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**MINUTES of the Council Meeting of the Horsham Rural City Council held in the Council Chambers and livestreamed at [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au) at 5.30pm on 23 May 2022.**

**PRESENT**

Cr Robyn Gulline (Mayor), Cr David Bowe, Cr Claudia Haenel, Cr Penny Flynn, Cr Les Power, Cr Di Bell (attended virtually), Cr Ian Ross

**ALSO IN ATTENDANCE**

Sunil Bhalla, Chief Executive Officer; Graeme Harrison Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Fiona Kelly, EA to CEO and Councillors.

Neville McIntyre      Kath Dumesny      Alex Darling (ABC)      Kerrie Bell

**1. PRAYER**

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

**2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT**

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

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

**3. OPENING AND WELCOME**

Chairman, Cr Robyn Gulline formally welcomed those in attendance to the meeting. The Mayor advised that the meeting is being livestreamed and 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**

Nil

**5. LEAVE OF ABSENCE REQUESTS**

Nil

## 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 5.32pm on 26 April 2022 be adopted.

### Council Resolution

#### **MOVED Cr Penny Flynn, Seconded Cr Ian Ross**

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.32pm on 26 April 2022 be adopted.

CARRIED

## 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.

Nil

## 8. PUBLIC QUESTION TIME

### PUBLIC QUESTION FROM MELISSA OF HORSHAM

#### Question 1:

Who and how is money distributed?

With modern technology why isn't a poll taken before major expenses. E.g. silo art huge cost not necessary yet underpasses need renos and not done.

Why with the desire of the day to have all this art, why can't more public spaces be let out to public tender for design. E.g. new park needs a new seat that will cost \$1000, put it out with specific limitations and requirements but let all artists come out with something fit for purpose then buy that for \$1000.

#### Response from Kevin O'Brien, Director Communities & Place

Each year Council develops an annual budget. The 22-23 budget has been developed to meet its' obligations as outlined in the Annual Action Plan (AAP) that forms part of the Council's four year plan. The development of the Council Plan and the AAP have undergone extensive public consultation during 2021. These documents are publicly available on the Council website and each year the budget is reviewed and publicly released.

In relation to your query on public art: There is an annual allocation made in the budget each year to public art. The public art annual allocation is \$30K. This allocation delivers on all public art outcomes but has been leveraged to seek additional state government funding for the Silo art project which \$100K was granted. Public art projects are scoped with a brief and the majority go out through an expression of interest process and are assessed against the project criteria, unless a direct commission is undertaken.

The Council budget also has provision for annual replacement and upgrade of street furniture, bike and walking path upgrades. Over the past 18 months additional planning with community has been undertaken. Including around a number of public and council owned spaces. These include Haven's ANZAC Park, Sunnyside Recreational Reserve and the Horsham Skate Park. Consultation with the Horsham North Community has occurred to identify key issues and opportunities for future planning and investment.

An ongoing commitment to integrated place based planning will see better involvement by our community in the planning and investment of public spaces going forward.

## 9. OFFICERS REPORTS

### 9.1 NEW FOUR-BIN KERBSIDE COLLECTION SERVICE MODEL

<b>Author's Name:</b>	Rehan Majeed/Paul Atherton/John Martin	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Coordinator Waste Infrastructure/Project Manager/Director Infrastructure	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F20/A02/000001

#### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

#### Status

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

Yes  No

**Reason:** Nil

#### Appendix

Kerbside Collection Policy (**Appendix 9.1A**)

Community Survey Report (**Appendix 9.1B**)

#### Purpose

To receive and note the outcomes of the community survey on the new waste service model, and adopt the Kerbside Collection Policy to support implementation of the new four-bin waste service model.

#### Summary

- Council is required to develop a four-bin service model to comply with the Government's new Recycling Policy, and to deliver improved environmental outcomes.
- Significant planning has been undertaken to develop the preferred service model.
- A community survey was undertaken to understand the community's attitudes to this new service model. The survey received more than 1000 responses.
- Issues raised in the responses to the community survey have been assessed to guide the development of the proposed Kerbside Collection Policy outlined in this report.
- Costs for the new service have been factored into the 2022-23 budget planning, on the basis that the new service would start from 3 April 2023.

#### Recommendation

That Council:

1. Receive and note the outcomes of the community survey on the new waste service model.
2. Adopt the Kerbside Collection Policy to define the arrangements for the new four-bin waste service model.
3. Publish the community survey report on the new four-bin service model.

**Council Resolution**

**MOVED Cr David Bowe, Seconded Cr Claudia Haenel**

That Council:

1. Receive and note the outcomes of the community survey on the new waste service model.
2. Adopt the Kerbside Collection Policy to define the arrangements for the new four-bin waste service model.
3. Publish the community survey report on the new four-bin service model.

CARRIED

**REPORT****Background**

The Victorian Government released its Recycling Policy in 2020, requiring, amongst other things, that Councils introduce a four-bin collection system, with FOGO (food organics and garden organics) from 2026-2027 and glass from 2027.

The key feature of the proposed new system is the separation of current general waste into landfill, organics, and commingled recycling categories into 240 litre bins collected every fortnight, and glass in 120 litre bins collected every four weeks. The table below summarises this proposal.

AREA	SERVICE	BIN SIZE	COLLECTION FREQUENCY	ANNUAL CHARGE #	CURRENT CHARGE
Urban	Waste	240 L	Fortnightly	\$482	240 L \$470 120 L \$307
	Commingled	240 L	Fortnightly		
	Organics	240 L	Fortnightly		
	Glass	120 L	Monthly		
	Litres per f/n	780 L			
Rural	Waste	240 L	Fortnightly	\$340	\$422/\$270
	Commingled	240 L	Fortnightly		
	Organics	N/a	N/a		
	Litres per f/n	480 L			

# Note – the charges shown in the table above are the equivalent 12-month charge for the new services. The actual charge in the 2022-2023 financial year will be based on 3 months at this rate, and 9 months at the previous rate, and is outlined in the draft Budget.

In urban areas this new model represents an increase in the waste volume being collected, with the average fortnightly collection volume under the new service being 780 L compared to the current 720 L for a customer with a 240 L waste bin.

In preparation for transition to the four-bin system Council conducted a community survey to determine current use, behaviours and satisfaction with the existing waste collection service, and community reaction to the proposed new waste collection system and costs. Over 1000 responses to the survey were received. The report on the survey responses is provided as Appendix A.

A summary of the key issues arising from the survey is:

1. Satisfaction with the current kerbside and waste management services is high (93% of respondents) with similar levels of enthusiasm for recycling and the environment (95%)
2. Perceived increased bin odours and hygiene problems associated with fortnightly pickup
3. Bins being too large or too small
4. Cost of the proposed new service
5. Storage space for bins, especially in the case of units
6. Desiring the option to opt out of the new system.

Further issues to be considered in establishing the new service include:

1. Delineation of urban and rural services
2. Transitioning those who have currently elected the smaller and cheaper 120 litre waste bin service to the new service model
3. Approaches to avoiding contamination in bins.

These issues are discussed in this report.

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**Discussion**

The report from the community survey indicates that there is a substantial level of support for the proposed changes to the bin service. Still, there are a number of issues which need to be addressed to minimise community concern on the introduction of the service. These are discussed below.

- **Bin odour as a result of fortnightly pickup**

The proposed approach is:

- Provide information and education program and materials targeting managing bin odours.
- Distribute caddies and liners for the FOGO service. Ongoing supply of liners to be free to reduce likelihood of non-biodegradable bags being used.

- **Bins being too large or too small**

The proposed approach is:

- The standard bin configuration will be three 240 L bins and a 120 L bin for glass.
- Application may be made to Council to downsize any 240 L bins, however the charge based on the standard configuration remains unchanged.
- No fee reduction is proposed for the smaller bins, as a large part of Council's cost is the actual cost of bin collection, which does not change with bin size.
- Residents can gain an additional bin for any of the waste streams at an additional charge.
- Existing 120 L landfill bins will be able to be retained and may be converted to 240 L bins at any time. All other bins to be 240L. No discount will apply for the smaller bin.

- **Delineation of Urban and Rural Services**

Historically the urban waste collection occurs in the old City of Horsham boundary (defined by Curran Road, Riley Road, Cameron Road and Kenny/Osborne Roads) and the Natimuk township boundary. Areas outside of this are considered as a rural service.

However, much of Haven is now essentially an extension of the Horsham urban area. It is proposed that contiguous areas of Haven that have a residential character would be classified as urban waste customers, and receive the four-bin service. The map in the policy delineates the urban area extending (generally) to Plozzas, Hunts and Holes Roads.

- **Cost increases of the proposed new service**

There are some issues around perceptions of equity associated with the new charges, especially given the contrast in increases/reductions in the charge for the new service model, summarised as follows:

- Standard 240 L urban service goes up \$12
- But, current urban customers on a 120 L service face an increase of \$175 (on an annual basis)
- Rural service goes down \$82 (for existing 240 L customers)
- Reclassifying some rural to urban will result in a \$60 increase

These charges are considered equitable based on the volumes / frequency of service. However, the current 120 L bin service customers will see the price rise as being a major imposition. Introducing this service in the final quarter of next financial year (target date 3 April 2023), will lessen the impact of the price rise, as the price increase will be spread over two financial years.

A range of options have been considered to soften the impact in this major increase for the 120 L bin service customers. No equitable, softer transition approach has been identified.

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- **Storage space for bins, especially units.**

Based on information from other councils, it is proposed that multi-unit properties where there is a common property manager can be given the option of sharing bins between two units to address the issue of insufficient room for physical storage of bins. They may also opt for smaller bins. In both cases, there is no reduction in the charges.

- **Opt out of the new system**

It is proposed that opting out of services not be permitted, as this would not lead to the outcome required by the Government of separation of the different waste streams. Bin downsizing as described above will be permitted.

- **Timing of initiating the service - setting new waste collection charges**

Waste charges for the new system need to be established as part of the annual budgetary process. Budget planning has proceeded on the assumption that the service would be in place by Monday 3 April 2023. The charging reflects nine months based on the current service model and three months based on the new service model.

- **Approaches to education and ensuring compliance**

Budget provision has been made to appoint two, six-month education/compliance officers to support the implementation of the new service. This resourcing need is based on experience in other Councils.

Education will be the focus in the pre-implementation period. Supporting material will be drawn from information already prepared by other Councils and Waste Groups across the state.

The second phase, post-implementation requires a mix of education and enforcement of compliance requirements. The key risk is contamination of bins with the wrong waste streams, in particular in the organics bins where there is a very low threshold for contaminants.

A compliance system may include a "3 strike" system based on education before enforcement. In this, repeat offenders would have their bin collection suspended for a period to reinforce the requirement for appropriate materials in each bin.

The draft Kerbside Collection Policy has been developed to capture the issues raised in the community survey, with the key issues being discussed above.

Key to successful implementation of the new service model will be the clarity of the policy, and a supportive communication / education program as described.

### **Options to Consider**

The draft policy aims to identify where variations to the service model can be offered. A risk in this regard is offering too many variations, which could make the policy confusing and difficult to implement.

### **Sustainability Implications**

A core objective of the Government's policy is to improve the recovery of various waste streams, and reduce the volume of material going to landfill.

### **Community Engagement**

The draft Policy reflects the outcomes of an extensive community engagement process, as presented in the attached report.

The policy also indicates the following planned engagement:

- A detailed education program prior to introduction of the four-bin collection service on 3 April 2023
- A supportive / educative program to assist in compliance with the requirements to avoid contamination after implementation of the new service
- General communications, including information on Council's web site

The proposed policy will be the cornerstone of much of the engagement material. An "Easy English" version of the policy is also being prepared.

Consideration is also being given to development of a smartphone app tailored to Horsham's needs, to provide reminders of collection dates and details on what can or cannot be included in each bin.

