

AGENDA

MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on

27 March 2023

At 5.30pm

In the

Council Chamber, Civic Centre

18 Roberts Avenue, HORSHAM



**COUNCILLORS are respectfully requested to attend the Council Meeting
of the Horsham Rural City Council to be held on 27 March 2023
in the Council Chamber, Civic Centre, Horsham at 5.30pm**

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

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

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

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

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

3. OPENING AND WELCOME

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

4. APOLOGIES

Apology received from Cr Bob Redden for today's Council meeting.

5. LEAVE OF ABSENCE REQUESTS

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 27 February 2023 be adopted.

7. CONFLICTS OF INTEREST

Declarations of Interest

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

Members of Staff

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

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Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) – Private Commercial Information

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Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) – Private Commercial Information

15.3 HAMILTON ST PEDESTRIAN BRIDGE – CONTRACT VARIATION - CONFIDENTIAL
Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) – Private Commercial Information

15.4 NORTH EAST WONWONDAH ROAD RECONSTRUCTION CONTRACT 23-016 - CONFIDENTIAL
Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) – Private Commercial Information

CLOSE



SUNIL BHALLA
 Chief Executive Officer

REPORTS FOR COUNCIL DECISION

9. OFFICERS REPORTS

9.1 NATIMUK ECONOMIC AND SOCIAL PLAN PROJECT ADVISORY COMMITTEE TERMS OF REFERENCE

Author's Name:	Annie Mintern	Director:	Kevin O'Brien
Author's Title:	Coordinator Investment & Business Development	Directorate:	Communities and Place
Department:	Investment Attraction & Growth	File Number:	F15/A09/000010

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Natimuk Advisory Committee Terms of Reference (**Appendix 9.1A**)

Purpose

To approve the Natimuk Economic and Social Plan (NESP) Project Advisory Committee (PAC) Membership Structure and endorse the NESP PAC Terms of Reference (ToR).

Summary

The aim of the NESP PAC is to provide support and advice to Council on behalf of the broader community to ensure the priority action areas within the Natimuk Economic and Social Plan are implemented.

Recommendation

That Council:

1. Endorse the Natimuk Economic and Social Plan Project Advisory Committee Terms of Reference as per **Appendix 9.1A**.
2. Approve the Natimuk Economic and Social Plan Project Advisory Committee Membership Structure as outlined in the Terms of Reference as per **Appendix 9.1A**.

REPORT

Background

The Natimuk Economic and Social Plan was developed in 2022.

The PAC will work with Council staff and prioritise the identified actions within the plan. The four strategic objectives associated with the Plan are:

1. Boosting business, tourism and the economy
2. An environmentally sustainable community
3. Improved recreation
4. Improved relationships

Priority actions for each objective are provided within the Plan.

Discussion

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

1. Help identify key issues with regard to implementation of actions within the Natimuk Economic and Social Plan
2. Provide representative insight and advice into the relevant issues including climbing at Mount Arapiles (Dyurrite), Water for Lake Natimuk, Business, economy and tourism, relationships with Traditional Owners, Climate and sustainability and relationship with Horsham Rural City Council
3. Provide guidance as to potential solutions pertaining to the implementation of the Natimuk Economic and Social Plan
4. Provide a communication conduit to the community during the implementation phase
5. Make recommendations for council to determine.

The Natimuk Economic and Social Plan PAC Membership will include a maximum of seven members as follows:

1. One Council Officer
2. One Business Owner/Operator within the Natimuk CAD Precinct
3. One member with an interest in tourism
4. One member with an interest in sustainability and the environment
5. One member with an interest in recreation
6. One older person (60 + years)
7. One younger person (16-25 years)

Options to Consider

1. Council can choose to approve the Natimuk Economic and Social Plan PAC Membership Structure and ToR. This option supports the views of the Natimuk Economic and Social Plan Community Reference Group.
2. Council can choose not to approve the Natimuk Economic and Social Plan PAC Membership Structure and ToR. There needs to be a committee established to oversee the implementation of the Natimuk Economic and Social Plan.

Sustainability Implications

Nil

Community Engagement

Engagement has occurred with the Community Reference Group who were involved in the development of the Natimuk Economic and Social Plan. Feedback has been received from members and included in the NESP PAC ToR.

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

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

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

Destination Horsham Investment Attraction Strategy 2022

Natimuk Economic and Social Plan 2022

Council's Committee Framework Policy 2021

Risk Implications

Not applicable

Conclusion

The Natimuk Economic and Social Plan PAC ToR as presented is aligned with Council's Committee Framework Policy and is presented to Council for approval.

