAILLIE STREET) 129-137 BAILLIE STREET HORSHAM, VIC, 3400
TITLE	SITE LAYOUT PROPOSED DRAINAGE PLAN

SCALE	1:250
SIZE	A3

APPROVAL		DATE
APPROVED		19.03.21
DRAWING No.	33547-DA07	REV.
		B

S5 Instrument of Delegation to The Chief Executive Officer

Preamble

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (the Act) and all other powers enabling it, the Horsham Rural City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on [## 2022];
- 2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by the Chief Executive Officer of Council

in the presence of:

)
)

Witness

Date:

Signed by the Mayor in the presence of:)

)

Witness

Date:

Delegation Sources

- Local Government Act 2020

Positions

- CEO: Chief Executive Officer - Sunil Bhalla

S5 Instrument of Delegation to The Chief Executive Officer

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> 1. determine any issue; 2. take any action; or 3. do any act or thing <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 1. if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> 1.1 entering into a contract exceeding the value of \$275,000; 1.2 making any expenditure that exceeds \$275,000 (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$275,000); * 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.4 election of a Mayor or Deputy Mayor; 1.5 granting of a reasonable request for leave under section 35 of the Act; 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.7 approving or amending the Council Plan; 1.8 adopting or amending any policy that Council is required to adopt under the Act; 1.9 adopting or amending the Governance Rules; 1.10 appointing the chair or the members to a delegated committee;

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>1.11 making, amending or revoking a local law;</p> <p>1.12 approving the Budget or Revised Budget;</p> <p>1.13 approving the borrowing of money;</p> <p>1.14 adopting the Community Vision</p> <p>1.15 adopting the Financial Plan</p> <p>1.16 adopting the Asset Plan</p> <p>1.17 adopting the Revenue and Rating Plan</p> <p>1.15 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or</p> <p>2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</p> <p>3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;</p> <p>4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a</p> <p>4.1 policy; or</p> <p>4.2 strategy</p> <p>adopted by Council; or</p>

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or</p> <p>6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.</p>

S6 Instrument of Delegation - Members of Staff

Preamble

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

[#insert here table of abbreviations, for example:

"COG" means Co-ordinator of Governance#]

3. declares that:

3.1 this Instrument of Delegation is authorised by [#insert "a resolution" or "resolutions"#] of Council passed on [#date#] [#add "and [date]", if appropriate#]; and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Delegation Sources

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Positions

- Bus Prtnr Risk HR: Business Partner Risk & HR - Robert Letts
- CEO: Chief Executive Officer - Sunil Bhalla
- Coord Assets: Co-ordinator Assets - Vacant
- Coord Civil Wrks: Co-ordinator Civil Works - Vacant
- Coord EHO: Co-ordinator Environmental Health - Luke Mitton
- Coord PL Bldg: Co-ordinator Statutory Planning & Building - Joel Hastings
- Coord Strat PL: Co-ordinator Strategic Planning - Stephanie Harder
- Dir Com Plc: Director Communities and Place - Kevin OBrien
- Dir Corp: Director Corporate Services - Graeme Harrison
- Dir Infra: Director Infrastructure - John Martin
- EHO: Environmental Health Officer - Jackson Hanlon
- HR Lead: Human Resources Lead - Tony Schneider
- Mgr Com Serv : Manager Community Services & Safety - Mandi Stewart
- Mgr Engr: Manager Engineering Services - Mazen Aldaghstani
- Mgr Fin: Manager Finance - Heather Proctor
- Mgr Inv Attrct: Manager Investment Attractions & Growth - Fiona Gormann
- Mgr Strat Asst Mgt: Manager Strategic Asset Management - Krishna Shrestha
- MBS: Municipal Building Surveyor - Terry Baker
- N/A: Not Applicable - Not Applicable
- Snr Rates: Senior Rates Officer - Julie Anson
- TL Urban Infra: Team Leader Urban Infrastructure - Michael Mackley

S6 Instrument of Delegation - Members of Staff

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	HR Lead	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	HR Lead	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	Coord Civil Wrks, Snr Rates, HR Lead, TL Urban Infra	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	Coord Civil Wrks, Snr Rates, HR Lead, TL Urban Infra	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	Coord Civil Wrks, Snr Rates, HR	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Lead, TL Urban Infra	
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	HR Lead	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	HR Lead	
s 15(4)	Duty to keep records of delegations	Dir Corp	
s 17(1)	Power to employ any persons necessary	CEO	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	HR Lead	
s 17(3)	Power to determine the terms and conditions of employment or engagement	HR Lead	Subject to any guidelines or directions of the Secretary

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to comply with a direction from the Secretary	HR Lead	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	N/A	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	N/A	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	N/A	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18D(1)(b)	Power to appoint any additional community advisory committees	N/A	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	N/A	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	N/A	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	N/A	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	N/A	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	N/A	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	N/A	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	N/A	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	N/A	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	N/A	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	N/A	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	N/A	Where Council is a Class A cemetery trust

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	N/A	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	HR Lead	
s 20(1)	Duty to set aside areas for the interment of human remains	HR Lead	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	HR Lead	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	HR Lead	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	Dir Corp	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	Dir Corp	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	HR Lead	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Dir Corp	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Dir Corp	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(1)	Duty to make information in records available to the public for historical or research purposes	HR Lead	
s 60(2)	Power to charge fees for providing information	HR Lead	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	HR Lead	
s 64B(d)	Power to permit interments at a reopened cemetery	HR Lead	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	HR Lead	
s 70(2)	Duty to make plans of existing place of interment available to the public	HR Lead	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	HR Lead	
s 71(2)	Power to dispose of any memorial or other structure removed	HR Lead	
s 72(2)	Duty to comply with request received under s 72	HR Lead	
s 73(1)	Power to grant a right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 73(2)	Power to impose conditions on the right of interment	HR Lead	
s 74	Duty to offer a perpetual right of interment	HR Lead	Provision commences on 1 March 2022 unless proclaimed earlier
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	HR Lead	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	HR Lead	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	HR Lead	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 80(2)	Function of recording transfer of right of interment	HR Lead	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	HR Lead	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	HR Lead	Reference to 'sole holder' will no longer apply from 1 March 2022
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	HR Lead	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	HR Lead	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	HR Lead	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	HR Lead	
s 84I(6)(a)	Power to remove any memorial on the place of interment	HR Lead	
s 84I(6)(b)	Power to grant right of interment under s 73	HR Lead	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	HR Lead	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	HR Lead	Does not apply where right of internment relates to remains of a deceased veteran.

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
85(2)(c)	<p>Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;</p> <p>remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.</p>	HR Lead	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	HR Lead	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	HR Lead	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	HR Lead	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	HR Lead	
s.86(5)	duty to provide notification before taking action under s.86(4)	HR Lead	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	HR Lead	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	HR Lead	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	HR Lead	
s 91(1)	Power to cancel a right of interment in accordance with s 91	HR Lead	
s 91(3)	Duty to publish notice of intention to cancel right of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	HR Lead	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	HR Lead	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	HR Lead	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	HR Lead	
s 100(1)	Power to require a person to remove memorials or places of interment	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	HR Lead	
s 100(3)	Power to recover costs of taking action under s 100(2)	HR Lead	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	HR Lead	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	HR Lead	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	HR Lead	
s 103(1)	Power to require a person to remove a building for ceremonies	Dir Corp	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	Dir Corp	
s 103(3)	Power to recover costs of taking action under s 103(2)	HR Lead	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	HR Lead	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	HR Lead	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	HR Lead	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	HR Lead	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	HR Lead	
s 108	Power to recover costs and expenses	HR Lead	
s 109(1)(a)	Power to open, examine and repair a place of interment	HR Lead	Where the holder of right of interment or responsible person cannot be found

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	HR Lead	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	HR Lead	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	HR Lead	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	HR Lead	Provision commences on 1 March 2022
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	HR Lead	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	HR Lead	
s 112	Power to sell and supply memorials	HR Lead	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	HR Lead	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	HR Lead	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119	Power to set terms and conditions for interment authorisations	HR Lead	
s 131	Function of receiving an application for cremation authorisation	N/A	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	N/A	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	HR Lead	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	HR Lead	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	HR Lead	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	HR Lead	
s 151	Function of receiving applications to inter or cremate body parts	HR Lead	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	HR Lead	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	HR Lead	

Cemeteries and Crematoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 8(8)	Power to regulate own proceedings	HR Lead	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	N/A	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	N/A	Where Council is a Class A cemetery trust Subject to cl 8