### **Innovation and Continuous Improvement**

The four-bin service model represents an improvement on Council's current waste collection services to comply with the Government's requirement for household recycling.

### **Collaboration**

Significant internal collaboration has been and is continuing to occur in the planning of the new service model, including Infrastructure, Finance, Rates and the Community Relations teams.

### **Financial Implications**

The new charges outlined in this report relate to the additional bin service. These proposed charges are also reflected in the draft budget.

### **Regional, State and National Plans and Policies**

The new four-bin model is driven by the Victorian Government's 2020 recycling policy "Recycling Victoria".

### **Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 3 - Sustainability, and the strategy to achieve a sustainable and sound environmental future.

### **Risk Implications**

A key risk in relation to the new service model is community acceptance of the new service model. Establishment of a clear kerbside collection policy, supported by an effective education program will be important to manage this risk.

### **Conclusions**

The draft Kerbside Collection Policy aims to address the key issues raised in the community survey on the new four-bin waste service model.

## 9.2 ANNUAL ACTION PLAN

<b>Author's Name:</b>	Graeme Harrison	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Director Corporate Services	<b>Directorate:</b>	Corporate
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F19/A09/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Draft Annual Action Plan 2022-2023 (**Appendix 9.2A**)

### Purpose

To adopt the Annual Action Plan 2022-2023.

### Summary

- The Council Plan 2021-2025 was adopted by Council at the meeting held on 25 October 2021.
- Following extensive community engagement and feedback, the adopted Council Plan included the requirement for the development of an Annual Action Plan to detail how the initiatives and priorities identified in the Council Plan will be implemented.
- The draft Annual Action Plan was presented for community feedback from 4 to 25 March 2022.
- There was one submission received that related to the Annual Action Plan and one which was unrelated to the Annual Action Plan and was dealt with as a service request.
- This is the first time that council has established an Annual Action Plan and the process and content will be refined and improved as the process further matures.
- The actions from the Annual Action Plan will be reported on to Council and the community each quarter as part of the regular Quarterly Performance Report.

### Recommendation

That Council adopt the Annual Action Plan 2022-2023.

### Council Resolution

**MOVED Cr Penny Flynn, Seconded Cr Ian Ross**

That Council adopt the Annual Action Plan 2022-2023.

CARRIED

**REPORT****Background**

During 2021, following a comprehensive process of deliberative community engagement, the Council Vision 2041 and the Council Plan 2021-2025 were adopted by Council. A project was then commenced to develop an Annual Action Plan that would set out the key activities that would be implemented to achieve the priorities and initiatives outlined in the Council Plan.

**Discussion**

Broad consultation has been undertaken with Councillors, Executive, Managers, Co-ordinators and staff to develop actions that align to the priorities and initiatives in the Council Plan, including measures and expected timeframes. Progress on the enactment of the Annual Action Plan will be reported to Council as part of councils regular Quarterly Performance Report.

The draft Annual Action Plan has been constructed following feedback from Councillors at briefings in December, January and February. It is intended that the Annual Action Plan will be reviewed each year to capture appropriate changes or additions and to ensure it reflects priorities appropriately.

The Draft Annual Action Plan has been utilised to inform the development of the 2022-2023 Draft Budget.

**Options to Consider**

Nil

**Sustainability Implications**

The Annual Action Plan touches all elements of Councils operations into the future and will therefore influence and impact all sustainability matters, environmental, climate, social and economic.

**Community Engagement**

Council developed the Community Vision and Council Plan using deliberative processes with a Community Panel. Community feedback was sought and considered in the development of the Council Plan which included the Health and Wellbeing plan. The initiatives and priorities are listed in the Council Plan under the five long-term strategic objectives and themes of Community, Liveability, Sustainability, Accessibility and Leadership.

The draft Annual Action Plan was made available to the Community via Council's Have Your Say page for the period 4 March 2022 - 25 March 2022. Hard copies of the plan and the submission form were displayed and made available at Council's customer service counter. There was a media release on 4 March 2022 calling for submissions on the draft plan. This resulted in a Wimmera Mail Times story on 6 March 2022. The call for submissions on the draft Annual Action Plan was promoted weekly in the HRCC public notices for the duration of the feedback period. The opportunity to provide feedback on the Annual Action Plan was also promoted via social media.

Direct emails were sent to consenting participants of the Council Vision and Council Plan deliberative panel inviting feedback on the draft plan.

The submission received suggested that council should reference the Annual Action Plan when preparing reports to council so that there is a clear linkage (where appropriate) back to the plan in the council report. This approach will be implemented in the future.

## Financial Implications

All activities within the Annual Action Plan have been reviewed by the relevant teams to ensure that they can be delivered within the time frame of 2022-2023 and what resources will be required to achieve that.

Where additional resources have been identified these have been included as initiatives in the Draft Budget 2022-2023. The table below summarises these initiatives by the Council Plan Themes and Priorities and Initiatives and shows where the funding will come from:

Theme	Priorities & Initiatives	General Revenues	Grant Funds	Reserve Funds	Total All Fund Sources
<b>Theme 1 - Community - Horsham Rural City Council will develop the municipality as a diverse, inclusive and vibrant community.</b>	1.2 Support and empower localised community groups in their goals and plans**	25,000	0	0	25,000
	1.3 Enhance the inclusivity, accessibility and safety of our places and spaces **	30,000	0	0	30,000
	1.6 Promote and support the municipality's key tourism, events and local and cultural offerings **	85,000	0	0	85,000
<b>Total Theme 1</b>		<b>140,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>
<b>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</b>	2.10 Plan for sustainable and affordable housing needs of our community **	165,000	0	0	165,000
	2.2 Advocate for educational opportunities, delivered locally, to support and encourage lifelong learning **	25,000	0	0	25,000
	2.5 Respond to key community needs, ensuring our municipality is child and youth friendly and encourages positive ageing **	10,000	0	0	10,000
<b>Total Theme 2</b>		<b>200,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>Theme 3 - Sustainability - Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy</b>	3.6 Support our community and region in adapting to reduce emissions, build resilience to climate change and respond to environmental challenges **	0	25,000	75,000	100,000
<b>Total Theme 3</b>		<b>0</b>	<b>25,000</b>	<b>75,000</b>	<b>100,000</b>
<b>Theme 4 - Accessibility - HRCC will meet community needs through connected transport networks and the provision of accessible and welcoming places and spaces</b>	4.1 Ensure a safe and connected transport network including active transport **	50,000	0	0	50,000
	4.2 Advocate for supporting infrastructure to ensure connections to key places and services**	40,000	0	0	40,000
	4.3 Planning for places and spaces to provide connectedness and social inclusion**	200,000	40,000	0	240,000
	4.4 Support lifelong learning opportunities for all people**	20,000	0	0	20,000
<b>Total Theme 4</b>		<b>310,000</b>	<b>40,000</b>	<b>0</b>	<b>350,000</b>
<b>Theme 5 - Leadership - HRCC will build trust and connections with the community through good governance, community consultation, accountability,</b>	5.1 Build trust through meaningful community engagement and transparent decision making	40,000	0	0	40,000
	5.3 Enable a customer/stakeholder focused approach that delivers efficient and responsive services	25,000	0	0	25,000
<b>Total Theme 5</b>		<b>65,000</b>	<b>0</b>	<b>0</b>	<b>85,000</b>
<b>Grand Total</b>		<b>715,000</b>	<b>65,000</b>	<b>75,000</b>	<b>855,000</b>

Items with \*\* relate to the Health & Wellbeing component of the Council Plan

## Innovation and Continuous Improvement

The work undertaken to develop the Council Plan 2021-2025 has been a significant change from previous years and has led to better connection between the community priorities and their implementation by the organisation. The addition of an Annual Action Plan to steer the implementation of the Council Plan and provide regular reporting to the Community is a new innovation for our Council and will evolve over time as we embed an improved and more mature approach to our strategic planning processes. This approach is as documented in Councils Integrated Strategic Planning and Reporting Framework.

**Collaboration**

The draft Annual Action Plan has been developed from the Council Plan and created in collaboration with a range of stakeholders including input from the councillors and council officers.

**Regional, State and National Plans and Policies**

Nil

**Council Plans, Strategies and Policies**

Council Plan 2021-2025

**Risk Implications**

Strong and robust planning allows Council to align its objectives with those of the community and in turn ensures that the operations of Council are also working towards the same goals as the community that it is working for.

**Conclusion**

The Annual Action Plan 2022-2023 shows what council will do to implement the strategies from the Council Plan 2021-2025.

### 9.3 DRAFT BUDGET 2022-2023 AND UPDATE OF REVENUE AND RATING PLAN 2021-2024

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

#### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

#### Status

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

Yes  No

**Reason:** Nil

#### Appendix

Draft Budget 2022-2023 (**Appendix 9.3A**)

Updated Revenue and Rating Plan 2021-2024 (**Appendix 9.3B**)

#### Purpose

To approve the Draft Budget 2022-2023, the amended Revenue and Rating Plan 2021-2024 and Proposed Rates and Charges.

#### Summary

- The Draft Budget 2022-2023 has been prepared through a process of consultation and discussion with Council Officers and Councillors, and aligns with objectives as set out in the 2021-2025 Council Plan.
- The Draft Budget 2022-2023 has this year been prepared with reference to the Annual Action Plan 2022-2023 that was developed following the adoption of the new Council Plan in October 2021, and was presented to the public for comment and feedback in February 2022.
- The Draft Budget 2022-2023 is balanced on a cash basis.
- The Revenue and Rating Plan 2021-2024 has been revised to incorporate some minor changes as a result of the budget development process, and to reflect a revision to rate differentials and eligibility requirements for the farm differential.
- The Draft Budget 2022-2023 and the Revised Revenue and Rating Plan 2021-2024 are now available to the community to inform them of council's planned expenditures and charges. The community is able to provide comment and feedback until 5pm, Monday 13 June 2022.

#### Recommendation

That Council:

1. Approve the Draft Budget 2022-2023 attached as **Appendix 9.3A** and place it on Council's website to inform the community of council's planned expenditures and charges and provide an opportunity for comment and feedback until 5pm on Monday 13 June 2022.
2. Propose the rate in the dollar and charges as set out in Section 4.1 of the draft budget document attached as **Appendix 9.3A**.
3. Approve the updates to the Revenue and Rating Plan 2021-2024 and make it available for community comment and feedback until 5pm on Monday 13 June 2022.
4. Consider the Draft Budget 2022-2023 and updated Revenue and Rating Plan 2021-2024 for adoption at its meeting on Monday 22 June 2022.

**Council Resolution**

**MOVED Cr Ian Ross, Seconded Cr David Bowe**

That Council:

1. Approve the Draft Budget 2022-2023 attached as **Appendix 9.3A** and place it on Council's website to inform the community of council's planned expenditures and charges and provide an opportunity for comment and feedback until 5pm on Monday 13 June 2022.
2. Propose the rate in the dollar and charges as set out in Section 4.1 of the draft budget document attached as **Appendix 9.3A**.
3. Approve the updates to the Revenue and Rating Plan 2021-2024 and make it available for community comment and feedback until 5pm on Monday 13 June 2022.
4. Consider the Draft Budget 2022-2023 and updated Revenue and Rating Plan 2021-2024 for adoption at its meeting on Monday 27 June 2022.

CARRIED

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## REPORT

### Background

Society and the community are now transitioning to a more “Covid-normal” situation where we are learning to live with the disease in the community. The impacts of the last 2 years of the pandemic are however still being felt within the broader society and our community. Somethings are starting to return to normal in many sectors of the community, but certainly not all. There have been changes to the operations of many businesses, some positive and some not so, and how employees function in the office environment has also undergone significant change. There have been many unpredicted impacts of the government stimulus with booming property prices impacting on council’s rate base. Council has been mindful of these challenges during the framing of its 2022-2023 budget and in considering its capacity to deliver services to the community.