9.2 PA2200390 - 2-4 DOOEN ROAD HORSHAM

Author's Name:	Nick Carey	Director:	Kevin O'Brien
Author's Title:	Senior Statutory Planner	Directorate:	Communities and Place
Department:	Investment, Attraction and Growth	File Number:	PA2200503

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Delegate report (**Appendix 9.2A**)

Purpose

To determine a planning permit application for the use and development of land for a service station, display of advertising signage and the creation and alteration of access to a road in a Transport Zone 2 at 2-4 Dooen Road, Horsham.

Summary

The planning application proposes the use and development of the land for a service station, display of advertising signage and the creation and alteration of access to a road in a Transport Zone 2. The application was received on the 4 October 2022.

A full planning assessment against the Horsham Planning Scheme considering the relevant policy, objections and views of the referral authorities has been undertaken indicating the net community benefit of the proposal.

The assessment is in accordance with section 60 of the Planning and Environment Act 1987 which specifies the matters which a responsible authority must consider in deciding an application.

Recommendation

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, referral responses, the objections and the relevant provisions of the Horsham Planning Scheme, decides to issue a **Notice of Decision to Grant a Planning Permit** for the use and development of the land for a service station, display of advertising signage and the creation and alteration of access to a road in a Transport Zone 2 at 2-4 Dooen Road, Horsham.

REPORT

Background

Refer to the delegate report (**Appendix 9.2A**) for the assessment against the requirements of the Horsham Planning Scheme and Planning and Environment Act 1987.

Discussion

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- The matters set out in section 60 of the Act
- Any significant effects the environment, including the contamination of land, may have on the use or development
- The Municipal Planning Strategy and the Planning Policy Framework
- The purpose of the zone, overlay or other provision
- Any matter required to be considered in the zone, overlay or other provision
- The orderly planning of the area
- The effect on the environment, human health and amenity of the area
- The proximity of the land to any public land
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site
- The extent and character of native vegetation and the likelihood of its destruction
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts
- The impact the use or development will have on the current and future development and operation of the transport system.

Options to Consider

Option 1 – Resolve to Issue a Notice of Decision to Grant a Planning Permit. (This option is recommended by officers as it is considered that the proposal is consistent with the relevant controls, objectives and policies of the planning scheme). By issuing a Notice of Decision to Grant a Planning Permit it will provide objectors the opportunity to seek a review of the decision at the Victorian Civil and Administrative Tribunal (VCAT).

Option 2 – Refuse the application on the ground that it does not comply with the planning scheme provisions and will result in an unacceptable impact on the adjoining land uses and traffic movement in the precinct. By refusing the application it will provide the applicant the opportunity to seek a review of the decision at VCAT.

Option 3 - Defer a decision on the application. This option is not recommended by officers as it is considered that all required information is available to form a position on the application. Deferring a decision will allow the applicant to apply to VCAT under section 79 of the *Planning and Environment Act 1987* for failure to decide the application within the prescribed time.

Sustainability Implications

The proposal is consistent with sustainability principles and will be required to meet the relevant energy efficiency rating under the building code.

Community Engagement

As required under the Planning and Environment Act 1987 notice of the application was given to adjoining owners/occupiers. Thirty-nine (39) submissions have been received objecting to the proposal.

Innovation and Continuous Improvement

Not applicable.

Collaboration

The report has been prepared in collaboration with Council officers within the Planning department and has sought the advice of referral authorities including Infrastructure, Department of Transport, and others.

Financial Implications

The decision on the application is unlikely to have any financial implications beyond defending Council's decision should an application for review be lodged with VCAT.

Regional, State and National Plans and Policies

The delegate report provides an assessment against the relevant plans and policies.

Council Plans, Strategies and Policies

2021-2025 Council Plan
Theme 2 – Liveability
Theme 3 - Sustainability

Risk Implications

The decision may be overturned on appeal to Victorian Civil and Administrative Tribunal.

Conclusion

Planning Permit application PA2200503 has been assessed against the relevant provisions of the Horsham Planning Scheme and Council acting as the responsible authority is requested to make a decision on the application in accordance with the recommendation contained in the delegate report.

9.3 ELECTRONIC SIGNATURE PROCEDURE - REVISED

Author's Name:	Diana McDonald	Director:	Kim Hargreaves
Author's Title:	Coordinator Governance	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F19/A10/000001

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Revised Electronic Signature Procedure (**Appendix 9.3A**)

Purpose

To seek Council endorsement of the revised Electronic Signature Procedure.

Summary

- The Electronics Signature Procedure was first developed in October 2017.
- The revised procedure now makes provision for the use of electronic signatures of Councillors.
- Removes the statement referring to a document required to be signed and sealed.
- General administrative changes, including those required to position titles (e.g. Chief Executive to Chief Executive Officer), Executive Assistant to Executive Assistant to CEO and Councillors.

Recommendation

That Council endorse the revised Electronic Signatures Procedure (P04/184).

REPORT

Background

The purpose of this procedure is to outline the processes relating to the use and sharing of electronic signatures at Horsham Rural City Council.

