

# **AGENDA**

ORDINARY MEETING OF THE  
**HORSHAM RURAL CITY COUNCIL**

**To be held on**  
**27 August 2018**  
**At 5.30pm**

**In the**  
**Council Chambers, Civic Centre**  
**18 Roberts Avenue, HORSHAM**

**COUNCILLORS are respectfully requested to attend the Ordinary Meeting of the Horsham Rural City Council to be held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 27 August 2018.**

### **Order of Business**

**1. PRESENT**

**2. OPENING**

**3. 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

**4. ACKNOWLEDGEMENT OF COUNTRY STATEMENT**

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

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

**5. WELCOME**

Welcome to distinguished guests or persons in the public gallery.

The public are advised that the Council meeting will be recorded to maintain an audio archive.

**6. APOLOGIES**

**7. LEAVE OF ABSENCE REQUESTS**

**8. CONFIRMATION OF MINUTES**

### **Recommendation**

That the minutes emanating from the Ordinary Meeting of the Horsham Rural City Council held in the Municipal Chambers, Civic Centre, Horsham at 5.30pm on 16 July 2018 be adopted.

## 9. CONFLICTS OF INTEREST

### Disclosure of Interest and Declarations of Conflict of Interest.

A Councillor who has a conflict of interest and is attending the Council meeting must make a full disclosure of that interest.

(a) by either –

- (i) advising the Council at the meeting of the details required under paragraphs (b) and (c) immediately before the matter is considered at the meeting; or
- (ii) advising the Chief Executive Officer in writing of the details required under paragraphs (b) and (c) before the meeting; and

(b) classifying the type of interest that has given rise to the conflict as either –

- (i) a direct interest under 77B; or
- (ii) an indirect interest and specifying the particular kind of indirect interest under:

Section 78 – close association

Section 78A – financial interest

Section 78B – conflicting duties

Section 78C – receipt of an applicable gift

Section 78D – consequence of becoming an interested party

Section 78E – impact on residential amenity; and

(c) describing the nature of the interest; and

(d) if the Councillor advised the Chief Executive Officer of the details under paragraph (a)(ii), the Councillor must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

### Members of Staff

Under Section 80C of the Local Government Act 1989, officers or people engaged under contract to the Council providing a report or advice to Council must disclose any conflicts of interests in the matter, including the type of interest.

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CLOSE



SUNIL BHALLA  
Chief Executive Officer

## 11. OFFICERS REPORTS

### 11.1 2018 STATE ELECTION ADVOCACY PRIORITIES

**Author's Name:** Susan Surridge                      **Director:** Chief Executive Officer

**Author's Title:** Coordinator Community Relations and Advocacy   **File No:**

**Department:** Community Relations and Advocacy

#### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): No   **Reason:** Nil

#### Appendix

2018 State Election Advocacy Priorities (**Appendix "11.1A"**)

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#### Purpose

To seek Council's endorsement of its advocacy priorities leading up to the 2018 State Government election.

#### Summary

The report identifies the following 2018 State Election Advocacy priorities for the Horsham Rural City Council:

##### Council Infrastructure Projects

- CBD Revitalisation Stage 1
- Horsham Regional Livestock Exchange Roofing
- Horsham Aquatic Centre Redevelopment
- Horsham Town Hall – replacement of heritage floor

##### Regional advocacy projects

- Return of Passenger Rail to Horsham – funding of Business Case
- Mobile Blackspots
- State-wide Rates Strategy

#### Recommendation

That Council adopt the 2018 State Government election priorities for the Horsham Rural City Council as outlined in **Appendix "11.1A"**.

## **Report**

### **Background**

The Victorian State Government election will be held in November 2018. Over the next three months, Council will be in a position to advocate for priority projects and services to be funded by the post-election government.

### **Discussion**

A strategic approach is required for Council to maximise advocacy opportunities in the lead up to the State election. A list of four key Council infrastructure projects and three regional priorities, supported by a brief advocacy summary, will be developed for use with government departments, political parties and media.

The Council Plan and Capital Budget detail priority projects for the Horsham municipality that Council has approved and support. The Council Plan also details regional projects that Council support and advocate for (2017 Annual Report pg. 12).

In developing the strategic advocacy projects for the upcoming State Government election, the key consideration has been to focus on important Council projects that are ready to proceed if funding becomes available.

The list of key advocacy projects is included as **Appendix "11.1A"**.

### **Financial Implications**

Any council contribution required for the successful priority projects shall be considered as part of the annual budget preparation process.

### **Links To Council Plans, Strategies, Policies**

The 2018 State Election Advocacy priorities are directly linked to key internal documents: the Council Plan and the 2018/2019 Council Budget.

The priorities are also included in the Wimmera Southern Mallee Regional Investment Plan (2017) and reflect the priorities of the Wimmera Southern Mallee Regional Partnership.

### **Consultation/Communication**

The identified advocacy priorities reflect community priorities as determined through ongoing consultation and engagement.

### **Risk Implications**

Not applicable

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The 2018 State Election Advocacy priorities, once endorsed by Council, will be supported by advocacy material to be used in communication with State Government Ministers and Departments, media and the community in the lead-up to the election in November 2018.

## 11.2 REVIEW OF LOCAL LAW NO 1 GOVERNANCE – MEETING PROCEDURE

**Author's Name:** Sue Frankham      **Director:** Sunil Bhalla  
**Author's Title:** Governance Officer      **File No:** F25/A03/000001  
**Department:** Chief Executive Officer

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): No      **Reason:** Nil

### Appendix

- Local Law No 1 Governance – Meeting Procedure with proposed changes highlighted in track changes (**Appendix “11.2A”**)
- Clean copy of Local Law No 1 Governance – Meeting Procedure incorporating proposed changes (**Appendix “11.2B”**)
- Summary of submissions received in relation to the review of Local Law No 1 Governance – Meeting Procedure (**Appendix “11.2C”**)

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### Purpose

To propose amendments to the Horsham Rural City Council Local Law No 1 Governance – Meeting Procedure.

### Summary

- Local Law No 1 Governance – Meeting Procedure was adopted by Council on 1 February 2016.
- Councillors and Directors participated in a workshop on 13 June 2018 to further review the meeting procedure and a number of proposed changes were discussed, particularly in relation to Part C.3 – Councillor Reports and Acknowledgements and Part E – Motions and Debate.
- A report on the proposed changes was presented to the ordinary meeting of Council on 16 July 2018 and it was resolved “to defer the decision to adopt the revised Local Law No 1 Governance Meeting Procedure until appropriate public community consultation and feedback is received”.
- Community feedback was invited on the proposed amendments from 20 July to 8 August 2018.
- Sixteen submissions were received.

**Recommendation**

That Council:

1. Adopt the revised Local Law No 1 Governance – Meeting Procedure as outlined in **Appendix “11.2B”**.
2. Publish a notice advising of the amendments to Local Law No 1 Governance – Meeting Procedure in the next Victorian Government Gazette in accordance with Section 112(2) of the *Local Government Act 1989*.
3. Note that the revised Local Law No 1 Governance – Meeting Procedure will come into effect immediately following publication in the Victorian Government Gazette.

## Report

### Background

Local Law No 1 Governance – Meeting Procedure prescribes the manner in which Council and Special Committee proceedings are conducted to ensure orderly and efficient activities.

On 13 June 2018, Councillors and Directors participated in a workshop to further review the meeting procedure.

The process by which Council may amend this procedure is much simpler than that required to change the local law, but before it comes into force the following must occur:

1. a notice of motion be given to Council to amend the procedure.
2. a formal notice published in the Government Gazette once amendments have been adopted, as per Section 112 (2) of the *Local Government Act 1989*.

At the ordinary meeting on 2 July 2018, Council received a Notice of Motion from Cr Mark Radford and resolved “That Council having conducted a review of its Meeting Procedure (incorporated by reference in to Local Law No.1 – Governance), intends to amend the revised procedure at its meeting on Monday, 16 July 2018.”

At the ordinary meeting on 16 July 2018, Council resolved “to defer the decision to adopt the revised Local Law No 1 Governance – Meeting Procedure until appropriate public community consultation and feedback is received”.

### Discussion

Feedback from the community was invited on the proposed amendments to Local Law No 1 Governance – Meeting Procedure from 20 July to 8 August 2018. This was promoted widely through the Wimmera Mail-Times and The Weekly Advertiser newspapers and on the Horsham Rural City Council website.

A total of 16 submissions were received. Details of the submissions received are attached as **Appendix "11.2C"** and a summary of the issues and Officer response is provided below.

<b>Issue/Suggestion</b>	<b>Response</b>
Concerns in relation to confining section C.3 to Councillor attendances and acknowledgments only. Lack of opportunity to raise	Councillors can raise matters of concern to them or the community at any time with the Chief Executive Officer, Directors and their fellow Councillors. These matters can be responded to straight away and do not need to wait until a formal Council meeting. The primary objective of the formal Council meeting is to consider officer reports and make decisions. Councillors also meet on the first and second Monday of the month for briefings on upcoming



issues or community concerns.	Office reports, presentations from community groups and other stakeholders, and other discussions. These sessions also provide opportunity for Councillors to raise any matters of concern and request information from Officers. In some instances these discussions may lead to preparation of a report by the officers, which can be presented to the next appropriate Council meeting.
Suggestion to suspend standing orders at the end of the agenda before the confidential meeting or after the meeting has closed to allow people in the gallery to put their concerns to Council	Councillors are contactable by phone and email. Members of the community can also make an appointment to meet with them.
Suggestion to provide an opportunity in advance of the meeting for the public to be aware of questions to be raised during public question time	As the public questions can be lodged until 5pm on the Friday before the Council meeting, they can't be included in the agenda as it is distributed on Thursday. Officers can explore the option to publish them on the website by midday on the day of the meeting.
Suggestion to introduce live video streaming to enable all ratepayers to participate	Council intends to commence video streaming of its meetings in the near future. This, however, is subject to procurement of some equipment and software. Responses to all public questions are included in the minutes of the meeting.

Following a review of the submissions, no further changes are proposed to the revised procedure. A copy of the meeting procedure with the proposed changes highlighted in track changes is attached to this report as **Appendix "11.2A"**. A clean copy of the meeting procedure is attached as **Appendix "11.2B"**.

**Links To Council Plans, Strategies, Policies**

2017-2021 Council Plan –  
 Goal 4 – Governance and Business Excellence  
 4.4 Achieve high standards of organisational performance

### **Consultation/Communication**

Feedback from the community was invited on the proposed amendments to Local Law No 1 Governance – Meeting Procedure from 20 July to 8 August 2018. This was promoted widely through the Wimmera Mail-Times and The Weekly Advertiser newspapers and on the Horsham Rural City Council website.

### **Risk Implications**

Not applicable

### **Environmental Implications**

Not applicable

### **Human Rights Implications**

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

### **Conclusion**

Following Council resolution at its ordinary meeting on 16 July 2018, submissions were invited from the community on the proposed changes to Local Law No 1 Governance – Meeting Procedure. No further changes are proposed and it is recommended that Council now adopt the revised procedure.

### 11.3 MOCKINYA FIREFIGHTING WATER SUPPLY

**Author's Name:** Martin Duke / John Martin    **Director:** John Martin  
**Author's Title:** Manager Engineering Services    **File No:** F16/A12/000001  
**Department:** Infrastructure

#### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):  Yes  No    **Reason:** Nil

#### Appendix

Fire Dams (**Appendix "11.3A"**)

Mockinya Fire Dam Summary (**Appendix "11.3B"**)

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#### Purpose

To present information and recommendations for Council in response to a resolution from the 2 July 2016 meeting, concerning firefighting water supply in the Mockinya area.

#### Summary

- There is a prolonged history to this subject, which initially involved a proposal for a fire dam to be constructed at Mockinya.
- Records show that Council received \$7,334 from the CFA to supply and install two tanks at the Mockinya site. These funds were fully expended in 2008-09.
- Since around 2015-16 there has been a renewed call from the community for a dam at Mockinya to be constructed.
- The changed regulatory regime since 2008 has meant the cost of a dam has significantly increased, potentially to be around \$145,000.
- A number of options have been considered, including use of an existing dam on a nearby farm, and the supply of tanks.
- A proposal to construct tanks with a capacity of 500 kL is now being supported by the community. The cost of these tanks is estimated at \$63,000.
- To date, it has not been a Council responsibility to fund these types of installations. A number of funding options have been considered. An application has been made to the Government's "Pick My Project" scheme to fund these works.

#### Recommendation

That Council support the Pick My Project application to fund the installation of tanks at Mockinya for firefighting purposes.

## Report

### Background

Minutes of the Council meeting of 3 November 2008 show that Council had received a grant of \$7,334 (ex GST) as part of an estimated cost of \$11,000 for the installation of two 6,000 gallon tanks via a CFA Fire Access Road Subsidy Scheme (FARSS) grant. These tanks were installed on the stack site adjacent to a Wimmera Mallee Pipeline connection, on the Henty Highway, adjacent to the Jallumba-Mockinya Road intersection.

This project was funded in conjunction with another tank installation at Dadswells Bridge. Total income received by Council for the project was \$17,821, and the combined expenditure shown for the project was \$29,171. Hence the funds were expended in full.

More recently, advocacy through the Municipal Fire Management Planning Committee (MFMPC) has expressed a desire for a dam to be installed on the north side of the Jallumba-Mockinya Road adjacent to a tributary of Norton Creek, not far from the Henty Highway. It has been stated that this dam was the intention of the earlier FARSS grant.

A summary of the recent timeline of this matter is:

- January 2014 – the Northern Grampians Complex Fire demonstrated the ongoing need for reliable firefighting water storage in or around Mockinya, and that the existing smaller plastic tanks are not adequate, considering the risk of melting and quantities of water potentially needed.
- 2016 – CFA Brigades and Groups start to raise again the problems of inadequate fire water storage at Mockinya - the option of a dam being preferred.
- June 2016 – a report prepared in relation to the dam at Mockinya, including discussion of an alternative option, utilising an existing dam. (Appendix 1 – also addresses a related issue in the Arapiles area).
- March 2017 – Local Fire Advisory Committee advocates for a dam.
- Mid 2017 – participation in meetings on site to explore the options. Strong advocacy for the dam to be built.
- Late 2017 early 2018 – officers investigated the regulatory requirements for a dam construction, finding:
  - environmental controls and offsets, and cultural heritage controls for a dam at the preferred site would add significant costs to the project.
  - The cost for the dam, including these items, were ascertained via quotes from relevant contractors at around \$320,000.
  - Officers reviewed these figures and were able to identify potential cost savings to reduce the cost to \$145,000. (Refer Appendix 2 – summary report dated February 2018)

- March 2018 – the Local Fire Advisory Committee meeting on 6 March 2018 resolved that unless a much higher priority is identified in the next 6 months, the Mockinya steel storage tanks, of at least 110 kL be the highest priority for the 2018 FARSS application for 2019-20 funding.
- June 2018 – MFMPC considered the Local Advisory Group recommendation. The committee supported the option for two larger tanks, with a combined capacity of 500 kL, and recommended that funding options for this be investigated.
- June 2018 – Council staff scoped out the project, including pipe works and landholder permissions (the site is owned by VicRoads).
- July 2018 – Grampians Group Officer submitted a funding application for \$63,000 through the State Government's 'Pick My Project' scheme.

### **Discussion**

The design concept for fire-fighting water supply in the Wimmera Mallee Pipeline Project was that tanks or hydrants (where there was sufficient flowrate) would be installed at an approximately 5 km grid spacing across the system. This design concept was endorsed by the CFA Chief Officer at a meeting in September 2004. The concept was based on the assumption that the typical fire in the area would be a crop/stubble fire, and that the fire front would move with the wind.

Water for fighting these fires would be sourced from tanks, including Council-owned and landholder tanks. A 28 kL tank being able to supply multiple top-ups of a typical tanker with 3 – 6 kL capacity.

As the fire moved, additional tanks would become close to the fire front, providing a moving source of water close to the fire front.

Some shortcomings with this concept have emerged. Firstly, in some fires loss of power can mean a loss of pressure in the pipeline system, meaning that hydrants would not operate. Secondly, some plastic fittings, such as air valves, are exposed and can melt in fires – leading to breaks in the system, and a failure of water supply.

Further, around the perimeter of the pipeline footprint, there is the potential for large fires in forest areas, such as the Grampians, to require a much larger source of water at a fixed point. In fires such as the Northern Grampians Complex Fire, Council's and other resources can be made available to provide a fleet of water tankers to supply fire-fighting tankers. However, ideally, there should be a network of larger fixed storages around the perimeter of the pipeline area.

The initial proposals for fire water storage at Mockinya were for a dam, it is not clear what led to the installation of tanks at that time.

Changes in the regulatory regime since 2008 relating to water management, native vegetation removal and cultural heritage, have led to significant changes in the requirements of scoping works to build a dam on a potentially sensitive site, i.e. in a waterway.

The cost of even the lower-bound estimate for a dam at the site, some \$145,000 is clearly very large for a project estimated some 10 years ago to cost around \$11,000.

Options of using existing nearby farmers' dams have been investigated, with the concept that Council would pay for the annual topping up of the storage. This would have been a cheaper initial cost option. However, it has been difficult identifying suitable sites, i.e. with good access to water and roads, and landowners who are willing for a dam to be made available in this way.

### **Financial Implications**

Fire-fighting water supply works are not normally funded by Council, and it has been suggested that the Government's Pick My Project scheme might be a potential funding scheme for this project, for the amount of \$63,000. It is not guaranteed that the project will be successful in being funded through this scheme.

Community voting on the Pick My Project scheme has now commenced, and it is possible that announcements of successful projects could potentially occur later in September. If so, this would enable the works to be completed prior to summer.

The other likely source of funds is the Fire Access Road Subsidy Scheme (FARSS). This was the initial source of funding, used for the installation of the existing tanks. Discussion with Ballarat CFA Community Safety officers has suggested that further funding for this site would not be available through this fund. Further enquiries have been made about access to this fund, however, the timing of any potential grant would not enable works to be installed prior to this fire season.

This Council has previously made a concerted effort, in collaboration with other Councils in the region, to attract funding from the Fire Services Levy to be used for this type of installation. This lobbying, which included letters to the Ministers for Emergency Services, Water and Local Government, was unsuccessful.

### **Links To Council Plans, Strategies, Policies**

It is not consistent with Council's plans or policies that Council fund firefighting installations.

### **Consultation/Communication**

The following have been engaged in discussions about the firefighting water storage in Mockinya:

- Laharum CFA Group and its Brigades – strong advocates over long years for the storage
- CFA Region 17
- CFA Community Safety Branch in Ballarat
- Municipal Fire Management Planning Committee (MFMPC)
- The Local Advisory Fire Prevention Committee

- DELWP
- Wimmera CMA
- GWMWater
- VicRoads. Note that at a recent meeting on site with representatives of the Wonwondah Fire Brigade and the CFA Laharum Group, VicRoads fully endorsed the use of the location for tanks.

### **Risk Implications**

The provision of additional firefighting capacity at Mockinya would improve the ability to respond to fires in that area, enhancing community safety and asset protection.

### **Environmental Implications**

The proposed tank installation has no apparent environmental implications. VicRoads has agreed to the tanks being installed on a disturbed area, historically a VicRoads stack site.

### **Human Rights Implications**

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

### **Conclusion**

The provision of tanks at Mockinya represents a suitable compromise to the original proposal for a dam for firefighting purposes. Securing funding for the works is the remaining challenge.

## 11.4 SUSTAINABLE MELBOURNE FUND – ENVIRONMENTAL UPGRADE AGREEMENT

**Author’s Name:** Stephen Pykett

**Director:** Angela Murphy

**Author’s Title:** Manager Economic Development

**File No:** F15/A01/000001

**Department:** Economic Development

### **Officer Declaration of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c):  Yes  No **Reason:** Nil

### **Appendix**

Nil

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### **Purpose**

To seek Council support to enter into an agreement with Sustainable Melbourne Fund (SMF) to facilitate access to the Environmental Upgrade Agreement (EUA) scheme in Horsham Rural City Council.

### **Summary**

This report includes details of the;

- Legislative framework for Environmental Upgrade Agreements (EUA’s)
- Benefits of environmental upgrades to commercial properties
- Financial terms and implications of EUA’s
- Assistance model offered by Sustainable Melbourne Fund

### **Recommendation**

That Council:

1. Agree to establish the Environmental Upgrade Agreement program.
2. Appoint Sustainable Melbourne Fund to administer and support the delivery of Environmental Upgrade Agreements.
3. Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of the Council.
4. Delegate to the Chief Executive Officer the power to declare and levy an environmental upgrade charge.



## Report

### Background

Council received an offer from the Sustainable Melbourne Fund in April 2018 to provide access to EUA's in Horsham Rural City Council through its Better Building Finance platform.

An EUA is an agreement between a property owner, a bank and local government that facilitates a building upgrade to improve energy efficiency. EUAs allow for the tenants and building owners of commercial and industrial property to collaborate on energy, water and waste projects that will reduce the impact to the environment and reduce operating costs. Unlike other alternative finance options, EUAs allow tenants to contribute financially to the project where it makes sense to do so and help shape the project to best suit their needs. Importantly, EUA finance also offers 100% project finance, competitive interest rates and long term finance.

The Sustainable Melbourne Fund (SMF) designed and implemented the EUA program for the City of Melbourne, the first Australian municipality to offer EUAs. They are now the Third Party Administrator (TPA) for the EUA program, actively engaging with the finance and property sectors as a trusted intermediary for building owners.

The Sustainable Melbourne Fund:

- Establishes EUA programs for local government
- Acts as an intermediary to implement the program on behalf of Council
- Provides ongoing monitoring and reporting

As of September 9th 2015 legislation was passed by the Victorian Government that allows all Victorian Councils to offer EUAs to their business community.

Provisions in the Local Government Bill, currently before parliament, could extend this provision to domestic properties.



## Discussion

Through implementing EUAs, Council will be taking an innovative step that provides opportunities and benefits to Horsham business ratepayers to access capital to improve their buildings. Upgrading buildings is a proven creator of local jobs and investment, increases environmental performance and asset value.

Key benefits are outlined below:

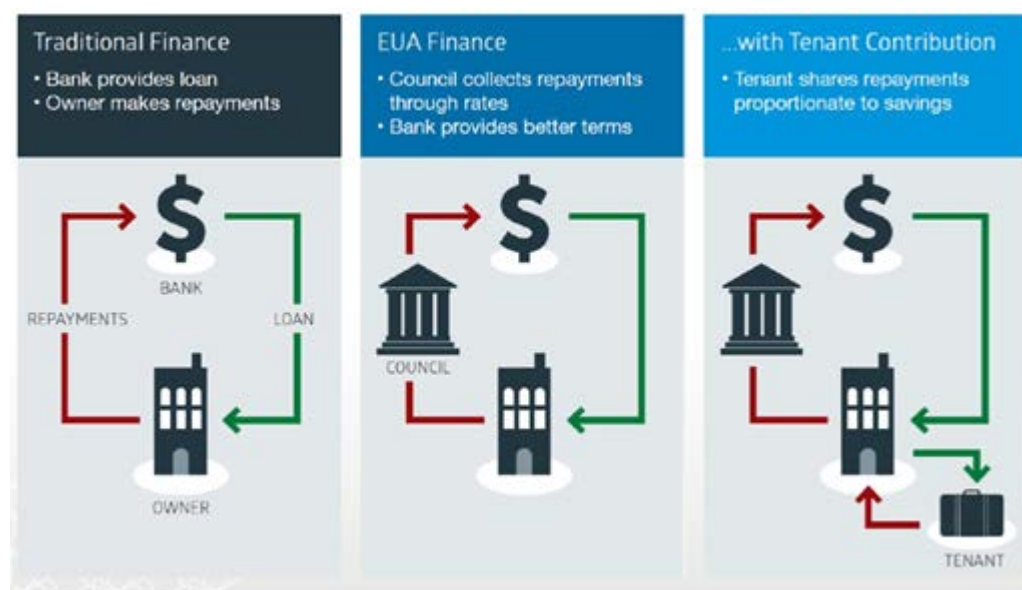
- **Low Cost Abatement.** Upgrading buildings delivers savings on utility bills, driving down the overall cost of energy for business while also reducing the impacts of climate change. Environmental Upgrade Agreements (EUAs) are a mechanism for building owners to access attractive finance for retrofitting.
- **Overcome structural and market barriers.** EUA finance can overcome the split-incentive barrier (between owners and renters) by enabling the costs and benefits to be shared with the building occupiers. This means that building owners and tenants pay back the loan at the same time that they are benefiting from the lower costs of a more resource efficient building. If ownership or tenancy rights change, the new owners take up the loan and pay it through their rates. Without this system businesses have a disincentive to invest in efficiency because they may move premises before paying off the loan.
- **Reduce Financial Risks.** EUAs unlock private investment in local communities. As a consequence, there is no financial risk to local councils budgets and does not require government handouts.
- **EUAs can work with any grants/subsidies available for projects through local, state or federal government departments to enhance the business case for a building retrofit. As such EUAs are a means of attracting government money into local communities.**

**The following data is provided by Sustainable Melbourne Fund to illustrate the fees and expected benefits:**

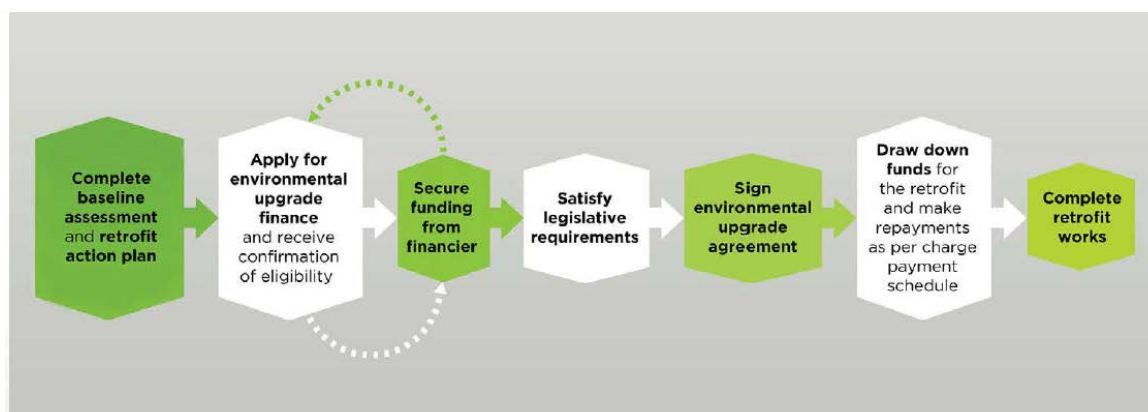
EUAs address an important cash flow consideration typical in commercial property ownership. The table below analyses a building owner's decision making process when considering commissioning a 30kW solar array. Under a non-EUA finance structure the capital borrowed and repayments made are the responsibility of the building owner. In this case the building owner borrows \$40,740 over 7 years requiring an annual principal and interest repayment of \$7,940. Importantly, as the tenant pays all electricity costs, all savings attributable to this project will be to the benefit of the tenant. This results in an overall decrease in shareholder value (represented as a Net Present Value (NPV)) of negative \$41,340.

However under an EUA, the tenant can contribute to the loan to the point where they are still better-off and shift the cash flow of the project to a positive annual cash flow. The ability for the tenant to contribute to the loan repayments means that the costs and benefits align for the building owner, resulting in an overall positive outcome for the project for both parties. Using the example below, under an EUA the building would borrow all costs associated with the solar install – including GST and by providing the property as security with the council rates being the repayment mechanism, lenders would be willing to provide up to 10 year finance at cheaper interest rates with repayments quarterly. This results in repayment costs being below current energy costs for the tenants; incentivising tenants to contribute to the repayment costs. This returns a positive NPV of \$3,758 for the project to the building owner.

	<b>Lease</b>	<b>EUA</b>	
Loan Amount	\$40,740 (ex GST)	\$45,474 (inc GST)	
Interest Rate	9.3%	7.1%	
Years of loan	7	10	
Payments Per Year	12	4	
Annual Payment (P & I)	<b>-\$7,940</b>	<b>-\$6,463</b>	<div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center;">                     Tenant Receipts = 100% of savings                 </div>
Annual Savings	\$0	\$6,463	
Project Simple Payback (yrs)	N/A	7	
Net Annual Cost	-\$7,940	\$0	
Cash – flow Benefit	<b>-\$7,940</b>	<b>\$0</b>	
<b>NPV (pre tax)</b>	<b>-\$41,340</b>	<b>+\$3,758</b>	



## EUA Application process and fees for businesses



SMF will charge application and ongoing processing fees to all project applications, payable by the applicants (at present, these are the charges within the City of Melbourne. These are currently under review, but the SMF envisage these to be uniform regardless of council area). An administration fee of 0.072% is collected and itemized as part of the repayments.

PROJECT SIZE	APPLICATION FEE (\$)	PROCESSING FEE (\$)	TOTAL UPFRONT FEE (\$)
< \$50,000	600	N/A	600
> \$50,000 and < \$200,000	600	612.5	1,212.50
> \$200,001 and < \$400,000	600	1,350.00	1,950.00
> \$400,001 and < \$800,000	600	2,340.00	2,940.00
> \$800,001 and < \$1,400,000	600	3,630.00	4,230.00
> \$1,400,001 and < \$2,500,000	600	4,875.00	5,475.00
> \$2,500,001 and < \$4,000,000	600	6,175.00	6,775.00
> \$4,000,001 and < \$8,000,000	600	9,600.00	10,200.00
> \$8,000,001 and < \$12,000,000	600	16,000.00	16,600.00
> \$12,000,001	600	19,200.00	19,800.00

### Financial Implications

SMF do not charge a fee to Council for access to the service. There will be costs associated with the implementation of processes within the finance unit to run the program.

### Links To Council Plans, Strategies, Policies

Council Plan 2017-2021:

- Goal 2 – Sustaining the Economy
  - 2.1 Cultivate opportunities for the municipality to prosper and pursue possibilities for new development
- Goal 5 - Natural and Built Environments
  - 5.1 Promote sustainability by encouraging sound environmental practice.

## Consultation/Communication

Sustainable Melbourne Fund will assist Council to develop the EUA offering and the EUA application and administration process. They will also adapt all the EUA application documentation and templates, including process flowcharts and check sheets currently in use within the City of Melbourne to best match internal requirements.

Beyond the set-up, as part of the Third Party Administrator Services, they will process the applications including help line support and liaise with each of the relevant departments highlighted in the table below to obtain the information required to enable the signing of EUAs in an efficient manner and participate in stakeholder engagement activities (networking events, presentations, information sessions) to promote the program.

Department	Activity
<b>Council</b>	<ul style="list-style-type: none"> <li>• Pass resolution to offer EUAs in the municipality</li> <li>• Provide instrument of delegation to CEO (or delegate) to sign EUAs</li> </ul>
<b>Legal Department</b>	<ul style="list-style-type: none"> <li>• Review and agree to template EUA form and other template documentation</li> <li>• Ad hoc responses to legal queries regarding the EUA template</li> <li>• Confirm final documentation is in order prior to execution by CEO – SMF will provide confirmation that in our opinion the documentation is complete and accurate</li> <li>• Store copy of the signed EUA for Council records (e.g. in the vault)</li> </ul>
<b>Property Services</b>	<ul style="list-style-type: none"> <li>• Confirm property exists in your municipality and is used for non-residential purposes</li> <li>• Levy Environmental Upgrade Charge (EUC) and issue EUC notice</li> <li>• Collect quarterly EUC payments</li> <li>• Provide Quarterly EUC payment summary</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Remit quarterly payments to Lenders</li> <li>• Remit quarterly fees (any applicable) to relevant parties</li> </ul>
<b>Economic Development Department Team</b>	<ul style="list-style-type: none"> <li>• Promote EUA and EUF through existing programs and channel partners</li> <li>• Conduct on the ground engagement with relevant stakeholders</li> </ul>
<b>Marketing &amp; Communications</b>	<ul style="list-style-type: none"> <li>• Assist with development of marketing collateral</li> <li>• Actively seek media opportunities to promote EUA success in the municipality</li> </ul>

## Risk Implications

Not applicable

### **Environmental Implications**

EUA's facilitate energy, water and waste projects that will reduce the impact to the environment of business operations. The program will also serve to further raise awareness of the positive steps that can be taken to reduce environmental footprints.

### **Human Rights Implications**

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

### **Conclusion**

Environmental Upgrade Agreements offer an alternative source of funding to finance energy efficiency upgrades to commercial properties. Outcomes include reduction of costs to businesses and positive environmental impacts. Reducing the costs to businesses will increase their sustainability and act as an incentive to attract new businesses, and jobs, to Horsham.

The model has been operating successfully in Victoria in other Local Government areas and can be implemented using a consistent template and method reducing risk to council.

## 11.5 RATES STRATEGY REVIEW

**Author's Name:** Graeme Harrison      **Director:** Graeme Harrison  
**Author's Title:** Director Corporate Services   **File No:** F27/A01/000001  
**Department:** Corporate Services

### Officer Declaration of Interest

Rates are a matter that impact all residents and ratepayers in common and as such do not present any conflicts of interest for officers.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No   **Reason:** Nil

### Appendix

Rates Strategy Review Project Brief (**Appendix "11.5A"**)  
Terms of Reference for Rates Strategy Advisory Committee (**Appendix "11.5B"**)  
Rates Strategy Advisory Committee Further Information (**Appendix "11.5C"**)

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### Purpose

To endorse the Rates Strategy Review Project Brief for the purpose of procuring independent contractor services and the terms of reference for the establishment of a Rates Strategy Advisory Committee to provide input in to the review.

### Summary

- History of the background for the review and council obligations with respect to the Local Government Act, Auditor Generals Office and Local Government Victoria's Rates strategy Guidelines.
- An explanation of the key matters of:
  - Fairness, Equity and the Capacity to Pay
  - Differentials – implications and history
  - Timeframes for completion of the project.
- Presentation of the Consultancy Brief.
- Presentation of the Draft Terms of Reference for the Advisory Group.

### Recommendation

That Council:

1. Endorse the Rates Strategy Project Brief for the purpose of engaging an independent contractor to undertake the Rates Strategy Review during 2018.
2. Approve the terms of reference for the establishment of a Rates Strategy Advisory Committee to provide input in to the Rates Strategy Review during 2018.

## **Report**

### **Background**

During the development of the Council Budget for 2018-19, Council resolved to not make any significant or material adjustments to its Rates Strategy as presented but to undertake a detailed and independent review of the Rates Strategy prior to the Budget period for 2019-20.

Council Objectives in the Local Government Act 1989 (The Act):

- Section 3C (2) (f) require the “equitable imposition of rates and charges”.
- Section 136 (2) (b) requires Council to pursue spending and rating policies that are consistent with a “reasonable degree of stability in the level of rates burden”.
- Section 3C (1) requires council to have regard to the “long term and cumulative effects of decisions”

Rates are not a fee for service but a tax based on property values (wealth tax). There is a direct relationship between property holdings and disadvantage – less wealthy people tend to own lower valued properties. Property owners with higher valued assets generally have a greater capacity to pay.

The stability of the rates allocations are impacted currently every 2 years when property values are adjusted to reflect the movement in values within the municipality (this will move to yearly from 2018-19).

There are a number of key aspects of equity that need to be considered:

1. Horizontal equity - ratepayers in similar situations should pay similar amounts.
2. Vertical equity – the view that those better off should pay more than those worse off.
3. Benefit principle points to the fact that some groups may have more access to Council services.
4. Capacity to pay principle is that some will have a greater or lesser capacity to pay the assessed rates, particularly as property value is unrealized wealth and a ratepayer may be asset rich and cash poor.

Council through its Rating Strategy must strike a balance between the various competing objectives particularly of horizontal and vertical equity. How that balance is achieved between these competing and conflicting objectives is largely a political decision (there is no clear right or wrong) and needs to take into account the views and opinions of the community.

The Victorian Auditor General’s Report from February 2013 looked at Rates Strategies across a number of Councils. The report made 9 recommendations one of which included the need to conduct periodic comprehensive reviews of a Council’s Rates Strategy and the requirement to undertake modelling and benchmarking as a part of the decision making processes.



The report also identified the need for Councils to utilise the guidance materials provided by Local Government Victoria (LGV).

The LGV Revenue & Rating Strategy Guide suggests the following Best Practise approach in relation to the development of a Rates Strategy:

*“... a process that supports considered decision-making and the transparent expression of a council’s views. It is the fulsome consideration of the whole revenue picture by council that matters most. A revenue and rating strategy ideally comprises a number of components and may include documents on:*

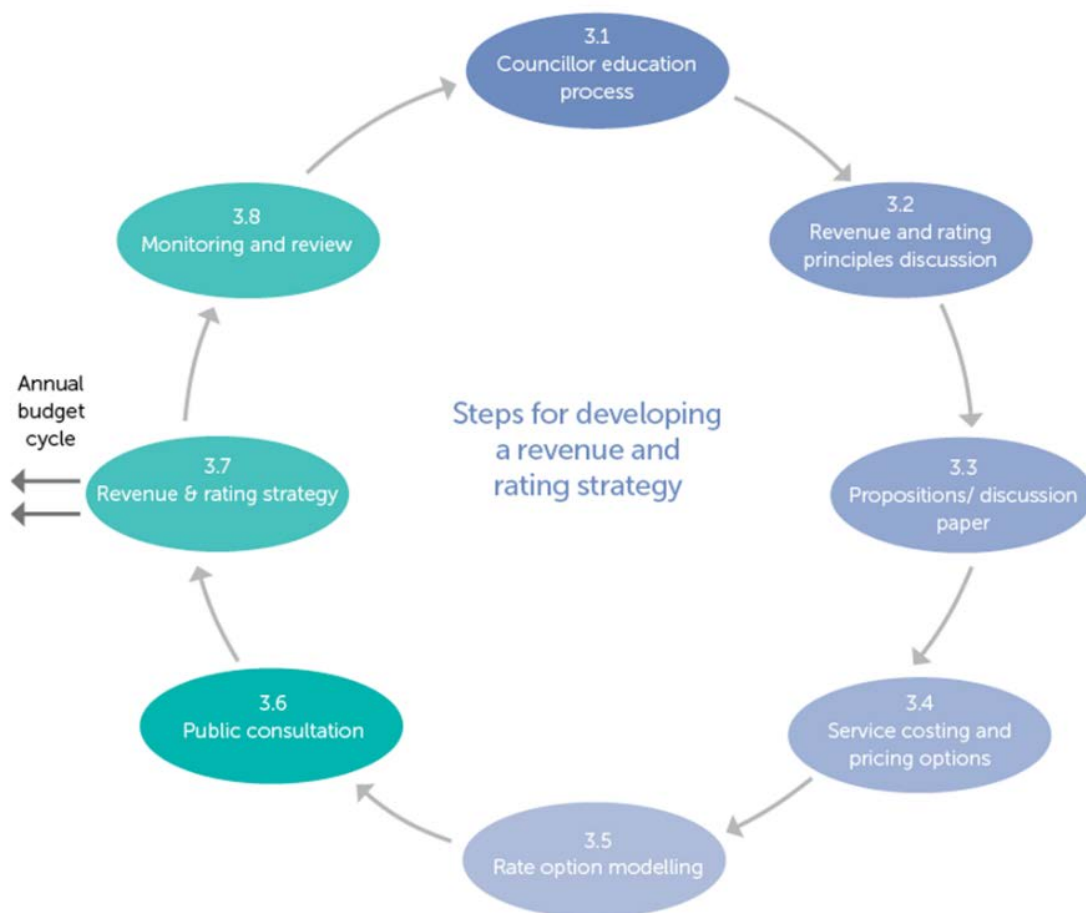
- *a council rationale and objectives discussion including its pricing policy and core components of its rating structure*
- *related research and background discussion on the municipality and past practices*
- *comprehensive rates, fees and charges impact modelling on the municipality*
- *explanatory material*
- *opportunity for public review/consultation.*

*Above all of these steps is the need for time. A revenue and rating strategy is unlikely to take less than six months and could take up to 12 months depending on the level of community engagement. A revenue and rating strategy should cover at least a four-year period, consistent with the strategic resource plan and be updated each time a general revaluation takes place.*

<i>Steps for developing a revenue and rating strategy</i>	<i>Result</i>
<i>Education process for councillors</i>	<i>Informed council that understands the underlying principles and the process for preparing a revenue and rating strategy</i>
<i>Discussion of the major revenue and rating principles</i>	<i>Formulation of a council view based around councillors’ response to some common propositions</i>
<i>Proposition/discussion paper</i>	<i>Distillation of the views expressed by councillors and a statement of preferred principles (and priorities) to apply to the setting of rates, fees and charges and the basis of a council’s pricing policy for its services</i>
<i>Costing of services and pricing options</i>	<i>Striking of the revenue balance between rates and other sources of revenue for funding the delivery services</i>
<i>Modelling of rating options</i>	<i>Proposed rating structure for the consideration of the council and community</i>

<i>Public consultation process</i>	<i>Expression of a council’s rationale for the different options and a preferred approach</i>
<i>Preparation of the revenue and rating strategy</i>	<i>Strategy that informs the preparation of the budget</i>
<i>Monitoring and review</i>	<i>Review of the revenue and rating strategy at least every two years in line with the general revaluation of properties within the municipal district</i>

Each of the above steps is shown in the following process diagram and discussed in more detail further in the LGV document:



Department of Transport, Planning and Local Infrastructure

## Discussion

### A. FAIRNESS AND EQUITY

Issues of fairness and equity are judgemental in nature, complex and subjective. The matter is not simple or black & white. Consideration and thought needs to be given to the relative questions of what is fair and what is not. Fairness will differ depending upon an individual's view on matters.

But a central question is essentially, whether it is "fair" to tax capital improved land values?

The issue of Capacity to Pay is often raised as a matter when considering Equity issues and fairness, yet council has access to very limited sources of information in this regard.

The LGV Guidance materials discusses this matter at length, but provides the following suggested questions which provides a good insight in to the complex nature of these matters:

- *Who are the poor and disadvantaged in a community (single renting pensioners and unemployed as well as home owning pensioners)?*
- *Is a council making assumptions about the relative capacities of different type of property owners e.g. pensioners versus single income families with little home equity?*
- *When devising rates, fees and charges, do you map income and wealth across your municipality?*
- *What is the breadth of businesses within your community, and what council services do they use and consume?*
- *Is it reasonable to treat a range of very different property types as very large blocks?*
- *What proportion of the economy within your local government area is small / large / heavy / light / rural business?*
- *Who are the farmers – small family businesses or large multi-nationals or a mix?*
- *Do you compare similar rates; for example a small business with a house versus family farm?*
- *Do you understand the property profiles in your local government area? For instance:*
  - *Who owns vacant land in your municipality?*
  - *Are they speculators, investment holders or superannuation organisations?*
  - *Which type own large blocks, small blocks?*
  - *Does a vacant land differential rate affect the behaviour change you are seeking or does it only make for a symbolic rate?*
- *Have you considered the appropriateness of rebates for addressing environmental problems?*
- *Have you considered the rating of specific uses such as charities and not for profit organisations?*
- *Should you benchmark your rates against adjoining councils?*
  - *Now?*
  - *Over time?*
  - *What are the reasons for differences between adjoining councils?*

- *By funding an extra program in your budget which property owners are you pressuring?*
  - *Are these property owners benefitting from this and like programs?*

*Understanding these things can help you develop a series of rationales, which will underpin decisions about the rating system.*

The options that council may use to address capacity to pay include differentials, waivers & deferrals.

## B. DIFFERENTIALS

One of the rating mechanisms that Council has available to it is to use differential rates to provide a discount or a premium to individual sectors within its rate payers and thereby address identified equity issues.

Differentials are often the most spoken about component of the rating system particularly in the rural context and in relation to the farm sector. However the level assigned to the discount is often not substantiated or evidence-based and varies considerably between councils. The reasons why the rate in the dollar on one type of property is higher/lower than another needs to be explained and communicated.

To utilise differentials there are legislative requirements to be met and Ministerial Guidelines to be adhered to when giving and considering the use and adjustment of differentials. The Ministerial Guidelines call for Council to consider differentials for the farm sector, but also to exercise care when considering a differential for dryland and irrigated farmland.

Council first introduced a farm differential in 1999/2000 of 95% of the General Rate. It then reduced the differential further in 2010/11 to 90%. The subsequent reduction to 80% was only made following an extensive review of the Rating Strategy in 2014/15 which involved detailed engagement with the community.

Council has not in the past made decisions to change or introduce differentials without due consultation with the community. Council considers that a change to a differential or the introduction of new differentials would be a material change requiring a proper review process to ensure principles of natural justice are followed.

A discount given to one sector will result in an increase to all other sectors.

## C. CONSULTANCY BRIEF

The attached consultancy brief (**Appendix "11.5A"**) has been prepared to procure the services of a consultant to undertake the review. Some key matters to note are:

- The development of an over-arching Rating Policy as an output.
- A revised Rates Strategy is an output.
- There are very tight timeframes to complete this process.

- Timeframes need to be able to suit councils statutory requirements around the budget and will not, in all cases be the best timing for the community with the Christmas break and farming harvest operations.
- There is a need to first educate then engage the advisory committee.
- There is a requirement to communicate with, educate and engage the broader Community.

#### D. ADVISORY COMMITTEE TERMS OF REFERENCE

The attached terms of reference (**Appendix "11.5B"**) have been developed to guide the establishment and operations of an Advisory Committee. The key matters to note regarding the Advisory Committee are:

- The role of the Advisory Committee is to make recommendations to Council on an over-arching Rating Policy and on adjustments to the Rates Strategy.
- The committee will be chaired by a paid independent person with knowledge of rating systems.
- The committee will, as far as practical, be composed of representatives proportionate to the share of rates paid by each sector.
- A diverse committee will be sought that provides both gender equity and ages representative of the general adult population.
- Appointments to the committee will be made by the Chief Executive Officer
- The committee will take on board and consider information provided to the committee from any public submission or engagement processes.
- Confidentiality, integrity and commitment are key values for the success of the committee.
- The Committees recommendations may not necessarily be the final adopted position of council, but should strongly inform council's decision.
- Further logistical information for the committee is provided in **Appendix "11.5C"**.

#### E. INDEPENDENCE

It is intended to achieve independence in the review through two specific appointments:

- I. Engaging a consultant to manage the entire review process and the engagement with Council, the Advisory Committee specifically and the broader community more generally.
- II. To establish an Advisory Committee that will be chaired by an independent person who has knowledge of local government rating and is not a resident or ratepayer of the municipality.

#### F. THE ROLE OF OFFICERS

Officers input will be to provide assistance to the consultant in the provision and gathering of information and the modelling of options.

Officers will manage the recruitment and appointment processes for the consultant and the Advisory Committee positions.

**G. TIMEFRAMES**

The following indicative timeframes are identified for this project:

<b>No.</b>	<b>Action</b>	<b>Target Commencement Date</b>	<b>Target Completion Date</b>
1	Council decision to proceed with Rates Strategy Review		27 Aug 18
2	Councillor education process	28 Aug 18	17 Dec 18
3	Appointment of Consultant	28 Aug 18	17 Sep 18
4	Appointment of Advisory Committee	28 Aug 18	17 Sep 18
5	Develop community engagement plan	17 Sep 18	1 Oct 18
5	Rates Strategy Review period	1 Oct 18	7 Dec 18
6	Report to Council Briefing		17 Dec 18
7	Draft Rates Strategy & Policy Report to Council		28 Jan 19
8	Section 223 Community Consultation period	29 Jan 19	26 Feb 19
9	Hear & consider submissions received and make any changes accordingly	27 Feb 19	5 Mar 19
10	Adopt any changes & if they are significant than a further Section 223 consultation period will be required	12 Mar 19	9 Apr 19
11	Consider submissions received	10 Apr 19	17 Apr 19
12	Council to adopt final Rates Strategy & Rates Policy		29 Apr 19

Additional to these timeframes are those of the budget cycle for 2019-20 which would see Council adopting a draft budget most likely at the Council meeting on the 29 April 2019. The draft budget is adopted following a detailed budget development process being undertaken from early December 2018 through to end of March 2019.

2019 will be the first year of yearly valuation revisions and this information will not likely be finalised until sometime from late April to late May depending upon the timelines set independent of council by the Valuer General.

**Financial Implications**

The costs associated with the review shall be covered from the existing operating budgets.

### **Links To Council Plans, Strategies, Policies**

The Rates Strategy is undertaken in-conjunction with the development of the Council Budget.

Council Plan Key Priority 4.1.01 Review the rates strategy and implement.

### **Consultation/Communication**

A detailed community engagement plan will be developed as part of the review process. The engagement plan will include the establishment of an advisory committee for representative community input, opportunities for the broader community to engage in the review, a range of communication tools will be utilised, and a process will be undertaken at conclusion to evaluate the effectiveness of the engagement.

Information will be provided broadly to the community of the final decision of council detailing how the decisions were made, their implications for ratepayers and the expected outcomes.

### **Risk Implications**

Currently the Local Government Bill is before parliament for a new Local Government Act. Should this Bill be passed then there will be some statutory implications for Council with regards to its rating processes, most significantly regarding the level of the municipal charge. The exact impact remains uncertain until such time as the new Act comes in to force, but may require consideration during the Rates Strategy Review period.

### **Environmental Implications**

Not applicable

### **Human Rights Implications**

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

### **Conclusion**

Whilst it has been demonstrated above that the issue of rating within the community is complex, challenging and subjective, council has a robust and compliant Rates Strategy already in place. Therefore to attempt to review this within a much shorter timeframe of 4 months is achievable.

## 11.6 REVIEW OF COUNCILLOR ALLOWANCES, EXPENSE REIMBURSEMENT AND SUPPORT POLICY

**Author's Name:** Sue Frankham

**Director:** Graeme Harrison

**Author's Title:** Governance Officer

**File No:** F20/A05/000001

**Department:** Governance and Information Management

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No **Reason:** Nil

### Appendix

Councillor Allowances, Expense Reimbursement and Support Policy (**Appendix "11.6A"**)

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### Purpose

To adopt the revised Councillor Allowances, Expense Reimbursement and Support Policy.

### Summary

- Horsham Rural City Council adopted a revised Councillor Allowances, Expense Reimbursement and Support policy on 19 December 2016.
- This policy required further clarification in relation to reimbursement of expenses when Councillors attend functions and events.
- The policy has been revised to include a new section titled "Functions and Events" (see pages 4 and 5 of Appendix).

### Recommendation

That the revised draft Councillor Allowances, Expense Reimbursement and Support Policy (excluding the tracked changes) be adopted by Council.



## **Report**

### **Background**

Sections 74 and 75 of the *Local Government Act 1989* provide details of Council's obligations in relation to Councillor and Mayoral allowances, reimbursement of expenses and the support to be made to the Mayor and Councillors to enable them to effectively undertake their duties.

Under Section 74(1), Council must review and determine the level of Councillor and Mayoral allowances within six months after a general election or by the next 30 June, whichever is the latter. In accordance with this requirement, Horsham Rural City Council adopted a revised Councillor Allowances, Expense Reimbursement and Support policy on 19 December 2016.

### **Discussion**

It has been identified that the Councillor Allowances, Expense Reimbursement and Support policy requires further clarity in relation reimbursement of expenses when Councillors attend functions and events. A new section titled "Functions and Events" has been included in the policy. It provides details for reimbursement of expenses where:

- a Councillor is the designated Council representative and they are required to perform an official duty at a function or event
- a Councillor and their partner are invited to a function or event and no official duties are required
- a Councillor attends formal local functions and events supported by Council

### **Financial Implications**

A financial allocation for Councillors to attend functions and events is provided in the 2018-2019 budget.

### **Links To Council Plans, Strategies, Policies**

2018-2022 Council Plan  
Goal 4 – Governance and Business Excellence

### **Consultation/Communication**

Amendments to this policy were made with reference to the *Victorian Government Information Guide on Mayor and Councillor Entitlements - November 2008*.

### **Risk Implications**

This updated policy minimises the risk of inappropriate or inconsistent claims or payments being made to Councillors.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The revised Councillor Allowances, Expense Reimbursement and Support policy will provide clarity for expense reimbursement when Councillors attend functions and events.

## 11.7 COMMUNITY SATISFACTION SURVEY 2018

**Author's Name:** Graeme Harrison      **Director:** Graeme Harrison  
**Author's Title:** Director Corporate Services **File No:** F14/A05/000001  
**Department:** Corporates Services

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No **Reason:** Nil

### Appendix

2018 Horsham Rural City Council – Community Satisfaction Report (**Appendix "11.7A"**)

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### Purpose

To advise Council of the results of the 2018 Local Government Community Satisfaction Survey and planned follow-up actions.

### Summary

- Reporting of the summarised results from the 2018 Community Satisfaction Survey
- Reporting of planned actions to address matters raised through the survey

### Recommendation

That Council:

1. Note the 2018 Horsham Rural City Council Community Satisfaction survey results.
2. Note the planned actions to improve community's satisfaction in the areas of concern.

## Report

### Background

Horsham Rural City Council has again participated in the Local Government Community Satisfaction survey. The survey provides Council with some of the key performance indicators required under the Planning and Reporting Regulations (2014). The survey contains 13 compulsory questions and Council also selected two additional free text questions.

The survey is conducted by Computer Assisted Telephone Interviewing, which is a representative random probability survey of residents aged 18+ years, and seeks to target the surveys to the gender and age profile of the community. The survey is undertaken from publicly available phone records, including up to 15% mobile phone numbers to cater to the diversity of residents in the Council, particularly young people. 64 of the 79 Councils across the state participated in this particular survey in 2018.

400 completed interviews were achieved from 1 February to 31 March 2016. Horsham has been classified for the purposes of this year's survey as a Regional Centre which includes Bendigo, Geelong, Latrobe, Mildura, Wangaratta, Warrnambool and Wodonga.

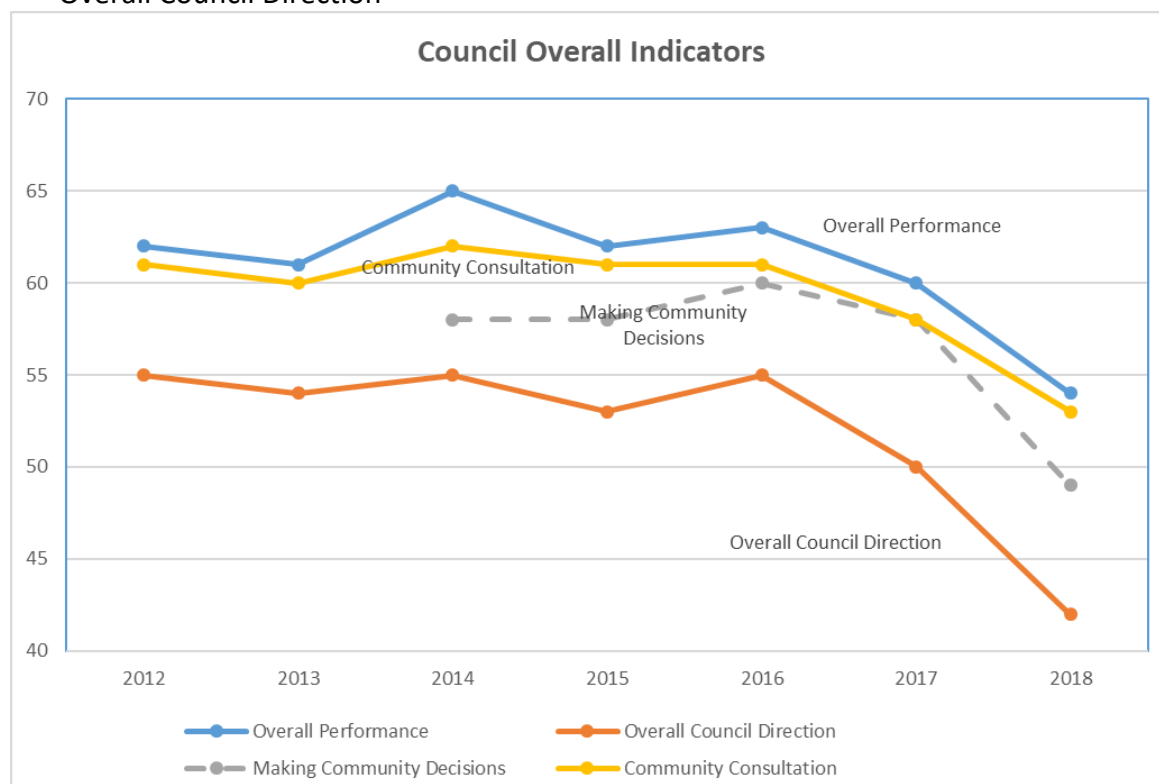
The main objective of the survey is to assess the performance of Council across a range of measures, and to seek insight into ways to provide improved or more effective service delivery. The core measure compared to the previous year, Regional Centres and State-wide averages are shown in the following table:

Performance Measures	Horsham 2018	Horsham 2017	Regional Centres 2018	State-wide 2018	Highest score	Lowest score
<b>OVERALL PERFORMANCE</b>	<b>54</b>	60	58	59	Aged 18-34 years	Aged 50-64 years
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	<b>53</b>	57	55	55	Aged 18-34 years	Aged 35-64 years
<b>ADVOCACY</b> (Lobbying on behalf of the community)	<b>52</b>	56	54	54	Aged 18-34 years	Aged 35-49 years
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	<b>49</b>	58	52	54	Aged 65+ years	Rural Area
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	<b>44</b>	44	54	53	Aged 65+ years, Horsham Area	Rural Area
<b>CUSTOMER SERVICE</b>	<b>70</b>	70	72	70	Aged 18-34 years	Aged 50-64 years
<b>OVERALL COUNCIL DIRECTION</b>	<b>42</b>	50	53	52	Aged 18-34 years, Women	Aged 50-64 years

Results declined across demographic and geographic sub-groups on most measures, with no notable distinctions by area of residence. The largest differences tend to exist at the generational level, and residents aged 50 to 64 years are less favourable than residents overall in their impressions of Council's performance on most measures.

Four of these measures provide a more general view of Council’s performance and they have all trended lower since 2016. These are:

- Overall Council Performance
- Community Consultation
- Making Community Decisions
- Overall Council Direction



**1. Overall Council Performance:** The report notes that Horsham Rural City Council’s overall performance has declined significantly and is at its lowest level since 2012 and at 54 is statistically significantly lower than the average rating for councils state-wide (59) and councils in regional centres (58).

Positive (‘very good’ or ‘good’) ratings are down ten percentage points from 47% in 2017, although more residents rate Horsham Rural City Council’s overall performance as ‘very good’ or ‘good’ (37%) than ‘poor’ or ‘very poor’ (18%). A further 44% sit mid-scale providing an ‘average’ rating.

**2. Community Consultation:** Council’s performance on community consultation, is in line with (if not slightly lower than) the State-wide and Regional Centres group averages. Results declined across demographic and geographic sub-groups. In addition, 24% of residents mention community consultation as an area in need of improvement. Like other measures, performance ratings *declined significantly*, by four index points, in this area since 2017. Performance in this area is at its lowest level since 2012 after declining for two consecutive years.

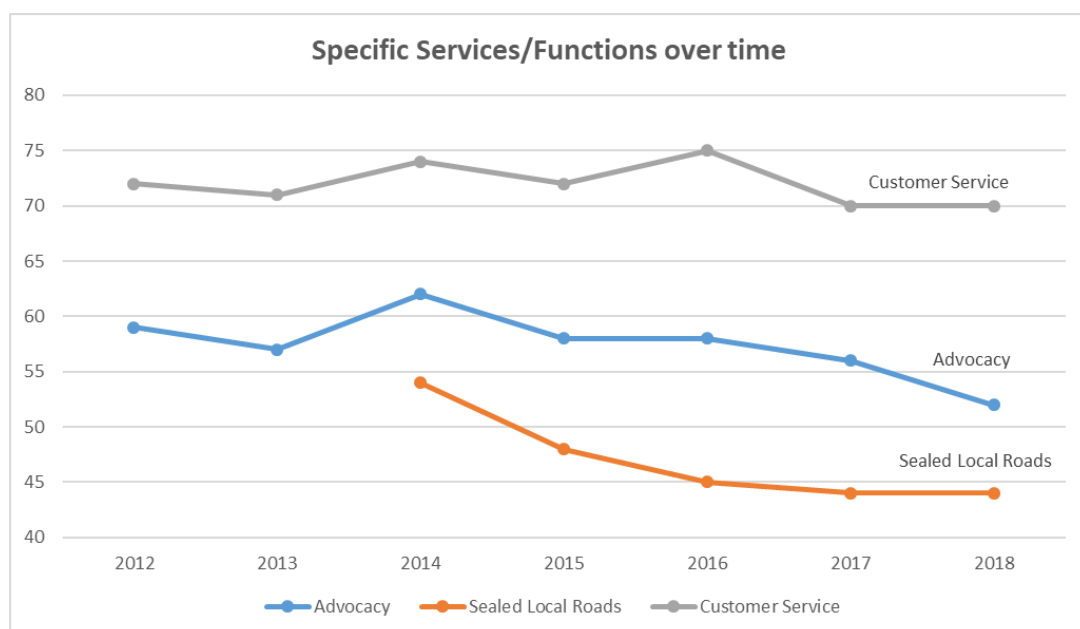
**3. Making Community Decisions:** The most significant decline in 2018 was a nine point drop on the measure of community decisions (index score of 49). Council's performance is significantly lower than the average ratings for councils State-wide and in the Regional Centres group on this measure (index scores of 54 and 52 respectively). Performance in this area was consistent between 2014 and 2017, decreasing for the first time in the past year. Performance is now eleven points down on Council's peak rating of 60 index points in 2016.

**4. Overall Council Direction:** Dropped by 8 points which was on the back of a 5 point drop in 2017, so an overall a 13 point drop since 2016. The largest differences tend to exist at the generational level, and residents aged 50 to 64 years are less favourable than residents overall in their impressions of Council's performance on most measures.

There are a further 3 measures that relate more specifically to particular functions of Council but still provide an overall measure of performance. These are:

- Advocacy
- Sealed Local Roads
- Customer Service

Horsham Rural City Council's performance on community consultation, advocacy, and customer service is in line with (if not slightly lower than) the State-wide and Regional Centres group averages. These measures have not shown the same negative trend since 2016 as is the case for the previous 4 measures:



**5. Advocacy:** Advocacy is a difficult measure to assess and will be influenced by specific broader matters under discussion within the community from time to time, it has experienced a 4 point drop.

6. **Sealed Local Roads:** Sealed local roads is an area that stands out as in need of Council attention. With a performance index score of 44, Council rated lowest in this service area. While performance ratings in this area did not change in the past year, Council performs significantly lower than the State-wide and Regional Centres group averages (index scores of 53 and 54 respectively).
7. **Customer Service:** Customer service, with an index score of 70, is a positive result for Council and is Council's best performing area. Performance in this area is similar to the State-wide and Regional Centres group averages for councils (index scores of 70 and 72 respectively).

Performance on this measure mirrors the 2017 result. Performance peaked in 2016 (index score of 75) before declining the following year. More than one-quarter (26%) rate Council's customer service as 'very good', with a further 43% rating customer service as 'good'. Net positive ratings are in line with 2017 results. Residents aged 18 to 34 years (index score of 78) are significantly more favourable in their impressions of customer service than residents overall.

Additional to the Core Measure questions Council asked the following 2 questions with the results summarised as follows:

1. **Best Aspects about Council:** Free text responses were sought on the question "What is the best thing about Council?" The responses were classified by the survey agency as follows:

### 2018 Best Aspects



2. **Areas for Improvement:** Free text responses were sought on the question “*What does Council need to do to improve*” The responses were classified by the survey agency as follows:



### 2018 Areas for Improvement



#### Discussion

The survey agency concluded that the Perceptions of Council *declined significantly* on most measures in the past year, but that said, they suggested that Council look to areas where current performance is both lower than what has been achieved previously and significantly lower than the group average for Regional Centres.

The areas that stand out as being most in need of Council attention are community decisions and sealed local roads. They also suggested that consideration should also be given to residents aged 50 to 64 years, who appear to be most driving negative opinion in 2018.

They also noted that Council has been performing well in Customer Service and has received higher performance ratings on this measure historically, and so efforts should be made to ensure it does not deteriorate further.

It is also important not to ignore, and to learn from, what is working amongst other groups, especially residents aged 18 to 34 years, and use these lessons to build performance experience and perceptions in other areas.

Following the presentation to Council by JWS Research and the discussions had on that night and then further with the Executive Management Group, Departmental Managers and Communications teams, the following observations were made and action items developed:

Observations:

- The survey was undertaken during a period when there were some sensitive issues being hotly debated in the community around the Horsham Bypass, Wimmera Sports Stadium and the alternative date for a Melbourne Cup Public Holiday. These may have skewed some of the opinions expressed.

Actions:

1. Community Consultation and Making Community Decisions

- Review the Community Engagement Policy and procedures to ensure that there are strong processes to close the loop on engagements.
- Improve project planning to provide clarity to the community re their expectations and ensure clear timelines for delivery. Under the recent organisational restructure, a Project Office has been established to assist with the delivery of a project management framework across the entire organisation.
- The Media and Communications Unit needs to lead the activities around external communications to ensure that:
  - Council communicates the information on projects and programs.
  - Communicate with the community as soon as decisions are made, and clearly explain the reasons behind the decisions.
  - Identify issues of interest to the community in advance and provide timely communications.
  - Distribute a community newsletter at regular intervals.
    - Publish photos of before and after of some of the many community grants allocated each year.
    - Explore the opportunities for providing more effective information in the Public Notices page in the local papers.
    - Develop a Community engagement calendar to be included on the Have Your Say page on Council's website.
    - Utilise Community map better to spatially represent things happening within the community.
    - Improve Council's logo, branding and facility signage.
    - Improve the use of multi-media and social media to communicate generally the things that Council is doing.

2. Sealed Local Roads

- Add a question to next year's survey to identify specific road names, so that information can inform Council's programming and understanding of whether the issue is a local road issue or a Vic Road roads issue.
- Communication to educate the community re what is a local road versus a Vic Roads Road.
- Improve signage of works being undertaken on local roads by Council

- Implement the use of Community Map to display local roads capital and maintenance programs.
  - Provide some general information out to the community regarding Council's roads program, overall spend on roads and how that expenditure is funded.
3. Advocacy
- Develop a Strategic Advocacy Plan.
  - Develop a clear advocacy list for the upcoming state election.
  - Communicate Council's major advocacy campaigns to the community.
  - The recent organisational restructure has established a unit for Advocacy and Community Relations which will bring together existing staff in to a single unit to provide a critical mass and support for the functions of media, communications, advocacy & community engagement.
4. Customer Service
- Improve technology and processes to enable customer focused service delivery.
  - Close the feedback loop on Customer Requests to improve customer interactions.
  - Complete improvements to the customer service area at the Civic Centre to provide better all abilities access and consolidation of customer service functions.
  - Improvement to information services for the community through more targeted newsletters, press releases, website information and Council have your say pages.
5. Other items
- Investigate what is being done by those councils that do not utilise the JWS Research Survey to determine if alternative survey methodologies may give us better information to act upon.
  - Investigate the timing of the survey to identify if a better more suitable time can be found that links with Council's planning processes.
  - The organisational restructure is establishing a separate Governance Unit with a new position of Governance Co-ordinator. This will provide some much needed resources and bring together these functions from across the organisation thereby again providing critical mass and support for these important functions.

### **Financial Implications**

The survey participation costs of \$11,800 were included as part of the 2017/18 Council Budget.

### **Links To Council Plans, Strategies, Policies**

Key Direction 4.1	Continuously improve communication and engagement with the community through effective consultation.
Key Direction 4.2	Advocate on behalf of the community and region.
Key Direction 4.5	Achieve high standards of organisational performance.

### **Consultation/Communication**

The full survey results are quite detailed in terms of demographic breakdown and content and are available to Council through a portal. The summary report has been attached here for public information. Council has had an individual briefing with the survey providers JWS Research and discussed the results.

### **Risk Implications**

The measures of Community Engagement and Overall Council Performance are included on the Know Your Council website for comparison with all other councils across the state. The inclusion here presents a reputational risk to Council if the poor performance is not addressed.

### **Environmental Implications**

Not applicable

### **Human Rights Implications**

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

### **Conclusion**

Dealing with these high level issues of community perceptions of Council are challenging. Community opinion can be swayed by individual negative events within Council and the poor performance is cause for reflection particularly as to what both Council and Officers can do to address these issues.

## 11.8 QUARTERLY FINANCIAL REPORT 30 JUNE 2018

**Author's Name:** Zac Gorman

**Director:** Graeme Harrison

**Author's Title:** Management Accountant

**File No:**

**Department:** Finance Department - Corporate Services

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No **Reason:** Nil

### Appendix

Quarterly Financial Report June 2018 (**Appendix "11.8A"**)

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### Purpose

To provide Council with the quarterly financial report for the quarter ending 30 June 2018.

### Summary

- Quarterly financial report is provided in accordance with statutory requirements
- The report is not finalised at this point in time pending any final adjustments resulting from the financial year end processes and audit.