This year’s budget is the sixth year under rate capping and the rate cap was set by the Minister at 1.75% to which this budget has been framed.

Council has a range of both internal and external cost pressures to contend with, and still recognises the need to play an important role as the regional city for the western area of the state, with the provision of quality services to more than just our own residents. There continues to be growth and development within the community, which, over time puts pressure on service delivery costs such as the supply of parks and gardens, maintenance of roads and footpaths etc.

The Draft Budget 2022-2023 has been balanced on a cash basis.

### Discussion

#### A. BUDGET OVERVIEW

Rates have increased from the 2021-2022 Budget overall by 3.49% which is made up of the 1.75% Ministerial Rate Cap plus 1.74% increase from growth in the rate base from new construction and development during 2021-2022. The Farm Differential has been reduced from 59% to 50%, Industrial Differential has been increased from 95% to 100% and the Commercial Differential has remained at 95%, in response to some significant relative movement in property values. The Municipal Charge has been decreased from \$240 to \$200.

Net service delivery costs have increased by 2.5% from the 2021-2022 Budget and capital expenditure 3.4%. Overall employee costs have risen by 3.5%.

Spending on Rural Roads and infrastructure is increasing by 4.7% (nearly 3 times the rate cap) on the back of a 27% increase in 2021-2022. Although it is acknowledged that costs are also rising steeply in the road construction sector due to rising input costs of fuel and quarry materials.

Capital spending from general revenues has increased by \$0.206 million or 6.0% on the 2021-2022 Budget and some significant grant funds have been anticipated again this year. External borrowings of \$1.0 million have been included.

Initiatives have returned to pre-Covid levels of \$0.937 million of which \$0.715 million is being funded from general revenues.

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## BUDGET HIGHLIGHTS

### I. Rates and Charges

In the Draft Budget 2022-2023 Council is making the following significant changes to revenue and rating charges and differentials:

- The following changes are being made to councils rating differentials:
  - A reduction of the farm differential from 59% to 50% in response to the significant increase in farm values relative to general values (farm values rose by 41.5% which was 17% more than residential values).
  - A removal of the differential for the Industrial sector which was previously 95% of the general rate
  - No change to the 95% differential offered to Commercial sector

These changes have been made as Council is mindful of the impacts of revaluation on the various sectors and is seeking to mitigate to some degree the rating shock that this causes.

- As the size of the farm differential has been growing in recent years, council is introducing more strict guidelines for the eligibility for the farm differential such that eligible properties must provide evidence that they are “conducting a business that has significant and substantial commercial purpose or character and seeks to make a profit on a continuous or repetitive basis” in accordance with the Valuation of Land Act. A review of all properties under 60 hectares that are not part of a larger farming enterprise will take place during 2022-2023.
- Reducing the fixed component of rates, the municipal charge from \$240 to \$200 (The Rate Review Committee in 2019 had recommended \$200). This, will shift the contribution of rates slightly from lower valued properties, to higher valued properties across all sectors.
- The majority of fees and charges have been increased by around a 3% CPI factor although there have been some more larger increases of closer to 10% for some building permit fees charged by councils building services contractor.
- Waste Charges are changing significantly as council moves to a 4 bin service as required under state government directives. Overall the increase is 5.45% for 2022-23 but the impacts will be different for each of the specific service areas (See table 4.1.1 (j) in **Appendix 9.3A**). These charges will not be applicable until the service is expected to commence in April 2023.

These changes overall will deliver a fairer outcome to the 2022-2023 rate distribution and will see rate changes per sector as follows: Residential 2.23% increase, Farms 2.44% increase, Commercial 0.35% decrease and Industrial 6.90% decrease.

### II. Capital projects

The capital works program for the 2022-2023 year is budgeted at \$21.30 million, which is \$1.17 million more than 2021-2022. There will also be carried forward works uncompleted from 2021-2022 but as yet these are not finalised or factored in to the budget, this will be done soon after 30 June. In prior years this has been around \$4 to \$5 million of works.

Council has increased its allocation to capital works from general revenues by \$0.206 million or 6.0% (Last year it was increased by 7.2%).

The 2022-2023 works are funded from \$8.75 million of external specific purpose grants (including Roads to Recovery), \$6.29 million from General Revenues, \$4.81 million from cash reserves, \$1.0 million from Borrowings and the balance of \$0.43 from asset sales and contributions.

Renewal works total \$9.97 million or 52% of the overall program (last year was 49%), \$2.65 million of this is from the tagged rate rises since 2008-2009. New works total \$6.62 million or 31% and upgrade works \$3.55 million or 17%.

Appendix D in the Draft Budget 2022-2023 provides more detailed information on the following highlighted Capital Works projects:

	Renewal	Upgrade	New	Total
Horsham Town Hall - Stage 2 Heritage Hall, Staff Room & Workstations, Upgrade Boiler & Theatre Lighting.	\$320,000	\$139,750	\$119,250	\$579,000
Public Conveniences Upgrades – Telangatuk, Botanical Gardens, City Oval, Rowing Club, Weir Park, Roberts Ave & safeway.	\$257,370	\$92,472	\$0	\$349,842
City to River – natural Play Park, Water front activation and City Oval Netball courts.	\$323,830	\$0	\$1,277,830	\$1,601,660
City Oval – Netball & Football clubrooms, changerooms & stage 1 Sawyer Park event stage & broadcast box	\$1,432,445	\$1,432,446	\$357,000	\$3,221,891
Urban Roads – Microsurfacing, Otta Seals, Urban reseals and renewal of kerbs and channels	\$320,000	\$139,750	\$119,250	\$579,000
Rural Roads – Microsurfacing, heavy patching, final seals, resheeting, Upgrades (Horsham-Lubeck Rd, North East Wonwondah Rd, Polkemmett Rd)	\$4,268,710	\$1,117,141	\$20,000	\$5,405,851
Plant & Equipment – council's renewal and replacement program for plant	\$1,875,050	\$0	\$228,000	\$2,103,050
Footpaths and Cycleways – Horsham North footpaths, includes Mary St, bike path renewals and extensions.	\$331,433	\$200,054	\$52,500	\$583,987
Parks & Open-spaces – Victrack land development south of Mill St and renewal of other openspace assets	\$189,000	\$0	\$214,000	\$403,000
Industrial Estate – roads & Drainage at WALHub, Burnt Creek & Enterprise Industrial Estates.	\$30,000	\$0	\$2,984,491	\$3,014,491

### III. Service Delivery

Some areas where costs have risen or where additional funding has been provided are as follows:

- Extra resourcing provided to the Recreation and Open Space area with an additional 0.50 Full-time Equivalent (FTE) staff member to support this team
- Aquatic Centre costs have reduced \$0.119 million from last year's level which were artificially high due to the challenges of Covid
- Parks and Gardens have increased staff allocations to factor in growing open space maintenance requirements
- Horsham Town Hall costs have increased by approximately \$0.164 million, due to reduced margins on performances in part as a result of continuing Covid impacts and also from the closure of the hall area for the floor renewal.

- 
- Strategic Planning costs increased as additional resources have been allocated to the Strategic Planning function by way of further 0.30 FTE in place of a consultant and funds have been set aside to ensure that planning scheme amendments are finalised through the state government system and ensuring the community is ready for growth.
  - \$0.090 million extra for software licensing and support costs that have continued to rise as more technology is used more broadly across the organisation and supporting flexible working arrangements and increasing digitisation of our operations. Software as a service has continued to grow which has increased software operational costs due to subscription based services rather than purchased software.
  - The annual contribution to the IT reserve has increased by \$0.089 million to meet growing demand from for IT and CCTV hardware upgrades. Over the last 5 years the following additional IT resources have been added; 192 computers/tablets, 80 Smart Phones, 25 Meeting room devices, 83 new network devices and 121 CCTV devices.
  - Insurance premiums are expected to rise yet again and have been estimated to increase by \$0.040 million.
  - Expanding social media requirements across the organisation and the need for good quality graphic design output has seen the continuation of an additional 0.60 FTE resource that was previously funded through the Covid Working for Victoria program.
  - Additional trainees have been taken on in IT, Records Management, and Customer Service, to provide skill development opportunities within our community.

All services are being maintained at their existing levels.

#### **IV. Initiative projects**

One-off initiative projects have been funded of \$0.855 million of which \$0.715 million is funded from general revenues:

## Horsham Rural City Council

## Council Meeting

Action	General Revenue	Grants	Reserves	Total All Fund Sources
1.2.2 Provide support and educate community groups on grant applications to external funding bodies	25,000	0	0	25,000
1.3.2 Develop a new Community Inclusion Plan following the close out of the 2019-2022 plan	30,000	0	0	30,000
1.6.1 Increase the range, quality and appropriateness of Visitor Services information and products	85,000	0	0	85,000
<b>Theme 1 Total</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>
2.10.3 Prepare and implement the Horsham South Structure Plan (Stage 2)	60,000	0	0	60,000
2.2.1 Develop and implement council wide guidelines for universal inclusion and access across all activities	25,000	0	0	25,000
2.5.1 Municipal Early Years Plan 2019-2023 to be reviewed and updated	10,000	0	0	10,000
2.10.2 Develop a Housing Affordability and Diversity Strategy and complete an amendment to the Planning Scheme	105,000	0	0	105,000
<b>Theme 2 Total</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
3.6.2 Implement Actions from Zero Net Emissions Carbon Action Plan	0	25,000	75,000	100,000
#Council Plan Target				
<b>Theme 3 Total</b>	<b>0</b>	<b>25,000</b>	<b>75,000</b>	<b>100,000</b>
4.2.1 Undertake a Community Buildings Co-location & needs Assessment- to determine space availability, options, decommission and potentially new solutions	40,000	0	0	40,000
#Community Panel				
4.3.2 Develop Master Plan for key municipal level assets as listed in the Social Infrastructure Framework	30,000	40,000	0	70,000
4.3.6 Implement the actions from the Greening Greater Horsham Municipal Tree Strategy	110,000	0	0	110,000
4.4.1 In collaboration with the Primary Care Partnership, support the delivery of the Sons and Daughters of the West wellness program	20,000	0	0	20,000
4.3.5 Develop a detailed outdoor Play Space Plan	60,000	0	0	60,000
4.1.07 Investigate the capacity of all bridges	50,000	0	0	50,000
<b>Theme 4 Total</b>	<b>310,000</b>	<b>40,000</b>	<b>0</b>	<b>350,000</b>
5.1.5 Investigate and Implement a Project Management Software System	40,000	0	0	40,000
5.3.3 Be responsive to all asset related service requests, queries and complaints.	25,000	0	0	25,000
#Council Plan Target				
<b>Theme 5 Total</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>65,000</b>
	<b>715,000</b>	<b>65,000</b>	<b>75,000</b>	<b>855,000</b>

### Options to Consider

The Council Budget is a statutory requirement and must be adopted each financial year by 30 June.

### Sustainability Implications

Rate capping continues to place restrictions on Councils ability to raise its own source income and places and ever increasing reliance on grants from other tiers of government which may be turned on and off over time. Council's share of the overall tax revenues of all tiers of government as approximately 3% but additional responsibilities and obligations are being given to council without adequate consideration of the taxation implications. These issues mean that council must be forever mindful of its own financial sustainability and as a result take a more conservative approach to debt than may be taken by other levels of government and the private sector.

### Community Engagement

Council has, this year, taken the view that the budget at this late stage is being put to the community as a draft, but is essentially finalised so the engagement is at the IAP2 level of informing the community. The Revenue and Rating Plan 2021-2024 was adopted by Council in October 2021 and the only changes being made to that are to reflect the Draft Budget changes, particularly around differentials.

Council will still receive any feedback and comments and may choose to reflect some minor change in the final budget before adoption at its meeting on the 27 June 2022.