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, Dir Com Plc, Mgr Com Serv	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coord EHO, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coord EHO, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coord EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coord EHO	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Coord EHO, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Coord EHO, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Coord EHO, EHO	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Coord EHO, EHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19CB(4)(b)	Power to request copy of records	Coord EHO, EHO	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coord EHO, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Coord EHO, EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coord EHO, EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Coord EHO, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Coord EHO, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Coord EHO, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Coord EHO, EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coord EHO, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coord EHO, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coord EHO, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coord EHO, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coord EHO, EHO	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Coord EHO, EHO	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36A	Power to accept an application for registration or notification using online portal	Coord EHO, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Coord EHO, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coord EHO, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Coord EHO, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Coord EHO, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Coord EHO, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Coord EHO, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Coord EHO, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Coord EHO, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(2)	Power to register the food premises on a conditional basis	Coord EHO, EHO	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Coord EHO, EHO	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Coord EHO, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Coord EHO, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Coord EHO, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Coord EHO, EHO	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Coord EHO, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Coord EHO, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Coord EHO, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coord EHO, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Coord EHO, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Coord EHO, EHO	
s 40F	Power to cancel registration of food premises	Coord EHO, EHO	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43	Duty to maintain records of registration	Coord EHO, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Coord EHO, EHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coord EHO, EHO	Where Council is the registration authority
s 45AC	Power to bring proceedings	Coord EHO, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coord EHO, EHO	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Coord PL Bldg	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Dir Com Plc	If authorised by the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Dir Com Plc, Mgr Inv Attrct	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Coord PL Bldg	
s 4I	Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	Coord PL Bldg	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Dir Com Plc	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Dir Com Plc	
s 8A(5)	Function of receiving notice of the Minister's decision	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Dir Com Plc	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Dir Com Plc	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Dir Com Plc, Mgr Inv Attrct	
s 12B(1)	Duty to review planning scheme	Dir Com Plc	
s 12B(2)	Duty to review planning scheme at direction of Minister	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Dir Com Plc	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	Dir Com Plc	
s 17(1)	Duty of giving copy amendment to the planning scheme	Dir Com Plc	
s 17(2)	Duty of giving copy s 173 agreement	Dir Com Plc, Mgr Inv Attrct	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Dir Com Plc	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Coord PL Bldg	
s 21A(4)	Duty to publish notice	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22	Duty to consider all submissions	Dir Com Plc, Mgr Inv Attrct	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Dir Com Plc	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Coord PL Bldg	
s 27(2)	Power to apply for exemption if panel's report not received	Dir Com Plc	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Dir Com Plc	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Dir Com Plc	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Dir Com Plc	
s 30(4)(a)	Duty to say if amendment has lapsed	Dir Com Plc	
s 30(4)(b)	Duty to provide information in writing upon request	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 32(2)	Duty to give more notice if required	Dir Com Plc	
s 33(1)	Duty to give more notice of changes to an amendment	Dir Com Plc	
s 36(2)	Duty to give notice of approval of amendment	Dir Com Plc	
s 38(5)	Duty to give notice of revocation of an amendment	Dir Com Plc	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Dir Com Plc	
s 40(1)	Function of lodging copy of approved amendment	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Coord PL Bldg	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Coord PL Bldg	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Coord PL Bldg	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	N/A	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AW	Function of being consulted by the Minister	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Dir Com Plc	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Dir Com Plc, Coord PL Bldg	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Dir Com Plc, Coord Strat PL	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Dir Com Plc, Coord Strat PL	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Dir Com Plc, Coord Strat PL	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Dir Com Plc, Coord Strat PL	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Dir Com Plc, Coord Strat PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GP	Function of receiving a notice under s 46GO	Dir Com Plc, Coord Strat PL	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(3)	<p>Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution</p> <p>Power to specify the manner in which the payment is to be made</p>	Coord PL Bldg	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Dir Com Plc, Coord PL Bldg	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Coord PL Bldg	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Dir Infra	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Dir Infra	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Mgr Fin	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Mgr Fin	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Mgr Fin	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Mgr Fin	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan,as responsible for those works, services or facilities	Mgr Fin	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Mgr Fin	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Mgr Fin	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Mgr Inv Attrct, Mgr Fin	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Mgr Inv Attrct, Mgr Fin	Where Council is the development agency specified in the approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Mgr Fin	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Dir Com Plc, Mgr Inv Attrct	<p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	Dir Com Plc, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Mgr Inv Attrct, Coord Strat PL	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Dir Com Plc, Mgr Inv Attrct	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Dir Com Plc, Mgr Inv Attrct, Coord Strat PL	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Dir Com Plc	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Dir Com Plc, Mgr Inv Attrct	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	Dir Com Plc, Mgr Inv Attrct	Where Council is the collection agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Dir Com Plc, Mgr Inv Attrct	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Dir Com Plc	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Mgr Inv Attrct, Coord Strat PL	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Dir Com Plc	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Mgr Inv Attrct, Coord Strat PL	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Coord PL Bldg	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Coord PL Bldg	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Dir Com Plc	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	MBS	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Dir Com Plc	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Dir Com Plc	
s 46Q(1)	Duty to keep proper accounts of levies paid	Mgr Fin	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Mgr Fin	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Mgr Fin	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Dir Com Plc	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Dir Com Plc	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Dir Com Plc	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Dir Com Plc	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46QD	Duty to prepare report and give a report to the Minister	Dir Com Plc	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	N/A	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, Dir Com Plc, Dir Infra, Dir Corp	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Coord PL Bldg	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Coord PL Bldg	
s 50(4)	Duty to amend application	Coord PL Bldg	
s 50(5)	Power to refuse to amend application	Dir Com Plc	
s 50(6)	Duty to make note of amendment to application in register	Coord PL Bldg	
s 50A(1)	Power to make amendment to application	Coord PL Bldg	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(4)	Duty to note amendment to application in register	Coord PL Bldg	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Coord PL Bldg	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Coord PL Bldg	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Coord PL Bldg	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Coord PL Bldg	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Coord PL Bldg	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Coord PL Bldg	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Coord PL Bldg	
s 52(3)	Power to give any further notice of an application where appropriate	Dir Com Plc, Mgr Inv Attrct	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Coord PL Bldg	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Coord PL Bldg	
s 54(1)	Power to require the applicant to provide more information	Coord PL Bldg	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Coord PL Bldg	
s 54(1B)	Duty to specify the lapse date for an application	Coord PL Bldg	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Dir Com Plc, Mgr Com Serv	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Coord PL Bldg	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Dir Com Plc	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Coord PL Bldg	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Coord PL Bldg	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(5)	Power to refuse to amend application	Dir Com Plc	
s 57A(6)	Duty to note amendments to application in register	Coord PL Bldg	
s 57B(1)	Duty to determine whether and to whom notice should be given	Coord PL Bldg	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Coord PL Bldg	
s 57C(1)	Duty to give copy of amended application to referral authority	Coord PL Bldg	
s 58	Duty to consider every application for a permit	Coord PL Bldg	
s 58A	Power to request advice from the Planning Application Committee	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 60(1A)	Duty to consider certain matters	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Dir Com Plc, Coord PL Bldg	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	N/A	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Dir Com Plc, Coord PL Bldg	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Dir Com Plc, Coord PL Bldg	
s 62(2)	Power to include other conditions	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Dir Com Plc	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Dir Com Plc	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Dir Com Plc	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Dir Com Plc, Coord PL Bldg	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Dir Com Plc, Coord PL Bldg	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Dir Com Plc, Coord PL Bldg	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Coord PL Bldg	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	Dir Com Plc, Coord PL Bldg	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Coord PL Bldg	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Dir Com Plc, Coord PL Bldg	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Coord PL Bldg	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Coord PL Bldg	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Coord PL Bldg	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Coord PL Bldg	If the recommending referral authority objected to the grant of the permit or the recommending referral