Discussion

The Electronics Signature Procedure was first developed in October 2017. Since then there has been significant change to the way in which documents can be signed noting the specific risks and risk mitigations required for varying documents.

This procedure relates to the signing of low to medium risk documentation only and refers to the application of an electronic signature (or e-signature) on an electronic document that is intended to perform the same purpose as a handwritten signature on a paper document. For the purposes of this procedure we are referring to the placing a digitised image of a handwritten signature on a scanned copy of a document or a born-digital document.

For documents that are of a higher risk (such as contracts or financial documents) Council has adopted systems that enable a digital signature. This is a cryptographic technique that creates a unique and unforgeable identifier in an electronic document. A digital code (generated and authenticated by public key encryption) is attached to an electronically transmitted document to verify the contents of the document and the sender's identity.

As the procedure now relates to the use of all Councillor signatures, rather than just the signature of the Officers, the procedure is presented to Council for adoption.

Options to Consider

This procedure is provided for adoption give the inclusion of Councillors and the articulation of the process by which their signatures will be applied. While Councillors have the option not to adopt the procedure doing so would hinder the ability to expediently manage any correspondence or other documentation where a signature is required.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

This revised procedure reflects commitments against LGA 2020 s.9(e) Overarching governance principle – Innovation and continuous improvement is to be pursued.

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Risk Implications

The use of electronic signatures for general correspondence enables Council to achieve significant operating efficiencies. It also carries a level of risk so needs to be used for approvals that are low to medium risk only.

The adoption of this procedure reduces the risk associated with the application of electronic signatures for low to medium risk documents noting that a different method of approval is applied for the signing of high risk documentation within Council.

Conclusion

That Council adopt the revised Electronic Signatures Procedure (P04/184).

9.4 DELEGATIONS UPDATE

Author's Name:	Andrea Coxon	Director:	Kim Hargreaves
Author's Title:	Governance Officer	Directorate:	Corporate Services
Department:	Governance	File Number:	F19/A12/000001

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

S5 Instrument of Delegation, Council to the CEO (S5) **(Appendix 9.4A)**

S6 Instrument of Delegation, Council to other Members of Council staff (S6) **(Appendix 9.4B)**

Summary of updates S6 Instrument of Delegation - Members of Staff **(Appendix 9.4C)**

Purpose

To approve the updated Instruments of Delegation, S5 Instrument of Delegation, Council to the CEO (S5) and S6 Instrument of Delegation, Council to other Members of Council staff (S6).

Summary

- These updates are provided approximately every six months from a subscribed service by Maddocks Lawyers and Council generally updates its delegations following receipt of this information.
- This update takes into account legislative changes which were assented to or made on or after 22 July 2022.

Recommendation

Council resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached S5 Instrument of Delegation, Council to the CEO (S5) **(Appendix 9.4A)** and S6 Instrument of Delegation, Council to other Members of Council staff (S6) **(Appendix 9.4B)** the powers, duties and functions set out in those instruments, subject to the conditions and limitations specified in those instruments.
2. The instruments come into force immediately following this Council Resolution.
3. The CEO be authorised to sign S6 Instrument of Delegation, Council to other Members of Council staff (S6) following this resolution of Council.

REPORT

Background

A Council is a statutory entity. It is able to do only those things which it is authorised by statute to do. The sources of Council authority can be summarised as:

- Power to do things which a “natural person” can do – in particular, the power to enter into contracts
- Powers conferred by provisions of Acts and regulations, such as the Local Government Act 2020 and the Planning and Environment Act 1987
- Powers conferred by other forms of statutory instrument

The formal delegation of legislated powers, duties and functions via instruments of delegation, supported by consistent policies allow Council staff to perform day to day duties and make decisions that may otherwise need to be decided upon by Council. An instrument of delegation is a written document that specifies what powers and functions are delegations and to what positions within Council. Delegations empower employees with the authority to make binding decisions on behalf of Council.

Council last reviewed and adopted by resolution of Council:

- S5 Instrument of Delegation, Council to the CEO (S5) 26 April 2022
- S6 Instrument of Delegation, Council to other Members of Council staff (S6) 26 Sept 2022

Discussion

This update amends Councils S5 and S6 Instruments of Delegation administered by Council, with the changes outlined below.

1. Changes to the S5 Instrument of Delegation, Council to the CEO (S5)

Change to the S5 with respect to expenditure limitations. Section 11(5) of the Local Government Act 2020 states that a delegation that includes the power to make any expenditure must specify a maximum monetary limit that cannot be exceeded. Councils deal with this in different ways and so the updated template endeavours to keep it general so that it can be tailored to suit each particular council.