Council has already completed an engagement with the community around the Annual Action Plan for 2022-2023. This plan was in turn derived from the Council Plan which was influenced by the Community Vision 2041. The community was provided with the opportunity to make submissions and provide feedback on the Annual Action Plan during February 2022. The Annual Action Plan has then been utilised to particularly drive the development of the initiatives that sit within this budget.

The following community engagement activities will occur during May/June 2022:

- On-line information will be provided on Council's website
- Flyers re "where \$100 of rates are spent" will be made available on-line and in appropriate public places
- A number of static displays will be established in the CBD
- A social media question and answer session will be held
- The Community Map will be promoted as a graphical tool for the viewing of capital works
- Promotion of the capital works highlights document and budget flyers
- Media release
- Public notices page in the local Newspapers
- Facebook posts.

### **Innovation and Continuous Improvement**

The Draft Budget 2022-2023 contains a number of innovative initiatives that will seek to improve councils operations and provide efficiencies.

### **Collaboration**

There are many collaborative activities that council will be undertaking within the Draft Budget 2022-2023, however a significant project is the Rural Council's Corporate Collaboration (RCCC) project that is seeking to implement a common financial, rating, and payroll system across a group of 3 Councils in the region. The implementation of a common software system for these critical functions is expected to facilitate greater sharing of resources and lead to efficiencies over time. It is an innovative project funded by the State Government.

### **Financial Implications**

All matters under discussion impact on the 2022-2023 Council Budget.

### **Regional, State and National Plans and Policies**

The state policy with most significance for Councils budget is the Fair go rates system that sees the capping of councils rate increases at the level set by the Minister each year.

### **Environmental Implications**

The Council budget contains allocations for addressing climate change issues for Council and specifically has \$100,000 allocated to support the implementation of the Zero Carbon Plan that was adopted by Council during 2020-2021. \$106,000 is also allocated within the capital works program to implement energy savings projects across council buildings within the municipality.

### **Council Plans, Strategies and Policies**

The Budget and Revenue and Rating Plan have been prepared with reference to the 2021-2025 Council Plan and the Community Vision 2041.

### **Risk Implications**

The budget is a key document for the good governance and operations of Council and, as such, needs to be adopted by the 30 June each year.

### **Conclusion**

The Draft Budget 2022-2023 and updated Revenue and Rating Plan 2021-2024 are made available for community comments and feedback.

## 9.4 MUNICIPAL ASSOCIATION OF VICTORIA 2021-2022 RULES REVIEW

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance	<b>Directorate:</b>	Director Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F18/A13/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

MAV 2021-22 Rules Review – Direction Paper Submission (**Appendix 9.4A**)

### Purpose

To endorse the submission to Municipal Association of Victoria.

### Summary

- The Municipal Association of Victoria (MAV) have sought submissions from Councils for the MAV 2021-22 Rules Review
- Written submissions, in response to the Directions Paper, are requested by close of business on Monday 30 May 2022

### Recommendation

That Council endorse the submission to Municipal Association of Victoria (**Appendix 9.4A**).

### Council Resolution

**MOVED Cr Di Bell, Seconded Cr Penny Flynn**

That Council endorse the submission to Municipal Association of Victoria (**Appendix 9.4A**).

CARRIED

**REPORT****Background**

The Municipal Association of Victoria (MAV) Rules are the foundation of the MAV's governance framework. The existing Rules have been in place for many years and were last amended in 2013. As the peak body for local government in Victoria, MAV is undertaking a comprehensive review of its Rules to ensure that it is best placed to support the sector now and into the future.

**Discussion**

Following discussion with the Councillors, the Mayor, Cr Gulline has completed the survey submission as attached in **Appendix 9.4A**.

Written submissions, in response to the Directions Paper are to be lodged by close of business on Monday 30 May 2022.

**Options to Consider**

Not applicable

**Sustainability Implications**

Not applicable

**Community Engagement**

Not applicable

**Innovation and Continuous Improvement**

Not applicable

**Financial Implications**

Not applicable.

**Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 5 – Leadership

**Risk Implications**

Not applicable.

**Conclusion**

That Council endorse the Horsham Rural City Council's MAV 2021-2022 Rules Review submission.

## 9.5 COUNCILLOR REPRESENTATION ON WIMMERA REGIONAL LIBRARY CORPORATION

<b>Author's Name:</b>	Diana McDonald	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F019/A15/000001

### 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 appoint a Councillor representative to the Wimmera Regional Library Corporation (WRLC) Board.

### Summary

- There is a number of external committees that involve Mayor and Councillor representation and require annual appointments to be made.
- The Wimmera Regional Library Corporation is a collaboration between Horsham Rural City Council and West Wimmera Shire Council.
- A request has been received from the CEO Wimmera Regional Library Corporation for Council to appoint another representative to the Board.

### Recommendation

That Council nominate Cr Bowe as the Councillor representative on the Wimmera Regional Library Corporation board.

### Council Resolution

#### **MOVED Cr Claudia Haenel, Seconded Cr Les Power**

That Council nominate Cr Bowe as the Councillor representative on the Wimmera Regional Library Corporation board.

CARRIED

**REPORT****Background**

There are various Committees/Board that involve Mayor and/or Councillor representation. The Committees with Councillor involvement are traditionally reviewed annually by the Mayor, Councillors and Chief Executive Officer, following the Statutory Meeting each year.

A request has been received from the CEO Wimmera Regional Library Corporation for Council to appoint another representative to the Board.

**Discussion**

The Wimmera Regional Library Corporation (WRLC) is a collaboration between both West Wimmera Shire Council and the Horsham Rural City Council and is a public library providing services with various locations across the Wimmera, including branches at Edenhope, Goroke, Harrow, Horsham and Kaniva. The regional and administrative headquarters are located in Horsham at the Mibus Centre, 28 McLachlan Street.

**Options to Consider**

Nil

**Sustainability Implications**

Nil

**Community Engagement**

Nil

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

The Wimmera Regional Library Corporation is a collaboration between Horsham Rural City Council and West Wimmera Shire Council.

**Financial Implications**

Provision for involvement of the Mayor and Councillors on committees has been made within the existing Council budget.

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 1 – Community

Theme 2 - Liveability

Theme 5 – Leadership

**Risk Implications**

Not applicable

**Conclusion**

That Council nominates Cr Bowe as the Councillor representative to the Wimmera Regional Library Corporation board.

## 9.6 AERODROME APRON TENDER

<b>Author's Name:</b>	Mazen Aldaghstani / John Martin	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Manager Engineering and Capital Projects / Director Infrastructure	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F20/A02/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil (*Appendix provided in confidential report on this subject*)

### Purpose

To award the contract for the construction for Horsham Aerodrome Concrete Apron.

### Summary

- The apron (parking) area at Horsham Aerodrome has a relatively thin pavement, and incurs damage on a regular basis from heavier aircraft, include larger firefighting helicopters and on occasions the air ambulance helicopter.
- Council received grant funding from the Federal Government to upgrade part of the apron – this funding has enabled the works to proceed.
- Public tenders were sought through Council's normal procurement processes.
- Two submissions were received, and the preferred tenderer has been identified to conduct the works through the normal evaluation process.
- The recommended tendered price for the above work is \$292,560 which is the lower priced tender and very close to the budget available. Hence, it has been considered as the best value tender and an acceptable financial outcome.

### Recommendation

That Council accept the tender submitted by Glovers Earthmoving Pty Ltd for the lump sum of \$292,760 ex GST for the reconstruction of Horsham Aerodrome Apron.

### Council Resolution

#### **MOVED Cr David Bowe, Seconded Cr Penny Flynn**

That Council accept the tender submitted by Glovers Earthmoving Pty Ltd for the lump sum of \$292,760 ex GST for the reconstruction of Horsham Aerodrome Apron.

CARRIED

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## REPORT

### Background

The apron area near the terminal building at Horsham Aerodrome has a relatively thin pavement construction which makes it vulnerable to damage from heavier aircraft. Some aircraft associated with emergency services, in particular, have been identified as being more likely to cause this damage. Given the desirability for retention of these vital services, it is considered a priority to improve the apron pavement strength so that the Aerodrome can continue to operate with the full range of existing uses.

This section of Aerodrome also experiences drainage problems, due to the movement associated with Horsham soils, and the relatively thin existing pavement.

A grant opportunity arose for very favourable Federal Government funding. The full estimated cost of the first stage of the apron upgrade, \$285,750, was made available to Council in a grant.

The diagram below shows the extent of works in the initial stage. Primarily the works involve a bitumen-sealed pavement construction, however the part of the works area adjoining the fuelling facility will be concrete-paved to ensure the pavement is not impacted by any possible fuel spills.



### Discussion

The pavement works proposed as part of this contract are relatively straightforward, and similar in nature to road works, with the exception of the concrete area around the fuel facility.

The tenders for this contract were advertised and evaluated in accordance with Council's standard procedures, with two suitable tenders being received. Details of the evaluation are included in the confidential report on this subject.

The recommended tenderer has extensive experience on projects of similar scope both with Council and generally.

### Options to Consider

Not proceeding with the works.

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**Sustainability Implications**

Forming the apron around the fuelling works in concrete will preserve that section of apron against the potential impacts of fuel spills.

**Community Engagement**

Extensive engagement has occurred with aerodrome users on the impact of these works. This is a requirement for Aerodrome related works, with the Civil Aviation Safety Authority requiring a document called a Method of Works Procedure to be prepared and consulted on in advance of the works. In this case, the key issue that has arisen relates to access to the fuel facility during the works. In particular, this is of significance to Ambulance Victoria. Alternative arrangements with Ambulance Victoria are being developed.

**Innovation and Continuous Improvement**

Nil

**Collaboration**

Nil

**Financial Implications**

The cheaper and preferred tender was for a price of \$292,760 ex GST. This is only \$7,760 over the available budget, which was the grant funding amount. It is planned that the difference will be funded from under-expenditure in other areas of the Aerodrome budget.

**Regional, State and National Plans and Policies**

These works are being funded by a Federal Government grant, through its Regional Airports Program which aims to improve the safety of aircraft, operators and passengers, the delivery of goods and services and better meet the operational requirements of aeromedical and other emergency services, including supporting bushfire preparedness.

**Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 4 - Accessibility

Horsham Rural City Council will meet community needs through connected transport networks and the provision of accessible and welcoming places and spaces.

To achieve this Council will put in place the following:

*Strategies*

1. Improved and connected transport services and networks in and around the region

*Initiatives and Priorities*

Ensure a safe and connected transport network including active transport

Advocate for supporting infrastructure to ensure connections to key places and services

**Risk Implications**

Generally these works are relatively routine. As the works are on an operational aerodrome, they need to be conducted in accordance with a Method of Works Plan. It is also required that there will be an Aerodrome Works Safety Officer present during the works.

**Conclusion**

Council has been fortunate to receive the Federal Government grant for these works to upgrade part of the apron at Horsham Aerodrome. A suitable tender has been identified so that the contract for the works may be awarded.

## 9.7 MEMORANDUM OF UNDERSTANDING BETWEEN GRAMPIANS TOURISM INC AND MEMBER COUNCILS

<b>Author's Name:</b>	Fiona Gormann	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Manager Investment Attraction and Growth	<b>Directorate:</b>	Director Communities and Place
<b>Department:</b>	Investment Attraction and Growth	<b>File Number:</b>	F23/A12/000026

### 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

Memorandum of Understanding between Grampians Tourism Inc. and Member Councils (**Appendix 9.7A**)

### Purpose

To approve entering into a two year Memorandum of Understanding (MoU) between Grampians Tourism Inc. and Horsham Rural City Council, Ararat Rural City Council, North Grampians Shire Council and Southern Grampians Shire Council.

### Summary

The agreement will:

- Establish the relationship between Grampians Tourism and the member Councils
- Define particular goals for Grampians Tourism that meet the strategic intent of member councils in the visitor economy
- Commit to a minimum annual financial contribution from partner Councils to support Grampians Tourism in achievement of local government partner goals.