### Recommendation

That Council note the Quarterly Financial Report for the period ending 30 June 2018.

## **Report**

### **Background**

Under Section 138 (1) of the Local Government Act 1989, a financial statement is to be provided to open Council comparing actual to budget for revenue and expenditure at least once every three months.

### **Discussion**

The attached report has been prepared to provide Council with an overview of finances year-to-date and comparisons to budget in a simple easy to read format.

As at the 13 August 18 the financial accounts were not finalised for the year ending 30 June 2018. Some entries may still occur in the ledger arising from final year end processing and audit, although there is likely to be minimum impact on the results as reported here-in.

The final financial accounts will be reported in September following the completion of the annual audit process.

### **Financial Implications**

Staff time to compile and prepare this report is included in the 2018-19 budget.

### **Links To Council Plans, Strategies, Policies**

Goal 4 – Governance and Business excellence

Four Year priority - 4.4.5 Improve performance reporting and regular management reporting across all areas of Council

### **Consultation/Communication**

This report together with more extensive analysis and detail is provided to Council each month as part of the Finance and Performance Committee agenda and to the Audit Committee on a quarterly basis.

### **Risk Implications**

The provision of relevant information on a regular basis is an important part of Council's internal controls and is necessary for Council to meet its obligations under Section 3 of the Local Government Act 1989, which ultimately makes Council accountable for the good financial management of the municipality.

There is a risk that either too much or too little information is provided to council for it to carry out this responsibility. Council must therefore ensure that it has sufficient information to be satisfied that finances are in order and that budgetary and financial planning goals are being met.

**Environmental Implications**

Not applicable

**Human Rights Implications**

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

**Conclusion**

The financial report provides a summary of council's performance against budget for the year ended 30 June 2018.

## 11.9 DELEGATIONS UPDATE

**Author's Name:** Graeme Harrison      **Director:** Graeme Harrison  
**Author's Title:** Director Corporate Services   **File No:** F19/A02/000001  
**Department:** Corporate Services

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No   **Reason:** Nil

### Appendix

Council to Staff Delegations (**Appendix "11.9A"**)

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### Purpose

To update Council's delegations to staff with changes arising from the Maddocks Lawyers delegation service and for new and changed position titles created during the recent staff restructure.

### Summary

- Background information with respect to delegations generally
- The following changes are accounted for in the delegation documents:
  - Maddocks Lawyers updated information provided to Council every 6 months to account for changes within legislation.
  - Changes to position titles and responsibilities associated with Council's recent restructure
- Listing of the legislation that has had some change from the Maddocks recent update

### Recommendation

That Council, in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation (**Appendix "11.9A"**).

Horsham Rural City Council (Council) RESOLVES THAT –

- 1) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set



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out in that instrument, subject to the conditions and limitations specified in that Instrument.

- 2) The instrument comes into force immediately the common seal of Council is affixed to the instrument.
- 3) On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
- 4) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

## Report

### Background

Powers to Council are granted through Part 1A of the Act which defines the charter for Local Governments. This states the purpose of Local Government, its objectives, role, functions and powers. Under Section 3F Council's powers are defined and are essentially very wide in nature. Section 3F (1) states *"Subject to any limitations or restrictions imposed by or under this Act, a Council has the power to do all things necessary or convenient to be done in connection with the achievement of its objectives and the performance of its functions"*.

Because these powers are very wide Council cannot operate by means of passing a resolution every time that it wishes to act. So for day to day operations Council needs others to make decisions and act on its behalf.

Under Section 98 (1) a Council may by instrument of delegation delegate to members of its staff any power, duty or function of a Council under the Act "or under any other Act". Other Acts however may also have provisions relating to delegation also. If there is any conflict in delegation or authorisation between Acts then those relevant to the more Specific Acts will prevail over the General Acts.

Council cannot, however, delegate the following:

- the power of delegation,
- the power to declare a rate or charge,
- the power to borrow money,
- the power to approve expenditure not contained in a budget approved by Council,
- the power, duty or function of the Council under Section 223 of the Act
- any prescribed power

Any delegation made under Section 98(1) to a member of staff or to the Chief Executive Officer (CEO) must be made by a resolution of Council.

Under Section 98(2) & (3) of the Act, the CEO is specifically given the power to delegate to any member of the Council staff any power, duty or function of their office other than the power of delegation.

Delegations made by the CEO to members of staff do not, however, need to be made via a resolution of Council. They do, however, need to be maintained in a register.

Under Section 98 (4) of the Local Government Act 1989 (the Act), Council must keep a register of delegations to members of Council Staff. As new legislation is adopted or amendments made to existing legislation delegations will change.

Under Section 98(5) delegations may be made to individual persons or to the holder of an office or position. Council has always taken the approach to delegate to the position wherever possible rather than the individual staff member.

Section 98 (6) of the Act requires Council to review delegations within 12 months of a general election. However, regardless of this statutory requirement delegations should be made carefully and reviewed regularly to ensure:

- Decision-makers are clearly identified
- Accountability and responsibility is clearly identified
- Conditions, limitations and guidelines are well documented
- Precision in the making of decisions that will be defensible under legal scrutiny

Some Acts contain specific powers of delegation to persons other than the CEO. In these cases there is a presumption that a power of delegation cannot be sub-delegated in the absence of express authority to do so, hence Council must delegate these items direct to individual staff members.

Under the Building Act 1993, Municipal Building Surveyors (MBS) may also delegate their powers to other officers. This is therefore not a delegation by Council but by the MBS to staff and is signed-off by the MBS.

Council may also delegate powers to Special Committees established under Section 86 of the Act or Section 188 of the Planning and Environment Act 1987. Each committee must have an Instrument of Delegation that clearly articulates the nature of the delegation, and any conditions or limitations under which the delegation is to be exercised.

In summary there are five delegation types:

- A. Delegations of Council:
  - 1. Council to CEO
  - 2. Council to Staff
  - 3. Council to Special Committees
- B. Delegation by Others:
  - 4. CEO to staff\*
  - 5. Municipal Building Surveyor to Staff

\* the CEO to staff delegation also includes a section on Miscellaneous and Administrative powers which are best described as operational in nature and do not arise out of specific legislation.

Council has put in place detailed guidelines that help staff understand their obligations and responsibilities when it comes to exercising a delegated power. Each staff member receives a copy of their individual delegations and they are reminded to read and understand the guidelines for the exercising these delegated powers.

## Discussion

Council manages its delegations by subscribing to a service from Maddocks Lawyers which provides Council with amendments to existing legislation and updates on new legislation. These updates are usually received on a six monthly basis, and as such an update was received in July 2018, which takes account of legislative changes since December 2017. Also a mini-update was received in May 2018 in relation to delegations from the Municipal Building Surveyor to Staff and in relation to CEO delegations to Staff in respect to building regulations.

### A. DELEGATIONS OF COUNCIL

#### 1. Delegation to the Chief Executive

The delegation to the CEO was updated in Oct 17 and there were no further updates at this point in time.

#### 2. Delegations from Council Direct to Staff:

There are a number of amendments that impact on delegations from Council to Staff:

- Domestic Animal Act 1994 S.41A(1)
- Heritage Act 1995 has been replaced by the Heritage Act 2017 – the relevant provision for Council has changed from S.84(2) to S.166
- Planning & Environment Act 1987 has had some significant number of changes in relation to:
  - The Public Land Contributions Amendment Act – the provisions impact on Council powers when operating as a collecting authority, development authority or a planning authority
  - Distinctive Areas and Landscapes Amendment Act provisions S.46AW to 46AZK have been added for when Council is the responsible entity.

Details of all of the delegations from Council to Staff are shown in **Appendix “11.9A”**.

#### 3. Delegation to Special Committees

There are no changes to the delegations to special committees.

### B. DELEGATIONS BY OTHERS

#### 1. Delegations from CEO to Staff

Under Section 98 (2) & (3) of the Act, the Chief Executive Officer is specifically given the power to delegate to any member of the Council staff any power, duty or function of their office other than the power of delegation. These delegations have also been updated but do not need to be made by resolution of Council, so have not been attached to this report.

The Acts/Regulations that have had some amendment are as follows:

- Domestic Animals Amendment (Puppy Farms and Pet Shops) Act 2017
- Fines Reform Act 2014
- Infringements Act 2006
- Land Act 1958
- Local Government Act 1989 (arising from the Distinctive Areas and Landscapes Amendment Act)
- National Parks Act 1975
- Public Health and Wellbeing Act 2008 (due to the Child Wellbeing Legislation Amendment Act 2018)
- Subdivision Act 1988 (due to the Public Land Contributions Amendment Act)
- Valuation of Land Act 1960 (due to State Taxation Acts Further Amendment Act 2017)
- Building Regulations 2018
- Infringements Regulations 2016 have been revoked by the IA Regulations.

## **2. Delegation Municipal Building Surveyor to Staff**

There was a significant amendment of the Building Act 1993 that came in to force on 31 January 2018. And new Building Regulations 2018 that came in to force 2 June 2018. Powers, duties and functions remain largely unchanged except for the relevant numbering has been impacted.

### **Financial Implications**

The financial impact of the review of delegations is limited to staff time and the cost of the Maddocks Delegation Service which has been included in the 2018-19 budget.

### **Links To Council Plans, Strategies, Policies**

Goal 4 – Governance and Business Excellence

### **Consultation/Communication**

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

### **Risk Implications**

The risk to Council of having inadequate instruments of delegation are, that actions are carried out without appropriate authority and therefore are subject to be challenged in a court of law.

Also the fact that a delegation has been made does not affect the Council's powers in relation to the issue concerned. A delegate's decision (once made) is taken to be the decision of the Council itself. The Council can therefore find itself bound by a decision which it may not itself have made. This risk is mitigated by having in place appropriate policies and guidelines under which delegation should be exercised. Guideline G04/004 has been put in place to address this issue and was reviewed in 2017 by the Executive Management Group.

### **Environmental Implications**

Not applicable

### **Human Rights Implications**

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

### **Conclusion**

It is a significant task to maintain delegations when the organisation is in change along with changing legislation. This update will require further review around responsibilities for specific functions as new positions and roles arising from the restructure, are bedded down within the organisation.

## 11.10 YOUTH STRATEGY

**Author's Name:** Anne Donovan

**Director:** Kevin O'Brien

**Author's Title:** Arts, Culture and Recreation Manager

**File No:** F12/A06/000002

**Department:** Community Wellbeing

### Officer Declaration of Interest

No officer involved in the preparation of this report has any conflicts of interest.

**Status:** Information classified confidential in accordance with Local Government Act 1989 – Section 77(2)(c): Yes No **Reason:** Nil

### Appendix

Final Youth Strategy (**Appendix "11.10A"**)

Public Exhibition Feedback Summary (**Appendix "11.10B"**)

Grampians Community Health Submission (**Appendix "11.10C"**)

Women's Health Grampians Submission (**Appendix "11.10D"**)

Mark Radford Submission (**Appendix "11.10E"**)

Simon Risson Church of Christ (**Appendix "11.10F"**)

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### Purpose

To endorse the Horsham Rural City Council (Council) Youth Strategy.

### Summary

Council at its ordinary meeting of 2 July 2018 resolved to release the draft Youth Strategy for public consultation. The Strategy articulates a vision for Horsham and sets out recommendations and an implementation plan to enable Council to be well positioned to respond to the diverse and changing needs of all its young people now and into the future.

The Draft Strategy has been out for public consultation from 3 July – 29 July 2018 and a number of submissions have been received. The Youth Strategy (**Appendix "11.10A"**) has been updated to reflect some of the comments and feedback received.

### Recommendation

That Council endorse the Final Youth Strategy.

## **Report**

### **Background**

Council at its ordinary meeting of 2 July 2018 resolved to release the draft Youth Strategy for public consultation.

Comprehensive community engagement was undertaken to help shape the Draft Strategy. The Draft Youth Strategy was placed on public consultation from 3 July-29 July 2018. Over 325 people, including 200 young people participating in the first consultation period.

An overview of the consultation, including the main issues raised, was presented to a Councillor Briefing Session on 28 May 2018 and 25 June 2018.

### **Discussion**

Council currently contracts out its youth service delivery role to Grampians Community Health and they operate youth services under the Nexus brand. As this contract expires in March 2019 a Draft Youth Strategy was developed to:

- To provide Council with contemporary and future facing, equitable and accessible, models for youth service delivery that reflects the needs of a diverse regional city population
- Provide a service delivery map of the current services
- Identify opportunities for young people to be empowered to make decisions on service delivery that suits their needs
- Increase meaningful engagement opportunities with Council.

The Draft Youth Strategy presents Council with an opportunity to implement a future facing and contemporary youth focused plan.

The Draft Strategy proposes that a new model for youth services be implemented that sees a transition away from a centre-based youth services model to an outreach and collective impact model. This will include the retention of the youth role internally within Council. It is proposed that this role coordinate local services under the new collective impact model to deliver on emerging priorities and coordinate engagement with young people.

Neighbouring Councils all have an internal Council Youth Officer role, and this role is able to undertake a range of activities to support young people in their community and lever opportunities for increased youth participation in a range of council activities.



It has also proposed that some type of youth council be developed to provide young people with more meaningful opportunities with Council. This is in response to young people, services and schools identifying that young people need more opportunities to engage with Council on a range of topics. This new model also proposes that Council Officers will be required to report on the implementation of the Youth Strategy to a group of young people who will then report on achievements and/or blockages to Council.

The Draft Strategy proposes change to the current service delivery model within Horsham and these proposed changes, especially the transition of the youth services role from a contracted out model to an internal Council role, represents change to how Council has delivered youth services over the last ten years.

### **Financial Implications**

Council contributes \$140 0000 to Grampians Community Health for the operation of Nexus. The proposed Youth Strategy recommendations can be covered from current budget allocations.

### **Links To Council Plans, Strategies, Policies**

Development of a Youth Strategy aligns with:

- Council Plan
  - 1.2 Develop a safe, active and healthy community, encouraging participation:
    - 1.2.08 Review of Youth services in consultation with other agencies and develop a strategy
- Health and Wellbeing Plan
  - 3 Improving Mental Health:
    - Develop a Youth Strategy

### **Consultation/Communication**

The Draft Youth Strategy was out for public consultation from 3 July-29 July 2018 and was supported by the following activities:

- Meeting with Grampians Community Health 28 June 2018
- Media Release 3 July 2018
- Have Your Say Page – HRCC website. This included an online submission form
- HRCC Social Media posts throughout the consultation period. This included seeking comments on Facebook
- Youth Strategy Facebook post pinned to top of HRCC page
- Secondary schools encouraged to shared post and put in newsletters
- Emails to teachers who participated in school workshop to encourage sharing posts and Strategy with young people who attended workshop
- Targeted email to all workshop participants:
  - Services: 4/7/18 & 17/7/18
  - Survey participants ( under 25 who provided consent to be contacted): 4/7/18 & 17/7/18

- Youth Workers: 16/7/18
- Sporting Clubs: 16/7/18
- Internal promotion
- Meeting with Nexus Youth Workers and young people 26 July 2018

A total of 43 submissions/ comments were received and a summary of comments and proposes responses is attached in **Appendix “11.10B”**. In summary, they were:

- Four written submissions received from Grampians Community Health, Women’s Health Grampians, Mark Radford and Simon Risson Church of Christ (see **Appendices “11.10C”, “11.10D”, “11.10E”, “11.10F”**)
- Twenty five Facebook comments. Many of these comments were not relevant as they were not about the Draft Youth Strategy directly. Many comments were about rates and sporting facilities.
- Thirteen online submission forms (sent direct from Have Your Say Horsham Youth page)

### **Risk Implications**

If Council does not endorse the Final Youth Strategy, there is a risk that youth services in Horsham will not be able to adapt and change to the challenges and opportunities required to meet current and future need.

There is also a reputational risk to Council as community members, services and young people have participated in the development of the Draft Youth Strategy, and provided considered and meaningful responses that have helped shape the Strategy. If the Strategy is not supported, this may impact affect Council relationships these stakeholders.

### **Environmental Implications**

Not applicable

### **Human Rights Implications**

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

### **Conclusion**

The Youth Strategy is a well-researched document that is based on:

- strategic evidence
- a profile of Horsham’s young people
- review of national, state and Council plans and policies relating to young people
- review of Council’s current youth services delivery and comparison with neighbouring councils
- mapping of current services that are available to young people in Horsham

- comparison with other Victorian councils
- review of best practice youth service delivery and youth engagement.

The Strategy articulates a vision for Horsham and sets out recommendations and an implementation plan to enable Council to be well positioned to respond to the diverse and changing needs of all its young people now and into the future.

## **12. COUNCILLORS' REPORTS**

**13. URGENT BUSINESS**

**14. PETITIONS AND JOINT LETTERS**

## **15. PROCEDURAL BUSINESS**

### **15.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS**

Council Briefing meeting held on Monday 23 July 2018 at 5.00pm in the Reception Room.

Council Briefing meeting held on Monday 6 August 2018 at 5.00pm in the Reception Room.

Council Briefing meeting held on Monday 13 August 2018 at 5.00pm in the Reception Room.

Refer to **Appendix “15.1A”**.

### **15.2 SEALING OF DOCUMENTS**

Section 173 Agreement – 99 Robinson Street, Horsham

Lease of Real Estate – Horsham and District Kinder Association Premises 24A Kalkee Road, Horsham

### **15.3 INWARD CORRESPONDENCE**

NIL

### **15.4 COUNCIL COMMITTEE MINUTES**

**15.4.1 Haven Recreation Reserve Advisory Committee meeting held on Tuesday 26 June 2018 at 7.30pm at the Haven Hall**

**15.4.2 Horsham Sports and Recreation Advisory Committee Meeting held on Thursday 17 May 2018 at 4.30 pm in the Council Chambers, Horsham Rural City Council Offices**

**15.4.3 Bicycle Advisory Committee Meeting held on Wednesday 6 June 2018 at 5.00pm in the Committee Room, Horsham Rural City Council Offices**

**15.4.4 Dudley W Cornell Reserve Advisory Committee meeting held on Thursday 14 June 2018 at 7.30pm at the Kalkee Road Children’s Hub, Horsham**

**15.5.5 Western Highway Action Committee meeting held on Friday 15 June 2018 at 10.00am at the VicRoads Project Office, Ballarat**

**15.5.6 Horsham Regional Livestock Exchange Board of Management meeting held on Thursday 21 June 2018 at 5.00pm at the Horsham Regional Livestock Exchange, Western Highway, Horsham**

- 15.5.7 Horsham Racecourse Reserve Advisory Committee meeting held on Tuesday 26 June 2018 at 7.30pm at the Central Park Tennis Club Pavilion**
- 15.5.8 Horsham Recreation Reserve Committee of Management on Tuesday 4 July 2018 at 6.00pm at the AFL Wimmera Offices, 27 Hocking Street, Horsham**
- 15.5.9 Horsham Tidy Towns Committee Meeting held on Tuesday 17 July 2018 at 12.30pm in the Middle Meeting Room, Horsham Rural City Council Offices**
- 15.5.10 Horsham College Community Oval Committee of Management meeting held on Wednesday 18 July 2018 at 7.30pm at the Horsham College Oval Sports Pavilion**
- 15.5.11 Sunnyside Park Advisory Committee Meeting Held on Wednesday, 25 July 2018 at 7.30 pm Sunnyside Bowling Clubrooms**
- 15.5.12 Wimmera Southern Mallee Regional Transport Group (WSM RTG) held on Friday 27 July 2018 at 11.00am in the Reception Room, Horsham Rural City Council offices**
- 15.5.13 RoadSafe Wimmera Inc meeting held on 13 August 2018 at Horsham SES building McPherson Street, Horsham**
- 15.5.14 RoadSafe Wimmera Inc Annual General Meeting held on 13 August 2018 at Horsham SES building McPherson Street, Horsham**
- 15.5.15 Western Highway Action Committee meeting held on Friday 17 August 2018 at 10.00am at the Melton City Council, Civic Centre Meeting Room, Melton**
- 15.5.16 Horsham Regional Art Gallery Advisory Committee meeting held on Thursday 9 August 2018 at 5.15pm at the Horsham Town Hall Foyer**

Refer to Appendix "15.4A" for copy of minutes.



**16. NOTICES OF MOTION**



## 2018 STATE ELECTION ADVOCACY PRIORITIES

Priority	Description/Background	Desired Outcome
<b>CBD Revitalisation Stage 1</b>	<ul style="list-style-type: none"> <li>• <b>Total project cost \$3.37million</b></li> <li>• <b>State Funding request \$1.685million (50%)</b></li> <li>• <b>HRCC contribution \$1.685million (50%)</b></li> </ul> <p>The Horsham CBD Revitalisation project Stage 1 will enhance Horsham’s role as the economic, cultural and social centre of the Wimmera region, with the revitalised CBD the key meeting place and retail area for a catchment population 55,000 people. The project scope includes a range of elements designed to: modernise the CBD area; improve accessibility and walkability; remove current hazards; create inviting places for people to meet and socialise; activate new spaces for businesses and pop-up activities; improve public safety; and provide linkages from May Park on the Western Highway to the river frontage at the southern end of the CBD. The \$3.37million project will contribute up to \$6.7million and 15 new jobs to the regional economy.</p>	<p>Funding to provide the key project deliverables:</p> <ul style="list-style-type: none"> <li>• Conversion from overhead to underground power cables in Pynsent Street and Wilson Street</li> <li>• Upgrades to footpaths to remove steep cross falls and tripping hazards</li> <li>• Streetscape development to provide more shade and seating; and greater accessibility</li> <li>• Lighting upgrades to enhance public safety and to highlight CBD features</li> <li>• Complete the roll-out of free Wi-Fi</li> <li>• Provision of ten water bottle refill stations</li> <li>• Install public art in laneways that incorporate lighting elements, seating, shade and improved surfacing.</li> <li>• Landscaping and street furniture improvements, including bicycle racks and “in bay” seating areas</li> <li>• New signage to provide consistent wayfinding within the CBD including linkages to the Wimmera River</li> <li>• Provision of utility services to support the installation of cafes and pop-up activities at key locations along the river</li> <li>• Construction of new public amenities at the south end of the CBD</li> </ul>

Priority	Description/Background	Desired Outcome
<b>Horsham Regional Livestock Exchange</b>	<ul style="list-style-type: none"> <li>• <b>Project Cost 3.1million</b></li> <li>• <b>State Government Funding Request \$1.55million</b></li> <li>• <b>HRCC contribution \$1.55million</b></li> </ul> <p>Roofing is the priority infrastructure project of the 2018 Horsham Regional Livestock Exchange Master Plan. It will provide significant benefits including:</p> <ul style="list-style-type: none"> <li>• Animal welfare – impacting on impact yield, meat quality, and presentation</li> <li>• Occupational health and safety</li> <li>• Reduction in cleaning costs</li> <li>• Improved lighting</li> <li>• Water capture and re-use</li> <li>• Maintain competitive and modern facilities</li> </ul>	<p>Roofing project funded and completed</p>
<b>Horsham Aquatic Centre Redevelopment</b>	<p>The Horsham Aquatic Centre Redevelopment includes the following stages:</p> <p><b>Stage 1 – Outdoor 50m pool - filtration, pipework and flat deck</b> \$1.3million <b>FUNDED</b> (works commenced)</p> <p><b>Stage 2 – Indoor Pool accessibility improvements</b></p> <ul style="list-style-type: none"> <li>• <b>Total Project Cost \$646,313</b></li> <li>• <b>State Funding Request \$250,000</b> (grant application to SRV June 2018)</li> <li>• <b>HRCC contribution \$396,313</b></li> </ul> <p><b>Stage 2A – Water play area, playground area and shade</b></p> <ul style="list-style-type: none"> <li>• <b>Total Project Cost \$2million</b></li> </ul> <p><b>Stage 3 – Hydro pool \$1.4million</b></p> <ul style="list-style-type: none"> <li>• <b>Total Project Cost \$1.4million</b></li> </ul> <p><b>Stage 4 and 5 – landscaping, 50m pool shade structure and gym improvements</b></p> <ul style="list-style-type: none"> <li>• <b>Total Project Cost \$2.2million</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sport and Recreation funding application for Stage 1 approved</li> <li>• Sport and Recreation funding application for Stage 2 submitted to SRV June 2018</li> <li>• Funding of remaining stages 2A – 5 <b>\$6.2million</b></li> </ul>

<b>Horsham Town Hall</b>	<ul style="list-style-type: none"> <li>• <b>Total project cost \$250,000</b></li> <li>• <b>State funding request \$200,000</b></li> <li>• <b>HRCC contribution \$50,000</b></li> </ul> <p>Replacement of flat floor in the heritage hall. Current hall floor is failing and investigation by a Heritage Consultant has recommended the urgent replacement of the original floor in accordance with heritage conservation principles.</p>	New flat floor in the heritage hall
<b>Passenger Rail</b>	<p>Return of passenger rail to the Wimmera, in conjunction with better rail services from Ararat is essential to the ongoing growth of the region's economy and the wellbeing of our communities which rely on public transport for access to medical services and education</p> <p>The Grampians and Barwon South West Region Passenger Services Cost &amp; Feasibility study completed in March 2017 recommended that passenger rail services can and should be returned to the Horsham and Hamilton. The first step in this process is a government funded business case.</p>	Business Case – to be undertaken by State Government
<b>Mobile Blackspots</b>	<p>Telecommunications infrastructure in the region must be addressed in order to fix mobile blackspots. This work is essential to the safety of our communities in the event of natural disaster and fro the agricultural industry where reliable access to data is key to success</p>	Continued funding for mobile blackspot programs in the Wimmera and Southern Mallee region
<b>State-wide Rates Strategy</b>	<p>To advocate for review of funding model for local government including recommended rates strategy</p>	State-wide review of funding model for Local Government including recommended rates strategy



## Council Procedure

### MEETING PROCEDURE

Incorporated by reference in the Horsham Rural City Council Local  
Law No.1 Governance (~~2017~~2016)

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## 1. PURPOSE

This procedure was adopted by resolution of Council and is derived from Local Law No 1 – Governance (2016). It prescribes the manner in which Council and Special Committee proceedings are conducted to ensure orderly and efficient activities. This procedure may be amended by Council from time-to-time and serves to complement the local law in achieving overall good governance of Council and Special Committee meetings.

## 2. INTRODUCTION

Local Law No 1 - Governance (2016) is formally established in accordance with the local law provisions of the Local Government Act 1989 and may only be amended by following the processes contained in the Act. The Local Law is therefore limited to governance of a small range of Council activities, the processes for which need to be protected from easy alteration and will require the requirements of the Act to be followed where changes are proposed. These activities are:

- use of the Common Seal of Council;
- the procedure for election of the Mayor;
- the procedure for election of any Deputy Mayor; and
- the process for amending provisions of this procedure.

The meeting arrangements and processes to be followed by Council and Special Committees beyond those contained in the local law, which it may be desirable to easily alter or improve from time-to-time, are therefore contained in this procedure. The process by which Council may amend this procedure is much simpler than that required to change the local law and this will enable Council to ensure that the currency of provisions contained herein, and their relevance to the Council of the day, are more easily maintained.

## 3. SCOPE

This Meeting Procedure, will apply to all meetings of Council and, where relevant and practicable, to all Special Committees of Council. (They do not apply to Assemblies of Council/Council Briefing meetings.)

## 4. DEFINITIONS

**Act** - The *Local Government Act 1989* (Victoria) as from time-to-time amended

**Agenda** - The notice of a meeting setting out the business to be transacted at the meeting

**Council Briefing Meeting of Council** - a regular meeting of Councillors to provide information and opportunity for questions on issues that are scheduled for future debate at an ordinary

meeting of Council. Also includes other matters for information sharing purposes and for hearing from groups within the community.

**Chair** - Refers to the Chairperson

**Chairperson** - The person who chairs a meeting of the Council or Special Committee of the Council

~~Chief Executive~~**Chief Executive Officer** ~~Officer~~ - The person appointed as ~~Chief Executive~~**Chief Executive Officer** of the Horsham Rural City Council or a person Acting as ~~Chief Executive~~**Chief Executive Officer**

**Committee Meeting** - A meeting of a Special Committee

**Council** - The Mayor and Councillors of the Horsham Rural City Council

**Councillor** - A person who is an elected member of the Council and so far as practicable extends to any member of any Special Committee of the Council

**Council Meeting / Meeting of Council** - Includes Ordinary and Special Meetings of the Council

**Deputy Mayor** - A Councillor appointed as Deputy to the Mayor

**Division** - A formal count of those for and those against a motion, generally called to remove any doubt as to whether the motion is supported or opposed

**Formal Motion** - In this procedure a formal motion relates only to procedural matters under clauses E.10.1, E.10.2, E.10.3 and E.10.4. and is not designed to produce any substantive result but used merely as a formal procedural measure

**Local Law** - meaning Local Law No 1 - Governance (2016), the regulatory instrument adopted by Council under section 111 of the Act, which governs a small range of Council activities, including the establishment of this related procedure

**Mayor** - Also known as the Chairperson, means a Councillor appointed as Mayor of the Horsham Rural City Council, and any person formally appointed to act as Mayor

~~Member~~ - Refers to a person who is entitled to vote at a meeting of the Council or Special Committee of the Council

**Minister** - The Minister responsible for administering the *Local Government Act 1989*

**Ordinary Council meeting** - any formal meeting of Council which is not a Special Meeting ~~or a meeting of a Special Committee~~. It is recognised as the "main"/routine meeting of the Council

**Penalty Unit** - The amount of a fine payable for an offence, fixed by the Treasurer of Victoria under section 5(3) of the *Monetary Units Act 2004*

**Point of Order** - an interjection during a meeting by a Councillor ~~or member~~ of any Special Committee of the Council, who does not have the floor, to call the attention of the chair to an alleged violation or breach of the local law or associated procedure

**Quorum** - The minimum number of ~~member~~**Councillors of the Council or of a Special Committee of the Council** required by this procedure to be present in order to constitute a valid meeting of the Council or the Special Committee respectively

**Senior Officer** - A member of Council staff ~~including being~~ a Director or Manager, or any other officer recognised as the Council officer responsible for the main liaison between a Council meeting, Council and staff

**Special Council meeting** - a meeting of Council held in accordance with section 84 of the Act

Commented [TB1]: Unnecessary because definition of 'Councillor' extends to a member of a special committee

**Special Committee** - a committee established by Council under section 86 of the Act and a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act

**Statutory Meeting** - The annual meeting of the Council held for the purpose of:-

- swearing in of Councillors elected at the General Election of the Council; and
- electing a Mayor in accordance with Section 71 of the Act; and
- fixing any allowance in accordance with Section 74 of the Act

**Statutory Year** - The year commencing with the Statutory Meeting of the Council

**Suspension of Standing Orders** - The suspension of the provisions of this procedure to facilitate full discussion on an issue without formal constraints

## 5. ACTIONS

### PART A – NOTICE OF MEETINGS AND DELIVERY OF AGENDA

The purpose of this section is to ensure that there are clear guidelines around the setting of meeting dates and the distribution of the Council agenda. This is to ensure that Councillors have adequate time to familiarise themselves with the matters to be considered, for interested parties, media and the community to be informed and able to follow proceedings, to minimise the financial and environmental impact of conducting Council business and to remain open and transparent.

#### A.1 ORDINARY COUNCIL MEETINGS

A.1.1 The date, time and place of all ordinary Council meetings are to be fixed by the Council and ~~seven~~ (7) days' notice of such meetings must be provided to the public.

A.1.2 To enable reasonable notice of Council Meetings to be given to the public, the Council should prepare a schedule of meetings either annually, twice yearly, quarterly or from time-to-time, and arrange publication of the schedule of meeting dates on the internet and in a local, well-circulated newspaper, either:-

- (a) at various times throughout the year; or
- (b) just prior to each meeting.

A.1.3 Council may alter the date, time, place of any ordinary Council meeting which has been fixed and must provide reasonable notice of the changes to the public. Details should be published on the internet and in the local paper. However, if time does not allow this to occur, then the posting of a notice setting out the details should occur on the internet and in as many other public places as possible to inform the public of the change.

A.1.4 It is in order for the commencement time of any meeting to be stated as "at the conclusion of ..... meeting" or "at the adjournment of ..... meeting", ~~etc~~ without stipulating a specified time, provided there is some indication as to the approximate starting time.

A.1.5 Notice for adjourned meeting - The ~~Chief Executive~~Chief Executive Officer or ~~his or her~~their representative may provide written notice of an adjourned meeting but where that is not practicable because time does not permit that to occur, then provided a reasonable attempt is made to contact each ~~member~~Councillor, ~~notice electronically by email~~, by telephone, or in person which will be sufficient.

## A.2 SPECIAL COUNCIL MEETINGS

A.2.1 The notice necessary to call a special meeting in accordance with Section 84 of the Act must be delivered to the ~~Chief Executive~~Chief Executive Officer in sufficient time to enable reasonable notice to be given to all Councillors.

A.2.2 In giving such notice, Councillors should have regard to any need for preparatory investigations to enable the business to be undertaken.

A.2.3 When the date, time and place of any Special Council meeting is known the details must be provided to the public in accordance with clause A.1.

## A.3 DELIVERY OF AGENDA

A.3.1 A Notice of Meeting incorporating or accompanied by an Agenda (see section C.1.1) of the business to be dealt with must be delivered to every ~~Member~~Councillor:-

- (a) for an Ordinary Meeting, at least 96 hours (COB 4 days before ordinary meeting) before the meeting; and
- (b) for a Special Meeting, within a reasonable time before the meeting; and
- (c) for a Special Committee Meeting, within a reasonable time before the meeting.

A.3.2 The notice of agenda for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by electronic means or be otherwise delivered to each ~~Member's Councillor's~~ place of residence or usual place of business (if applicable) or as otherwise specified by the ~~Member~~Councillor.

- (a) A notice may be handed personally to a ~~Member Councillor~~ in any location within the time required, or may be delivered to another destination, provided authorisation by the relevant ~~Member Councillor~~ is notified to the ~~Chief Executive~~Chief Executive Officer or ~~his or her~~their representative.
- (b) To enable the processes of government to be efficiently managed, Councillors should keep the ~~Chief Executive~~Chief Executive Officer informed of their point(s) of contact from time-to-time.
- (c) Wherever it is practical Council will utilise electronic and digital means to distribute the agenda and related documents, keeping the provision of hard paper copies to a minimum.

A.3.3 The agenda shall be made available to members of the public by 5pm 4 days prior to the meeting with the preferred access point being Council's website.

A.3.4 The ~~Notice of Meeting or~~ Agenda will be delivered to any ~~Member~~Councillor who has been granted leave of absence from any meeting, unless the ~~Member~~Councillor has requested in writing that the ~~Chief Executive~~Chief Executive Officer or ~~his or her~~their representative not do so.

Commented [TB2]: The Agenda is defined as the Notice of Meeting

## PART B – CONDUCT OF MEETINGS

The purpose of this section is to provide clear guidance and rules ~~around the running of~~during meetings and the expected behaviour of members and any of the general community that may be present.

### B.1 QUORUM

B.1.1 The quorum required for Ordinary Council Meetings or a Special Council Meeting will be at least a majority of the members of the Council or the Special Council Meeting, in accordance with section 91(3A) of the Act.

B.1.2 The quorum for Special Committee Meetings will be determined by the Council for each Committee in its Instrument of Delegation, but in the absence of the Council's determination, the quorum required will be a majority of the members for the time being elected or appointed to that Special Committee.

B.1.3 Inability to obtain a quorum:

- a) If after ~~thirty (30)~~ minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Councillors present or if there are not Councillors present, the ~~Chief Executive~~Chief Executive Officer or, in the absence of the ~~Chief Executive~~Chief Executive Officer a Senior Officer, must adjourn the meeting for a period not exceeding ~~seven (7)~~ days from the date of adjournment.
- b) If during a Council meeting a quorum cannot be achieved or maintained due to the number of disclosures of conflicts of interest by Councillors, the ~~Chief Executive~~Chief Executive Officer -or, in ~~his or her~~their absence, a Senior Officer, must adjourn the meeting or lay the specific item on the table, for a length of time sufficient to enable an exemption for the affected Councillors to be obtained from the Minister.
- c) ~~If during a Special Committee meeting a quorum cannot be achieved or maintained due to the number of disclosures of conflicts of interest by~~ ~~Member~~Councillors, the ~~Chief Executive~~Chief Executive Officer or, in ~~his or her~~their absence, a Senior Officer, must adjourn the meeting or lay the specific item on the table, for a length of time sufficient to enable an exemption for the affected Members to be obtained from Council.

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Commented [TB3]: Suggest deletion because Council cannot exempt Special Committee members form conflict of interest obligations.

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**B.2 ADDRESSING A COUNCIL MEETING**

B.2.1 Except for the Chairperson or any officer of Council, any Councillor who addresses the meeting must stand and direct all remarks through the Chair, where they are physically able. The Chairperson may permit, at their discretion, any Councillor or person to remain seated whilst addressing the Chair, for reasons of sickness, infirmity or disability.

B.2.2 Any person addressing the Chair should refer to the Chairperson as, Madam Mayor, Mr Mayor, Madam Chairperson, or Mr Chairperson as the case may be.

B.2.3 All Councillors, other than the Mayor, should be addressed as Cr.....(Name).

B.2.4 All members of Council staff should be addressed as Mrs, Ms, Miss or Mr.....(Name).

**B.3 SUSPENSION OF STANDING ORDERS**

B.3.1 Unless otherwise provided for, the provisions of ~~the Local Law~~ or this procedure may be suspended for a particular purpose by resolution of the Council or Committee. An appropriate motion is:- "That Standing Orders be suspended to enable discussion on .....".

Commented [TB4]: The Local Law cannot be suspended

B.3.2 The purpose of suspending standing orders is to enable the meeting procedure formalities to be temporarily disposed of while an issue is discussed.

B.3.3 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of the Council or Committee.

B.3.4 Once discussion has taken place and before any motions can be put, the resumption of standing orders is necessary. An appropriate motion is:- "That Standing Orders be resumed."

B.3.5 No motion may be accepted by the Chair or be lawfully dealt with during any suspension of Standing Orders, other than the motion to resume standing orders.

**B.4 CONDUCT AT MEETINGS**

B.4.1 Councillors will have regard to the Councillor Code of Conduct in their participation in any meeting of the Council and must not make any defamatory, indecent, abusive, offensive or disorderly statements or comments.

B.4.2 Members of the public only have a right to address Council during public question time (refer clause F.1) or with the consent of the Chairperson at any other time.

B.4.3 Any member of the public addressing Council or a Special Committee must extend courtesy and respect to Council or committee, and the processes under which it operates, and must take direction from the Chair whenever called on to do so.

B.4.4 Members of the public present at a Council or Special Committee meeting must not interject during the proceedings of the meeting.

B.4.5 The Chairperson may ~~order request an Authorised Officer or a~~ police officer to remove any person, including a Councillor, who disrupts any meeting or otherwise affects the business of the meeting, or fails to comply with a direction.

**Commented [TB5]:** Council staff must not be involved in removing persons due to OH&S risks

B.4.6 Any person (including a Councillor) who has been called to order by the Chairperson of any meeting and who then fails to comply with the Chairperson's direction will be guilty of an offence under Local Law No 1 – Governance (2016), for a failure to comply with the Chairperson's direction.

**Penalty: Ten (10) Penalty Units**

B.4.7 The Chairperson may adjourn a disorderly meeting ~~partly to allow for a cooling off period of up to 30 minutes, or adjourn the entire meeting to another time, location and date.~~

~~B.4.8 Should disorder escalate, the Chairperson may ask to remove any person from the room in which a meeting of Council or Special Committee is being held, if the Chairperson determines that the person is behaving in an improper or disorderly manner so interrupting the orderly and lawful process of the meeting.~~

**Commented [TB6]:** Same as B.4.5 Suggest deletion

B.4.9 The Chairperson may order and cause the removal of any object or material that is deemed by the Chairperson as interfering with the conduct of the meeting.

B.4.10 If the Chairperson adjourns a disorderly meeting, Councillors and staff will exit the chamber with due caution and in a safe manner.

**B.5 CHAIRPERSON'S RULING**

B.5.1 Where this meeting procedure does not provide a procedure for a meeting, the Chairperson must decide the procedure to be followed based on law or generally accepted meeting protocols.

B.5.2 When the Chairperson makes a ruling during a meeting, any motion dissenting from the Chairperson's ruling must be moved immediately.

B.5.3 The Chairperson is not required to stand down during the debate and voting on a dissent motion.

B.5.4 The Chairperson is bound by the motion of dissent. If the vote is in the affirmative, the Chairperson must reverse or vary the previous ruling.

B.5.5 The defeat of the Chairperson's ruling is not a vote of no-confidence in the Chairperson.



## B.6 DUTIES AND DISCRETION OF THE CHAIRPERSON

B.6.1 It is the Chairperson's duty to retain control and order of the meeting, to act impartially, and to ensure the smooth passage of business before the meeting, allowing for fair examination of contentious matters, the duties include but are not limited to:

- (a) presiding over and controlling the meeting to ensure, to the best of their ability, it is conducted in accordance with the Local Law and this procedure;
- (b) ascertaining that a quorum is present, and if a quorum is present, formally declaring the meeting open;
- (c) welcoming members and visitors;
- (d) signing minutes of meetings as correct when they have been confirmed in accordance with Section 93(5) of the Act;
- (e) calling for disclosure by memberCouncillors of any conflicts of interest in accordance with section 79 of the Act;
- (f) ensuring debates are conducted in the correct manner and in accordance with Part E of this procedure;
- (g) not accept~~ing~~ any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any memberCouncillor, member of Council staff, ratepayer, resident or member of the public;
- (h) in the case of competition for the right to speak, deciding the order in which the memberCouncillors concerned will be heard;
- (i) declaring the results of all votes;
- (j) giving rulings on points of order and other questions of procedure;
- (k) calling to order any person who is disruptive or unruly during any meeting;
- (l) adjourning a meeting (when so determined or resolved)

B.6.2 The Chairperson or the Council or Committee by resolution may adjourn any meeting until a time and place to be determined at the time of the adjournment.

B.6.3 For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

## PART C – BUSINESS OF MEETINGS

The purpose of this section is to describe how the meeting will operate in terms of what items will be available for discussion and resolution, what items will appear on the agenda and how the minutes will be recorded.

## C.1 THE ORDER OF BUSINESS

C.1.1 The order of business appearing on an agenda will be determined by the Chief Executive/Chief Executive Officer or representative, to facilitate and maintain open, efficient and effective processes of government.

C.1.2 Although the order of business appearing on agendas should be consistent from meeting to meeting, the order of business can be altered according to the discretion of the Chief Executive/Chief Executive Officer or representative, to enhance the fluent and open process of government of the Council or Committee, to meet identified needs of the Council or Committee or to take advantage of opportunities which may arise from time-to-time.

C.1.3 Any proposal to significantly change the order of business on a regular basis should be the subject of discussion between all Member/Councillors and the Chief Executive/Chief Executive Officer or representative.

C.1.4 Once an Agenda has been sent to Member/Councillors, the order of business for that meeting may only be altered by resolution of Council or the relevant Committee.

C.1.5 The Chief Executive/Chief Executive Officer or representative may include any matter on an Agenda which he or she thinks should be considered by the meeting.

## C.2 MINUTES

C.2.1 Confirmation of the minutes of the meeting:

- a) The Chief Executive/Chief Executive Officer is responsible for arranging and ensuring, on behalf of the Council, the keeping of Minutes of any meeting.
- b) No discussion or debate on the confirmation of the Minutes of any meeting will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- c) If a Member/Councillor is dissatisfied with the accuracy of the Minutes of any meeting, then he or she must:- state the item or items with which they are dissatisfied; and propose a motion clearly outlining the alternative wording to amend the Minutes.
- d) The Council or Committee may defer the confirmation of Minutes of any meeting until later in the meeting or until the next meeting as appropriate.

C.2.2 Contents of the minutes of the meeting - In keeping or ensuring the minutes of any meeting, the Chief Executive/Chief Executive Officer must arrange or ensure the recording of minutes so as to show:

- i. the names of Member/Councillors and whether they were PRESENT, an APOLOGY, or on LEAVE OF ABSENCE;

- ii. the names of members of Council staff IN ATTENDANCE with their organisational title;
- iii. the name of any other person IN ATTENDANCE at the meeting and the organisation they represented or the capacity in which they attended (this does not extend to members of the public gallery);
- iv. the arrival and departure times of MemberCouncillors, members of Council staff and other attendants during the course of the meeting (including any temporary departures or arrivals);
- v. every motion and amendment moved, including the mover (and seconder) of any motion or amendment;
- vi. the outcome of every motion, that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED etc. and identification of any motions voted on by secret ballot;
- vii. procedural motions which might be raised;
- viii. where a valid division was called, a table of the names of every MemberCouncillor and the way their vote was cast; either FOR or AGAINST;
- ix. when requested by a MemberCouncillor, a record of that MemberCouncillor's support or opposition for any motion;
- x. details of a failure to achieve or maintain a quorum and any adjournment;
- xi. details of any questions directed or taken upon advice;
- xii. details of any deputations made to the Council or Committee;
- xiii. the time and reason for any adjournment of the meeting or suspension of standing orders;
- xiv. any interests or conflicts disclosed at the meeting, including the nature of any such interests or conflicts of interest which were disclosed by MemberCouncillors in accordance with section 79 of the Act or by any member of Council staff in accordance with section 80B of the Act;
- xv. any other matter which the ~~Chief Executive~~Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.
- xvi. the date and time the meeting was commenced, adjourned, resumed and concluded;
- xvii. be consecutively page numbered; and
- xviii. contain consecutive item numbers which are clearly headed with subject titles and, where appropriate, sub-titles and file references.
- xix. For Councillor Reports – record the topics discussed by each Councillor or the full details if an accurate written record of the report is provided by the Councillor

C.2.3 The Council may determine by resolution of Council, to maintain a publicly accessible audio and/or visual archive of Council meetings in order to provide a fuller public record of proceedings than can be made available in the formal written minutes.

### **C.3 COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS**

C.3.1 An item will be included on the agenda for Councillor reports and acknowledgements.

C.3.2 The purpose of this item is to provide Councillors with an opportunity to provide an update on their duties as a Councillor and meetings attended and to raise matters such as:

- A note of thanks or congratulations
- Advise of attendance at events or meetings
- Recognitions
- Tributes and acknowledgements to groups or individuals
- Advise of attendance at events or meetings
- Other issues as raised by the community
- Other issues of concern to the Councillor

~~C.3.3 Motions may be put from the Councillors Report in relation to any matter that the Councillor wishes to put forward which must be confined to an acknowledgement.~~

~~C.3.4 As an approximate guide each individual Councillor reports should be a maximum of 5 minutes in duration.~~

**OR**

C.3.3 Councillor reports are to be submitted in writing to the Chief Executive Officer in time for inclusion in the agenda of the next ordinary Council meeting.

C.3.4 Councillor reports will not be read or addressed by Councillors save that Councillors may make an acknowledgement.

C.3.5 It is intended that Council will suspend standing orders for this item.

### **C.4 URGENT BUSINESS**

C.4.1 Council may by resolution determine that an item, of which no notice has been given, is included in the agenda as Urgent Business.

C.4.2 An item may be classified as urgent business if it relates to a matter which has arisen since the distribution of the agenda or involves a matter of urgent community concern or cannot be safely or conveniently deferred until the next Ordinary meeting or is deemed prudent to be dealt with at this point in time.

**Commented [TB7]:** Suggest deletion to confine to Councillor attendances and acknowledgements

**Commented [TB8]:** Suggest that motions be confined to acknowledgements

**Commented [TB9]:** As an alternative to clauses C.3.3 and C.3.4, the reports would be included in the agenda without the need for Councillors to read or speak to the reports save that acknowledgements could be made.

C.4.3 Officers should provide some guidance as to why an item should be considered as Urgent Business.

C.4.4 Council must first determine to accept the Urgent Business item before undertaking any debate.

### C.5 CONFIDENTIAL MATTERS (CLOSED MEETING)

C.5.1 The ~~Chairperson~~ Council by resolution may close a meeting to consider items that are of a confidential nature in accordance with section 89 (2) of the Local Government Act.

C.5.2 The ~~Chief Executive~~ Chief Executive Officer must determine if a report is classified as confidential and therefore needs to be recommended to be heard in closed Council.

C.5.3 The ~~Chief Executive~~ Chief Executive Officer should place a report to be heard in open Council wherever possible.

C.5.4 When an items has been referred to closed Council as it is of a confidential nature the applicable sub-section Section 89 (2) of the Local Government Act ~~should~~ must be stated when the decision is made in open Council to refer to closed Council.

C.5.5 Council ~~must~~ may resolve to move an item to closed Council

C.5.5 Decisions made in closed council, depending upon their nature, may then be reported in the minutes at the discretion of Council.

### C.6 NOTICES OF MOTION

C.6.1 Notices of motion are used to inform Council that is the intention of a Councillor to move a particular matter at a future meeting.

C.6.2 For a Notice of Motion to be listed on an agenda it will need to be received by the ~~Chief Executive~~ Chief Executive Officer at least 24 hours prior to the scheduled distribution time for the agenda to be sent to Councillors.

C.6.3 A Notice of Motion will not be accepted by the Chairperson unless it has been listed on the agenda for the meeting at which it is proposed to be moved.

C.6.4 Where the matter is significant and does require in-depth consideration the Notice of Motion may give consideration to calling for a Council Report, in order to allow appropriate information to be gathered to inform the decision. Such circumstances would be if the Notice of Motion:

- substantially affects the level of a Council service
- commits Council to significant expenditure not included in the adopted Council budget

- relates to a sensitive community matter
- is something that is new or has not been considered in recent times
- establishes or amends Council policy
- commits Council to any contractual arrangement
- concerns any litigation in respect of which Council is a party

#### C.6.5 The Chief Executive Officer or representative:-

- (a) may reject any Notice of Motion that is too vague, offensive or unlawful, but before rejecting it must give the Councillor delivering the notice an opportunity to amend it; and
- (b) must notify the relevant Councillor of any Notice of Motion which has been rejected and give the reasons for its rejection.
- (c) Unless the notice specifies a particular meeting date, the Chief Executive Officer or representative must list the Notice of Motion and, if more than one, in the order they were received, on the next appropriate meeting Agenda.
- (d) The Chief Executive Officer or representative must cause every Notice of Motion received to be sequentially numbered and maintained in a register.

C.6.6 A Notice of Motion listed on a meeting Agenda may be moved by any Councillor present and, except where the Notice of Motion is to confirm a previous resolution of the Council or Committee, may be amended.

C.6.7 If a Notice of Motion to confirm a previous resolution of the Council or Committee cannot be carried in its original form, the Notice of Motion will be lost.

C.6.8 Unless the Council or Committee resolves to relist at a future meeting a Notice of Motion which has been lost, a similar motion must not be put before the Council or Committee for at least three (3) months from the date it was lost.

#### **C.7 OFFICERS' REPORTS**

C.7.1 Officer's reports are prepared as a means to provide information to Council for the purposes of making a decision or the sharing of information. The report should not reflect the personal views of the Officer nor try to manipulate Councillors' opinions in a particular direction. It should genuinely and impartially evaluate the effectiveness of the proposed recommendations.

C.7.2 The Officer's recommendation should be drawn from logical conclusions contained in the report and should clearly and concisely state what Council is being asked to decide

C.7.3 In some cases Officers' recommendations may contain options when a clear direction cannot be concluded. In these cases the report should comment on the relative merit of the various options.

C.7.4 The format of Officers' Reports should remain consistent from meeting to meeting but will be set by the ~~Chief Executive~~Chief Executive Officer and may change on occasion.

## **PART D – VOTING**

The purpose of this section is define the methods of voting that are to be utilised by Council.

### **D.1 VOTING PROCEDURE**

D.1.1 Subject to clause E.1., in determining a question before any meeting, the Chairperson will first call for a show of hands by those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

D.1.2 In accordance with Section 90 (1)(d) of the Act, a motion is determined in the affirmative by a majority of the Councillors ~~or members of the Special Committee~~ present at the meeting at the time the vote is taken.

D.1.3 Subject to Section 90 (1) (e) of the Act, if there is an equality of votes, the Chair has a casting vote with the exception of the election of the Mayor or Deputy Mayor, where there is no provision for casting votes (Section 90 (2))

D.1.4 A Councillor who has declared a conflict of interest and has left the meeting prior to consideration and voting on a matter is taken not to be present at the meeting for the purpose of determining whether the motion on the matter passes.

### **D.2 VOTING BY SECRET BALLOT**

D.2.1 Unless otherwise resolved by Council or a Special Committee in accordance with section 89(2) of the Act, any meeting of a Council or a Special Committee must be open to members of the public. In accordance with section 90 of the Act, voting at a meeting that is open to members of the public must not be in secret.

D.2.2 When a meeting of Council or a Special Committee is closed to the public the meeting will be described as being "closed". Whilst in a "closed" meeting the Council or Committee may resolve to deal with any matter by secret ballot.

D.2.3 If the Council or Committee resolves to deal with a matter by secret ballot (as per D.2.2), the ~~Chief Executive~~Chief Executive Officer must establish and cause to be administered a system for voting by secret ballot to ensure that the privacy of the vote is maintained.

### D.3 DIVISIONS

D.3.1 Subject to Clause D.3.6 a division may be requested by any MemberCouncillor on any matter.

D.3.2 The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

D.3.3 Once a division has been requested in circumstances other than those dealt with in Clause D.3.6, the Chairperson will call for a show of hands by those MemberCouncillors voting for the motion and then those MemberCouncillors opposed to the motion.

D.3.4 The Chairperson shall name those MemberCouncillors voting for the motion and those MemberCouncillors voting against the motion and the names shall be recorded in the Minutes of the Meeting.

D.3.5 No MemberCouncillor is prevented from changing his or her their original vote at the voting on the division, and the voting by division will determine the Council's resolution on the issue.

D.3.6 If the question on any matter is determined by secret ballot, a request to the Chairperson for a division must not be accepted.

### PART E – MOTIONS AND DEBATE

The purpose of this section is to define the parameters around which debate will occur and the “tools” available to facilitate good participative, fair and robust discussion. Council Briefing meetings help to facilitate debate by ensuring that Councillors are well informed and in the best possible position to effectively make decisions. They are an important part of the debate process and for complex issues they are often the means to ensure that a common understanding of all points of view are obtained and can be reflected in the Council report for final decision at open Council. Decisions are not made in Council Briefing meetings.

#### E.1 MOVING A MOTION

E.1.1 The procedure for any motion is:-

- (a) the mover must obtain the attention and respect of the Chairperson in the appropriate manner;
- (b) the mover must state the details of the motion without speaking to it;
- (c) unless the motion is a formal motion, it must be seconded in the appropriate manner by a Councillor ~~or Member~~ other than the mover;



- (d) if a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
- (e) after a motion is seconded and the mover has addressed the meeting, the seconder may address the meeting or reserve ~~his or her~~their address until later in the debate;
- (f) the Chairperson may then call upon any Councillor ~~or Member~~ who wishes to speak against the motion;
- (g) any other Councillors ~~or Members~~ for and against the motion then debate in turn
- (h) subject to clause E.1.3, except for the purposes of proposing an amendment or for the purposes of raising a point of order no Councillor ~~or Member~~ may speak more than once on any motion.
- (i) a Councillor ~~or Member~~ may, with permission of the Chairperson, ask a question for the purposes of clarification prior to the commencement of debate. In asking such questions Councillors ~~or Member~~ must not offer opinions on the issue to be considered. Asking a question for the purposes of clarification will not be deemed as speaking to the motion.
- (j) all addresses under (e), (f) and (g) must be made in accordance with Clause E.8

E.1.2 With permission of the Chairperson both the mover and the seconder of the motion may agree to an alteration proposed by another Councillor ~~or Member~~. For the purposes of this procedure, any such alteration shall not be regarded as an amendment to the motion.

E.1.3 Right of Reply - The mover of an original motion, including any amendment to that motion or an amended motion, once debate has been exhausted, has a right of reply to matters raised during debate. After the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

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## E.2 AMENDMENTS

E.2.1 Moving an amendment - A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the ~~original~~ motion and framed so as to complement it as an intelligible and consistent whole. An amendment must not be a direct negative of the motion being considered. A working rule for determining whether an amendment is a direct negative is to ask the question whether the proposed amendment would have the same effect as voting against the motion. If it would, it is a direct negative.

E.2.2 An amendment may be proposed during the debate either at the commencement of the ~~member~~Councillor's speech or at the conclusion, but not after having already spoken. An amendment may be proposed or seconded by a Councillor ~~or Member~~, other than the mover or seconder of the original motion.

E.2.3 If the amendment is acceptable to the mover of the motion, the mover can "by leave of Council" alter the original motion accordingly in order to save time, the seconder of the motion must also agree.

Commented [TB10]: Refer E.1.2

E.2.4 If the mover of a motion wishes to make a minor alteration to a motion for non-controversial matters then the mover may “ask for leave” to amend the motion and provided that leave is unanimously granted by all present then the motion may be amended and that amendment can then be put to the debate.

E.2.5 A Councillor ~~or Member~~ may address the meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the terms of the amendment.

E.2.6 Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.

E.2.7 There is no right of reply available to the Councillor ~~or Member~~ who proposed the amendment.

E.2.8 If the amended motion is carried, it then becomes the question before the Chair and the mover of the original motion will retain the right of reply.

### E.3 FORESHADOWING MOTIONS

E.3.1 When a motion is being debated a ~~Member~~Councillor may foreshadow a motion to inform the Council or Committee of their intention to move a motion dealing with the same subject matter, at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

E.3.2 A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chair is resolved in a certain way, a Councillor ~~or Member~~ intends to move an alternative or additional motion.

E.3.3 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

E.3.4 The ~~Chief Executive~~Chief Executive Officer or representative is not required to have foreshadowed motions recorded in the minutes ~~until~~unless the foreshadowed motion is formally moved.

### E.4 WITHDRAWAL OF MOTIONS

E.4.1 Before any motion is put to the vote, the mover can withdraw the motion, with leave of the Council or Committee.

## **E.5 SEPARATION OF MOTIONS**

E.5.1 Where a motion contains more than one part, a Councillor ~~or Member~~ may request the Chairperson to put the motion to the vote in separate parts.

E.5.2 The Chairperson may decide to put any motion to the vote in several parts. Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors ~~or Members~~ have differing views about the several parts of the motion. Bear in mind that this could cause some difficulties if at some time in the future it is proposed to revoke or alter a resolution as some of the parts/segments may have been acted upon.

## **E.6 MOTIONS IN WRITING**

E.6.1 The Chairperson may require any motion to be submitted in writing where it is lengthy or unclear or for any other reason, and copies made available.

E.6.2 The Chairperson may suspend the meeting while the motion is being written or may request the Council or Committee to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

## **E.7 DEBATE MUST BE PROPER AND RELEVANT TO THE MOTION**

E.7.1 Debate must always be relevant to the question before the Chair and not offensive, insulting or disrespectful to any person, and if not, the Chairperson may request the speaker to confine debate to the subject motion.

E.7.2 If, after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair. In that event, the speaker must comply with the Chairperson's requirement.

E.7.3 Officers must not enter into the debate, speaking only when invited by the Chair to answer questions. However, they may ask the Chair for the opportunity to correct a factual error stated in debate.

## **E.8 TIME LIMITS FOR DEBATE**

E.8.1 Unless a motion for an extension of time has been carried, the maximum speaking times will be:-

- (a) the mover of a motion - five (5) minutes;
- (b) the mover of a motion when exercising their right of reply - three (3) minutes;
- (c) any other Councillor ~~or Member~~ for or against the motion - three (3) minutes.

E.8.2 An extension of speaking time may be granted by resolution of the Council or Committee but only one extension is permitted for each speaker on any question.

E.8.3 A motion for an extension of speaking time must be proposed:-

- (a) immediately before the speaker commences debate;
- (b) during the speaker's debate; or
- (c) immediately after the speaker has concluded debate.

E.8.4 A motion for an extension of speaking time cannot be accepted by the Chairperson if another speaker has commenced ~~his or her~~their contribution to the debate.

E.8.5 Any extension of speaking time must not exceed three (3) minutes.

## **E.9 POINTS OF ORDER**

E.9.1 The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

E.9.2 The Chairperson may adjourn the meeting to consider a point of order but must otherwise rule on it as soon as it is raised.

E.9.3 All other matters before the Council or Committee are to be suspended until the point of order is decided upon.

E.9.4 The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless a motion of dissent is moved and carried.

E.9.5 A motion of dissent on a point of order must contain the provision, rule, practice or precedent in substitution for the Chairperson's ruling.

E.9.6 A motion of dissent in relation to a point of order is not a motion of dissent in the Chair, and the Chairperson must at all times remain in the Chair and maintain ~~his or her~~their rights as the Chairperson.

E.9.7 A motion of dissent on a point of order will take precedence over all other business and, if carried, must be acted on instead of the ruling given by the Chairperson.

E.9.8 A Councillor ~~or Member~~ raising a point of order must, state the point of order.

E.9.9 A point of order may be raised in relation to:-

- (a) a procedural matter;
- (b) a Councillor ~~or Member~~ who is or appears to be out of order; or

- (c) any act of disorder.

E.9.10 Rising to express a mere difference of opinion or to contradict a speaker will not be treated as a point of order.

E.9.11 A Councillor who is addressing any meeting must not be interrupted unless called to order. In that event, he or she must sit down and remain silent until the Councillor raising the point of order has been heard and the point of order dealt with by the Chairperson.

**E.10 FORMAL MOTIONS**

Commented [TB11]: Deferral motion?

In this procedure, formal motions include matters contained in clauses E.10.1 and, E.10.2, ~~E.10.3 and E.10.4~~. Notwithstanding anything else contained in this procedure:

- (a) unless otherwise prohibited, a formal motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (b) formal motions are not required to be seconded.
- (c) the mover of a formal motion must not have moved, seconded or spoken to the question before the Chair or any amendment of it.
- (d) a formal motion cannot be moved by the Chairperson.
- (e) unless otherwise provided, debate on a formal motion is not permitted and the mover does not have a right of reply.
- (f) unless otherwise provided a formal motion cannot be amended.

E.10.1 "ADJOURNING THE DEBATE" – A motion may be moved "That the debate be adjourned until (later in the meeting OR the next ordinary meeting of Council)"

The motion:

- (a) cannot be moved while a Councillor is speaking; and
- (b) may be amended in relation to the time and date of the proposed adjournment.

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~~E.10.1 "LAYING THE QUESTION ON THE TABLE" – A motion may be moved "That the item (question, letter, document, report, etc) lay on the table"~~

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~~The motion:~~

- ~~(a) is a formal motion which may be debated, and if carried, has the effect of adjourning any further debate on the matter currently before the Council or Committee until such time (if any) as the Council or Committee resolves to take the question from the table; and~~
- ~~(b) any further debate on the matter cannot take place until such time (if any) as the Council or Committee resolves to take the question from the table; and~~
- ~~(c) if such a motion is carried in respect to an amendment, has the effect that both the original motion and the amendment will be adjourned; and~~

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~~(d) prevents debate on the matter currently before the Council or Committee from proceeding until a motion to take the question from the table is passed.~~

~~E.10.2 "PROCEEDING TO THE NEXT BUSINESS" - A motion "That the meeting proceed to the next business" may be moved.~~

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~~This motion:~~

- ~~(a) is a formal motion which cannot be moved during the election of Chairperson; and~~
- ~~(b) if carried in respect to an original motion, requires the Chairperson to direct the meeting to the next item of business; and~~
- ~~(c) if carried in respect to an amendment, disposes of the amendment immediately and permits debate upon the original motion to proceed but no similar amendment may be moved at that meeting or any adjournment of it.~~

~~E.10.3 "THE PREVIOUS QUESTION" - A motion may be moved "That the question be NOT now put"~~

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~~This motion:~~

- ~~(a) is a formal motion which cannot be moved while there is an amendment before the Chair or during the election of a Chairperson; and~~
- ~~(b) if carried, the original motion to which it relates cannot be dealt with at that meeting or any adjournment of it; and~~
- ~~(c) if lost, the original or substantive motion to which it relates must be put to the vote immediately without any further debate or amendment; and~~
- ~~(d)(a) the Chairperson has the discretion to reject a motion for the previous question if the matter is contentious by nature or has not been adequately debated.~~

E.10.4.2 "THE CLOSURE" - A motion may be moved "That the motion be now put".

This motion:

- (a) is a formal motion which, if carried in respect to an original motion, requires that the original motion must be put to the vote immediately without any further debate, discussion or amendment; and
- (b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue unaffected; and
- (c) if lost, allows debate to continue unaffected.

**E.11 NOTICE OF MOTION**

**Commented [TB12]:** C.6 deals with notices of motion. Suggest relocation of E.11 to C.6 and renumber C.6.4, C.6.5, C.6.6 and C.6.7

~~E.11.1 A Notice of Motion may be used to formally let other Councillors know that a matter will be raised at a subsequent meeting. This should be used principally when a matter does not require significant advice or consideration.~~

~~E.11.2 Where the matter is significant and does require in-depth consideration the Notice of Motion may give consideration to calling for a Council Report, in order to allow appropriate information to be gathered to inform the decision. Such circumstances would be if the Notice of Motion:~~

- ~~• substantially affects the level of a Council service~~
- ~~• commits Council to significant expenditure not included in the adopted Council budget~~
- ~~• relates to a sensitive community matter~~
- ~~• is something that is new or has not been considered in recent times~~
- ~~• establishes or amends Council policy~~
- ~~• commits Council to any contractual arrangement~~
- ~~• concerns any litigation in respect of which Council is a party~~

~~E.11.3 A Notice of Motion cannot be accepted by the Chairperson unless it has been listed on the Agenda for the meeting at which it is proposed to be moved.~~

~~E.11.4 A Member/Councillor may give Notice of Motion on any matter by delivering a Notice of Motion outlining the subject and the motion proposed for discussion to the Chief Executive/Chief Executive Officer or representative.~~

~~E.11.5 The Chief Executive/Chief Executive Officer or representative:-~~

- ~~(a) may reject any Notice of Motion that is too vague, offensive or unlawful, but before rejecting it must give the Councillor or Member delivering the notice an opportunity to amend it; and~~
- ~~(b) must notify the relevant Councillor or Member of any Notice of Motion which has been rejected and give the reasons for its rejection.~~
- ~~(c) Unless the notice specifies a particular meeting date, the Chief Executive/Chief Executive Officer or representative must list the Notice of Motion and, if more than one, in the order they were received, on the next appropriate meeting Agenda.~~
- ~~(d) The Chief Executive/Chief Executive Officer or representative must cause every Notice of Motion received to be sequentially numbered and maintained in a register.~~

~~E.11.6 A Notice of Motion listed on a meeting Agenda may be moved by any Councillor or Member present and, except where the Notice of Motion is to confirm a previous resolution of the Council or Committee, may be amended.~~

~~E.11.7 If a Notice of Motion to confirm a previous resolution of the Council or Committee cannot be carried in its original form, the Notice of Motion will be lost.~~

~~E.11.8 Unless the Council or Committee resolves to relist at a future meeting a Notice of Motion which has been lost, a similar motion must not be put before the Council or Committee for at least three (3) months from the date it was lost.~~

## **E.12 NOTICE OF AMENDMENT OR RESCISSION**

E.12.1 A Councillor ~~or Member~~ may propose a Notice of Motion to amend or rescind a decision of the Council or Committee at a following meeting provided:-

- (a) the ~~previous motion~~decision has not been acted upon; and
- (b) a notice is delivered to the ~~Chief Executive~~Chief Executive Officer or representative outlining:-
  - i. the decision to be amended or rescinded; and
  - ii. the meeting and date when the decision was made.

E.12.2 A decision to amend or rescind a decision of Council or a Committee will be acted upon once its details have been formally communicated to persons affected by or reliant on the original resolution or where a statutory procedure has been carried out as a result of that decision.

E.12.3 The ~~Chief Executive~~Chief Executive Officer or other Senior Officer may initiate action or cause action to be initiated on any Council or Committee resolution at any time after the close of the meeting at which it was carried.

E.12.4 Unless the Notice of Motion specifies a particular meeting date, the ~~Chief Executive~~Chief Executive Officer or representative must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting Agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.

E.12.5 For a decision of the Council or a Committee to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

E.12.6 Unless the Council or Committee resolves to relist at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council or Committee for at least three (3) months from the date it was last considered.

E.12.7 If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

E.12.8 A notice of amendment or rescission listed on a meeting Agenda may be moved by any Councillor ~~or Member~~ present but cannot be amended.



E.12.9 A notice of amendment or rescission is not required where the Council or Committee wishes to change a previous decision relating to a policy of the Council or Committee.

E.12.10 The ~~Chief Executive~~ Chief Executive Officer or representative must cause every notice of amendment or rescission received to be sequentially numbered and to be maintained in a register.

### E.13 OTHER MATTERS

E.13.1 The Chairperson has a duty to not accept any motion or amendment which: -

- (a) is defamatory; or
- (b) is objectionable in language or nature; or
- (c) is outside the powers of the Council or Committee; or
- (d) is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or
- (e) purports to be an amendment but is not.