2. Changes to the S6 Instrument of Delegation, Council to other Members of Council staff (S6)

The following changes have been made to the S6:

- 2.1. The execution of the S6 Instrument has been amended to enable Council’s Chief Executive Officer (CEO) to sign the Instrument, where a resolution has been made by Council for the CEO to sign the Instrument.
- 2.2. Regulations 25(a) and (b) of the Planning and Environment Regulations 1987 have been slightly amended by the Planning and Environment Amendment Regulations 2022, to refer to the public availability requirements.
- 2.3. Section 52 of the Cemeteries and Crematoria Act 2003 has been inserted relating to the duty to report annually to the Secretary.

Options to Consider

Nil

Sustainability Implications

Nil

Community Engagement

The attached delegations have been updated using the Maddocks Lawyers delegation service and consultation with relevant Council Officers.

Innovation and Continuous Improvement

Nil

Collaboration

Nil

Financial Implications

The financial impact of the review of delegations is limited to staff time, the cost of Maddocks Lawyers delegation service which includes access to all materials relating to delegations and authorisations and bi-annual updates and Council's subscription to the RelianSys Delegations+ system, which has been included in the 2022-23 budget.

No additional resourcing is required to give effect to these functions.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 1 – Community

Theme 5 – Leadership

Delegations and Authorisations to Members of Council Staff Guidelines

- These guidelines were last updated and adopted by EMT 9 August 2022

Risk Implications

It is essential that the instruments of delegation are kept up to date to ensure that the members of staff are appropriately empowered to undertake their roles.

The updates to the S5, S6, S7 and S11 Instruments ensures ongoing legislative compliance for Horsham Rural City Council.

Conclusion

Delegations facilitate the success of good governance for the community by empowering appropriate members of staff to make decisions on behalf of Council.

REPORTS FOR INFORMATION

9.5 INVESTMENT ATTRACTION AND GROWTH DEPARTMENT REPORT

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

SpendMapp Report January 2023 (**Appendix 9.5A**)

Purpose

To receive and note the Investment Attraction and Growth Department Report for January 2023.

Summary

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

Recommendation

That Council receive and note the Investment Attraction and Growth Department Report for January 2023.

REPORT

Background

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

Discussion

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

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

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

Year 1 - 2022-2023

Year 2 - 2023-2024

Year 3 - 2024-2025

Year 4 - 2024-2025

Year 5+ 2025+

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

INVESTMENT ATTRACTION

Council Priorities	Action	Goal Measured by	Progress
2.10 (ongoing)	Undertake regular meetings between the Wimmera Development Association and Investment Attraction Department to inform and discuss economic development opportunities	10 forums held per year	Meeting held in January between WDA and HRCC Investment & Business Development Team 6/10 meetings held at 13/1/23
2.8.1 (2 years)	Support the Development of Mt Zero Resort	Planning Permit decision	Planning Permit issued
(2 years)	Prepare and implement the recommendations from the Aerodrome Masterplan	Aerodrome Masterplan development	Contract has been awarded to Stafford Strategy. Inception meeting and site visit to be held in February.
5+years	Investigate with stakeholders on the potential for Burnt Creek to become a green industrial area through vegetation offsets and carbon sequestration	Investigation outcomes reported to Council	RfQ opened and a consultant will be selected in February to develop a 10yr Off-set Reserve Management Plan

BUSINESS DEVELOPMENT & TOURISM

Council Priorities	Action	Goal Measured By	Progress
2.6.1 (ongoing)	Promote recreational activities in our natural environment to increase destination tourism and visitation	Activities reported on in the Investment Attraction and Growth monthly Council Report	Southern Water Ski Show Team have performed their water skiing show on the Wimmera river on Australia Day. Very well attended, perfect weather and great feedback received. Attendee numbers up on 2022.
2.7.1 (ongoing)	Identify and seek out commercial opportunities to activate the riverfront	Commercial opportunities reported on in the Investment Attraction and Growth monthly Council Report	The pop up café space as part of the City to River works is scheduled for completion end of February. Business Development team is currently drafting expression of interest information in preparation for the space becoming available for food trucks.
(ongoing)	Host seasonal workshop sessions with Grampians Tourism and Wimmera Mallee Tourism to organise and update our businesses and tourism operators about relevant information for the region	2 industry workshops have been hosted	Grampians Tourism Sustainable Tourism industry forum scheduled to be held in Dunkeld in February.
(ongoing)	Ensure constant communication through e-mails and business newsletters with tourism operators and local businesses regarding what is happening in the region	A minimum of 10 business newsletters distributed annually 4 business forums are held annually	1 newsletter was sent in January The newsletter received 387 opens and 44 clicks.
3.4 (2 years)	Purchase equipment to support outdoor economic activity in public areas	Have outdoor cinema equipment purchased	Outdoor furniture is now available to be hired by the public. An agreement form has been drawn up and a deposit from non-profit community groups is all that is required.
3.4 (2 years)	Enhance the ambience of outdoor areas including laneways	Engage artists to activate laneways	Artists will commence installations in February
3.4 (2 years)	Provision, maintenance, or upgrade of outdoor spaces and parklet facilities	Increased foot traffic and further activation to support outdoor dining	Parklets have been installed in three locations within the CAD. Mixed feedback has been received. Parklets are not yet complete.
(ongoing)	Attract businesses to lease vacant shops in the Horsham city centre through the Wimmera Business Centre	Vacant shops reduced from 24 shops to 20 in the first year and maintained at or below 18 shops for the succeeding years	See table below