### Recommendation

That Council approve entering into a two year Memorandum of Understanding (MoU) between Grampians Tourism Inc. and member Councils as per **Appendix 9.7A** of this report and authorise the CEO to sign the MoU on its behalf.

### Council Resolution

#### **MOVED Cr Penny Flynn, Seconded Cr David Bowe**

That Council approve entering into a two year Memorandum of Understanding (MoU) between Grampians Tourism Inc. and member Councils as per **Appendix 9.7A** of this report and authorise the CEO to sign the MoU on its behalf.

### Council Resolution

#### **MOVED Cr Claudia Haenel, Seconded Cr Ian Ross**

That this matter be postponed to 6 June 2022 Council Briefing to discuss further, then bring to the 27 June 2022 Council meeting.

CARRIED

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## REPORT

### Background

Grampians Tourism is a regional tourism board, established with the ongoing support of the Victorian State Government, to develop the visitor economy in the Grampians Region.

The member Councils are key stakeholders in Grampians Tourism and share a commitment to the development and growth of the Grampians as a key tourism destination.

The Memorandum of Understanding takes effect on the date it is signed by both parties and will expire on 30 June 2024. This date will coincide with the transformation from a Regional Tourism Board to a Visitor Economy Partnership. That is the reason for a two year term opposed to another twelve month term which is the timeframe of the current MoU.

During the next two years the Visitor Economy Partnership will be working closely with the four Councils Buloke, Yarriambiack, West Wimmera and Hindmarsh who are not currently associated with a Tourism Board to understand where they are best placed in the tourism environment.

### Discussion

Grampians Tourism and the member Councils agreed to the following four key strategic goals for Grampians Tourism during the term of this Agreement.

1. *Brand development*

Grampians Tourism will develop a strong, attractive, and unique Grampians brand. This brand will extend the “idea” of the Grampians to clearly include each of the partner local government areas.

2. *Destination marketing*

Grampians Tourism will market the Grampians as a key tourism destination to domestic and international markets. This will include a strong focus on developing markets in Melbourne and Victorian Regional Cities during the COVID recovery period.

3. *Digital Collateral*

Grampians Tourism will develop high end digital collateral that supports brand development and destination marketing efforts, while enhancing the visitor experience for tourists when in region.

4. *Strategic Product Identification and Support*

Grampians Tourism will work with member local governments to identify strategic tourism products and opportunities and provide expertise and advice on their further development across the region.

The Chief Executive Officer of each member Council shall be a member of the Grampians Tourism Board.

The Agreement may be terminated at any time by any member by providing 30 days’ notice in writing.

### Options to Consider

1. Council can choose to sign the memorandum of understanding.
2. Council can choose not to sign the memorandum of understanding.

### Sustainability Implications

Nil

### Community Engagement

Not applicable

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Collaboration has been between Grampians Tourism and member councils being Horsham Rural City Council, Ararat Rural City Council, North Grampians Shire Council and Southern Grampians Shire Council.

**Financial Implications**

The minimum annual financial contribution of each member Council will be \$50,000 and consist of two parts:

- The first being to support the administration and operations of Grampians Tourism (\$35,000)
- The second being a contribution to destination marketing (\$15,000).

**Regional, State and National Plans and Policies**

- Regional Tourism Review Paper Discussion 2019
- Victoria Tourism Industry Council (VTIC) Visitor Economy Recovery Submission 2021
- Wimmera Southern Mallee – Regional Transport Strategy 2014

**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.

Investment Attraction Strategy and Implementation Plan

**Risk Implications**

Not applicable

**Conclusion**

This agreement continues to strengthen the Grampians Tourism branding with the four member Councils who have financially contributed to this partnership for over a decade.

## 9.8 ABORIGINAL COMMUNITY ROUNDTABLE TERMS OF REFERENCE

<b>Author's Name:</b>	Kevin O'Brien	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Director Communities & Place	<b>Directorate:</b>	Communities & Place
<b>Department:</b>	Arts, Culture & Recreation	<b>File Number:</b>	F06/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

Aboriginal Advisory Committee Terms of Reference (**Appendix 9.8A**)

Aboriginal Community Roundtable Terms of Reference (**Appendix 9.8B**)

### Purpose

To adopt the Aboriginal Community Roundtable Terms of Reference.

### Summary

- The Terms of Reference needs to be updated as a result of the recent Committees Review process that was undertaken.
- There is no longer an Aboriginal Advisory Committee with the new committee known as the Aboriginal Community Roundtable.

### Recommendation

That Council adopt the Aboriginal Community Roundtable Terms of Reference as presented (**Appendix 9.8B**).

### Council Resolution

**MOVED Cr Claudia Haenel, Seconded Cr David Bowe**

That Council adopt the Aboriginal Community Roundtable Terms of Reference as presented (**Appendix 9.8B**).

CARRIED

---

**REPORT****Background**

As a result of the review of Council's Committee Review undertaken in 2021, the Aboriginal Advisory Committee is no longer an advisory committee. The committee has reviewed its terms of reference accordingly.

**Discussion**

The terms of reference has been reviewed by the committee, apart from the name change proposed other changes are as follows:

- Reference to advisory committee removed
- Providing input into the development, implementation and review of any subsequent reconciliation action plans
- Six members rather than seven members, with one representative from BGLC rather than two
- That the Aboriginal Community Roundtable present their activities annually at a Council Briefing and provide a status report twice yearly to Council
- Remove the following: provide to Council a copy of its meeting minutes, provide report to Council on recommendations as required.
- Change title of Director Community Wellbeing to Director Communities and Place.

**Options to Consider**

- To endorse the terms of reference as presented.
- Not to endorse the terms of reference as presented and resolve on any changes.

**Sustainability Implications**

Nil

**Community Engagement**

Extensive engagement occurred when the committees of council were reviewed. The Aboriginal Advisory Committee agreed to change its name to Aboriginal Community Roundtable and endorsed the changes of the updated terms of reference as per the appendix in this report.

**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

Goal 4 – Governance and Business Excellence

**Risk Implications**

Nil

**Conclusion**

As a result of the review of Council's Committee Review undertaken in 2021, the Aboriginal Advisory Committee is no longer an advisory committee. The committee has been renamed and reviewed its terms of reference accordingly.

## 9.9 CONTRACT 18/018 FOR BUILDING SURVEYOR AND BUILDING PERMIT SERVICES TENDER (CONTRACT EXTENSION)

<b>Author's Name:</b>	Joel Hastings	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Coordinator Statutory Planning and Building	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Building Services	<b>File Number:</b>	F04/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 (*Appendix provided in confidential report on this subject*)

### Purpose

To extend the Government Shared Services (GOVSS) Building Services Contract.

### Summary

- The Building Services Contract (Contract 18/018) with GOVSS is in its third year of operation and currently due for expiry/extension in May 2022.
- The current contract delivers on the legislated Municipal Building Surveyor and responsibilities under the Building Act including a private building register, pool register, report and consent, essential safety measures, notice and orders, a cost neutral Building Permit Service and is supported by Horsham Rural City administration and Building Support Officer.
- Building Services has been successfully delivered by GOVSS over the past 3 years delivering consistent and professional Building service

### Recommendation

That Council extend the Building Services Contract for 2022-2023 and 2023-2024 financial years as per GOVSS contract proposal with the new amount being \$299,890 plus GST in 2022-2024 and \$314,890 plus GST in 2023-2024.

### Council Resolution

#### MOVED Cr Di Bell, Seconded Cr Penny Flynn

That Council extend the Building Services Contract for 2022-2023 and 2023-2024 financial years as per GOVSS contract proposal with the new amount being \$299,890 plus GST in 2022-2023 and \$314,890 plus GST in 2023-2024.

CARRIED

**REPORT****Background**

The current contract delivers on the legislated Municipal Building Surveyor and responsibilities under the Building Act including private building register, pool register, report and consent, essential safety measures and notice and orders.

A building permit service is also provided by GOVSS on a cost neutral basis and currently process approximately 80-100 permits annually with Building Support provided by HRCC for lodgment of applications, report and consents and building enquiries.

A contract for Building Services was entered into in May 2019 for a 3 year term and option to extend for two years and has delivered consistent and professional building services to Horsham and region through shared services model with West Wimmera and Hindmarsh councils.

A variation was approved in 2021 to include swimming pool compliance officer and the proposed contract extension includes this service.

**Discussion**

Leading up to the end of the contract period an internal review of the service was undertaken looking at quantity, quality and options for delivery of Building Services.

As part of the review it was identified that:

- Costs are similar whether contract or direct employment
- Building permit service should be cost neutral
- A tender process would be high risk with no certainty that will be competitive process.
- Direct Employment uncertainty as recruitment and attraction of staff very difficult in regional Vic.
- A negotiated contract with an aim to develop skills locally and experience for alternative Building Services model in the future maybe the best approach.

A further request and interview was undertaken with GOVSS which identified an increase in number of permits, report and consents, enquiries over the past two years which have been accommodated with current scope contract and efficiencies gained through remote working.

The review has also identified opportunity for cost recovery through inspections fees in line with private building surveyors and compliance action through the swimming pool and spas legislation.

GOVSS have also identified cost efficiencies achieved through remote working and have limited the contract increase to 3.37% whilst maintaining 5 day presence in the region.

**Options to Consider**

Four options were considered as part of the review including

1. Extend Contract
2. Negotiate Changes to existing contract
3. Tender contract
4. Direct Employment

Option 1 was pursued due constraints in Building Surveyor industry and current workload being achieved and after taking into account the small increase in the contract amount.

**Sustainability Implications**

Building Services form part of the state legislations and deliver on sustainability including water use and energy rating and the continuation of a professional service will assist in achieving these sustainability goals

**Community Engagement**

The matter is contractual and community engagement is not appropriate. The service will continue to be monitored through annual review and survey of applicants.

**Innovation and Continuous Improvement**

The report identifies the need for professional services and the limited capacity in the region and GOVSS commitment to supporting regional staff in further study is noted.

**Collaboration**

The supply of Building Services forms part of a regional share services model with West Wimmera and Hindmarsh which was jointly tendered in 2019, but contracts have been established independently. The extension of the contract will enable this shared services model to continue.

**Financial Implications**

The contract allows for a 2 year extension and the proposed contract increase is consistent with CPI and annual increase of 3.37% is proposed. The new amount will be \$299,890 plus GST in 2022-2024 and \$314,890 plus GST in 2023-2024.

**Regional, State and National Plans and Policies**

Building Act 1993

**Council Plans, Strategies and Policies**

Council Plan 2021 -2025

Theme 2 Liveability – 5. Quality opportunities and facilities that meet the health and wellbeing needs and interests of all ages, abilities and background

**A.** Theme 3 Sustainability -1. Achieve a sustainable and sound environmental future

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.

**Risk Implications**

The review has identified the high risk of tendering for services in the current environment and the proposed extension eliminates any financial and regulatory risk to council

**Conclusion**

Building Services has been successfully delivered by GOVSS over the past 3 years delivering consistent and professional Building services, the extension of the contract for two years will allow for the continued service delivery.

## 9.10 INVESTMENT ATTRACTION AND GROWTH REPORT

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

Visitor Services March 2022 Report (**Appendix 9.10A**)

### Purpose

To receive and note the Investment Attraction and Growth Report for March 2022.

### Summary

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

### Recommendation

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

### Council Resolution

**MOVED Cr Claudia Haenel, Seconded Cr Les Power**

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

CARRIED

## REPORT

### Background

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

### Discussion

The work undertaken across Investment Attraction and Growth includes Strategic Planning, Statutory Planning, Building Services, Business Development, Tourism and Events. This report also includes statistical information from the Visitor Services at the Horsham Town Hall.