E.13.2 The Chairperson must reject a substantive motion that does not relate to:

- (a) urgent business; or
- (b) a notice of motion; or
- (c) a notice of amendment or rescission; or
- (d) a matter the subject of an officer's report listed on the agenda.

E.13.3 A substantive motion is a proposal that Council do something and which requires action to be taken by the Chief Executive Officer if it becomes a Council decision.

E.13.4 A motion to confirm the minutes of a Council meeting , or to adopt, receive or note a document is not a substantive motion.

E.13.2-5 Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion involves a ~~member~~ Councillor requesting that ~~his or her~~ their opposition to the motion be recorded in the Minutes or a register maintained for that purpose; or a subsequent Notice of Motion that follows a rescission motion or a ~~Member~~ Councillor calling for a division.

~~E.13.3 A Member Councillor who is addressing any meeting must not be interrupted unless called to order. In that event, he or she must sit down and remain silent until the Member Councillor raising the point of order has been heard and the point of order dealt with by the Chairperson.~~

Commented [TB13]: Suggest relocation to 'Points of Order'

### PART F – COMMUNITY PARTICIPATION

The purpose of the section is to provide a process by which the community may actively engage in a Council meeting and have their matters answered in a public forum. It should not be utilised

in-lieu of other processes that Council has in place to record requests for service or to manage complaints.

## F.1 PUBLIC QUESTION TIME

### F.1.1 Time Allocations:

- i. At every Ordinary Meeting of the Council, time may be allocated at the start of the meeting after declaration of Interests, for public question time.
- ii. Council will allow 15 minutes for public question time, however the Chairperson may determine an extension.
- iii. Standing orders will be suspended for question time to allow a more informal discussion to take place.
- iv. The Chairperson may allocate reasonable time to each person who wishes to ask a question of Council having regard to:-
  - (a) the nature of the matter to be discussed;
  - (b) priorities in relation to other Council business;
  - (c) other members of the community present who also wish to address the Council; and
  - (d) whether such an opportunity has already been provided to the person.

### F.1.2 Questions

- i. Submission Question – Any member of the public who wishes a question to be asked during Public Question Time must submit the question no later than 5pm on the Friday prior to the Council meeting. Any questions must be submitted to the Chief Executive/Chief Executive Officer's office in writing preferably using the Question Time Form located on Council's website.
- ii. The number of questions per member of the public is limited to two.
- iii. For a question to be read at the Council meeting, the author of the question must be present in the gallery. The person shall read the question or if required the Chairperson shall read the questions, and the responses will be provided by the Chief Executive/Chief Executive Officer or other person as directed by the Chief Executive/Chief Executive Officer.
- iv. Supplementary Questions - If the author wishes to ask a related supplementary question after an initial question has been answered, the Mayor may direct that the author can verbally ask one follow-on question for each question that they have asked.
- v. Unanswerable Questions - Where a question cannot be answered at the Council meeting a written response will be provided by the Chief Executive/Chief Executive Officer to the author within 5 working days.
- vi. Questions must be relevant to Council's jurisdiction, must not be defamatory, indecent, abusive, of a personal nature, of an industrial nature, of a contractual nature, commercially sensitive, regarding legal advice, objectionable or declared confidential under s. 77 of the *Local Government Act, 1989*. Questions must not be

repetitive of a question already answered (whether at the meeting in question or an earlier one).

- vii. The ~~Chief Executive~~ Chief Executive Officer in consultation with the Mayor will decide when a question is not to be accepted. If this decision is made the person who submitted the question is to be informed both verbally and in writing by the ~~Chief Executive~~ Chief Executive Officer, of the reason or reasons for which their question was not accepted. Any questions that have been submitted in writing and been disallowed by the ~~Chief Executive~~ Chief Executive Officer and Mayor will be provided to all Councillors.
- viii. The ~~Chief Executive~~ Chief Executive Officer will ensure that a written response will be provided within 5 working days of the Council meeting, to all written questions received.

#### F.1.3 Other relevant matters

- i. The Chairperson will give regard to any special needs or requirements of a disabled member of the public who wishes to participate in public question time and ensure that any reasonable adjustments which may be achievable are implemented in order to support the effective contribution of that person.
- ii. The Council may decide to defer an answer and discussion to a later date. The views and/or any reasonable requirements of the person asking the question must be sought concerning the opportunity for discussion.
- iii. Any member of the public or community addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.

## F.2 PETITIONS AND JOINT LETTERS

F.2.1 A petition or joint letter presented to the Council will be tabled without discussion and received at the next appropriate Ordinary Council Meeting, unless the Council agrees by resolution to deal with it earlier. Petitions or joint letters will be forwarded to the appropriate Director for action as required, including presentation back to Council at the next appropriate meeting.

F.2.2 Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence under Local Law No 1 - Governance (2016).

### **Penalty: Ten (10) Penalty Units**

- F.2.3 Any Councillor presenting a petition or joint letter will be responsible for ensuring that:-
- (a) they are familiar with the contents and purpose of the petition or joint letter; and
  - (b) the petition or joint letter is not derogatory or defamatory.

**6. COMMUNICATION**

Website, Intranet, Staff Newsletter

**7. RESPONSIBILITY**

Corporate Services Director

**8. SUPPORTING DOCUMENTS**

Document	Location
Local Law No 1 – Governance (2016)	Internet
Public Question Time Form	Internet

**9. DOCUMENT CONTROL**

Once this document has been adopted by Council it does not come into force until a notice is published in the Government Gazette in accordance with Section 112 (2) of the local Government Act 1989.

Version Number	Approval Date	Approval By	Amendment
01	1 Feb 16	Council	New Procedure
02	6 Nov 17	Council	Amended Procedure Gazetted 16 Nov 2017



**Horsham Rural City**  
Council urban rural balance

## Council Procedure

### MEETING PROCEDURE

Incorporated by reference in the Horsham Rural City Council Local  
Law No.1 Governance (2016)

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## 1. PURPOSE

This procedure was adopted by resolution of Council and is derived from Local Law No 1 – Governance (2016). It prescribes the manner in which Council and Special Committee proceedings are conducted to ensure orderly and efficient activities. This procedure may be amended by Council from time-to-time and serves to complement the local law in achieving overall good governance of Council and Special Committee meetings.

## 2. INTRODUCTION

Local Law No 1 - Governance (2016) is formally established in accordance with the local law provisions of the Local Government Act 1989 and may only be amended by following the processes contained in the Act. The Local Law is therefore limited to governance of a small range of Council activities, the processes for which need to be protected from easy alteration and will require the requirements of the Act to be followed where changes are proposed. These activities are:

- use of the Common Seal of Council;
- the procedure for election of the Mayor;
- the procedure for election of any Deputy Mayor; and
- the process for amending provisions of this procedure.

The meeting arrangements and processes to be followed by Council and Special Committees beyond those contained in the local law, which it may be desirable to easily alter or improve from time-to-time, are therefore contained in this procedure. The process by which Council may amend this procedure is much simpler than that required to change the local law and this will enable Council to ensure that the currency of provisions contained herein, and their relevance to the Council of the day, are more easily maintained.

## 3. SCOPE

This Meeting Procedure, will apply to all meetings of Council and, where relevant and practicable, to all Special Committees of Council. (They do not apply to Assemblies of Council/Council Briefing meetings.)

## 4. DEFINITIONS

**Act** - The *Local Government Act 1989* (Victoria) as from time-to-time amended

**Agenda** - The notice of a meeting setting out the business to be transacted at the meeting

**Council Briefing Meeting** - a regular meeting of Councillors to provide information and opportunity for questions on issues that are scheduled for future debate at an ordinary meeting of Council. Also includes other matters for information sharing purposes and for hearing from groups within the community.

**Chair** - Refers to the Chairperson

**Chairperson** - The person who chairs a meeting of the Council or Special Committee of the Council

**Chief Executive Officer** - The person appointed as Chief Executive Officer of the Horsham Rural City Council or a person Acting as Chief Executive Officer

**Committee Meeting** - A meeting of a Special Committee

**Council** - The Mayor and Councillors of the Horsham Rural City Council

**Councillor** - A person who is an elected member of the Council and so far as practicable extends to any member of any Special Committee of the Council

**Council Meeting / Meeting of Council** - Includes Ordinary and Special Meetings of the Council

**Deputy Mayor** - A Councillor appointed as Deputy to the Mayor

**Division** - A formal count of those for and those against a motion, generally called to remove any doubt as to whether the motion is supported or opposed

**Formal Motion** – In this procedure a formal motion relates only to procedural matters under clauses E.10.1, E.10.2, E.10.3 and E.10.4. and is not designed to produce any substantive result but used merely as a formal procedural measure

**Local Law** – meaning Local Law No 1 – Governance (2016), the regulatory instrument adopted by Council under section 111 of the Act, which governs a small range of Council activities, including the establishment of this related procedure

**Mayor** - Also known as the Chairperson, means a Councillor appointed as Mayor of the Horsham Rural City Council, and any person formally appointed to act as Mayor

**Minister** - The Minister responsible for administering the *Local Government Act 1989*

**Ordinary Council meeting** –any formal meeting of Council which is not a Special Meeting. It is recognised as the “main”/routine meeting of the Council

**Penalty Unit** - The amount of a fine payable for an offence, fixed by the Treasurer of Victoria under section 5(3) of the *Monetary Units Act 2004*

**Point of Order** - an interjection during a meeting by a Councillor of any Special Committee of the Council, who does not have the floor, to call the attention of the chair to an alleged violation or breach of the local law or associated procedure

**Quorum** - The minimum number of Councillors required by this procedure to be present in order to constitute a valid meeting of the Council or the Special Committee respectively

**Senior Officer** - A member of Council staff being a Director or Manager, or any other officer recognised as the Council officer responsible for the main liaison between a Council meeting, Council and staff

**Special Council meeting** – a meeting of Council held in accordance with section 84 of the Act

**Special Committee** - a committee established by Council under section 86 of the Act and a committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act

**Statutory Meeting** - The annual meeting of the Council held for the purpose of:-

- swearing in of Councillors elected at the General Election of the Council; and
- electing a Mayor in accordance with Section 71 of the Act; and
- fixing any allowance in accordance with Section 74 of the Act

**Statutory Year** - The year commencing with the Statutory Meeting of the Council

**Suspension of Standing Orders** - The suspension of the provisions of this procedure to facilitate full discussion on an issue without formal constraints

## 5. ACTIONS

### PART A – NOTICE OF MEETINGS AND DELIVERY OF AGENDA

The purpose of this section is to ensure that there are clear guidelines around the setting of meeting dates and the distribution of the Council agenda. This is to ensure that Councillors have adequate time to familiarise themselves with the matters to be considered, for interested parties, media and the community to be informed and able to follow proceedings, to minimise the financial and environmental impact of conducting Council business and to remain open and transparent.

#### A.1 ORDINARY COUNCIL MEETINGS

A.1.1 The date, time and place of all ordinary Council meetings are to be fixed by the Council and 7 days' notice of such meetings must be provided to the public.

A.1.2 To enable reasonable notice of Council Meetings to be given to the public, the Council should prepare a schedule of meetings either annually, twice yearly, quarterly or from time-to-time, and arrange publication of the schedule of meeting dates on the internet and in a local, well-circulated newspaper, either:-

- (a) at various times throughout the year; or
- (b) just prior to each meeting.

A.1.3 Council may alter the date, time, place of any ordinary Council meeting which has been fixed and must provide reasonable notice of the changes to the public. Details should be published on the internet and in the local paper. However, if time does not allow this to occur, then the posting of a notice setting out the details should occur on the internet and in as many other public places as possible to inform the public of the change.

A.1.4 It is in order for the commencement time of any meeting to be stated as "at the conclusion of ..... meeting" or "at the adjournment of ..... meeting", without stipulating a specified time, provided there is some indication as to the approximate starting time.

A.1.5 Notice for adjourned meeting - The Chief Executive Officer or their representative may provide written notice of an adjourned meeting but where that is not practicable because time does not permit that to occur, then provided a reasonable attempt is made to contact each Councillor, by email, by telephone, or in person which will be sufficient.

## **A.2 SPECIAL COUNCIL MEETINGS**

A.2.1 The notice necessary to call a special meeting in accordance with Section 84 of the Act must be delivered to the Chief Executive Officer in sufficient time to enable reasonable notice to be given to all Councillors.

A.2.2 In giving such notice, Councillors should have regard to any need for preparatory investigations to enable the business to be undertaken.

A.2.3 When the date, time and place of any Special Council meeting is known the details must be provided to the public in accordance with clause A.1.

## **A.3 DELIVERY OF AGENDA**

A.3.1 A Notice of Meeting incorporating or accompanied by an Agenda (see section C.1.1) of the business to be dealt with must be delivered to every Councillor:-

- (a) for an Ordinary Meeting, at least 96 hours (COB 4 days before ordinary meeting) before the meeting; and
- (b) for a Special Meeting, within a reasonable time before the meeting; and
- (c) for a Special Committee Meeting, within a reasonable time before the meeting.

A.3.2 The notice of agenda for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by electronic means or be otherwise delivered to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.

- (a) A notice may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided authorisation by the relevant Councillor is notified to the Chief Executive Officer or their representative.
- (b) To enable the processes of government to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time-to-time.

- (c) Wherever it is practical Council will utilise electronic and digital means to distribute the agenda and related documents, keeping the provision of hard paper copies to a minimum.

A.3.3 The agenda shall be made available to members of the public by 5pm 4 days prior to the meeting with the preferred access point being Council's website.

A.3.4 The Agenda will be delivered to any Councillor who has been granted leave of absence from any meeting, unless the Councillor has requested in writing that the Chief Executive Officer or their representative not do so.

## **PART B – CONDUCT OF MEETINGS**

The purpose of this section is to provide clear guidance and rules during meetings and the expected behaviour of members and any of the general community that may be present.

### **B.1 QUORUM**

B.1.1 The quorum required for Ordinary Council Meetings or a Special Council Meeting will be at least a majority of the members of the Council or the Special Council Meeting, in accordance with section 91(3A) of the Act.

B.1.2 The quorum for Special Committee Meetings will be determined by the Council for each Committee in its Instrument of Delegation, but in the absence of the Council's determination, the quorum required will be a majority of the members for the time being elected or appointed to that Special Committee.

B.1.3 Inability to obtain a quorum:

- a) If after 30 minutes of the scheduled starting time of any meeting or adjournment a quorum cannot be obtained, those Councillors present or if there are not Councillors present, the Chief Executive Officer or, in the absence of the Chief Executive Officer a Senior Officer, must adjourn the meeting for a period not exceeding 7 days from the date of adjournment.
- b) If during a Council meeting a quorum cannot be achieved or maintained due to the number of disclosures of conflicts of interest by Councillors, the Chief Executive Officer or, in their absence, a Senior Officer, must adjourn the meeting or lay the specific item on the table, for a length of time sufficient to enable an exemption for the affected Councillors to be obtained from the Minister.
- c) If during a Special Committee meeting a quorum cannot be achieved or maintained due to the number of disclosures of conflicts of interest by Councillors, the Chief Executive Officer or, in their absence, a Senior Officer, must adjourn the meeting or lay the specific item on the table, for a length of time sufficient to enable an exemption for the affected Members to be obtained from Council.

**B.2 ADDRESSING A COUNCIL MEETING**

B.2.1 Except for the Chairperson or any officer of Council, any Councillor who addresses the meeting must stand and direct all remarks through the Chair, where they are physically able. The Chairperson may permit, at their discretion, any Councillor or person to remain seated whilst addressing the Chair, for reasons of sickness, infirmity or disability.

B.2.2 Any person addressing the Chair should refer to the Chairperson as, Madam Mayor, Mr Mayor, Madam Chairperson, or Mr Chairperson as the case may be.

B.2.3 All Councillors, other than the Mayor, should be addressed as Cr.....(Name).

B.2.4 All members of Council staff should be addressed as Mrs, Ms, Miss or Mr.....(Name).

**B.3 SUSPENSION OF STANDING ORDERS**

B.3.1 Unless otherwise provided for, the provisions of this procedure may be suspended for a particular purpose by resolution of the Council or Committee. An appropriate motion is:- "That Standing Orders be suspended to enable discussion on .....".

B.3.2 The purpose of suspending standing orders is to enable the meeting procedure formalities to be temporarily disposed of while an issue is discussed.

B.3.3 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of the Council or Committee.

B.3.4 Once discussion has taken place and before any motions can be put, the resumption of standing orders is necessary. An appropriate motion is:- "That Standing Orders be resumed."

B.3.5 No motion may be accepted by the Chair or be lawfully dealt with during any suspension of Standing Orders, other than the motion to resume standing orders.

**B.4 CONDUCT AT MEETINGS**

B.4.1 Councillors will have regard to the Councillor Code of Conduct in their participation in any meeting of the Council and must not make any defamatory, indecent, abusive, offensive or disorderly statements or comments.

B.4.2 Members of the public only have a right to address Council during public question time (refer clause F.1) or with the consent of the Chairperson at any other time.

B.4.3 Any member of the public addressing Council or a Special Committee must extend courtesy and respect to Council or committee, and the processes under which it operates, and must take direction from the Chair whenever called on to do so.

B.4.4 Members of the public present at a Council or Special Committee meeting must not interject during the proceedings of the meeting.

B.4.5 The Chairperson may request a police officer to remove any person, including a Councillor, who disrupts any meeting or otherwise affects the business of the meeting, or fails to comply with a direction.

B.4.6 Any person (including a Councillor) who has been called to order by the Chairperson of any meeting and who then fails to comply with the Chairperson's direction will be guilty of an offence under Local Law No 1 – Governance (2016), for a failure to comply with the Chairperson's direction.

**Penalty: Ten (10) Penalty Units**

B.4.7 The Chairperson may adjourn a disorderly meeting for up to 30 minutes, or adjourn the entire meeting to another time, location and date.

B.4.9 The Chairperson may order and cause the removal of any object or material that is deemed by the Chairperson as interfering with the conduct of the meeting.

B.4.10 If the Chairperson adjourns a disorderly meeting, Councillors and staff will exit the chamber with due caution and in a safe manner.

## **B.5 CHAIRPERSON'S RULING**

B.5.1 Where this meeting procedure does not provide a procedure for a meeting, the Chairperson must decide the procedure to be followed based on law or generally accepted meeting protocols.

B.5.2 When the Chairperson makes a ruling during a meeting, any motion dissenting from the Chairperson's ruling must be moved immediately.

B.5.3 The Chairperson is not required to stand down during the debate and voting on a dissent motion.

B.5.4 The Chairperson is bound by the motion of dissent. If the vote is in the affirmative, the Chairperson must reverse or vary the previous ruling.



B.5.5 The defeat of the Chairperson's ruling is not a vote of no-confidence in the Chairperson.

## **B.6 DUTIES AND DISCRETION OF THE CHAIRPERSON**

B.6.1 It is the Chairperson's duty to retain control and order of the meeting, to act impartially, and to ensure the smooth passage of business before the meeting, allowing for fair examination of contentious matters, the duties include but are not limited to:

- (a) presiding over and controlling the meeting to ensure, to the best of their ability, it is conducted in accordance with the Local Law and this procedure;
- (b) ascertaining that a quorum is present, and if a quorum is present, formally declaring the meeting open;
- (c) welcoming members and visitors;
- (d) signing minutes of meetings as correct when they have been confirmed in accordance with Section 93(5) of the Act;
- (e) calling for disclosure by Councillors of any conflicts of interest in accordance with section 79 of the Act;
- (f) ensuring debates are conducted in the correct manner and in accordance with Part E of this procedure;
- (g) not accepting any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any Councillor, member of Council staff, ratepayer, resident or member of the public;
- (h) in the case of competition for the right to speak, deciding the order in which the Councillors concerned will be heard;
- (i) declaring the results of all votes;
- (j) giving rulings on points of order and other questions of procedure;
- (k) calling to order any person who is disruptive or unruly during any meeting;
- (l) adjourning a meeting (when so determined or resolved)

B.6.2 The Chairperson or the Council or Committee by resolution may adjourn any meeting until a time and place to be determined at the time of the adjournment.

B.6.3 For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

## **PART C – BUSINESS OF MEETINGS**

The purpose of this section is to describe how the meeting will operate in terms of what items will be available for discussion and resolution, what items will appear on the agenda and how the minutes will be recorded.

## **C.1 THE ORDER OF BUSINESS**

C.1.1 The order of business appearing on an agenda will be determined by the Chief Executive Officer or representative, to facilitate and maintain open, efficient and effective processes of government.

C.1.2 Although the order of business appearing on agendas should be consistent from meeting to meeting, the order of business can be altered according to the discretion of the Chief Executive Officer or representative, to enhance the fluent and open process of government of the Council or Committee, to meet identified needs of the Council or Committee or to take advantage of opportunities which may arise from time-to-time.

C.1.3 Any proposal to significantly change the order of business on a regular basis should be the subject of discussion between all Councillors and the Chief Executive Officer or representative.

C.1.4 Once an Agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of Council or the relevant Committee.

C.1.5 The Chief Executive Officer or representative may include any matter on an Agenda which he or she thinks should be considered by the meeting.

## **C.2 MINUTES**

C.2.1 Confirmation of the minutes of the meeting:

- a) The Chief Executive Officer is responsible for arranging and ensuring, on behalf of the Council, the keeping of Minutes of any meeting.
- b) No discussion or debate on the confirmation of the Minutes of any meeting will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- c) If a Councillor is dissatisfied with the accuracy of the Minutes of any meeting, then he or she must:- state the item or items with which they are dissatisfied; and propose a motion clearly outlining the alternative wording to amend the Minutes.
- d) The Council or Committee may defer the confirmation of Minutes of any meeting until later in the meeting or until the next meeting as appropriate.

C.2.2 Contents of the minutes of the meeting - In keeping or ensuring the minutes of any meeting, the Chief Executive Officer must arrange or ensure the recording of minutes so as to show:

- i. the names of Councillors and whether they were PRESENT, an APOLOGY, or on LEAVE OF ABSENCE;

- ii. the names of members of Council staff IN ATTENDANCE with their organisational title;
- iii. the name of any other person IN ATTENDANCE at the meeting and the organisation they represented or the capacity in which they attended (this does not extend to members of the public gallery);
- iv. the arrival and departure times of Councillors, members of Council staff and other attendants during the course of the meeting (including any temporary departures or arrivals);
- v. every motion and amendment moved, including the mover (and seconder) of any motion or amendment;
- vi. the outcome of every motion, that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED etc. and identification of any motions voted on by secret ballot;
- vii. procedural motions which might be raised;
- viii. where a valid division was called, a table of the names of every Councillor and the way their vote was cast; either FOR or AGAINST;
- ix. when requested by a Councillor, a record of that Councillor's support or opposition for any motion;
- x. details of a failure to achieve or maintain a quorum and any adjournment;
- xi. details of any questions directed or taken upon advice;
- xii. details of any deputations made to the Council or Committee;
- xiii. the time and reason for any adjournment of the meeting or suspension of standing orders;
- xiv. any interests or conflicts disclosed at the meeting, including the nature of any such interests or conflicts of interest which were disclosed by Councillors in accordance with section 79 of the Act or by any member of Council staff in accordance with section 80B of the Act;
- xv. any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.
- xvi. the date and time the meeting was commenced, adjourned, resumed and concluded;
- xvii. be consecutively page numbered; and
- xviii. contain consecutive item numbers which are clearly headed with subject titles and, where appropriate, sub-titles and file references.
- xix. For Councillor Reports – record the topics discussed by each Councillor or the full details if an accurate written record of the report is provided by the Councillor

C.2.3 The Council may determine by resolution of Council, to maintain a publicly accessible audio and/or visual archive of Council meetings in order to provide a fuller public record of proceedings than can be made available in the formal written minutes.

### **C.3 COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS**

C.3.1 An item will be included on the agenda for Councillor reports and acknowledgements.

C.3.2 The purpose of this item is to provide Councillors with an opportunity to provide an update on their duties as a Councillor and meetings attended and to raise matters such as:

- A note of thanks or congratulations
- Advise of attendance at events or meetings
- Recognitions
- Tributes and acknowledgements to groups or individuals

C.3.3 Councillor reports are to be submitted in writing to the Chief Executive Officer in time for inclusion in the agenda of the next ordinary Council meeting.

C.3.4 Councillor reports will not be read or addressed by Councillors save that Councillors may make an acknowledgement.

C.3.5 It is intended that Council will suspend standing orders for this item.

### **C.4 URGENT BUSINESS**

C.4.1 Council may by resolution determine that an item, of which no notice has been given, is included in the agenda as Urgent Business.

C.4.2 An item may be classified as urgent business if it relates to a matter which has arisen since the distribution of the agenda or involves a matter of urgent community concern or cannot be safely or conveniently deferred until the next Ordinary meeting or is deemed prudent to be dealt with at this point in time.

C.4.3 Officers should provide some guidance as to why an item should be considered as Urgent Business.

C.4.4 Council must first determine to accept the Urgent Business item before undertaking any debate.

### **C.5 CONFIDENTIAL MATTERS (CLOSED MEETING)**

C.5.1 The Council by resolution may close a meeting to consider items that are of a confidential nature in accordance with section 89 (2) of the Local Government Act.

C.5.2 The Chief Executive Officer must determine if a report is classified as confidential and therefore needs to be recommended to be heard in closed Council.

C.5.3 The Chief Executive Officer should place a report to be heard in open Council wherever possible.

C.5.4 When an items has been referred to closed Council as it is of a confidential nature the applicable sub-section Section 89 (2) of the Local Government Act must be stated when the decision is made in open Council to refer to closed Council.

C.5.5 Council may resolve to move an item to closed Council

C.5.5 Decisions made in closed council, depending upon their nature, may then be reported in the minutes at the discretion of Council.

### **C.6 NOTICES OF MOTION**

C.6.1 Notices of motion are used to inform Council that is the intention of a Councillor to move a particular matter at a future meeting.

C.6.2 For a Notice of Motion to be listed on an agenda it will need to be received by the Chief Executive Officer at least 24 hours prior to the scheduled distribution time for the agenda to be sent to Councillors.

C.6.3 A Notice of Motion will not be accepted by the Chairperson unless it has been listed on the agenda for the meeting at which it is proposed to be moved.

C.6.4 Where the matter is significant and does require in-depth consideration the Notice of Motion may give consideration to calling for a Council Report, in order to allow appropriate information to be gathered to inform the decision. Such circumstances would be if the Notice of Motion:

- substantially affects the level of a Council service

- commits Council to significant expenditure not included in the adopted Council budget
- relates to a sensitive community matter
- is something that is new or has not been considered in recent times
- establishes or amends Council policy
- commits Council to any contractual arrangement
- concerns any litigation in respect of which Council is a party

C.6.5 The Chief Executive Officer or representative:-

- (a) may reject any Notice of Motion that is too vague, offensive or unlawful, but before rejecting it must give the Councillor delivering the notice an opportunity to amend it; and
- (b) must notify the relevant Councillor of any Notice of Motion which has been rejected and give the reasons for its rejection.
- (c) Unless the notice specifies a particular meeting date, the Chief Executive Officer or representative must list the Notice of Motion and, if more than one, in the order they were received, on the next appropriate meeting Agenda.
- (d) The Chief Executive Officer or representative must cause every Notice of Motion received to be sequentially numbered and maintained in a register.

C.6.6 A Notice of Motion listed on a meeting Agenda may be moved by any Councillor present and, except where the Notice of Motion is to confirm a previous resolution of the Council or Committee, may be amended.

C.6.7 If a Notice of Motion to confirm a previous resolution of the Council or Committee cannot be carried in its original form, the Notice of Motion will be lost.

C.6.8 Unless the Council or Committee resolves to relist at a future meeting a Notice of Motion which has been lost, a similar motion must not be put before the Council or Committee for at least three (3) months from the date it was lost.

## **C.7 OFFICERS' REPORTS**

C.7.1 Officers' reports are prepared as a means to provide information to Council for the purposes of making a decision or the sharing of information. The report should not reflect the personal views of the Officer nor try to manipulate Councillors' opinions in a particular direction. It should genuinely and impartially evaluate the effectiveness of the proposed recommendations.

C.7.2 The Officers' recommendation should be drawn from logical conclusions contained in the report and should clearly and concisely state what Council is being asked to decide

C.7.3 In some cases Officers' recommendations may contain options when a clear direction cannot be concluded. In these cases the report should comment on the relative merit of the various options.

C.7.4 The format of Officers' Reports should remain consistent from meeting to meeting but will be set by the Chief Executive Officer and may change on occasion.

## **PART D – VOTING**

The purpose of this section is define the methods of voting that are to be utilised by Council.

### **D.1 VOTING PROCEDURE**

D.1.1 Subject to clause E.1., in determining a question before any meeting, the Chairperson will first call for a show of hands by those in favour of the motion and then those opposed to the motion and will declare the result to the meeting.

D.1.2 In accordance with Section 90 (1)(d) of the Act, a motion is determined in the affirmative by a majority of the Councillors present at the meeting at the time the vote is taken.

D.1.3 Subject to Section 90 (1) (e) of the Act, if there is an equality of votes, the Chair has a casting vote with the exception of the election of the Mayor or Deputy Mayor, where there is no provision for casting votes (Section 90 (2))

D.1.4 A Councillor who has declared a conflict of interest and has left the meeting prior to consideration and voting on a matter is taken not to be present at the meeting for the purpose of determining whether the motion on the matter passes.

### **D.2 VOTING BY SECRET BALLOT**

D.2.1 Unless otherwise resolved by Council or a Special Committee in accordance with section 89(2) of the Act, any meeting of a Council or a Special Committee must be open to members of the public. In accordance with section 90 of the Act, voting at a meeting that is open to members of the public must not be in secret.

D.2.2 When a meeting of Council or a Special Committee is closed to the public the meeting will be described as being "closed". Whilst in a "closed" meeting the Council or Committee may resolve to deal with any matter by secret ballot.

D.2.3 If the Council or Committee resolves to deal with a matter by secret ballot (as per D.2.2), the Chief Executive Officer must establish and cause to be administered a system for voting by secret ballot to ensure that the privacy of the vote is maintained.

### **D.3 DIVISIONS**

D.3.1 Subject to Clause D.3.6 a division may be requested by any Councillor on any matter.

D.3.2 The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

D.3.3 Once a division has been requested in circumstances other than those dealt with in Clause D.3.6, the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.

D.3.4 The Chairperson shall name those Councillors voting for the motion and those Councillors voting against the motion and the names shall be recorded in the Minutes of the Meeting.

D.3.5 No Councillor is prevented from changing their original vote at the voting on the division, and the voting by division will determine the Council's resolution on the issue.

D.3.6 If the question on any matter is determined by secret ballot, a request to the Chairperson for a division must not be accepted.

### **PART E – MOTIONS AND DEBATE**

The purpose of this section is to define the parameters around which debate will occur and the "tools" available to facilitate good participative, fair and robust discussion. Council Briefing meetings help to facilitate debate by ensuring that Councillors are well informed and in the best possible position to effectively make decisions. They are an important part of the debate process and for complex issues they are often the means to ensure that a common understanding of all points of view are obtained and can be reflected in the Council report for final decision at open Council. Decisions are not made in Council Briefing meetings.

#### **E.1 MOVING A MOTION**

E.1.1 The procedure for any motion is:-

- (a) the mover must obtain the attention and respect of the Chairperson in the appropriate manner;
- (b) the mover must state the details of the motion without speaking to it;
- (c) unless the motion is a formal motion, it must be seconded in the appropriate manner by a Councillor other than the mover;



- (d) if a motion is not seconded and is not a formal motion, the motion will lapse for want of a seconder;
- (e) after a motion is seconded and the mover has addressed the meeting, the seconder may address the meeting or reserve their address until later in the debate;
- (f) the Chairperson may then call upon any Councillor who wishes to speak against the motion;
- (g) any other Councillors for and against the motion then debate in turn
- (h) subject to clause E.1.3, except for the purposes of proposing an amendment or for the purposes of raising a point of order no Councillor may speak more than once on any motion.
- (i) a Councillor may, with permission of the Chairperson, ask a question for the purposes of clarification prior to the commencement of debate. In asking such questions Councillors must not offer opinions on the issue to be considered. Asking a question for the purposes of clarification will not be deemed as speaking to the motion.
- (j) all addresses under (e), (f) and (g) must be made in accordance with Clause E.8

E.1.2 With permission of the Chairperson both the mover and the seconder of the motion may agree to an alteration proposed by another Councillor. For the purposes of this procedure, any such alteration shall not be regarded as an amendment to the motion.

E.1.3 Right of Reply - The mover of an original motion, including any amendment to that motion, once debate has been exhausted, has a right of reply to matters raised during debate. After the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

## **E.2 AMENDMENTS**

E.2.1 Moving an amendment - A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the motion and framed so as to complement it as an intelligible and consistent whole. An amendment must not be a direct negative of the motion being considered. A working rule for determining whether an amendment is a direct negative is to ask the question whether the proposed amendment would have the same effect as voting against the motion. If it would, it is a direct negative.

E.2.2 An amendment may be proposed during the debate either at the commencement of the Councillor's speech or at the conclusion, but not after having already spoken. An amendment may be proposed or seconded by a Councillor, other than the mover or seconder of the original motion.

E.2.3 If the amendment is acceptable to the mover of the motion, the mover can "by leave of Council" alter the original motion accordingly in order to save time, the seconder of the motion must also agree.

E.2.4 If the mover of a motion wishes to make a minor alteration to a motion for non-controversial matters then the mover may “ask for leave” to amend the motion and provided that leave is unanimously granted by all present then the motion may be amended and that amendment can then be put to the debate.

E.2.5 A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion, but debate must be confined to the terms of the amendment.

E.2.6 Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chairperson at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.

E.2.7 There is no right of reply available to the Councillor who proposed the amendment.

E.2.8 If the amended motion is carried, it then becomes the question before the Chair and the mover of the original motion will retain the right of reply.

### **E.3 FORESHADOWING MOTIONS**

E.3.1 When a motion is being debated a Councillor may foreshadow a motion to inform the Council or Committee of their intention to move a motion dealing with the same subject matter, at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

E.3.2 A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.

E.3.3 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

E.3.4 The Chief Executive Officer or representative is not required to have foreshadowed motions recorded in the minutes unless the foreshadowed motion is formally moved.

### **E.4 WITHDRAWAL OF MOTIONS**

E.4.1 Before any motion is put to the vote, the mover can withdraw the motion, with leave of the Council or Committee.

**E.5 SEPARATION OF MOTIONS**

E.5.1 Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

E.5.2 The Chairperson may decide to put any motion to the vote in several parts. Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion. Bear in mind that this could cause some difficulties if at some time in the future it is proposed to revoke or alter a resolution as some of the parts/segments may have been acted upon.

**E.6 MOTIONS IN WRITING**

E.6.1 The Chairperson may require any motion to be submitted in writing where it is lengthy or unclear or for any other reason, and copies made available.

E.6.2 The Chairperson may suspend the meeting while the motion is being written or may request the Council or Committee to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

**E.7 DEBATE MUST BE PROPER AND RELEVANT TO THE MOTION**

E.7.1 Debate must always be relevant to the question before the Chair and not offensive, insulting or disrespectful to any person, and if not, the Chairperson may request the speaker to confine debate to the subject motion.

E.7.2 If, after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair. In that event, the speaker must comply with the Chairperson's requirement.

E.7.3 Officers must not enter into the debate, speaking only when invited by the Chair to answer questions. However, they may ask the Chair for the opportunity to correct a factual error stated in debate.

**E.8 TIME LIMITS FOR DEBATE**

E.8.1 Unless a motion for an extension of time has been carried, the maximum speaking times will be:-

- (a) the mover of a motion - five (5) minutes;
- (b) the mover of a motion when exercising their right of reply - three (3) minutes;
- (c) any other Councillor for or against the motion - three (3) minutes.

E.8.2 An extension of speaking time may be granted by resolution of the Council or Committee but only one extension is permitted for each speaker on any question.

E.8.3 A motion for an extension of speaking time must be proposed:-

- (a) immediately before the speaker commences debate;
- (b) during the speaker's debate; or
- (c) immediately after the speaker has concluded debate.

E.8.4 A motion for an extension of speaking time cannot be accepted by the Chairperson if another speaker has commenced their contribution to the debate.

E.8.5 Any extension of speaking time must not exceed three (3) minutes.

## **E.9 POINTS OF ORDER**

E.9.1 The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

E.9.2 The Chairperson may adjourn the meeting to consider a point of order but must otherwise rule on it as soon as it is raised.

E.9.3 All other matters before the Council or Committee are to be suspended until the point of order is decided upon.

E.9.4 The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless a motion of dissent is moved and carried.

E.9.5 A motion of dissent on a point of order must contain the provision, rule, practice or precedent in substitution for the Chairperson's ruling.

E.9.6 A motion of dissent in relation to a point of order is not a motion of dissent in the Chair, and the Chairperson must at all times remain in the Chair and maintain their rights as the Chairperson.

E.9.7 A motion of dissent on a point of order will take precedence over all other business and, if carried, must be acted on instead of the ruling given by the Chairperson.

E.9.8 A Councillor raising a point of order must state the point of order.

E.9.9 A point of order may be raised in relation to:-

- (a) a procedural matter;
- (b) a Councillor who is or appears to be out of order; or

- (c) any act of disorder.

E.9.10 Rising to express a mere difference of opinion or to contradict a speaker will not be treated as a point of order.

E.9.11 A Councillor who is addressing any meeting must not be interrupted unless called to order. In that event, he or she must sit down and remain silent until the Councillor raising the point of order has been heard and the point of order dealt with by the Chairperson.

## **E.10 FORMAL MOTIONS**

In this procedure, formal motions include matters contained in clauses E.10.1 and E.10.2. Notwithstanding anything else contained in this procedure:

- (a) unless otherwise prohibited, a formal motion may be moved at any time and must be dealt with immediately by the Chairperson.
- (b) formal motions are not required to be seconded.
- (c) the mover of a formal motion must not have moved, seconded or spoken to the question before the Chair or any amendment of it.
- (d) a formal motion cannot be moved by the Chairperson.
- (e) unless otherwise provided, debate on a formal motion is not permitted and the mover does not have a right of reply.
- (f) unless otherwise provided a formal motion cannot be amended.

E.10.1 “ADJOURNING THE DEBATE” – A motion may be moved “That the debate be adjourned until (later in the meeting OR the next ordinary meeting of Council)”

The motion:

- (a) cannot be moved while a Councillor is speaking; and
- (b) may be amended in relation to the time and date of the proposed adjournment.

E.10.2 "THE CLOSURE" - A motion may be moved "That the motion be now put".

This motion:

- (a) is a formal motion which, if carried in respect to an original motion, requires that the original motion must be put to the vote immediately without any further debate, discussion or amendment; and
- (b) if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue unaffected; and
- (c) if lost, allows debate to continue unaffected.

**E.12 NOTICE OF AMENDMENT OR RESCISSION**

E.12.1 A Councillor may propose a Notice of Motion to amend or rescind a decision of the Council or Committee at a following meeting provided:-

- (a) the decision has not been acted upon; and
- (b) a notice is delivered to the Chief Executive Officer or representative outlining:-
  - i. the decision to be amended or rescinded; and
  - ii. the meeting and date when the decision was made.

E.12.2 A decision to amend or rescind a decision of Council or a Committee will be acted upon once its details have been formally communicated to persons affected by or reliant on the original resolution or where a statutory procedure has been carried out as a result of that decision.

E.12.3 The Chief Executive Officer or other Senior Officer may initiate action or cause action to be initiated on any Council or Committee resolution at any time after the close of the meeting at which it was carried.

E.12.4 Unless the Notice of Motion specifies a particular meeting date, the Chief Executive Officer or representative must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting Agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.

E.12.5 For a decision of the Council or a Committee to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

E.12.6 Unless the Council or Committee resolves to relist at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council or Committee for at least three (3) months from the date it was last considered.

E.12.7 If a notice of amendment or rescission is not moved at the meeting for which it is listed, it will lapse.

E.12.8 A notice of amendment or rescission listed on a meeting Agenda may be moved by any Councillor present but cannot be amended.

E.12.9 A notice of amendment or rescission is not required where the Council or Committee wishes to change a previous decision relating to a policy of the Council or Committee.

E.12.10 The Chief Executive Officer or representative must cause every notice of amendment or rescission received to be sequentially numbered and to be maintained in a register.

### **E.13 OTHER MATTERS**

E.13.1 The Chairperson has a duty to not accept any motion or amendment which: -

- (a) is defamatory; or
- (b) is objectionable in language or nature; or
- (c) is outside the powers of the Council or Committee; or
- (d) is not relevant to the item of business on the Agenda and has not been admitted as urgent business; or
- (e) purports to be an amendment but is not.

E.13.2 The Chairperson must reject a substantive motion that does not relate to:

- (a) urgent business; or
- (b) a notice of motion; or
- (c) a notice of amendment or rescission; or
- (d) a matter the subject of an officer's report listed on the agenda.

E.13.3 A substantive motion is a proposal that Council do something and which requires action to be taken by the Chief Executive Officer if it becomes a Council decision.

E.13.4 A motion to confirm the minutes of a Council meeting, or to adopt, receive or note a document is not a substantive motion.

E.13.5 Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion involves a Councillor requesting that their opposition to the motion be recorded in the Minutes or a register maintained for that purpose; or a subsequent Notice of Motion that follows a rescission motion or a Councillor calling for a division.



## **PART F – COMMUNITY PARTICIPATION**

The purpose of the section is to provide a process by which the community may actively engage in a Council meeting and have their matters answered in a public forum. It should not be utilised in-lieu of other processes that Council has in place to record requests for service or to manage complaints.

### **F.1 PUBLIC QUESTION TIME**

#### **F.1.1 Time Allocations:**

- i. At every Ordinary Meeting of the Council, time may be allocated at the start of the meeting after declaration of Interests, for public question time.
- ii. Council will allow 15 minutes for public question time, however the Chairperson may determine an extension.
- iii. Standing orders will be suspended for question time to allow a more informal discussion to take place.
- iv. The Chairperson may allocate reasonable time to each person who wishes to ask a question of Council having regard to:-
  - (a) the nature of the matter to be discussed;
  - (b) priorities in relation to other Council business;
  - (c) other members of the community present who also wish to address the Council; and
  - (d) whether such an opportunity has already been provided to the person.

#### **F.1.2 Questions**

- i. Question – Any member of the public who wishes a question to be asked during Public Question Time must submit the question no later than 5pm on the Friday prior to the Council meeting. Any questions must be submitted to the Chief Executive Officer's office in writing preferably using the Question Time Form located on Council's website.
- ii. The number of questions per member of the public is limited to two.
- iii. For a question to be read at the Council meeting, the author of the question must be present in the gallery. The person shall read the question or if required the Chairperson shall read the questions, and the responses will be provided by the Chief Executive Officer or other person as directed by the Chief Executive Officer
- iv. Supplementary Questions - If the author wishes to ask a related supplementary question after an initial question has been answered, the Mayor may direct that the author can verbally ask one follow-on question for each question that they have asked.

- v. Unanswerable Questions - Where a question cannot be answered at the Council meeting a written response will be provided by the Chief Executive Officer to the author within 5 working days.
- vi. Questions must be relevant to Council's jurisdiction, must not be defamatory, indecent, abusive, of a personal nature, of an industrial nature, of a contractual nature, commercially sensitive, regarding legal advice, objectionable or declared confidential under s. 77 of the *Local Government Act, 1989*. Questions must not be repetitive of a question already answered (whether at the meeting in question or an earlier one).
- vii. The Chief Executive Officer in consultation with the Mayor will decide when a question is not to be accepted. If this decision is made the person who submitted the question is to be informed both verbally and in writing by the Chief Executive Officer, of the reason or reasons for which their question was not accepted. Any questions that have been submitted in writing and been disallowed by the Chief Executive Officer and Mayor will be provided to all Councillors.
- viii. The Chief Executive Officer will ensure that a written response will be provided within 5 working days of the Council meeting, to all written questions received.

#### F.1.3 Other relevant matters

- i. The Chairperson will give regard to any special needs or requirements of a disabled member of the public who wishes to participate in public question time and ensure that any reasonable adjustments which may be achievable are implemented in order to support the effective contribution of that person.
- ii. The Council may decide to defer an answer and discussion to a later date. The views and/or any reasonable requirements of the person asking the question must be sought concerning the opportunity for discussion.
- iii. Any member of the public or community addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.

## F.2 PETITIONS AND JOINT LETTERS

F.2.1 A petition or joint letter presented to the Council will be tabled without discussion and received at the next appropriate Ordinary Council Meeting, unless the Council agrees by resolution to deal with it earlier. Petitions or joint letters will be forwarded to the appropriate Director for action as required, including presentation back to Council at the next appropriate meeting.

F.2.2 Any person who fraudulently signs a petition or joint letter which is presented to the Council is guilty of an offence under Local Law No 1 - Governance (2016).

**Penalty: Ten (10) Penalty Units**

F.2.3 Any Councillor presenting a petition or joint letter will be responsible for ensuring that:-

- (a) they are familiar with the contents and purpose of the petition or joint letter; and
- (b) the petition or joint letter is not derogatory or defamatory.

## 6. COMMUNICATION

Website, Intranet, Staff Newsletter

## 7. RESPONSIBILITY

Corporate Services Director

## 8. SUPPORTING DOCUMENTS

Document	Location
Local Law No 1 – Governance (2016)	Internet
Public Question Time Form	Internet

## 9. DOCUMENT CONTROL

Once this document has been adopted by Council it does not come into force until a notice is published in the Government Gazette in accordance with Section 112 (2) of the local Government Act 1989.

<b>Version Number</b>	<b>Approval Date</b>	<b>Approval By</b>	<b>Amendment</b>
01	1 Feb 16	Council	New Procedure
02	6 Nov 17	Council	Amended Procedure Gazetted 16 Nov 2017

## Review of Local Law No 1 Governance – Meeting Procedure Submissions

Submission No	Issue/Suggestion
1	Overall I like the changes. The areas I think that still need improvement are around community questions and Councillors able to raise topics of concern in suspension of standing orders. I'd like to see a method of the Public knowing in advance what questions have been submitted.
2	I object to the proposed changes to meeting procedure. In specific the area that concern me is the changes to section C3. A councillor's role is listening to the community and raising the communities issues with council. If a council is not willing to listen to the community why have one.
3	<p>Proposed Amendment of Meeting Procedure, issue with C3 change of rules! I thoroughly object to changers to section C.3, COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS.</p> <p>I thoroughly object to changes to section C 3, Councillor Reports and Acknowledgements.</p> <p>Horsham Rural City Council meetings amendments and changes.</p> <p>That, ANY! Of my Councillor representatives, cannot stand at a current meeting and verbally bring to the attention without forward notice to Council or to fellow councillors, ANY! Very important local public issues, that are time critical for local stake holders at the time.</p> <p>These amendments dramatically reduce the ability of local ratepayers to address local council through a councillor representative of issues of great importance to them!</p> <p>Council MUST! Be open, accessible and transparent to ALL! Ratepayers at any time. And that includes meetings that council holds!</p> <p>The insidious stifling of ratepayers voices in council meetings is a debilitating suppression of free speech to ratepayer voices on issues that need timely action.</p>
4	If you deny a councillor the opportunity to raise issues or community concerns to council then you are eroding the relevance of their role. By your own suggested changes you are shifting to the role of a single administrator. Silencing councillors that do not agree will not make issues go away.

Submission No	Issue/Suggestion
5	C.3 should not be passed. We the community need to have our say through the councillors. The councillors have the right to be able to stand up and put their/our view across. Once again there is not enough open discussion with the public.
6	I have concerns that this new procedure will make it more difficult and cause delays for the average resident/ratepayer to be able to have matters addressed.
7	I think council should meet more than every month many issues to discussed the rates and spending.
8	<p>Whilst I can understand the need to streamline meetings and make best use of Councillors and Staff time, I have some serious concerns from the Community point of view.</p> <p>Concerns re proposed changes in C.3.2.</p> <p>I can understand that there are many hours involved for Staff and Councillors to conduct Council meetings and therefore the need to change from fortnightly to monthly meetings, and other changes proposed.</p> <p>However, I am very concerned re C.3.2 changes, by removing the opportunity for:</p> <ul style="list-style-type: none"> <li>• Other issues as raised by the community</li> <li>• Other issues of concern to the Councillor</li> </ul> <p>Whilst I agree that the Councillor Reports section of Meeting procedure, does need to have some limits or changes to how presented, removing the above items is not appropriate from the Community point of view. Having experienced Councillor representation on Committees where I am involved, it is invaluable from both Community and for the Councillor, as often potential issues can be discussed before creating major problems.</p> <p>If these changes are made, then any issues raised by the Community or of concern to the Councillor while doing their duties in the Community, will potentially wait 2-3 months to be raised/discussed/addressed. The time that could potentially lapse due to half as many Council meetings, Councillors not being able to raise issues while giving the report, and then needing to give notice of motion, etc, I believe will see many issues lost.</p> <p>What is the aim of removing the above? Is it to streamline the Councillor Report section of the Meeting? If so, can there be a template developed for Councillors to use?</p> <p>We need the Community and Council (Councillors and Staff) working closely together continually. Having Councillors represented on Community Committees is a link we need to strengthen, not diminish. If they will only being doing accolades, why have them waste their time attending?</p> <p>Please do not remove the above opportunities in C.3.2, life and growth is not all about accolades and congratulations (which have been left in), it is about balance and the Community having every opportunity to be represented, without delay.</p> <p>As an active Community member, I do not want these removed, but a review of the presentation process to keep it on track should be investigated/trialled.</p> <p>Thank you for the opportunity to comment on these important changes.</p>

Submission No	Issue/Suggestion
9	<p>With regards to section C3, I find it concerning that our elected councillors will not have the option to give a verbal report, to discuss the matter being raised. I suggest that to take this away from an elected councillor takes away his or her right to voice concerns ratepayers may have.</p>
10	<p>The proposed changes are a backwards step. Terrible idea.</p>
11	<p>This should not be passed. I object strongly to C3 amendments. I also object to making monthly meetings for the public to attend. It should stay at fortnightly meetings. Too many decisions are being made without community consultation.</p>
12	<p>I wish to voice my immense displeasure at the proposed changes to the meeting procedures for Horsham Rural City Council. Please read the attached letter with comments related to the proposed changes.</p> <p>I wish to voice my immense displeasure at the proposed changes to the meeting procedures for Horsham Rural City Council. Councillors when elected commit to represent the ratepayers at meetings twice a month. I cannot see how they can effectively represent ratepayers if meetings are only scheduled monthly. Reducing the meetings to monthly seems to indicate that the essential business of council will not have adequate time allocated to necessary issues presented. A greater workload at each meeting will inevitably result in the business before the council not being dealt with in a careful and considered manner.</p> <p>I also strongly object to the proposed amendment which will see councillors only being allowed to submit a written report, which they are unable to either read or speak to at the council meeting. This will then stifle healthy debate that is crucial to a democratic system of governance.</p> <p>If local Council is there to represent the ratepayers, then they MUST be allowed to raise issues from the public at a council meeting.</p> <p>A fully functional and cooperative Council will embrace time at the meetings to debate and discuss the issues related the municipality and ratepayers. Less meetings, and not allowing Councillors to speak and represent us, the ratepayers, is NOT in the best interest for Horsham and the rural municipality.</p>

Submission No	Issue/Suggestion
13	<p>We read with concern the proposed amendments to meeting procedure on the Horsham rural city councils web site. The proposal leaves us feeling that council has an agenda to remove itself as far as it can from direct contact with its ratepayers.</p> <p>In particular item C3 which would appear to remove the ability for open council discussion and debate on issues that may concern or influence ratepayers. This also could affect commercial decisions which may have a tight timeline. It also gives one the feeling of smoke and mirrors and with community perception of a council who is not inclusive of the people it would seem a risky move. This also sees the council unable to raise emotion from its residents, the ability to face the people and remove their feeling of belonging and having a say is dangerous and could see unfortunate consequences.</p> <p>That so much emphasis is put on people keeping in touch with council on line is missing many for a variety of reasons and the newspaper ie Wimmera Mail Times is not reaching everyone. Public meetings would give those interested in issues a chance to hear the reasoning behind issues like this proposal and air their views. Take the opportunity meet with the people who elected you, push things through and you will further breed contempt.</p> <p>This is our submission to council re Proposed Meeting Procedural Changed.</p>
14	<p>I'm writing this to you, rather than on the form on the have your say site as I couldn't get my submission into the box provided and don't have the means at the moment to attach a word document. I hope this is ok?</p> <p>I only have a few comments on the changes to council meeting procedures, on the whole I think they are very good.</p> <p>Suggestions I have are:</p> <ol style="list-style-type: none"> <li>1. Could we incorporate live video streaming of all Council meetings to enable all ratepayers to participate, especially the elderly, infirm or disabled who may not be able to get to a Council meeting very easily.</li> <li>2. Can we lose the requirement to be physically at the meeting for a question to be read out. That requirement seems to pre suppose that no one else is interested in the question or answer and that is not always so.</li> <li>3. It appears that Councillors now will not be able to bring community concerns up in their reports, how then are we able to get those concerns across. Would it be possible for example to suspend standing orders at the end of the agenda before you went into confidential meeting and allow anyone in the gallery to put their concerns to council, or maybe after the meeting has closed. With a little thought I think that would be do able.</li> </ol>



Submission No	Issue/Suggestion
15	<p>I wish to register my concern over some of the proposed changes to councils meeting procedures.</p> <p>I am absolutely against meetings being held only once a month and believe a council meeting every 2 weeks is still necessary, to keep on top of rate payers concerns. At the very least a trial period should have been put in place, before eliminating half the meetings.</p> <p>I am especially concerned about Items C3.2 and C3.3 which forbid Councillors from raising in open council, any issues or concerns on behalf of ratepayers. For these matters to be brought to open council and public attention, they must be in writing 24 hours prior to the meeting in the form of a motion, before they can be spoken about. As we know, many issues require some discussion before the formulation of a motion; this is now, not possible.</p> <p>Given that council will now meet only once a month we have a very slow process, which begs the question why have councillors? Are they rubber stamps? What is the point of us electing a councillor to speak on our behalf when debate seems to be constantly stifled? If this trend continues, would we be any worse off with an administrator? Worried ratepayers</p>
16	<p>I believe what the council is trying to do by striking out c3.2 and c3.3 and c3.4 is removing the right of councillor's to challenge issues which at short notice, are of importance to the community. Any councillor should be given the time they need to address community concerns at council meetings</p>

## MEMORANDUM

**DATE:** 19 June 2016  
**TO:** MFMPC  
**FROM:** John Martin, Director Technical Services  
**SUBJECT:** Mockinya Fire Dam Proposal  
 Mitre Dam Fire Dam Proposal

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### Purpose

To present proposals to advance fire dams in the Mockinya and Mitre Dam areas.

#### 1. Mockinya

Minutes of the Council meeting of 3 November 2008 show that Council had received a grant of \$7334 (ex GST) as part of an estimated cost of \$11,000 for the installation of two 6000 gallon tanks. These tanks have been installed on the stack site adjacent to a WMP connection, on the Henty Highway, adjacent to the Jallumba-Mockinya Rd intersection. This was identified as a carryover from the 2007-08 FARSS grant scheme, project number 07/08WS20. A series of other documents seem to be clear that this grant was intended for tanks, and has been expended in full.

An ongoing campaign of advocacy through the MFMPC has expressed an ongoing desire for a dam to be installed on the north side of the Jallumba-Mockinya Rd adjacent to a tributary of Norton Ck, not far from the Henty Highway. It has been claimed that this dam was the intention of the grant, although the limited documentation in this regard is not clear that this was the intent.

A site-meeting on 16 June 2016 was attended by Cr Phelan, Cr Grimble, John Martin from Council, plus representatives of CFA, DELWP, Wimmera CMA, and about 6-8 local CFA members.

The group inspected a site of a potential dam, at the location described above, and as roughly indicated below:



The dam is considered to be well located to collect water from the road, the small drainage line to the south (line of trees approx 50 m east of the dam location), with even modest rain events generating runoff that would top up the dam. A small catch drain would be constructed to divert water from the low point of the drainage line to the dam. An access track with a loop suitable for trucks would be constructed to connect to the Jallumba-Mockinya Rd perhaps 60-80 m to the west.

At the meeting, this writer presented an alternative proposal, i.e. that an existing nearby farm dam be used, supplemented by a WMP supply, for the following reasons:

- An existing dam would have ready access, and would have no approval requirements.
- The proposed dam site is not suitable for helicopter access – alternative dams in nearby paddocks could be suitable for helicopters.
- A modest sized, alternative dam in a paddock could be kept topped up from a Wimmera Mallee Pipeline supply. Arrangements for payment for evaporative losses would need to be determined.

The meeting did not support this proposal.

It is noted that the proposed dam site is not far from a Wimmera Mallee Pipeline, which is adjacent to the fence on the south side of the road.

- **Design Approach**

The diagram included above is very rough. It is not possible to accurately site the works from this image. The proposed on-ground layout will need to be pegged out and surveyed as a basis for design. The proposed alignment should be confirmed with the CFA Brimpaen Brigade Captain – Ken French.

A dam of some 1500 cubic yards is sought, proposed to be 2.5 m deep and batter slopes of 1:2.5. A dam of 35 m length x 25 m width x 2.5 m deep would provide a volume of 1380 m<sup>3</sup>, or 1850 cu yard, and should be used as the basis for design.

The inlet to the dam will need to be as close as possible to the drainage line so that water can gravitate into the dam. The material excavated from the dam will need to be removed from the site, as it will not be able to be left in the waterway (CMA requirement to maintain floodway). Local CFA representatives are understood to be negotiating the removal of this material to a nearby paddock.

A gravelled track will be needed. It was identified at the site meeting that the preferred alignment for this is leading to the west. A small change of gradient in the Jallumba-Mockinya Rd near a white post is the approximate location for the access point to the road, as care is needed in locating this access point to maximise sight distance.

- **Approvals**

The following factors will need to be considered in advancing this design:

- BGLC re cultural heritage – the site is close to a waterway, but is understood to be on or close to the alignment of the former road formation.
- Wimmera CMA re waterway works issues.
- DELWP re native vegetation.
- Location of services – phone lines?
- Funding. A cost estimate will need to be determined and funds sourced.
- Confirmation that GWMWater will allow helicopter access to the large Brimpaen storage

## 2. Mitre Dam

It has been proposed to the MFMPD for some time that Mitre Dam be connected to a WMP supply to enable it to be used for fire purposes, in particular given its proximity to Mt Arapiles and its critical communication facilities.

Mitre Dam is shown in the diagram below. It is located adjacent to Three Chain road, an unformed road just to the north-east of Mitre Rock. The dam is formed by a bank at the north-west end of a drainage line, located just before the drainage line enters Mitre Lake.



When full, it is understood that the dam holds water most of the way back towards Three Chain road, and can hold perhaps 10-15 ML of water. It is also understood that the wall on the dam has previously breached, and its current spillway may not be suitable.

If used for fire purposes, the dam would need a water supply, as runoff from the catchment of the dam is variable, with no material inflow in drier years. A supply from WMP could be made, with the nearest pipeline approx 800 m east along Three Chain Road at the Arapiles-Grass Flat Rd.

- **Issues**

The following limitations have been identified with the use of Mitre Dam:

- It is proposed that Mitre Dam would be used to support helicopter based fire operations. The proximity of tree cover around the perimeter of the dam would make this difficult.
- Mitre Dam holds a larger volume of water than necessary for fire operations. The Erickson Skycranes hold about 9000 L of water per lift. Hence 1 ML is sufficient for 110 lifts.
- The problem with a larger dam than necessary is that evaporation is higher than needed. Mitre Dam might evaporate perhaps 5 ML of water per year. Water from the WMP costs about \$1000 - \$2000 per ML depending on the nature of agreement able to be entered.

- **Alternative Proposal**



An alternative approach is suggested in relation to providing a fire dam to support helicopter operations near Mt Arapiles (and other locations).

- Dams need not be much larger than 1 – 1.5 ML. By being of limited size they will be sufficient for fire purposes, and not incur large evaporative losses.
- They should not be surrounded by trees.
- They should be close to a sealed road access.
- They should be close to a WMP pipeline to enable topping up.
- They might be located close to a farm house, to enable supervision.

The diagram below shows in a simple scan several dams that meet these criteria close to Mt Arapiles. The dams highlighted in green in the diagram are only representative of the ideas of this alternative approach. (WMP shown as blue lines)



Comment is sought on this alternative approach.

**John Martin**  
**Director Technical Services**



## MEMORANDUM

**DATE:** 14 February 2018

**TO:** Municipal Fire Prevention Committee

**FROM:** John Martin, Director Technical Services

**SUBJECT:** Mockinya Dam

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### Background

An action from the Committee has been to pursue the construction of the proposed fire dam at Mockinya. A preliminary briefing was given at the previous meeting, alerting to the potential costs of the dam.

This report provides an update on the estimated costs for the dam.

### Information

The attached report has been prepared by Rivertech for Council. It includes consideration of costs for the required construction and regulatory elements, based on quotes or advice from relevant experts in these areas. Details of most of the quotes are provided in the report. The costs associated with items such as preparation of a Cultural Heritage Management Plan (CHMP) reflect Council's recent experience with projects which impact on these aspects.

The table below is based on the summary table included in the Rivertech report, with an added column reflecting my assessment of the lower end of the range of these costs. The basis of my assessment follows the table, primarily due to the extremely high costs associated with the estimate for dam construction. (Costs include GST)

Element	Cost from Report	Lower Range Estimate
Dam construction	\$238,000	\$93,500
CHMP preparation	\$23,000	\$20,000
Ecology report	\$10,980	\$10,980
Planning permit for vegetation removal	\$1,265	\$1,265
Native vegetation offsets	\$43,000	\$20,000
Other costs	\$5,000	\$2,000
<b>Total</b>	<b>(say) \$320,000</b>	<b>Say \$145,000</b>

Lower range estimates based on:

- Dam construction
  - Reduced provision for track preparation \$40,000

- Reduced provision for disposal of excavated material \$20,000
- CHMP – reduced fee – potential negotiation
- Native vegetation offsets – full extent may not be required

### **Summary**

Clearly, the upper range cost estimate is extremely high for a modest dam. Even the lower range estimate presents a very costly proposal.

The value of this dam, at this price, needs to be reviewed. Alternative options should be considered and assessed.

It is proposed that comments of this committee will be presented to Council with an updated version of this report.

John Martin  
**Director Technical Services**



July 2018

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# Tender Specification

**Review of Rating Strategy 2018 -  
2019 and development of a Rating  
Policy.**



## Document Control

### Document Information

	Information
Document Owner	Graeme Harrison
Last Update	22 Aug 2018

### Document History

Version	Issue Date	Changes
0.1	Not distributed	Initial document
1.0	Issued for tender	

### Document Approvals

Role	Position
Sponsor	Director Corporate Services
Executive	Executive Management Team
Project Manager	Director Corporate Services
Project Partner	Finance Manager

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# 1 Project Definition

## 1.1 Introduction

The scope of this project is aimed at reviewing Council's Rates Strategy and the development of an over-arching Rates Policy that will hold Horsham Rural City Council (HRCC) in good stead for the foreseeable future.

Our Council Plan 2018 to 2022 states that Council will:

- 4.1.01 review the rates strategy and implement
- Strategic Resource Plan – key objectives – a rating strategy that provides stability in the rate burden.

The review process and community consultation is being outsourced to ensure independence and objectivity.

## 1.2 Purpose

The purpose of this project is to review Council's current rating strategy and develop a new one ensuring it meets statutory requirements, the Tax Design Principles and the needs of HRCC and ratepayers. Also required is to develop an over-arching Rates Policy.

## 1.3 Background

In 2005 Council developed a Rating Strategy, which was adopted in conjunction with the adoption of the 2005-06 Budget. Council has annually reviewed this strategy as part of its budget process, but in 2013-14 as a response to budget submissions received, it undertook to do a more detailed review of its entire Rating Strategy in order to investigate the concerns raised by some sectors within the community. Further to this the Victorian Auditor General's Report into the results from the 2012-13 audits highlighted the need for Council's to "apply a robust and strategic approach to the collection and use of revenue through rates and charges" and to improve the quality of the Rates Strategy and to implement a rating policy.

Council during the 2013-14 review looked in depth at the various elements of its current rating package, the objective being to consider ways in which these could be varied to "more equitably and efficiently distribute the rates burden in the municipality".

The system currently in use in Horsham Rural City Council broadly consists of the following:

- Differential Rates based on Capital Improved Valuations multiplied by specified rates in the dollar, being General (Residential, Commercial & Industrial) and Farm rates.
- A flat Municipal Charge levied on all rateable properties, with exemptions for properties making up single farm enterprises and cultural and recreational lands.
- Cultural and Recreational Rates levied on recreational land based on Capital Improved Valuations at concessional rates in the dollar.
- Rate exempt status for specified charitable and other properties, both as required by legislation and under Council's own policy.

- Garbage Service charges based on the type and size of the services provided, with a discretionary service for those outside the residential urban areas of Horsham and Natimuk, including the provision of a free-to-user recycling service for residential garbage service recipients.
- Deferments and/or waivers of rates and charges in specific hardship cases.
- Rebates and Concessions are offered in some circumstances as set out in legislation such as for the State funded Pensioner Rebate Scheme but also as per Council policy and other agreements.

#### **1.4 Objective of Review**

The objective of this project is to review the current rating system, together with a community advisory committee, undertake broader community consultation and develop a revised rating strategy and over-arching Rating Policy.

#### **1.5 Deliverables**

Engagement with a Rates Review Advisory Committee and a comprehensive community engagement process that takes on board the views of the broader community.

To recommend to Council a revised Rates Strategy and an overarching Rating Policy that:

- provides a clear philosophical approach to a fair and equitable rating system
- complies with the principles as set-out in the Local Government better practice Guide – Revenue and Rating Strategy
- includes consideration of various options backed up by consultation and other data
- includes modelling of impacts for different classes of ratepayers.
- Includes benchmarking with comparable councils

#### **1.6 Scope**

Included in the scope of this project:

- development of a stakeholder engagement plan and consultation with all relevant stakeholders as listed under 1.7
- education process for Advisory Committee and Councillors
- review the Municipal Charge in the context of a broader rating strategy
- review appropriateness of the current residential rate
- review appropriateness of the current farm differential rate
- review appropriateness of any future differential rates for the business and industrial sectors
- review appropriateness of the current cultural and recreational rate and the related council policy

## DEVELOPMENT OF RATING STRATEGY 2019-20

- comparisons/ benchmarking with rating strategies of similar councils but taking into account the type and property dispersal patterns in HRCC
- modelling prepared on impact of various scenarios
- presentation to Council and other key stakeholders of recommendations and findings
- Excluded from the scope of this project.
  - The amount of rates collected by Council.
  - The fees and charges for kerbside waste and recycling services.
  - Council's other policies and strategies, except to the extent they relate to rating strategies.
  - The cost effectiveness of providing Council services.
  - The range of services and facilities provided by Council.
  - Council's capital works program.
  - Lease, licence and user agreements.

## 1.7 Interfaces

The following interfaces have been identified for this project:

Stakeholders:

- Councillors
- Executive Management Team
- Rates Review Advisory Committee consisting of 9 community members:
  - Residents 4
  - Commercial 1
  - Industrial 1
  - Farmers 3
- stakeholder representative groups:
  - Victorian Farmers Federation
  - Ratepayers Association of Victoria
  - Business Horsham

## 1.8 Documents

The following is a list of relevant documents to consider. However, the list is not considered to be exhaustive and it is expected the consultant will research other documents as appropriate:

- Rates Strategy 2018-2019 (Council's website)
- Rating Structure as outlined in Budget 2018-2019.(Council's Website)
- Relevant Council Policies & Procedures (Provided on request)
- Ministerial Guidelines for Differentials (LGV Website)
- VAGO 2013 report – Ratings Practises in Local Government (VAGO Website)
- Environment & Planning – First report in to Rate capping Policy (Parliament website)
- LGV – Developing a Rating Strategy – A Guide for Councils (LGV Website)

## 2 Project Organisation and Roles

Name	Position	Project Role
Sunil Bhalla	Chief Executive Officer	<p><b>Executive</b></p> <p>The Executive is ultimately responsible for the project and making critical decisions relating to the project. The role of the Executive is to ensure that the project is focused throughout its life on achieving its objectives and delivering a product that will achieve the forecasted benefits.</p>
Graeme Harrison	Director Corporate Services	<p><b>Project Manager</b></p> <p>The Project Manager has the authority to manage the consultant on behalf of the organisation. The Project Manager's prime responsibility is to ensure that the project produces the required products within specified parameters, and that the project produces a result capable of achieving the benefits defined in the project documentation.</p>
Heather Proctor	Finance Manager	<p><b>Project Partner</b></p> <p>The Project Partner will be consulted on aspects of the project relating to their area of responsibility and will provide support to the project in partnership with the members of the project team.</p>

### 2.1 Evaluation Criteria

It is expected that the following evaluation criteria will be addressed in the applicant response:

Criteria	Weighting %
Cost	45
Demonstrated experience* in the completion of similar projects including: <ul style="list-style-type: none"> <li>• demonstrated research methods</li> <li>• ability to undertake rating system analysis</li> <li>• knowledge of local government.</li> </ul>	40
Proposed methodology for community engagement	15
* Please note: At least two referees to be provided.	