Council Priorities	Action	Goal Measured By	Progress
(ongoing)	To promote Live the Grampians Way to local businesses and engage with people who show an interest in moving to the region	Ensure every person who contacts Live the Grampians Way has received a welcome/information sheet and follow up phone call	Detailed information below.

Spendmapp

January report attached

GRAMPIANS TOURISM – January 2023 News

Next Grampians Tourism Industry Forum

Grampians Tourism will be hosting another Industry Forum on Thursday 16 February from 2:00pm at Grampians Retreat in Dunkeld with a focus on sustainable tourism. Guest speakers at the forum will include Nic Cooper, Regenerative Tourism Specialist at Tourism e-School and Sustainability Storyteller with Tourism Australia; Charlie Richardson, Grampians Area Chief Ranger at Parks Victoria; Kerryn Benbow.

Australia Tourism Data Warehouse (ATDW)

ATDW is Australia's national tourism database and distribution platform and its function is to help extend your online exposure and attract more business. ATDW profiles provide an online presence at national, state, regional and destination levels through the key online tourism marketing platforms of visitvictoria.com and visitaustralia.com and more.

Businesses and events looking to maximise their exposure through the marketing activities and programs of Visit Victoria and Regional Tourism Boards should ensure they have an up to date ATDW profile with engaging images and copy.

Visit Victoria will re-introduce fees for ATDW business listings from 1 July this year. Events and not-for-profit businesses will remain free to list and business listings that were due to expire in the first half of 2023 will be extended at no cost, to a date within July to October 2023. Businesses creating a new listing have until 30 June to access a free listing coupon code via Caron at Grampians Tourism

Live the Grampians Way

The January mid-month report has shown the following outcomes:

- 327 Candidates viewed the Shift Regional website across all four councils.
- 24 people clicked in the 'Apply Now' button on listed vacancies.

There were no new companies registered their skills needs in January. *Eventide Homes* (Stawell) were contacted twice (encouraging registration), as were *Marian College x 2*, *PFD Horsham*, and *Aruma* (Horsham).

The last three months candidate's views were:

November - 113
December – 86
January - 327

Grampians site Shift Regional results:

January report indicates the top three countries of interested candidates are:

- Australia
- India
- Phillipines

Horsham Jobs Dashboard – view below link, it indicated that six people applied for jobs.

<https://datastudio.google.com/reporting/6f7408f4-c2b0-4145-8e9d-ea4ccf00f44c/page/jxZPC>

Occupied Businesses:

Street and Number of Businesses	December FY 22/23 Businesses Occupied	January FY 22/23 Businesses Occupied	January FY 22/23 Businesses Vacant	January FY 22/23 Percentage Businesses Occupied
Darlot St – 43 car wash and businesses operating from a house included	40	41	2	95%
Firebrace St - 99	93	93	6	94%
Hamilton St - 17	17	17	0	100%
Wilson St – 34	28	27	7	79%
Pynsent St – 28 Cinema included	25	25	3	89%
Roberts Ave – 27 Coles included	26	25	2	92%
McLachlan St – 24 CFA & GWM included	21	21	3	87%
Total 272 Post February 2022 there were 262 shops identified in the study area	250/272	249/272	22	91%

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

Business Visitations for the Month of January 2023

Month Visitation	Retail Services	Hospitality & Accommodation	Event notifications and contacts	Over all contacts for the month
January	20	10	11	31
Total	20	10	11	31

STRATEGIC PLANNING AND STATUTORY PLANNING

Heritage Study Review

Horsham has a rich history and heritage, which is highly valued by the Horsham community. The municipality is home to many significant heritage buildings, structures and landscapes, all of which contribute to Horsham’s liveability and character. It is Council’s responsibility to identify, document and protect these places for current and future generations to enjoy and learn from.

The Strategic Planning team appointed Landmark Heritage to undertake a review of the *Horsham Heritage Study*. The *Horsham Heritage Study* was originally prepared by heritage consultants, Grieve Gillet Andersen and Dr Helen Doyle, from 2011 to 2014. Since a significant amount of time has passed since the study was prepared, it was critical that it was reviewed to ensure it met current heritage criteria and planning practice. This review is now complete.