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Coord PL Bldg	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	Coord PL Bldg	
s 69(1A)	Function of receiving application for extension of time to complete development	Dir Com Plc	
s 69(2)	Power to extend time	Dir Com Plc	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to correct certain mistakes	Dir Com Plc, Coord PL Bldg	
s 71(2)	Duty to note corrections in register	Coord PL Bldg	
s 73	Power to decide to grant amendment subject to conditions	Dir Com Plc, Coord PL Bldg	
s 74	Duty to issue amended permit to applicant if no objectors	Dir Com Plc, Coord PL Bldg	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Coord PL Bldg	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Coord PL Bldg	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Coord PL Bldg	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Coord PL Bldg	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Dir Com Plc, Coord PL Bldg	
s 83	Function of being respondent to an appeal	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83B	Duty to give or publish notice of application for review	Coord PL Bldg	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Dir Com Plc, Coord PL Bldg	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Dir Com Plc, Coord PL Bldg	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Dir Com Plc, Coord PL Bldg	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	Dir Com Plc, Coord PL Bldg	
s 84AB	Power to agree to confining a review by the Tribunal	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 86	Duty to issue a permit at order of Tribunal within 3 working days	Dir Com Plc, Coord PL Bldg	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Dir Com Plc, Coord PL Bldg	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Dir Com Plc, Coord PL Bldg	
s 91(2)	Duty to comply with the directions of VCAT	Dir Com Plc, Coord PL Bldg	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Dir Com Plc, Coord PL Bldg	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 93(2)	Duty to give notice of VCAT order to stop development	Dir Com Plc, Coord PL Bldg	
s 95(3)	Function of referring certain applications to the Minister	Coord PL Bldg	
s 95(4)	Duty to comply with an order or direction	Coord PL Bldg	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Dir Com Plc	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Dir Com Plc	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Dir Com Plc	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	Dir Com Plc	
s 96H(3)	Power to give notice in compliance with Minister's direction	Coord PL Bldg	
s 96J	Power to issue permit as directed by the Minister	Dir Com Plc, Coord PL Bldg	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Dir Com Plc, Mgr Inv Attrct, Coord PL Bldg	
s 97C	Power to request Minister to decide the application	Dir Com Plc	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Dir Com Plc, Coord PL Bldg	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Coord PL Bldg	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Coord PL Bldg	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Coord PL Bldg	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Dir Com Plc	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Coord PL Bldg	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Dir Com Plc, Coord PL Bldg	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Dir Com Plc, Coord PL Bldg	
s 97Q(4)	Duty to comply with directions of VCAT	Dir Com Plc, Coord PL Bldg	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Coord PL Bldg	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Dir Com Plc, Coord PL Bldg	
s 101	Function of receiving claim for expenses in conjunction with claim	Dir Com Plc	
s 103	Power to reject a claim for compensation in certain circumstances	Dir Com Plc	
s.107(1)	function of receiving claim for compensation	Dir Com Plc	
s 107(3)	Power to agree to extend time for making claim	Dir Com Plc	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Dir Com Plc	
s 114(1)	Power to apply to the VCAT for an enforcement order	Dir Com Plc, Coord PL Bldg	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Dir Com Plc, Coord PL Bldg	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Dir Com Plc, Coord PL Bldg	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Dir Com Plc	Except Crown Land
s 129	Function of recovering penalties	Dir Com Plc	
s 130(5)	Power to allow person served with an infringement notice further time	Coord PL Bldg	
s 149A(1)	Power to refer a matter to the VCAT for determination	Dir Com Plc, Coord PL Bldg	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Dir Com Plc	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Dir Com Plc	
s 171(2)(g)	Power to grant and reserve easements	Dir Com Plc	
s 173(1)	Power to enter into agreement covering matters set out in s 174	Dir Com Plc	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, Dir Com Plc	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Dir Com Plc	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Dir Com Plc	
s 178A(1)	Function of receiving application to amend or end an agreement	Dir Com Plc	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Dir Com Plc	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(5)	Power to propose to amend or end an agreement	Dir Com Plc	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Dir Com Plc	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Dir Com Plc	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B <hr/> Not Delegated
s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, Dir Com Plc	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Dir Com Plc	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Dir Com Plc	After considering objections, submissions and matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(d)	Power to refuse to amend or end the agreement	Dir Com Plc	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Dir Com Plc	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Dir Com Plc	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Dir Com Plc	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Dir Com Plc	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Dir Com Plc	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Coord PL Bldg	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Coord PL Bldg	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Coord PL Bldg	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Coord PL Bldg	
s 182	Power to enforce an agreement	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Dir Com Plc	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Dir Com Plc	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Dir Com Plc, Coord PL Bldg	
s 184G(2)	Duty to comply with a direction of the Tribunal	Dir Com Plc	
s 184G(3)	Duty to give notice as directed by the Tribunal	Dir Com Plc	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 198(1)	Function to receive application for planning certificate	Coord PL Bldg	
s 199(1)	Duty to give planning certificate to applicant	Coord PL Bldg	
s 201(1)	Function of receiving application for declaration of underlying zoning	Coord PL Bldg	
s 201(3)	Duty to make declaration	Coord PL Bldg	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Dir Com Plc, Coord PL Bldg	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Dir Com Plc, Coord PL Bldg	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Dir Com Plc, Coord PL Bldg	
	Power to give written authorisation in accordance with a provision of a planning scheme	Dir Com Plc, Coord PL Bldg	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Dir Com Plc	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Dir Com Plc	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coord EHO, EHO	
s 522(1)	Power to give a compliance notice to a person	Coord EHO, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Dir Com Plc	
s 525(4)	Duty to issue identity card to authorised officers	HR Lead	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Dir Com Plc	
s 526A(3)	Function of receiving report of inspection	Dir Com Plc	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Dir Com Plc	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Dir Infra	Obtain consent in circumstances specified in s 11(2)
s 11(9)(b)	Duty to advise Registrar	Coord Assets, Mgr Engr	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Coord Assets, Mgr Engr	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Dir Infra	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Dir Infra	Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Dir Infra	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	Dir Infra	Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	Dir Infra	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(10)	Duty to notify of decision made	Dir Infra	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Dir Infra	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Dir Infra	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Dir Infra	
s 15(2)	Duty to include details of arrangement in public roads register	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(7)	Power to enter into an arrangement under s 15	Dir Infra	
s 16(8)	Duty to enter details of determination in public roads register	Dir Infra	
s 17(2)	Duty to register public road in public roads register	Dir Infra	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Dir Infra	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to record designation in public roads register	Dir Infra	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Dir Infra	
s 19(4)	Duty to specify details of discontinuance in public roads register	Dir Infra	
s 19(5)	Duty to ensure public roads register is available for public inspection	Dir Infra	
s 21	Function of replying to request for information or advice	Dir Infra	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Dir Infra	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(5)	Duty to give effect to a direction under s 22	Dir Infra	
s 40(1)	Duty to inspect, maintain and repair a public road.	Dir Infra, Mgr Strat Asst Mgt	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Dir Infra	
s 42(1)	Power to declare a public road as a controlled access road	Dir Infra	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Dir Infra	Power of coordinating road authority and sch 2 also applies

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Dir Infra	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Dir Infra	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	
s 49	Power to develop and publish a road management plan	Dir Infra	
s 51	Power to determine standards by incorporating the standards in a road management plan	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Dir Infra, Mgr Strat Asst Mgt	
s 54(2)	Duty to give notice of proposal to make a road management plan	Dir Infra, Mgr Strat Asst Mgt	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Dir Infra, Mgr Strat Asst Mgt	
s 54(6)	Power to amend road management plan	Dir Infra, Mgr Strat Asst Mgt	
s 54(7)	Duty to incorporate the amendments into the road management plan	Dir Infra, Mgr Strat Asst Mgt	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Dir Infra, Mgr Strat Asst Mgt	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(1)	Power to consent to conduct of works on road	Mgr Engr, Dir Infra	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Dir Infra	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Mgr Engr, Dir Infra	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Mgr Engr, Dir Infra	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Mgr Engr, Dir Infra	Where Council is the coordinating road authority
s 67(3)	Power to request information	Mgr Engr, Dir Infra	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	Power to request information	Mgr Engr, Dir Infra	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Dir Infra	
s 72	Duty to issue an identity card to each authorised officer	Dir Infra	
s 85	Function of receiving report from authorised officer	Dir Infra	
s 86	Duty to keep register re s 85 matters	Dir Infra	
s 87(1)	Function of receiving complaints	Dir Infra	
s 87(2)	Duty to investigate complaint and provide report	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Dir Infra	
s 112(2)	Power to recover damages in court	Dir Infra	
s 116	Power to cause or carry out inspection	Bus Prtnr Risk HR, Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Mgr Engr, Dir Infra	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Dir Infra	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 121(1)	Power to enter into an agreement in respect of works	Dir Infra	
s 122(1)	Power to charge and recover fees	Dir Infra	
s 123(1)	Power to charge for any service	Dir Infra	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Dir Infra	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Dir Infra	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Dir Infra	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Dir Infra	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	Dir Infra	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Dir Infra	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Dir Infra	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(5)	Power to recover costs	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Mgr Engr, Dir Infra	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority, responsible authority or infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(5)	Power to consent to proposed works	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Dir Infra	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Dir Infra	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Dir Infra	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Dir Infra	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24	Duty to ensure that cemetery complies with depth of burial requirements	HR Lead	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	HR Lead	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	HR Lead	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	HR Lead	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	HR Lead	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	HR Lead	
r 30(2)	Power to release cremated human remains to certain persons	HR Lead	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	HR Lead	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	HR Lead	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	HR Lead	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	HR Lead	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	HR Lead	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	HR Lead	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	HR Lead	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	HR Lead	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	HR Lead	
r 40	Power to approve a person to play sport within a public cemetery	HR Lead	
r 41(1)	Power to approve fishing and bathing within a public cemetery	HR Lead	
r 42(1)	Power to approve hunting within a public cemetery	HR Lead	
r 43	Power to approve camping within a public cemetery	HR Lead	
r 45(1)	Power to approve the removal of plants within a public cemetery	HR Lead	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	HR Lead	
r 47(3)	Power to approve the use of fire in a public cemetery	HR Lead	

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	HR Lead	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	HR Lead	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	HR Lead	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	HR Lead	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	HR Lead	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	HR Lead	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	HR Lead	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	HR Lead	See note above regarding model rules

Cemeteries and Crematoria Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	HR Lead	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	HR Lead	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	HR Lead	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	HR Lead	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	HR Lead	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	HR Lead	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	HR Lead	See note above regarding model rules

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Dir Com Plc, Coord PL Bldg	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Dir Com Plc, Coord PL Bldg	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Dir Com Plc, Coord PL Bldg	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Dir Com Plc, Coord PL Bldg	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Dir Com Plc, Coord PL Bldg	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Dir Com Plc, Mgr Inv Attrct	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Dir Com Plc, Mgr Inv Attrct	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	Dir Com Plc, Mgr Inv Attrct	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Function of entering into a written agreement with a caravan park owner	Coord EHO, EHO	
r 10	Function of receiving application for registration	Coord EHO, EHO	
r 11	Function of receiving application for renewal of registration	Coord EHO, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coord EHO, EHO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Dir Com Plc, Coord EHO, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coord EHO, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Dir Com Plc, Coord EHO, EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Coord EHO, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(4) & (5)	Duty to issue certificate of registration	Coord EHO, EHO	
r 14(1)	Function of receiving notice of transfer of ownership	Coord EHO, EHO	
r 14(3)	Power to determine where notice of transfer is displayed	Coord EHO, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	Coord EHO, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	Coord EHO, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coord EHO, EHO	
r 17	Duty to keep register of caravan parks	Coord EHO, EHO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Coord EHO, EHO	
r 18(6)	Power to determine where certain information is displayed	Coord EHO, EHO	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coord EHO, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22(2)	Duty to consult with relevant emergency services agencies	Coord EHO, EHO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coord EHO, EHO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coord EHO, EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	Coord EHO, EHO	
r 26	Duty to have regard to any report of the relevant fire authority	Coord EHO, EHO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Coord EHO, EHO	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coord EHO, EHO	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coord EHO, EHO	
r 41(4)	Function of receiving installation certificate	Coord EHO, EHO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Dir Com Plc	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	MBS	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Dir Infra, Mgr Strat Asst Mgt	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Dir Infra, Mgr Strat Asst Mgt	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Dir Infra, Mgr Strat Asst Mgt	
r 13(1)	Duty to publish notice of amendments to road management plan	Dir Infra, Mgr Strat Asst Mgt	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Dir Infra, Mgr Strat Asst Mgt	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	Mgr Engr, Dir Infra	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Mgr Engr, Dir Infra, Mgr Strat Asst Mgt	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Dir Infra	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Dir Infra	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Mgr Engr	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Dir Infra	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Dir Infra	

Road Management (Works and Infrastructure) Regulations 2015

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Dir Infra	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Dir Infra	Where Council is the coordinating road authority

Minutes of Audit & Risk Committee Meeting



File Ref: F18/A13/000001

Held at Horsham Rural City Council Chambers on 17 March 2022

Meeting commenced at 12:00 Noon.