## 2.2 Project Timeframes

Commencement date for the successful tenderer is negotiable within the 2018 calendar year pending resource availability and agreement on stages of the project.

The following guidelines are provided in relation to the timing of the project:

Milestone	Expected Date
Quotes to be received by Council	11 Sep 2018
Tender to be awarded	17 Sep 2018
Report to be provided to Council	7 Dec 2018

## 2.3 Evaluation Process

All tenders will be assessed in accordance with Council's mandatory tender requirements and then ranked according to perceived quality differences between the tender proposals.

The preliminary evaluation panel will consist of (subject to any declared conflicts of interest that result in withdrawal of one or more of the panel members):

- Graeme Harrison(Director Corporate Services)
- Sunil Bhalla (Chief Executive Officer)
- Heather Proctor (Finance Manager)



# Terms of Reference

## 2018 RATES STRATEGY REVIEW ADVISORY COMMITTEE

### 1 PURPOSE

To provide community input and opinion on the setting of key rating principles in the review of Council's Rates Strategy, and to make recommendations to Council on revisions to the Rates Strategy and an overarching Rates Policy. A key outcome of which is to achieve a fair and equitable distribution of the rate burden across all members of the community.

### 2 RESPONSIBILITIES

- To Identify and recommend principles for formulating council's rates strategy and policy.
- Advising on the factors for consideration of any differential rates
- Advising on the equitable sharing of the rate revenue and changes to current charges, rebates and exemptions.
- Proposing improvements to communication and engagement on the budget and rating strategy
- Consider feedback and submissions from members of the public that may be obtained during the review
- Producing a discussion paper with recommendations for Council

### 3 BACKGROUND

Council made a commitment during the adoption of its 2018-19 Budget and Rates Strategy that it would undertake a detailed independent review of its Rates Strategy in the period leading up to the 2019-20 Budget cycle.

Council reviews its Rates Strategy each year as a part of the normal budget cycle but has generally undertaken a more detailed review at least once during a council term. The last detailed review was undertaken in 2012-13 and led to some changes in the policy positions of Council and the level of the farm Differential.

One of the drivers behind a review at this point in time has been the impact of the relative movements in valuations between different sectors of the community which has led to changes in the level of rates across and within the various sectors.



**Terms of Reference No: TR04/021**

Best Practise approaches to the review of a councils Rates Strategy require councils to consider a range of equity and fairness principles. These principles are explained in Council's Rates Strategy document for 2018-19 and in the guidance material provided by Local Government Victoria.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee.

**4 CONDUCT AND METHODOLOGY OF THE REVIEW**

The review will be led by an independent consultant appointed by council for the task. The role of the consultant will be to lead the process and the engagement with the Advisory Committee and the general community in order to produce an over-arching Rates Policy and a revised Rates Strategy.

The exact format for the review process will be determined by the appointed consultant but will include the following elements:

- An education process for Councillors and the Rates Strategy Advisory Committee as to how rates work and the relevant principles and issues that need to be considered.
- A series of workshops with the Advisory Committee to work through the rating principles to determine what, if any, changes are to be proposed.
- Community engagement activities that will allow the broader community to provide comment and submissions in to the process.
- The development of a draft Rates Policy and revised Rates Strategy for recommendation to Council.

Items that are out of scope and which the Rates Strategy Advisory Committee will not be asked to consider:

- The amount of rates collected by Council.
- The fees and charges for kerbside waste and recycling services.
- Council's other policies and strategies, except to the extent they relate to rating strategies.
- The cost effectiveness of providing Council services.
- The range of services and facilities provided by Council.
- Council's capital works program.
- Lease, licence and user agreements.

**5 MEMBERSHIP**

The Committee shall consist of a maximum of 9 people (excluding ex-officio), single representatives unless otherwise identified, all must be ratepayers within the municipality and selected from the following groups:

**Terms of Reference No: TR04/021**

Community members with voting rights:

- 3 x Residential ratepayers from Horsham or other residential areas
- 1 x Residential ratepayer from Natimuk or another small rural township
- 1 x Commercial ratepayer
- 1 x Industrial ratepayer
- 1 x Farm ratepayers from lifestyle / small farms under 100 hectares
- 2 x Farm ratepayers from large farms greater than 100 hectares

Ex-officio with no voting rights:

- 1 x Independent Chair with prior knowledge of municipal rating strategies
- 1 x Rates Consultant as engaged by Council
- 3 x relevant Council officers (as required)

### **5.1 Selection Process**

The following process is proposed for selecting members for the committee:

- a) Independent Chair: A public expression of interest (EOI) will be advertised by Council for the role of the *Independent Chair*. Applicants must have extensive experience in Municipal Rating Strategies and each applicant will be asked to provide supporting information regarding this requirement. Council's Director Corporate Services will manage the selection process and the CEO will approve the appointment. This position will be a paid role and receive reimbursement for related expenses and any travel and accommodation requirements.
- b) All other members: A public expression of interest (EOI) will be advertised by Council. Applicants are not required to have an understanding of Municipal Rating Strategies, as this information will be provided via an initial education/induction process. Applicants will need to provide supporting information for the membership category that they wish to fill (i.e. Residential, Commercial, Industrial and Farm). Each member will need to be a ratepayer or resident of the municipality. The independent chair supported by the CEO and the Organisational Development Manager will manage the selection process. These positions will receive a small sitting fee and reimbursement of expenses and travel arising from the participation on the committee.
- c) Other Ex-officio members will be appointed by the CEO as required.

### **5.2 Diversity**

Diversity of membership (age, gender, background and experience) is encouraged and will become a selection criteria if the number of applicants exceeds vacancies.

**Terms of Reference No: TR04/021****5.3 Alternative Representatives**

Due to the nature of the discussions and the need to be educated and informed on rating processes, no alternative representatives may attend meetings on behalf of a member.

**5.4 Term of Office**

Membership shall be for the period of the review commencing approximately 1 October 2018 for approximately 3 months, but no later than 30 April 2019.

**5.5 Resignations**

Members who resign prior to the end of the review period will be replaced by the CEO if considered appropriate.

**6 ROLES AND RESPONSIBILITIES****6.1 Council**

Will provide the Rating Strategy Advisory Committee with the necessary expert advice to enable it to reach its recommendations. This may include:

- Council's current Rating Strategy 2018-19 and any previous strategies.
- Financial modelling generated by Council staff.
- Rating model and information from other Councils as requested.
- Information to assist the group to understand the principles of the Revenue & Rating system and associated data relevant to our community
  - References to relevant parts of the Local Government Act 1989
  - Ministerial guidelines and reports
  - Local Government Victoria Revenue & Rating Strategy Best Practice Guide
  - VAGO Report on Ratings Practises in Local Government.
- Council will support participation of officers as requested to inform the meeting, supporting meeting processes and other meeting requirements.

Council will use information that has been obtained from the committee and the wider community to inform its decision making process.

Council will provide to the committee, feedback and reasons for any changes, should they not accept the committee's recommendations. This will occur prior to the adoption of the draft rates strategy by Council, and will also be communicated to the community.

The final draft rates Strategy will be provided to the community for further comment through a Section 223 process under the Local Government Act. This process may lead to further changes, and if so the committee will be kept informed.

**Terms of Reference No: TR04/021**

Councillors may be invited to attend the Advisory Group's meetings to observe proceedings.

**6.2 Committee**

The Committee will:

- Act with integrity in all that they do.
- Commit to providing a balanced viewpoint that reflects all sectors within the community even though they are appointed as a representative of just one sector.
- Actively participate in activities that support the achievement of the Purpose of the Committee.
- Take on board and consider information provided to the committee from any sources including public submissions and engagement processes.
- Explore other avenues as necessary in relation to providing well informed advice to council

**6.3 Attendance at meetings**

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

**6.4 Meetings**

Meetings of the Committee may be held over a range of times that will best suit the members, however it is expected that all meetings will be face to face meetings given the complexity of the subject matter at hand.

**6.5 Confidentiality**

Information discussed, received, used or created by the Committee will be confidential unless stated otherwise. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

**6.6 Conflicts of Interest**

Conflicts of interest declarations will not be required for these meetings as rates are a matter that impact all residents and ratepayers in common and as such do not present any conflicts of interest.

**Terms of Reference No: TR04/021****6.7 Code of Conduct**

Members of the committee shall refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

Members are expected to work considerately and respectfully of diversity of opinions and experience. If there is a requirement for a procedural ruling then Councils Meeting Procedure will provide the relevant guidance.

**6.8 Media**

The Chairperson is empowered to be spokesperson for the activities of the Committee.

Media releases, communications, information sheets or other sources of information distributed by the Committee must be first approved by the CEO.

**7 OPERATING PROCEDURES****7.1 Meetings**

Meetings will be held at agreed times as determined by the consultant in discussion with the members of the committee.

**7.2 Minutes**

The chairperson will be responsible for ensuring an accurate record is kept of each of the committee's meetings, and that they are submitted to the next meeting for confirmation

**7.3 Quorum and Decision Making**

The quorum is a minimum of five voting members.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote.

If there is an equal division of votes, the motion will be lost. .

Voting will be by a show of hands.

**Terms of Reference No: TR04/021****8 RESPONSIBILITY**

Delegated Officer: Director Corporate Services  
Responsible Officer: Director Corporate Services

**9 DOCUMENT CONTROL**

<b>Version Number</b>	<b>Approval Date</b>	<b>Approval By</b>	<b>Amendment</b>
01	TBC	Council	• New Terms of Reference

## **Further Information for those interested in expressing an interest in the Rates Strategy Advisory Committee**

### **Committee Commencement Date:**

- It is intended that an independent consultant be appointed by 17 September 2018 for immediate commencement with planning activities
- The planning activities will involve determining the number and duration of meetings with the Advisory Committee and Council and plans for broader Community Engagement.
- The project itself is intended to commence the week starting 1 October 2018 but this date will be dependent upon appointment of the independent chairperson, independent consultant and the advisory committee members

### **Meeting Frequency and Duration:**

- It is envisaged that the committee will meet between 4 and 6 times over the 2 month period from 1 October 2018 to 7 December 2018
- The exact number of meetings will be determined with the committee, the independent consultant and the committee chairperson
- The duration of the meetings will be determined by the independent consultant and the chairperson although it is anticipated they are likely to be for approximately half a day or 4 hours but each meeting may vary as required.
- The times for meetings will be determined through discussion with all members and the independent consultant although it is likely that weekends or after work hours is likely to be required

### **Sitting Fees and Expenses:**

- In order to compensate partially for any general expenses incurred by members a \$100 sitting fee will be paid for each member for each meeting
- Additional expenses incurred re child care could also be covered by negotiation
- If meetings are to run over meal times then appropriate refreshments and meals will be provided.

### **Timing of Appointments:**

- It is intended that appointments will be made as soon as possible after the EOI closing date of 17 September 2018

### **Background Reading:**

- The following documents have been provided on Council's website and will form the basis of the initial general education process for rates:
  - HRCC Rates Strategy 2018-19
  - Ministerial guidelines on Differential Rates
  - Local Government Victoria Revenue & Rating Strategy Best Practice Guide
  - VAGO Report on Ratings Practises in Local Government

### **Communications:**

- The preferred method for communications and distribution of documents will be via e-mail where possible



**Horsham Rural City**  
Council urban rural balance

## Council Policy

# COUNCILLOR ALLOWANCES, EXPENSE REIMBURSEMENT AND SUPPORT

## 1. PURPOSE

This policy identifies various forms of support that will be provided to Councillors and the payment or reimbursement of “out-of-pocket” expenses incurred while performing official duties of office.

## 2. INTRODUCTION

Sections 74 and 75 of the *Local Government Act 1989* provide details of Council’s obligations in relation to Councillor and Mayoral Allowances, reimbursement of expenses, and the support to be made available to the Mayor and Councillors to enable them to effectively undertake their civic duties.

## 3. SCOPE

This policy applies to the Mayor and Councillors of Horsham Rural City Council.

## 4. DEFINITIONS

**Civic Duties** – duties or activities in relation to the municipality undertaken on behalf of Council.

**Civic Functions** – functions in the municipality undertaken by Council.



## 5. PRINCIPLES

### 5.1 General Matters

- 5.1.1 Council facilities and services will be made available to the Mayor and Councillors to assist them in undertaking their civic duties. Wherever possible, all associated expenses and arrangements (travel, accommodation, registration, etc) should be confirmed/finalised/authorised beforehand.
- 5.1.2 Council facilities and services will not be made available for use by members of a Councillor's family, unless:
- the use directly relates to attendance at a civic function or another aspect of the Councillor's civic duties
  - if the use results in no additional expense for Council (for example, a partner accompanies a Councillor in a vehicle provided for use by the Councillor, or more than one person can be accommodated in the facilities provided for use by the Councillor
  - the Chief Executive Officer authorises the arrangements.
- 5.1.3 Councillors must ensure that the benefits outlined in this policy are not used as part of any election campaign.
- 5.1.4 If a Councillor does not claim a particular expense or use a particular facility, it cannot be offset against a claim for an additional amount of another expense or facility.
- 5.1.5 Claims for facilities and expenses other than those expressly listed in this policy must be subject to a Council resolution.
- 5.1.6 Reimbursement of expenses will only be made on the relevant form with original receipts and/or tax invoices as appropriate and should be made on a timely basis.
- 5.1.7 All claims for reimbursement must be authorised by the Chief Executive Officer.
- 5.1.8 ~~Pre-approval by the Chief Executive, Mayor or by resolution of Council, is required for~~ For all Councillors undertaking discretionary trips, interstate travel and attendance at conferences, pre-approval by the Chief Executive Officer or resolution of Council is required.
- 5.1.9 ~~A resolution of Council is required for a~~ All overseas travel ~~shall be by resolution of Council.~~

## 5.2 Councillor Allowances

The *Local Government Act 1989* currently provides for Councillors to be paid an expense allowance but does not define the term “allowance”. ~~However, it is~~, however, generally accepted that remuneration for Councillors is based on the recognition of services which Councillors render whilst participating in the responsibilities involved with the management and future development of a municipality.

The Act provides for Councillors allowances to be fixed by Order in Council, within upper and lower limits specified in the Order, for the specific Category of Council. The Council by resolution then sets an allowance appropriate to the municipality. Under Section 74 (1) of the *Local Government Act 1989*, Council must review and determine the level of Councillor and Mayoral Allowances within a six- month period after a general election or by the next 30 June, whichever is the latter. Horsham Rural City Council is currently a category 12 Council for the purposes of Councillor and Mayoral Allowances.

## 5.3 Resources/Facilities

In accordance with the Victorian Government’s Policy Statement on Local Government Mayoral and Councillor Allowances, Horsham Rural City Council will provide the following:

- administrative support for the Mayor during normal office hours
- private office for the Mayor, suitably equipped with quality furniture
- vehicle for the Mayor of a type similar to that of the Chief Executive Officer and to be made available under the same terms and conditions as for the Chief Executive Officer
- desktop or laptop computer for the Mayor
- iPad for all Councillors with appropriate data access plan
- mobile and office phone for the Mayor
- access to standard office services, for example, stationery, copiers, business cards, etc
- website/Facebook development to facilitate Councillor community interactions
- access to pool cars
- training as approved by the Chief Executive Officer
- insurance for Personal Accidents, Public Liability, Professional Indemnity and Councillors and Officers Liability
- where Council or committee meetings are held at times that extend through normal meal times, Council will provide suitable meals served on the

premises - Councillors will be notified prior to the meeting of any meal arrangements.

## 5.4 Expenses to be Reimbursed

### 5.4.1 Private Vehicle Usage

Councillors are entitled to reimbursement for expenses incurred in the use of their own private vehicle for Council purposes for travel outside the Horsham urban areas, and for travel to Council meetings from outside the urban areas. Reimbursement will be at the rate applicable to staff as determined by Council's Enterprise Agreement. Any expenses arising from a breach of road, traffic, parking or other regulations or laws, or for damage or loss of a vehicle will not be reimbursed or funded in any way by Council.

~~As a preference~~ Councillors should seek to utilise a Council-owned vehicle before use of a private vehicle for Council purposes particularly for travel outside the municipal district. [This should be arranged through the Executive Assistant to the Mayor and Councillors.](#)

Travel will not be reimbursed where a Councillor is not the nominated representative for that particular function but chooses to attend.

### 5.4.2 Remote Area Travel Allowances

Council is required to pay a remote area travel allowance if a Councillor resides more than 50 kilometres, by the shortest road route, from the Council chamber. The payment is as gazetted from time to time and specified in the Councils Travel Expenses Guidelines.

### 5.4.3 Meetings, Seminars and Conferences

Councillors are entitled to reimbursement for relevant expenses incurred in attending pre-approved meetings, seminars and conferences [that are directly relevant to their role on Council](#) outside the Rural City Council area. This may include public transport, meals (excluding alcohol), conference or seminar costs, parking and reasonable minor incidentals (as determined by the Chief Executive Officer), up to the maximum rates as applicable under Council's Travel Expenses Guidelines.

### 5.4.4 Functions and Events

[Where a Councillor is the designated Council representative and they are required to perform an official duty at a function or event, Council will meet costs associated with their attendance. This may include public transport, meals \(excluding alcohol\), conference or seminar costs, parking and reasonable minor incidentals \(as determined by the Chief Executive Officer\), up to the maximum rates as applicable](#)

under Council's Travel Expenses Guidelines. If their partner is invited, Council will meet the cost of their attendance also.

Where a Councillor and their partner are invited to a function or event and no official duties are required, the Chief Executive Officer has the discretion to determine whether Council will meet the cost of their attendance. Approval must be sought prior to the function or event.

For formal local functions and events supported by Council, the Chief Executive Officer has the discretion to determine whether Council will meet the cost of attendance for Councillors and their partners. Approval must be sought prior to the function or event.

#### **5.4.45.4.5 Communication Tools (Phones, Internet, Facsimiles)**

Councillors are not reimbursed for call costs associated from personal mobiles or land lines. These costs are considered to be covered from the Councillors Allowance.

#### **5.4.55.4.6 Memberships or Subscriptions to Professional associations**

Other than by specific Council resolution or in accordance with a Council Policy, memberships and subscriptions to professional associations shall be the responsibility of that Councillor.

#### **5.4.65.4.7 Legal Expenses**

Other than by specific Council resolution or in accordance with a Council Policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

#### **5.4.75.4.8 Childcare / Family Care**

The Council recognises that attending meetings and civic functions at times outside of normal hours can have an impact on Councillors with family responsibilities. Council will provide or reimburse expenses incurred for dependent care or childcare in situations as outlined above. Reimbursement will be at the discretion of the Chief Executive Officer and upon proof of payment. The service providers may be for either registered or non-registered service providers at the current rates of the type of care provided.

## **6. COMMUNICATION**

This policy will be circulated to all Councillors. It will also be posted on the Horsham Rural City Council website and intranet.

## **7. RESPONSIBILITY**

**Policy Owner:** Director, Corporate Services

## 8. SUPPORTING DOCUMENTS

Document	Location
Horsham Rural City Council Councillor Code of Conduct	Website/Intranet
Horsham Rural City Council – Travel Expenses Guidelines	Intranet
Local Government Act 1989 (section 74 & 75)	
Horsham Rural City Council - Claim for Travelling Reimbursement (Form F04/003)	EA to Mayor and Councillors/Intranet/Councillors Room
Horsham Rural City Council – Claim for Reimbursement (Form F04/002)	EA to Mayor and Councillors/Intranet/Councillors Room
Register of Interstate and International Travel (Form F04/001)	EA to Mayor and Councillors/Intranet/Councillors Room
Information Guide – Mayor and Councillor Entitlements	DPCD Website
Recognition and Support – The Victorian Government’s Policy Statement on Local Government Mayoral and Councillor Allowances and Resources, April 2008	DPCD Website

## 9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	21 Oct 13	Council	Replaces Councillors reimbursement of Expenses Policy - 1999
02	19 December 2016	Council	Reviewed and updated
<a href="#">03</a>		<a href="#">Council</a>	<a href="#">Reviewed and updated</a>

# **LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY HORSHAM RURAL CITY COUNCIL**

## **2018 RESEARCH REPORT**

**COORDINATED BY THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND  
PLANNING ON BEHALF OF VICTORIAN COUNCILS**

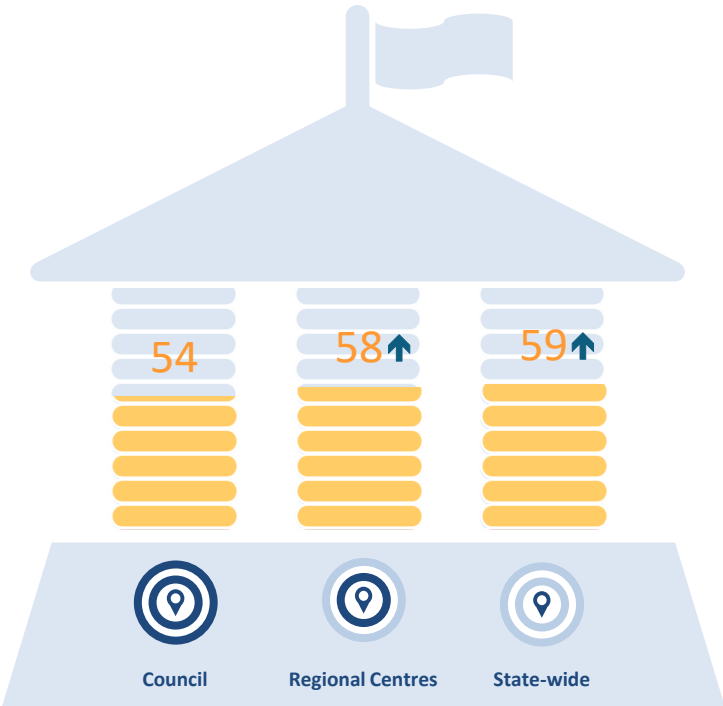


# CONTENTS

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- [Background and objectives](#)
- [Survey methodology and sampling](#)
- [Further information](#)
- [Key findings & recommendations](#)
- [Summary of findings](#)
- [Detailed findings](#)
  - [Key core measure: Overall performance](#)
  - [Key core measure: Customer service](#)
  - [Key core measure: Council direction indicators](#)
  - [Communications](#)
  - [Individual service areas](#)
  - [Detailed demographics](#)
- [Appendix A: Detailed survey tabulations](#)
- [Appendix B: Further project information](#)

# HORSHAM RURAL CITY COUNCIL – AT A GLANCE



## OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.



# BACKGROUND AND OBJECTIVES

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Welcome to the report of results and recommendations for the 2018 State-wide Local Government Community Satisfaction Survey for Horsham Rural City Council.

Each year Local Government Victoria (LGV) coordinates and auspices this State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. This coordinated approach allows for far more cost effective surveying than would be possible if councils commissioned surveys individually.

Participation in the State-wide Local Government Community Satisfaction Survey is optional. Participating councils have various choices as to the content of the questionnaire and the sample size to be surveyed, depending on their individual strategic, financial and other considerations.

The main objectives of the survey are to assess the performance of Horsham Rural City Council across a range of measures and to seek insight into ways to provide improved or more effective service delivery. The survey also provides councils with a means to fulfil some of their statutory reporting requirements as well as acting as a feedback mechanism to LGV.

# SURVEY METHODOLOGY AND SAMPLING

This survey was conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18+ years in Horsham Rural City Council.

Survey sample matched to the demographic profile of Horsham Rural City Council as determined by the most recent ABS population estimates was purchased from an accredited supplier of publicly available phone records, including up to 40% mobile phone numbers to cater to the diversity of residents within Horsham Rural City Council, particularly younger people.

A total of n=400 completed interviews were achieved in Horsham Rural City Council. Survey fieldwork was conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March, 2018.

The 2018 results are compared with previous years, as detailed below:

- 2017, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2016, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2015, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 30<sup>th</sup> March.
- 2014, n=400 completed interviews, conducted in the period of 31<sup>st</sup> January – 11<sup>th</sup> March.
- 2013, n=400 completed interviews, conducted in the period of 1<sup>st</sup> February – 24<sup>th</sup> March.
- 2012, n=400 completed interviews, conducted in the period of 18<sup>th</sup> May – 30<sup>th</sup> June.

Minimum quotas of gender within age groups were applied during the fieldwork phase. Post-survey weighting was then conducted to ensure accurate representation of the age and gender profile of the Horsham Rural City Council area.

Any variation of +/-1% between individual results and net scores in this report or the detailed survey tabulations is due to rounding. In reporting, ‘—’ denotes not mentioned and ‘0%’ denotes mentioned by less than 1% of respondents. ‘Net’ scores refer to two or more response categories being combined into one category for simplicity of reporting.

# SURVEY METHODOLOGY AND SAMPLING

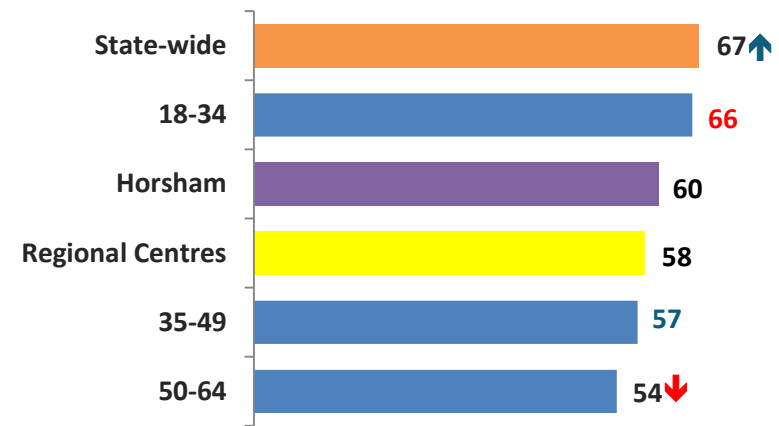
Within tables and index score charts throughout this report, statistically significant differences at the 95% confidence level are represented by upward directing blue and downward directing red arrows. Significance when noted indicates a significantly higher or lower result for the analysis group in comparison to the 'Total' result for the council for that survey question for that year. Therefore in the example below:

- The state-wide result is significantly higher than the overall result for the council.
- The result among 50-64 year olds is significantly lower than for the overall result for the council.

Further, results shown in blue and red indicate significantly higher or lower results than in 2017. Therefore in the example below:

- The result among 35-49 year olds in the council is significantly higher than the result achieved among this group in 2017.
- The result among 18-34 year olds in the council is significantly lower than the result achieved among this group in 2017.

## Overall Performance – Index Scores (example extract only)



# FURTHER INFORMATION

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Further information about the report and explanations about the State-wide Local Government Community Satisfaction Survey can be found in [Appendix B](#), including:

- [Background and objectives](#)
- [Margins of error](#)
- [Analysis and reporting](#)
- [Glossary of terms](#)

## Contacts

For further queries about the conduct and reporting of the 2018 State-wide Local Government Community Satisfaction Survey, please contact JWS Research on (03) 8685 8555.



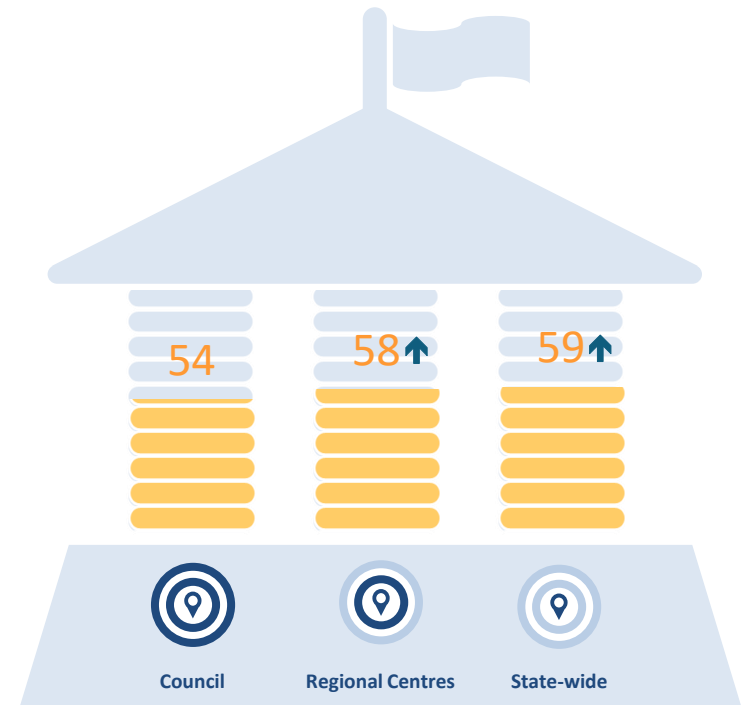
# KEY FINDINGS & RECOMMENDATIONS

# OVERALL PERFORMANCE

Horsham Rural City Council's **overall performance index score** *declined significantly* in the past year, decreasing by six index points since 2017. Overall performance is now at its lowest level since 2012 after having fluctuated in both a positive and negative direction over the past several years.

- Horsham Rural City Council's overall performance is rated statistically *significantly lower* (at the 95% confidence interval) than the average rating for councils State-wide and in the Regional Centres group (index scores of 59 and 58 respectively).
- Declines in the past year were highest among: **residents aged 18 to 34 years** (index score of 58, eight points lower than 2017), **women** (57, six points lower), **Horsham area residents** (55, six points lower), **men** (51, five points lower), and **residents aged 50 to 64 years** (48, ten points lower). The latter are *significantly less favourable* in their view of Council's overall performance than residents overall.

Positive ('very good' or 'good') ratings are down ten percentage points from 47% in 2017, although more residents rate Horsham Rural City Council's overall performance as 'very good' or 'good' (37%) than 'poor' or 'very poor' (18%). A further 44% sit mid-scale providing an 'average' rating.



## OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

# OVERVIEW OF CORE PERFORMANCE MEASURES

Review of the core performance measures (as shown on page 18) shows that Horsham Rural City Council's **performance declined significantly across most measures** compared to Council's own results in 2017. Exceptions include performance in the areas of **customer service** and **sealed local roads**, where performance is in line with 2017 results.

- Declines ranged from four to nine index points, depending on the measure. All measures are at their lowest levels since 2012.

As a result, Council's performance is *significantly lower* than the State-wide and Regional Centres group averages on the measures of **overall performance**, **community decisions**, **sealed local roads** and **overall direction**.

Horsham Rural City Council's performance on **community consultation**, **lobbying**, and **customer service** is in line with (if not slightly lower than) the State-wide and Regional Centres group averages.

Results declined across demographic and geographic sub-groups on most measures, with no notable distinctions by area of residence. The largest differences tend to exist at the generational level, and residents aged 50 to 64 years are less favourable than residents overall in their impressions of Council's performance on most measures.

With an index score of 70, **customer service** is Horsham Rural City Council's best performing area. Horsham Rural City Council's performance in this area is **similar** to the State-wide and Regional Centres group averages for councils (index scores of 70 and 72 respectively).

# CUSTOMER CONTACT AND SERVICE

**More than half (55%) of Horsham Rural City Council residents have had recent contact with Council.** Those aged 50 to 64 years (61%) – who tend to rate Council’s performance more poorly than other cohorts – are most likely to have contacted Council in the past twelve months.

Customer service, with an index score of 70, is a **positive result** for Council. Performance on this measure mirrors the 2017 result. Performance peaked in 2016 (index score of 75) before declining the following year.

- More than one-quarter (26%) rate Council’s customer service as ‘very good’, with a further 43% rating customer service as ‘good’. Net positive ratings are in line with 2017 results.
- **Residents aged 18 to 34 years** (index score of 78) are *significantly more* favourable in their impressions of customer service than residents overall.

Perceptions of customer service are otherwise relatively consistent across demographic groups, meaning Council should aim to improve customer service across all groups.

Newsletters, sent via mail (24%) and email (20%), as well as advertising in a local newspaper (19%), are the preferred methods for Council to inform residents about news, information and upcoming events.

**Demand for information via text messages doubled in the past year (from 5% to 11%).**

- **Demand for mailed newsletters amongst adults aged under 50 is trending down** (declining nine percentage points in the past year), who now prefer newsletters sent via email (22%) to mail (18%). **Adults aged under 50 years are also behind increases in demand for text messages** (from 6% to 19%). Text messaging is now equal in popularity to Council newsletters among this group.
- Preferences have stayed fairly stable over time among residents aged 50 years and older. Newsletters sent via mail (30%) remain their most popular method followed by advertising in a local newspaper (22%).



## AREAS IN NEED OF ATTENTION

**The most significant decline** in 2018 was a nine point drop on the measure of **community decisions** (index score of 49). Council's performance is *significantly lower* than the average ratings for councils State-wide and in the Regional Centres group on this measure (index scores of 54 and 52 respectively).

- Performance in this area was consistent between 2014 and 2017, decreasing for the first time in the past year. Performance is now eleven points down on Council's peak rating of 60 index points in 2016.
- All groups declined significantly in their impressions of Council's performance in this area in the past year, with the exception of residents aged 35 to 49 years. However, residents aged 35 to 49 years have still declined steadily in their impressions of community decisions since 2014.

**Sealed local roads** is another area that stands out as in need of Council attention. With a performance index score of 44, Council **rated lowest** in this service area. While performance ratings in this area did not change in the past year, Council performs *significantly lower* than the State-wide and Regional Centres group averages (index scores of 53 and 54 respectively).

- Two in five residents (39%) rate Council performance in this service area as 'poor' or 'very poor' compared to one-quarter (24%) who rate it as 'very good' or 'good'.
- Feedback from residents on what they consider Council most needs to do to improve its performance in the next 12 months supports this finding, with **sealed road maintenance** mentioned by 25% of residents.

In addition, 24% of residents mention **community consultation (index score of 53)** as an area in need of improvement. Like other measures, performance ratings *declined significantly*, by four index points, in this area since 2017. Performance in this area is at its lowest level since 2012 after declining for two consecutive years.

# FOCUS AREAS FOR COMING 12 MONTHS

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Perceptions of Council *declined significantly* on most measures in the past year. That said, in terms of priorities for the coming 12 months, Council should look to areas where current performance is both lower than what has been achieved previously and significantly lower than the group average for Regional Centres. The areas that stand out as being most in need of Council attention are **community decisions** and **sealed local roads**.

- Consideration should also be given to residents aged 50 to 64 years, who appear to be most driving negative opinion in 2018.

Notably (relative to other services areas), Council is **performing well in the area of customer service**. However, Council has received higher performance ratings on this measure historically, and so efforts should be made to ensure it does not deteriorate further.

It is also important not to ignore, and to learn from, what is working amongst other groups, especially residents aged 18 to 34 years, and use these lessons to build performance experience and perceptions in other areas.

## FURTHER AREAS OF EXPLORATION

An approach we recommend is to further mine the survey data to better understand the profile of these over and under-performing demographic groups. This can be achieved via additional consultation and data interrogation, self-mining the SPSS data provided, or via the dashboard portal available to the council.

Please note that the category descriptions for the coded open ended responses are generic summaries only. We recommend further analysis of the detailed cross tabulations and the actual verbatim responses, with a view to understanding the responses of the key gender and age groups, especially any target groups identified as requiring attention.

**A personal briefing by senior JWS Research representatives is also available to assist in providing both explanation and interpretation of the results. Please contact JWS Research on 03 8685 8555.**

# SNAPSHOT OF KEY FINDINGS

## Higher results in 2018

(Significantly *higher* result than 2017)

- No significant change

## Lower results in 2018

(Significantly *lower* result than 2017)

- Overall performance
- Community consultation
- Community decisions
- Lobbying
- Council direction

## Most favourably disposed towards Council

- Aged 18-34 year olds

## Least favourably disposed towards Council

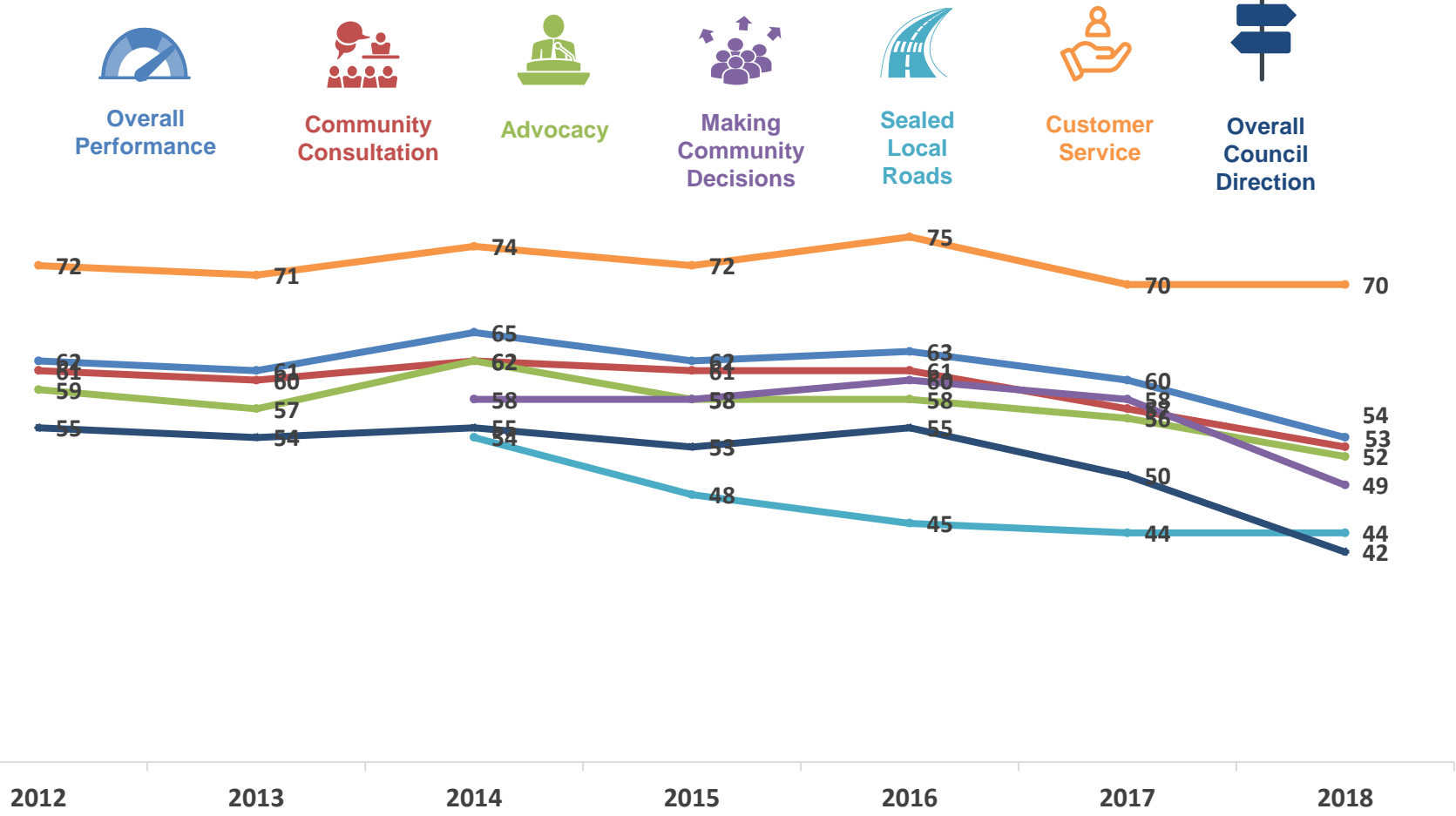
- Aged 50-64 year olds



# SUMMARY OF FINDINGS

# 2018 SUMMARY OF CORE MEASURES

## INDEX SCORE RESULTS



# 2018 SUMMARY OF CORE MEASURES

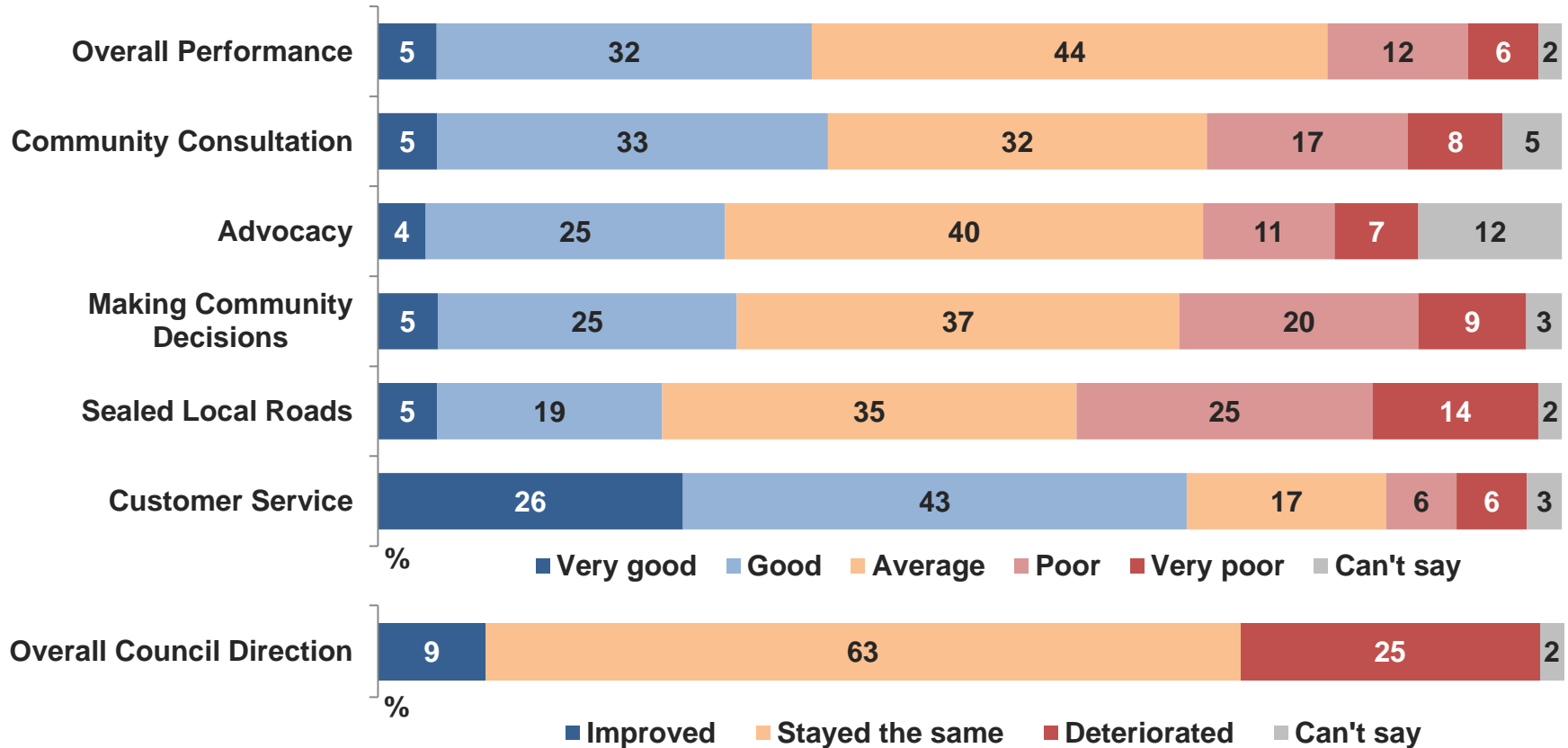
## DETAILED ANALYSIS

Performance Measures	Horsham 2018	Horsham 2017	Regional Centres 2018	State-wide 2018	Highest score	Lowest score
<b>OVERALL PERFORMANCE</b>	<b>54</b>	60	58	59	Aged 18-34 years	Aged 50-64 years
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	<b>53</b>	57	55	55	Aged 18-34 years	Aged 35-64 years
<b>ADVOCACY</b> (Lobbying on behalf of the community)	<b>52</b>	56	54	54	Aged 18-34 years	Aged 35-49 years
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	<b>49</b>	58	52	54	Aged 65+ years	Rural Area
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	<b>44</b>	44	54	53	Aged 65+ years, Horsham Area	Rural Area
<b>CUSTOMER SERVICE</b>	<b>70</b>	70	72	70	Aged 18-34 years	Aged 50-64 years
<b>OVERALL COUNCIL DIRECTION</b>	<b>42</b>	50	53	52	Aged 18-34 years, Women	Aged 50-64 years

# 2018 SUMMARY OF KEY COMMUNITY SATISFACTION

## PERCENTAGE RESULTS

### Key Measures Summary Results

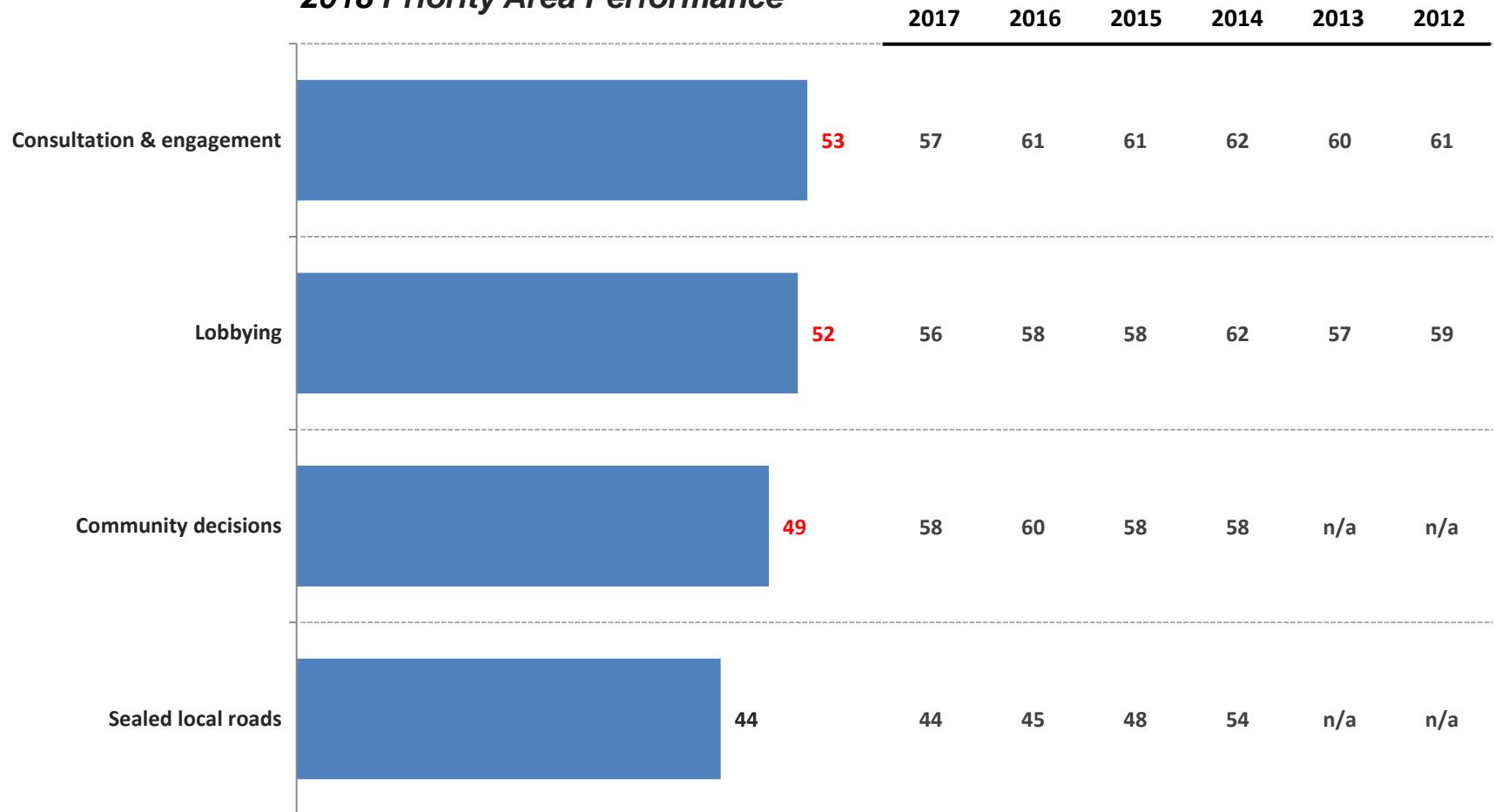




# 2018 PERFORMANCE SUMMARY

## INDEX SCORES OVER TIME

### 2018 Priority Area Performance

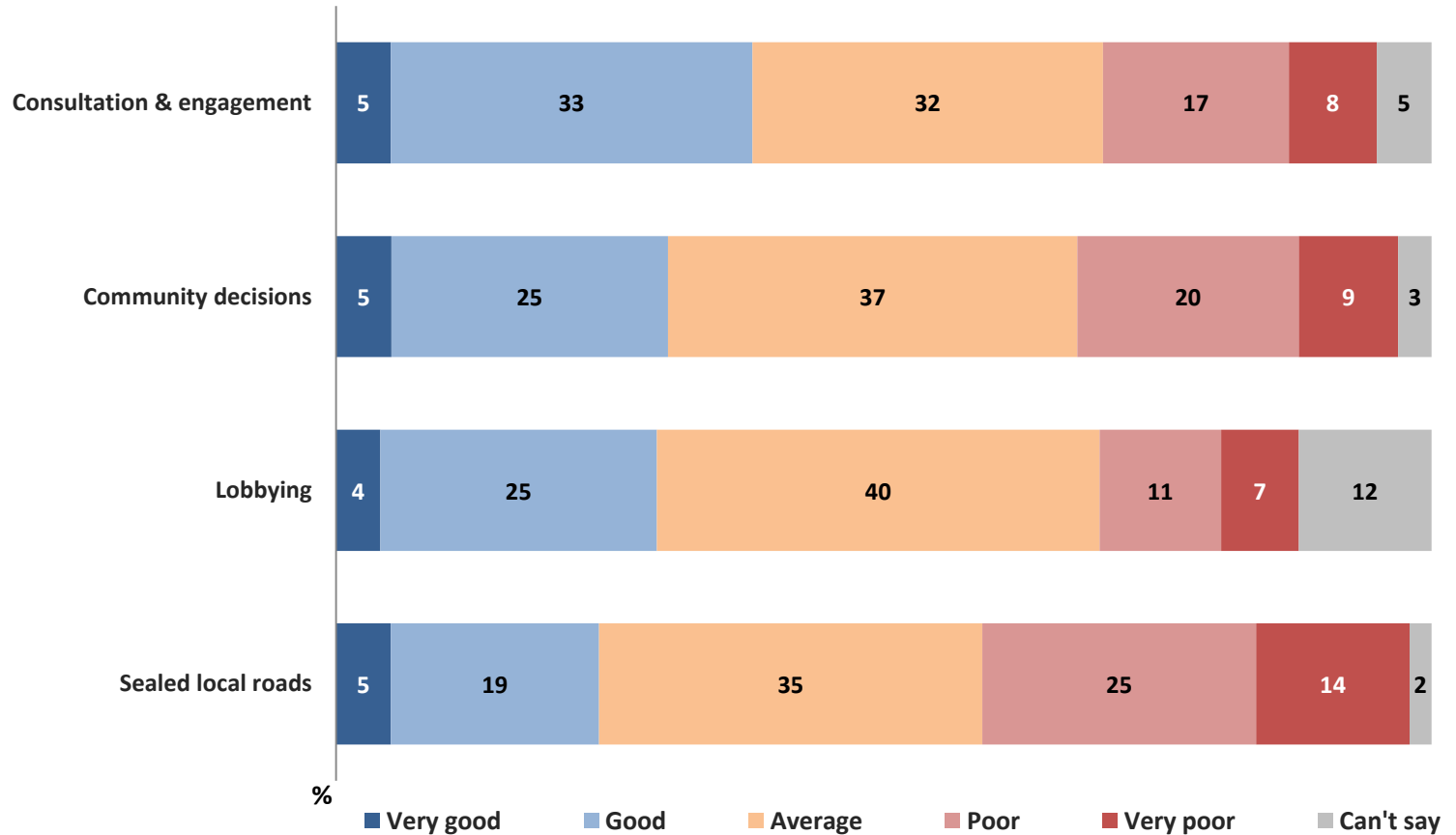


Q2. How has Council performed on [RESPONSIBILITY AREA] over the last 12 months?  
 Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8  
 Note: Please see page 6 for explanation of significant differences.

# 2018 PERFORMANCE SUMMARY

## DETAILED PERCENTAGES

### Individual Service Areas Performance



# INDIVIDUAL SERVICE AREAS SUMMARY


## COUNCIL'S PERFORMANCE VS STATE-WIDE AVERAGE



### Significantly Higher than State-wide Average

- None Applicable

### Significantly Lower than State-wide Average

- Making community decisions
  - Sealed local roads
- 

# INDIVIDUAL SERVICE AREAS SUMMARY

## COUNCIL'S PERFORMANCE VS GROUP AVERAGE


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### Significantly Higher than Group Average

- None Applicable

### Significantly Lower than Group Average

- Making community decisions
  - Sealed local roads
- 

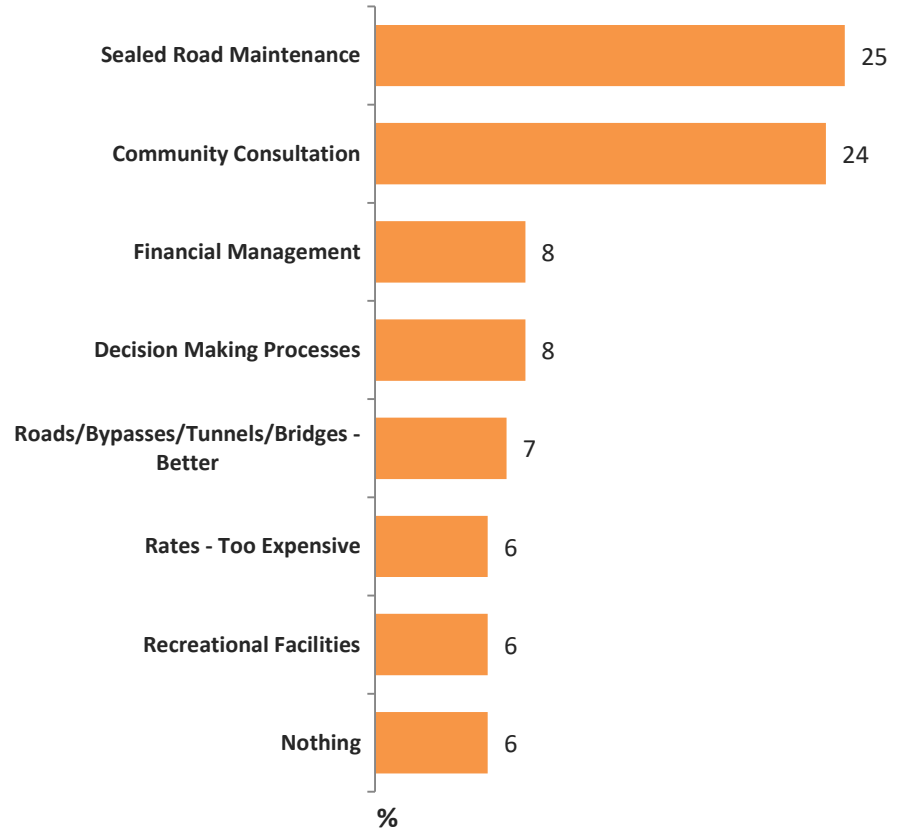
# 2018 BEST THINGS ABOUT COUNCIL DETAILED PERCENTAGES

## 2018 SERVICES TO IMPROVE DETAILED PERCENTAGES

**2018 Best Aspects**



**2018 Areas for Improvement**



Q16. Please tell me what is the ONE BEST thing about Horsham Rural City Council? It could be about any of the issues or services we have covered in this survey or it could be about something else altogether?

Base: All respondents. Councils asked state-wide: 20 Councils asked group: 3

Q17. What does Horsham Rural City Council MOST need to do to improve its performance?

Base: All respondents. Councils asked state-wide: 36 Councils asked group: 5

# POSITIVES AND AREAS FOR IMPROVEMENT

## SUMMARY

### Best Things

- Parks and Gardens: 8%
- Customer Service: 8%
- Public Areas: 6%

### Areas for Improvement

- Sealed Road Maintenance: 25% (up 1 point from 2017)
- Community Consultation: 24% (up 15 points from 2017)
- Financial Management: 8% (down 2 points from 2017)
- Decision Making Processes: 8% (up 7 points from 2017)

A satellite night view of the United States, showing city lights and a glowing network of lines across the landmass. The text "DETAILED FINDINGS" is overlaid in white on the left side of the image.

# DETAILED FINDINGS

A satellite-style map of the United States with a glowing green and yellow network overlay, possibly representing a transportation or utility network. The text is overlaid on the left side of the map.

# KEY CORE MEASURE OVERALL PERFORMANCE



# OVERALL PERFORMANCE

## INDEX SCORES

### 2018 Overall Performance

		2017	2016	2015	2014	2013	2012
State-wide	59↑	59	59	60	61	60	60
Regional Centres	58↑	57	55	58	n/a	n/a	n/a
18-34	58	66	62	63	63	63	67
Women	57	63	64	64	66	62	62
65+	57	61	64	65	69	59	65
Horsham Area	55	61	65	64	66	n/a	63
Horsham	54	60	63	62	65	61	62
Other	54*	52	62	53	68	n/a	55
35-49	53	53	61	57	65	59	60
Rural Area	52	56	56	56	59	n/a	60
Men	51	56	62	59	64	59	62
50-64	48↓	58	64	60	60	61	56

Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Horsham Rural City Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

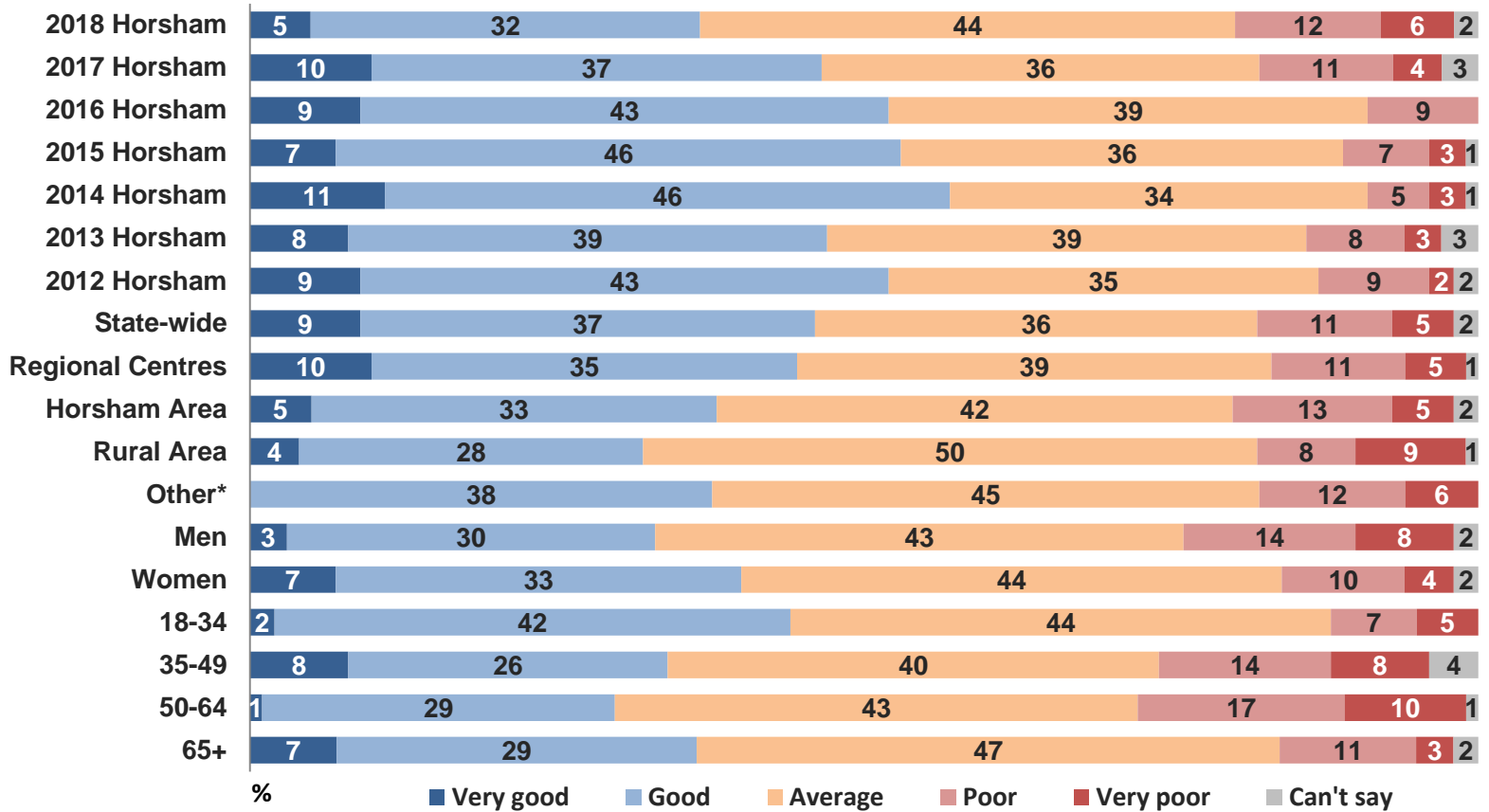
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# OVERALL PERFORMANCE

## DETAILED PERCENTAGES

### 2018 Overall Performance



Q3. ON BALANCE, for the last twelve months, how do you feel about the performance of Horsham Rural City Council, not just on one or two issues, BUT OVERALL across all responsibility areas? Has it been very good, good, average, poor or very poor?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

\*Caution: small sample size < n=30



**KEY CORE MEASURE  
CUSTOMER SERVICE**

# CONTACT LAST 12 MONTHS

## SUMMARY

**Overall contact with  
Horsham Rural City Council**

- 55%, down 3 points on 2017

**Most contact with Horsham  
Rural City Council**

- Aged 50-64 years

**Least contact with Horsham  
Rural City Council**

- Aged 65+ years

**Customer service rating**

- Index score of 70, equal points on 2017

**Most satisfied with customer  
service**

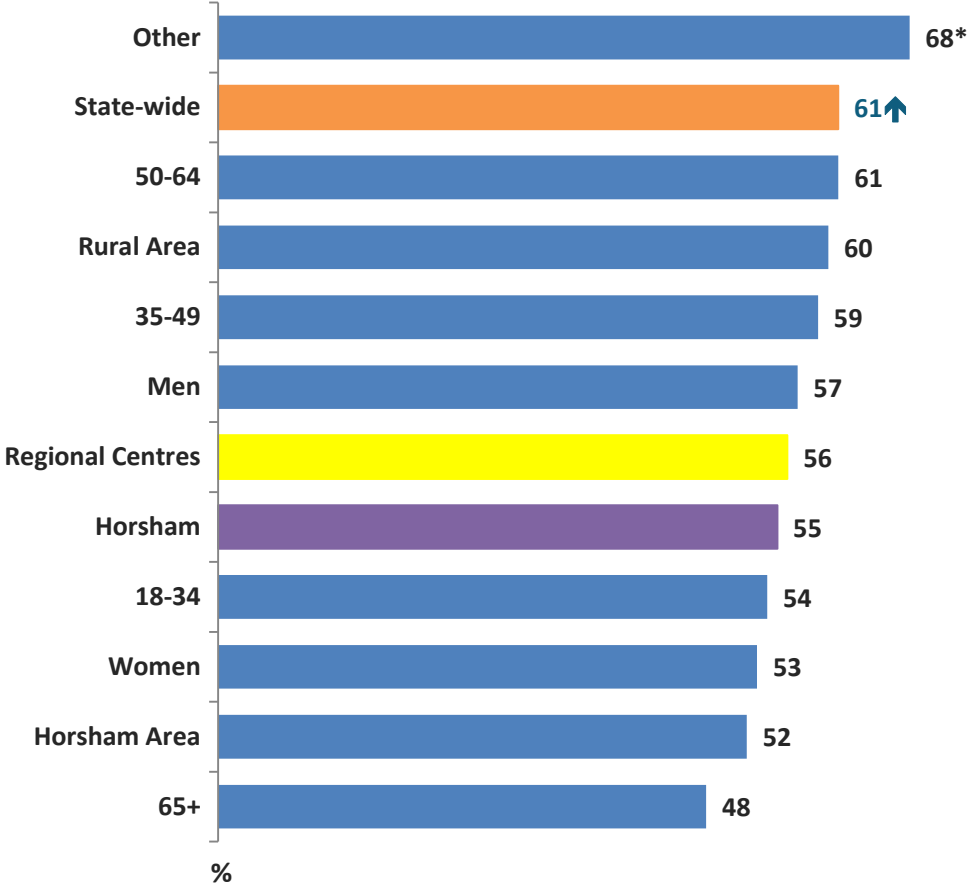
- Aged 18-34 years

**Least satisfied with  
customer service**

- Aged 50-64 years

# 2018 CONTACT WITH COUNCIL

2018 Contact with Council



Q5. Over the last 12 months, have you or any member of your household had any contact with Horsham Rural City Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

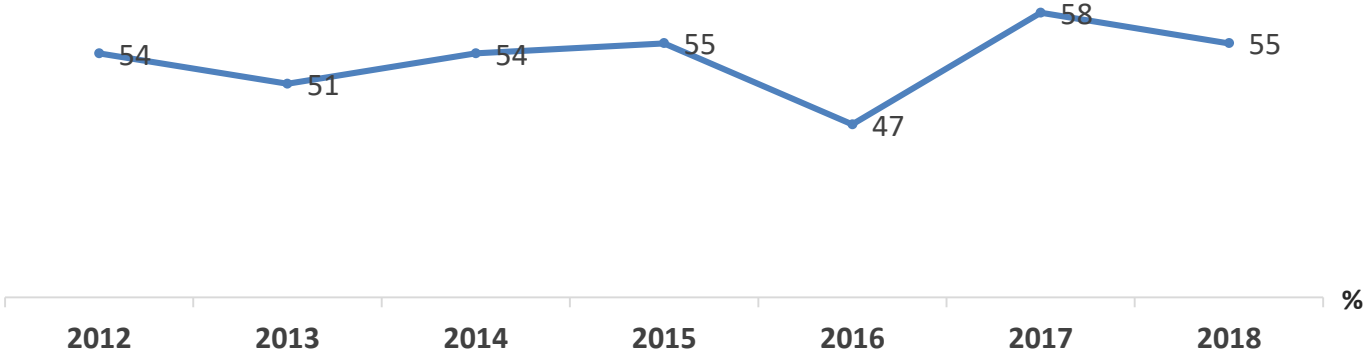
Base: All respondents. Councils asked state-wide: 43 Councils asked group: 5

Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 CONTACT WITH COUNCIL

**2018 Contact with Council**  
Have had contact



Q5. Over the last 12 months, have you or any member of your household had any contact with Horsham Rural City Council? This may have been in person, in writing, by telephone conversation, by text message, by email or via their website or social media such as Facebook or Twitter?