Strategic Planning officers are currently preparing for consultation with land owners to ensure community views are considered prior to heritage protection is sought. Land owners will be provided with the State of Significance (SoS) for the respective heritage place. The SoS identifies what is considered to be significant. It includes a brief description of the property, why the place is identified as significant, its features and unique characteristics, how the property is significant, and justification for heritage protection.

Land owners will be encouraged to provide relevant information about their property to help finalise the Statements of Significance.

Council Priorities	Action	Goal Measured By	Progress
1.3.5 & 1.3.6 (1 year)	Develop and implement the Horsham North Local Area Plan	<ul style="list-style-type: none"> Horsham North Local Area Plan adopted by Council Progress report on implementation plan 	Strategic Planning officers are currently preparing the <i>Engagement Summary Report</i> .
1.6.4 (2 years)	Implement the Horsham Heritage Study to protect buildings and places of historic cultural heritage to reinforce a ‘sense of place’ and celebrate Horsham’s character and distinctiveness	Horsham Planning Scheme amended	Preparing for consultation with landowners on the statement of significance.
(4 years)	Prepare a Conservation Management Plan for the Horsham Cinema	Management plan endorsed by Council	Brief to be finalised for a Request for Quote (RfQ) which will open in February.
2.10.3 (2 years)	Prepare and implement the Horsham South Structure Plan (Stage 2)	Plan adopted by Council	HSSP Technical reports presented at a Council Briefing. Technical Reports to be summarised and information provided to landowners.

Planning Applications Determined

Below are the number of Planning Permits issued for the month of January 2023 and a comparison with the same period last year.

Type	JANUARY 2023		JANUARY 2022	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	1	58,966	4	273,309
Industrial/Commercial	2	1,621,075	2	120,000
Subdivisions	5 (12 Lots)	-	1 (9 Lots)	-
Other	-	-	-	-
Total	8	1,680,041	7	393,309

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

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2022 to 31 January 2023 is 81 compared to 81 in the same period in 2021-2022.

Planning permits issued for subdivision have permitted 166 new lots from 1 July 2022 to 31 January 2023 compared to 50 in the same period in 2021-2022.

Building Services

Below are the number of building permits issued for the month of **January 2023** and a comparison with the same period last year.

Permits issued by Horsham Rural City Council for this Municipality

Type	2023		2022	
	No.	Value \$	No.	Value \$
Dwellings	1	90,000	1	539,020
Alterations to Dwellings	-	-	1	889,000
Dwelling resitings	-	-	-	-
Misc Domestic (Carports, Garages etc)	2	21,555	2	31,975
Removal/Demolish	2	22,710	2	40,318
Industrial/Commercial	-	-	-	-
Signs	-	-	-	-
Total	5	134,265	6	1,500,313

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

Type	2023		2022	
	No.	Value \$	No.	Value \$
Dwellings	3	1,636,781	4(6*)	1,109,982
Alterations to Dwellings	1	70,000	-	-
Dwelling resitings	1	58,905	-	-
Misc Domestic (Carports, Garages etc)	6	402,327	6	387,593
Removal/Demolish	-	-	1	19,000
Industrial/Commercial	2	164,096	3	378,307
Signs	-	-		
Sub Total	13	2,332,109	14	1,894,882

A total of 23 Building Permits have been issued by the Horsham Rural City Council at a total value of \$2,102,701 from 1 July 2022 to 31 January 2023 compared to 54 Building Permits at a total value of \$3,949,918 in 2021-2022.

Private Building Surveyors have issued 136 Building Permits at a total value of \$31,652,089 from 1 July 2022 to 31 January 2023 compared to 163 at a total value of \$39,602,143 in 2021-2022.

Options to Consider

Not applicable – no decision required

Sustainability Implications

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

Community Engagement

Report has been prepared in consultation with range of agencies and will be made publicly available to Wimmera Development Association, West Vic Business, and Grampians Tourism and on Council's website.

Innovation and Continuous Improvement

Report provides overview of activity and assists with continuous improvement.

Collaboration

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

Financial Implications

Nil

Regional, State and National Plans and Policies

Not applicable – no direct relationship or requirements

Council Plans, Strategies and Policies

2021-2025 Council Plan

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

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

Risk Implications

Not applicable – no decision required

Conclusion

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

9.6 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Nil

Purpose

To present the Chief Executive Officer's Operational Report for March 2023.

Summary

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

Recommendation

That Council receive and note the Chief Executive Officer's Operational Report for March 2023.

REPORT

Background

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

Discussion

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

A. Advocacy/Funding Announcements

Rural Council's Corporate Collaboration (RCCC) Board Meeting: The RCCC board met on Thursday 2 March 2023 and received an update on the status of implementation and numerous procurement activities underway. The Board agreed to appoint Manager for Business Process Improvement to assist maximising the efficiencies from the shared service program.