CLOSED SESSION – 12 Noon to 12:30pm

1. PRESENT

Committee Members

Mr Richard Trigg (Chair)

Mr Vito Guidice (on line)

Mr Mark Knights

Cr Robyn Gulline

Cr Penny Flynn (on line) arrived 12:42pm

Also in Attendance (ex officio):

Mr Sunil Bhalla, Chief Executive Officer

Mr Graeme Harrison, Director Corporate Services

Mrs Heather Proctor, Manager Finance

Ms Diana McDonald, Co-ordinator Governance

Mr Paul Harrison, RSD Audit

Mr Martin Thompson, Crowe

Additional Council Officer Attendees:

Mr John Martin (Item 11.2)

Mr Robert Letts (Items 9.1 and 9.2)

Ms Faith Hardman, Corporate Planner (Minutes)

2. WELCOME

Richard Trigg, Committee Chair welcomed Paul Harrison from RSD and Martin Thompson from Crowe, noted Cr Penny Flynn will be dialling into the meeting shortly, and will be welcomed at that time.

3. APOLOGIES

Kathie Teasdale, RSD Audit

4. CONFLICT OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

Moved Mark Knights, seconded Cr Robyn Gulline that the minutes of the Audit and Risk Committee meetings held on 18 November and 14 December 2021 be confirmed as an accurate record of the meetings.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- 6.1. Internal Audit Action Items to be prioritised to those of relevance to HRCC, which has been completed. Restructure according to categories has also been completed.
- 6.2. Fraud and Corruption Control Procedure Review - Required further review and will be brought to the next Audit and Risk Committee meeting. The action that noted the word "councillors" being included in the "codes of conduct". Is an amendment to a section in the Fraud and Corruption Procedure

ACTION: Robert Letts to provide reviewed Fraud and Corruption Control Procedure.

7. AUDIT REPORTS

7.1. VAGO Audit Strategy Memorandum 30 June 2022

Martin Thompson outlined the planned approach of Council's external auditors for the audit of the consolidated financial report, performance statement and known acquittals for the financial year ending 30 June 2022. Martin noted that the initial planning stages have been completed and form the basis of the presented VAGO Audit Strategy Memorandum.

7.2. RSD Internal Audit Update Report Qtr. 2 – Local Government

RSD Council's internal auditors provide a quarterly report on recent reports and publications of interest by government agencies and other sources and provide updates for the Committee. The Committee queried whether there is any particular reports of interest to HRCC. Noted that nothing of high concern except the rate cap (1.75% for the 2022/23 Financial year) limiting the activities of councils. Discussed the steps we've already taken to offset some of the issues raised in the reports such as addressing IT weaknesses and other risks.

7.3. RSD Strategic Internal Audit Status Report

There are currently two internal audits underway, the final draft Human Resources report is with management for review, and the Service and Business Planning audit is still underway. Both to be presented at the next meeting being held in June 2022.

7.4. Council's Internal Audit Actions Report

The quarterly report on the completion and/or number of outstanding audit actions has shown a decrease in the number of actions completed for this quarter compared to the previous quarters. The Committee was satisfied with the explanations given.

In total only three actions were completed, these related to the completion of Councils Workforce Plan and the adoption of the Greening Greater Horsham – Municipal Tree Strategy. This compared to 10 actions which were completed last quarter and 18 the quarter before. Overdue items increased from 22 to 36 with two of these high risk items. Council will continue to focus on further completion of outstanding items.

Moved Vito Guidice, seconded Mark Knights that the reports provided at items 7.1 – 7.4 be accepted as presented.

CARRIED

7.5. Governance

7.5.1. Governance Compliance Framework Biannual Report and Compliance Spreadsheet

Organisational Governance Checklist Actions Update detailed of the 148 actions, 79 have now been completed, an increase from 62 in the last report. There are 37 ongoing actions (reoccurring actions completed annually or quarterly) and a further 20 actions currently underway. Five actions are "not started" and seven actions "not applicable".

7.5.2. Audit & Risk Committee Biannual Report (March 2022)

The Audit & Risk Committee Biannual Report provided in accordance with section 54(4) of the *Local Government Act 2020* showed 100% attendance rate by independent committee members and Councillor Representatives, new external auditors Crowe appointed, sixteen policies/procedures adopted or reviewed, Internal analysis of a Local Government Inspectorate Report.

The Biannual Report will be presented by the Chair Richard Trigg at the Council Briefing on 4th April 2022.

ACTION: Any Committee feedback to be provided by Tuesday 22 March 2022

7.5.3. Local Government Inspectorate – Policy Document Review

The Committee has previously been updated quarterly on the implementation of the new *Local Government Act 2020*. The Local Government Inspectorate (LGI) recently contacted all Council's requesting "Policy Document Review – Request for Information". The Local Government Inspectorate is assessing whether all Councils have developed the relevant policies and documents which were required as part of the LGAct 2020 and that they were implemented within the legislated timeframes and included the relevant information.

7.5.4. Policies reviewed and adopted 10 November 2021 to 9 March 2022

There were 13 policies and procedures reviewed and/or updated for the quarter.

Policies and Procedures Adopted or Reviewed	Date Adopted
Complaint Resolution Procedure	25 November 2021
Mobile Food and Beverage Vehicle Trading Policy	22 November 2021
Committee Framework Policy	13 December 2021
Mobile Food and Beverage Trading Procedure	13 December 2021
CEO Remuneration Policy	13 December 2021
Complaint Resolution Policy	13 December 2021
Live Streaming of Council Meetings Policy	13 December 2021
Asset Recognition and Valuation Policy	21 December 2021
Community Development Grants Policy	24 January 2022
Councillor Standing as a State or Federal Candidate Policy	24 January 2022
Civic Flag Policy	15 February 2022
Community Donations Policy	28 February 2022
Sexual Harassment Policy	08 March 2022

Moved Cr Penny Flynn, seconded Vito Guidice that the Audit and Risk Committee receive and note agenda items 7.9.

CARRIED

8. SCHEDULED ITEMS**8.1. Compliance & Legislation**

John Martin reported the National Heavy Vehicle Regulator (NHVR) issued an infringement notice for overloading. Staff believed were within the appropriate limits from the hirer. Within days HRCC staff weighed all trucks to document the new appropriate limits. Fleet manager developed a system for clear understanding of each vehicles limits and has also scheduled training for staff with the NHVR but has not taken place due to COVID.

Enquiry as to the landfill fire – the fire is now out.

8.2. Outstanding External Audit Items

As reported in the VAGO Audit Strategy Memorandum at item 7.1

8.3. Reporting

8.3.1. Quarterly Performance Report, including Finance and Performance Report for the period 1 October to 31 December 2021.

8.3.2. Finance and Performance Report ending 28 February 2022

Report developed by HRCC's management accountant to interrogate our financial data each month. This is an abridged report as provided to the councillors. The report highlighted a large variance at this time of year. Variances is underspend in roads and bridges at this time. Variance in plant however commitments have been made in tenders but industry delays are holding up supply. Projects which we were waiting for grant funding for, funding announcements were late which triggers delays in the projects. Department managers will review any amounts that may need to be carried forward.

Moved Mark Knights, seconded Cr Robyn Gulline that the Audit and Risk Committee receive and note the Quarterly Performance Report and Finance Performance Report ending 29 February 2022.

CARRIED

CEO UPDATE

Sunil Bhalla, CEO discussed the following:

Emerging Issues –

- 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. Already advocating for funding as part of the federal election.
- Greening Horsham Strategy
- Horsham North Local Area Plan Consultation

8.4. Any new level of Risk/Fraud and Corruption/Protected Disclosure

The Chair asked the CEO Are there any compliance breaches or risk incidences in the last quarter– the CEO noted the item discussed at 8.1 with the Director of Infrastructure, John Martin National Vehicle Regulator issued an infringement notice for overloading. Staff believed were within the appropriate limits from the hirer.

8.5. BCP and COVID-19 Updates – No compulsory working from home, but agreed working from home arrangements in place so staff are generally back in the office.

9. RISK MANAGEMENT

Robert Letts presented and spoke to the Minutes of the Risk Committee and offered to circulate the minutes if requested.

9.1. Business Continuity Policy Review

The Business Continuity Policy is to be reviewed to ensure continuity of terminology and to reflect the new practices with Working from Home options.

ACTION: Robert Letts to provide the reviewed Business Continuity Policy.

9.2. Council's insurance program report

Committee Chair proposed a report which outlines what our insurances are and where they are held so the committee can indicate that we have signed off the types of insurance and levels of cover.

ACTION: Robert Letts to provide a report for the Committee that outlines Council's insurances are and the levels of cover.

9.3. Annual Work Plan Items (deferred) - Additional Risk Management items listed for this quarter have been deferred to the next meeting in June 2022

ACTION: Robert Letts to provide the additional deferred Risk Management items at the next meeting in June 2022.

Moved Mark Knights, seconded Vito Guidice that the Committee receive and note the reports and drafts contained in items 9.1 and 9.2.