Base: All respondents. Councils asked state-wide: 43 Councils asked group: 5

# 2018 CONTACT CUSTOMER SERVICE INDEX SCORES

## 2018 Customer Service Rating

		2017	2016	2015	2014	2013	2012
18-34	78↑	76	75	69	66	74	72
Other	73*	81	73	59	88	n/a	70
Women	72	76	78	74	76	76	72
Regional Centres	72	72	70	71	n/a	n/a	n/a
Horsham Area	70	71	78	74	77	n/a	72
State-wide	70	69	69	70	72	71	71
Horsham	70	70	75	72	74	71	72
Rural Area	67	66	67	72	65	n/a	73
Men	67	64	72	71	72	66	72
65+	67	73	76	80	85	68	76
35-49	67	67	75	71	80	73	74
50-64	66	67	73	67	69	69	67

Q5c. Thinking of the most recent contact, how would you rate Horsham Rural City Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked state-wide: 64 Councils asked group: 8

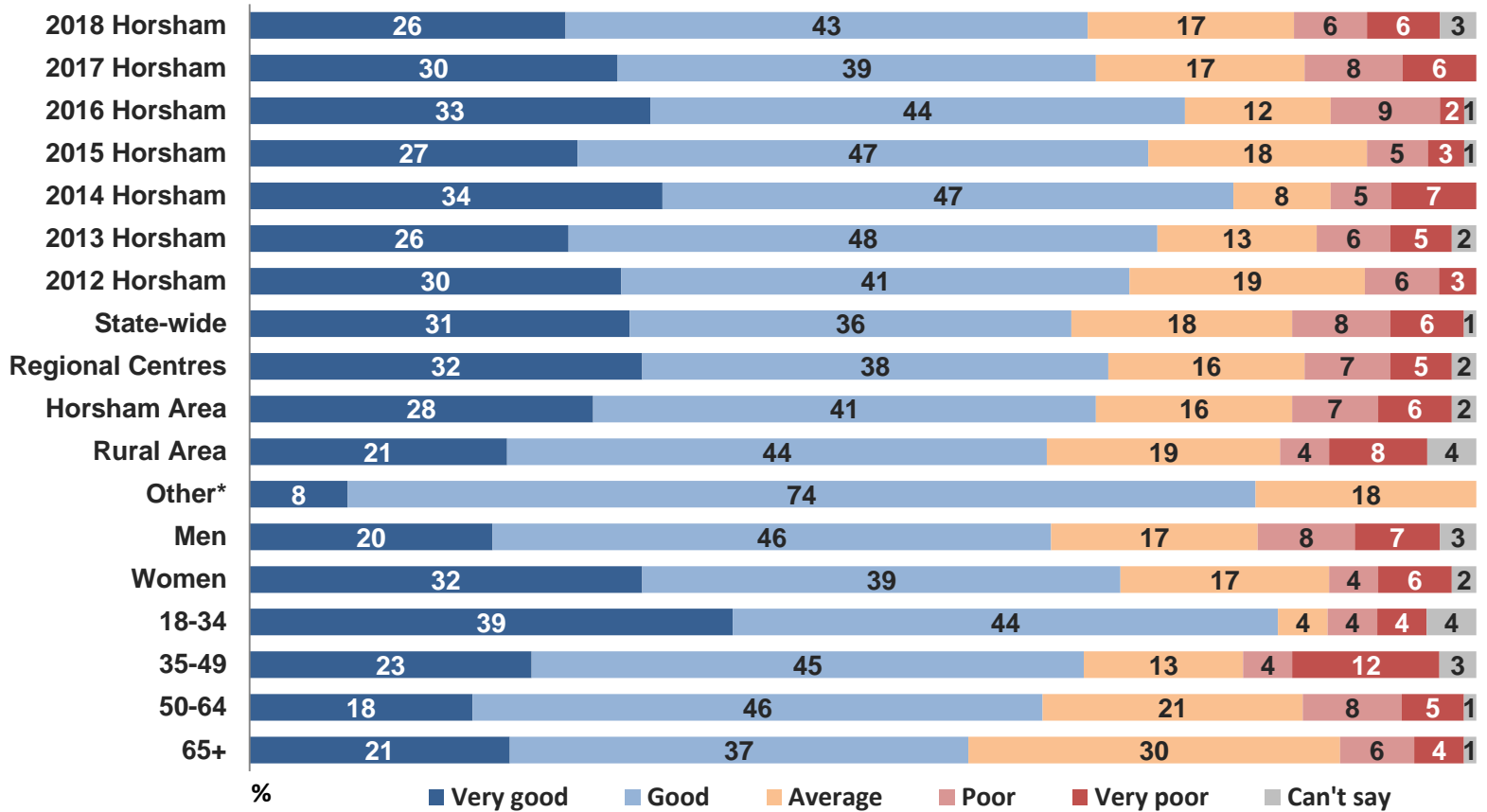
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 CONTACT CUSTOMER SERVICE

## DETAILED PERCENTAGES

### 2018 Customer Service Rating



Q5c. Thinking of the most recent contact, how would you rate Horsham Rural City Council for customer service? Please keep in mind we do not mean the actual outcome but rather the actual service that was received.

Base: All respondents who have had contact with Council in the last 12 months.

Councils asked state-wide: 64 Councils asked group: 8

\*Caution: small sample size < n=30





# KEY CORE MEASURE COUNCIL DIRECTION INDICATORS

# COUNCIL DIRECTION SUMMARY

## Council direction

- 63% stayed about the same, down 4 points on 2017
- 9% improved, down 6 points on 2017
- 25% deteriorated, up 10 points on 2017

## Most satisfied with council direction

- Aged 18-34 years
- Women

## Least satisfied with council direction

- Aged 50-64 years
- Rural Area residents

# 2018 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

## INDEX SCORES

### 2018 Overall Direction

		2017	2016	2015	2014	2013	2012
Regional Centres	53↑	55	51	53	n/a	n/a	n/a
State-wide	52↑	53	51	53	53	53	52
Other	52*	45	45	42	57	n/a	51
18-34	44	56	55	55	47	58	57
Women	44	54	58	56	55	54	57
65+	43	51	58	56	59	54	55
Horsham Area	43	52	56	55	55	n/a	56
35-49	42	45	50	47	59	48	52
Horsham	42	50	55	53	55	54	55
Men	39	46	51	50	55	53	53
Rural Area	37	45	52	47	54	n/a	52
50-64	36	47	55	51	54	54	54

Q6. Over the last 12 months, what is your view of the direction of Horsham Rural City Council's overall performance?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

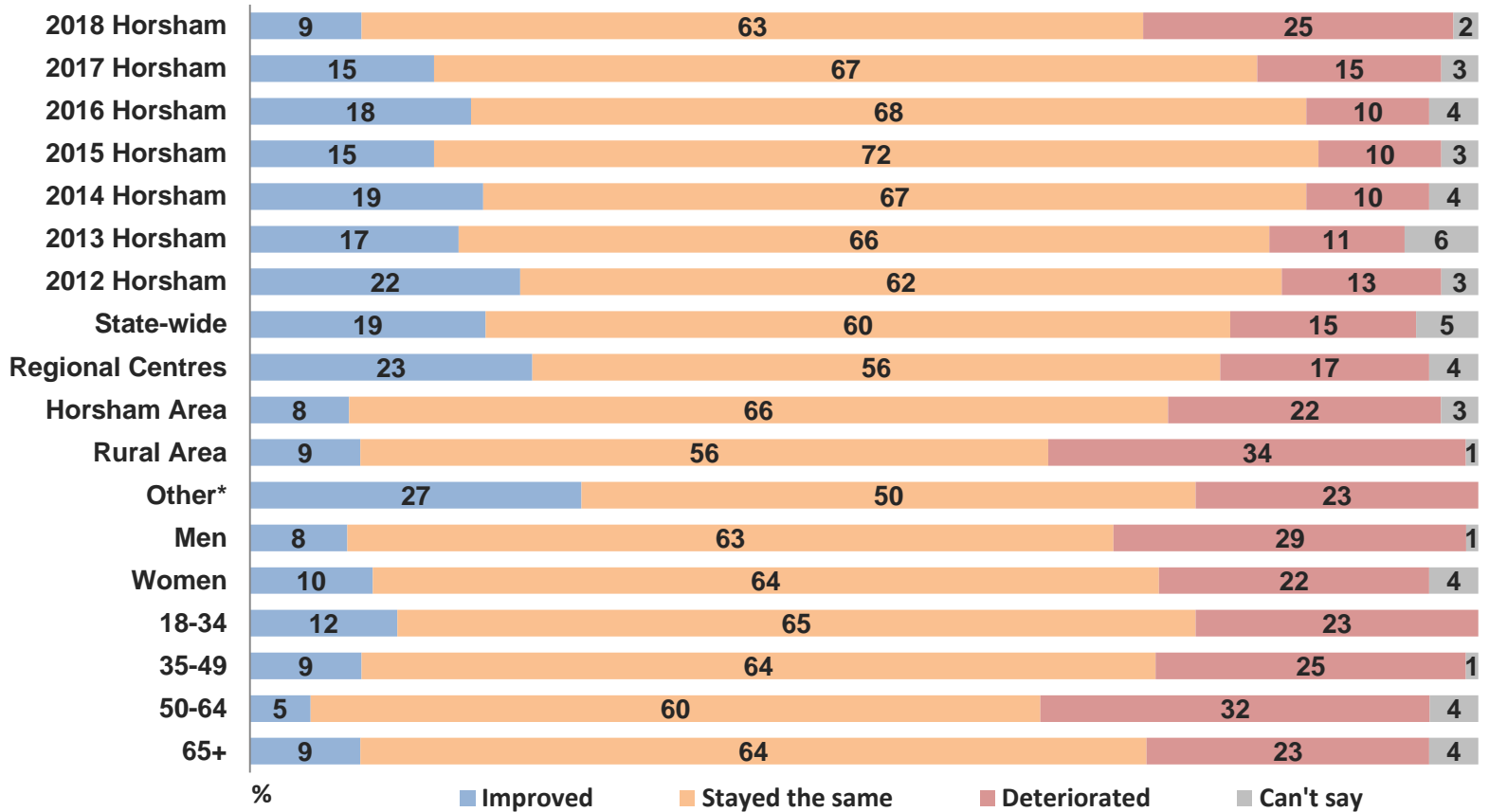
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 OVERALL COUNCIL DIRECTION LAST 12 MONTHS

## DETAILED PERCENTAGES

### 2018 Overall Direction



Q6. Over the last 12 months, what is your view of the direction of Horsham Rural City Council's overall performance?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

\*Caution: small sample size < n=30

# COMMUNICATIONS

# COMMUNICATIONS

## SUMMARY

### Overall preferred forms of communication

- Newsletter sent via mail (24%)

### Preferred forms of communication among over 50s

- Newsletter sent via mail (30%)

### Preferred forms of communication among under 50s

- Newsletter sent via email (22%)

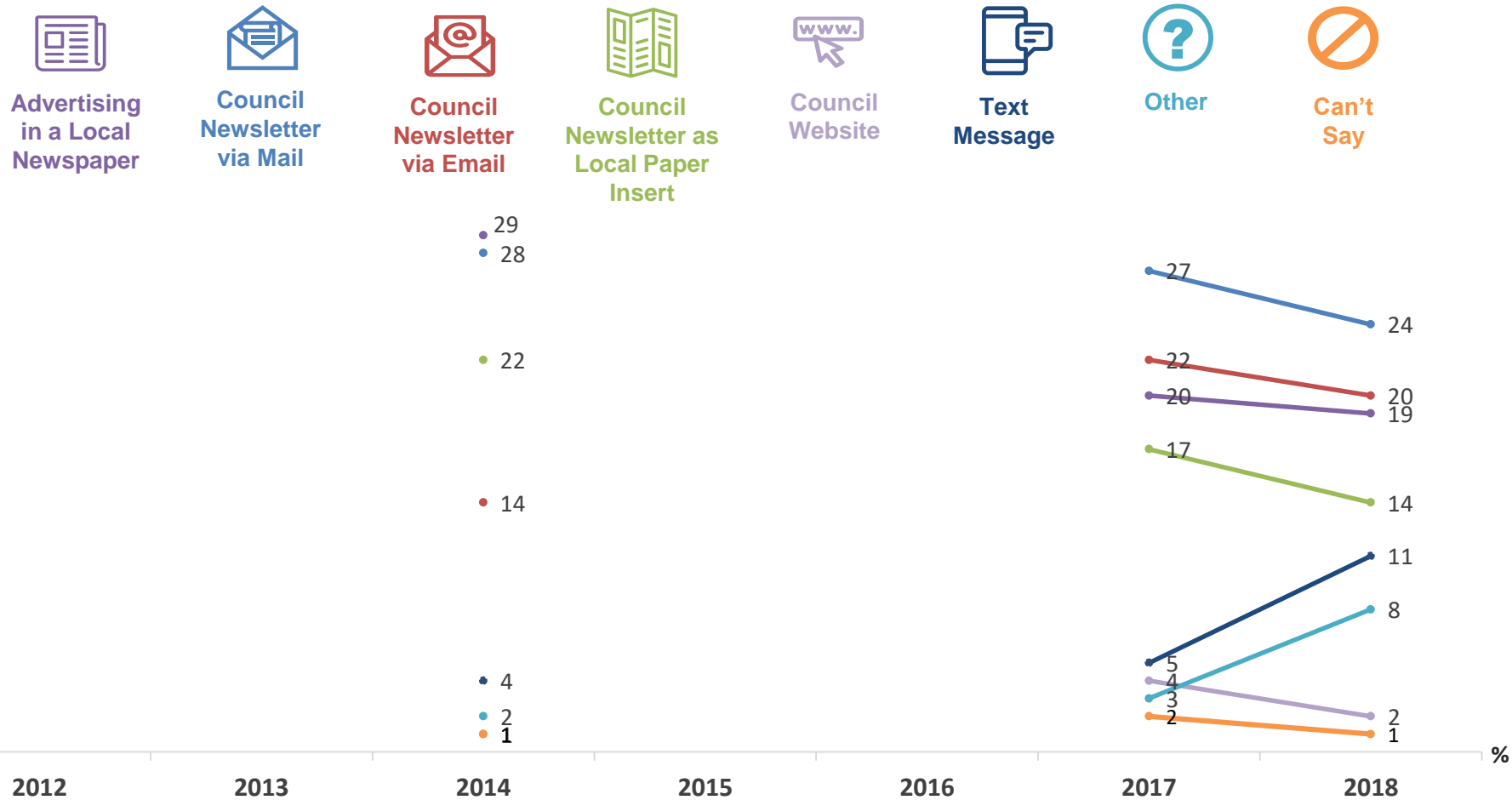
### Greatest change since 2017

- A text message (+6)

Note: Website and text message formats again did not rate as highly as other modes of communication, although further analysis is recommended to understand the demographic preference profiles of the various different forms of communication.

# 2018 BEST FORMS OF COMMUNICATION

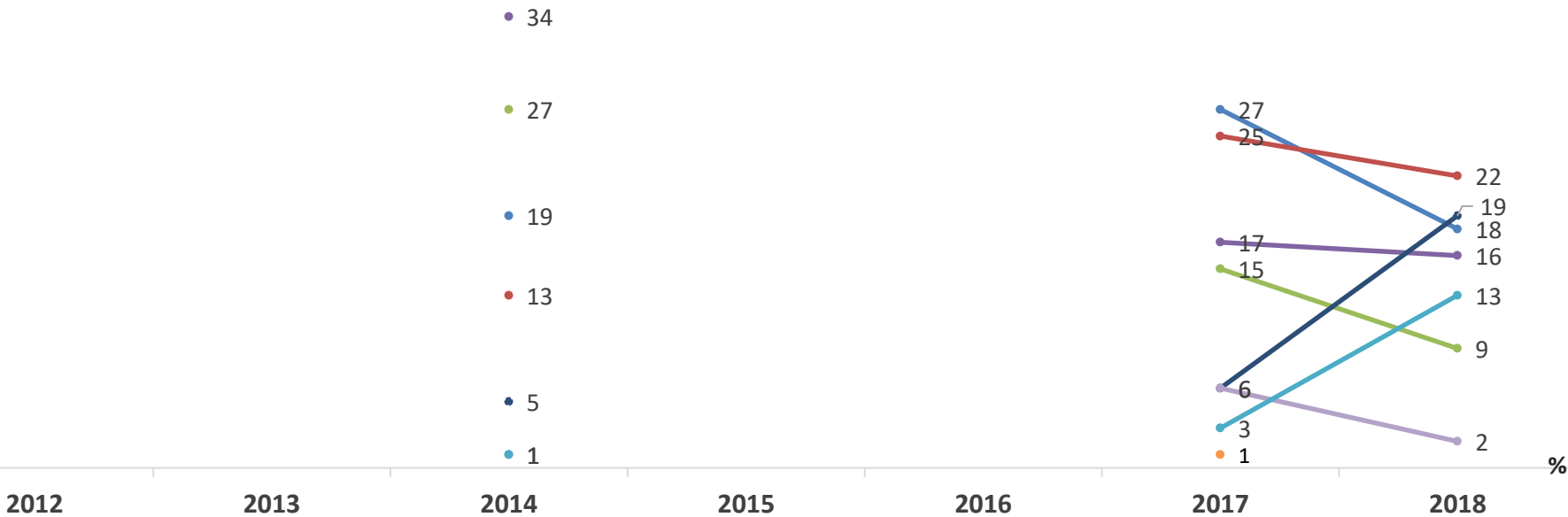
## 2018 Best Form



Q13. If Horsham Rural City Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents. Councils asked state-wide: 26 Councils asked group: 5

# 2018 BEST FORMS OF COMMUNICATION: UNDER 50S

## 2018 Under 50s Best Form

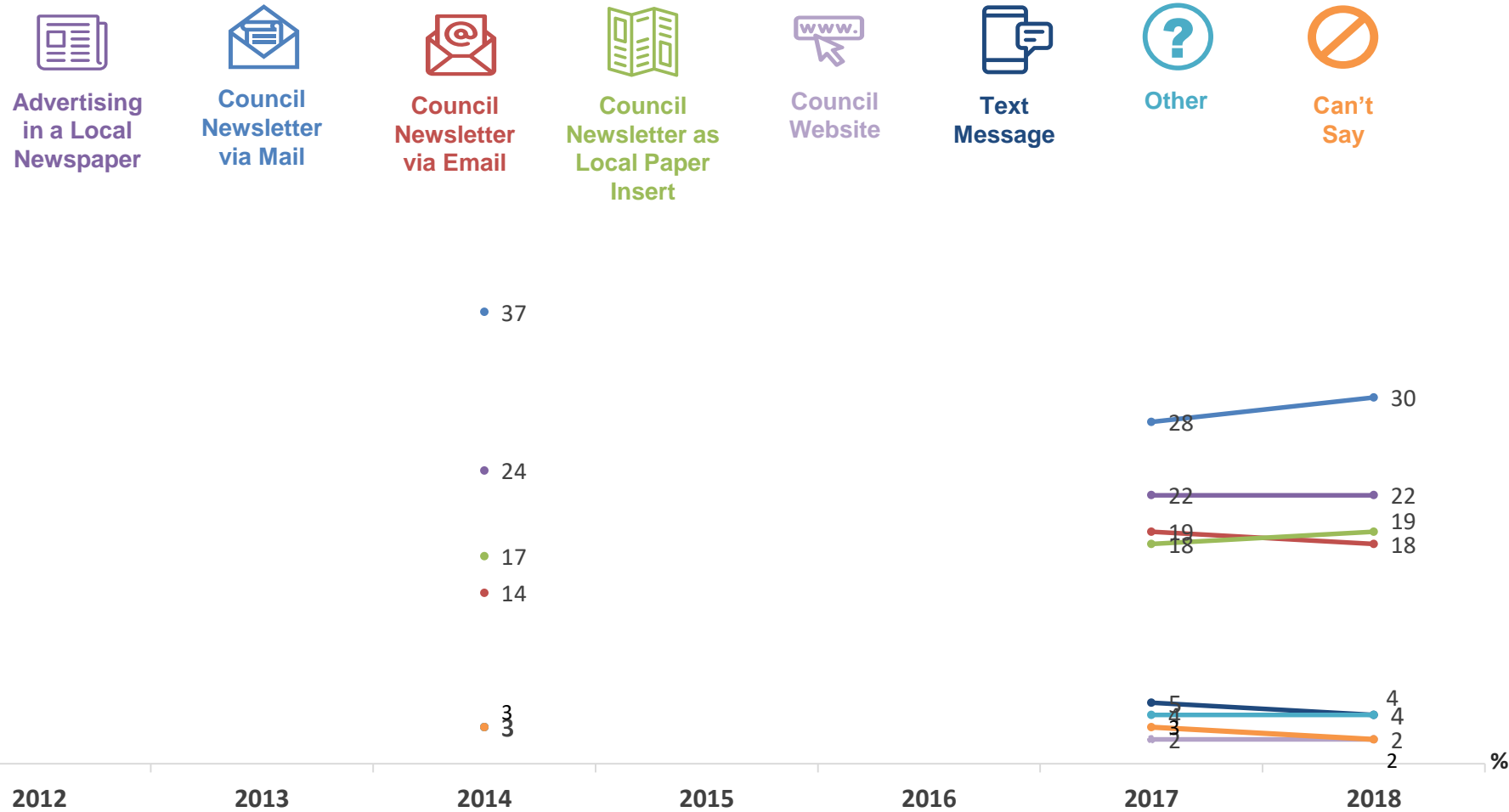


Q13. If Horsham Rural City Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents aged under 50. Councils asked state-wide: 26 Councils asked group: 5



# 2018 BEST FORMS OF COMMUNICATION: OVER 50S

## 2018 Over 50s Best Form



Q13. If Horsham Rural City Council was going to get in touch with you to inform you about Council news and information and upcoming events, which ONE of the following is the BEST way to communicate with you?  
 Base: All respondents aged over 50. Councils asked state-wide: 26 Councils asked group: 5



# INDIVIDUAL SERVICE AREAS

# 2018 COMMUNITY CONSULTATION AND ENGAGEMENT PERFORMANCE INDEX SCORES

## 2018 Consultation and Engagement Performance

		2017	2016	2015	2014	2013	2012
18-34	59↑	62	61	63	63	63	63
State-wide	55	55	54	56	57	57	57
Women	55	59	63	63	63	62	61
Regional Centres	55	54	52	53	n/a	n/a	n/a
Horsham Area	54	57	61	62	62	n/a	62
Horsham	53	57	61	61	62	60	61
65+	53	59	63	64	66	58	65
Rural Area	51	57	58	58	58	n/a	58
Men	51	55	58	58	61	58	61
35-49	49	53	56	58	60	60	59
50-64	49	54	62	57	57	60	56
Other	46*	58	73	58	66	n/a	60

Q2. How has Council performed on 'community consultation and engagement' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

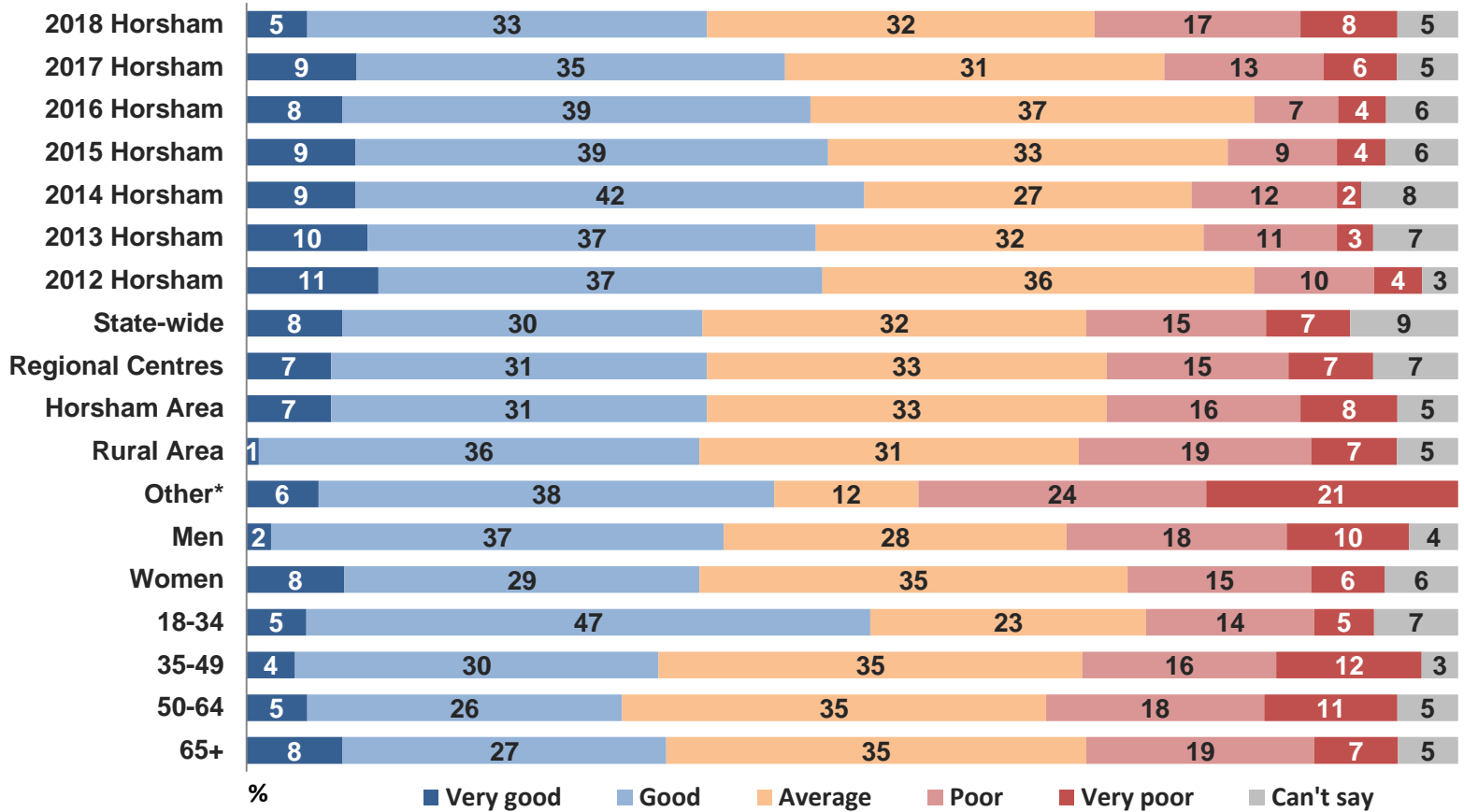
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 COMMUNITY CONSULTATION AND ENGAGEMENT

## PERFORMANCE DETAILED PERCENTAGES

### 2018 Consultation and Engagement Performance



Q2. How has Council performed on 'community consultation and engagement' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

\*Caution: small sample size < n=30

# 2018 LOBBYING ON BEHALF OF THE COMMUNITY

## PERFORMANCE INDEX SCORES

### 2018 Lobbying Performance

	2017	2016	2015	2014	2013	2012
18-34	56	62	60	59	63	62
State-wide	54	54	53	55	56	55
Regional Centres	54	54	52	55	n/a	n/a
Women	54	58	59	61	62	60
65+	53	59	59	63	65	57
Horsham Area	53	57	59	60	62	n/a
Horsham	52	56	58	58	62	57
Rural Area	51	55	55	54	60	n/a
Men	50	55	56	55	61	55
50-64	49	55	58	55	57	56
35-49	48	50	53	55	61	55
Other	48*	52	51	47	62	n/a

Q2. How has Council performed on 'lobbying on behalf of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

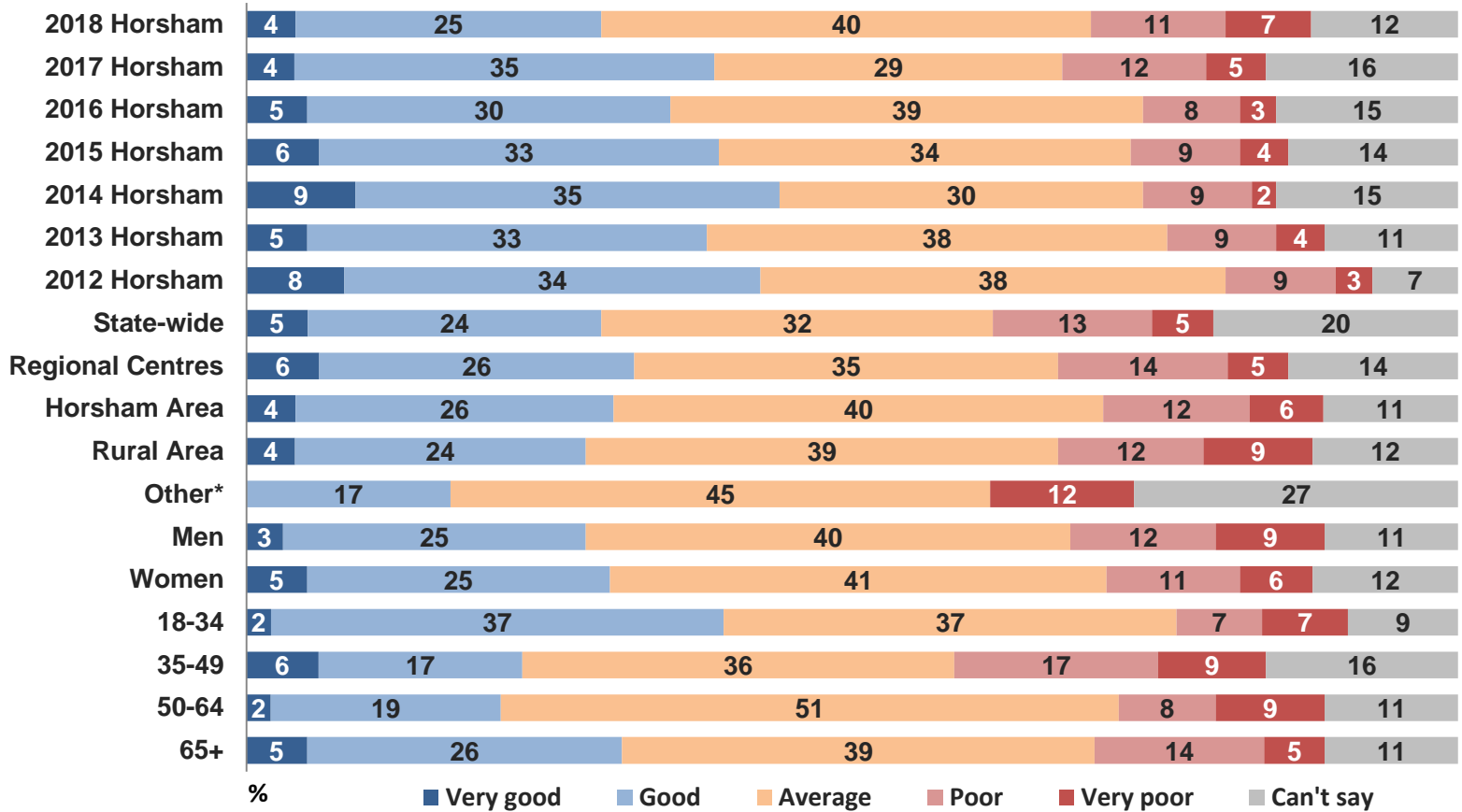
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 LOBBYING ON BEHALF OF THE COMMUNITY

## PERFORMANCE DETAILED PERCENTAGES

### 2018 Lobbying Performance



Q2. How has Council performed on 'lobbying on behalf of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

\*Caution: small sample size < n=30

# 2018 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY

## PERFORMANCE INDEX SCORES

### 2018 Community Decisions Made Performance

		2017	2016	2015	2014	2013	2012
Other	54*	54	55	54	66	n/a	n/a
State-wide	54↑	54	54	55	57	n/a	n/a
65+	52	59	63	59	63	n/a	n/a
Regional Centres	52↑	52	51	52	n/a	n/a	n/a
Horsham Area	51	59	62	60	59	n/a	n/a
35-49	51	53	56	56	59	n/a	n/a
Women	50	62	64	60	59	n/a	n/a
Horsham	49	58	60	58	58	n/a	n/a
Men	48	54	57	56	58	n/a	n/a
18-34	48	64	62	60	57	n/a	n/a
50-64	47	55	59	56	53	n/a	n/a
Rural Area	44	55	54	54	55	n/a	n/a

Q2. How has Council performed on 'decisions made in the interest of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

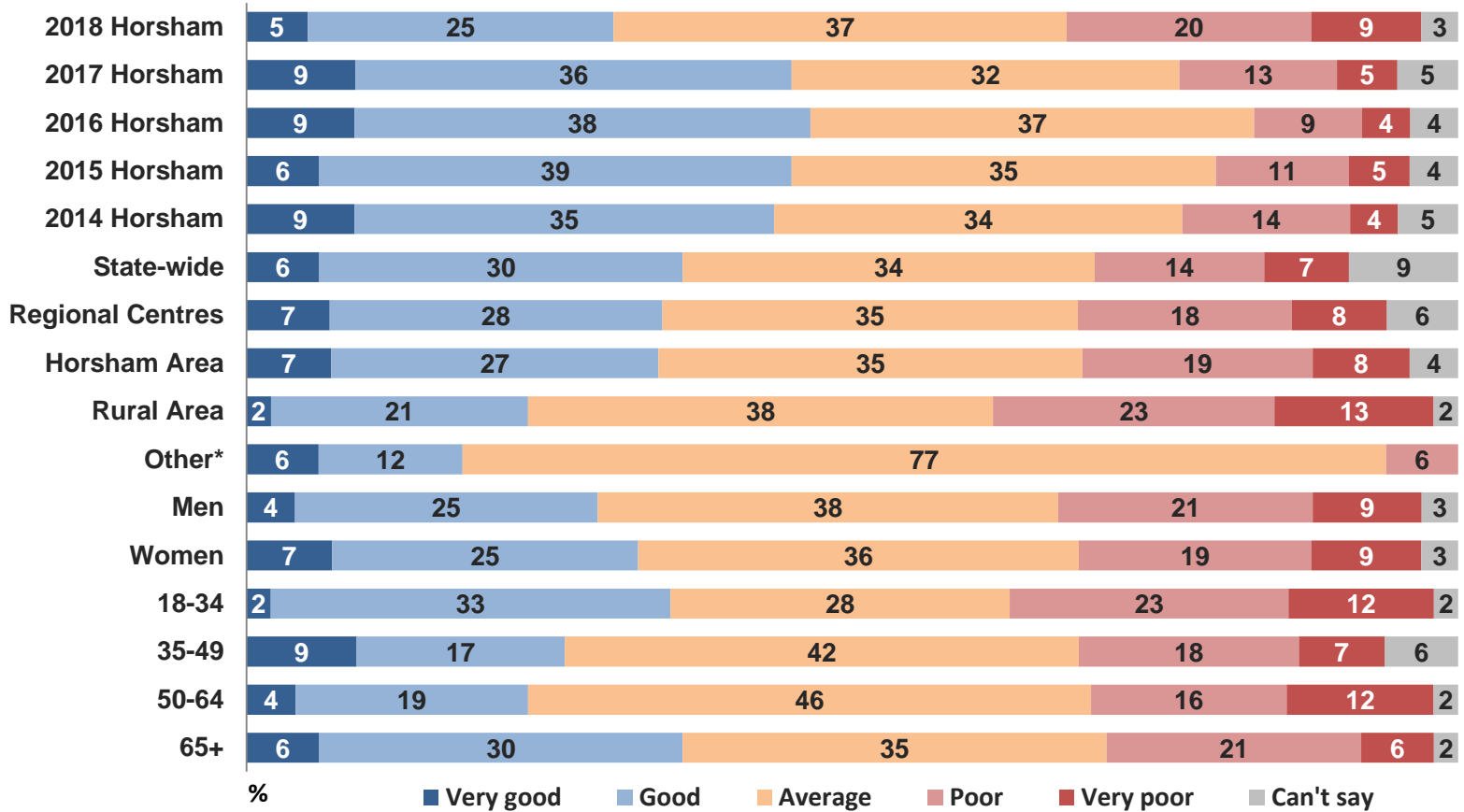
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 DECISIONS MADE IN THE INTEREST OF THE COMMUNITY

## PERFORMANCE DETAILED PERCENTAGES

### 2018 Community Decisions Made Performance



Q2. How has Council performed on 'decisions made in the interest of the community' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

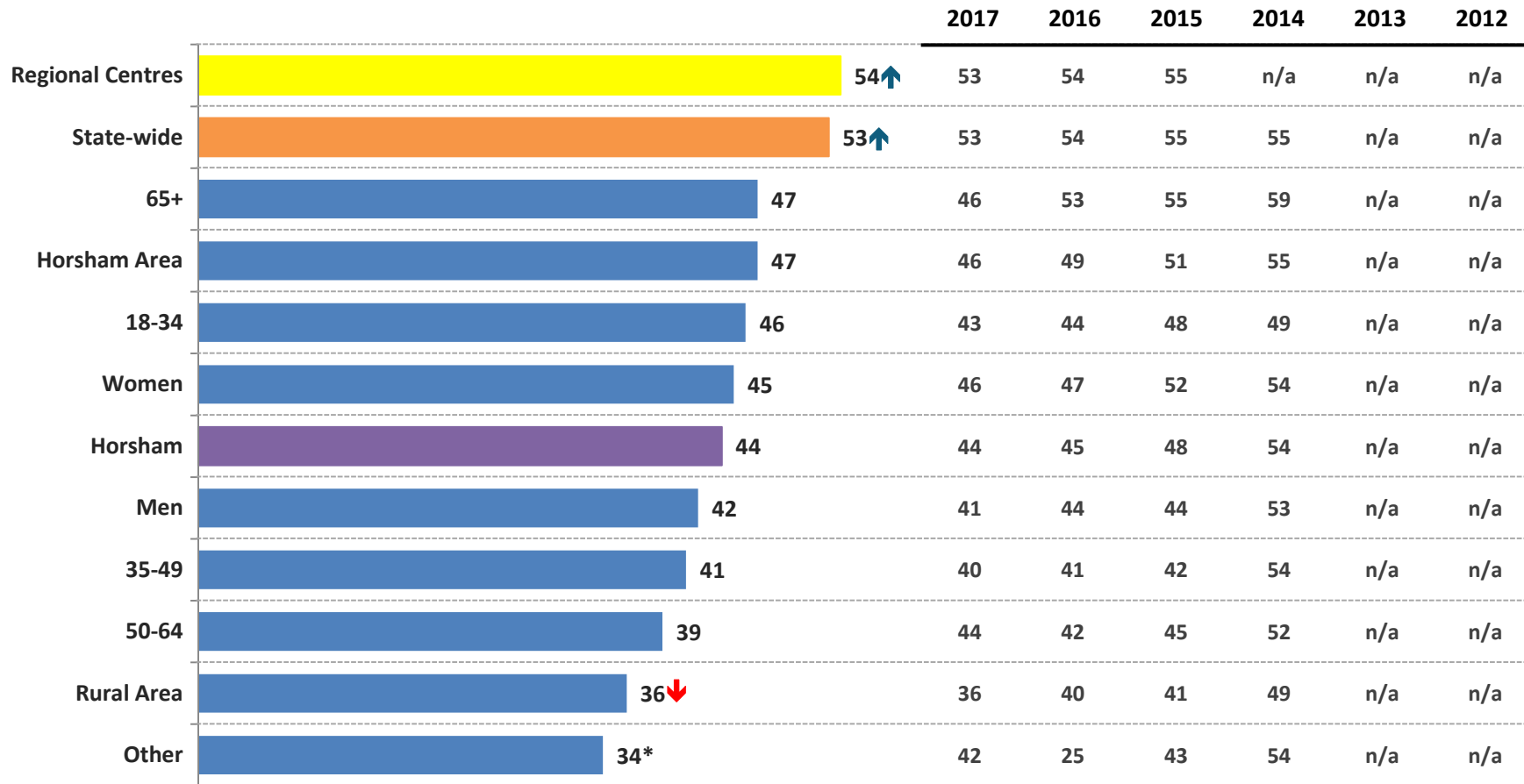
\*Caution: small sample size < n=30



# 2018 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

## PERFORMANCE INDEX SCORES

### 2018 Sealed Local Roads Performance



Q2. How has Council performed on 'the condition of sealed local roads in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

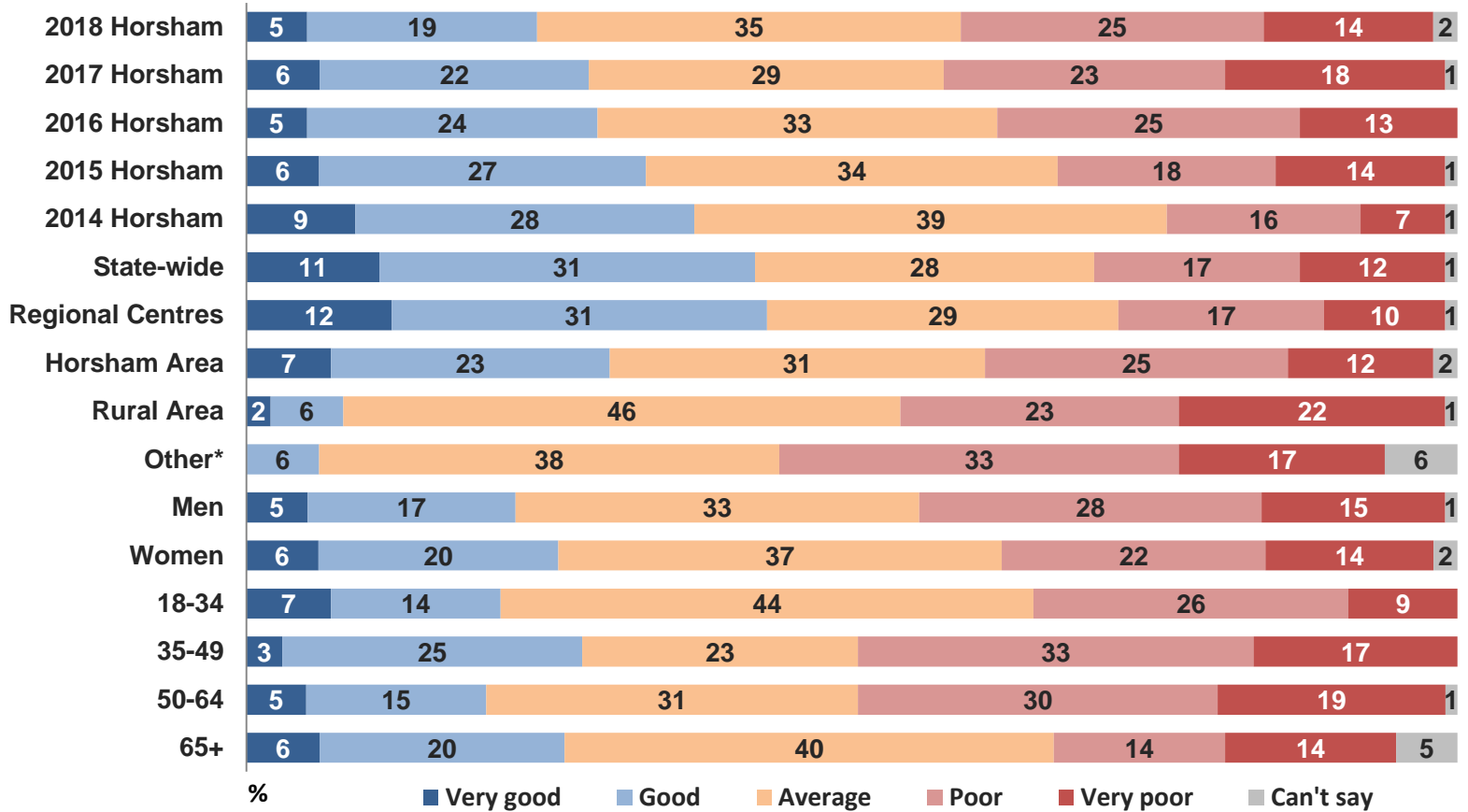
Note: Please see page 6 for explanation about significant differences.

\*Caution: small sample size < n=30

# 2018 THE CONDITION OF SEALED LOCAL ROADS IN YOUR AREA

## PERFORMANCE DETAILED PERCENTAGES

### 2018 Sealed Local Roads Performance



Q2. How has Council performed on 'the condition of sealed local roads in your area' over the last 12 months?

Base: All respondents. Councils asked state-wide: 64 Councils asked group: 8

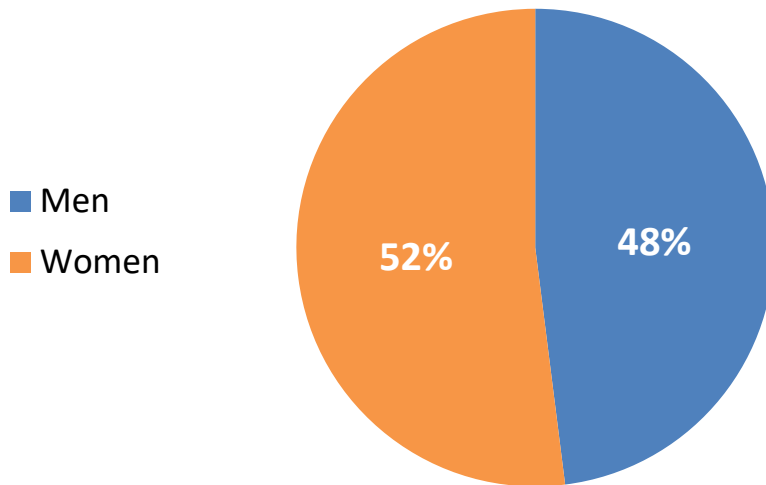
\*Caution: small sample size < n=30



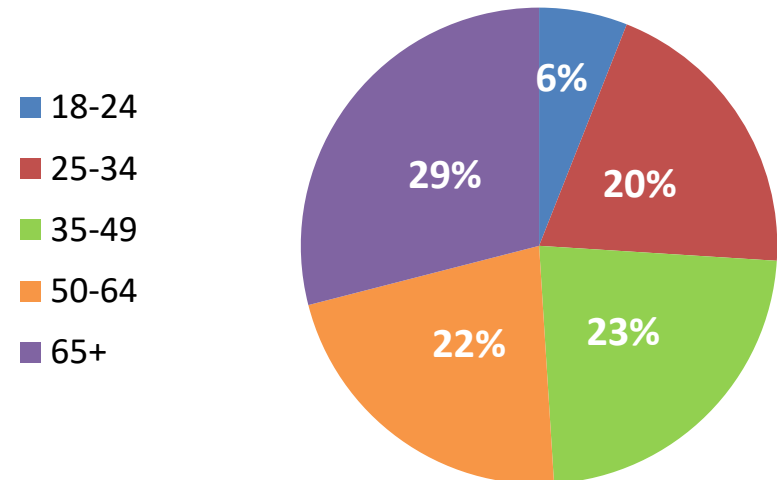
# DETAILED DEMOGRAPHICS

# 2018 GENDER AND AGE PROFILE


## Gender



## Age



*Please note that for the reason of simplifying reporting, interlocking age and gender reporting has not been included in this report. Interlocking age and gender analysis is still available in the dashboard and data tables provided alongside this report.*



**APPENDIX A:  
DETAILED SURVEY TABULATIONS  
AVAILABLE IN SUPPLIED EXCEL FILE**



**APPENDIX B:  
FURTHER PROJECT INFORMATION**

# APPENDIX B:

## BACKGROUND AND OBJECTIVES

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The survey was revised in 2012. As a result:

- The survey is now conducted as a representative random probability survey of residents aged 18 years or over in local councils, whereas previously it was conducted as a 'head of household' survey.
- As part of the change to a representative resident survey, results are now weighted post survey to the known population distribution of Horsham Rural City Council according to the most recently available Australian Bureau of Statistics population estimates, whereas the results were previously not weighted.
- The service responsibility area performance measures have changed significantly and the rating scale used to assess performance has also changed.

As such, the results of the 2012 State-wide Local Government Community Satisfaction Survey should be considered as a benchmark. Please note that comparisons should not be made with the State-wide Local Government Community Satisfaction Survey results from 2011 and prior due to the methodological and sampling changes. **Comparisons in the period 2012-2018 have been made throughout this report as appropriate.**

# APPENDIX B: MARGINS OF ERROR

The sample size for the 2018 State-wide Local Government Community Satisfaction Survey for Horsham Rural City Council was 400. Unless otherwise noted, this is the total sample base for all reported charts and tables.

The maximum margin of error on a sample of approximately 400 interviews is +/-4.8% at the 95% confidence level for results around 50%. Margins of error will be larger for any sub-samples. As an example, a result of 50% can be read confidently as falling midway in the range 45.2% - 54.8%.

Maximum margins of error are listed in the table below, based on a population of 15,000 people aged 18 years or over for Horsham Rural City Council, according to ABS estimates.

Demographic	Actual survey sample size	Weighted base	Maximum margin of error at 95% confidence interval
Horsham Rural City Council	400	400	+/-4.8
Men	180	193	+/-7.3
Women	220	207	+/-6.6
Horsham Area	290	288	+/-5.7
Rural Area	98	100	+/-9.9
Other Area	12	12	+/-29.5
18-34 years	43	106	+/-15.1
35-49 years	67	90	+/-12.0
50-64 years	124	87	+/-8.8
65+ years	166	116	+/-7.6



# APPENDIX B:

## ANALYSIS AND REPORTING

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All participating councils are listed in the State-wide report published on the DELWP website. In 2018, 64 of the 79 Councils throughout Victoria participated in this survey. For consistency of analysis and reporting across all projects, Local Government Victoria has aligned its presentation of data to use standard council groupings. Accordingly, the council reports for the community satisfaction survey provide analysis using these standard council groupings. Please note that councils participating across 2012-2018 vary slightly.

### **Council Groups**

Horsham Rural City Council is classified as a Regional Centres council according to the following classification list:

- Metropolitan, Interface, Regional Centres, Large Rural & Small Rural

Councils participating in the Regional Centres group are: Greater Bendigo, Greater Geelong, Horsham, Latrobe, Mildura, Wangaratta, Warrnambool and Wodonga.

Wherever appropriate, results for Horsham Rural City Council for this 2018 State-wide Local Government Community Satisfaction Survey have been compared against other participating councils in the Regional Centres group and on a state-wide basis. Please note that council groupings changed for 2015, and as such comparisons to council group results before that time can not be made within the reported charts.

# APPENDIX B: ANALYSIS AND REPORTING

## Index Scores

Many questions ask respondents to rate council performance on a five-point scale, for example, from 'very good' to 'very poor', with 'can't say' also a possible response category. To facilitate ease of reporting and comparison of results over time, starting from the 2012 survey and measured against the state-wide result and the council group, an 'Index Score' has been calculated for such measures.

The Index Score is calculated and represented as a score out of 100 (on a 0 to 100 scale), with 'can't say' responses excluded from the analysis. The '% RESULT' for each scale category is multiplied by the 'INDEX FACTOR'. This produces an 'INDEX VALUE' for each category, which are then summed to produce the 'INDEX SCORE', equating to '60' in the following example.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Very good	9%	100	9
Good	40%	75	30
Average	37%	50	19
Poor	9%	25	2
Very poor	4%	0	0
Can't say	1%	--	<b>INDEX SCORE</b> 60

# APPENDIX B: ANALYSIS AND REPORTING

Similarly, an Index Score has been calculated for the Core question 'Performance direction in the last 12 months', based on the following scale for each performance measure category, with 'Can't say' responses excluded from the calculation.

SCALE CATEGORIES	% RESULT	INDEX FACTOR	INDEX VALUE
Improved	36%	100	36
Stayed the same	40%	50	20
Deteriorated	23%	0	0
Can't say	1%	--	<b>INDEX SCORE 56</b>

# APPENDIX B: INDEX SCORE IMPLICATIONS

Index scores are indicative of an overall rating on a particular service area. In this context, index scores indicate:

- a) how well council is seen to be performing in a particular service area; or
- b) the level of importance placed on a particular service area.

For ease of interpretation, index score ratings can be categorised as follows:

INDEX SCORE	Performance implication	Importance implication
75 – 100	Council is performing <b>very well</b> in this service area	This service area is seen to be <b>extremely important</b>
60 – 75	Council is performing <b>well</b> in this service area, but there is room for improvement	This service area is seen to be <b>very important</b>
50 – 60	Council is performing <b>satisfactorily</b> in this service area but needs to improve	This service area is seen to be <b>fairly important</b>
40 – 50	Council is performing <b>poorly</b> in this service area	This service area is seen to be <b>somewhat important</b>
0 – 40	Council is performing <b>very poorly</b> in this service area	This service area is seen to be <b>not that important</b>

# APPENDIX B:

## INDEX SCORE SIGNIFICANT DIFFERENCE CALCULATION

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The test applied to the Indexes was an Independent Mean Test, as follows:

$$Z \text{ Score} = (\$1 - \$2) / \text{Sqrt} ((\$3^2 / \$5) + (\$4^2 / \$6))$$

Where:

- \$1 = Index Score 1
- \$2 = Index Score 2
- \$3 = unweighted sample count 1
- \$4 = unweighted sample count 1
- \$5 = standard deviation 1
- \$6 = standard deviation 2

All figures can be sourced from the detailed cross tabulations.

The test was applied at the 95% confidence interval, so if the Z Score was greater than +/- 1.954 the scores are significantly different.

# APPENDIX B: ANALYSIS AND REPORTING

## Core, Optional and Tailored Questions

Over and above necessary geographic and demographic questions required to ensure sample representativeness, a base set of questions for the 2018 State-wide Local Government Community Satisfaction Survey was designated as 'Core' and therefore compulsory inclusions for all participating Councils.

These core questions comprised:

- Overall performance last 12 months (Overall performance)
- Lobbying on behalf of community (Advocacy)
- Community consultation and engagement (Consultation)
- Decisions made in the interest of the community (Making community decisions)
- Condition of sealed local roads (Sealed local roads)
- Contact in last 12 months (Contact)
- Rating of contact (Customer service)
- Overall council direction last 12 months (Council direction)

Reporting of results for these core questions can always be compared against other participating councils in the council group and against all participating councils state-wide. Alternatively, some questions in the 2018 State-wide Local Government Community Satisfaction Survey were optional. Councils also had the ability to ask tailored questions specific only to their council.

# APPENDIX B: ANALYSIS AND REPORTING

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## Reporting

Every council that participated in the 2018 State-wide Local Government Community Satisfaction Survey receives a customised report. In addition, the state government is supplied with a state-wide summary report of the aggregate results of 'Core' and 'Optional' questions asked across all council areas surveyed.

Tailored questions commissioned by individual councils are reported only to the commissioning council and not otherwise shared unless by express written approval of the commissioning council.

The overall State-wide Local Government Community Satisfaction Report is available at <http://www.delwp.vic.gov.au/local-government/strengthening-councils/council-community-satisfaction-survey>.

# APPENDIX B:

## GLOSSARY OF TERMS

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**Core questions:** Compulsory inclusion questions for all councils participating in the CSS.

**CSS:** 2018 Victorian Local Government Community Satisfaction Survey.

**Council group:** One of five classified groups, comprising: metropolitan, interface, regional centres, large rural and small rural.

**Council group average:** The average result for all participating councils in the council group.

**Highest / lowest:** The result described is the highest or lowest result across a particular demographic sub-group e.g. men, for the specific question being reported. Reference to the result for a demographic sub-group being the highest or lowest does not imply that it is significantly higher or lower, unless this is specifically mentioned.

**Index score:** A score calculated and represented as a score out of 100 (on a 0 to 100 scale). This score is sometimes reported as a figure in brackets next to the category being described, e.g. men 50+ (60).

**Optional questions:** Questions which councils had an option to include or not.

**Percentages:** Also referred to as ‘detailed results’, meaning the proportion of responses, expressed as a percentage.

**Sample:** The number of completed interviews, e.g. for a council or within a demographic sub-group.

**Significantly higher / lower:** The result described is significantly higher or lower than the comparison result based on a statistical significance test at the 95% confidence limit. If the result referenced is statistically higher or lower then this will be specifically mentioned, however not all significantly higher or lower results are referenced in summary reporting.

**Statewide average:** The average result for all participating councils in the State.

**Tailored questions:** Individual questions tailored by and only reported to the commissioning council.

**Weighting:** Weighting factors are applied to the sample for each council based on available age and gender proportions from ABS census information to ensure reported results are proportionate to the actual population of the council, rather than the achieved survey sample.



**THERE ARE OVER  
6 MILLION PEOPLE  
IN VICTORIA...**

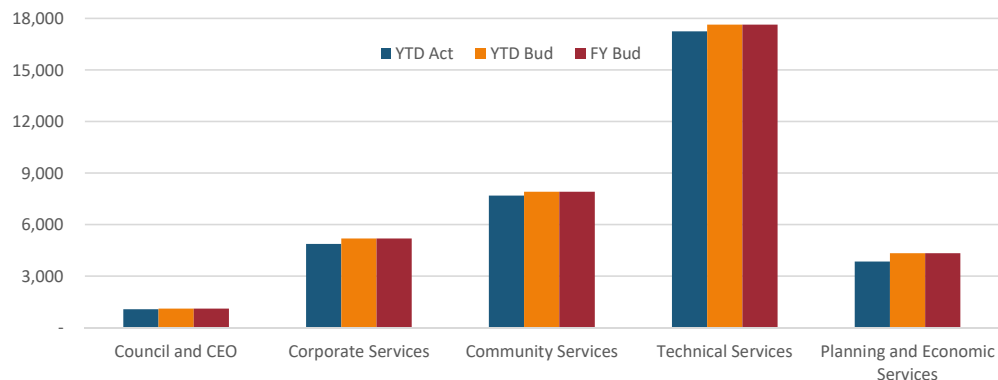
**FIND OUT  
WHAT THEY'RE  
THINKING.**

Contact Us:  
03 8685 8555

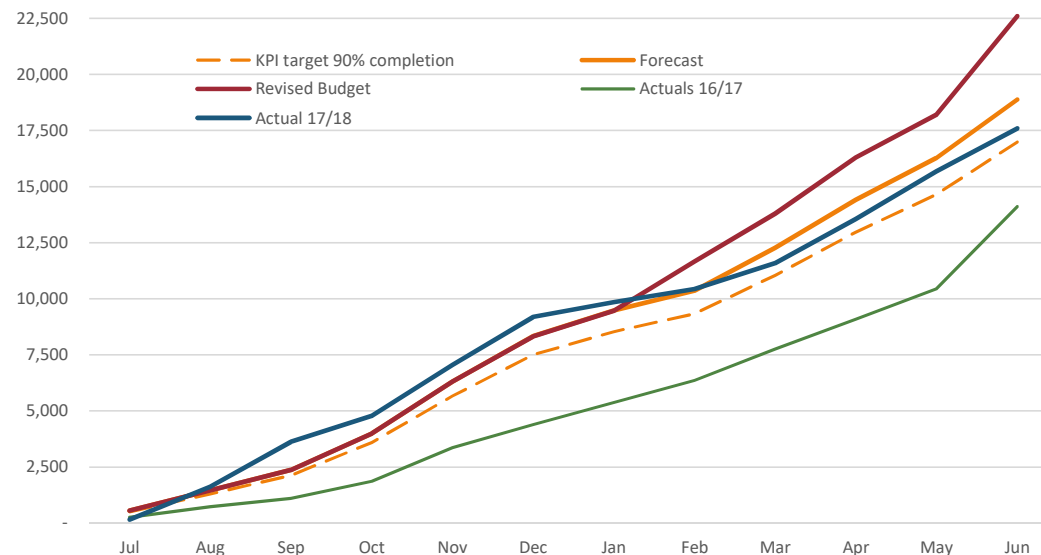
**John Scales**  
Managing Director

**Mark Zuker**  
Managing Director

### Service Delivery \$'000



### Capital Spend vs Budget \$'000



**TOP 5 FINANCE & PERFORMANCE OBSERVATIONS:**

*Numbers reported are not final, however are considered reasonably close.*

**1. Service Delivery**

Service delivery at the end of year was 4.1% (\$1.474m) under revised budget. This includes works will be required to be carried forward i.e. grant funded projects.

**2. Capital Spend**

The Capital Works achieved the KPI target of 90% completion of forecast. The forecast has been developed by identifying projects that we had hoped would be underway this financial year but due to grants or other delays Council did not commence these works in 2017/18. Adjustment to the forecast has been made to recognise unbudgeted expenditure funded through flood recovery. Further details are provided in the capital works section.

**3. Initiatives Spend**

Initiatives didn't achieve forecast & rationalisation of projects will occur during the carry forward process. 15 initiatives have been identified that hasn't commenced in 2017/18, some of these initiatives were grant dependant including \$1.6 million for the CBD Revitalisation.

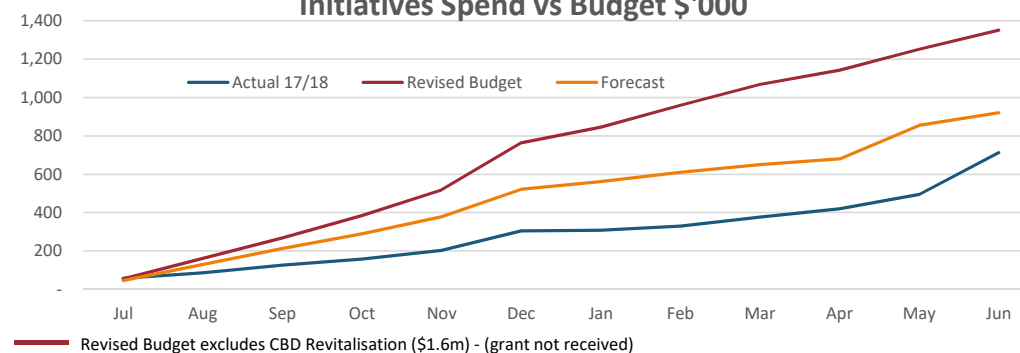
**4. Total Income**

Advance payment of \$3.4million of 18/19 Grants Commission (to be carried forward into 18/19), for further information see the overview on page 2.

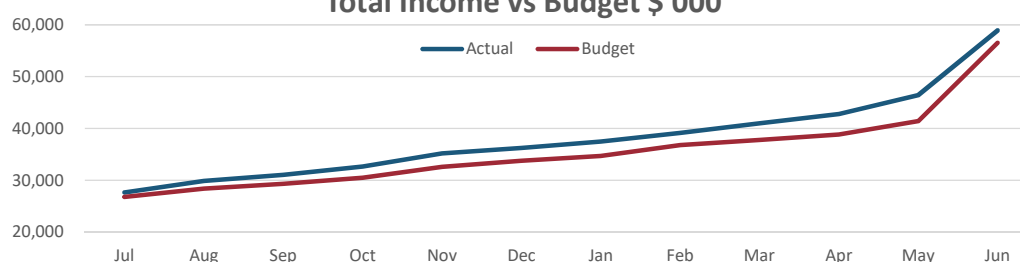
**5. Year End Cash Surplus**

The end of year cash result is still being finalised, awaiting on final analysis of projects to be carried forward & provisions to be calculated & recognised.