## STRATEGIC PLANNING

Strategic Planning is currently engaged in two rounds of community consultation, which are at different stages, for the CAD Revitalisation: Streetscape Plan and the Horsham North Local Area Plan (Stage 1: Issues and Opportunities Paper).

In late February the **Draft CAD Revitalisation: Streetscape Plan** was presented to the community. There were 11 projects proposed using the ideas that we heard from the community late last year and advice from our independent urban design and landscape consultant, UrbanFold.

Council and UrbanFold undertook consultation on the corner of Roberts Avenue and Firebrace on 2 and 3 March. The consultation was well attended and we have now received over 150 online submissions. Feedback from this round of consultation will be used to progress the Streetscape Plan in more detail and to refine some of the identified projects. The engagement phase for this project was due to conclude on 25 March, but was extended to Friday 1 April to allow additional time for community feedback.

The Horsham North (Draft) **Issues and Opportunities Paper** was made available for comment in late February. In person consultation (drop-in session) took place at the Neighbourhood House on the evening of Wednesday 16 March and at the Kalkee Road Children's Hub on Thursday 17 March. Both sessions were well attended and community members expressed a range of concerns and views about Horsham North and the project. Based on community feedback, the consultation period was extended to Friday 29 April, and a community workshop is scheduled for Wednesday 4 May, again at the Neighbourhood House.

### Horsham Heritage Study Review

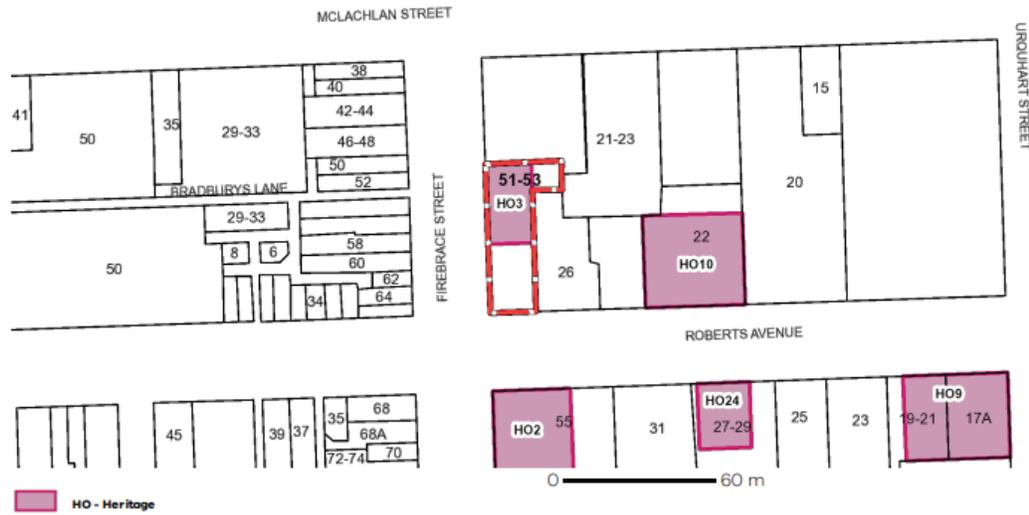
A tendering process has taken place for the Horsham Heritage Study Review and the successful consultant is Landmark Heritage. The purpose of this review is to ensure places and precincts identified by the 2014 Heritage Study are sufficiently and strategically justified. Our local heritage is at risk without proposed statutory controls in place.

## STATUTORY PLANNING

A common issue across Victorian Planning Schemes is the number of anomalies /errors identified as the schemes are implemented. These errors are routinely corrected as part of planning scheme amendments undertaken by Councils as part of provisions of Section 20(4) of the Planning and Environment Act 1987.

Council's Statutory Planning Unit has identified a number of these anomalies and errors including land in two zones, incorrectly mapped overlays, etc. These anomalies can cause unnecessary planning permits and administrative issues for landholders. Council's Statutory Planning Unit have been preparing a list of corrections and supporting documentation on these anomalies and mapping errors with the intention of seeking an amendment in 2022.

The example below indicates HO3 only covers half of the former Shire Council Offices.



### Planning Applications Determined

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

Type	MARCH 2022		MARCH 2021	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	4	1,165,500	7	3,034,450
Industrial/Commercial	2	207,882	8	1,025,000
Subdivisions	5(*25)	0	1	-
Other	-	-	1	25,000
<b>Total</b>	<b>11</b>	<b>1,373,382</b>	<b>17</b>	<b>4,084,450</b>

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

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2021 to 31 March 2022 is 104 compared to 102 in the same period in 2020-2021.

Planning permits issued for subdivision have permitted 105 new lots from 1 July 2021 to 31 March 2022 compared to 36 in the same period in 2020-2021.

### BUILDING SERVICES

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

#### Permits issued by Horsham Rural City Council for this Municipality

Type	MARCH 2022		MARCH 2021	
	No.	Value \$	No.	Value \$
Dwellings	1	726,735	3	1,032,503
Alterations to Dwellings	1	129,100		-
Dwelling resitings	-	-		-
Misc Domestic (Carports, Garages etc)	3	39,507	2	45,009
Removal/Demolish	2	52,360	2	24,850
Industrial/Commercial	-	-	-	-
Signs	-	-		-
<b>Total</b>	<b>7</b>	<b>947,702</b>	<b>7</b>	<b>1,102,362</b>

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

Type	MARCH 2022		MARCH 2021	
	No.	Value \$	No.	Value \$
Dwellings	6	2,397,490	8	3,461,235
Alterations to Dwellings	5	110,939	6	498,087
Dwelling resitings	-	-	-	-
Misc Domestic (Carports, Garages etc)	16	531,061	12	538,417
Removal/Demolish	-	-	2	87,350
Industrial/Commercial	7	8,302,824	8	2,468,882
Signs			-	-
<b>Total</b>	<b>34</b>	<b>11,342,314</b>	<b>36</b>	<b>7,053,971</b>

A total of **66** Building Permits have been issued by the Horsham Rural City Council at a total value of **\$5,036,555** from **1 July 2021 to 31 March 2022** compared to **50** Building Permits at a total value of **\$4,002,169** in 2020-2201.

Private Building Surveyors have issued **228** Building Permits at a total value of **\$62,395,868** from **1 July 2021 to 31 March 2022** compared to **217** at a total value of **\$50,358,024** in 2020-2021.

## BUSINESS DEVELOPMENT, TOURISM AND EVENTS

### Melbourne Food and Wine Festival



Grampians Tourism partnered with the Melbourne Food and Wine Festival during March as presenting partners of Snacktown. It was a huge success with over 10,000 visitors through the event. Annie Mintern attended on behalf of Council, and provided support for the event by engaging with consumers and promoting our region.

Food influencer Emmylou Loves (<https://emmylouloves.com/>) was also on the Melbourne Food and Wine main stage doing a Grampians and Pyrenees local produce and wine presentation talking about our amazing produce and wines.

### Spendmapp



Typically, February spending is significantly lower than January spending, so the fact that the drop this year was about half that of the drop back in 2019 prior to COVID impacts, we'll take as a positive sign!

January to February spending patterns in rural and regional areas used to mean a big drop as people headed home at the end of the holidays; and a more modest drop in metro areas. This year has been a bit different. Rural and regional Australia saw a less precipitous drop from January to February. This is not unexpected, because only a few summer holiday destinations saw normal January peaks. And in Australian cities, February spending was **up** on January spending – mostly due to a resurgence of city commuters.

The only places that didn't have a better February this year than in 2019 were the centre of our capital cities, but even they are almost back to pre-COVID spending levels.

### **Monthly Spending Summary - Horsham Rural City Council**

**Peak Spending Day:** Friday 11 February 2022

**Total Local Spend:** \$1.44M

#### **Expenditure by Type**

Expenditure Type	Total Local Spend	Resident Local Spend	Visitor Local Spend	Resident Escape Spend	Resident Online Spend
February '22 Spending	\$30.7M	\$20.7M	\$9.96M	\$8.29M	\$10.5M
Change from Jan '22	2.6% decrease	0.7% decrease	6.4% decrease	15.4% decrease	8.5% decrease

#### **A Creative Space Retail Consultations**

Jennie Kelly from A Creative Space visited Horsham during March and met with eight businesses over two days conducting one-on-one retail consultations. Feedback from the businesses involved was that they loved the new ideas Jennie came up with and that there were a lot of simple solutions they hadn't thought about previously.

(Photo Right - A creative space – photo provided by HRCC)



#### **Investment Attraction**

Investment Attraction Strategy and Implementation Plan - As part of our Investment Attraction Strategy launch planned for 11 May 2022. The Victorian Regional METS Export Hub will conduct an evening session to support industries within our municipality to become supply chains for the mining industry. This includes raising awareness on becoming an exporter. Council's Business and Investment webpage has been updated and now includes Council owned industrial sites.

#### Horsham is Investment Ready

The Horsham region has the benefit of having three key sites ready for development, which will be supported by upgrades to the nearby Wimmera Intermodal Freight Terminal. As well as this, plans for [alternative truck routes](#) will ensure more efficient transport of goods. These upgrades will further increase the export capabilities of the region. These sites are shovel and investment ready and can provide large benefits to the local economy through new employment and value-add opportunities.



**Burnt Creek Industrial Estate**

Ideally located on the Western Highway south of Horsham



**Wimmera Agriculture & Logistics Hub**

Market-ready industrial land located next to the Dooen freight terminal



**Enterprise Estate**

Each allotment has everything you need to grow your business

### Growing Your Digital Marketing and Strategic Planning Forum 2022 - For Events

Promotion and advertising of the Growing Your Digital Marketing and Strategic Planning Forums has commenced. Facilitator Karen Foster, Director of O2 Media has delivered training sessions throughout numerous organisations, Karen has a reputation as being practical and passionate in her delivery. O2 Media delivers practical and engaging workshops on a range of topics. They create a program to suit your needs, covering themes such as:

- Know your target audience
- Event marketing principles
- Upgrade your social profiles
- Get creative with analytics
- Stick to your plan

The Digital Marketing and Strategic Planning Forum will be held on 12 May 2022 at the Wimmera Business Centre. Running two identical sessions enabling attendees to select a time they are available.

Session 1 - 1.00pm to 4.00pm

Session 2 - 5.30pm to 8.30pm

For further information on the forums email [business@hrcc.vic.gov.au](mailto:business@hrcc.vic.gov.au)

### Business Development Team – Business Visitations for the Month of Year 2022

Month Visitation	Retail Services	Hospitality & Accommodation	Event interaction contacts	Event Notifications	Over all contacts for the month
January	4	3	10	5	<b>22</b>
February	4	6	19	10	<b>39</b>
March	5	41	11	4	<b>61</b>
<b>Total</b>	<b>13</b>	<b>50</b>	<b>40</b>	<b>19</b>	<b>122</b>

### 2022 Visitations to the [www.visithorsham.com.au](http://www.visithorsham.com.au) website

The visithorsham website continues to draw steady visitation hits per month. The March increase is due to the Labour Day public holiday with people planning visits to the region.

Website Visitation Statistics 2022		
January	February	March
4,531 Users resulting in 13.8% returning visitors and 4,397 new visitors to the site 86.2%	3,582 Users resulting in 12% returning visitors and 3,478 new visitors to the site 88%	5,085 Users resulting in 12.1% returning visitors and 4,952 new visitors to the site 87.9%

### Visitor Services

Statistic have been collected by the Visitor Services' team for the month of February (refer to **Appendix 9.10A**).

**Wimmera Business Centre****Occupied Businesses**

(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).