CARRIED

10. CORRESPONDENCE

Nil

11. ONGOING MONITORING

11.1. IT Testing Scenarios – No scenarios run this quarter

11.2. Road Management Plan Status Report

Item addressed at 8.1 - Data to measure achievements against council's Road Management Plan (RMP) began to be available from 2019, as implementation of the Reflect Maintenance System progressed. A targeted program was introduced in 2019 to address outstanding footpath defects. The latter part of these works has been carried over to the 2021-2022 financial year due to limited contractor availability. The status on the number of defects in the system and remaining actions required to maintain compliance was addressed in the report.

Moved Cr Robyn Gulline, seconded Mark Knights that the Road Management Plan Status Report be accepted as presented

CARRIED

12. FOR INFORMATION ONLY

Nil

13. GENERAL BUSINESS

13.1. Audit and Risk Committee Annual Work Program Review

The annual review of the Audit and Risk Committee Annual Work Program is scheduled for the September quarter but Governance staff have suggested that it may be beneficial to the Committee to have each action numbered, and whether the Committee would like this addressed and prepared earlier.

ACTION: Audit and Risk Committee Annual Work Program to be numbered and a register developed to show the date of completion of each item.

13.2. Internal Audit & Risk Committee Members Contract Terms – For information only

13.3. Summary Table of Council Reports

Previously the Committee have been provided with a summary of all reports that were tabled with the council as an opportunity for independent committee members to be aware of all Reports going to Council Meetings.

ACTION: To reintroduce the Summary Table of Council Reports with a short summary and purpose of the reports and place on the Portal for all Members.

13.4. Rural Council's Corporate Collaboration (RCCC) Project Update

Updated provided on current status of project. Currently on track to implementation process.

13.5. Website Update – Presented for review

ACTION: All Independent Committee members to provide feedback on the content to Diana McDonald before placing on Council's website.

14. NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on 9 June 2022 in the Council Chamber, Civic Centre, Horsham (commencing at 12 noon closed meeting) 12:30pm for the main meeting.

15. CLOSE

The meeting closed at 2.46 pm

Minutes signed as correct: (Chair)
Mr Richard Trigg
Date:

COMMUNITY GRANTS AND DONATIONS 2022/2023

	COUNCIL DONATIONS \$	COUNCIL GRANTS \$
SPORT AND RECREATION		
Central Park Tennis Club (Hsm) Inc.		2,050
Central Wimmera Clay Target Club Inc		1,000
Horsham Calisthenics College		1,000
Horsham City Rowing club		1,500
Horsham Colts Cricket Club Inc		423
Horsham Cricket Association		2,392
Horsham Golf Club		3,500
Horsham Lawn Tennis Club Inc.		678
Horsham Saints Cricket Club		989
Horsham Swimming Club Inc		1,620
Horsham Table Tennis & Community Centre		4,000
Kalkee Football Netball Club		2,965
Mid West Riding Club		1,000
Natimuk and District Gymnastics Club		2,030
Natimuk Bowling Club		3,300
Natimuk Climbing Club Incorporated		2,232
Natimuk Golf Club		2,455
Natimuk United Football Netball Club		2,145
Noradjuha Recreation Reserve		7,150
Noradjuha-Quantong FNC		1,000
Sunnyside Horsham Bowling Club		900
Taylors Lake Football Netball Club		950
Toolondo Golf Club Inc		1,000
Wimmera Equestrian Club Inc		5,000
Wimmera HPV Racing Team		6,480
Wimmera Kart Racing Club Inc		10,000
Annual Allocation to assist funding applications	15,000	
Specific Donation - Horsham Basketball Stadium (Lease)	15,500	
Community maintained Recreation Reserve maintenance allocation		
Clear Lake	540	
Dock Lake	12,750	
Dooen Recreation Reserve	540	
Laharum	12,750	
Kalkee	6,375	
Pimpinio	6,375	
Quantong	12,750	
Riverside (Equestrian Outdoor Surface)	540	
Noradjuha	3,165	
Natimuk Showgrounds	6,375	
Toolondo	540	
Coughlin Park (HRCC allocation of outdoor staff resources)	12,750	
TOTAL COMMUNITY GRANTS FOR SPORT AND RECREATION	105,950	67,759
HALLS INFRASTRUCTURE		
Dooen Public Hall Committee of Management Refridgeration upgrade		3,000
Insurance levy for Public Halls (Brimpaen, Dadswells Bridge, Dooen, Haven, Jung, Kanagulk, Laharum , Mitre Natimuk, Noradjuha, Riverside, Sailors Home Hall, Taylors Lake, Telangatuk Toolondo, Wonwondah, Clear Lake School, Hamilton Lamb Hall)	16,500	
Insurance levy for other community facilities	11,000	
TOTAL COMMUNITY GRANTS FOR HALLS	27,500	3,000
KINDERGARTENS		
Haven Bush Playgroup		1,000
Natimuk Kindergarten		3,800
Natimuk Road Horsham Kindergarten		1,667
Maintenance Grants of \$900 for Council's 6 Kindergartens	5,400	
TOTAL COMMUNITY GRANTS FOR KINDERGARTENS	5,400	6,467

APPENDIX 9.11A

GENERAL WELFARE AND COMMUNITY SERVICES

St John Ambulance Australia (Vic) Inc - Horsham		
Division	Horsham Division defibrillator replacement	1,612
Christian Emergency Food Centre Inc.	Food Hampers	5,165
Horsham College Chaplaincy Committee		5,900
Wimmera River Imp Committee		8,635
Wimmera River Imp Committee-Police paddock		2,535
TOTAL COMMUNITY GRANTS FOR WELFARE & COMMUNITY SERVICES		22,235
		1,612

COMMUNITY GRANTS AND DONATIONS 2022/2023

ORGANISATIONS	COUNCIL DONATIONS \$	COUNCIL GRANTS \$
4th Horsham Scout Group		600
ACT Natimuk		3,500
Arapiles Historical Society Inc		2,500
Gariwerd Artists		1,727
Horsham Agricultural Society		5,772
Horsham Historical Society Inc.		2,500
Horsham Masonic Centre Association		1,000
Horsham Men's Shed		4,092
Lions Club of City of Horsham Inc		600
Oasis Wimmera		2,000
Rotary Club of Horsham East		1,000
Salvation Army (Patch Community Garden)		1,500
Sunnyside Lutheran Retirement Village		908
Voices of the Wimmera		704
West Vic Business (formerly Business Horsham)		1,800
Wimmera Filipino- Australian Club		2,000
Wimmera Mobility Group		800
General Contingency		
Dadswells Bridge Newsletter	280	
Horsham City Pipe Band	1,800	
Horsham Rural City Brass Band	1,800	
Natimuk Brass Band	1,800	
Wonwondah North Hall Newsletter	280	
Natimuk & Dist Progress Assoc Inc	1,800	
North West Grampians Newsletter	1,800	
Federation University Horsham Campus Nursing Award	300	
Longerenong Citizenship Award	300	
Horsham College Senior Achievement Award	200	
Horsham College - Alternate Pathways Achievement Award	200	
St Brigid's College Senior Achievement Award	200	
Holy Trinity Lutheran College Senior Achievement Award	200	
Wimmera Assoc for Genealogy	340	
Charitable Organisations - refund of rates	8,000	
Rural Toilet allocation	2,635	
Contingency		19,276
TOTAL COMMUNITY GRANTS TO ORGANISATIONS	21,935	52,279
EVENTS		
Arapiles Community Theatre		6,500
Art is Festival Incorporated		6,000
Beyond Community Inclusion Inc.		3,052
Horsham & District Orchid Society Inc.		950
Horsham Arts Council Inc.		6,000
Horsham Carols by Candlelight	4,130	
Horsham Fishing Competition Inc		5,000
Horsham Karen Community Group		6,000
Horsham Mothers Day Classic Horsham		1,000
Horsham Rockers Inc		2,000
Horsham Urban Landcare		500
Kannamaroo Festival		6,000
Lions Clubs International 201V2 District		3,192
Natimuk Agricultural and Pastoral Society Inc		2,000
Nati Frinj Biennale - event support		6,500
Art is Festival		6,000
Debutante Gala Ball for people of all abilities - Venue hire		3,052
2022 Spring Orchid show		950
Horsham Arts Council's Venue Hire Support - 2022/2023		6,000
2022 Carols event		4,130
2023 Horsham Fishing Competition Event Support		5,000
Karen New Year Celebrations 2023		6,000
Mothers Day classic advertising, signage, entertainment,		1,000
Rockin at the Races (Horsham Rockers Annual Dance)		2,000
Building capacity within the Urban Landcare Movement		500
Kannamaroo Festival 2022		6,000
Support for Annual Convention - venue hire		3,192
Show Day Entertainment		2,000

APPENDIX 9.11A

The Rotary Club of Horsham East	Wimmera Science and Engineering challenge Aug 2022		6,000
The Rotary Club of Horsham East	Wimmera Science and Engineering challenge 2023		6,000
The Wimmera Pride Project Inc.	Wimmera Pride Project Pride Night 2022/2023		3,000
Wimmera Biodiversity Seminar	The 25th Annual Wimmera Biodiversity Seminar		1,000
Wimmera Hospice Care Auxillary	Hospice Quilt Auction		900
Wimmera Machinery Field Days Inc	Wimmera Ag Innovations Day - marketing/advertising		2,000
Wimmera Rockers Danceworld Inc.	Rock and roll dance		2,000
Youth grants program	New Youth Grants Stream 22/23		10,000
TOTAL COMMUNITY GRANTS FOR EVENTS		4,130	79,094
SUB - TOTALS		187,150	210,211
GRAND TOTAL COMMUNITY GRANTS AND DONATIONS 2022/2023			397,361

HRCC COMMUNITY GRANTS 2022/2023 – CONFLICT OF INTEREST DECLARATIONS

CONFLICT OF INTEREST DECLARATIONS FOR COMMUNITY GRANT ASSESSMENT TEAM – 29/3/2022

Team Member	Conflict of Interest Declared
Robyn Evans	Nil
Fiona Gormann	Nil
Carolynne Hamdorf	Natimuk & District Soldiers Memorial Hall, Arapiles Community Theatre,
Mandi Stewart	Nil
Dianna Blake	Nil
Heather Proctor	Nil
Mel Janetzki (non-voting)	Nil
Susan Surridge (non-voting)	Nil

CONFLICT OF INTEREST DECLARATIONS FOR EMT – 12/4/2022

EMT Member	Conflict of Interest Declared
Sunil Bhalla	NIL
Graeme Harrison	NIL
John Martin	NIL
Kevin O'Brien	NIL

CONFLICT OF INTEREST DECLARATIONS FOR COUNCILLORS – 18/4/2022

Councillor	
Robyn Gulline (Mayor)	Wimmera Machinery Field Days
Di Bell	Kannamaroo, Fishing Competition, Beyond Community Inclusion
David Bowe	NIL
Penny Flynn	NIL
Claudia Haenel	NIL
Les Power	NIL
Ian Ross	NIL

MEMORANDUM OF UNDERSTANDING

between

HORSHAM RURAL CITY COUNCIL

and

WIM RESOURCE PTY LTD

for the **AVONBANK PROJECT**

1. PURPOSE OF AGREEMENT

This is a Memorandum of Understanding (MOU) between

WIM Resource Pty Ltd (WIM) and

Horsham Rural City Council (HRCC).