### Initiatives Spend vs Budget \$'000



### Total Income vs Budget \$'000



# Finance & Performance Report - 30 June 2018

## Overview

APPENDIX 11.8A

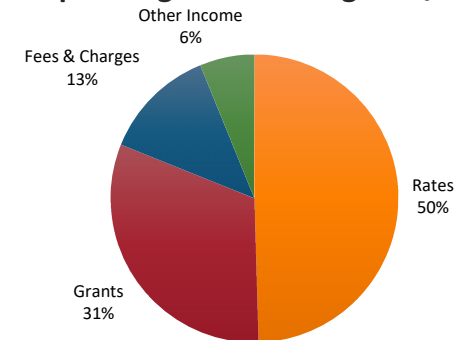
### Overall Cash Budget Summary - \$'000

	Business Activity	Actuals	Adopted	Revised	Actuals	YTD	Variance %	Note
		16/17	Budget 17/18	Budget 17/18	YTD 17/18	Variance 17/18		
<b>Income</b>	Service Delivery	-14,065	-12,773	-12,773	-15,491	2,718	21.3%	1
	General Revenue	-31,438	-29,175	-26,171	-29,650	3,479	13.3%	
	Capital	-9,243	-13,803	-15,331	-13,249	-2,081	-13.6%	2
	Initiatives	-82	-1,728	-1,796	-213	-1,583	-88.2%	
	Projects	-624	-460	-460	-340	-120	-26.1%	
	Reserves	-136	-547	-547	-134	-413	-75.5%	
<b>Income Total</b>		<b>-55,588</b>	<b>-58,486</b>	<b>-57,077</b>	<b>-59,077</b>	<b>2,000</b>	<b>3.5%</b>	
<b>Expenditure</b>	Service Delivery	31,855	33,124	33,378	32,711	667	2.0%	3
	Financing	439	439	439	439	-0	0.0%	
	Capital	17,950	21,036	25,352	21,462	3,890	15.3%	4
	Initiatives	467	2,195	2,950	712	2,239	75.9%	5
	Projects	1,817	1,624	3,240	2,435	805	24.8%	
	Reserves	54	68	68	272	-204	-300.3%	
<b>Expenditure Total</b>		<b>52,581</b>	<b>58,485</b>	<b>65,427</b>	<b>58,031</b>	<b>7,396</b>	<b>11.3%</b>	
<b>Grand Total</b>		<b>-3,007</b>	<b>-1</b>	<b>8,350</b>	<b>-1,046</b>	<b>9,396</b>	<b>112.5%</b>	

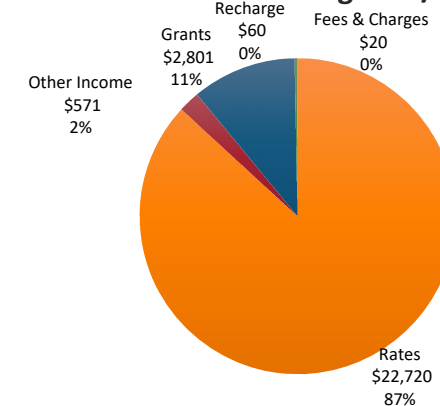
### General Revenue - Details - \$'000

	Sub Description	Actuals	Adopted	Revised	Actuals	YTD	Variance %	Note
		16/17	Budget 17/18	Budget 17/18	YTD 17/18	Variance 17/18		
<b>Rates</b>	Rates & Charges	-22,084	-22,720	-22,720	-22,784	65	0.3%	
<b>Grants</b>	Grants & Subsidies Recurrent	-8,809	-5,805	-2,801	-6,222	3,422	122.2%	6
<b>Fees &amp; Charges</b>	User Fees & Charges	-	-20	-20	-	-20	-100.0%	
<b>Other Income</b>	Cncl Contributions	-	-40	-40	-	-40	-100.0%	
	Interest & Investment Income	-503	-530	-530	-594	64	12.0%	
<b>Recharge</b>	Overhead Recovery	-41	-60	-60	-48	-12	-20.1%	
<b>Grand Total</b>		<b>-31,438</b>	<b>-29,175</b>	<b>-26,171</b>	<b>-29,650</b>	<b>3,479</b>	<b>13.3%</b>	

### Operating Income Budget 17/18



### General Revenue Budget 17/18 \$'000



**Comments:**

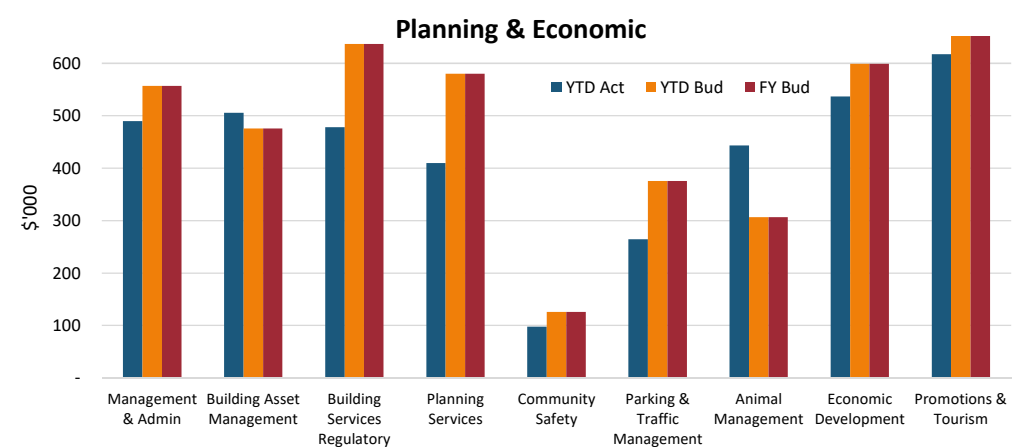
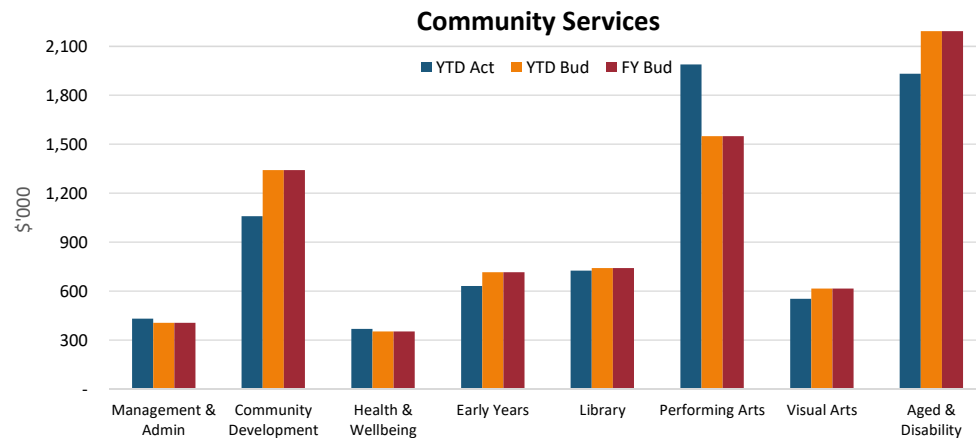
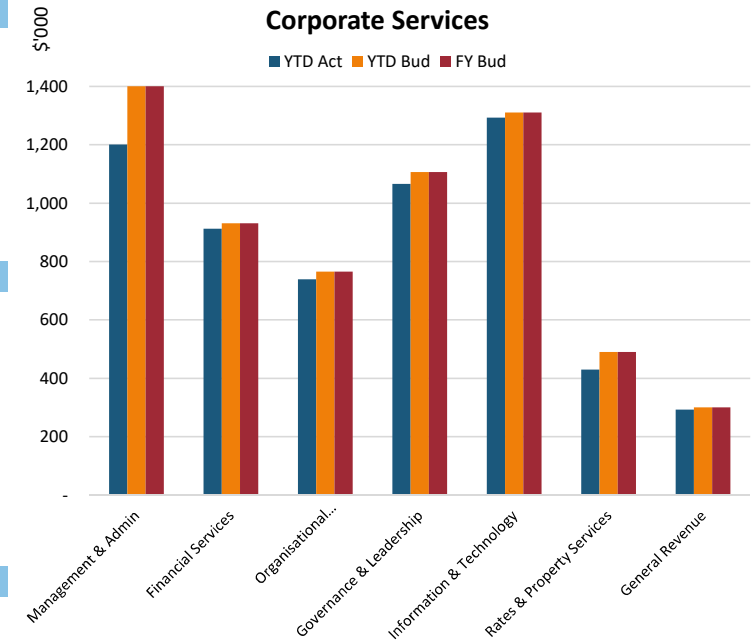
1. Service Delivery income is in a favourable position. Key variances include; (\$391k) Waste management, (\$401k) delivering additional shows at the Performing Arts Centre, (\$529k) VicRoads provisional works & (\$282k) Community Dev, & (\$1,159k) various operational grants.
2. Capital Income - Key reductions include - (\$485k) for the sale of industrial land, (\$1.9M) WIFT precinct, (\$500k) Kenny road Transfer Station improvements, (\$1.4M) Livestock Exchange & (\$120k) other various capital income.
3. Service Delivery Expenditure - Key reductions include; \$818k waste management (rehabilitation of cell 1 + waste cartage)
4. Capital Expenditure - Budget variance is driven by projects that for various reasons won't commence this financial year. Further breakout is available in the capital section.
5. Initiatives Expenditure - Budget variance of \$1.6 million is timing flow on from the CBD grant, which was not received / expended in 2017/18. The other \$639k is broken out further in the initiatives section.
6. General Revenue - \$3.4M Grants Commission, payment received in June 2018 which is a forward payment of 2018/19 funding

# Finance & Performance Report - 30 June 2018

## Service Delivery Expenditure

APPENDIX 11.8A

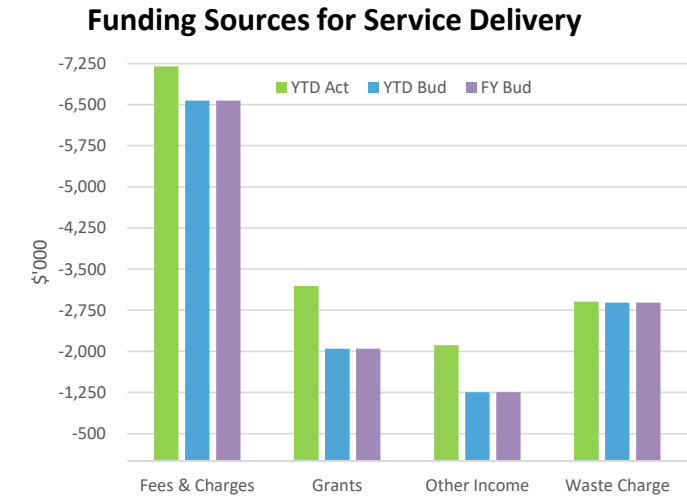
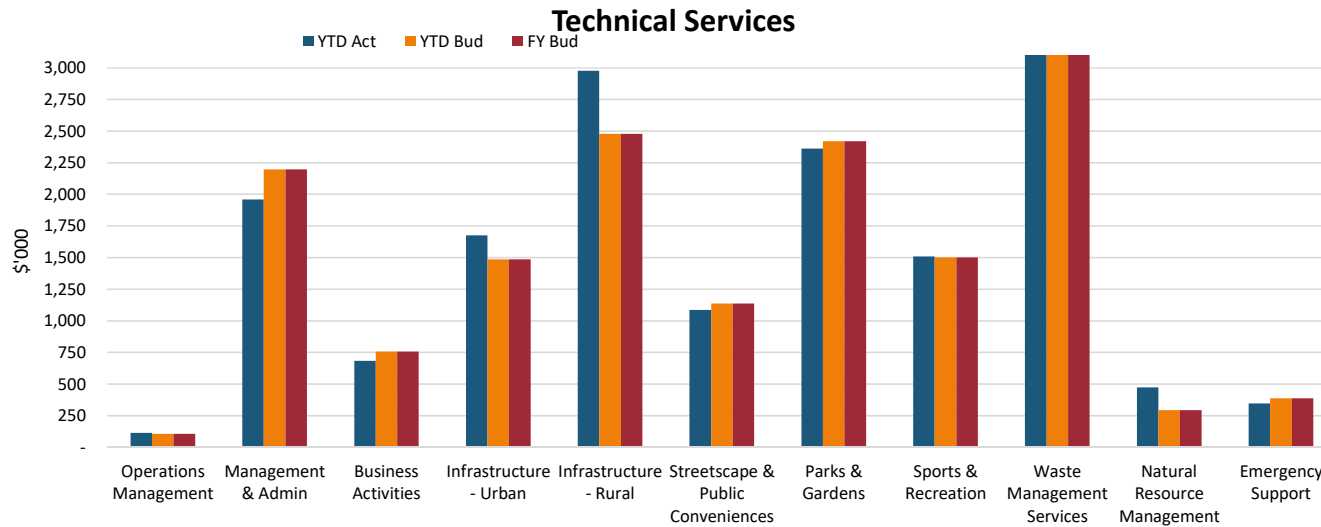
Key variances: \$'000	Revised		Variance		Comments
	Budget	Actual	Variance	%	
<b>Corporate Services</b>	<b>6,300</b>	<b>5,930</b>	<b>369</b>	<b>5.9%</b>	
Management & Admin	1,400	1,200	200	14.3%	● \$70k contingency, \$30k electricity (transferred to sustainability reserve) & other minor savings (\$10k or less from several accounts)
Financial Services	930	912	18	2.0%	●
Organisational Development	765	738	26	3.4%	●
Governance & Leadership	1,106	1,065	41	3.7%	●
Rates and Property Services	489	429	60	12.2%	●
Information & Technology	1,310	1,293	17	1.3%	●
<b>Community Services</b>	<b>7,913</b>	<b>7,688</b>	<b>225</b>	<b>2.8%</b>	
Management & Admin	405	430	-25	-6.2%	●
Community Development	1,342	1,060	282	21.0%	● Rural Disability Access (cfdw wks), Community Engagement programs
Early Years	715	632	84	11.7%	●
Library	741	726	15	2.1%	●
Performing Arts	1,549	1,988	-439	-28.3%	● Offset by \$401k of additional income
Visual Arts	616	553	62	10.1%	●
Aged & Disability	2,192	1,932	261	11.9%	● Underspend across Personal Care, Home Care, Meals on Wheels & Respite services. This includes one-off carried forward grants
<b>Planning &amp; Economic Services</b>	<b>4,319</b>	<b>3,844</b>	<b>476</b>	<b>11.0%</b>	
Management & Admin	557	490	67	12.0%	●
Building Asset Management	476	505	-29	-6.2%	●
Building Services Regulatory	637	478	158	24.9%	● ESM inspections, determinations & documentation (cfdw wrks)
Planning Services	580	410	171	29.4%	● Underspend on Strategies (cfdw wrkd)
Parking & Traffic Management	376	265	111	29.5%	● Combination of wages & meter maintenance
Animal Management	307	444	-137	-44.6%	● Additional staff allocation (from parking & traffic)
Economic Development	599	537	62	10.4%	●
Promotions & Tourism	662	617	45	6.8%	●



# Finance & Performance Report - 30 June 2018

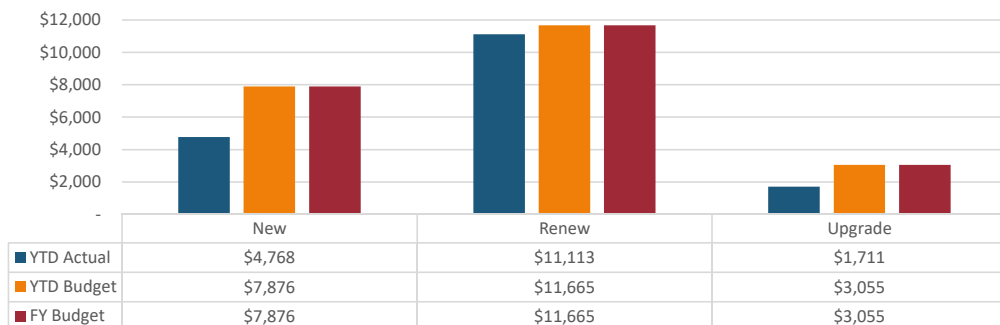
## Service Delivery Expenditure

APPENDIX 11.8A



Key variances: \$'000	Revised Budget	Actual	Variance	Variance %	Comments
<b>Technical Services</b>	<b>17,636</b>	<b>17,231</b>	<b>404</b>	<b>2.3%</b>	
Operations Management	108	117	-9	-8.1%	
Management & Admin	2,198	1,959	239	10.9%	● \$126k reduced FTE & extended sick leave, \$112k plans & strategies
Business Activities	760	686	73	9.7%	●
Infrastructure - Urban	1,487	1,678	-191	-12.8%	● Planned & reactive maintenance over-expenditure across the footpath, roads & bridges programs
Infrastructure - Rural	2,480	2,979	-499	-20.1%	● Planned & reactive maintenance over-expenditure across the roads & bridges program. Additional VicRoads works offset by income
Streetscape & Public Conveniences	1,139	1,086	52	4.6%	●
Parks & Gardens	2,421	2,362	59	2.4%	●
Sports & Recreation	1,503	1,509	-6	-0.4%	●
Waste Management Services	4,839	4,022	818	16.9%	● \$430k rehabilitation of cell 1, \$351 unrequired waste cartage allocation
Natural Resource Management	297	475	-179	-60.2%	● Additional spend for the CCTV community crime prevention project which is offset by grant income
Emergency Support	389	348	41	10.5%	●

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



**Comments:**

The adopted full year capital budget was \$18.280 million after carrying forward uncompleted works of \$4.316 million gives a revised full year budget of \$22,596 million.

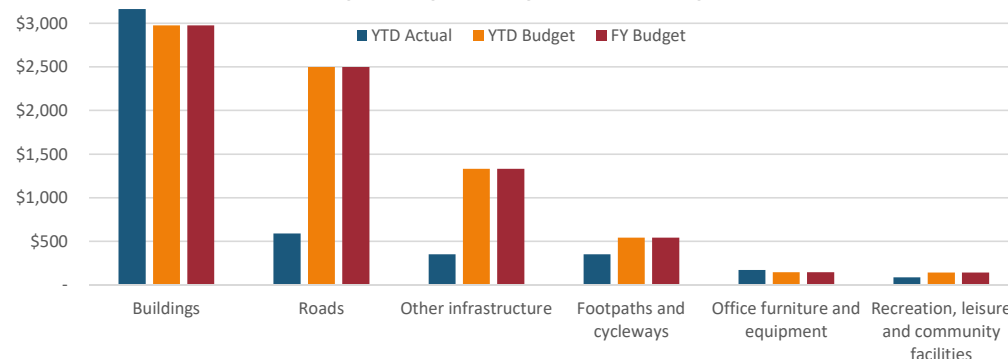
The following budgeted projects (\$4.48 million) don't have significant spend this financial year;

- \$2M - WIFT Precinct Industrial Estate Development
- \$1M - Upgrade Kenny Rd transfer station facilities - grant application unsuccessful
- \$880k - Livestock Exchange roofing - awaiting funding opportunities
- \$500k - CBD stage 2 footpaths - application unsuccessful
- \$135k - Hamilton street public convenience - application unsuccessful
- \$130k - Cornell Park public convenience - grant funding received for commencement after 1/7/18
- \$108k - Basketball side store room
- \$100k - Aerodrome land purchases - negotiations continuing

**Unbudgeted significant spend includes:**

\$1.4M - road renewal - flood recovery works from September 2016 event.

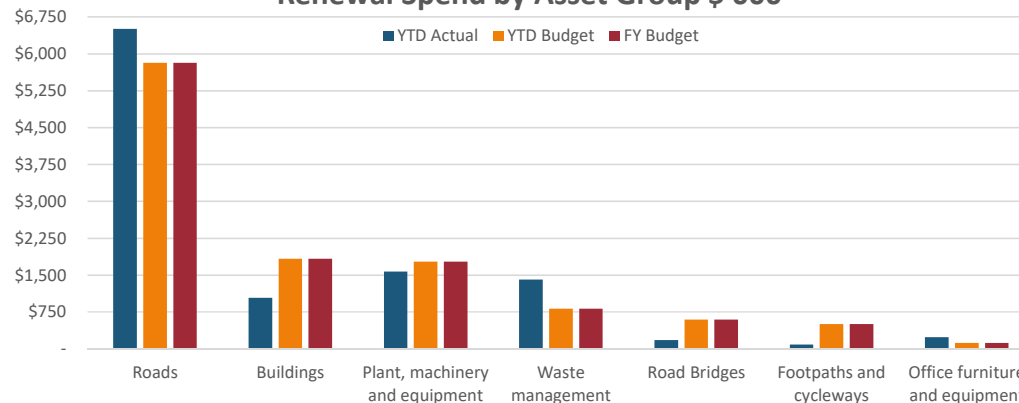
### New Capital Spend by Asset Group \$'000



**New Works**

Buildings have exceeded the full year full year budget, driven by the completion of the North Children's hub.  
 New Roads are behind forecast, with delays in expending the WIFT precinct grant (\$2M).  
 Other infrastructure spend is behind by \$880k for the Livestock Exchange roofing project that was grant dependant.

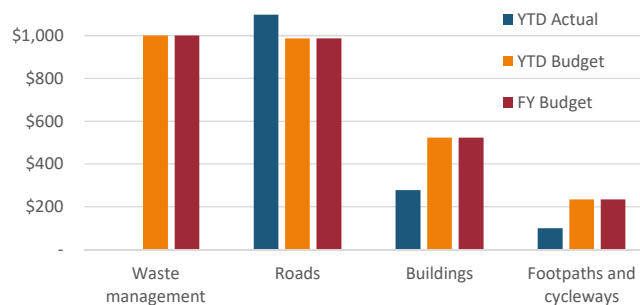
### Renewal Spend by Asset Group \$'000



**Renewal works**

Road construction is \$690k ahead of FY expectation driven by the flood recovery works (\$1.1M).  
 Buildings is below budget due to reduced grant funding of the Laharum Camerons Oval Change rooms not being received.  
 The reserve funded renewal for waste management (putrescible cell 2) has over spent budget. This was driven by the additional consulting cost to address new EPA requirements, as well as the budget being set prior to the contract to build the new cell being awarded. This additional expenditure is funded from the waste reserve.

### Upgrade Spend by Asset Group \$'000



**Upgrade works**

Upgrade of Kenny road transfer station grant application unsuccessful.

Upgrade road construction is \$110k ahead of FY budget.

Upgrade of basketball store room won't occur this FY.

Footpath upgrades will fall short for the FY due to unsuccessful grant application for the CBD project

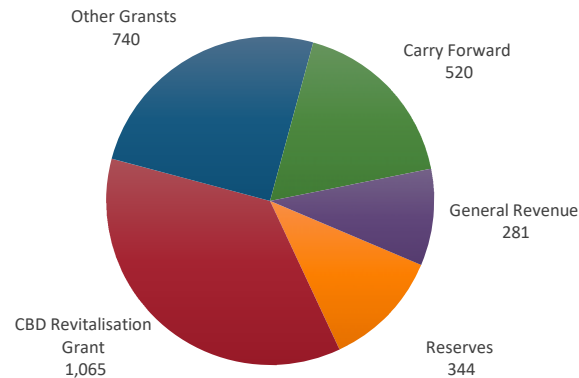


# Finance & Performance Report - 30 June 2018

## Initiatives & Projects

APPENDIX 11.8A

### Funding Streams for Operational Initiatives \$'000



**Comments:**

Initiatives are one off projects that are outside of normal service delivery business activities & usually run for one financial year.

Funding sources this year include funding from cash reserves held (\$0.34m), one major grant for CBD Revitalisation (\$1.065m) *not received*, General Revenue (\$0.28m), carry forward (\$0.52) and other grants of (\$0.74m).

### Initiatives with Revised FY Budget greater than \$40,000 - \$'000

WO Description		Adopted Budget	Revised Budget	Budgets YTD	Actuals YTD	YTD Variance
<b>Corporate Services</b>	Civic Centre Refurbishment Detailed Design	-	40	40	-	40
<b>Community Services</b>	Youth Strategy	40	40	40	39	1
	Health Manager Data Base	40	40	40	39	1
<b>Planning and Economic</b>	Horsham South Structure Plan	-	120	120	-	120
	Economic Development Strategy	-	85	85	83	2
	ESM Initial Determinations and Documents by Contractor	-	48	48	14	34
	ESM Compliance Works	20	44	44	41	3
	Asbestos Auditing Additional 17/18	40	40	40	47	-7
<b>Technical Services</b>	CBD Revitalisation relocate powerlines underground	1,600	1,600	1,600	-	1,600
	Town Entrances Streetscape Refurbishment	30	67	67	5	62
	Hazardous Tree Removal	20	60	60	44	16
	Road Clearances Tree Clearing/Pruning	60	60	60	76	-16
	Livestock Exchange Detailed Design Roofing Selling Area	50	50	50	-	50
	Stormwater Drainage Condition Audit	40	40	40	-	40
<b>Other Initiatives</b>	Initiatives less then \$40,000 budget	255	616	616	324	293
<b>Grand Total</b>		<b>2,195</b>	<b>2,950</b>	<b>2,950</b>	<b>712</b>	<b>2,239</b>

**Comments:**

A fair few initiatives are to do with new studies, strategies & plans, of which some are yet to commence.

There are 44 initiatives less that \$40k that combined have a full year revised budget of \$616k & FY underspend of \$293k. (\$104k strategies & reviews, \$24k surveys & inspections, \$87k software/hardware improvements)

Learning for future budget phasing is to phase according to expected payment milestones and not project delivery. Project managers need to consider carefully when payments are expected to occur.

The one major budget variance of \$1.6 million relates to CBD powerline . This grant was not received in 2017/18 & has contributed significantly to the large end of year variance.

### Non-operational Initiatives - Special

WO Description		Revised Budget \$'000	Budgets YTD \$'000	Actuals YTD \$'000	YTD Variance \$'000
<b>Income</b>	Grampians Peak Trail Parks Victoria expenditure	-3,068	-3,068	-1,243	-1,825
<b>Expenditure</b>	Grampians Peak Trail Parks Victoria expenditure	3,068	3,068	1,240	1,828
	Grampians Peak Trail HRCC expenses	-	-	3	-3
<b>Grand Total</b>		<b>-</b>	<b>-</b>	<b>0</b>	<b>-0</b>

**Carried Forward:**

The carry forward program is currently under review

**Finance & Performance Report - 30 June 2018**  
**Contract Variations, New Contracts & Exemptions from Procurement**

APPENDIX 11.8A

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

Item No	Contract No	Date Approved	Delegated Officer	Contract Description	Contractor	Description of Variation	Addition	Deduction
1	18/007	12/06/2018	M Duke	Restoration of Flood Damaged Assets Package 1	Grampians Excavations	Remove existing 300 mm pipe and replace with new pipes	\$850	
2	18/005	8/06/2018	M Duke	Reconstruction of Kalimna Avenue	Midbrook	Rectification of Soft Spot	\$717	
3	18/009	25/05/2018	J Martin	Reconstruction of Central Park Tennis Court Bay 4	Eltham Excavations	Removal of additional Aggi lines & backfill	\$3,500	
		18/06/2018				Removal & disposal of additional material not allowed for in the tender docs	\$10,000	
		18/06/2018				Soft Spot Southern Corner	\$12,204	
		18/06/2018				Soft Spot North Corner	\$11,431	
		18/06/2018				Soft Spot South East Corner	\$9,338	
4	18/013	18/06/2018	J Martin	Restoration of Flood Damaged Assets Package 2	Glover Earthmoving	Additional reinforcement into edge beams and supply of materials various sites	\$39,204	
5	18/009	28/06/2018	J Martin	Reconstruction of Central Park Fourth Bay Tennis Court	Eltham Excavations	New Spoon Drain and trenching	\$440	\$440
6	17/033	4/06/2018	J Martin	Laharum Change Rooms	MKM Constructions	Additional Building Concrete	\$4,500	
		26/06/2018	J Martin			New Door and Additional Lights	\$3,320	
7	17/017	24/06/2018	M Duke	Reconstruction of Jenkinson Street	Mintern Civil	Replacement of Kerb	\$1,860	
8	16/025B	23/06/2018	k O'Brien	Provision of Cleaning Services	Woody's Cleaning	Additional Cleans Town Hall, Art Gallery	\$1,320	
		25/06/2018				Additional Cleans Town Hall, Art Gallery	\$1,585	
Net Variations							<u>\$99,829</u>	

**Exemptions from Procurement - (GST exclusive)**

Item No	Purchase Order No	Date Approved	Delegated Officer	Reason	Exemption Description	Supplier	Expense
1	203491	29/06/2018	G A Maxfield	Re-Conditioned D6D Engine for Volvo Loader + Overs	Sole source of supply	CJD Equipment Pty Ltd	\$38,000
2	203335	25/06/2018	O J Morris	Upgrade doors at Civic Centre to SALTO as per quote	Used quote for similar project	Batch's Locksmiths	\$14,903

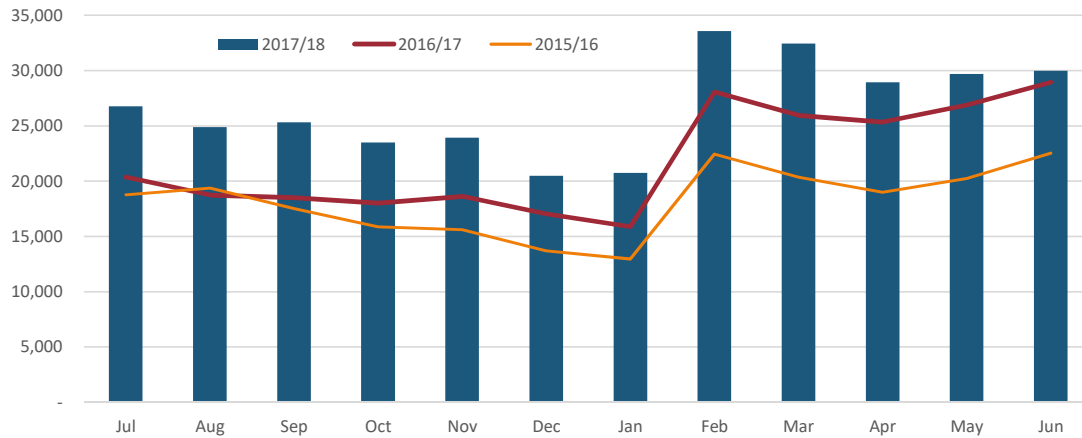


# Finance & Performance Report - 30 June 2018

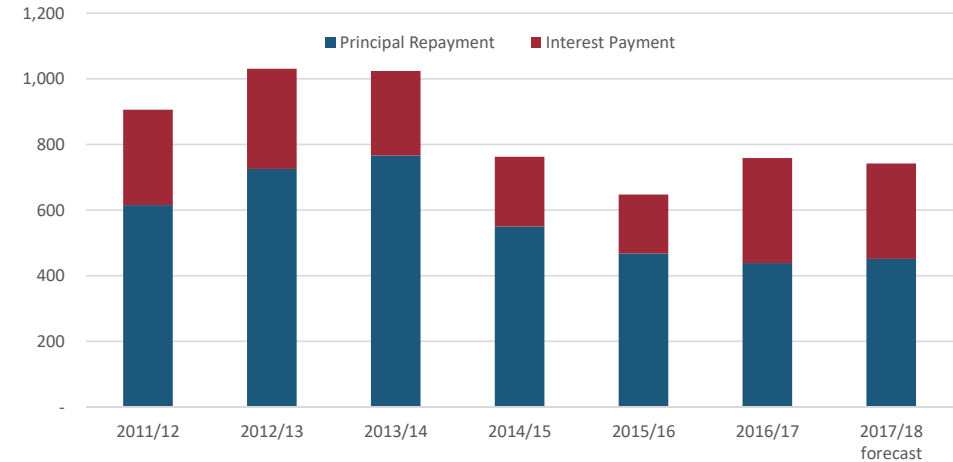
## Investments & Loans

APPENDIX 11.8A

### Investment Levels \$'000



### Principal Repayments & Interest Payments by Year \$'000



### Interest Rate

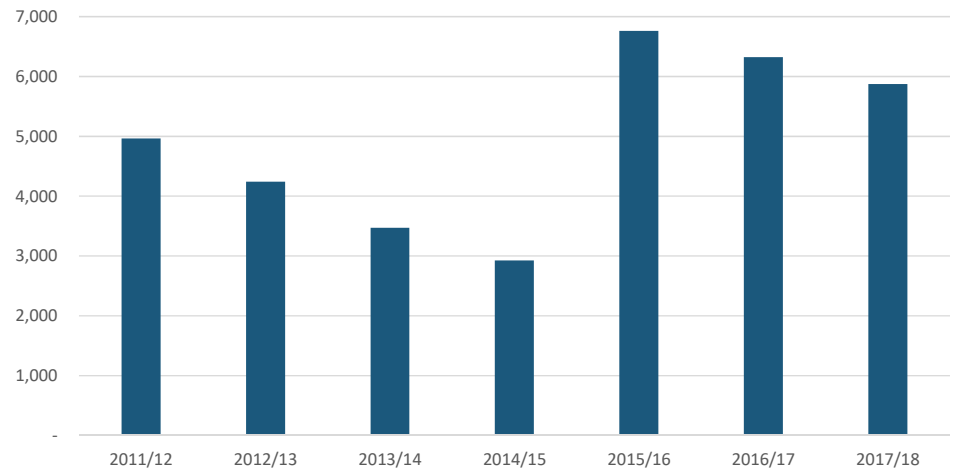
11 a.m. Investment	1.25%
11 Term Deposits	1.62% - 2.6% Ranging 28 Days to 216 Days
Last investment	2.50% 216 Days 26/06/2018 to 28/01/2019

### Breakout of Loans Outstanding

Purpose	Interest Rate	Original Principal	Outstanding at 30 Jun 17	Start Date	Year End Date	No. of Years	
Horsham Regional Livestock Exchange	3.59%	400,000	57,618	01 Jun 99	01 Jun 19	20	P & I
Aquatic Centre	6.44%	2,195,000	803,155	16 Jun 06	01 Jun 22	15	P & I
Drainage Works	7.46%	140,000	-	25 Jun 07	01 Jun 17	10	P & I
City Oval Lighting	7.88%	250,000	96,107	29 Jun 10	01 Jun 20	10	P & I
Unfunded Defined Superannuation	7.57%	500,000	244,935	20 Jun 11	01 Jun 21	10	P & I
Drainage Works	7.57%	200,000	97,974	20 Jun 11	01 Jun 21	10	P & I
Aerodrome Runway	7.57%	300,000	146,961	20 Jun 11	01 Jun 21	10	P & I
Drainage Works	5.73%	500,000	285,336	20 Jun 12	01 Jun 22	10	P & I
Wimmera Intermodal Freight Hub	5.73%	500,000	285,336	20 Jun 12	01 Jun 22	10	P & I
Anzac Pedestrian Bridge	3.97%	500,000	500,000	23 Jun 16	01 Jun 26	10	I
Horsham North Children's Hub	3.97%	100,000	100,000	23 Jun 16	01 Jun 26	10	I
City Oval Clubroom Purchase	3.97%	230,000	230,000	23 Jun 16	01 Jun 26	10	I
Horsham Town Hall Refurbishment	3.97%	3,475,000	3,475,000	23 Jun 16	01 Jun 26	10	I
* North Childrens Precinct	4.00%	759,000	759,000	23 Jun 18	01 Jun 28	10	I

\* Not drawn down from external sources. Will be funded from internal cash reserves held with an internal 10 year repayment plan back to the reserve

### Value of Loans Outstanding at Year End \$'000



## Grants

## Application Status of Non-Recurrent Grant Applications

Project	Project Year	Sponsor	Total Project	Grant Request	Council Contribution	Other Sources	Possible funding source	Status	Comments
<b>ACTIVE PROJECTS</b>									
CBD Revitalisation Stage 1	2018/19	Martin, J	3,370,000	1,685,000	1,685,000		Building Better Regions Fed	Application lodged	● Application lodged 15/12/2017 with Building Better Regions Fund. Awaiting funding announcement
Racecourse fitness station shade sails	Not Budgeted	Newall, S	32,000	16,000	16,000		RDV	Application ready	● Requires project scoping and suitable funding program.
Aquatic Centre - Outdoor pool shade	2017/18	Newall, S	40,000	36,000	4,000		Not identified	Application ready	● Master Plan complete and project ready for future application when suitable funding program is available
Aquatic Centre - Solar panels	2017/18	Newall, S	155,000	154,614	386		Sustainability Victoria	Design & scoping required	● Potential project under Local Government Energy Saver Program - Stream 3
Relocation of Depot - feasibility and design	2017/18	Martin, J	100,000	30,000	70,000		Not identified	Design & scoping required	● No grants currently available
Livestock Exchange - Roofing selling area	2017/18	Moir, R	880,000	700,000	180,000		Not identified	Design and Scoping required	● Full design and costing required following completion of the Livestock exchange Master Plan
Commemorating Armistice Day - 100 years on	2019/20	Martin, J	13,785	12,785	1,000		Armistice Centenary	Application unsuccessful	● Advised unsuccessful 23/2/2018. Andrew Broad's Office advised to re-apply for \$8,000 (9/7/2018)
Pimpinio Netball Court and Lighting Upgrade	2018/2019	Newall, S	230,560	100,000	35,320	50,000	SRV - CFN	Application lodged	● Application lodged 12/4/2018. Awaiting funding announcement
Horsham Town Hall - reconstruction of original auditorium floor	2018/2019	Donovan, A	247,250	200,000	47,250		Heritage Victoria	Application lodged	● Application lodged 13/4/2018. Awaiting funding announcement
Local Government Energy Saver Stream 2 Application	2018/2019	S Newall	13,468	13,468			Sustainability Victoria	Application lodged	● Application lodged 8/5/2018. Awaiting funding announcement
Gender Equity in Community Engagement	2019/2020	K O'Brien	115,000	111,937	3,063		MAV/DELWP	Application lodged	● Application lodged 30/5/2018. Awaiting funding announcement
Horsham Aquatic Centre Stage 2 Redevelopment	2019/2020	K O'Brien	646,313	250,000	396,313		SRV	Application lodged	● Application lodged 25/6/2018. Awaiting funding announcement
Telangatuk and Sunnyside Tennis Court Upgrade	2019/2020	S Newall	138,460	92,000	46,460		SRV	Application lodged	● Application lodged 25/6/2018. Awaiting funding announcement
Sunnyside Bowling Club - 2 synthetic greens	2019/2020	S Newall	422,864	250,000	10,000	162,864	SRV	Application lodged	● Application lodged 25/6/2018. Awaiting funding announcement
<b>INACTIVE PROJECTS</b>									
Wimmera Events Centre - Strategic Master Plan	2017/18	Field Days	45,000	30,000		15,000	Not identified	Design & scoping required	● Scope requires more detail - No state government funding currently available for Master Plans
Horsham North Outdoor Community Multi Sports Court	2017/18	McNeil, R	149,000	70,000	79,000		RDV	Design & scoping required	● Project on hold due to land use / ownership issues along the rail corridor
Horsham Transfer Station Upgrade	2018/19	Martin, J	100,000	50,000	50,000		Sustainability Victoria	Application lodged	● Application lodged 12/1/2018. Advised of no success July 2018.

Grants

Application Status of Non-Recurrent Grant Applications

Project	Project Year	Sponsor	Total Project	Grant Request	Council Contribution	Other Sources	Possible funding source	Status	Comments
<b>SUCCESSFUL APPLICATIONS</b>									
Culvert widening at Lower Norton Nurrabiell Road	2018/19	Duke, M	100,000	50,000	50,000		Bridges Renewal Rd 3	Application successful	● Application successful. Grant allocation of \$50,000
Dudley Cornell Park New Female Change Rooms	2018/19	McNeil, R	260,000	100,000	160,000		SRV CSIF - Female	Application successful	● Application successful. Grant allocation of \$100,000
Horsham Olympic Pool Renewal	2018/19	McNeil, R	1,316,160	200,000	1,116,160		SRV CSIF Small Aquatics	Application successful	● Application successful. Grant allocation of \$200,000
Natimuk United Football Netball Club Oval Lighting upgrade	2018/19	McNeil, R	98,644	93,644	5,000	35,823	SRV CFN	Application successful	● Application successful. Grant allocation of \$98,644
Curtis Road Wonwondah Road Henty Highway intersection upgrade	2018/19	Duke, M	100,000	50,000	50,000		VicRoads	Application successful	● Application successful. Grant allocation of \$50,000
Improving cyclist safety through the Hamilton/Firebrace Street roundabout	2018/19	Duke, M	80,586	40,293	40,293		TAC	Application successful	● Application successful. Grant allocation of \$40,293
Horsham Racecourse Reserve Public Safety Improvements	2018/19	McNeil, R	221,650	192,035	29,615		Public Safety Infrastructure	Application successful	● Application successful. Grant allocation of \$192,035
Improving Safety and Security - Football/Netball Administration Hub	Not Budgeted	Ellis, B	6,706	6,706			Community Safety Fund	Application successful	● Application successful. Grant allocation of \$6706. Project completed.
Central Park Tennis Court - 4th Bay	2018/19	McNeil, R	180,000	15,000	25,000	140,000	Tennis Australia	Application successful	● Application successful. Grant allocation of \$15,000. CFN Grant of \$100,000
Horsham City Bowling Club Synthetic Green	2018/19	McNeil, R	177,120	100,000	5,000	72,120	SRV	Application successful	● Application successful. Approved 15/2/2018
Horsham South Structure Plan	Not Budgeted	Irvine, E	120,000	120,000			VPA	Application successful	● Application successful. Approved 17/8/2017
Combined Planning Scheme Amendment C79	Not Budgeted	Irvine, E	60,000	60,000			DELWP	Application successful	● Application successful. Approved 4/7/2017
Improving Safety and Security - Football/Netball Administration Hub	Not Budgeted	Ellis, B	6,706	6,706			Department of Justice	Application successful	● Application successful. Approved 9/10/2017
Dooen Hall - restoration of 2 Honour Boards	Not Budgeted	Surr ridge, S	2,910	2,910			DVA	Application successful	● Application successful. Approved 30/11/2017
Brimpaen War Memorial Gates Restoration	Not Budgeted	Surr ridge, S	4,955	4,955			DVA	Application successful	● Application successful. Approved 30/11/2017
Enriched Learning for Remote Schools	Not Budgeted	Harding, A	98,000	98,000			Dep of Education	Application successful	● Application successful. Approved 15/12/2017
Engage 2018-2020 - Young Generation	Not Budgeted	Donovan, A	100,000	100,000			Youth Affairs	Application successful	● Application successful. Approved 5/1/2018
Wonwondah Dadswells Bridge Road Final Stage	2018/19	Duke, M	257,000	128,500	128,500		DEDJTR Local Road	Application successful	● Application successful. Approved 16/5/2018
Community Stories - Local Emergencies	2018/20	P Kuhne	7,800	7,800			Public Records Off	Application successful	● Application successful. Approved 23/5/2018
Jubilee Hall Creating a home for Oasis	2018/19	O'Brien K	99,905	66,600	33,305		Multicultural Commission	Application successful	● Advice of SUCCESS 30/3/2018. Grant allocation \$33,300
Walk to School Partnership 2018 & 2019	2018/2019	Duke, M	10,000	10,000			VicHealth	Application lodged	● Application lodged 12/4/2018. Approved 28/5/2018
Electronic NLIS Transition Package - Saleyards Phase 2	Not Budgeted	Martin, J	379,883	379,883			DEDJTR	Application successful	● Application successful. Approved 12/12/2017

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CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 12(1)	<b>function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act</b>			where Council is a Class B cemetery trust
	MOD - Manager Organisational Development		4/11/2013	
s. 12(2)	<b>duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions</b>			where Council is a Class B cemetery trust
	MOD - Manager Organisational Development		4/11/2013	
s. 13	<b>duty to do anything necessary or convenient to enable it to carry out its functions</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 14	<b>power to manage multiple public cemeteries as if they are one cemetery</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 15(4)	<b>duty to keep records of delegations</b>			
	DCORPS - Director Corporate Services		4/11/2013	
s. 17(1)	<b>power to employ any persons necessary</b>			
	CEO - Chief Executive Officer		4/11/2013	
s. 17(2)	<b>power to engage any professional technical or other assistance considered necessary</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 17(3)	<b>power to determine the terms and conditions of employment or engagement</b>			subject to any guidelines or directions of the Secretary
	MOD - Manager Organisational Development		4/11/2013	
s. 18(3)	<b>duty to comply with a direction from the Secretary</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 19	<b>power to carry out or permit the carrying out of works</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 20(1)	<b>duty to set aside areas for the interment of human remains</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 20(2)	<b>power to set aside areas for the purposes of managing a public cemetery</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 20(3)	<b>power to set aside areas for those things in paragraphs (a) – (e)</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 24(2)	<b>power to apply to the Secretary for approval to alter the existing distribution of land</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 40	<b>duty to notify Secretary of fees and charges fixed under section 39</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 57(1)	<b>duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act</b>			report must contain the particulars listed in s.57(2)
	MOD - Manager Organisational Development		4/11/2013	
s. 59	<b>duty to keep records for each public cemetery</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 60(1)	<b>duty to make information in records available to the public for historical or research purposes</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 60(2)	<b>power to charge fees for providing information</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 64(4)	<b>duty to comply with a direction from the Secretary under section 64(3)</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 64B(d)	<b>power to permit interments at a reopened cemetery</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 69	<b>duty to take reasonable steps to notify of conversion to historic cemetery park</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 70(1)	<b>duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 70(2)	<b>duty to make plans of existing place of interment available to the public</b>			
	MOD - Manager Organisational Development		4/11/2013	
s. 71(1)	<b>power to remove any memorials or other structures in an area to which an approval to convert applies</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 71(2)</b>	<b>power to dispose of any memorial or other structure removed</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 72(2)</b>	<b>duty to comply with request received under section 72</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 73(1)</b>	<b>power to grant a right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 73(2)</b>	<b>power to impose conditions on the right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 75</b>	<b>power to grant the rights of interment set out in subsections (a) and (b)</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 76(3)</b>	<b>duty to allocate a piece of interment if an unallocated right is granted</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 77(4)</b>	<b>power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 80(1)</b>	<b>function of receiving notification and payment of transfer of right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 80(2)</b>	<b>function of recording transfer of right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 82(2)</b>	<b>duty to pay refund on the surrender of an unexercised right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 83(2)</b>	<b>duty to pay refund on the surrender of an unexercised right of interment (sole holder)</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 83(3)</b>	<b>power to remove any memorial and grant another right of interment for a surrendered right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 84(1)</b>	<b>function of receiving notice of surrendering an entitlement to a right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 85(1)	<b>duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry</b>			the notice must be in writing and contain the requirements listed in s.85(2)
		MOD - Manager Organisational Development	4/11/2013	
s. 85(2)(b)	<b>duty to notify holder of 25 year right of interment of expiration of right at lease 12 months before expiry</b>			does not apply where right of internment relates to remains of a deceased veteran  does not apply where right of interment relates to remains of a deceased veteran
		MOD - Manager Organisational Development	15/02/2016	
s. 85(2)(c)	<b>power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or;</b>  <b>remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.</b>			may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment  applies where Council appointed to manage cemetery as though it were a cemetery trust.
		MOD - Manager Organisational Development	15/02/2016	
s. 86	<b>power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified</b>			
		MOD - Manager Organisational Development	4/11/2013	
s. 86(2)	<b>power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment</b>			
		MOD - Manager Organisational Development	3/08/2015	
s. 86(3)(a)	<b>power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment</b>			
		MOD - Manager Organisational Development	3/08/2015	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 86(3)(b)</b>	<b>power to remove interred cremated human remains and take further action in accordance with S.86(3)(b)</b>			
	MOD - Manager Organisational Development		3/08/2015	
<b>s. 86(4)</b>	<b>power to take action under s.86(4) relating to removing and re-interring cremated human remains</b>			
	MOD - Manager Organisational Development		3/08/2015	
<b>s. 86(5)</b>	<b>duty to provide notification before taking action under s.86(4)</b>			
	MOD - Manager Organisational Development		3/08/2015	
<b>s. 86A</b>	<b>duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)</b>			
	MOD - Manager Organisational Development		3/08/2015	
<b>s. 87(3)</b>	<b>duty if requested to extend the right for a further 25 years or convert the right to a perpetual right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 88</b>	<b>function to receive applications to carry out a lift and re-position procedure at a place of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 91(1)</b>	<b>power to cancel a right of interment in accordance with this section</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 91(3)</b>	<b>duty to publish notice of intention to cancel right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 92</b>	<b>power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 98(1)</b>	<b>function of receiving application to establish or alter a memorial or a place of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 99</b>	<b>power to approve or refuse an application made under section 98 or to cancel an approval</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s. 99(4)</b>	<b>duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested</b>			
	MOD - Manager Organisational Development		4/11/2013	



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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.100(1)</b>	<b>power to require a person to remove memorials or places of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.100(2)</b>	<b>power to remove and dispose a memorial or place of interment or remedy a persons failure to comply with section 100(1)</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.100(3)</b>	<b>power to recover costs of taking action under section 100(2)</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.101</b>	<b>function of receiving applications to establish or alter a building for ceremonies in the cemetery</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.103(3)</b>	<b>power to recover costs of taking action under section 103(2)</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.106(1)</b>	<b>power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.106(2)</b>	<b>power to require the holder of the right of interment to provide for an examination</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.106(3)</b>	<b>power to open and examine the place of interment if section 106(2) not complied with</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.106(4)</b>	<b>power to repair or – with the approval of the Secretary - take down remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.107(1)</b>	<b>power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.107(2)</b>	<b>power to repair or take down remove and dispose any building for ceremonies if notice under section 107(1) is not complied with</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.108</b>	<b>power to recover costs and expenses</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.109(1)(a)</b>	<b>power to open examine and repair a place of interment</b>			where the holder of right of interment or responsible person cannot be found
	MOD - Manager Organisational Development		4/11/2013	
<b>s.109(1)(b)</b>	<b>power to repair a memorial or with the Secretarys consent take down remove and dispose of a memorial</b>			where the holder of right of interment or responsible person cannot be found
	MOD - Manager Organisational Development		4/11/2013	
<b>s.109(2)</b>	<b>power to repair the building for ceremonies or with the consent of the Secretary take down remove and dispose of a building for ceremonies</b>			where the holder of right of interment or responsible person cannot be found
	MOD - Manager Organisational Development		4/11/2013	
<b>s.110(1)</b>	<b>power to maintain repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.110(2)</b>	<b>power to maintain repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.110A</b>	<b>power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran</b>			
	MOD - Manager Organisational Development		3/08/2015	
<b>s.111</b>	<b>power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.112</b>	<b>power to sell and supply memorials</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.116(4)</b>	<b>duty to notify the Secretary of an interment authorisation granted</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.116(5)</b>	<b>power to require an applicant to produce evidence of the right of interment holders consent to application</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.118</b>	<b>power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.119</b>	<b>power to set terms and conditions for interment authorisations</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.145</b>	<b>duty to comply with an order made by the Magistrates Court or a coroner</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.146</b>	<b>power to dispose of bodily remains by a method other than interment or cremation</b>			subject to the approval of the Secretary
	MOD - Manager Organisational Development		4/11/2013	
<b>s.147</b>	<b>power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.149</b>	<b>duty to cease using method of disposal if approval revoked by the Secretary</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.150 + 152(1)</b>	<b>power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.151</b>	<b>function of receiving applications to inter or cremate body parts</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.152(2)</b>	<b>power to impose terms and conditions on authorisation granted under section 150.</b>			
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA ACT 2003**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>sch 1 Cl 8(3)</b>	<b>power to permit members to participate in a particular meeting by telephone closed-circuit television or any other means of communication</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>sch 1 Cl 8(8)</b>	<b>power to regulate own proceedings</b>			subject to clause 8
	MOD - Manager Organisational Development		4/11/2013	

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**CEMETERIES AND CREMATORIA REGULATIONS 2015**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 24	<b>duty to ensure that cemetery complies with depth of burial requirements</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 25	<b>duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 27	<b>power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 28(1)	<b>power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 28(2)	<b>duty to ensure any fittings removed of are disposed in an appropriate manner</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 29	<b>power to dispose of any metal substance or non-human substance recovered from a cremator</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 30(2)	<b>power to release cremated human remains to certain persons</b>			subject to any order of a court
	MOD - Manager Organisational Development		15/02/2016	
r. 31(1)	<b>duty to make cremated human remains available for collection within 2 working days after the cremation</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 31(2)	<b>duty to hold cremated human remains for at least 12 months from the date of cremation</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 31(3)	<b>power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 31(4)	<b>duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 32	<b>duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)</b>			
	MOD - Manager Organisational Development		15/02/2016	

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**CEMETERIES AND CREMATORIA REGULATIONS 2015**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 33(1)	<b>duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 33(2)	<b>duty to ensure that remains are interred in accordance with paragraphs (a)-(b)</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 34	<b>duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 36	<b>duty to provide statement that alternative vendors or supplier of monuments exist</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 40	<b>power to approve a person to play sport within a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 41(1)	<b>power to approve fishing and bathing within a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 42(1)	<b>power to approve hunting within a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 43	<b>power to approve camping within a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 45	<b>power to approve the removal of plants within a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 46	<b>power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 47(3)	<b>power to approve the use of fire in a public cemetery</b>			
	MOD - Manager Organisational Development		15/02/2016	
r. 48(2)	<b>power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area</b>			
	MOD - Manager Organisational Development		15/02/2016	

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**DOMESTIC ANIMALS ACT 1994**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 41A(1)</b>	<b>power to declare a dog to be a menacing dog</b>			Council may delegate this power to a Council authorised officer
	CEO - Chief Executive Officer		19/03/2018	
	DDS - Director Development Services		19/03/2018	
	MRS - Manager Regulatory Services		19/03/2018	

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ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.53M(3)</b>	<b>power to require further information</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.53M(4)</b>	<b>duty to advise applicant that application is not to be dealt with</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.53M(5)</b>	<b>duty to approve plans issue permit or refuse permit</b>			refusal must be ratified by Council or it is of no effect
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.53M(6)</b>	<b>power to refuse to issue septic tank permit</b>			refusal must be ratified by Council or it is of no effect
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.53M(7)</b>	<b>duty to refuse to issue a permit in circumstances in (a)-(c)</b>			refusal must be ratified by Council or it is of no effect
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	



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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
---	<b>power to register renew or transfer registration</b>			where Council is the registration authority, refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(2)(a)	<b>power to direct by written order that the food premises be put into a clean and sanitary condition</b>			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(2)(b)	<b>power to direct by written order that specified steps be taken to ensure that food prepared sold or handled is safe and suitable</b>			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(3)	<b>power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment (contd)</b>			If section 19(1) applies Only in relation to temporary food premises or mobile food premises
		CEH - Co-ordinator Environmental Health	2/10/2017	
s.19(6)(a)	<b>duty to revoke any order under section 19 if satisfied that an order has been complied with</b>			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19(6)(b)	<b>duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with</b>			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19AA(2)	<b>power to direct by written order that a person must take any of the actions described in (a)-(c).</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.19AA(4)(c)	<b>power to direct in an order made under s.19AA(2) or a subsequent written order that a person must ensure that any food or class of food is not removed from the premises</b>			Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19AA(7)	<b>duty to revoke order issued under s.19AA and give written notice of revocation if satisfied that that order has been complied with</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19CB(4)(b)	<b>power to request copy of records</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19E(1)(d)	<b>power to request a copy of the food safety program</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19GB	<b>power to request proprietor to provide written details of the name qualification or experience of the current food safety supervisor</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19M(4)(a) + (5)	<b>power to conduct a food safety audit and take actions where deficiencies are identified</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19NA(1)	<b>power to request food safety audit reports</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.19U(3)	<b>power to waive and vary the costs of a food safety audit if there are special circumstances</b>	CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.19UA	<b>power to charge fees for conducting a food safety assessment or inspection</b>	CEH - Co-ordinator Environmental Health	4/11/2013	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
		EHO2 - Environmental Health Officer	4/11/2013	
s.19W	<b>power to direct a proprietor of a food premises to comply with any requirement under Part IIIB</b>	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.19W(3)(a)	<b>power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction</b>	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.19W(3)(b)	<b>power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises</b>	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.38A(4)	<b>power to request a copy of a completed food safety program template</b>	CEH - Co-ordinator Environmental Health	4/11/2013	where council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	
s.38AA(5)	<b>power to (a) request further information- or (b) advise the proprietor that the premises must be registered if the premises are not exempt</b>	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.38AB(4)	<b>power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(1)(a)	<b>duty to assess the application and determine which class of food premises under section 19C the food premises belongs</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(1)(b)	<b>duty to ensure proprietor has complied with requirements of section 38A</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38B(2)	<b>duty to be satisfied of the matters in section 38B(2)(a)-(b)</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(1)	<b>duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(2)	<b>duty to be satisfied of the matters in section 38D(2)(a)-(d)</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
s.38D(3)	<b>power to request copies of any audit reports</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.38E(2)</b>	<b>power to register the food premises on a conditional basis</b>			where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.38E(4)</b>	<b>duty to register the food premises when conditions are satisfied</b>			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.39A</b>	<b>power to register renew or transfer food premises despite minor defects</b>			where Council is the registration authority, only if satisfied of matters in subsections (2)(a)-(c)
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.40(2)</b>	<b>power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.40C(2)</b>	<b>power to grant or renew the registration of food premises for a period of less than 1 year</b>			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.40D(1)</b>	<b>power to suspend or revoke the registration of food premises</b>			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.43F(6)</b>	<b>duty to be satisfied that registration requirements under Division 3 have been met prior to registering transferring or renewing registration of a component of a food business</b>			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	

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**FOOD ACT 1984**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.43F(7)</b>	<b>power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements</b>			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	
<b>s.46(5)</b>	<b>power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution without proceedings first being instituted (contd)</b>			(contd) against the person first charged Where Council is the registration authority where council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	
		EHO2 - Environmental Health Officer	4/11/2013	

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**HERITAGE ACT 2017**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.116	<b>power to sub-delegate Executive Director's functions, duties or powers</b>	STP - Statutory Town Planner	27/08/2018	must first obtain Executive Director's written consent, Council can only sub-delegate from the Executive Director authorises sub-delegation

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**LOCAL GOVERNMENT ACT 1989**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.181H</b>	<b>power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge</b>			
	CR - Co-ordinator Revenue		27/08/2018	
	DCORPS - Director Corporate Services		27/08/2018	
	FM - Manager Finance		27/08/2018	



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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>r.179</b>	<b>power to waive or rebate a fee relating to an amendment of a planning scheme</b>			Expires October 2015
	DDS - Director Development Services		2/02/2015	
	MRS - Manager Regulatory Services		2/02/2015	
<b>r.20</b>	<b>power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme</b>			
	DDS - Director Development Services		20/02/2017	
	MRS - Manager Regulatory Services		20/02/2017	
<b>r.21</b>	<b>duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20</b>			Expires October 2015
	DDS - Director Development Services		2/02/2015	
	MRS - Manager Regulatory Services		2/02/2015	

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**PLANNING AND ENVIRONMENT ACT 1987**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 4B</b>	<b>power to prepare an amendment to the Victorian Planning Provisions</b>			if authorised by the Minister
	DDS - Director Development Services		4/11/2013	
<b>s. 4G</b>	<b>function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
<b>s. 4H</b>	<b>duty to make amendment to Victorian Planning Provisions available</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 4I</b>	<b>duty to keep Victorian Planning Provisions and other documents available</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 8A(2)</b>	<b>power to prepare amendment to the planning scheme where the Minister has given consent under s.8A</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 8A(3)</b>	<b>power to apply to Minister to prepare an amendment to the planning scheme</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 8A(5)</b>	<b>function of receiving notice of the Minister's decision</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 8A(7)</b>	<b>power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 8B(2)</b>	<b>power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district</b>			
	DDS - Director Development Services		7/04/2014	

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**PLANNING AND ENVIRONMENT ACT 1987**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 12(3)</b>	<b>power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
<b>s. 12A(1)</b>	<b>duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the Planning and Environment (Planning Schemes) Act 1996)</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 12B(1)</b>	<b>duty to review planning scheme</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 12B(2)</b>	<b>duty to review planning scheme at direction of Minister</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 12B(5)</b>	<b>duty to report findings of review of planning scheme to Minister without delay</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 14</b>	<b>duties of a Responsible Authority as set out in subsections (a) to (d)</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 17(1)</b>	<b>duty of giving copy amendment to the planning scheme</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 17(2)</b>	<b>duty of giving copy s.173 agreement</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
<b>s. 17(3)</b>	<b>duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 18</b>	<b>duty to make amendment etc. available</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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**PLANNING AND ENVIRONMENT ACT 1987**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 19	<b>function of receiving notice of preparation of an amendment to a planning scheme</b>			where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
		DDS - Director Development Services	7/04/2014	
		MRS - Manager Regulatory Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
s. 19	<b>power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme</b>			
s. 19				
		DDS - Director Development Services	7/04/2014	
		MRS - Manager Regulatory Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
s. 20(1)	<b>power to apply to Minister for exemption from the requirements of section 19</b>			
		DDS - Director Development Services	4/11/2013	
s. 21(2)	<b>duty to make submissions available</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 21A(4)	<b>duty to publish notice in accordance with section</b>			
		DDS - Director Development Services	4/11/2013	
		MRS - Manager Regulatory Services	4/11/2013	
s. 22	<b>duty to consider all submissions</b>			except submissions which request a change to the items in s.22(5)(1) and (b)
		DDS - Director Development Services	4/11/2013	
		MRS - Manager Regulatory Services	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 23(1)(b)</b>	<b>duty to refer submissions which request a change to the amendment to a panel</b>			
	DDS - Director Development Services		7/04/2014	
	MRS - Manager Regulatory Services		7/04/2014	
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
<b>s. 23(2)</b>	<b>power to refer to a panel submissions which do not require a change to the amendment</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 24</b>	<b>function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 26(1)</b>	<b>power to make report available for inspection</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 26(2)</b>	<b>duty to keep report of panel available for inspection</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 27(2)</b>	<b>power to apply for exemption if panels report not received</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 28</b>	<b>duty to notify the Minister if abandoning an amendment</b>			Note: the power to make a decision to abandon an amendment cannot be delegated
	DDS - Director Development Services		4/11/2013	
<b>s. 30(4)(a)</b>	<b>duty to say if amendment has lapsed</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 30(4)(b)</b>	<b>duty to provide information in writing upon request</b>			
	DDS - Director Development Services		4/11/2013	

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<b>s. 32(2)</b>	<b>duty to give more notice if required</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 33(1)</b>	<b>duty to give more notice of changes to an amendment</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 36(2)</b>	<b>duty to give notice of approval of amendment</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 38(5)</b>	<b>duty to give notice of revocation of an amendment</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 39</b>	<b>function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 40(1)</b>	<b>function of lodging copy of approved amendment</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 41</b>	<b>duty to make approved amendment available</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 42</b>	<b>duty to make copy of planning scheme available</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 46AS(ac)</b>	<b>power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 46AW</b>	<b>function of being consulted by the Minister</b>			where Council is a responsible public entity
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	

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**PLANNING AND ENVIRONMENT ACT 1987**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46AX	<b>function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy</b>			where Council is a responsible public entity
		DDS - Director Development Services	27/08/2018	
s. 46AZC(2)	<b>duty to comply with directions issued by the Minister duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity</b>			where Council is a responsible public entity
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46AZK	<b>duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d) duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area</b>			where Council is a responsible public entity
		DDS - Director Development Services	27/08/2018	
		SSTP - Co-ordinator Statutory Planning & Regulatory	27/08/2018	
		STP - Statutory Town Planner	27/08/2018	
s. 46GF	<b>duty to comply with directions issued by the Minister</b>			
		DDS - Director Development Services	15/02/2016	
s. 46GG	<b>duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	15/02/2016	
		STP - Statutory Town Planner	15/02/2016	
s. 46GH(1)	<b>power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction</b>			where council is a collection agency
		DDS - Director Development Services	15/02/2016	
		DI - Director Infrastructure	15/02/2016	

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**PLANNING AND ENVIRONMENT ACT 1987**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46GH(2)	<b>power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable</b>			where council is a collection agency
		DDS - Director Development Services	15/02/2016	
		DI - Director Infrastructure	15/02/2016	
s. 46GH(3)	<b>duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant</b>			where council is a collection agency
		DDS - Director Development Services	15/02/2016	
s. 46GI(1)	<b>duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987</b>			must be done in accordance with <i>Local Government Act 1989</i>
		DDS - Director Development Services	15/02/2016	
		FM - Manager Finance	15/02/2016	
s. 46GI(2)	<b>duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency</b>			
		DDS - Director Development Services	15/02/2016	
		FM - Manager Finance	15/02/2016	
s. 46GI(2)(b)(i)	<b>power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction where council is a collecting agency</b>			where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	



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s. 46GI(3)	<b>duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)</b>			
	DDS - Director Development Services		15/02/2016	
	FM - Manager Finance		15/02/2016	
s. 46GI(4)	<b>power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed</b>			
	DDS - Director Development Services		15/02/2016	
s. 46GI(5)	<b>duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.</b>			
	DDS - Director Development Services		15/02/2016	
s. 46GJ(1)	<b>function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
s. 46GK	<b>duty to comply with a Minister’s direction that applies to Council as the planning authority</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
s. 46GL	<b>power to recover any amount of infrastructure levy as a debt due to Council</b>			where council is a collecting agency
	DDS - Director Development Services		15/02/2016	
s. 46GM	<b>duty to prepare report and give a report to the Minister</b>			where council is a collecting agency or development agency
	DDS - Director Development Services		15/02/2016	
s. 46GN(1)	<b>duty to arrange for estimates of values of inner public purpose land</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
s. 46GO(1)	<b>duty to give notice to owners of certain inner public purpose land</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 46GP</b>	<b>function of receiving a notice under s.46GO</b>			WHERE Council is the collecting agency
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
<b>s. 46GQ</b>	<b>function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land</b>			
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GR(1)</b>	<b>duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO</b>			
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GR(2)</b>	<b>power to consider a late submission duty to consider a late submission if directed to do so by the Minister</b>			
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GS(1)</b>	<b>power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ</b>			
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	

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<b>s. 46GS(2)</b>	<b>duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	
<b>s. 46GT(2)</b>	<b>duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	
<b>s. 46GT(4)</b>	<b>function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	
<b>s. 46GT(6)</b>	<b>function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)</b>			
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	
<b>s. 46GU</b>	<b>duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless (contd)</b>			(contd) the criteria in s.46GU(1)(a) and (b) are met
	CSLP - Co-ordinator Strategic Land-use Planning		27/08/2018	
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 46GV(3)</b>	<b>function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made</b>			where Council is the collecting agency
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s. 46GV(3)(b)</b>	<b>power to enter into an agreement with the applicant</b>			where Council is the collecting agency
	DDS - Director Development Services		27/08/2018	
	EBDM - Manager Economic Development		27/08/2018	
<b>s. 46GV(4)(a)</b>	<b>function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)</b>			where Council is the development agency
	DDS - Director Development Services		27/08/2018	
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s. 46GV(7)</b>	<b>duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s. 46GV(9)</b>	<b>power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction</b>			where Council is the collecting agency
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s. 46GX(1)</b>	<b>power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable</b>			where Council is the collecting agency
	DI - Director Infrastructure		27/08/2018	
<b>s. 46GX(2)</b>	<b>duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan</b>			where Council is the collecting agency
	DI - Director Infrastructure		27/08/2018	

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s. 46GY(1)	<b>duty to keep proper and separate accounts and records</b>			where Council is the collecting agency
	FM - Manager Finance		27/08/2018	
s. 46GY(2)	<b>duty to keep the accounts and records in accordance with the Local Government Act 1989</b>			where Council is the collecting agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(2)(a)-1	<b>function of receiving the monetary component</b>			where the Council is the planning authority this duty does not apply where Council is also the collecting agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(2)(a)-2	<b>duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority</b>			where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
	FM - Manager Finance		27/08/2018	
s. 46GZ(2)(b)-1	<b>function of receiving the monetary component</b>			where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(2)(b)-2	<b>duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities</b>			where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(4)	<b>duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
	FM - Manager Finance		27/08/2018	

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s. 46GZ(5)-1	<b>function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land</b>			where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(5)-2	<b>duty to forward any part of a land equalisation amount required for the acquisition of infrastructure of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency</b>			where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
	FM - Manager Finance		27/08/2018	
s. 46GZ(7)	<b>duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW</b>			where Council is the collecting agency under an approved infrastructure contributions plan
	FM - Manager Finance		27/08/2018	
s. 46GZ(9)-1	<b>function of receiving the fee simple in the land</b>			where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
	DDS - Director Development Services		27/08/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 46GZ(9)-2	<b>duty to transfer the estate in fee simple in the land to to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land</b>			if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
		DDS - Director Development Services	27/08/2018	
s. 46GZA(1)	<b>duty to keep proper and separate accounts and records</b>			where Council is a development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46GZA(2)	<b>duty to keep the accounts and records in accordance with the Local Government Act 1989</b>			where Council is a development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DCW - Director Community Wellbeing	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46GZB(3)	<b>duty to follow the steps set out in s.46GZB(3)(a) – ©</b>			where Council is a development agency under an approved infrastructure contributions plan
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	

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<b>s. 46GZB(4)</b>	<b>duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA</b>			if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZD(2)</b>	<b>duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)</b>			where Council is the development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZD(3)</b>	<b>duty to follow the steps set out in s.46GZD(3)(a) and (b)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZD(5)</b>	<b>duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and (46GZD(5)(b)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZE(2)-1</b>	<b>function of receiving the unexpended land equalisation amount</b>			where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	



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s. 46GZE(2)-2	<b>duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires</b>			where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46GZE(3)	<b>duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46GZF(2)	<b>duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land</b>			where Council is the development agency under an approved infrastructure contributions plan
		DI - Director Infrastructure	27/08/2018	
s. 46GZF(3)-1	<b>s.46GZF(3)(a) function of receiving proceeds of sale</b>			where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
s. 46GZF(3)-2	<b>duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)</b>			where Council is the development agency under an approved infrastructure contributions plan
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	

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<b>s. 46GZF(4)</b>	<b>duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZF(6)</b>	<b>duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		DDS - Director Development Services	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZH</b>	<b>where Council is the collecting agency under an approved infrastructure contributions plan</b>			where Council is the collecting agency under an approved infrastructure contributions plan
		DDS - Director Development Services	27/08/2018	
<b>s. 46GZI</b>	<b>duty to prepare and give a report to the Minister at the times required by the Minister</b>			where Council is a collecting agency or development agency
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46GZK</b>	<b>power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council</b>			where Council is a collecting agency or development agency
		DDS - Director Development Services	27/08/2018	
<b>s. 46LB(3)</b>	<b>duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)</b>			
		CSLP - Co-ordinator Strategic Land-use Planning	27/08/2018	
		EBDM - Manager Economic Development	27/08/2018	
<b>s. 46N(1)</b>	<b>duty to include condition in permit regarding payment of development infrastructure levy</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 46N(2)(c)</b>	<b>function of determining time and manner for receipt of development contributions levy</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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s. 46N(2)(d)	<b>power to enter into an agreement with the applicant regarding payment of development infrastructure levy</b>	DDS - Director Development Services	4/11/2013	
s. 46O(1)(a)+(2)(a)	<b>power to ensure that community infrastructure levy is paid or agreement is in place prior to issuing building permit</b>	MBS - Relieving Building Surveyor	4/11/2013	
s. 46O(1)(d)+(2)(d)	<b>power to enter into agreement with the applicant regarding payment of community infrastructure levy</b>	DDS - Director Development Services	4/11/2013	
s. 46P(1)	<b>power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured</b>	DDS - Director Development Services	4/11/2013	
s. 46P(2)	<b>power to accept provision of land works services or facilities in part or full payment of levy payable</b>	DDS - Director Development Services	4/11/2013	
s. 46Q(1)	<b>duty to keep proper accounts of levies paid</b>	FM - Manager Finance	4/11/2013	
s. 46Q(1A)	<b>duty to forward to development agency part of levy imposed for carrying out works services or facilities on behalf of development agency or plan preparatin costs incurred by a development agency or plan preparation costs incurred by a development agency</b>	FM - Manager Finance	4/11/2013	
s. 46Q(2)	<b>duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc</b>	FM - Manager Finance	4/11/2013	
s. 46Q(3)	<b>power to refund any amount of levy paid if it is satisfied the development is not to proceed</b>	DDS - Director Development Services	4/11/2013	only applies when levy is paid to Council as a 'development agency'

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s. 46Q(4)(c)	<b>duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services (contd)</b>			(contd) or facilities in an area under s.46Q(4)(a)  must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
		DDS - Director Development Services	4/11/2013	
s. 46Q(4)(d)	<b>duty to submit to the Minister an amendment to the approved development contributions plan</b>			must be done in accordance with Part 3
		DDS - Director Development Services	4/11/2013	
s. 46Q(4)(e)	<b>duty to expend that amount on other works etc.</b>			with the consent of, and in the manner approved by, the Minister
		DDS - Director Development Services	4/11/2013	
s. 46QC	<b>power to recover any amount of levy payable under Part 3B</b>			
		DDS - Director Development Services	4/11/2013	
s. 46QD	<b>duty to prepare report and give a report to the Minister</b>			where Council is a collecting agency or development agency
		DDS - Director Development Services	15/02/2016	
s. 47	<b>power to decide that an application for a planning permit does not comply with that Act</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 49(1)	<b>duty to keep a register of all applications for permits and determinations relating to permits</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 49(2)	<b>duty to make register available for inspection</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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<b>s. 50(4)</b>	<b>duty to amend application</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 50(5)</b>	<b>power to refuse to amend application</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 50(6)</b>	<b>duty to make note of amendment to application in register</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 50A(1)</b>	<b>power to make amendment to application</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 50A(3)</b>	<b>power to require applicant to notify owner and make a declaration that notice has been given</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 50A(4)</b>	<b>duty to note amendment to application in register</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 51</b>	<b>duty to make copy of application available for inspection</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 52(1)(a)</b>	<b>duty to give notice of the application to owners-occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 52(1)(b)</b>	<b>duty to give notice of the application to other municipal Councils where appropriate</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 52(1)(c)	<b>duty to give notice of the application to all persons required by the planning scheme</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 52(1)(ca)	<b>duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 52(1)(cb)	<b>duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 52(1)(d)	<b>duty to give notice of the application to other persons who may be detrimentally effected</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 52(1AA)	<b>duty to give notice of an application to remove or vary a registered restrictive covenant</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 52(3)	<b>power to give any further notice of an application where appropriate</b>			
		DDS - Director Development Services	4/11/2013	
		MRS - Manager Regulatory Services	4/11/2013	
s. 53(1)	<b>power to require the applicant to give notice under section 52(1) to persons specified by it</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 53(1A)	<b>power to require the applicant to give the notice under section 52(1AA)</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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<b>s. 54(1)</b>	<b>power to require the applicant to provide more information</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 54(1A)</b>	<b>duty to give notice in writing of information required under section 54(1)</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 54(1B)</b>	<b>duty to specify the lapse date for an application</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 54A(3)</b>	<b>power to decide to extend time or refuse to extend time to give required information</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
<b>s. 54A(4)</b>	<b>duty to give written notice of decision to extend or refuse to extend time und section 54A(3)</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 55(1)</b>	<b>duty to give copy application to every referral authority specified in the planning scheme</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57(2A)</b>	<b>power to reject objections considered made primarily for commercial advantage for the objector</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 57(3)</b>	<b>function of receiving name and address of persons to whom notice of decision is to go</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57(5)</b>	<b>duty to make available for inspection copy of all objections</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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<b>s. 57A(4)</b>	<b>duty to amend application in accordance with applicants request subject to section 57A(5)</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57A(5)</b>	<b>power to refuse to amend application</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 57A(6)</b>	<b>duty to note amendments to application in register</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57B(1)</b>	<b>duty to determine whether and to whom notice should be given</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57B(2)</b>	<b>duty to consider certain matters in determining whether notice should be given</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 57C(1)</b>	<b>duty to give copy of amended application to referral authority</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 58</b>	<b>duty to consider every application for a permit except for a development assessment committee application</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 58A</b>	<b>power to request advice from the Planning Application Committee</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 60</b>	<b>duty to consider certain matters</b>			
	DDS - Director Development Services		4/11/2013	
	MRS - Manager Regulatory Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	