Street and Number of Businesses	FEB FY 21-22 Businesses Occupied	MAR FY 21-22 Businesses Occupied	MAR FY 21-22 Businesses Vacant	MAR FY 21-22 Percentage Businesses Occupied
<b>Darlot St – 43</b> car wash and businesses operating from a house included	41	41	2	95%
<b>Firebrace St - 99</b>	92	92	7	92%
<b>Hamilton St - 17</b>	16	16	1	94%
<b>Wilson St – 34</b>	28	28	6	82%
<b>Pynsent St – 28</b> Cinema included	25	25	3	82%
<b>Roberts Ave – 27</b> Coles included	25	25	2	92%
<b>McLachlan St – 24</b> CFA & GMW included	24	24	0	100%
<b>Total 272</b> Post February 2022 there were 262 shops identified in the study area	<b>251/272</b>	<b>251/272</b>	<b>21</b>	<b>92%</b>

**Options to Consider**

Not applicable – no decision required

**Sustainability Implications**

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

**Community Engagement**

Report has been prepared in consultation with range of agencies and will be made publicly available to Wimmera Development Association, West Vic Business 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 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 Melbourne Food and Wine Festival provided an opportunity to promote our municipality and local produce to event attendees.

## 9.11 APPOINTMENT AND AUTHORISATION OF AUTHORISED OFFICERS UNDER THE PLANNING AND ENVIRONMENT ACT 1987

<b>Author's Name:</b>	Diana McDonald & Andrea Coxon	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance & Governance Officer	<b>Directorate:</b>	Director Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F18/A13/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix:

Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 (**Appendix 9.11A**)

### Purpose

To appoint staff as authorised officers under the Planning and Environment Act 1987, in accordance with the Instrument of Appointment and Authorisation.

### Summary

- Council under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this attached instrument. Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) to be approved by Council for the following staff members:  
Joel Hastings, Nicholas Carey, Kevin O'Brien, Fiona Gormann, Mandi Stewart, Luke Mitton and Jackson Hanlon
- Appointment is by name rather than by position.

### Recommendation

That Council appoint Joel Hastings, Nicholas Carey, Kevin O'Brien, Fiona Gormann, Mandi Stewart, Luke Mitton and Jackson Hanlon as authorised officers under the Planning and Environment Act 1987, in accordance with the Instrument of Appointment and Authorisation as attached to **Appendix 9.11A**.

### Council Resolution

#### MOVED Cr Di Bell, Seconded Cr Ian Ross

That Council appoint Joel Hastings, Nicholas Carey, Kevin O'Brien, Fiona Gormann, Mandi Stewart, Luke Mitton and Jackson Hanlon as authorised officers under the Planning and Environment Act 1987, in accordance with the Instrument of Appointment and Authorisation as attached to **Appendix 9.11A**.

CARRIED

---

## REPORT

### Background

Council periodically endorses various new delegations of certain of its duties to staff. Included among these delegations is the power for the Chief Executive Officer to independently appoint authorised officers under those Acts which provide for such appointment to assist with enforcement.

Council under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this attached instrument.

### Discussion

Most Acts allow Council to delegate to a member of staff the responsibility for appointment of an authorised officer. Council has delegated these responsibilities to the Chief Executive Officer and he has previously exercised his authority with the separate appointment of authorised officers under various Acts. Section 188 of the Planning and Environment Act 1987, however, specifically prohibits Council from delegating this power, which means that Council itself must directly appoint authorised officers under that Act.

The instrument of appointment and authorisation proposed for adoption by Council, and as provided under the Maddocks Delegation service is attached as **Appendix 9.11A**. Appointment is by name rather than by position.

### Options to Consider

Not applicable

### Sustainability Implications

Not applicable

### Community Engagement

### Innovation and Continuous Improvement

Not applicable

### Financial Implications

There are no financial impacts as a result of this authorisation.

### Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Strategies 1. Good governance, through leadership and connection with community

2. High organisational standards focussing on continuous improvement

4. Accountable and transparent decision making

### Risk Implications

If Council does not have up to date Authorised Officers appropriately authorised there is a considerable risk to the organisation, and we could be held liable for not complying with the relevant legislative requirements.

**Conclusion**

Under s147(4) of the *Planning and Environment Act 1987*, that Council appoints Joel Hastings, Nicholas Carey, Kevin O'Brien, Fiona Gormann, Mandi Stewart, Luke Mitton and Jackson Hanlon to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act.

## 9.12 QUARTERLY COMMUNITY ENGAGEMENT UPDATE

<b>Author's Name:</b>	Martin Bride	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Community Facilitator	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Community Relations and Advocacy Team	<b>File Number:</b>	F06/A23/000001

### Officer Conflict of Interest

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

Yes       No

**Reason:** Nil

### Status

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

Yes       No

**Reason:** Nil

### Appendix

Nil

### Purpose

To receive and note the Community Engagement report for the three months to March 2022.

### Summary

- Council had 14 community engagements partially or completely undertaken during the quarter
- 945 responses have been received across all of these activities
- 14 Projects involving engagement are still ongoing as at the end of this quarter
- 10 Additional engagements are currently planned to take place in the coming 9 month period

### Recommendation

That Council receive and note the Community Engagement report and summary of activities for the three months to March 2022.

### Council Resolution

#### **MOVED Cr David Bowe, Seconded Cr Claudia Haenel**

That Council receive and note the Community Engagement report and summary of activities for the three months to March 2022.

CARRIED

## REPORT

### Background

Community engagement is a continual challenge for Council and our relatively small community. There are many activities underway at any particular time and this is dependent upon the Council Planning cycle the Council term, and legislative requirements. There are some engagements that are not included in this report, these are smaller operational engagements usually at the inform level. This includes the ordinary notification processes involved in works such as footpath repairs, and road repairs and upgrades.

The level of engagement will be different for different projects but also for different stakeholders within individual projects. The level of engagement will impact on the exact type of activities that will occur and the particular response from Council. This is guided by the IAP2's Public Participation Spectrum and this is what will be used for determining the required response.

## IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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## Discussion

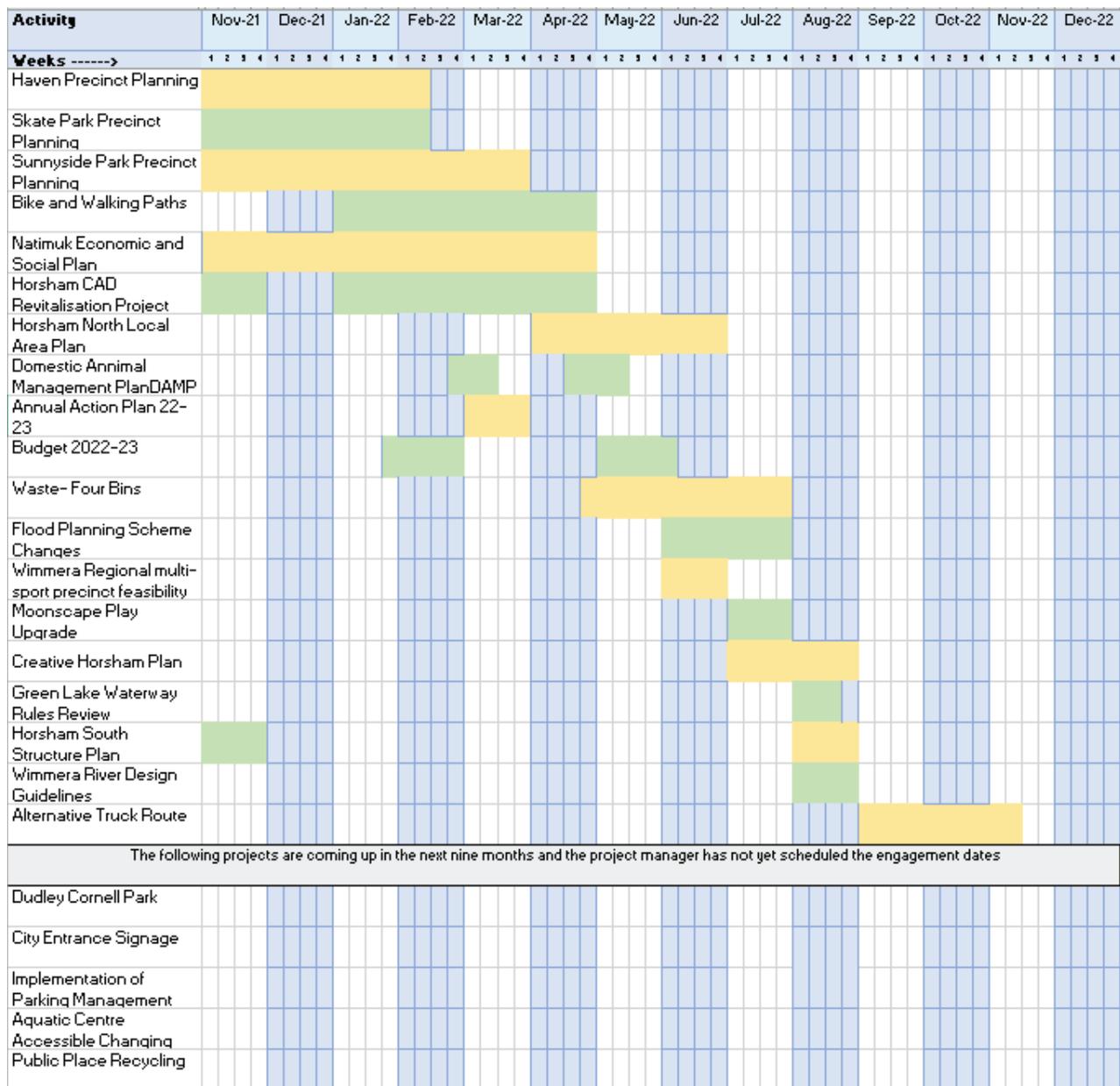
### A. Highlight for the Quarter – Haven (Anzac Park) and Sunnyside Park community precinct plans

- Planning for the two precincts is underway and the engagement for both is being conducted using the model developed during the engagement for the Riverfront precinct of the City to River project.
- The projects are both using a collaborative approach using community reference groups (CRGs). The CRGs are currently working with Council staff to use the community feedback on concept plans to develop and refine draft precinct plans. In addition to the survey, staff also directly met with people at pop-up events and at community events such as the Haven Market.
- The broader community will be engaged at the Consult level in two phases. Phase one engagement has been completed in which feedback was sought on conceptual designs for the precincts. Once this feedback is incorporated into draft precinct plans these will be presented to the community for further input.
- A brief summary of the two surveys seeking feedback on the first drafts of the concept plans for the Haven (Anzac Park) area and Sunnyside Park is provided:
- We received 79 responses regarding the Haven (Anzac Park) draft plan and 67 responses for the Sunnyside Park draft concept plan. The totals include a number of written responses for both projects.
- Key themes that emerged for the Haven (Anzac Park) planning include:
  - Endorsement of a focus on social connection and families
  - The importance of trees, shade and seating throughout the area
  - A preference for nature play (and)
  - A reminder that play and activity equipment needs to be appropriate for a variety of ages
- Key themes that emerged for the Sunnyside Park planning include:
  - The importance of trees, shade and seating around the park
  - Universal design – pathways that people of different ages and abilities can use
  - Play equipment for people of different ages and abilities
  - Provision of gathering areas for families and community groups
  - Ensuring parking is considered.

**B. Approximate Timelines for Engagement Activities underway or planned:**

The following GANTT Chart summarises all of the planned engagement activities for the previous quarter and the next nine months (January 2022 – December 2022). All attempts are made to spread these activities out across the year and to avoid important times of the year such as Christmas holiday periods and any specific activities that may impact on a particular sector who are key stakeholders in the engagement e.g. harvest and sowing period for the farm sector.

For some upcoming projects the dates for engagement are not yet finalised. This can be for a range of reasons including that there are open tenders that impact delivery, work is yet to be scheduled or that projects are being developed with partners and the engagement timing is the outcome of a collaborative process.



Note: When there are multiple levels of engagement it is not possible to show all of that within this Gantt chart.

**Options to Consider**

Not Applicable

**Sustainability Implications**

Nil

**Community Engagement**

This report is summarising Council's Community Engagement activities which are guided by Council's Community Engagement Policy.