The MOU seeks to confirm the principles of a collaborative approach, recognising the specific roles and obligations of each of the parties.

The purpose of this agreement is for parties to develop processes to support working cooperatively and collaboratively, to maximise mutually beneficial community and economic outcomes, and ensure best environmental practice from the development and operation of the Avonbank Mineral Sands Project (Avonbank Project), within the Rural City of Horsham.

Both parties recognise that the MOU will be appended to the documentation WIM is required to provide to the Victorian Government's Environment Effects Statement (EES) process for assessment of the potential environmental, social, and economic impacts of the Avonbank Project.

2. AVONBANK PROJECT OVERVIEW

WIM is a privately owned Australian heavy mineral sands (HMS) resource development company, with one of the largest portfolios of HMS projects in the world. WIM's vision is to become a long-term producer of zircon, titanium, and rare earth minerals, these minerals are critical to everyday living. WIM's corporate and technical team have a proven tracked record of mine development having been involved in the development of several Australian HMS mines.

The Avonbank Project is WIM's flagship project and is located 15km north of the City of Horsham. WIM anticipates mining the mineral sands ore body over a period of thirty-six years. It will supply mineral concentrate containing zircon, ilmenite, and minor rare earth by products to offshore markets.

WIM has invested heavily in the project over the past nine years and recently completed a test pit and demonstration processing plant, which represented a major commitment and investment by WIM shareholders to move the project into full scale development.

In addition, there are ongoing environmental and socio-economic EES related studies as the project moves towards the construction stage. The project is currently at a Bankable Feasibility Study (BFS) or Definitive Feasibility Study (DFS) stage. This advanced stage of development will enable WIM to commence a funds raising exercise from 2022.

For the EES related studies, WIM expects to complete this process in 2022. Subject to final approvals and finance WIM plans to commence construction within the next three years.

The Avonbank Project is one of the most significant investments likely to occur in the Wimmera region in the past twenty years. Economic modelling for the company has found that there will be substantial net positive economic impacts for Horsham Rural City (RC), the Wimmera Southern Mallee (WSM) region, and the State of Victoria generally.

3. SHARED VISION AND ASPIRATIONS FOR THE AVONBANK PROJECT

The parties aim to maximise potential benefits for Horsham RC and WSM region by working towards WIM's corporate vision to 'Think Ahead, Move Ahead' and Council's vision, that states:

In 2041, Horsham region is a vibrant, liveable hub that thrives on strong economic growth and social connectedness. Empowering people to live, work and access opportunities for recreation and culture, now and into the future.

These Visions are underpinned by a commitment to:

- ◆ regular and open communication between the parties on all matters relating to the project
- ◆ joint advocacy processes to pursue commitments to the project and the region that will generate lasting benefits for both the project and the region
- ◆ consider community outcomes in all aspects of the planning and delivery of the project
- ◆ acknowledge that the best outcomes for the company and the community will flow from an efficient and financially robust project
- ◆ building on each party's core strength, skills, and attributes
- ◆ sharing information that will facilitate positive outcomes for the Avonbank Project
- ◆ acknowledging the cooperation will generate the most significant outcomes for both the region and the project.
- ◆ managing the mine in an environmentally responsible manner

The MoU does not preclude Council making a submission on the social, environment and economic impacts of the EES proposal.

Whilst the content of this MOU focuses on maximising local social and economic opportunities associated with the project, both parties also acknowledge the importance of ensuring that the impacts on the physical environment of the project are minimised as far as reasonably practical and managed to a high standard that reflects industry standard practices. This area is not addressed in detail within the MOU as other processes exist to consider and protect the physical environment.

4. STRATEGIC ASPIRATIONS

The Avonbank project aims to deliver the aspirations of Council's Investment Attraction Policy by having a strong commitment to creating a high-quality business environment that develops new jobs, fosters innovation in technology and diversifies the economic base.

Both WIM and the HRCC share the Victorian Government aspiration for successful development in regional Victoria.

5. AIMS AND OBJECTIVES OF THIS AGREEMENT

Both parties are committed to working in collaboration to identify and progress opportunities that will deliver social and economic development benefits for the region whilst, through endeavouring to maximise the

efficiency and robustness of the Avonbank Project's operations, not compromising or placing an unnecessary financial burden on WIM as a company with obligations to its shareholders.

The aims of this MOU are therefore to ensure that:

- ◆ the roles of each party are clearly understood and respected by both parties;
- ◆ processes are developed that will assist the parties to facilitate positive local economic and social outcomes associated with the project;
- ◆ processes and mechanisms are in place to support clear communication, collaboration and support, and these mechanisms are understood and supported by both parties; and
- ◆ both parties understand and commit to providing the capacity necessary to deliver the intent of this MOU.

6. DELIVERY OF THIS AGREEMENT

Two key areas of collaboration and joint focus were identified as necessary to fulfill the obligations and intent of this agreement. They are detailed below and are also subject of more detailed action intentions, outlined in Schedules One and Two.

The schedules appended to this document are intended to be regularly reviewed and updated to ensure ongoing currency and relevance to the overarching MOU. A diagram of the relationship between the schedules and this MOU is provided as Appendix One.

6.1. Key Areas of Focus

Two key areas have been identified as the core areas for collaboration between the two parties;

6.1.1. *Optimising Economic and Social Outcomes*

To work cooperatively and in good faith to facilitate as many positive outcomes from the Avonbank Project as possible whilst also working jointly to minimise and mitigate any potential negative economic or social outcomes associated with the project.

6.1.2. *Building Relationships to Support the Project*

To work cooperatively and in good faith to develop an advocacy and relationship management program which will aid both the project's timely delivery and the delivery of wider community benefits.

6.2. Mechanisms for Implementation and Review

Both parties commit to attending regular working party meetings that will be used as the core mechanism for ensuring timely implementation, reviewing and updating as necessary the delivery schedules associated with this agreement.

7. ROLES OF THE PARTIES WITHIN THIS AGREEMENT:

Both parties have roles and obligations that cannot be compromised or impacted upon by entering into this agreement.

Importantly, HRCC is a conduit to the local community and provides a point of direct liaison on all community matters.

The role of WIM as the developer and operator of the proposed Avonbank Project is to meet its obligations to corporate regulators and its shareholders, through good governance and reporting requirements.

It is agreed WIM is a stimulator of regional benefits rather than a direct deliverer of benefits.

8. LIAISON AND COMMUNICATION

Both parties acknowledge the key role that effective communication plays in implementing the MOU aims. To aid the building and maintenance of effective communication channels and protocols the following will be undertaken:

8.1. Liaison Protocols

Both parties agree to liaise on a regular basis using the Principal Contacts (Schedule 3) as the working party for the primary interface between the two organisations.

Principle contact points for the two organisations are nominated in Schedule Three, as modified from time to time, as the liaison points for each organisation.

8.2. Communication Protocols

Recognising the importance of common key messages both parties agree to the following:

- ◆ nominating a set of agreed key spokespersons for the project's regional benefits who can present a series of common key messages about the benefits the project can deliver for the region;
- ◆ neither party to this MOU has the authority to speak publicly on behalf of the other party without prior consent; and
- ◆ where one of party wishes to issue a public statement about the MOU, including the cooperation arrangements between the two parties via press release, newsletter or other communications means, any such statements will be approved by both parties, prior to release.

9. RESOURCING

Wherever possible both parties agree to use resources in a manner that will best benefit the region.

This resource sharing includes information and knowledge, databases, and other resources when available. The sharing of resources is governed by relevant legal obligations (Privacy, Confidentiality, Intellectual Property, etc.).

10. CONFLICT RESOLUTION

Both parties will work cooperatively in the spirit of goodwill, recognising that the position of each might at times differ. If one party believes the substance of the MOU is not being fulfilled it will initiate discussions with the other party to resolve the issue of concern.

If the parties are unable to reach a satisfactory resolution of a dispute, the matters may be referred to a specifically convened meeting if appropriate, mediated by an independent party acceptable to all.

11. LIFE OF AGREEMENT AND REVIEW

This agreement shall be continuous from the date of signing and shall be reviewed each year. The schedules to this agreement can be changed by agreement, between the parties.

12. REPRESENTATIONS

This MOU does not permit the use of copyright materials (including logos) and dissemination of confidential information or allow staff from either of the parties to represent each other without prior written agreement.