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<b>s. 60(1)(a)</b>	<b>power to consider certain matters before deciding on application</b>			
		DDS - Director Development Services	4/11/2013	
		MRS - Manager Regulatory Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
	STP - Statutory Town Planner	4/11/2013		
<b>s. 60(1B)</b>	<b>duty to consider number of objectors in considering whether use or development may have significant social effect</b>			
		DDS - Director Development Services	5/09/2016	
		MRS - Manager Regulatory Services	5/09/2016	
		SSTP - Co-ordinator Statutory Planning & Regulatory	5/09/2016	
	STP - Statutory Town Planner	5/09/2016		
<b>s. 61(1)</b>	<b>power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application</b>			If there are two or more objectors to a permit application, the matter must be referred to Council for determination. Also the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.
		DDS - Director Development Services	7/04/2014	
		MRS - Manager Regulatory Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
	STP - Statutory Town Planner	7/04/2014		
<b>s. 61(2)</b>	<b>duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit</b>			
		DDS - Director Development Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
	STP - Statutory Town Planner	7/04/2014		

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<b>s. 61(2A)</b>	<b>power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit</b>			
	DDS - Director Development Services		7/04/2014	
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
<b>s. 61(4)</b>	<b>duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 62(1)</b>	<b>duty to include certain conditions in deciding to grant a permit</b>			
	DDS - Director Development Services		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 62(2)</b>	<b>power to include other conditions</b>			
	DDS - Director Development Services		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 62(4)</b>	<b>duty to ensure conditions are consistent with paragraphs (a)(b) and (c)</b>			
	DDS - Director Development Services		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 62(5)(a)</b>	<b>power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan</b>			
	DDS - Director Development Services		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 62(5)(b)</b>	<b>power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement</b>			
	DDS - Director Development Services		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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s. 62(5)(c)	<b>power to include a permit condition that specified works be provided or paid for by the applicant</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 62(6)(a)	<b>duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss. 46N(1), 46GV(7) or 62(5)</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 62(6)(b)	<b>duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 63	<b>duty to issue the permit where made a decision in favour of the application (if no one has objected)</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 64(1)	<b>duty to give notice of decision to grant a permit to applicant and objectors</b>			this provision applies also to a decision to grant an amendment to a permit - see section 75
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 64(3)	<b>duty not to issue a permit until after the specified period</b>			this provision applies also to a decision to grant an amendment to a permit - see section 75
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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s. 64(5)	<b>duty to give each objector a copy of an exempt decision</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 64A	<b>duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit</b>			this provision applies also to a decision to grant an amendment to a permit - see section 75A
	DDS - Director Development Services		7/04/2014	
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 65(1)	<b>duty to give notice of refusal to grant permit to applicant and objector</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 66(1)	<b>duty to give notice under section 64 or section 65 and copy permit to referral authorities</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
s. 66(2)	<b>duty to give a recommending referral authority notice of its decision to grant a permit</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
s. 66(4)	<b>duty to give a recommending referral authority notice of its decision to refuse a permit</b>			if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	

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<b>s. 66(6)</b>	<b>duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65</b>			if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
<b>s. 69(1)</b>	<b>function of receiving application for extension of time of permit</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 69(1A)</b>	<b>function of receiving application for extension of time to complete development</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 69(2)</b>	<b>power to extend time</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 70</b>	<b>duty to make copy permit available for inspection</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 71(1)</b>	<b>power to correct certain mistakes</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 71(2)</b>	<b>duty to note corrections in register</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 73</b>	<b>power to decide to grant amendment subject to conditions</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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<b>s. 74</b>	<b>duty to issue amended permit to applicant if no objectors</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 76</b>	<b>duty to give applicant and objectors notice of decision to refuse to grant amendment to permit</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 76A(1)</b>	<b>duty to give relevant determining referral authorities copy of amended permit and copy of notice</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	
<b>s. 76A(2)</b>	<b>duty to give a recommending referral authority notice of its decision to grant an amendment to a permit</b>			if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	
<b>s. 76A(4)</b>	<b>duty to give a recommending referral authority notice of its decision to refuse a permit</b>			if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	
<b>s. 76A(6)</b>	<b>duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76</b>			if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
		STP - Statutory Town Planner	7/04/2014	

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<b>s. 76D</b>	<b>duty to comply with direction of Minister to issue amended permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 83</b>	<b>function of being respondent to an appeal</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 83B</b>	<b>duty to give or publish notice of application for review</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 84(1)</b>	<b>power to decide on an application at any time after an appeal is lodged against failure to grant a permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 84(2)</b>	<b>duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 84(3)</b>	<b>duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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<b>s. 84(6)</b>	<b>duty to issue permit on receipt of advice within 3 working days</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 84AB</b>	<b>power to agree to confining a review by the Tribunal</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	27/08/2018	
		STP - Statutory Town Planner	27/08/2018	
<b>s. 86</b>	<b>duty to issue a permit at order of Tribunal within 3 working days</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 87(3)</b>	<b>power to apply to VCAT for the cancellation or amendment of a permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 90(1)</b>	<b>function of being heard at hearing of request for cancellation or amendment of a permit</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 91(2)</b>	<b>duty to comply with the directions of VCAT</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s. 91(2A)</b>	<b>duty to issue amended permit to owner if Tribunal so directs</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
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<b>s. 92</b>	<b>duty to give notice of cancellation-amendment of permit by VCAT to persons entitled to be heard under section 90</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 93(2)</b>	<b>duty to give notice of VCAT order to stop development</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 95(3)</b>	<b>function of referring certain applications to the Minister</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 95(4)</b>	<b>duty to comply with an order or direction</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 96(1)</b>	<b>duty to obtain a permit from the Minister to use and develop its land</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 96(2)</b>	<b>function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 96A(2)</b>	<b>power to agree to consider an application for permit concurrently with preparation of proposed amendment</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 96C</b>	<b>power to give notice to decide not to give notice to publish notice and to exercise any other power under section 96C</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 96F</b>	<b>duty to consider the panels report under section 96E</b>			
	N/D -		4/11/2013	

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<b>s. 96G(1)</b>	<b>power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (contd))</b>			(contd) ( <i>Planning Schemes</i> ) Act 1996)
	DDS - Director Development Services		4/11/2013	
<b>s. 96H(3)</b>	<b>power to give notice in compliance with Ministers direction</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 96J</b>	<b>power to issue permit as directed by the Minister</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 96K</b>	<b>duty to comply with direction of the Minister to give notice of refusal</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 96Z</b>	<b>duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate</b>			
	DDS - Director Development Services		2/02/2015	
	MRS - Manager Regulatory Services		2/02/2015	
<b>s. 97C</b>	<b>power to request Minister to decide the application</b>			
	DDS - Director Development Services		4/11/2013	
<b>s. 97D(1)</b>	<b>duty to comply with directions of Minister to supply any document or assistance relating to application</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 97G(3)</b>	<b>function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 97G(6)</b>	<b>duty to make a copy of permits issued under section 97F available for inspection</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 97L</b>	<b>duty to include Ministerial decisions in a register kept under section 49</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 97MI</b>	<b>duty to contribute to the costs of the Planning Application Committee or subcommittee</b>			
	DDS - Director Development Services		7/04/2014	
<b>s. 97P(3)</b>	<b>duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 97Q(2)</b>	<b>function of being heard by VCAT at hearing of request for amendment or cancellation of certificate</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s. 97Q(4)</b>	<b>duty to comply with directions of VCAT</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 97R	<b>duty to keep register of all applications for certificate of compliance and related decisions</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s. 98(1)+(2)	<b>function of receiving claim for compensation in certain circumstances</b>			<b>REPORTING REQUIREMENTS: Must maintain a register and make this available to Council as required.</b>
		DDS - Director Development Services	4/11/2013	
s. 98(4)	<b>duty to inform any person of the name of the person from whom compensation can be claimed</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s.101	<b>function of receiving claim for expenses in conjunction with claim</b>			
		DDS - Director Development Services	4/11/2013	
s.103	<b>power to reject a claim for compensation in certain circumstances</b>			
		DDS - Director Development Services	4/11/2013	
s.107(1)	<b>function of receiving claim for compensation</b>			
		DDS - Director Development Services	4/11/2013	
s.107(3)	<b>power to agree to extend time for making claim</b>			
		DDS - Director Development Services	4/11/2013	
s.114(1)	<b>power to apply to the VCAT for an enforcement order</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
s.117(1)(a)	<b>function of making a submission to the VCAT where objections are received</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.120(1)</b>	<b>power to apply for an interim enforcement order where section 114 application has been made</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s.123(1)</b>	<b>power to carry out work required by enforcement order and recover costs</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s.123(2)</b>	<b>power to sell buildings materials etc salvaged in carrying out work under section 123(1)</b>			except Crown Land
		DDS - Director Development Services	4/11/2013	
<b>s.129</b>	<b>function of recovering penalties</b>			
		DDS - Director Development Services	4/11/2013	
<b>s.130(5)</b>	<b>power to allow person served with an infringement notice further time</b>			
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s.149A(1)</b>	<b>power to refer a matter to the VCAT for determination</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
<b>s.149A(1A)</b>	<b>power to apply to VCAT for the determination of a matter relating to the interpretation of a S.173 agreement</b>			
		DDS - Director Development Services	2/02/2015	
<b>s.156</b>	<b>duty to pay fees and allowances (including a payment to the Crown under subsection (2A)) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise (contd)</b>			(contd) under subsection (3) and power to abandon amendment or part of it under subsection (4)
				where Council is the relevant planning authority
		DDS - Director Development Services	4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.171(2)(f)</b>	<b>power to carry out studies and commission reports</b>			
	DDS - Director Development Services		4/11/2013	
<b>s.171(2)(g)</b>	<b>power to grant and reserve easements</b>			
	DDS - Director Development Services		4/11/2013	
<b>s.172C</b>	<b>power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan</b>			where Council is a development agency specified in an approved infrastructure contributions plan
	DDS - Director Development Services		27/08/2018	
<b>s.172D(1)</b>	<b>power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)</b>			where Council is a development agency specified in an approved infrastructure contributions plan
	DDS - Director Development Services		27/08/2018	
<b>s.172D(2)</b>	<b>power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)</b>			where Council is the development agency specified in an approved infrastructure contributions plan
	DDS - Director Development Services		27/08/2018	
<b>s.173</b>	<b>power to decide whether something is to the satisfaction of Council where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority</b>			
	DDS - Director Development Services		4/11/2013	
	DDS - Director Development Services		4/11/2013	
<b>s.173(1)</b>	<b>power to enter into agreement covering matters set out in section 174</b>			
	DDS - Director Development Services		4/11/2013	
<b>s.173(1A)</b>	<b>power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing</b>			where Council is the relevant responsible authority (comes in to force 1 June 18)
	CEO - Chief Executive Officer		19/03/2018	
	DDS - Director Development Services		19/03/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.177(2)</b>	<b>power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 Part 9</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178</b>	<b>power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178A(1)</b>	<b>function of receiving application to amend or end an agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178A(3)</b>	<b>function of notifying the owner as to whether it agrees in principle to the proposal under s.178a(1)</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178A(4)</b>	<b>function of notifying the applicant and the owner as to whether it agrees in principle to the proposal</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178A(5)</b>	<b>power to propose to amend or end an agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178B(1)</b>	<b>duty to consider certain matters when considering proposal to amend an agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178B(2)</b>	<b>duty to consider certain matters when considering proposal to end an agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178E(1)</b>	<b>duty not to make decision until after 14 days after notice has been given</b>			
	DDS - Director Development Services		27/08/2018	
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s.178E(2)(a)</b>	<b>power to amend or end the agreement in accordance with the proposal</b>			if no objections are made under s.178D Must consider matters in s.178B
	DDS - Director Development Services		27/08/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.178E(2)(b)	<b>power to amend or end the agreement in a manner that is not substantively different from the proposal</b>			if no objections are made under s.178D Must consider matters in s.178B
		DDS - Director Development Services	27/08/2018	
s.178E(2)©	<b>power to refuse to amend or end the agreement</b>			if no objections are made under s.178D Must consider matters in s.178B
		N/D -	27/08/2018	
s.178E(3)(a)	<b>power to amend or end the agreement in accordance with the proposal</b>			after considering objections, submissions and matters in s.178B
		DDS - Director Development Services	27/08/2018	
s.178E(3)(b)	<b>power to amend or end the agreement in a manner that is not substantively different from the proposal</b>			after considering objections, submissions and matters in s.178B
		DDS - Director Development Services	27/08/2018	
s.178E(3)(d)	<b>power to refuse to amend or end the agreement</b>			after considering objections, submissions and matters in s.178B
		DDS - Director Development Services	7/04/2014	
s.178E(3)©	<b>power to amend or end the agreement in a manner that is substantively different from the proposal</b>			after considering objections, submissions and matters in s.178B
		N/D -	27/08/2018	
s.178F(1)	<b>duty to give notice of its decision under s.178E(3)(a) or (b)</b>			
		DDS - Director Development Services	7/04/2014	
s.178F(2)	<b>duty to give notice of its decision under s.178E(2)(c) or (3)(d)</b>			
		DDS - Director Development Services	7/04/2014	



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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.178F(4)</b>	<b>duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178G</b>	<b>duty to sign amended agreement and give copy to each other party to the agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178H</b>	<b>power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.178I(3)</b>	<b>duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.179(2)</b>	<b>duty to make available for inspection copy agreement</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s.181</b>	<b>power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s.181(1A)(a)</b>	<b>power to apply to the Registrar of Titles to record the agreement</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
<b>s.181(1A)(b)</b>	<b>duty to apply to the Registrar of Titles, without delay, to record the agreement</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
<b>s.182</b>	<b>power to enforce an agreement</b>			
	DDS - Director Development Services		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.183</b>	<b>duty to tell Registrar of Titles of ending-amendment of agreement</b>			
	DDS - Director Development Services		4/11/2013	
<b>s.184F(1)</b>	<b>power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision</b>			
	N/D -		7/04/2014	
<b>s.184F(2)</b>	<b>duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement</b>			
	N/D -		7/04/2014	
<b>s.184F(3)</b>	<b>duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.184F(5)</b>	<b>function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision</b>			
	DDS - Director Development Services		7/04/2014	
	SSTP - Co-ordinator Statutory Planning & Regulatory		7/04/2014	
	STP - Statutory Town Planner		7/04/2014	
<b>s.184G(2)</b>	<b>duty to comply with a direction of the Tribunal</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.184G(3)</b>	<b>duty to give notice as directed by the Tribunal</b>			
	DDS - Director Development Services		7/04/2014	
<b>s.198(1)</b>	<b>function to receive application for planning certificate</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.199(1)</b>	<b>duty to give planning certificate to applicant</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s.201(1)</b>	<b>function of receiving application for declaration of underlying zoning</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s.201(3)-1</b>	<b>duty to make declaration</b>			
	SSTP - Co-ordinator Statutory Planning & Regulatory		4/11/2013	
	STP - Statutory Town Planner		4/11/2013	
<b>s.201(3)-2</b>	<b>power in relation to any planning scheme or permit to consent or refuse to consent to any matter which requires the consent or approval of Council</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	
<b>s.201(3)-3</b>	<b>power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		4/11/2013	
<b>s.201(3)-4</b>	<b>power to decide in relation to any planning scheme or permit that a specified thing has or has not been done to the satisfaction of Council</b>			
	DDS - Director Development Services		4/11/2013	
	SSTP - Co-ordinator Statutory Planning & Regulatory		27/08/2018	
	STP - Statutory Town Planner		27/08/2018	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.201(3)-5</b>	<b>power to give written authorisation in accordance with a provision of a planning scheme</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	27/08/2018	
		STP - Statutory Town Planner	4/11/2013	
<b>s.201UAB(1)</b>	<b>function of providing the Victorian Planning Authority with information relating to any land within municipal district</b>			
		DDS - Director Development Services	4/11/2013	
<b>s.201UAB(2)</b>	<b>duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible</b>			
		DDS - Director Development Services	4/11/2013	
<b>s.224(8)</b>	<b>duty to provide information requested by Victorian Planning Authority under s.201UAB(1) not yet provided to Growth Area Authority to Victorian Planning Authority</b>			
		DDS - Director Development Services	2/10/2017	
<b>s.970</b>	<b>duty to consider application and issue or refuse to issue certificate of compliance</b>			
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	

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PLANNING AND ENVIRONMENT REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 2	<b>function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application</b>			where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
		DDS - Director Development Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
r. 6	<b>function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme</b>			where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
		DDS - Director Development Services	7/04/2014	
		SSTP - Co-ordinator Statutory Planning & Regulatory	7/04/2014	
r.21	<b>power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any (contd)</b>			(contd) information provided under section 54 of the Act
		DDS - Director Development Services	4/11/2013	
		SSTP - Co-ordinator Statutory Planning & Regulatory	4/11/2013	
		STP - Statutory Town Planner	4/11/2013	
r.25(a)	<b>duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge</b>			where Council is the responsible authority
		DDS - Director Development Services	3/08/2015	
		SSTP - Co-ordinator Statutory Planning & Regulatory	3/08/2015	
		STP - Statutory Town Planner	3/08/2015	

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**PLANNING AND ENVIRONMENT REGULATIONS 2015**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>r.25(b)</b>	<b>function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge</b>			where Council is not the responsible authority but the relevant land is within Council's municipal district
		DDS - Director Development Services	3/08/2015	
		SSTP - Co-ordinator Statutory Planning & Regulatory	3/08/2015	
		STP - Statutory Town Planner	3/08/2015	
<b>r.42</b>	<b>function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice or a permit application</b>			where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
		DDS - Director Development Services	5/09/2016	
		SSTP - Co-ordinator Statutory Planning & Regulatory	5/09/2016	

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RAIL SAFETY (LOCAL OPERATIONS) ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.33	<b>duty to comply with a direction of the Safety Director under this section</b>			where Council is a utility under section 3
	MO - Manager Operations		4/11/2013	
s.33A	<b>duty to comply with a direction of the Safety Director to give effect to arrangements under this section</b>			duty of Council as a road authority under the Road Management Act 2004
	MO - Manager Operations		4/11/2013	
s.34	<b>duty to comply with a direction of the Safety Director to alter demolish or take away works carried out contrary to a direction under section 33(1)</b>			where Council is a utility under section 3
	MO - Manager Operations		4/11/2013	
s.34C(2)	<b>function of entering into safety interface agreements with rail infrastructure manager</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
s.34D(1)	<b>function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
s.34D(2)	<b>function of receiving written notice of opinion</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
s.34D(4)	<b>function of entering into safety interface agreement with infrastructure manager</b>			where Council is the relevant road manager
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
s.34E(1)(a)	<b>duty to identify and assess risks to safety</b>			where Council is the relevant road manager
	DI - Director Infrastructure		15/02/2016	
	MO - Manager Operations		4/11/2013	

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**RAIL SAFETY (LOCAL OPERATIONS) ACT 2006**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.34E(1)(b)</b>	<b>duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s.34E(3)</b>	<b>duty to seek to enter into a safety interface agreement with rail infrastructure manager</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s.34F(1)(a)</b>	<b>duty to identify and assess risks to safety if written notice has been received under section 34D(2)(a)</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s.34F(1)(b)</b>	<b>duty to determine measures to manage any risks identified and assessed if written notice has been received under section 34D(2)(a)</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
<b>s.34F(2)</b>	<b>duty to seek to enter into a safety interface agreement with rail infrastructure manager</b>			where Council is the relevant road manager
	DI - Director Infrastructure		4/11/2013	
<b>s.34H</b>	<b>power to identify and assess risks to safety as required under sections 34B 34C 34D 34E or 34F in accordance with subsections (a)-(c)</b>			where Council is the relevant road manager
	MI - Manager Engineering Services		15/02/2016	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s.34I</b>	<b>function of entering into safety interface agreements</b>			where Council is the relevant road manager
	DI - Director Infrastructure		4/11/2013	



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**RAIL SAFETY (LOCAL OPERATIONS) ACT 2006**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.34J(2)</b>	<b>function of receiving notice from Safety Director</b>			where Council is the relevant road manager
	DI - Director Infrastructure		4/11/2013	
<b>s.34J(7)</b>	<b>duty to comply with a direction of the Safety Director given under section 34J(5)</b>			where Council is the relevant road manager
	DI - Director Infrastructure		4/11/2013	
<b>s.34K(2)</b>	<b>duty to maintain a register of items set out in subsections (a)-(b)</b>			where Council is the relevant road manager
	DI - Director Infrastructure		4/11/2013	

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**RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010**

<b>r. 7</b>	<b>function of entering into a written agreement with a caravan park owner</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.11</b>	<b>function of receiving application for registration</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.13(1)</b>	<b>duty to grant the registration if satisfied that the caravan park complies with these regulations</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.13(2)</b>	<b>duty to renew the registration if satisfied that the caravan park complies with these regulations</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	CEH - Co-ordinator Environmental Health	2/02/2015
	DCW - Director Community Wellbeing	2/02/2015
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.13(4) &amp; (5)</b>	<b>duty to issue certificate of registration</b>	
	CEH - Co-ordinator Environmental Health	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
<b>r.15(1)</b>	<b>function of receiving notice of transfer of ownership</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.15(3)</b>	<b>power to determine where notice of transfer is displayed</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.16(1)</b>	<b>duty to transfer registration to new caravan park owner</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013

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**RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010**

<b>r.16(2)</b>	<b>duty to issue a certificate of transfer of registration</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.17(1)</b>	<b>power to determine the fee to accompany applications for registration or applications for renewal of registration</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.18</b>	<b>duty to keep register of caravan parks</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.19(4)</b>	<b>power to determine where the emergency contact persons details are displayed</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.19(6)</b>	<b>power to determine where certain information is displayed</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.22A(1)</b>	<b>duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner</b>	
	CEH - Co-ordinator Environmental Health	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
<b>r.22A(2)</b>	<b>duty to consult with relevant emergency services agencies</b>	
	CEH - Co-ordinator Environmental Health	7/04/2014
	EHO2 - Environmental Health Officer	7/04/2014
<b>r.23</b>	<b>power to determine places in which caravan park owner must display a copy of emergency procedures</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013

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**RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010**

<b>r.24</b>	<b>power to determine places in which caravan park owner must display copy of public emergency warnings</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.25(3)</b>	<b>duty to consult with relevant floodplain management authority</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.26</b>	<b>duty to have regard to any report of the relevant fire authority</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.28(c)</b>	<b>power to approve system for the collection removal and disposal of sewage and waste water from a movable dwelling</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.39</b>	<b>function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.39(b)</b>	<b>power to require notice of proposal to install unregistrable movable dwelling or rigid annexe</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.40(4)</b>	<b>function of receiving installation certificate</b>	
	CEH - Co-ordinator Environmental Health	4/11/2013
	EHO2 - Environmental Health Officer	4/11/2013
<b>r.42</b>	<b>power to approve use of a non-habitable structure as a dwelling or part of a dwelling</b>	
	DDS - Director Development Services	4/11/2013
<b>sch 3 Cl 4(3)</b>	<b>power to approve the removal of wheels and axles from unregistrable movable dwelling</b>	
	MBS - Relieving Building Surveyor	4/11/2013

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**RESIDENTIAL TENANCIES ACT 1997**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s.142D	<b>function of receiving notice regarding an unregistered rooming house</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.142G(1)	<b>duty to enter required information in Rooming House Register for each rooming house in municipal district</b>			
	CEH - Co-ordinator Environmental Health		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.142G(2)	<b>power to enter certain information in the Rooming House Register</b>			
	CEH - Co-ordinator Environmental Health		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.142I(2)	<b>power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry</b>			
	CEH - Co-ordinator Environmental Health		7/04/2014	
	EHO2 - Environmental Health Officer		7/04/2014	
s.252	<b>power to give tenant a notice to vacate rented premises if subsection (1) applies</b>			where Council is the landlord
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.262(1)	<b>power to give tenant a notice to vacate rented premises</b>			where Council is the landlord
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.262(3)	<b>power to publish its criteria for eligibility for the provision of housing by Council</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
s.518F	<b>power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	

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**RESIDENTIAL TENANCIES ACT 1997**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.522(1)</b>	<b>power to give a compliance notice to a person</b>			
	CEH - Co-ordinator Environmental Health		4/11/2013	
	EHO2 - Environmental Health Officer		4/11/2013	
<b>s.525(2)</b>	<b>power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)</b>			
	DCW - Director Community Wellbeing		4/11/2013	
<b>s.525(4)</b>	<b>duty to issue identity card to authorised officers</b>			
	MOD - Manager Organisational Development		4/11/2013	
<b>s.526(5)</b>	<b>duty to keep record of entry by authorised officer under section 526</b>			
	DCW - Director Community Wellbeing		4/11/2013	
<b>s.526A(3)</b>	<b>function of receiving report of inspection</b>			
	DCW - Director Community Wellbeing		4/11/2013	
<b>s.527</b>	<b>power to authorise a person to institute proceedings (either generally or in a particular case)</b>			
	DCW - Director Community Wellbeing		4/11/2013	

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**ROAD MANAGEMENT (GENERAL) REGULATIONS 2016**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>r. 8(1)</b>	<b>duty to conduct reviews of road management plan</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 9(2)</b>	<b>duty to produce written report of review of road management plan and make report available</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 9(3)</b>	<b>Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		5/09/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 10</b>	<b>duty to give notice of amendment which relates to standard of construction inspection maintenance or repair under section 41 of the Act</b>			
	MI - Manager Engineering Services		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 13(1)</b>	<b>Duty to publish notice of amendments to road management plan</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		5/09/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 13(3)</b>	<b>duty to record on road management plan the substance and date of effect of amendment</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>r. 16(3)</b>	<b>power to issue permit</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	
	MI - Manager Engineering Services		27/08/2018	
	MO - Manager Operations		27/08/2018	

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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 18(1)	<b>power to give written consent re damage to road</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	
		MI - Manager Engineering Services	27/08/2018	
		MO - Manager Operations	27/08/2018	
	MSAM - Manager Strategic Asset Management	27/08/2018		
r. 23(2)	<b>power to make submission to Tribunal</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	
r. 23(4)	<b>power to charge a fee for application under section 66(1) Road Management Act</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	5/09/2016	
r. 25(1)	<b>power to remove objects refuse rubbish or other material deposited or left on road</b>			where Council is the responsible road authority
		MI - Manager Engineering Services	27/08/2018	
		MO - Manager Operations	4/11/2013	
r. 25(2)	<b>power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))</b>			where Council is the responsible road authority
		DI - Director Infrastructure	4/11/2013	
r. 25(5)	<b>power to recover in the Magistrates Court expenses from person responsible</b>			
		DI - Director Infrastructure	4/11/2013	



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**ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
r. 15	<b>power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works</b>			where council is the coordinating road authority and where consent given under section 63(1) of the Act
		DI - Director Infrastructure	15/02/2016	
r. 22(2)	<b>power to waive whole or part of fee in certain circumstances</b>			where council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 11(1)	<b>power to declare a road by publishing a notice in the Government Gazette</b>			obtain consent in circumstances specified in section 11(2)
	DI - Director Infrastructure		4/11/2013	
s. 11(10)	<b>duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.</b>			clause subject to section 11(10A)
	CR - Co-ordinator Revenue		4/11/2013	
s. 11(10A)	<b>duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	
s. 11(8)	<b>power to name a road or change the name of a road by publishing notice in Government Gazette</b>			
	CEO - Chief Executive Officer		4/11/2013	
s. 11(9)(b)	<b>duty to advise Registrar</b>			
	CR - Co-ordinator Revenue		4/11/2013	
s. 12(10)	<b>duty to notify of decision made</b>			duty of coordinating road authority where it is the discontinuing body, does not apply where an exemption is specified by the regulations or given by the Minister
	DI - Director Infrastructure		4/11/2013	
s. 12(2)	<b>power to discontinue road or part of a road</b>			were Council is the coordinating road authority
	CEO - Chief Executive Officer		4/11/2013	
s. 12(4)	<b>power to publish and provide copy notice of proposed discontinuance</b>			power of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DI - Director Infrastructure		4/11/2013	
s. 12(5)	<b>duty to consider written submissions received within 28 days of notice</b>			duty of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DI - Director Infrastructure		4/11/2013	
s. 12(6)	<b>function of hearing a person in support of their written submission</b>			function of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
	DI - Director Infrastructure		4/11/2013	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 12(7)	<b>duty to fix day time and place of meeting under subsection (6) and to give notice</b>			duty of coordinating road authority where it is the discontinuing body, unless subsection (11) applies
		DI - Director Infrastructure	4/11/2013	
s. 13(1)	<b>power to fix the boundary of a road by publishing notice in Government Gazette</b>			power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
		DI - Director Infrastructure	4/11/2013	
s. 14(4)	<b>function of receiving notice from VicRoads</b>			
		DI - Director Infrastructure	4/11/2013	
s. 15(1)	<b>power to enter into arrangement with another road authority utility or a provider of public transport to transfer a road management function of the road authority to the other road authority utility or provider of public transport</b>			
		DI - Director Infrastructure	4/11/2013	
s. 15(1A)	<b>power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority</b>			
		DI - Director Infrastructure	4/11/2013	
s. 15(2)	<b>duty to include details of arrangement in public roads register</b>			
		DI - Director Infrastructure	4/11/2013	
s. 16(7)	<b>power to enter into an arrangement under section 15</b>			
		DI - Director Infrastructure	4/11/2013	
s. 16(8)	<b>duty to enter details of determination in public roads register</b>			
		DI - Director Infrastructure	4/11/2013	
s. 17(2)	<b>duty to register public road in public roads register</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	
s. 17(3)	<b>duty to register a road reasonably required for general public use in public roads register</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	
		DI - Director Infrastructure	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 17(4)	<b>duty to remove road no longer reasonably required for general public use from public roads register</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	
	DI - Director Infrastructure		4/11/2013	
s. 18(1)	<b>power to designate ancillary area</b>			where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
	DI - Director Infrastructure		4/11/2013	
s. 18(3)	<b>duty to record designation in public roads register</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	
s. 19(1)	<b>duty to keep register of public roads in respect of which it is the coordinating road authority</b>			
	DI - Director Infrastructure		4/11/2013	
s. 19(4)	<b>duty to specify details of discontinuance in public roads register</b>			
	DI - Director Infrastructure		4/11/2013	
s. 19(5)	<b>duty to ensure public roads register is available for public inspection</b>			
	DI - Director Infrastructure		4/11/2013	
s. 21	<b>function of replying to request for information or advice</b>			obtain consent in circumstances specified in section 11(2)
	DI - Director Infrastructure		4/11/2013	
s. 22(2)	<b>function of commenting on proposed direction</b>			
	DI - Director Infrastructure		4/11/2013	
s. 22(4)	<b>duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.</b>			
	DI - Director Infrastructure		4/11/2013	
s. 22(5)	<b>duty to give effect to a direction under this section.</b>			
	DI - Director Infrastructure		4/11/2013	
s. 40(1)	<b>duty to inspect maintain and repair a public road.</b>			
	DI - Director Infrastructure		15/02/2016	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
s. 40(5)	<b>power to inspect maintain and repair a road which is not a public road</b>			
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	15/02/2016	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
s. 41(1)	<b>power to determine the standard of construction inspection maintenance and repair</b>			
		DI - Director Infrastructure	4/11/2013	
s. 42(1)	<b>power to declare a public road as a controlled access road</b>			power of coordinating road authority and Schedule 2 also applies
		DI - Director Infrastructure	4/11/2013	
s. 42(2)	<b>power to amend or revoke declaration by notice published in Government Gazette</b>			power of coordinating road authority and Schedule 2 also applies
		DI - Director Infrastructure	4/11/2013	
s. 42A(3)	<b>duty to consult with VicRoads before road is specified</b>			where Council is the coordinating road authority, if road is a municipal road or part thereof
		DI - Director Infrastructure	4/11/2013	
s. 42A(4)	<b>power to approve Ministers decision to specify a road as a specified freight road</b>			where Council is the coordinating road authority, if road is a municipal road or part thereof and where road is to be specified a freight road
		DI - Director Infrastructure	4/11/2013	
s. 48EA	<b>duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)</b>			where Council is the responsible road authority, infrastructure manager or works manager
		MO - Manager Operations	4/11/2013	
s. 48M(3)	<b>function of consulting with the relevant authority for purposes of developing guidelines under section 48M</b>			
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 49</b>	<b>power to develop and publish a road management plan</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 51</b>	<b>power to determine standards by incorporating the standards in a road management plan</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 53(2)</b>	<b>power to cause notice to be published in Government Gazette of amendment etc of document in road management plan</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 54(2)</b>	<b>duty to give notice of proposal to make a road management plan</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 54(5)</b>	<b>duty to conduct a review of road management plan at prescribed intervals</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 54(6)</b>	<b>power to amend road management plan</b>			
	DI - Director Infrastructure		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 54(7)</b>	<b>duty to incorporate the amendments into the road management plan</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 55(1)</b>	<b>duty to cause notice of road management plan to be published in Government Gazette and newspaper</b>			
	DI - Director Infrastructure		15/02/2016	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 63(1)</b>	<b>power to consent to conduct of works on road</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		27/08/2018	

**S.6 - Instrument of Delegation - To Staff - for adoption by Council 27 August 2018**

**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 63(2)(e)</b>	<b>power to conduct or to authorise the conduct of works in on under or over a road in an emergency</b>			where Council is the infrastructure manager
	DI - Director Infrastructure		4/11/2013	
<b>s. 64(1)</b>	<b>duty to comply with clause 13 of Schedule 7</b>			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	
<b>s. 66(1)</b>	<b>power to consent to structure etc</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s. 67(2)</b>	<b>function of receiving the name + address of the person responsible for distributing the sign or bill</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		27/08/2018	
<b>s. 67(3)</b>	<b>power to request information</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		27/08/2018	
<b>s. 68(2)</b>	<b>power to request information</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		27/08/2018	
<b>s. 71(3)</b>	<b>power to appoint an authorised officer</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 72</b>	<b>duty to issue an identity card to each authorised officer</b>			
	DI - Director Infrastructure		4/11/2013	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s. 85</b>	<b>function of receiving report from authorised officer</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 86</b>	<b>duty to keep register re section 85 matters</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 87(1)</b>	<b>function of receiving complaints</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s. 87(2)</b>	<b>duty to investigate complaint and provide report</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.112(2)</b>	<b>power to recover damages in court</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.116</b>	<b>power to cause or carry out inspection</b>			
	CRHR - Risk Management Co-ordinator		4/11/2013	
	DI - Director Infrastructure		27/08/2018	
	MI - Manager Engineering Services		27/08/2018	
	MO - Manager Operations		27/08/2018	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>s.119(2)</b>	<b>function of consulting with VicRoads</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.120(1)</b>	<b>power to exercise road management functions on an arterial road (with the consent of VicRoads)</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.120(2)</b>	<b>duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.121(1)</b>	<b>power to enter into an agreement in respect of works</b>			
	DI - Director Infrastructure		4/11/2013	
<b>s.122(1)</b>	<b>power to charge and recover fees</b>			
	DI - Director Infrastructure		4/11/2013	



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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>s.123(1)</b>	<b>power to charge for any service</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 2 Cl 2(1)</b>	<b>power to make a decision in respect of controlled access roads</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 2 Cl 3(1)</b>	<b>duty to make policy about controlled access roads</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 2 Cl 3(2)</b>	<b>power to amend revoke or substitute policy about controlled access roads</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 2 Cl 4</b>	<b>function of receiving details of proposal from VicRoads and power to make a submission</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 2 Cl 5</b>	<b>duty to publish notice of declaration</b>			
	DI - Director Infrastructure		4/11/2013	
<b>sch 7 Cl 7(1)</b>	<b>duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve</b>			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		4/11/2013	
<b>sch 7 Cl 8(1)</b>	<b>duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road</b>			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		4/11/2013	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 9(1)	<b>duty to comply with request for information from a coordinating road authority an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and (contd)</b>			(contd) technical advice or assistance in conduct of works
				where Council is the infrastructure manager or works manager responsible for non-road infrastructure
		DI - Director Infrastructure	15/02/2015	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 9(2)	<b>duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records appear to be in an unsafe condition or appear to need maintenance</b>			where Council is the infrastructure manager or works manager
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 10(2)	<b>where Schedule 7 Clause 10(1) applies duty to where possible conduct appropriate consultation with persons likely to be significantly affected</b>			where Council is the infrastructure manager or works manager
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>sch 7 Cl 12(2)</b>	<b>power to direct infrastructure manager or works manager to conduct reinstatement works</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>sch 7 Cl 12(3)</b>	<b>power to take measures to ensure reinstatement works are completed</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>sch 7 Cl 12(4)</b>	<b>duty to ensure that works are conducted by an appropriately qualified person</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>sch 7 Cl 12(5)</b>	<b>power to recover costs</b>			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	
	MSAM - Manager Strategic Asset Management		27/08/2018	
<b>sch 7 Cl 13(1)</b>	<b>duty to notify relevant coordinating road authority within 7 days that works have been completed subject to Schedule 7 Clause 13(2)</b>			where Council is the works manager
	DI - Director Infrastructure		15/02/2016	
	MI - Manager Engineering Services		4/11/2013	
	MO - Manager Operations		4/11/2013	

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**ROAD MANAGEMENT ACT 2004**

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
<b>sch 7 Cl 13(2)</b>	<b>power to vary notice period</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
<b>sch 7 Cl 13(3)</b>	<b>duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)</b>			where Council is the infrastructure manager
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
<b>sch 7 Cl 16(1)</b>	<b>power to consent to proposed works</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
<b>sch 7 Cl 16(4)</b>	<b>duty to consult</b>			where Council is the coordinating road authority, responsible authority or infrastructure manager
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
<b>sch 7 Cl 16(5)</b>	<b>power to consent to proposed works</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 Cl 16(6)	<b>power to set reasonable conditions on consent</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 16(8)	<b>power to include consents and conditions</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 17(2)	<b>power to refuse to give consent and duty to give reasons for refusal</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 18(1)	<b>power to enter into an agreement</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 Cl 19(1)	<b>power to give notice requiring rectification of works</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	

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ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Last Updated	Further Information
sch 7 CI 19(2)+(3)	<b>power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7 CI 20(1)	<b>power to require removal relocation replacement or upgrade of existing non-road infrastructure</b>			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	
		MI - Manager Engineering Services	4/11/2013	
		MO - Manager Operations	4/11/2013	
		MSAM - Manager Strategic Asset Management	27/08/2018	
sch 7A CI 3(1)(d)	<b>duty to pay installation and operation costs of street lighting - where road is not an arterial road</b>			where Council is the responsible road authority
		DI - Director Infrastructure	4/11/2013	
sch 7A CI 3(1)(e)	<b>duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas</b>			where Council is the responsible road authority
		DI - Director Infrastructure	4/11/2013	
sch 7A CI 2	<b>power to cause street lights to be installed on roads</b>			power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
		DI - Director Infrastructure	4/11/2013	
sch 7A CI(3)(1)(f)	<b>duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4</b>			duty of Council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
		DI - Director Infrastructure	4/11/2013	





# HORSHAM YOUTH STRATEGY

AUGUST 2018

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## Acknowledgement of Country

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

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

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

## Accessibility

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

If you require an interpreter service, please contact the Translating and Interpreter Service (TIS National) on 131 450 and ask them to contact Horsham Rural City Council Reception on telephone (03) 5382 9777. Our business hours are 8.30am to 5.00pm Monday to Friday.

## Thank you

This Strategy has been prepared by Cred Consulting and Horsham Rural City Council.

The Strategy was developed through engagement with local young people, community services and schools.

Horsham Rural City Council and Cred Consulting would like to thank all local young people, local high schools, community service providers, parents and carers, and community members who contributed their time and insights into the development of this Youth Strategy. The Project Control Group and Council staff who have contributed to the development of this Strategy are also acknowledged.

## Horsham Rural City Council

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# MESSAGE FROM THE MAYOR



I am proud to present the Horsham Rural City Council Youth Strategy.

This important document contains Council's strategic directions for the delivery of contemporary youth services that meet the needs of our diverse regional city population.

Young people are our future. Listening and acting on what they have to say is crucial to the success of this strategy and making Horsham municipality a more youth-friendly place to live, work, study and play. Our young people have told us they are proud to live in Horsham municipality. We need to foster this sense of pride in our community.

Some of the issues identified are difficult, such as concerns around alcohol and drug abuse and use, bullying, mental and physical health and high rates of teenage pregnancy, but there are also many positives we can build on together. There is the Wimmera River, open spaces and a strong sense of community and feeling safe.

There will be changes. Changes in the way we deliver Council services, changes in how we engage with young people and changes to our advocacy platform. These changes are necessary for Horsham municipality to continue to grow and evolve as a vibrant, inclusive and youth-friendly community.

Thank you to the young people, parents, carers, services, schools, Council staff and my fellow Councillors, who provided valuable insight and knowledge into the development of the Youth Strategy.

On behalf of the Horsham Rural City Council, we look forward to working with you to implement this important strategy in our community.

Cr Pam Clarke

*Mayor, Horsham Rural City Council*

# INTRODUCTION

## WHAT IS A YOUTH STRATEGY AND WHY HAVE ONE?

Young people aged 10 to 25 years are an important asset to our community, making up around 19% of our population. The Horsham Youth Strategy is Horsham Rural City Council's (Council's) plan to empower and engage young people in Horsham municipality over the next 10 years and provides the strategic directions for the delivery of contemporary youth services that meet the needs of a diverse regional city population. It outlines a vision for Council to work alongside services, schools, young people and the community and to guide Council in engaging and empowering young people in decision making.

## HOW THE STRATEGY WAS DEVELOPED

This strategy was developed through engagement and collaboration with local young people, Council staff, services, schools, parents and carers, and the community. A Project Control Group with representatives from Council, Council staff, and local services coordinated the process.

Background research included:

- Horsham Rural City Council youth profile and demographics
- Review of national, state and Council plans and policies relating to young people
- Review of Council's current youth services delivery and comparison with neighbouring councils
- Audit and mapping of current services that are available to young people in Horsham municipality, and comparison with other Victorian councils, and
- Review of best practice youth service delivery and youth engagement.



Participants at the workshop with young people

## CALL TO ACTION

This strategy is a high level, 10 year document developed with four objectives:

- Provide Council with a service delivery map of the current services that are available to young people in Horsham and surrounds
- Identify opportunities for young people to be empowered to make decisions on service delivery that suits their needs
- Increase meaningful engagement opportunities for young people with Council, and
- Provide Council with contemporary and future facing models for youth service delivery that reflects the needs of a diverse regional city population. These models must take into consideration equity and access.

The strategy is also responsive to the emerging priorities of our young people. Community engagement highlighted two key priorities as important concerns for young people and the community and a call to action for Council and services. These are:

- Alcohol and other drug use and abuse, and
- Bullying.

## HORSHAM RURAL CITY COUNCIL MUNICIPALITY

This strategy applies to the whole of the Horsham Rural City Council municipality, including Horsham Township and rural areas.

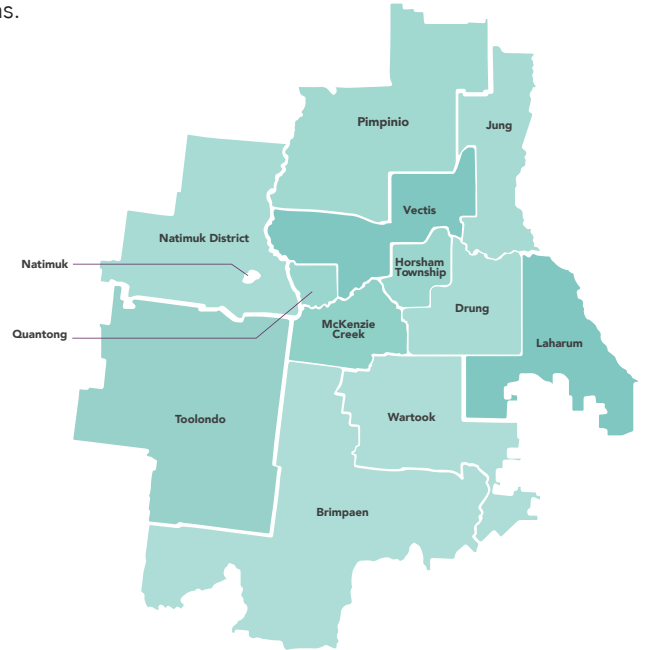


Figure 1 - Horsham Rural City Council municipality



Horsham Rural City Council's rural and urban areas



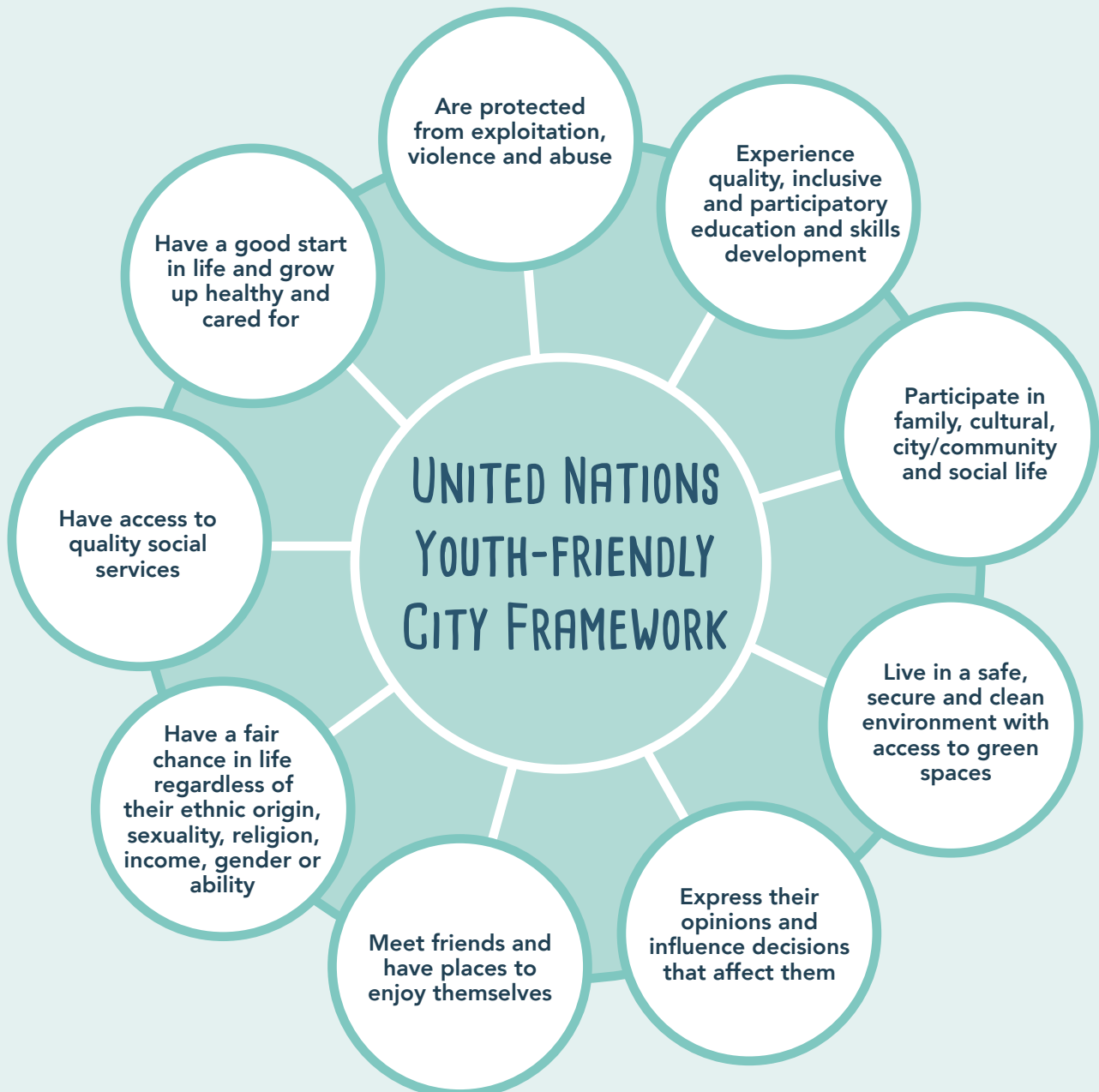
## YOUTH-FRIENDLY CITIES

This strategy is based on a rights-based, youth-friendly city framework.

Youth-friendly cities are committed to improving the lives of young people by realising their rights as articulated in the UN Convention on the Rights of the Child.

In practice, a youth-friendly city is a city in which the voices, needs, priorities and rights of young people are an integral part of public policies, programs and decisions. It is a city where young people:

Youth-friendly city frameworks identify engagement with young people as a central activity in creating youth-friendly cities. Where young people are active agents and their voices and opinions influence decision making processes.



# BACKGROUND

## GOVERNMENT FOCUS AREAS FOR YOUNG PEOPLE

The Australian and Victorian Government have key policy and funding initiatives that influence outcomes for young people in Horsham.

Nationally, there is a focus on mental health through the headspace centres.

At the State Government level there is a focus on:

- Youth engagement, education, and health and wellbeing
- Empowering young people to input into government services, policies and programs through innovative youth engagement programs, and
- Programs and services for young people in regional and rural areas, including through funding initiatives relating to engagement, crime prevention, alcohol and other drug use and abuse, health and wellbeing, work readiness, recreation and youth week.

Council has existing community and strategic planning that influence outcomes for young people, including:

- Attracting and retaining young people in the municipality through economic development activities
- Engaging with and considering the needs and interests of all people in decision making, including young people, and
- Protecting, improving and promoting the health and wellbeing of young people, particularly in the areas of mental health, preventing family violence, improving sexual and reproductive health and strengthening education and economic development.

## WHAT DOES COUNCIL DO NOW?

Across all its departments, Council delivers (either directly or indirectly) services and programs, facilities, infrastructure and advocacy that support outcomes for young people. Council is also an employer of young people, and provides work experience and volunteering opportunities.

- Infrastructure includes bridges, bike paths, streets and street furniture, CCTV and lighting, and free WiFi in the town centre.
- Council's advocacy work includes work around homelessness, telecommunications infrastructure improvements, transport, domestic violence and alcohol and other drugs.
- Facilities include sports and recreation facilities, skate parks, pools, libraries, parks, Horsham Town Hall, and playgrounds.
- Services and programs include maternal health support, programming at Horsham Town Hall, arts programs, homework clubs and learner driver programs.

Council's Community Services department also has a specific role in delivering services for young people including:

- Council's Youth C.A.N. program which seeks to influence norms around parental supply of alcohol to teenagers, and
- Under the "Nexus" brand, Council owns and maintains a youth centre building and contracts Grampians Community Health to deliver generalist youth services for Horsham's young people. These services include youth groups (FReeZA and Young G), recreational events, art programs, youth workshops and hospitality training, volunteering opportunities, and traineeships.

Figure 2 compares Council's youth service model with neighbouring councils.

# WHAT ARE NEIGHBOURING COUNCILS DOING FOR YOUNG PEOPLE?



Legend

-  Youth Worker  
\* Youth worker is outsourced to Grampians Community Health
-  Youth engagement
-  Youth Award
-  Youth Strategy or Charter
-  Youth Centre

Figure 2 - Neighbouring councils' engagement with young people

# YOUNG PEOPLE IN HORSHAM

## HOW MANY YOUNG PEOPLE LIVE IN HORSHAM MUNICIPALITY?

There are 3,725 young people aged 10 to 25 years living in Horsham municipality (or 18.9% of Horsham municipality's population). This includes:

- 3,231 young people aged 12 to 25 years, and
- 494 people in the transition age group, aged 10 to 11 years.

## DEMOGRAPHIC SNAPSHOT

Horsham municipality's young people are a diverse group, with many different interests, backgrounds, lifestyles, plans and needs. According to 2016 census data:

- 30% of Horsham municipality's young people aged 12 to 24 live in rural towns and areas
- 27% of Horsham municipality's young people aged 12 to 24 are volunteers, higher than the Victorian average
- Young people make up a large part of the Aboriginal and Torres Strait Islander community: 27% of local Aboriginal and Torres Strait Islander people are young people aged 12 to 25
- Some young people live with disability, with at least 3% of young people aged 10 to 25 needing assistance with core activities
- There are increasing numbers of young people from culturally diverse backgrounds and young people who speak a language other than English at home, and
- Some young people identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex (Youth Survey 2018).



# WHERE DO YOUNG PEOPLE LIVE?

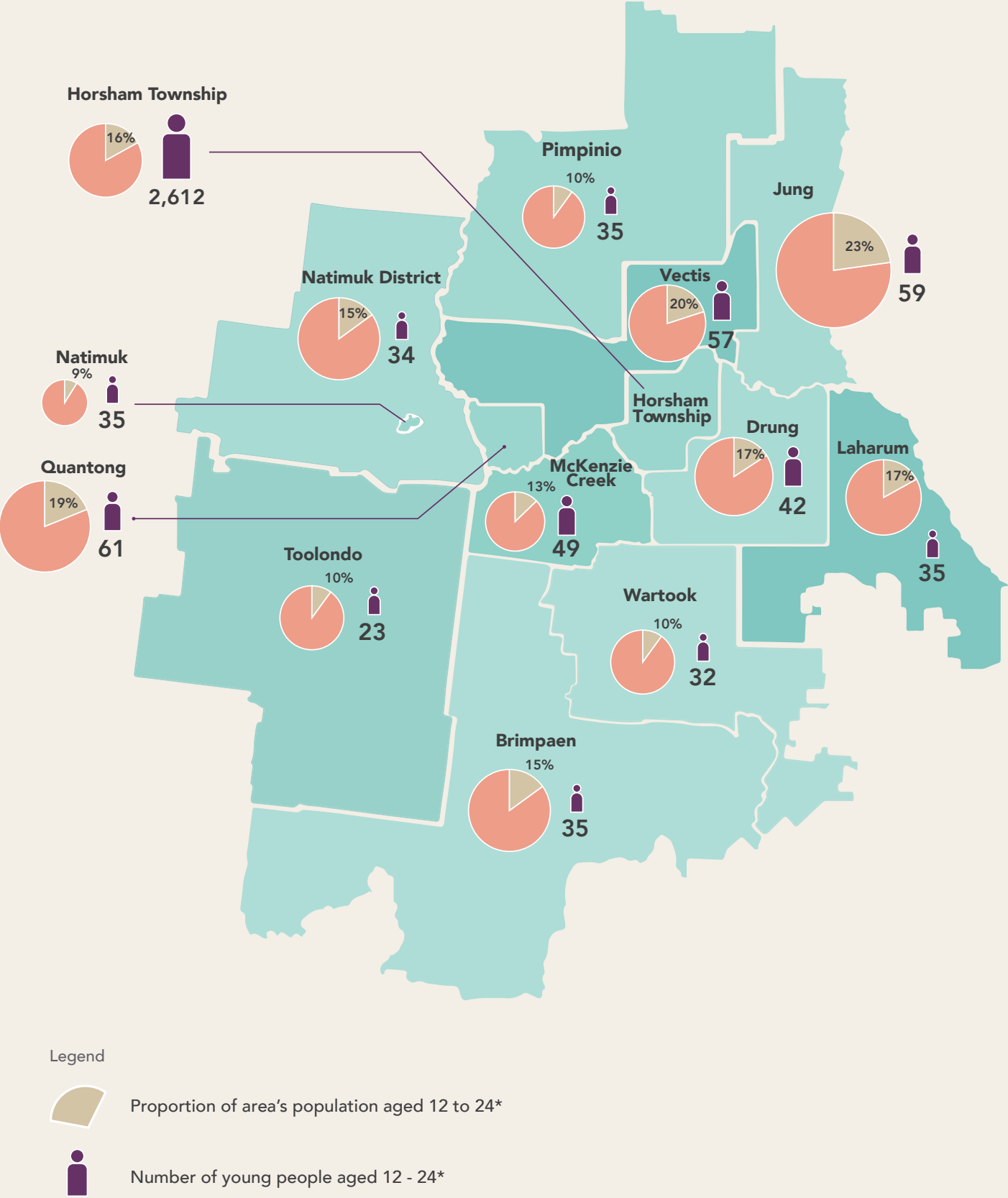


Figure 3 - Distribution of young people in the Horsham area

\*Population distribution data is only available for the 12 to 17 and 18 to 24 year old age groups.



## A SPECTRUM OF INTERESTS AND PRIORITIES

Young people across the 10 to 25 year age group have a spectrum of interests and priorities across life stages from primary school to young adulthood. They have changing needs and aspirations, and experience different levels of access to resources and services. Recognising and responding to these varying needs is key in developing appropriate and meaningful community engagement and services for Horsham municipality's young people.

TABLE 2 - SPECTRUM OF INTERESTS AND PRIORITIES

AGE GROUP	LIFE STAGE	POPULATION (2016 CENSUS)	INTERESTS AND PRIORITIES
10-11	Primary education / Transition	494 people	<ul style="list-style-type: none"> <li>This age group is straddling childhood and adolescence. Friendships are starting to become more important and complex, but peer pressure may also be stronger. There is a focus on the transition to secondary school.</li> <li>In this age group, people may participate in organised extra-curricular activities.</li> <li>Key priorities for the Youth Strategy are:               <ul style="list-style-type: none"> <li>Bullying</li> <li>Alcohol and other drug use and abuse</li> <li>Education</li> <li>Youth-friendly public places and spaces, and</li> <li>Feeling safe in public places.</li> </ul> </li> <li>In this age group, people find out information through Instagram, school, parents and carers, Snapchat and Facebook.</li> </ul>
12-17	Secondary education	1,413 people	<ul style="list-style-type: none"> <li>Young people this age are experiencing increasing independence from parents, and exploring their identity as a young adult. Some young people in this age group will be learning to drive and starting their first relationships.</li> <li>While organised extra-curricular activities remain popular for ages 12-15, after age 15 young people may be leaving organised extra-curricular activities such as sport.</li> <li>Young people may be starting casual work, with 44% of young people in Horsham municipality aged 15 to 17 working.</li> <li>Secondary school is a focus, with 1,224 secondary school students in Horsham municipality.</li> <li>Top priorities for the Youth Strategy are:               <ul style="list-style-type: none"> <li>Alcohol and other drug use and abuse</li> <li>Bullying</li> <li>Mental, physical and sexual health</li> <li>Things for young people to do, and</li> <li>Youth-friendly places and spaces.</li> </ul> </li> <li>Young people this age group want to find out information through Facebook, school, Instagram, Snapchat, and the local papers.</li> </ul>
18-25	Tertiary education and young workers	1,818 people	<ul style="list-style-type: none"> <li>Career paths are a priority, with 70% of young people 18-25 working.</li> <li>Tertiary education is a focus, with 551 TAFE or university students in Horsham municipality.</li> <li>Census data shows many young people this age are moving to Ballarat, Geelong and Melbourne– this reflects general trends in Australia where rural areas lose young people to cities with more tertiary education and employment opportunities.</li> <li>Top priorities for the Youth Strategy are:               <ul style="list-style-type: none"> <li>Alcohol and other drug use and abuse</li> <li>Things for young people to do</li> <li>Employment</li> <li>Bullying, and</li> <li>Mental, physical and sexual health.</li> </ul> </li> <li>People find out information through Facebook, Instagram, school, Snapchat and local and community groups.</li> </ul>

## HORSHAM'S YOUNG PEOPLE HAVE MANY STRENGTHS AND ASSETS

Local services, schools, Councillors, Council staff, community members and young people identified the strengths and assets that young people contribute to the Horsham Rural City Council community.

- Young people are students, studying at local primary and high schools, VCAL, Longerenong College and Federation University.
- Young people are workers. Many local young people work casually while at school, and most work part time or full time when they leave school. They work in retail, food services, health care and social assistance; as well as in family businesses and farms.
- Young people are highly engaged in their community. More young people are volunteers in Horsham municipality than the Victorian average. Young people contribute their time and talents to creative and performing arts organisations and events.
- Young people are highly involved in sports and recreation and are leaders in local clubs and organisations, many going on to play at an elite level.
- Young people bring creativity, vibrancy and new perspectives to the community. They are optimistic and open-minded.
- Young people make up a large proportion of the Aboriginal and Torres Strait Islander population in Horsham municipality.
- Young people are resilient through adversity. They are adaptable to change and support each other. Young people are welcoming and accepting of diversity and change.

## BUT THEY ALSO FACE SOME CHALLENGES

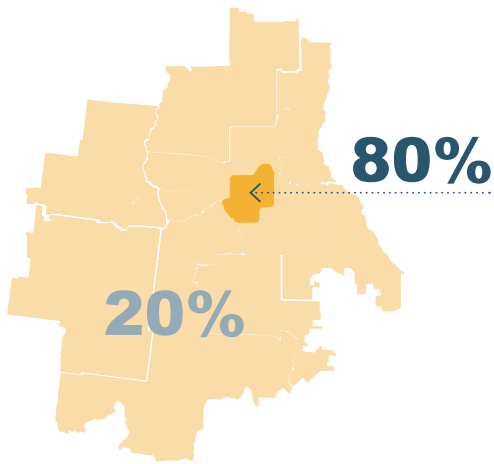
While Horsham municipality's young people have many strengths, they also face a number of challenges:

- Some areas of Horsham municipality have concentrations of disadvantage, in particular parts of Horsham North affecting young people across all age groups 10 to 25 years.
- There are high rates of teenage pregnancy. Horsham municipality has the third highest teenage birth rate in Victoria.
- Horsham municipality has high rates of sexually transmitted infections, particularly among young people aged 15 to 24 years.
- Horsham municipality has the third highest rate of bullying in Victoria. This is particularly an issue for young people aged 10 to 17 years.
- While young people said that they find Horsham municipality a safe place to live, some young people, particularly young women, identified feeling safer in public places and at home as an important priority.
- Young people in Horsham municipality are much more likely to witness or be a victim of domestic violence, with family violence incidents occurring at twice the rate of Regional Victoria.
- There are high rates of young offenders in Horsham municipality. Youth crime is linked to disengagement from school, mental health issues, experiencing violence or abuse, low income levels and poor family support networks.
- Some young people have unstable living situations, and may be homeless, couch surfing or living in an unsafe situation. In particular, there are no crisis accommodation beds for young people under 18.
- There are limited local and regional public transport options. Young people without access to a car face significant transport barriers which can affect work and employment opportunities.
- Some young people live in households without broadband internet connections, which can limit their access to education, employment, social connections and digital services.
- There are limited career paths and tertiary education options available for young people in Horsham municipality. Many young people aged 18 to 24 leave for Ballarat, Geelong and Melbourne seeking education and employment opportunities.
- While there are services for young people in Horsham, many are not open after hours or on weekends, or in locations that are ideal for young people.
- While young people are valued by the community, some young people such as LGBTQI young people and young people from disadvantaged backgrounds face judgement and negative perceptions.

# HOW WE ENGAGED

## WHO PARTICIPATED?

Community engagement for the Youth Strategy took place between April and May 2018.



80% of participants live in Horsham and 20% live in surrounding areas (including Haven, Natimuk, Quantong and Toolondo).



Over **325 young people**, community members, services, Council staff and Councillors contributed to the conversation.



&



The two most popular methods of information delivery were **face to face conversations in public places** and sponsored **Facebook posts**.



The highest number of participants were aged between **12 and 17 years**.



Participants at the workshop with young people

## HOW DID THEY PARTICIPATE?

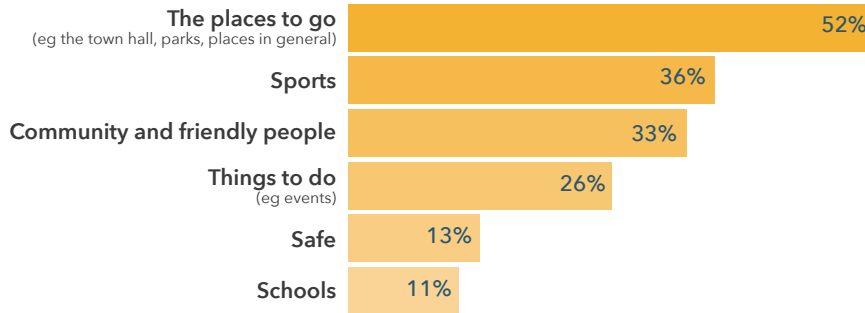
Community members helped shape the Youth Strategy in various ways.



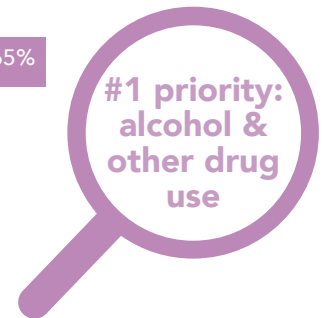
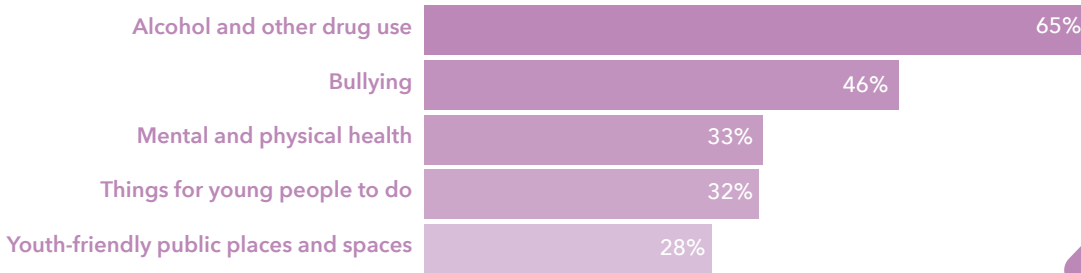
# KEY FINDINGS

These are the top priorities for the Youth Strategy as identified by young people in the online survey.

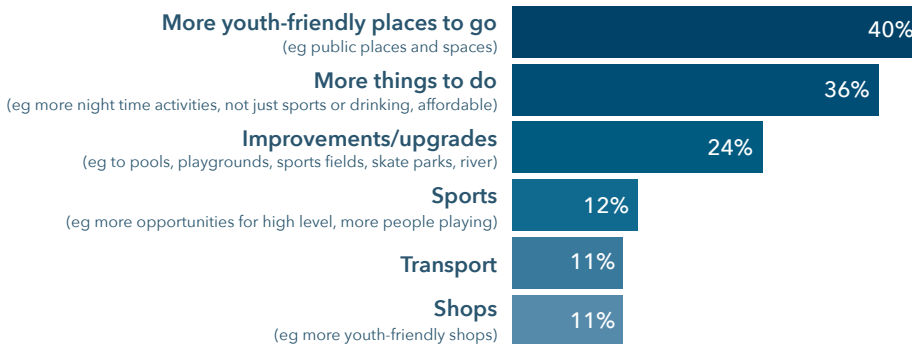
## WHAT YOUNG PEOPLE LOVE ABOUT HORSHAM



## TOP 5 PRIORITIES FOR YOUNG PEOPLE IN HORSHAM



## WHAT YOUNG PEOPLE WOULD CHANGE ABOUT HORSHAM



## WHERE YOUNG PEOPLE HANG OUT



## HOW YOUNG PEOPLE WOULD LIKE TO BE ENGAGED







Participants at the workshop with young people

## WHAT SERVICES SAID

21 services participated in the development of the Youth Strategy through surveys, interviews, the Project Control Group and a services workshop.

Priority areas for the Youth Strategy, identified by services across engagement types, were:

- Improving engagement with young people, and inclusive engagement
- Alcohol and other drug use and abuse; changing the drinking culture
- Mental health
- Things to do, and safe public places for young people to go
- Improving transport connections both within and out of the area
- Providing better employment and education opportunities to retain young people in the area
- Domestic violence
- Homelessness, and
- Bullying and building resilience.

Services identified a need for improved collaboration to deliver coordinated outcomes for young people. The main service gaps and opportunities identified by services included:

- Outreach service delivery including through online channels (eg skype, social media, websites)
- Local and regional transport services
- Sexual and reproductive health services
- Crisis beds for young people under 18, and
- Programs, services and activities for young people including out of hours programs.

Services identified improved engagement with young people as a priority and identified that future youth engagement models for Council could include a Youth Forum or Youth Council, or integrating consultation with young people in Council's existing strategic planning. Priorities for engagement were that it is inclusive, accessible and representative of all young people, that it includes outreach engagement 'on the streets,' and that there is accountability from Council to young people. Young people should also be involved in all of Council's engagement with the community including other committees, strategic planning and consultation.



## HOW THIS STRATEGY WILL WORK

This Strategy will guide how Council works with young people, services, schools and the community to support better outcomes for young people in Horsham.

The Strategy is responsive to the emerging priorities of young people and the community as they change over the next ten years.

Council's roles in delivering the Strategy include:

- Direct service delivery (providing infrastructure, facilities, programs and services directly)
- Facilitator (coordinating collaboration between partners and the community to deliver on outcomes)
- Funder (funding programs, facilities and places)
- Planner (planning for better outcomes), and
- Advocate (advocating to other levels of government and business).



Above: Intercept surveys at the River  
Below: Youth Week Skate park event

# THE STRATEGY

## VISION:



**Horsham municipality will be a youth-friendly rural city, with engaged and empowered young people who have access to the services and opportunities they need for a healthy, safe and happy life.**



## OBJECTIVES:

### OBJECTIVE 1.

Address service gaps as identified through service mapping of current services available to young people in Horsham municipality and surrounds.

### OBJECTIVE 2.

Identify opportunities for young people to be empowered to make decisions on service delivery that suits their needs and increase meaningful engagement opportunities for young people with Council.