The Wimmera Machinery Field Days scheduled for March 2022 was unfortunately cancelled but we have managed to provide face to face engagement with our community on some of the projects underway.

**Innovation and Continuous Improvement**

This report is being provided as an innovative means to report back to Council and the community on all past and future community engagements.

**Collaboration**

Not applicable

**Financial Implications**

All engagement activities involve costs, many projects work within the resources already within departmental budgets. When planning large projects or projects with widespread impacts individual projects should have within their budget an appropriate allowance for engagement.

**Regional, State and National Plans and Policies**

LGA 2020 Part 3 Division 1 S.55 and 56

**Council Plans, Strategies and Policies**

Council Plan 2021-2025

Theme One – Community

Communicate and engage effectively with our community to understand their needs and advocate on their behalf.

Theme Five – Leadership

Build trust through meaningful community engagement and transparent decision and;

Engage with community early on in projects and throughout to promote efficiencies and awareness of external funding opportunities.

**Risk Implications**

The effective delivery of community engagement should reduce the risk of poorly designed projects and lessen reputational risk.

**Conclusion**

This quarterly community engagement report has been developed to help inform Council and the Community of the past and future engagements that Council has and is conducting. It will evolve to meet the needs of Council and the community as required.

### 9.13 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

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

#### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

#### Status

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

Yes  No

**Reason:** Nil

#### Appendix

Nil

#### Purpose

To receive and note the Chief Executive Officer's Operational Report for May 2022.

#### Summary

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

#### Recommendation

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

#### Council Resolution

##### **MOVED Cr Ian Ross, Seconded Cr Les Power**

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

CARRIED

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## REPORT

### Background

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

### Discussion

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

#### **A. Advocacy/Funding Announcements**

**DJPR, CEO's and MAV Forum:** The CEO attended a joint State/Local Government CEO virtual forum on 3 May 2022. Discussions included LGBTIQ+ strategy, supporting financial hardship, supporting customers and ratepayers experiencing financial hardship, Streamlining for Growth program and LGV update. Rating Reform is currently being considered to deal with matters relating to financial hardship.

**Wimmera Regional CEO Meeting:** The CEO's from Horsham, Hindmarsh, West Wimmera, Yarriambiack and Northern Grampians met on Thursday 12 May 2022. CEOs received an update from the Wimmera Development Association Executive Director, with the main items of discussion being the appointment of the new Chair and the Wimmera Southern Mallee Housing Blueprint report.

**Regional Cities Victoria (RCV):** The Mayor and the CEO attended a RCV meeting in Melbourne on Thursday 28 April 2022. Guest speakers at the meeting included The Hon Mary-Anne Thomas MP, Minister for Regional Development and Agriculture, Craig Robertson, CEO, Victorian Skills Authority, Sylvia Dunn, Director Employment pathways Analysis Section, National Skills Commission, Ben King, Labour Market Research & Analysis Brand, National Skills Commission, Penny Guadagnuolo, Director, Recovery and Reform DJPR and Jim Round, Deputy Secretary, Commonwealth Games.

#### **Funding Opportunities:**

Youth Week 2022 – Like a Boss Grant Request - \$2000

Jubilee Hall Rejuvenation Grant Request - \$150,000

#### **B. Community Engagement**

- **IDAHOBIT Day:** Horsham Rural City Council recognised IDAHOBIT Day on May 17 by hoisting the rainbow flag in the municipality and through joining a Wimmera Pride Project breakfast at May Park. IDAHOBIT is the international day against homophobia, biphobia, interphobia and transphobia discrimination.

#### **C. Projects and Event**

**Launch of Public Art Works:** Horsham Rural City Council announced the completion of the installation of sixteen public artworks in public spaces across the town's central administration district and immediate surrounds. Known as the nbn Art Box project, the artworks were originally chosen from Council's Public Art Advisory Committee's Expression of Interest process in mid-2020 and feature the work of 17 local artists, two schools and two arts collectives. The art was then graphically designed to envelop each nbn node box and installed across a six month period. The nbn Art Box project was launched at the Horsham Town Hall and Regional Art Gallery on 30 April 2022 as a public exhibition of all 16 works including schematic designs and artists concepts. There is a downloadable location map available on Council's Public Art Website of all public locations of the work.

**Launch of Investment Attraction Strategy:** Council launched a campaign to fulfil the Wimmera's economic potential by using the region's untapped advantages to attract investment and new industry.

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Mayor Robyn Gulline launched the Destination Horsham – Investment Attraction Strategy at the Wimmera Business Centre on Wednesday 11 May 2022. It sets bold targets for the region including the goal of becoming Australia’s most dynamic sustainable energy region.

#### **D. Staff Matters**

**NAMie Award:** Krishna Shrestha, Manager Strategic Asset Management has been presented with the National Asset Management Award (NAMie) at the International Public Works Conference held in Adelaide recently. The National Asset Management Award goes to a presentation or paper at the International Public Works Conference that best demonstrates the most significant contribution towards advancing Asset Management within an organisation. After two full years of work on development of an asset management system, Horsham Rural City Council, is working towards becoming a regional city with an exemplary implementation of asset system, thanks to the efforts of Krishna and his team. Council has been using various sophisticated tools to enable efficient decision-making, based on extensive background work on data capture and predictive modelling.

**Information Privacy Week:** Privacy Awareness week was held during the week of 2 to 8 May 2022. Under the Privacy and Data Protection Act of 2014 there are ten National Privacy Principles that must be complied with. A staff awareness workshop was held to improve understanding of Council’s Information Privacy Policy and the legislative requirements.

**Staff Meetings:** Staff meetings were held at the Civic Centre on 11 May 2022 and Selkirk Drive Depot on 12 May, 2022. The CEO presented to staff on highlights of the year and future direction of Council.

#### **Options to Consider**

Not applicable

#### **Sustainability Implications**

Not applicable

#### **Community Engagement**

Not applicable

#### **Innovation and Continuous Improvement**

Not applicable

#### **Collaboration**

Not applicable

#### **Financial Implications**

Not applicable

#### **Regional, State and National Plans and Policies**

Not applicable

#### **Council Plans, Strategies and Policies**

2021-2025 Council Plan

Theme 5 - Leadership

#### **Risk Implications**

Not applicable

#### **Conclusion**

That Council receive and note the Chief Executive Officer’s Operational Report for May 2022.

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## 10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

### Cr Robyn Gulline (Mayor)

- The 2022 Local Government Mayoral Advisory Panel met for the first time in Melbourne on April 27. Ten Mayors from across Victoria joined the Local Government Minister Shaun Leane to discuss a range of topics including how our communities had coped with and were recovering from the Covid lockdowns.
- The CEO and I attended the Regional Cities Victoria meeting in Melbourne on April 28. Presentations were from The Hon. Mary-Anne Thomas MP, Minister for Regional Development and Agriculture; Craig Robertson, CEO, Victorian Skills Authority; Sylvia Dunn, Director Employment Pathways Analysis Section, National Skills Commission; Ben King, Labour Market Research & Analysis Brand, National Skills Commission; Penny Guadagnuolo, Director, Recovery and Reform, DJPR; and Jim Round, Deputy Secretary, Commonwealth Games.
- I am the HRCC nominee on the Wimmera Development Association CLG. The Board has appointed Paul Geyer as the new Independent Chair. Paul brings a wealth of experience in governance and we look forward to his contribution as WDA transitions as a new entity. The next task is to appoint 5 independent skills based Directors.
- Community engagement is very important to me. I have taken the opportunity to attend and listen to the community discussions on the Horsham North Local Area Plan (May 4) and the Natimuk Economic and Social Plan (May 6).
- On May 11, I had the pleasure of launching Council's *Destination Horsham: Investment Attraction Strategy and Implementation Plan 2022 onwards* and the *Invest in Horsham Prospectus*. These documents will help businesses identify and take advantage of the diverse range of opportunities to drive investment and jobs.
- I was interviewed on Good Morning Country by Kevin Walsh for the Community Radio Network on May 16. Speaking to 700 000 listeners across Australia, we discussed all the wonderful opportunities that Horsham has to offer and why people should visit or consider relocating here.
- On May 17, I formally welcomed Gail Langley, National Tidy Towns Awards judge to Horsham. Thank you to the volunteer Horsham Tidy Towns committee for your dedication and commitment.

### Cr Penny Flynn

- I had the opportunity to visit the Regional Art Gallery on a number of occasions. Attending the Norman Lindsay Photographs to Paintings Exhibition opening on Friday 22 April 2022 showed the great collaboration with other organisations to have this exhibition here in Horsham. An interesting and challenging exhibition of photography and photo images.
- On Friday 13 May 2022 the exhibition Mali marrng Mallee sky by Gail Harradine and Belinda Eckermann was opened. This exhibition showcases a connection to country of the landscape at Lake Albacutya – Ngalukgutya with photo images and First Nations cultural practices.

### Cr David Bowe

- 29 April 2022 – North West Municipalities Association meeting on behalf Mayor Robyn Gulline (via zoom)
- 2 May 2022 - Council briefing meeting (Council Chambers)
- 9 May 2022 - Council briefing meeting (Council Chambers)
- 16 May 2022 - Council briefing meeting (Council Chambers)
- 17 May 2022- IDAHOBIT Day breakfast at May Park

**SUSPEND STANDING ORDERS**

**MOVED Cr Les Power, Seconded Cr Penny Flynn**

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

CARRIED

*The time being 7.03pm, the Council meeting was suspended.*

**RESUME STANDING ORDERS**

**MOVED Cr Claudia Haenel, Seconded Cr Les Power**

That Standing Orders resume.

CARRIED

*The time being 7.07pm, the Council meeting resumed.*

**MOVED Cr Claudia Haenel, Seconded Cr Penny Flynn**

That the Councillor Reports and Acknowledgements be received.

CARRIED

**11. URGENT BUSINESS**

**Council Resolution**

**Moved Cr Penny Flynn, Seconded Cr Ian Ross**

That an item of Urgent Business be dealt with in Confidential Matters.

CARRIED

**12. PETITIONS AND JOINT LETTERS**

Nil

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## 13. PROCEDURAL BUSINESS

### 13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on Monday 2 May 2022 at 5.00pm
- CEO Employment and Remuneration Committee Meeting held virtually on Tuesday 3 May 2022 at 5.00pm
- Council Briefing Meeting held on Monday 9 May 2022 at 5.05pm
- Council Briefing Meeting held on Monday 16 May 2022 at 5:00pm

Refer to **Appendix 13.1A**

### 13.2 SEALING OF DOCUMENTS

S6 Instrument of Delegation – Members of Staff  
S6 Instrument of Delegation to the CEO

### 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.

#### **Council Resolution**

##### **MOVED Cr Penny Flynn, Seconded Cr Les Power**

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.

CARRIED

**14. NOTICE OF MOTION**

Nil

**15. CONFIDENTIAL MATTERS**

**Council Resolution**

**MOVED Cr David Bowe, Seconded Cr Di Bell**

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

CARRIED

*The time being 7.10pm, the meeting closed to the public.*

**Council Resolution**

**MOVED Cr Di Bell, Seconded Cr Claudia Haenel**

That Council:

1. Appoint the following 12 nominations received to become members of the Older Person Advisory Committee: Pamela Baker, Rick Walker, June Liddy, Lauren Sherriff, Janet Hall, Beverley (Elaine) Cooper, Shayne Keenan, Wes Hazelden, Faye Smith, Cherie Ladlow, Beryl Moloney, Kola Kennedy.
2. Adopt the Terms of Reference for the Older Persons Advisory Committee (**Appendix 15.4A**) including an alteration to reflect the 12 members.

CARRIED

**CLOSE**

After dealing with Confidential Matters, the meeting closed at 7.53pm

DocuSigned by:  
  
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The Mayor, Cr Robyn Gulline  
Chairperson