13. NATURE OF THE MOU

This MOU outlines the framework of the working relationship between the parties. It does not constitute a contract and is based upon goodwill and is bound in honour only.

This MOU does not constitute a partnership or joint venture and neither of the parties can commit the other parties financially or otherwise to third parties.

The MOU does not replace the Community Reference Group (CRG) established by WIM. The CRG will continue to function in its current format until the State Government establishes the Environmental Review Committee (ERC) in accordance with the Mining Work Plan for the Avonbank Project. Once the ERC has been established, the scope and purpose of the CRG will be reviewed by WIM in conjunction with the HRCC.

14. STATUTORY OBLIGATIONS

This MOU does not negate or replace any of the statutory obligations that HRCC has as a local government authority, nor does it replace any of the obligations that the HRCC has under the *Planning and Environment Act 1987* and *Road Management Act 2004*, or the *Local Government Act 1989* or WIM has as a private company.

This MoU does not negate WIM's obligation to manage the mine in accordance within any approved work plan.

15. TERMINATION

Either of the parties may terminate their participation in this Memorandum of Understanding by providing ninety (90) days written notice. In the event of a breach of any of the terms of the agreement, it may be terminated without notice.

16. SIGNATURES

Sunil Bhalla
Chief Executive Officer
Horsham Rural City Council

Michael Winternitz
Director of Projects
WIM Resource Pty Ltd

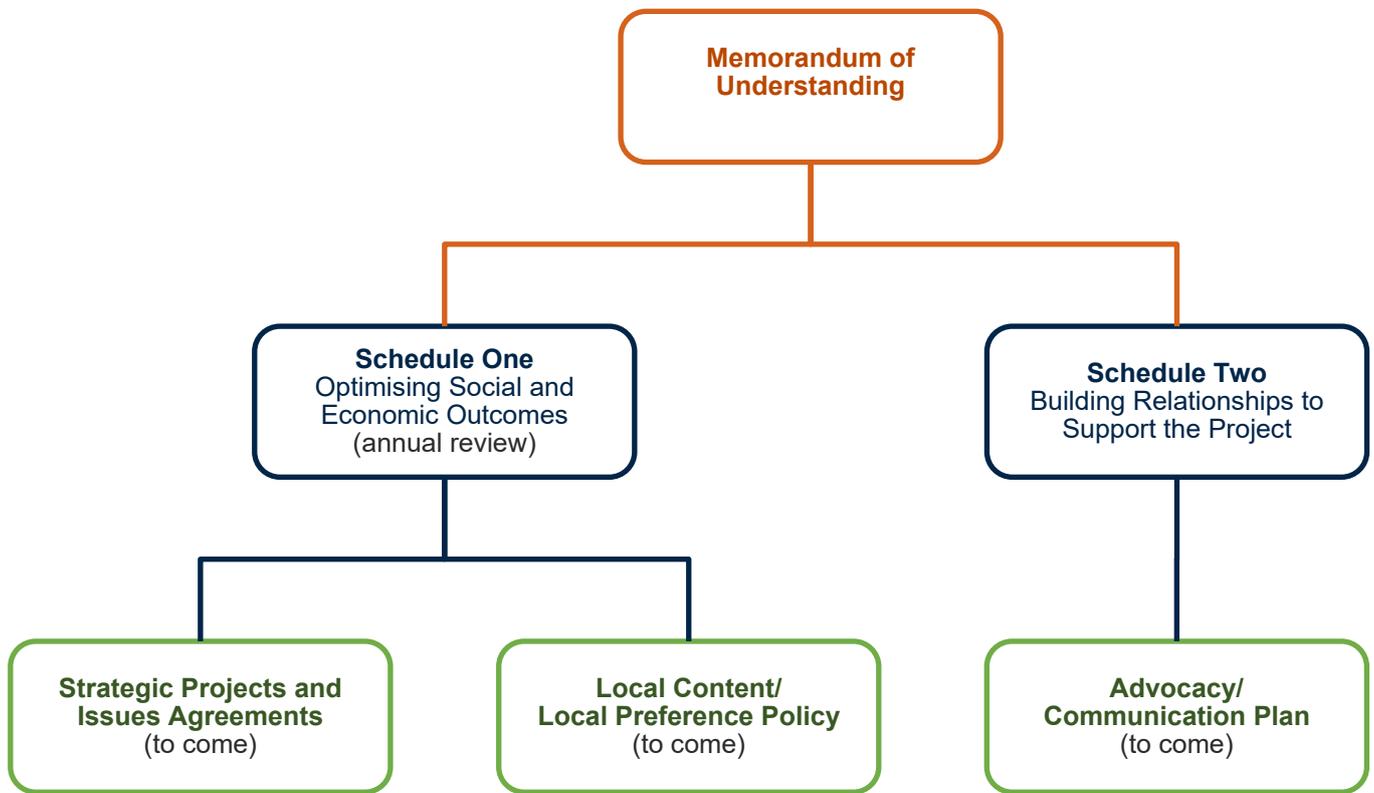
Dated this day, [00th] of [month] 2022

APPENDIX ONE

SCHEDULES TO THE AGREEMENT

- ◆ Schedule One: Optimising Economic and Social Outcomes
- ◆ Schedule Two: Building Relationships to Support the Project
- ◆ Schedule Three: Principal Contacts

MODEL OF AGREEMENTS HIERARCHY



SCHEDULE ONE: OPTIMISING ECONOMIC AND SOCIAL OUTCOMES

1. PURPOSE

The purpose of Schedule One is to develop a set of agreed principles and actions for both the Horsham Rural City Council (HRCC) and WIM Resource Pty Ltd (WIM) with the objective of maximising the economic and social benefits delivered locally by the project without negatively impacting the operations of the Avonbank Mineral Sands Project (Avonbank Project).

2. DURATION OF THE SCHEDULE AND REVIEW

Schedule One shall apply for a twelve (12) month period from the date of signing the Memorandum of Understanding (MOU). At the end of this period, both parties agree to review the commitments detailed in the schedule, with a view to updating, refining, and adding to them to reflect the Avonbank Project's current status and the requirements for the forthcoming year. This review should be done on an annual basis for the duration of the MOU.

3. INTENTIONS

As detailed in Section 6.1.1 of this MOU, both parties have agreed to work cooperatively and in good faith to facilitate as many positive outcomes from the Avonbank Project as possible whilst also working jointly as practicable to minimise negative economic, employment or social outcomes which may be associated with the project.

To achieve this the following actions will be undertaken:

3.1. Joint Actions

Both parties agree to the following:

- 3.1.1. Facilitate training strategies with the Wimmera Southern Mallee community to generate sufficient lead time for training.
- 3.1.2. Work with local education providers to undertake advanced planning for and advocate to ensure resources are allocated to meet demand stimulated by the Avonbank Project.
- 3.1.3. Work with local health service providers to undertake advanced planning for and advocate to ensure resources are allocated to meet demand stimulated by the Avonbank Project.
- 3.1.4. To work with the existing communities in the Horsham Rural City and Wimmera Southern Mallee region, to develop an ongoing program of community interaction and combined events to facilitate the positive integration of the Avonbank Project workforce and the community.
- 3.1.5. To commit to the investigating the use of rail as a mode for transport of materials to the Port, subject to Clause 3.38 of this MOU. It is acknowledged that WIM is currently proposing road transport for product haulage.

3.2. Horsham Rural City Council Actions

HRCC agrees to the following:

- 3.2.1. Work with industries within the region to:
 - a. help understand the likely impact on their workforce; and
 - b. understand the WIM business model and the requirements this places on businesses and contractors so they are well placed to bid for WIM work.
 - c. promote planning & infrastructure development pathways

- 3.2.2. Work with WIM to develop local content clauses in contract tenders related to mining.
- 3.2.3. Facilitate cooperation and discussion between the project and other projects to enhance collaboration and minimise conflict.
- 3.2.4. To support WIM's recruitment processes with information and specific programs aimed at encouraging new employees to relocate to the Wimmera.
- 3.2.5. Commit to advocate and support applications for funding to the State and Federal Governments for improvements to rail infrastructure to enable transport of materials to the ports.
- 3.2.6. Continue to advocate for improvements to the arterial road network to facilitate efficient freight operations.

3.3. WIM Resource Actions

WIM agrees to the following:

- 3.3.1. Have a clearly articulated local preference policy for both employees and suppliers/contractors that is capable of being monitored.
- 3.3.2. Proactively work with locally based Registered Training Organisations to deliver appropriate and affordable mining related training within the region.
- 3.3.3. Where training provider gaps exist, work with Registered Training Organisations to develop new, mining related training capacity.
- 3.3.4. Support mining related apprenticeships, traineeships, and cadetships in the Project Area.
- 3.3.5. To liaise with HRCC with regards to potential sponsorships and align as far as practically possible.
- 3.3.6. To work with HRCC to develop a proactive approach to encourage new employees to relocate to Horsham and District as new residents
- 3.3.7. To include an allowance within engineering related planning, provision of required ancillary rail infrastructure to enable use of rail as a mode of transport to the ports, subject to Clause 3.3.8.
- 3.3.8. WIM will commit to continue to investigate rail as a mode of transport taking into account the triple bottom line, and contingent on necessary infrastructure upgrades

Schedule Two: Building Relationships to Support the Project

1. PURPOSE

The purpose of Schedule Two is to develop a set of agreed principles and actions for both Horsham Rural City Council (HRCC) and WIM Resource Pty Ltd (WIM) to build relationships, agreements, and processes with third parties that will facilitate achievement of the area of key focus outlined in Section Six of the Memorandum of Understanding (MOU).