Wimmera Regional CEO Meeting: The CEOs from Horsham, Hindmarsh, Yarriambiack, West Wimmera, Hindmarsh and Buloke met on Thursday 9 March 2023. Wimmera Development Association provided a presentation on the WDA strategy roll out and Regional Partnership vision engagement.

WDA Strategy Update: The CEO, along with other regional CEOs met with the WDA Board on Tuesday 28 February 2023 to provide input to the WDA Strategic Plan and key regional priorities.

Joint State-Local Government CEO Forum: CEOs, Municipal Association of Victoria and Local Government Victoria attended the forum held on 1 March 2023. Discussions were held on waste recycling, treaty in Victoria and an update from Local Government Victoria.

Rural and Regional Councils Technology Shared Services Forum: The CEO attended a technology shared services workshop on 9 March 2023. The purpose of the forum was to seek input and support for a collective vision for shared services for rural and regional councils which could ultimately benefit local communities.

Regional Cities Victoria (RCV) Meeting: The Mayor and Chief Executive Officer attended the Regional Cities Victoria meeting on Thursday 16 March 2023. Key topics of discussion included election of the Chair and Deputy Chair, state budget advocacy, update from Victorian Chamber of Commerce and Industry (VECCI), Property Council and NBN. The Hon. Murray Watt, Minister for Emergency Management discussed the Natural Disaster Support and flood recovery efforts in Victoria.

Regional Cities Victoria (RCV) CEO Meeting: The CEO attended the RCV CEO meeting on 16 March 2023. Key topics of discussion included Rural Councils Transformation Program and regional planning advocacy.

Funding Opportunities:

Nil

B. Community Engagement

Wimmera Australians in Retirement: The CEO spoke to the group on 8 March 2023. Topics for discussion included general overview of Council, the Community Vision and Council Plan direction, major projects and other topics of interest to the group. .

Councillor Tour: The Councillors and executive team went on a tour of the municipality on 22 March 2023. The tour included meeting with the Coughlin Park Committee of Management, visit to the Kalkee Road Children's Hub, Horsham North, Wimmera Kart Racing Club, WAL Hub, Dooen Landfill Blue Ribbon Raceway, discussion with the Kalkee Recreation Reserve committee, Nuseed site visit, Green Lake Yacht Club and rural road inspections.

C. Projects and Events

Art is Celebration: The Art is Festival celebrated 28 years of the Art is Festival on 28 February 2023 at the Horsham Regional Art Gallery.

Dr Niki Vincent, Public Sector Gender Equality Commissioner: Councillors and the leadership team met with Dr Niki Vincent, Public Sector Gender Equality Commissioner 1 March at 4pm. Dr Vincent spoke about the Gender Equality Act, the role of the Commissioner, and opportunities for local government in implementing their Gender Equality Action Plan and gender impact assessments. Lot of the discussion focussed on status of implementation of Council's Gender Equality Action Plan and opportunities to improve its effectiveness.

Wimmera Machinery Field Days: The CEO and Deputy Mayor attended a WIM Resource luncheon at the Field Days on 8 March 2023.

Citizenship Ceremony: Council welcomed 16 new citizens at a Citizenship Ceremony on Wednesday 15 March 2023. Countries of origin included United Kingdom, Lithuania, Philippines, South Africa, India, Thailand, Singapore and Myanmar.

D. Staff Matters

Council had a Field Days site for 3 days which was located inside the Moore Pavilion. A number of staff worked at the site. Key themes for discussion included:

- Better Sorted Waste service roll-out
- Rural Roads
- Flood damaged roads
- Youth/Young mayors program
- Agri-tourism
- Industrial land development opportunities

Financial Implications

Not applicable

Links To Council Plans, Strategies, Policies

2021-2025 Council Plan
Theme 5 - Leadership

Consultation/Communication

Not applicable

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

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

Conclusion

That Council receive and note the Chief Executive Officer's Operational Report for March 2023.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Robyn Gulline (Mayor)