2. DURATION OF THE SCHEDULE AND REVIEW

Schedule Two shall apply for a twelve (12) month period from the date of signing the MOU. At the end of this period, both parties agree to review the commitments detailed in the schedule, with a view to updating, refining, and adding to them to reflect the project's current status and the requirements for the forthcoming year.

3. INTENTIONS

As detailed in Section 6.1.2 of the MOU, both parties have agreed to work cooperatively and in good faith to where practical, legislatively possible and in both organisation's best interests, develop an advocacy and relationship management program which will aid both the project's timely delivery and the provision of wider community benefits.

To do this, the following actions are agreed to:

3.1. Joint Actions:

Both parties agree to the following:

- 3.1.1. Develop and implement an advocacy program to support Schedule One that includes use of agreed key messages and priorities for advocacy effort.
- 3.1.2. Develop a joint position on approval requirements where possible.
- 3.1.3. Work to ensure that the community is provided with opportunities to articulate their vision during and following the Environment Effects Statement (EES) process, for how Avonbank Mineral Sands Project (Avonbank Project) can be embraced and act as a catalyst for development in the Horsham council area and how social opportunities can be maximised and negative impacts mitigated.

SCHEDULE THREE: PRINCIPAL CONTACTS

CONTACT DETAILS FOR LIAISON AND COMMUNICATION

1. PURPOSE

The purpose of Schedule Three is to list the appropriate contact details for liaison and communications with respect to the Memorandum of Understanding (MOU) and attached Schedules.

2. DURATION OF THE SCHEDULE AND REVIEW

Schedule Three shall apply for the duration of the MOU and be updated as required by either party to maintain current contact information.

3. INTENTIONS

As detailed in Section 8.1 of the MOU both parties have agreed to liaise on a regular basis using the officer level working party as the primary interface between the two organisations.

3.1. Horsham Rural City Council (HRCC) Details

Title Name Surname 1	[Position] [Email] [Telephone] [Mobile]
Title Name Surname 2	[Position] [Email] [Telephone] [Mobile]
HRCC Street Address:	Horsham Rural City Council Civic Centre 18 Roberts Avenue Horsham Victoria 3400
HRCC Postal Address:	Horsham Rural City Council P.O. Box 511 Horsham VIC 3402

3.2. WIM Resource Pty Ltd (WIM) Details

Mr Michael Winternitz	Director of Projects mwinternitz@wimresource.com.au 02 9264 1990 0467 515 100
Mr Murray Wilson	Community & Land Liaison Officer mwilson@wimresource.com.au 1800 959 298
WIM Street Address:	WIM Resource Pty Ltd Suite 2004, Level 20 201 Elizabeth Street Sydney New South Wales 2000
WIM Postal Address:	WIM Resource Pty Ltd 62 Darlot St Horsham, 3400, VIC

INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS
ON MONDAY 4 APRIL 2022 AT 5.20PM

Present: Cr Robyn Gulline, Mayor; Cr Di Bell (attended from 5:30pm to 7:25pm and returned at 8:15pm), Cr David Bowe, Cr Ian Ross (attended from 5.45pm), Cr Les Power, Cr Penny Flynn, Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Shana Miatke (items 4.1 & 4.2); Heather Proctor (items 4.4 to 4.8)

Apologies: Cr Claudia Haenel

1. WELCOME AND INTRODUCTION

Cr Gulline welcomed everyone

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

3. PRESENTATIONS

Wesley Committee Presentation (KOB) **5:30pm to 6:15pm**

Attending: Mary Starr, Simon Dandy, Jan Morris

Mary, Simon & Jan attended to discuss matters in relation to the Wesley Performing Arts venue.

Audit Committee Biannual Report (GH) **Appendix 3** **6:15pm to 6:35pm**

Attending: Richard Trigg (attended virtually)

Richard Trigg presented the Audit Committees biannual report.

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1 Outdoor Activation – Mid Cycle Progress Report (KOB) **Appendix 4.1** **7:05pm to 7:20pm**

Attending: Shana Miatke

Discussed the progress report as presented.

4.2 Silo Art Opening/Reconciliation Week (KOB) **Appendix 4.2A** **7:20pm to 7:40pm**

Attending: Shana Miatke

Discussed the plans for the silo art opening/reconciliation week.

4.3 Annual Action Plan (GH) **Appendix 4.3A** **8:00pm to 8:15pm**

Discussed the submissions received on the Annual Action Plan and the planned response.

DINNER BREAK (15 min)

7:45pm to 8:00pm

4.4 Budget Development 2022-2023 (GH) **Appendix 4.4**

8:15pm to 9:00pm

Attending: Heather Proctor

Discussed the matters in relation to rating within the draft 2022-2023 budget.

4.5 Proposed Sale of Land – Urquhart Street (GH) **Appendix 4.5**

6:35pm to 7:05pm

Discussed the proposed sale.

4.6 Proposed Sale of Land – Baillie Street (GH) **Appendix 4.6**

7.40pm – 7.50pm

Discussed the proposed sale.

4.7 Rural Road Network Plan (JM) **Appendix 4.7**

9:30pm to 9:45pm

Discussed the draft report.

4.8 Waste Kerbside Collection-Service Model-Project Timing (JM) **Appendix 4.8** 9:00pm to 9:30pm

Attending: Heather Proctor

Discussed the draft report.

5. REPORTS FOR INFORMATION ONLY

5.1 Property Purchase –Cameron Oval Laharum (GH) **Appendix 5.1**

5.2 Property Purchase – Mackies Road Haven (GH) **Appendix 5.2**

6. GENERAL DISCUSSION (Sunil Bhalla)

- Hamilton Street toilets
- Quantong development

7. CLOSE

Meeting closed at 10.15pm

INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS
ON MONDAY 11 APRIL 2022 AT 5.04PM

Present: Cr Robyn Gulline, Mayor; Cr D Bowe, Cr I Ross, Cr L Power, Cr P Flynn, Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure

Apologies: Cr Claudia Haenel, Cr Di Bell

1. WELCOME AND INTRODUCTION

Cr Gulline welcomed everyone

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

3. PRESENTATIONS

Natimuk Economic and Social Plan (Projectura) (KOB) **Appendix 3** **5:05 to 5:25pm**
Attending: Fiona Gormann, & Kate (Projectura)

Kate provided a presentation of the work they have undertaken with the Natimuk community.

Domestic Animals Management Plan (KOB) **Appendix 3(a & b)** **5:25pm to 5:40pm**
Attending: Mandi Stewart & Claire Edwards (TAG Health)

Claire Edwards attended to discuss the work she is undertaking in relation to the review of the Domestic Animal Management Plan

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1 Quarterly Finance & Performance Report (GH) **Appendix 4.1** **5:55pm to 6:30pm**
Attending: Heather Proctor & Zac Gorman

Heather & Zac attended and presented a summary of Council's financial position to date.

4.2 Investment Attraction & Growth Report (KOB) **Appendix 4.2** **5:40pm to 5:50pm**
Attending: Fiona Gormann
 Discussed the draft report.

4.3 VCAT/Planning/Building Update (KOB) **Appendix 4.3** **5:50pm to 5:55pm**
Attending: Fiona Gormann
 Discussed the information provided.

4.4 Property Sale – Caltex Baillie Street (GH) **Appendix 4.4** **5:55pm to 6:35pm**
 Discussed the draft report.

4.5 Natimuk Customer Service and Receipting (GH) **Appendix 4.5**

6:35pm to 6:50pm

Discussed and agreed to refer the discussion to the Natimuk Economic & Social Plan.

4.6 Delegations (GH) **Appendix 4.6**

6:50pm to 7:00pm

Discussed the delegations report as presented.

4.7 Christian Emergency Food Centre: Request to purchase 28 Firebrace St

7:00pm to 7:15pm

(Verbal report) (KOB)

Discussed the situation with respect to the building occupied by the Christian Emergency Food Centre

4.8 Road Materials Contract (JM) **Appendix 4.10**

7:15pm to 7:20pm

Discussed.

6. GENERAL DISCUSSION (Sunil Bhalla)

7:20pm to 7:40pm

7. CLOSE

Meeting closed at 7.40pm

INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BUDGET BRIEFING HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY 20 APRIL 2022 AT 5.00PM

Present: Cr Robyn Gulline, Mayor; Cr D Bowe, Cr Di Bell (attended via video conference); Cr I Ross, Cr L Power, Cr P Flynn, Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Heather Proctor, Finance Manager

Apologies: Cr Claudia Haenel

1. WELCOME AND INTRODUCTION

Cr Gulline welcomed everyone

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

- Cr Robyn Gulline declared a Conflict of Interest with regard to Community Grants with Longerenong College.
- Cr Di Bell declared a Conflict of Interest with regard to Community Grants with Fishing Competition, Kannamaroo and Beyond Community Inclusions

3. BUDGET OVERVIEW (Appendix 3) **5:00pm to 7:30pm**

Discussed the budget overview report.

Dinner Break (15min) **7:30pm to 7:45pm**

4. COMMUNITY GRANTS (Appendix 4) **7:45pm to 8:15pm**

Discussed the community grants list and some of the specific grant allocations.

5. ANNUAL ACTION PLAN **8:15pm to 8:20pm**

Discussed the next steps for the annual action plan.

6. REVENUE AND RATING PLAN (Appendix 6) **8:20pm to 8:45pm**

Discussed the proposed changes to the Revenue and Rating Plan.

7. CITY TO RIVER LANDSCAPING PROJECT (JM) (Appendix 7) **8:45pm to 8:55pm**

Discussed the tender.

8. GENERAL DISCUSSION **9:05pm to 9:20pm**

- Grampians Tourism
- Commonwealth Games
- Hospital Services in Horsham

9. CLOSE

Meeting closed at 9.25pm