Committee Representation	
Date	Description
28/2/23	Wimmera Development Association Board Meeting – organisation’s new name will be Wimmera Southern Mallee Development Inc
16/3/23	Audit and Risk Committee Meeting
Other Council Activities	
25/2/23 & 26 /2/23	Welcomed everyone to Horsham for the Pat Cash Cup Tennis Tournament at the Horsham Lawn Tennis Club and assisted Ian Barclay with presentations at end of tournament
26/2/23	Attended Horsham Pacing Cup
27/2/23	Met new Police Superintendent Sharon McCrory with CEO
28/2/23	Opened the CWA AGM
28/2/23	Attended the Art is...28! Festival opening
1/3/23	Attended a presentation by Dr Niki Vincent, Public Sector Gender Equality Commissioner
1/3/23	Attended the International Women’s Day event at Federation Uni
2/3/23	Attended Cynthia Mahoney’s presentation about mental health brought by Healthy Minds
3/3/23	Triple H radio interview with Di Trotter
7-9/3/23	Volunteered at the Wimmera Machinery Field Days
8/3/23	Radio interview with Adam Roche from 1089 3WM
10/3/23	Attended the Refugee and Migrant Women’s International Women’s Day event
11/3/23	Attended the Team Teal Ovarian Cancer High Tea
12/3/23	Attended the Wimmera Veterans Morning Tea
15/3/23	Met with WestVic Business with CEO and Director of Communities and Place
15/3/23	Welcomed 16 new citizens at the Citizenship Ceremony
17/3/23	Met Anne Webster, Member for Mallee for a quarterly catch up with CEO (virtual)
18/3/23	Volunteered at the Wimmera River Parkrun Cops and Robbers
21/3/23	Attended a VRET2 Horsham Solar Farm Project Industry Briefing
22/3/23	Councillor Tour around the municipality
22/3/23	Presented trophies at Horsham Sharks Swimming Championships

Cr Bob Redden

Committee Representation	
Date	Description
15/3/23	Council Briefing Meeting re proposed 24/7 fuel station Baillie St/Dooen Road
Other Council Activities	
15/3/23	Citizenship ceremony
14/3/23	Leading Teams workshop
1/3/23	International Women’s’ Day Forum - Federation University

Cr David Bowe

Other Council Activities	
Date	Description
6/3/23	Council Briefing Meeting– Council Chambers
7/3/23	Wimmera Machinery Field Days
8/3/23	Wimmera Machinery Field Days
9/3/23	Wimmera Machinery Field Days
14/3/23	Councillor Workshop with Leading Teams –Horsham Golf Club
14/3/23	Council Briefing Meeting– Council Chambers
15/3/23	Citizenship Ceremony – Council Reception
15/3/23	Council Briefing Meeting– Council Chambers
20/3/23	Council Briefing Meeting– Council Chambers
22/3/23	Councillor Tour

Cr Penny Flynn

Other Council Activities	
Date	Description
23/2/23	ALGWA - Code of Conduct - 2023 Refresh/Reset – Online
28/2/23	Art Is... Festival Celebration – Horsham Regional Art Gallery
1/3/23	Meeting Dr Niki Vincent, Public Sector Gender Equality Commissioner – Council Office
1/3/23	International Women's Day Panel – Federation University
2/3/23	Horsham Health Minds – The Future of Leadership - Cynthia Mahoney – Federation University
8/3/23	Wimmera Machinery Field Days
10/3/23	The light fades but the gods remain: Bill Henson Opening – Horsham Regional Art Gallery
13/3/23	Team Teal Ladies Day Out – Horsham Harness Racing Club
14/3/23	Councillor Workshop – Horsham Golf Club
15/3/23	Citizenship Ceremony – Council Chamber
18/3/23	Parkrun Cops and Robbers Event – Wimmera River
22/3/23	Councillor Tour – Municipality
23/3/23	ALGWA - Building Positive Teams – Online

Cr Claudia Haenel

Committee Representation	
Date	Description
8/2/23	CEO Employment and Remuneration Committee meeting
24/2/23	Western Highway Action Committee Meeting: - Section of Dimboola Rd between O'Brees Rd. and Jenkinson Ave. Horsham was briefly closed in February for a Court jury inspection related to a local cyclist fatality in December 2019. - Truck Route planning is continuing - Truck parking is escalating as an issue – has been raised with DTP
Other Council Activities	
22/2/23	In conversation with Melbourne Lord Mayor, Sally Capp
27/2/23	February Council Meeting
1/3/23	Dr Niki Vincent, Public Sector Gender Equality Commissioner meeting
1/3/23	International Women's day Panel forum
6/3/23	Council Briefing Meeting
8/3/23	Wimmera Machinery Field Days
14/3/23	Leading Teams Training
14/3/23	Council Briefing Meeting
15/3/23	Coffee with Councillor Claudia
15/3/23	Council Briefing Meeting
19/3/23	Community Matters HRC community meeting
20/3/23	Council Briefing Meeting
21/3/23	Local Area Action Plan Community Session
22/3/23	Councillor Tour
23/3/23	Building Positive Teams - zoom
24/3/23	GWMWater Customer and Stakeholder Workshop
27/3/23	March Council Meeting

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on Monday 6 March 2023 at 5:00pm
- Council Briefing Meeting held on Tuesday 14 March 2023 at 5:00pm
- Council Briefing Meeting held on Wednesday 15 March 2023 at 5:00pm
- Council Briefing Meeting held on Monday 20 March 2023 at 5:00pm
- Councillor Tour held on Wednesday 22 March 2023 from 8:30am to 5:00pm

Refer to **Appendix 13.1A**

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

Nil

Recommendation

That Council receive and note agenda items:

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

14. NOTICE OF MOTION