### OBJECTIVE 3.

Identify and develop opportunities for youth-friendly places in Horsham municipality.

### OBJECTIVE 4.

Provide Council with contemporary and future facing models for youth service delivery that reflect the needs of a diverse regional city population and take into consideration equity and access.



# OBJECTIVE 1.

## ADDRESS SERVICE GAPS AS IDENTIFIED THROUGH SERVICE MAPPING OF CURRENT SERVICES AVAILABLE TO YOUNG PEOPLE IN HORSHAM MUNICIPALITY AND SURROUNDS.

Youth-friendly cities are places where young people can be healthy and cared for, have access to quality social services, education and skills development, and a fair chance in life regardless of their background.

While young people in Horsham have many strengths, community engagement and background research identified a number of challenges facing young people and emerging priorities for the Youth Strategy to address.

Service mapping of current services available to young people in Horsham and surrounds, and comparison to neighbouring and similar councils, also identified some service gaps. These emerging priorities and gaps will change over time as Horsham municipality's community and young people change.

STRATEGY		AGE GROUP		
		10 TO 12	12 TO 17	18 TO 25
1.1	Maintain a comprehensive map of services available to young people in Horsham municipality and surrounds and promote to young people online and in hard copy at services and schools. Monitor ongoing and changing service gaps over time. A current services map is provided at Appendix 1.	X	X	X
1.2	Address identified service gaps through advocacy and partnership including as identified in strategies 1.3 to 1.9.	X	X	X
1.3	Advocate for a local sexual health service specific to young people, emphasising ease of access and confidentiality, and including providing condom vending machines in public bathrooms.		X	X
1.4	Advocate for increased provision of higher education programs in Horsham municipality, including additional courses at Federation University.			X
1.5	Continue to advocate for a more frequent timetable of train services to/from Melbourne and Adelaide.		X	X
1.6	As part of Council's advocacy program, continue to advocate for improved broadband and telecommunications services: <ul style="list-style-type: none"> <li>To support young people who live in households without broadband connections and in rural areas</li> <li>To enable services to deliver digital outreach services (eg skype consultations), and</li> <li>To enable people to access study and work opportunities such as online courses.</li> </ul>		X	X
1.7	Advocate for crisis housing beds for young people under 18 years old in Horsham municipality.		X	
1.8	Continue economic development actions to promote Horsham municipality as a great place to live and work.			X
1.9	Continue to offer employment, volunteering opportunities, mentoring, traineeships and apprenticeships to young people at Council including in partnership with local services.		X	X

## OBJECTIVE 2.

### IDENTIFY OPPORTUNITIES FOR YOUNG PEOPLE TO BE EMPOWERED TO MAKE DECISIONS ON SERVICE DELIVERY THAT SUITS THEIR NEEDS AND INCREASE MEANINGFUL ENGAGEMENT OPPORTUNITIES FOR YOUNG PEOPLE WITH COUNCIL.

Young people are experts in their own lives, and care about their communities. They bring creativity, optimism and new ideas. In a youth-friendly city, young people are active agents; their voices and opinions influence decision making processes. Involving young people in decision making is important from a social justice perspective, and to create effective policy, programs and places. The Victorian Government and Council have a focus on engaging with and considering the needs and interests of all people in decision making, including young people.

In community engagement for this Strategy, young people and services wanted to see more involvement of young people in Council and community decision making. Young people and services want to see engagement that is ongoing, provides leadership opportunities, is inclusive, accessible, and representative of all young people, and includes outreach activities.

Community engagement should recognise that young people are a diverse group including different genders, sexualities, Aboriginal and Torres Strait Islander young people, people with disability, young parents, workers, students, low income young people and young people living in rural areas.

Best practice models of youth engagement include ongoing formal engagement such as youth councils; working with young people throughout a project in a co-design process; and empowering young people to make decisions. It is important that models include accountability from Council to listen and respond to young people's input.

STRATEGY		AGE GROUP		
		10 TO 12	12 TO 17	18 TO 25
2.1	<p>Establish a representative group of young people to respond to and advocate for issues relevant to young people, and support Council's engagement with young people including outreach and social media engagement. The Terms of Reference for the group could include that it:</p> <ul style="list-style-type: none"> <li>Is made up of young people aged 12 to 25, who reflect the diversity of young people in Horsham municipality</li> <li>Meets on a regular basis, with a Councillor present</li> <li>Has a focus on outreach and digital engagement, to represent all young people in Horsham municipality</li> <li>Delivers grassroots projects to deliver on emerging priorities, and advocate to Council on priorities for young people, and</li> <li>Provides directions on Council's Community Engagement Strategy and activities.</li> </ul>		X	X
2.2	<p>Establish an annual Youth Forum where young people's ideas and issues can be heard, and they can provide feedback to Council staff on projects relating to them. The Youth Forum should ensure that Council, schools and local services have an understanding of emerging priorities for local young people.</p>	X	X	X
2.3	<p>Include targeted engagement with young people for all major Council projects, including engagement across the IAP2 spectrum. Engagement activities should consider different ways to engage with young people across the age spectrum ie. 10 to 11 years, 12 to 17 years, and 18 to 24 years. Council should report back to the community on how engagement with young people has informed decision making.</p>	X	X	X

## OBJECTIVE 3.

### IDENTIFY AND DEVELOP OPPORTUNITIES FOR YOUTH-FRIENDLY PLACES IN HORSHAM MUNICIPALITY

Young people, like all community members, have a right to public space. Participation in community life, living in a safe environment, and having places to meet with friends and socialise are all part of a youth-friendly city. Council provides many facilities and spaces that young people use, such as the riverfront, skate parks, parks, streets, the Nexus building and the Horsham Town Hall – and the places to go and things to do in the Horsham area are some of the things that young people like best about living here.

However, young people and services identified that more youth-friendly places, and things for young people to do, are needed in the area. In particular, affordable places and activities for young people aged 15 and older, Aboriginal and Torres Strait Islander young people, and young people

who are not involved in sport. There is a need for public spaces that are welcoming to young people where they can spend time in positive but unstructured activities, and a need for after hours recreation activities.

Best practice models include empowering young people to design places, services and activities; reflecting the diverse needs of young people, and offering flexible hours and out of hours activities and services.

STRATEGY		AGE GROUP		
		10 TO 12	12 TO 17	18 TO 25
3.1	Co-design with young people youth-friendly public spaces in Horsham Town Centre and in our rural towns that address a range of age specific needs. Including spaces and facilities such as seating and spaces to hang out with friends, affordable cafes, multipurpose courts, play/parkour equipment, interactive and colourful public art, table tennis/games, food trucks, and spaces for events.	X	X	X
3.2	Co-design with young people youth-friendly public spaces on the Wimmera River foreshore. Including spaces and facilities such as seating and spaces to hang out with friends, affordable cafes, multi-purpose courts, play/parkour equipment, interactive and colourful public art, table tennis/games, food trucks, and spaces for events.	X	X	X
3.3	Continue to create safe public places through lighting and Crime Prevention Through Environmental Design principles, with a particular focus on creating safe places for young women.	X	X	X

## OBJECTIVE 4.

### PROVIDE COUNCIL WITH CONTEMPORARY AND FUTURE FACING MODELS FOR YOUTH SERVICE DELIVERY THAT REFLECT THE NEEDS OF A DIVERSE REGIONAL CITY POPULATION AND TAKE INTO CONSIDERATION EQUITY AND ACCESS.

Council has a role to play in delivering, facilitating, funding, partnering and advocating for youth services. Council is a generalist service and is well positioned to coordinate and advocate for youth services and build community capacity. Neighbouring councils have different youth service delivery models, some of which include an internal role working with young people.

Key trends in best practice youth service delivery include a move away from centre-based youth services to programs and services delivered in a range of locations and formats across local areas through outreach models. This also supports collective impact outcomes, which focus on collaboration between existing services to minimise duplication and promote collaborative ventures, including co-location and pooling of resources.

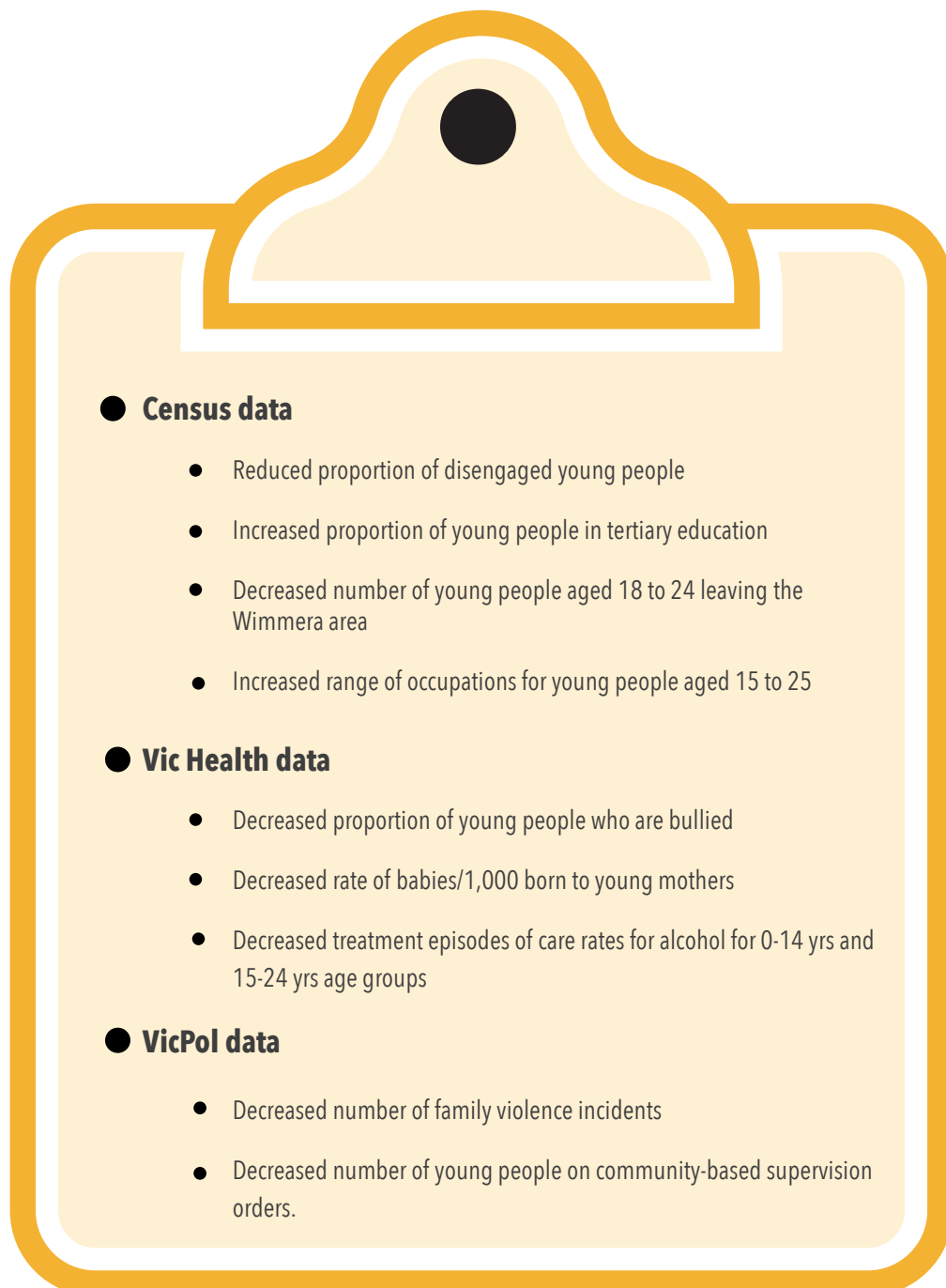
STRATEGY		AGE GROUP		
		10 TO 12	12 TO 17	18 TO 25
4.1	Transition away from a centre-based youth services model to an outreach and collective impact model through strategies 4.1a, 4.1b, and 4.1c.	X	X	X
4.1a	Resource an internal role within Council with a particular focus on young people, with coordination, partnership, and advocacy roles including: <ul style="list-style-type: none"> <li>Maintain and monitor the comprehensive service map</li> <li>Establish communication channels that are relevant to young people</li> <li>Continue to support ongoing programs eg Freeza and Young G</li> <li>Coordinate data sharing between services, schools and Council</li> <li>Coordinate local services and schools under a collective impact model to deliver on emerging priorities for young people (particularly alcohol and other drug use; bullying; mental and physical health; things to do for young people; and youth-friendly public places and spaces)</li> <li>Coordinate the representative group of young people and Youth Forum and support engagement with young people across Council's projects</li> <li>Coordinate Youth Week with the representative group of young people</li> <li>Partner with services and schools to promote a positive perception of young people including supporting services and schools to promote good news stories about local young people in local media</li> <li>Apply for external grants and funding to support Council and partners to deliver on emerging priorities and identified service gaps, and</li> <li>Advocate to address service gaps as identified by service mapping, including at a regional level.</li> </ul>		X	X
4.1b	With Engage funding, in a range of locations across the Horsham municipality, auspice/partner with local services and schools to deliver affordable and free generalist recreation activities, events and programs for young people with a focus on after hours activities (eg Friday and Saturday nights).		X	X
4.1c	Review the future role of the building at 16 Pynsent St, Horsham (currently Nexus) as a multipurpose space accessible to the community to deliver programs and services including for young people and out of hours services.		X	X
4.2	Introduce a youth stream of Council's Community Development Grants Program to provide funding to support projects, activities and programs that support the emerging priorities of the Youth Strategy. Consider including selection of winning projects as part of the Youth Forum activities.		X	X

# KEEPING TRACK OF CHANGE

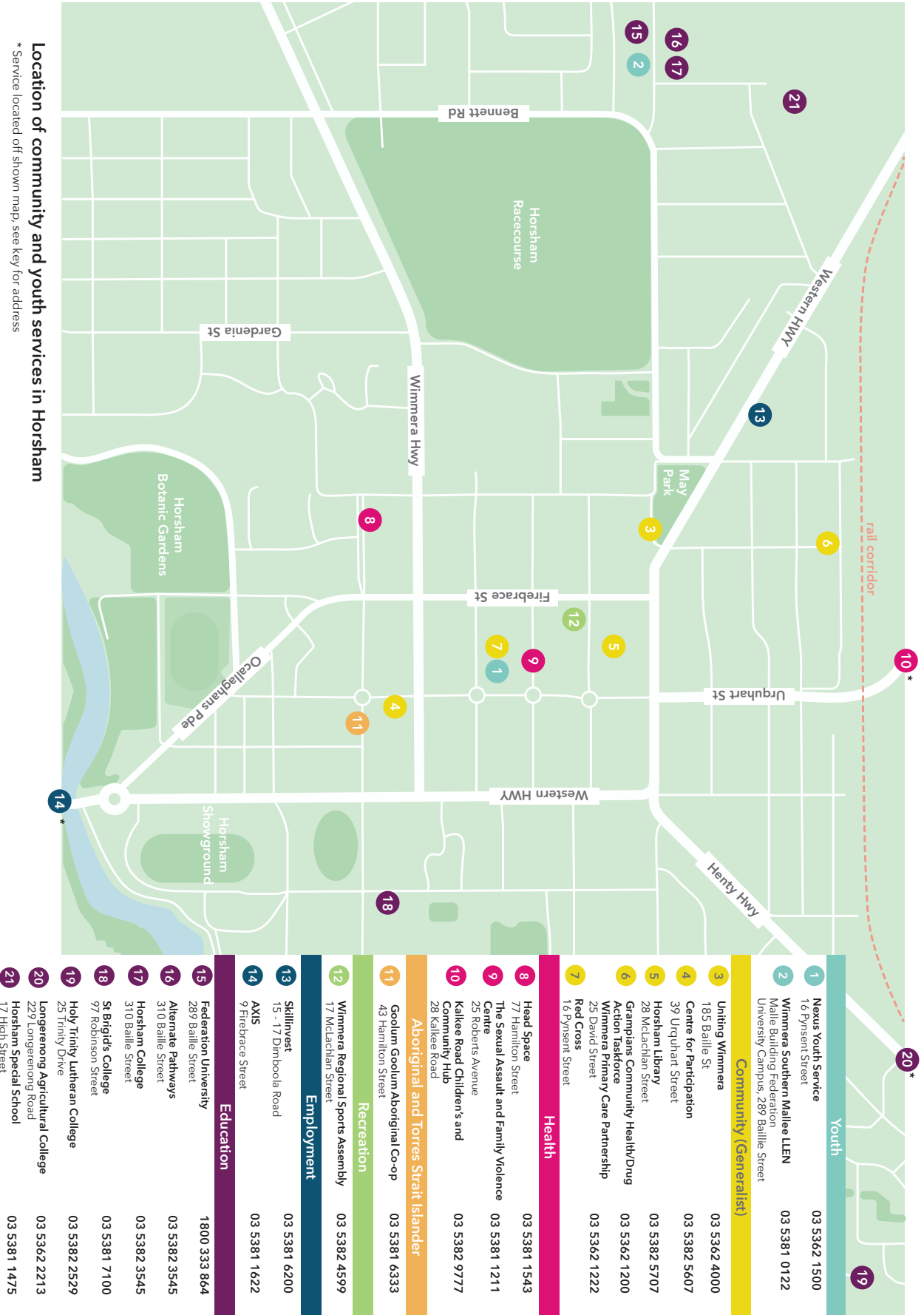
It's important to report back to the community on the Youth Strategy's progress, and to keep track of how activities completed as part of this Strategy make a difference in young people's lives.

Council staff will report to a representative group of young people every six months on the Youth Strategy's progress, including what actions have been completed and are underway. The group of young people will then feedback to Council their evaluation of the Youth Strategy's progress.

Council will monitor health and wellbeing indicators for young people and share findings with local services and the community to understand how Horsham's young people are doing, improvements in key areas, and any emerging issues. Indicators are based on available data collected regularly by government agencies, and where relevant are aligned with evaluation indicators in Council's existing strategic planning.



# APPENDIX 1: SERVICES MAP



Name	Feedback	Sent Via	Proposed Responses
Submitter 1	Hi there, i am engaged in youth work at Harvest Church and would like to inform you of other youth-friendly services that many local Churches in and around Horsham provide: weekly Friday night programs; safe and inviting youth areas for socialising; small discussion groups; leadership development; creative arts groups; music teams ; technical and media opportunities plus self-esteem empowerment. i hope there is a better way to connect these available services to the young people in Horsham, as we encourage lives of purpose and meaning.	Horsham Youth Page	Encourage groups to list activities on My Community Directory
Submitter 2	I think its disappointing that the sporting groups cant work together to improve our sporting facilities. I have been to a number of towns similar to Horsham for basketball and netball who have great facilities. More children could have more opportunities to play sport, and the chance to try other sports. We would attract more people to come to Horsham for tournaments. It would be great for the future children and growth of Horsham. It also gives us more chance to become greater athletes, and we need to think about the future children without it being too expensive, kids shouldn't miss out on sport because it's too expensive it should just be a part of growing up that we can play sport and be fit and healthy with our friends and give us a chance to make new friends. Sport can also give some kids more confidence.	Horsham Youth Page	Will be addressed in Open Space Strategy and Sport & Recreation Strategy
Submitter 3	Children and teenagers, like adults need a source of meaning in their lives. A positive reason to live and contribute to their community. The Strategy should contain an affirmation of the need for meaning and purpose. The Strategy should encourage connections between the Horsham youth and volunteer groups, Girl Guides, sporting associations and church youth groups. Volunteering is a great way to learn skills and contribute to the community, the Strategy should contain an outline of how to encourage and improve volunteering within Horsham. Lastly, because sports and exercise encourage discipline, community and health, the Council should leverage the proximity of Mount Arapiles by building a bike path between Horsham and Arapiles, turning the silos into a practice climbing wall and delicately hosting major sporting events.	Horsham Youth Page	Strategy identifies that Horsham young people are actively volunteering and participating in their community
Submitter 4	Objective 3 - Youth-friendly places: this should include safe, continuous bike paths connecting schools and the town centre e.g. library, cinema, aquatic centre as a top priority. This is a much higher priority for young people than cafes and public art. There is no safe way for children to ride from the Lutheran college, for example, to the library or the pool after school. A part of the existing library car park would be better utilised as a youth-friendly public garden and play space to encourage more use of the library and promote literacy, and provide a central outdoor space for events.	Horsham Youth Page	Will be addressed in better designing of public spaces and places
Submitter 5	With AOD being identified as the most area of concern just wondering what HRCC plan to do? I am aware AOD is in the Health and Wellbeing Plan also and it mentions being part of the WDAT but the only Council staff involved currently is Annie who has a focus on alcohol and not other drugs. I believe Annie's role will finish soon so wondering what HRCC representation there will be on the WDAT then if any?	Horsham Youth Page	Council supports WDAT and has key actions to reduce the harm of alcohol and drugs in the Health and Wellbeing Plan and Council Plan
Submitter 6	Big response hmm how about getting industrial here that allow people to get jobs	HRCC Facebook Page	Youth Strategy identifies that the creation of jobs and careers paths is key
Submitter 7	Maybe tackle the unemployment and maybe providing some study options for use young ones.	HRCC Facebook Page	Youth Strategy recommends creating more study choices and options within Horsham
Submitter 8	Youth need a place they feel comfortable to visit, that place is nexus! Offering these random alternatives is like a wombat trying to fit in a rabbit hole! Youth are diverse and not just interested in cricket and football... you need to seriously consider changing your youth strategy! Imagine your a young person that can't afford a drum kit, nexus provides this along with so many other programs. Nexus offers a place where youth of all backgrounds can meet and interact, bringing together people of multicultural origins and helping these people to feel accepted in the community	HRCC Facebook Page	Youth Strategy recommends transitioning away from a centre-based youth services model to an outreach and collective impact model
Submitter 9	Nexus is good until you hit 16... just saying. What about us other young people who aren't allowed to go because we aren't "young" in their eyes	HRCC Facebook Page	Youth Strategy recommends transitioning away from a centre-based youth services model to an outreach and collective impact model
Submitter 8	Don't close nexus	HRCC Facebook Page	Youth Strategy recommends transitioning away from a centre-based youth services model to an outreach and collective impact model
Submitter 10	Maybe try and work with government to work on a large scale university to the area for the younger people	HRCC Facebook Page	Youth Strategy recommends creating more study choices and options within Horsham. This includes Federation University
Submitter 11	Let them study in Horsham rather than travel long distances to study, might bring more young people into the town to study and live	HRCC Facebook Page	Youth Strategy recommends creating more study choices and options within Horsham. This includes Federation University
Submitter 12	Probably need to support everyone not just the young , because we need generations of family's to stay, also it's not just a council thing to help our town grow ,maybe we all need to help as well, Get the river working ; ski boats , music at the sound shell ( local bands on a fri night , sat night , that they pick up a \$ to continue to perform , free up main st meter costs , maybe free parking on Tuesdays to encourage people to shop in our town, use the show ground as a car park n run a free bus to prime spots in town for shopping, try and encourage a multi national business to our town , such as a momentum or red energy phone centre (JOBS ), stawell has frew abs ,Ararat has AME systems that employ heaps of people, Horsham has ?? , Horsham is our capital centre so why do we have to go to Hamilton hospital for appointments,	HRCC Facebook Page	Activities among the River have ben identified as important to Horsham youth. There are opportunities to hold all ages and youth events and this will be a key action in the Strategy if adopted

<p>Submitter 13</p>	<p>Youth Friendly Places and Things for young people to do (see page 15)                  Suggestion: That HRCC work with local organisations and clubs that provide Youth Activities by                  - Creating a Directory/database for new families which lists them all                  - Offering to help promote YOUTH Events in HRCC with a dedicated space on Council's Website and Facebook....."What's On for our Young People"                  - Considering the merits of community Grant Applications in the light of the Youth Strategy (as per 4.2)                  Some small observations relating to Page 11 'A spectrum of interests and priorities'                  Ages 10-11 Maybe should mention: "organised extra-curricular activities such as sport"                  12-17 There are 2 local papers...the Weekly Advertiser &amp; the Wimmera Mail Times                  On Page 12, in the Strengths List it might be good to note the good response from our young people to the welcoming of many new cultures to the municipality in recent years. It is touched on in the last dot point but, compared to other parts of the State, our Young people do this very well, that I have observed.                  NEXUS                  The Strategy seems to be quiet on the work done at NEXUS.                  I have always seen the NEXUS work done as very good for some of our young people.                  The future of NEXUS or ways to improve it could be an important part of the Strategy.                  (as per 4.1c)                  Objective 1...Service Gaps                  * The Strategy talks about high rates of Teenage pregnancy. How well do we support these young families once the babies are born?                  Young parents....are still young people.                  * Drug and Alcohol Rehabilitation Services? Support the work of the Drug Action Task Force?                  Objective 3Youth-friendly public spaces need not be restricted to Horsham Town Centre, this could include Natimuk and other rural locations                  The opening paragraphs on Page 21 include a reference to 'after hour's recreation activities'                  But that doesn't appear to be picked up in the Strategies listed below.                  Perhaps we could reference some of the currently offered activities that could be better promoted?</p>	<p>Submission</p>	<p>Promote the Community Directory and encourage groups to add information on their activities to this central database.                  A part of a Council Youth Officer role would be to develop communication and engagement for young people and this may include a separate FB page or other tools. This is dependant on the youth officer role being incorporated back into a Council role                  Youth Grant stream has been recommended                  Will make corrections to Strategy                  The Youth Strategy was not a review of Nexus, its purpose was to provide Council with contemporary and future facing, equitable and accessible, models for youth service delivery that reflects the needs of a diverse regional city population. This is time critical as the current model of outsourcing youth services to Grampians Community health, who operate it under the Nexus brand, ceases 31 March 2019.                  Minimising the harms caused by drugs and alcohol is a key action in Councils Health and Wellbeing Plan and Council Plan. It is also addressed in the YS and makes recommendations for advocating for youth friendly resources. Council supports WDAT                  Can clarify in YS that all public spaces and places need to be designed to be youth friendly and inclusive                  Encourage groups to list their groups and activities on My Community Directory</p>
<p>Submitter 14</p>	<p>Challenges - WHG support the inclusion of points in relation to teenage pregnancy, sexually transmitted infections, safety and family violence rates. Suggest data sources for these should be listed.WHG support the inclusion of the importance of youth friendly service availability, particularly in relation to sexual health, where location, opening hours, privacy and non-judgemental services are critical for all young people seeking timely support for contraception or sexual health checks. Similarly for young people without access to a car, with limited local and regional transport, presents a major barrier to accessing timely sexual health services.                  How we engaged – Is it possible to note community engagement participation and key findings with a gendered breakdown of data? Could this data potentially highlight any differences between young men and women?                  Services said – WHG support the inclusion of the need for improved collaboration to overcome service gaps in sexual health services.                  This is also supported within the Victorian Government's Women's Sexual and Reproductive Health Key Priorities 2017-2020 which calls for partners across health, organisations, workplaces and local government to work together to improve access to sexual and reproductive health services.                  Strategy 1.1 – WHG support the inclusion of Strategy 1.1 to maintain a comprehensive map of services available to young people. Through our efforts to map sexual health services across the region we have been able to highlight the issue that there is no publicly available information regarding abortion services in the Wimmera catchment. Women are commonly referred to Melbourne for these services which can mean travel of up to 800km.                  Strategy 1.3 – WHG support the inclusion of Strategy 1.3. Question if providing condom vending machines in public bathrooms can be actioned independently of a sexual health service? Could this be a stand-alone strategy?                  WHG can offer support to Council for advocacy and partnership on this strategy, as identified in Strategy 1.2.                  Strategy 1.9 – We note that Council is in a good position in this regional context to expose young people to a workplace that has female managers and a diverse career base. Would be good to have traineeships for young people in non-traditional roles, to experience a non-gendered workforce.                  Strategy 2.1 – WHG support the representative group reflecting the diversity of young people in the municipality – including gender, ability and cultural background.                  Strategies 3.1-3.3 – Suggest using an intersectional gender lens when designing public spaces and considering CPTED assessments.                  Strategies 4.1a – WHG support the strategy for Council to maintain and monitor the comprehensive service map and also to</p>	<p>Submission</p>	<p>The Engagement Report has high-level breakdown of surveys by gender, this is something we can address as the Strategy is implemented to ensure all actions and activities are equitable                  Condom vending machine was a suggestion from respondents. Council feels that any specific actions, such as this, should be identified and directed by the proposed Youth Council. The model would be worked through with the young people and relevant providers as to what is the best fit for location                  Council welcomes working in partnership with Women's Health Grampians and continuing on with our good work and advocacy                  Council currently offers youth traineeships across the different business units and Council is committed to continuing this and rolling it out as per the suggestion                  2.1 recruitment to the proposed Youth Council will reflect the community and strive to be equitable in gender, age groups, locations etc. There is also an opportunity for Council to strengthen the recruitment approach to Advisory Committees so membership reflects the diversity of the community                  Gender equity is an essential component to the designing of safer public places and spaces and will be incorporated into design guidelines                  Will incorporate this recommendation into Keeping Track and maintain and monitor by a range gender, age, location etc</p>
<p>Submitter 15</p>	<p>Centre based operation. Hi just wanted to emphasise the importance of development of a youth space. I previously coordinated Nexus for ten years. This facility has provided a home and base for outreach across the region for thousands of young people over the years. It has been the envy of many youth workers from other areas having a very diverse suite of activities and equipment. I believe Council should build a new physical space that is purpose built to provide all the previous youth activities such as cafe, recording video music stage, and further development of a dedicated youth arts space. This in collaboration with youth and service providers. Funding to provide a bus for youth transport and activities across the region. The most vulnerable youth will be the ones who will most likely continue to reside in the region and our future community will reflect the investment that has been put in to support them. Kind regards</p>	<p>Horsham Youth Page</p>	<p>There is no doubt that Nexus has played an important role for some of Horsham's young people and has had committed and dedicated staff over the years. The YS research found that there is a shift away from centre based youth specific centres as, while they play an important role for some young people, can unintentionally exclude other young people.                  Council is committed to making all our locations youth friendly and inclusive</p>



## APPENDIX 11.10B

Submitter 16	I think there needs to be a greater amount of sports and recreation opportunities in Horsham, especially ones that are free for use or do not need specific organising committees to have them run. Also, more public full court outdoor basketball courts. I think putting a few together could help in getting people interested in a 3x3 basketball competition. I know it's be interested! It's a huge movement and is really being pushed by basketball Australia in larger cities... Why not Horsham? What about more youth workers for the area, employed by the council for the benefit of the youth... I'd love to be part of that! Get a permanent outdoor stage set up for youth music events like freeza push events. I think the area near the Horsham skate park could be heavily revitalised for any of these ideas, too. Oh, quick question : does Horsham police have a youth liaison officer? If not, why not? Thanks for including the public in this. I'm passionate about youth and I think more needs to be done for them in Horsham.	Horsham Youth Page	Will be addressed in better designing of public spaces and places. Horsham Police have a Youth Liaison Officer
Submitter 17	1. Largest concentration of school age people in Horsham West. The proposed site of sports prescient in the wrong place.2. You are competition against social media / technology influenced. Young people need mentors aka volunteers to inspire them to have a go. 3 Access to facilities - family dynamics single parents both parents working deprecated parents. Young people need ready access. Sports that involve travel outside town can restrict participation.4. Competition is elitist. Only the best get to play. Sports participation should accommodate all levels of participation. 5 costs. Can also restrict participation options . Rego fees, uniforms etc 6. Volunteer base is needed to support opportunities	Horsham Youth Page	Council is committed to providing a range of facilities and programs for the community where young people feel welcome and included.
Submitter 18	As someone who grew up in Horsham I think it's so important to have a youth centre. I wouldn't have ended up in my career of music if it wasn't for the access we had to the facilities of the youth centre. Horsham is a town that's very catered towards those in sports, there needs to be a space for young creatives also	Horsham Youth Page	Council is committed to providing a range of facilities and programs for the community. This includes fostering the creative industries
Submitter 8	Youth need a place they feel comfortable to visit, that place is nexus! Offering these random alternatives is like a wombat trying to fit in a rabbit hole! Youth are diverse and not just interested in cricket and football... You need to seriously consider changing your youth strategy! Imagine your a young person that can't afford a drum kit, nexus provides this along with so many other programs. Nexus offers a place where youth of all backgrounds can meet and interact, bringing together people of multicultural origins and helping these people to feel accepted in the community.... Thanks for your time	Horsham Youth Page	Council is committed to providing a range of facilities and programs for the community where young people feel welcome and included.
Submitter 19	Opportunity to create stronger networks with Business Horsham and churches.	Horsham Youth Page	Creation of jobs and employment is an action in the Strategy.
Submitter 20	I go to nexus and I think nexus should stay open because they hold school events and local event and the people are nice If nexus shuts down I will not be happy	Horsham Youth Page	Council is committed to providing a range of facilities and programs for the community where young people feel welcome and included.
Submitter 21	Easy to read and understand.	Horsham Youth Page	

20<sup>th</sup> July 2018

Mr Sunil Bhalla  
Chief Executive Officer  
Horsham Rural City Council  
PO Box 511,  
HORSHAM VIC 3402

**RE: Comments on Horsham Draft Youth Strategy**

Thank you for the opportunity to provide comment on the draft Horsham Youth strategy. Grampians Community Health would like to provide the following comments for consideration towards the finalisation of the report and the future service provision for young people in the Horsham municipality.

As identified in the draft report, Grampians Community Health (GCH) has been a long-time partner with the Horsham Rural City Council in providing youth services, having established the Nexus Youth Centre in around 2001.

Nexus was, and still is essentially available as a one stop shop for all youth, being a safe, supportive environment to access support to youth services, having co-located services such as Red Cross and the Centre For Participation assisting young people with education, housing, drug and alcohol counselling, as well hosting youth activities, programs and events. Ultimately though it remains a youth led space, the youth continue to take a lead role in guiding the direction of Nexus. "For Youth, by Youth, with Youth".

The HRCC draft youth Strategy is welcomed by GCH, and we congratulate the HRCC and the consultants for its depth of community and stakeholder engagement, in particular the young people of the municipality. A number of GCH personnel, myself included were given the opportunity to contribute to the strategy. The GCH Nexus staff encouraged participation of the youth focus groups involved with this service to participate. Ultimately though, the people who do contribute to a formal process are often not those from higher socio-economic or migrant backgrounds. While the draft Strategy may reflect the majority of the community opinions and feedback, there will be those who won't even offer their voice.

We acknowledge the role that Horsham Rural City Council has made in the development of Nexus. With the support of Grampians Community Health, we believe that Nexus remains a unique and valuable facility for youth. The employees of Nexus are skilled in youth engagement, particularly with youth who are disenfranchised through coming from lower socio economic backgrounds, have different cultural heritage or identity beliefs to the mainstream youth demographic, or those who desire alternatives to sport as a place to meet and engage with other young people. By any measure, its staff, programs and facilities must be judged a success for providing a source of support, skill development and entertainment for the youth of our region. Council is urged to consider the role that Nexus may have in the future. While it is identified in the Youth Strategy that Council will bring youth services within its community development program, and review the requirement of the Nexus facility in Pynsent Street, this does not come without a cost to young people.

On page 12 of the report, it is noted that *“many of the services for young people in Horsham are not open after hours or on weekends”*. While this is true as well of Nexus, GCH Nexus does regularly arrange events and activities for young people that are held after hours, late nights and weekends. As noted on page 15, thirty-six percent of young people identified the need for *“more things to do, night time activities, not just sports or drinking, affordable”*. This is one gap where GCH Nexus has been able to contribute in filling a much needed gap, clearly it is not the only thing required to be achieved in this area, and however it does fill an important role to a demographic of the Horsham Youth community.

The first objective identified within the strategy is to map services. This is important but fluid, services need to change and adapt as young people tell us they need them. What is offered or needed today will be different tomorrow. It is human nature to ignore what we have and look over to what others have. GCH believe that Nexus fills a vital service gap that is envied by other municipalities, and we would urge HRCC not to create a service gap but to remain the leaders in the Wimmera through a revitalised Nexus, based on the current needs of young people from all demographic backgrounds. A review by young people of the services and accessibility of Nexus would likely bring a new perspective to the programs, increase patronage and make broader use of a wonderful existing youth space.

There has been a strong emphasis on ensuring that Nexus is safe, fun and relevant. Nexus, or any other youth program will not be everything to everyone, however GCH believes that the cost and benefit in retaining Nexus as a vital piece of the services and facilities available for young people needs to be taken into account in the Youth Strategy. While GCH has relied on the investment into Nexus from the Horsham Rural City, and also the Handbury Family Trust, GCH has also contributed over a quarter of a million dollars from its own reserves since 2011 to Nexus as a belief in the value of Nexus as a services and program of events to the Horsham and district community.

Objective three of the youth strategy, point 3.1 states *“Co-design with young people youth-friendly public spaces in Horsham Town Centre that address a range of age specific needs. Including spaces and facilities such as seating and spaces to hang out with friends, affordable cafes, multipurpose courts, play/parkour equipment, interactive and colourful public art, table tennis/games, food trucks, and spaces for events.”* GCH Nexus is ideally located in the town centre and has space around it to expand or be adapted to these activities. The investment into Nexus over the past 17 years has been to develop what the youth attending the venue have desired, very much codesign. It is acknowledged that it is again time to stop, reach out to a broader audience of young people and invite them to a codesign process, it is recommended by GCH though that consideration is given to retaining Nexus until this process is completed to allow for program continuation and also the facility to be considered as a foundation for the growth of the activities as identified in 3.1.

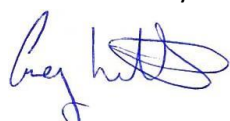
Objective four of the youth strategy identifies that Council is provided *“with contemporary and future facing models for youth service delivery that reflects a diverse regional city population and take into consideration equity and access”*. Nexus through Grampians Community Health is accredited as a Rainbow Tick and White Ribbon facility. GCH are fortunate to have a diverse and dynamic committee of youth who meet regularly and contribute to the Nexus centre and its programs. The Nexus Young G is predominately representative of young multicultural people. The Engage committee is representative of all socio economic demographics and a range of skills. Nexus therefore currently provides a base component of Council meeting its objectives.

Further in Objective four, *“Transition away from a centre-based youth services model to an outreach and collective impact model through strategies 4.1a, 4.1b, and 4.1c.”*, GCH would argue that while Nexus is a youth centre, many of the activities are outreach- camps, Kannamaroo, Northfest, White Ribbon events, skate park events and Careers Expos. Strategy 4.1c in fact describes exactly what Nexus currently does offer and the reason why Nexus should be retained- *“Review the future role of the building at 16 Pynsent St, Horsham (currently Nexus) as a multipurpose space accessible to the community to deliver programs and services including for young people and out of hours services”*.

In summary, Grampians Community Health therefore are not denying that Nexus needs to be refreshed in both appearance and programs to meet the needs of a broader range of young people, however the belief is that Nexus does play a unique role in providing services to many young people, particularly those from lower socio-economic and migrant backgrounds, and those where sport is not inviting. It is not even the position of Grampians Community Health that we need be retained as the service provider to do this. Horsham Youth have been envied by other municipalities in having a contemporary youth space in Nexus, and it could form the foundation of meeting the Horsham Youth Strategies objectives.

Finally, in Objective 1, 1.3 on page 19, *“Advocate for a local sexual health service specific to young people, emphasising ease of access and confidentiality, and including providing condom vending machines in public bathrooms.”* Grampians Community Health would like to suggest that while GCH does provide a women’s health nursing service which is accessible by young women it is not well known or patronised by Horshams young people. Therefore, the inability to attract GP’s to be part of the GP in Schools program in Horsham should be a strong point of advocacy for being addressed –the model is established elsewhere and provides the confidential and discreet service specifically for school aged people. In relation to condom vending machines, can I urge the strategy to take a leaf from the Gannawarra Shire Council in Northern Victoria who went one step further in gaining consensus from youth services to provide free condoms from the toilets in their venues, and Council themselves provided free condoms from their own venue including public toilets. Once the novelty of having access to free condoms wore off, the privilege was rarely abused and it has made a difference to the sexual health of young people.

Yours Sincerely



GREG LITTLE

CEO

GRAMPIANS COMMUNITY HEALTH





**Submission to Horsham Rural City Council  
in response to the Horsham Youth Strategy 2018**

27 July 2018

Anne Donovan  
Community Development Manager  
Horsham Rural City Council  
PO Box 511  
HORSHAM VIC 3402

Dear Anne,

Women's Health Grampians is a regional leader in women's health advocacy with the aim of improving gender equality, as the most significant way of enhancing health and wellbeing. Our role is to support a range of organisations including local government, to apply a gender lens to achieve healthy public policy and improve service provision for women and girls.

WHG would like to congratulate Council on the development of the Horsham Youth Strategy to engage and empower young people in the municipality. The objectives in relation to addressing service gaps to better meet the needs of young people align with our strategic goals and provide the opportunity for WHG to work closely with Council in relation to gender equity and sexual and reproductive health.

It is positive to see the inclusion of sexual and reproductive health and preventing family violence as issues linked to protecting, improving and promoting the health and wellbeing of young people. WHG supported the inclusion of Sexual and Reproductive Health and Family Violence as priority areas in the 2017 – 2021 Health and Wellbeing Plan and can partner with Council in implementation of initiatives in these areas that align with the Youth Strategy. We have also included some additional feedback in relation to specific points in the plan in the table attached.

Women's Health Grampians looks forward to seeing the implementation of the Youth Strategy and working in partnership with Horsham Rural City Council to improve the health and wellbeing of the young people. Please contact Melissa Morris, Regional Consultant on 0419 185 777 if you need any further information or [melissa@whg.org.au](mailto:melissa@whg.org.au)

Regards,

A handwritten signature in black ink, appearing to read 'Marianne Hendron', is written over a light purple background.

Marianne Hendron  
**Chief Executive Officer**  
**Women's Health Grampians**

Some specific feedback on the Strategy:

Page 12	<p><b>Challenges</b> - WHG support the inclusion of points in relation to teenage pregnancy, sexually transmitted infections, safety and family violence rates. Suggest data sources for these should be listed.</p> <p>WHG support the inclusion of the importance of youth friendly service availability, particularly in relation to sexual health, where location, opening hours, privacy and non-judgemental services are critical for all young people seeking timely support for contraception or sexual health checks. Similarly for young people without access to a car, with limited local and regional transport, presents a major barrier to accessing timely sexual health services.</p>
Page 13-15	<p><b>How we engaged</b> – Is it possible to note community engagement participation and key findings with a gendered breakdown of data? Could this data potentially highlight any differences between young men and women?</p>
Page 16	<p><b>Services said</b> – WHG support the inclusion of the need for improved collaboration to overcome service gaps in sexual health services.</p> <p>This is also supported within the <a href="#">Victorian Government’s Women’s Sexual and Reproductive Health Key Priorities 2017-2020</a> which calls for partners across health, organisations, workplaces and local government to work together to improve access to sexual and reproductive health services.</p>
Page 19	<p><b>Strategy 1.1</b> – WHG support the inclusion of Strategy 1.1 to maintain a comprehensive map of services available to young people.</p> <p>Through our efforts to map sexual health services across the region we have been able to highlight the issue that there is no publicly available information regarding abortion services in the Wimmera catchment. Women are commonly referred to Melbourne for these services which can mean travel of up to 800km.</p>
Page 19	<p><b>Strategy 1.3</b> – WHG support the inclusion of Strategy 1.3. Question if providing condom vending machines in public bathrooms can be actioned independently of a sexual health service? Could this be a stand-alone strategy?</p> <p>WHG can offer support to Council for advocacy and partnership on this strategy, as identified in Strategy 1.2.</p>
Page 19	<p><b>Strategy 1.9</b> – We note that Council is in a good position in this regional context to expose young people to a workplace that has female managers and a diverse career base. Would be good to have traineeships for young people in non-traditional roles, to experience a non-gendered workforce.</p>
Page 20	<p><b>Strategy 2.1</b> – WHG support the representative group reflecting the diversity of young people in the municipality – including gender, ability and cultural background.</p>
Page 21	<p><b>Strategies 3.1-3.3</b> – Suggest using an intersectional gender lens when designing public spaces and considering CPTED assessments.</p>
Page 22	<p><b>Strategies 4.1a</b> – WHG support the strategy for Council to maintain and monitor the comprehensive service map and also to advocate to address service gaps as identified by service mapping.</p> <p>A <a href="#">recommendation of our recent research into referral for unintended pregnancy</a> identified a need to increase knowledge of referral pathways and services among professionals and the community more broadly.</p>
Page 23	<p><b>Keeping Track</b> – Suggest collecting base data by gender and also to monitor participation in Council initiatives by gender</p>



Submission to the

## DRAFT Horsham Youth Strategy

Mark Radford  
67 Laroona Drive  
QUANTONG 3401  
July 29 2018

*The DRAFT Youth Strategy is a good read.  
Well done to the team who have put it together.  
My thoughts are based on the Draft Youth Strategy which has been out for public comment.*

For young people growing up, particularly through their teenage years, there are some fundamentals that are common themes.

- Kids like to have fun.
- Young people enjoy being a part of a group, with their friends, that creates a sense of belonging.
- Young people need safe places to meet and mix with people of both the opposite and same sex
- Young people enjoy experiences which create life-long memories.
- Many young people like the opportunity to 'contribute', some to 'lead', some to 'follow'.

With these thoughts in mind, as we create a picture of what living in HRCC offers today for young people and what it can offer in the future, I believe we need to have a look at what is already offered to our young people in our community, with a wider view.

Activities offered to young people which create opportunities for the 4 listed themes:

- \* Scouts, Cubs, Joeys
- \* Girl Guides
- \* CFA Junior Activities
- \* Church Youth Groups
- \* Air Cadets
- \* Performing Arts Council
- \* Dance Schools
- \* Musical Groups (Bands)

Sports offered to young people, within a Club environment:

- \* Football, Netball, Tennis, Cricket, Volleyball, Basketball, Hockey, Soccer, Table Tennis, Squash, Badminton, Motorcycle Racing, Gymnastics, Karate, Swimming, Water Skiing and more

Other activities offered:

- \* Fishing
- \* Cycling
- \* Skate Parks
- \* YMCA Pool Parties
- \* and more.....

The point of listing these is to highlight the options for parents to consider when looking for:

**Youth Friendly Places** and **Things for young people to do** (see page 15)

**Suggestion: That HRCC work with local organisations and clubs that provide Youth Activities by**

- **Creating a Directory/database for new families which lists them all**
- **Offering to help promote YOUTH Events in HRCC with a dedicated space on Council's Website and Facebook....."What's On for our Young People"**
- **Considering the merits of community Grant Applications in the light of the Youth Strategy (as per 4.2)**

Some small observations relating to **Page 11** 'A spectrum of interests and priorities'

**Ages 10-11** Maybe should mention: "organised extra-curricular activities such as sport"

**12-17** There are 2 local papers...the Weekly Advertiser & the Wimmera Mail Times

On Page 12, in the Strengths List it might be good to note the good response from our young people to the welcoming of many new cultures to the municipality in recent years. It is touched on in the last dot point but, compared to other parts of the State, our Young people do this very well, that I have observed.

## **NEXUS**

The Strategy seems to be quiet on the work done at NEXUS.

I have always seen the NEXUS work done as very good for some of our young people.

The future of NEXUS or ways to improve it could be an important part of the Strategy.

(as per 4.1c)

## **Objective 1...Service Gaps**

\* The Strategy talks about high rates of Teenage pregnancy.

How well do we support these young families once the babies are born?

Young parents....are still young people.

\* Drug and Alcohol Rehabilitation Services? Support the work of the Drug Action Task Force?

**Objective 3...Youth-friendly public spaces** need not be restricted to Horsham Town Centre, this could include Natimuk and other rural locations

The opening paragraphs on Page 21 include a reference to '**after hour's recreation activities**'

But that doesn't appear to be picked up in the Strategies listed below.

Perhaps we could reference some of the currently offered activities that could be better promoted?  
(as mentioned above)

## **Objective 4**

**Strategy 4.1b** This engagement/partnerships could include all organisations who work with young people.  
(noting the '*Friday and Saturday Night*' after hours activities comment)

While there may be some hesitancy to work with the Christian Churches, Scouts and Girl Guides, who offer activities with a 'faith' based ethos, they are a part of our community who have influenced and continue to influence our young people in positive ways. On the road to rehabilitation for young people recovering from Alcohol and/or drug issues, these organisations have a history of being able to help get lives back on track.

It is also important to acknowledge the difference between social services delivered by paid professionals and the 'laity' in a volunteer (all ages) capacity. In my view, both have a place in the lives of young people.

Thank you for the opportunity to comment

*Mark*

-Former Youth Group Leader Hawthorn Salvation Army

-Former Member Doncaster Salvation Army Youth Group

-Former Youth Director Horsham Salvation Army

-Former Committee Member BANJO'S Youth Drop-In Centre Horsham

-Parent of 3 young people

-Former Horsham College School Council Member

-Former President 4<sup>th</sup> Horsham Scout Group



Horsham Rural City Council  
Re DRAFT Youth Strategy

July 29, 2018

To Whom it May Concern,

Congratulations on taking the time to hear what's happening for the youth in our community and seeking to discern how we can improve services and connection amongst our Youth. We would argue that our Youth are not only the future, but our present. We have a responsibility to train, resource and develop our youth through seasons of excitement, upheaval, uncertainty and development.

There might also be the opportunity to develop stronger networks amongst Business Horsham for our Youth to determine their passions and develop skills. While we recognise a number attend University outside of Horsham, there are many who are still searching for their fit and looking for meaningful employment that provides connection, skills and a contribution.

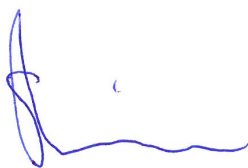
We would also love to see the local church included in the strategy. Churches provide parent groups and coaching, financial coaching, and safe places for our youth to gather. We also have the flexibility to work with people in community.

We are still settling into our new facilities on River Road, but have already recognised strong multi-purpose space, creating a large welcoming environment that has capacity to provide a space for students to meet, study or learn new skills. There could be many opportunities for partnerships and youth to spend time with older people to develop and build relationships that could connect youth with 'grandparents' who might be missing their grandchildren because of distance. We also have a commercial kitchen that could be utilised for training and development. We are working to expand our car park with the hope to also provide an accessible basketball area while there are conversations of a fire pit and pizza oven that will create a different space for our community to gather.

We would love and value the opportunity to further explore partnerships that will provide a safe community for our youth so they provide meaningful input for generations to come develop skills that will provide a great foundation for their future.

Thank you for the opportunity to respond. Please contact me if you would like to visit facilities to imagine how we can contribute to a healthy community.

Regards



Simon Risson  
Ministry Team Leader

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**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM  
ON MONDAY 23 JULY AT 5.00PM**

**Present:** Cr P Clarke, Mayor, Cr MA Radford, Cr D Grimble, Cr J Robinson, Cr L Power, Cr A Gulvin (from 5.18pm), Cr J Koenig; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure; Angela Murphy, Director Development Services; Kevin O'Brien, Director Community Wellbeing; Anne Donovan, Manager Culture and Recreation (item 3.1 only); Stephen Pykett, Manager Economic Development (item 4 only)

**1. WELCOME AND INTRODUCTION**

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989 (AS AMENDED)**

Nil.

**3. DISCUSSIONS**

**3.1 Horsham Town Hall (HTH) Membership Program**

Discussed.

**3.2 Horsham Memorial Outdoor Pool Works**

Discussed.

**4. ENVIRONMENTAL UPGRADE FINANCE**

In attendance: Shay Singh, Executive Manager, Better Building Finance

Discussed.

**5. COUNCIL MEETING DEBRIEF**

Mr Bhalla discussed issues.

Meeting adjourned for dinner 6.15pm.

Meeting reconvened 6.50pm for travel to Clear Lake.

APPENDIX 15.1A

**5. COMMUNITY CONSULTATION MEETING AT FORMER PRIMARY SCHOOL, CLEAR LAKE**  
**AT 7.30PM**

**Present:** Cr P Clarke, Mayor, Cr MA Radford, Cr D Grimble, Cr J Robinson, Cr L Power; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure; Angela Murphy, Director Development Services; Kevin O'Brien, Director Community Wellbeing; approximately 30 local residents

**Apologies:** Cr A Gulvin, Cr J Koenig

**DISCUSSION WITH LOCAL COMMUNITY**

- Lack of phone signal
- Wandering dogs
- Untidy/fire hazard lakeside
- Untidy properties
- Roadside vegetation
- Permits to burn
- Public toilets
- Gas bottle thefts
- Roads and driveways
- People encouraged to use the service request on HRCC website link: <https://request.hrcc.vic.gov.au/servicerequest/home/new>
- Noradjuha Recreation Reserve
- Rates

**6. CLOSE**

8.45pm

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM  
ON MONDAY 6 AUGUST 2018 AT 5.04PM**

**Present:** Cr P Clarke, Mayor, Cr MA Radford, Cr D Grimble, Cr J Koenig, Cr A Gulvin (from 6.13pm), Cr L Power, Cr J Robinson; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Community Wellbeing; Angela Murphy, Director Development Services; John Martin, Director Infrastructure

**Apologies:** Nil

**1. WELCOME AND INTRODUCTION**

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989  
(AS AMENDED)**

Nil.

**3. DISCUSSIONS**

**3.1 Vision for River / Central Activity District (CAD) Precinct Project Brief**

Discussed.

**3.2 Mockinya Water Storage**

Discussed.

**3.3 Wimmera Sports Stadium**

Discussed.

**3.4 Councillor Allowances and Expenses**

Discussed the draft policy and report.

**3.5 Horsham Town Hall Fundraising**

Discussed.

**3.6 Rate Strategy Review Brief – Community Engagement**

Discussed.

**4. HORSHAM STATE EMERGENCY SERVICE (SES)**

In attendance: Jarrod McLean and Nola Smith

Discussed SES.

Meeting adjourned for dinner 6.40pm

Meeting reconvened 7.00pm

**5. OTHER ITEMS**

**5.1 Security Lights on new Laharum Changerooms**

Discussed.

**6. CLOSE**

7.15pm

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM  
ON MONDAY 13 AUGUST 2018 AT 5.04PM**

**Present:** Cr P Clarke, Mayor, Cr MA Radford, Cr J Koenig, Cr A Gulvin (from 5.19pm), Cr D Grimble (from 5.12pm), Cr L Power, Cr J Robinson; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Community Wellbeing; John Martin, Director Infrastructure; Angela Murphy, Director Development Services (from 6.10pm); Heather Proctor, Finance Manager (item 3 only); Zac Gorman, Management Accountant (item 3 only); Anne Donovan, Manager Culture and Recreation (item 6.1 only)

**Apology:** Nil

**1. WELCOME AND INTRODUCTION**

Cr Clarke welcomed everyone.

**2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989  
(AS AMENDED)**

Cr Radford declared a conflict of interest regarding the Youth Strategy as he made a submission to the process.

**3. FINANCE AND PERFORMANCE COMMITTEE MEETING – 5.00pm**

Heather Proctor and Zac Gorman attended and discussed the quarterly financial report.

**3.1 Monthly Report – June and July 2018**

Discussed.

**3.2 Creditor Payments**

Discussed.

**3.3 Other Business**

Nil.

**4. NATIMUK COMMUNITY ENERGY N-CORE PROJECT – 5.40pm**

**In attendance:** Peter Slarke (President), Edwin Irving (Vice-President), Cathy Ryan (Secretary), Leanne Undorff and Mark Uebergang (Committee members)

Presentation on the N-Core Project was provided.

**5. WIMMERA BUSINESS CENTRE (WBC) REVIEW PRESENTATION**

**In attendance:** Martin Szakal of Global City Connect

Martin Szakal provided a presentation regarding the WBC review.

Meeting adjourned for dinner 6.55pm

Meeting reconvened 7.15pm

**6. DISCUSSIONS**

**6.1 Youth Strategy**

Cr Radford left the room at 7.15pm

Anne Donovan provided a summary of the consultation process and the feedback received through the 43 submissions.

Cr Radford returned to the room at 7.39pm

**6.2 Advocacy Priorities**

Discussed.

**6.3 Amendment to Meeting Procedure**

Discussed.

**6.4 Community Satisfaction Survey**

Discussed.

**6.5 Delegations**

Discussed.

**6.6 Gambling Policy**

Discussed.

**7. CLOSE**

9.00pm



## MINUTES

**Haven Recreation Reserve Advisory Committee Meeting  
Held on Tuesday, 26 June 2018 at 7.30pm  
Haven Hall – Henty Highway**

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**Present:**

Cr Mark Radford	Horsham Rural City Council, Chairperson
Graeme Lewis	Community Representative
Hailey Yorke	Dog Obedience
Lee McKenzie	Horsham West (Haven) Primary School
Lisa Fulton	Haven Tennis Club
Mandy Kirsopp	Horsham Rural City Council
Sue Exell	Community Representative

**Guest:** Brett Ellis      Horsham Rural City Council

**Apologies:** Jodie Kemp      Community Representative

### 1. Welcome

### 2. Disclosure of Conflict of Interest

### 3. Confirmation of Previous Minutes

That the minutes of the meeting 17 October 2017 were a true and accurate record of that meeting.      **Moved:** Sue Exell      **Seconded:** Graeme Lewis      **CARRIED**

### 4. Guest Speaker – Brett Ellis (Building and Asset Management Coordinator)

Brett provided the following information:

- Two staff in Brett's work area: Chris Flood and Olivia Morris
- Halls have an annual maintenance budget – shared between the various halls
- If larger works are required, this may involve a budget bid – and if funding is successful, works can be planned for the following financial year
- Each 3-4 years, a building condition assessment is undertaken. The rating is 1-10, with 1 being brand new and 10 indicating the building should be demolished. Haven is currently rated as: 6
- Issuing of keys is a responsibility of the Building Department. Keys are issued to users – either on a seasonal or a one off/event basis. The Dept is currently reviewing the key register to ensure people have returned keys and that buildings are secure
- Each User group can have 2 keys with a payment of \$30 for each additional key
- A reminder that keys must be returned at the end of the hire period/ season
- The key at Haven Shop is to be returned to the Building Department
- The PIN to the Hall is only provided to User groups (occasional users get a key to the building) Given the length of time the same PIN has been in use, it is probably appropriate that the PIN be changed
- Recommended that people identify building or maintenance concerns via the Lodge a Service Request available on the HRCC website



## 5. Business arising from previous Minutes

### 5.1 User signage

Has not commenced.

*Action – Mandy Kirsopp to investigate options for listing names of user groups on signage near the building*

### 5.2 Proposed projects listing

Please refer to the attached Projects Listing spreadsheet for updates

Project completed is the boundary fence between the property of Graeme and Heather Dumesny and the Reserve. The fence will be the same as the boundary fence between the Haven PS and the reserve. There will be a personal access gate in the new fence so people can retrieve balls if required.

### 5.3 Facility signage

Signs have been printed and are at the Depot to be installed/attached

*Action – Mandy Kirsopp to investigate the delay in the project*

### 5.4 Dog obedience key

The President of the Dog Obedience Club has met with Grant Preece (Depot) re the installation of personal access gate in the fence separating the car park and the reserve. It was approved that a gate be installed. The Club will pay for the purchase and installation of the gate.

### 5.5 After Hours calls

After Hours calls are managed by a Call Centre. The number to call is 5382 9777. Caller advice is based on an assessment of urgency.

Advice provided when the Call Centre received information re stray/roaming dogs is being reviewed. It is important to balance the requirement of responding to a call - with the workload of a Ranger being called out at night to try to locate a roaming dog.

## 6. Correspondence

Quotations from RA Plazzer (2 November 2017 and 25 May 2018) re works at the hall

## 7. Business Arising from Correspondence

### 7.1 Discussion re costings received and priorities of the committee.

There are approximately \$8,000 in funds available for works at the hall. It was agreed the priority be the remodelling of the foyer to create an additional storeroom and the replacement of the roller door/closure of the servery between the kitchen and the body of the hall.

The quote for the remodelling of the foyer area was \$8,180 (ex GST)

The quote for the roller door is \$5,000 (ex GST)

*Action – Mandy Kirsopp to obtain additional quotes for the works as identified*

**8. General Business****8.1 Building next to tennis courts**

Cr Radford indicated that a planning permit is required for the placement of a modular unit near the tennis courts and that it would cost \$48-\$50k for a relocatable building.

It was agreed that lights around the tennis courts are a higher priority. A significant tennis tournament will be held in Haven in 2020 and lights are required for that event.

The Haven Tennis Club will be 100 years in 2020.

**8.2 Meeting schedule for 2019**

There will be three Advisory Committee meetings in 2019. Dates will be provided at the November meeting.

**8.3 Haven Community Inc AGM**

The Haven Community Inc AGM is being planned for July-August and will include training in the use of the Defib machine. The HC Inc is responsible for running the monthly Haven market.

**10. Next Meeting**

The next meeting will be held on Tuesday, 13 November 2018 at 7.30pm at the Haven Hall, Henty Highway Haven

**11. Meeting Close**

The meeting was closed at 9.05pm

**Cr Mark Radford**

**Chairperson**

**Haven Recreation Reserve Advisory Committee**

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## MINUTES

**Horsham Sports and Recreation Advisory Committee Meeting**  
**To be held on Thursday, 17 May 2018 at 4.30 pm**  
**Council Chambers – Horsham Rural City Council Offices**

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**Attendees:**

David Berry	Wimmera Regional Sports Assembly
Sue Exell	Community Representative
Cr Mark Radford	Councillor HRCC
Genevieve Smith	Community Representative
John Martin	Director Technical Services HRCC
Alethea Gulvin	Councillor HRCC

**Apologies:**

Susan SurrIDGE	Grants Officer HRCC
Christopher Walter	Department of Education
Bruce Petering	Community Representative
Loxley Hoffmann	Community Representative
Neil King	Community Representative
Michelle Anderson	Sport & Recreation Victoria
Sue Newall	Horsham Rural City Council

**1. Welcome**

**2. Disclosure of Conflict of Interest**

David – if there is any discussion in relation to the Wimmera Sports Stadium

**3. Minutes of the previous meeting 22 February 2018**

**Moved:** David Berry **Seconded:** Sue Exell that the minutes of the meeting 22 February were a true and accurate record of that meeting **CARRIED**

**4. Administration**

Committee vacancy – Junior Sports Council representative

First meeting to be held Tuesday 22 May. From that one male and one female student to be nominated to attend the next meeting of this committee.

Letter of thanks to Rhonda McNeil has been personally delivered

**5. S&R Strategy**

Discussion on scope of brief for the new strategy

- Ensure scope also includes:
  - Recreation
  - Women in sport
- John explained that this strategy should provide an overarching framework for facilities – there will be subordinate plans, e.g. the City Oval and Dudley Cornell Master Plans – these should inform and be informed by the S&R Strategy.

- Review the previous Strategy
  - What has / hasn't been done from this
  - Are there some key things to continue forward
- Need to consider short-medium term priorities, as well as the long-term vision
  - An inventory of sports requirements and facilities – a gap analysis
- The Committee will be invited to participate in an interim meeting to help develop the scope of the consultancy, in early-mid June

## 6. S&R Asset Management

### Tennis Courts

- John outlined the status of the legal action and a possible approach to remedy this. This will still take a long time.
- Some grants might be possible to offset the cost of restoration.
- John also outlined some planned communication

### Table Tennis

- Mark read a letter that Jeff Pekin had prepared about Table Tennis' future. The Club now has access to the former Italian Club, with the title being in the name of the Table Tennis Club.
- Work is required to renovate the building to a suitable condition, and so that it is also available for functions for fund-raising.
- The Club strongly supports a Wimmera Sports Stadium for Horsham. This is well overdue, and a further wait of 3-5 years is unpalatable.

### Wimmera Sports Stadium

- Key issues to be resolved are:
  - The position of the Basketball Association.
  - The geotechnical investigation of the site. Some further work, with Leigh Davies, is planned to review this.
  - Potential closure of McBryde Street. Some traffic analysis is occurring to inform this.
- A refined proposal has been developed for presentation to the PCG. This will be done in 2 weeks, to see if the PCG is comfortable about this updated proposal.
- Subject to the PCG's comments, an independent facilitated discussion with HABA is proposed to see if a resolution can be achieved, as they would be a key user of an overall complex.
- Some new sports are being considered for the Stadium, including
  - Futsal
  - Roller derby
  - Indoor shooting
  - Rock climbing
- A new steering committee of user groups might then be formed to further advance the project.
- Sue Exell advised that the "West Group" (not Council) has looked at a possible parcel of land in the Horsham West area, near Remlaw Rd / Jenkinson Ave / to Western Highway. An area of 81 acres has been identified.
- Genni mentioned the potential need for an indoor walking track. This is a further potential use of the Stadium. Also, parents with young children are

often looking for a suitable place for activity, where the children can be minded while playing sport.

## 7. S&R Funding/Grants

Refer to Susan's report. Applications submitted for:

- S&R Strategy – As discussed earlier – to engage a consultant.
- Sunnyside Synthetic Greens. JM also discussed the master plan briefly, and that consultation
- Second stage of the Aquatic Centre Master Plan – under Small Aquatics Project fund.
- Pimpinio second netball court application under the Country Football / Netball Program.

## 8. General Business

- A tennis coach will be coming to Horsham for a 3-year contract. Will be available for clubs. Sue is keen for lights to be installed at Haven to facilitate this coaching.
- A volleyball development officer has been engaged, based in Horsham. This will be a regional position operating at various locations in the broader region, as far as Mildura, Warrnambool, Ballarat and Bendigo.

## 9. Next Meeting

The next meeting will be held on Thursday, 16 August 2018 commencing at 4.30pm in the Council Chambers, Horsham Rural City Council Offices

## 10. Meeting Close Approx 5:45

Cr Mark Radford  
Acting Chairperson  
**Horsham Sports and Recreation Advisory Committee**

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## MINUTES

### Bicycle Advisory Committee Meeting Wednesday 6 June 2018 at 5.00pm Committee Room – Horsham Rural City Council Offices

<b>Present:</b>	Grant Hollaway	Chair, Community representative
	Alan Bedggood	Community representative
	Cr Alethea Gulvin	Councillor, Horsham Rural City Council (left early)
	Janine Harfield	Health sector representative
	Rudy Panozzo	Community representative
<b>Ex officio:</b>	Mandy Kirsopp	Sustainability and Recreation, HRCC
	Martin Duke	Manager, Infrastructure

#### 1. Welcome

There was an initial delay as the Committee Room was in use. Grant welcomed all in the foyer, and some early discussions occurred.

#### 2. Apologies

Gary Aitken	Wimmera River Improvement Committee representative
Gillian Vanderwaal	Community representative

#### 3. Disclosure of Conflict of Interest

None declared

#### 4. Confirmation of Minutes

##### Motion

That the Minutes of the meeting held 2 May 2018 be accepted as an accurate record of the meeting.

**Moved:** Cr Alethea Gulvin    **Seconded:** Janine Harfield

#### 5. Alteration to the set Agenda

The chair, Grant Hollaway pointed out how the Committee had agreed to hold monthly meetings (instead of the planned every-other month) to deal with the high short term workload. The Chair suggested that the review of minutes, correspondence and general business not be undertaken in the in-between meetings, so the time could be maximised for the Strategic Planning. **All readily agreed**

#### 6. Strategic Planning – Implementation Plan

All roads and actions (on the Action List) are important and to assist in the determination of criteria to prioritise actions the Chair has created and distributed a scoring sheet. (Attachment A)

The scoring considers the categories of: Usage, Cost, Connection and Safety.

The draft scoring was distributed and it was agreed that the criteria assists with decision making.

Martin Duke outlined how HRCC assesses works, indicatively:

- Low costing - \$2,000 to \$5,000 from maintenance accounts
- Medium costing - \$20,000 to \$50,000 plus – goes through annual Council budget process

- High costing (aspirational) - \$200,000 to \$millions – Government grant needed.

It was agreed that the focus of this meeting be access to the CBD, with a focus on the map of Horsham map. The CBD was defined as the area bounded by: Urquhart to Darlot St and Baillie to Hamilton St. It was also agreed that within this defined area bike lanes should be cyclist friendly.

Plotted – schools, sports facilities, hospital, Grains Innovation, WUC, Industrial Estate.  
Routes – as plotted. Anzac Centenary bridge to CBD, Western Highway Bridges to CBD on O'Callaghans Parade, Anzac Centenary Bridge to Industrial Estate, Riverside North and South.  
(Attachment B)

It was agreed that the focus of the next meeting be: Recreational routes. Alan Bedggood volunteered to undertake some preliminary work re: suggested routes so this could be discussed in his absence.

## 7. Next meeting

As there will be a number of apologies for the 4 July and 1 August meeting dates, it was agreed that the next meeting will be 5.00pm Wednesday 8 August 2018 at the Reception Room at the Civic Centre.

Apologies:

Janine Harfield will be absent from the next two meetings

Alan Bedggood will be absent from the September meeting

## 8. Meeting Close

The meeting closed at 6.30pm

**Chairperson**

**Grant Hollaway** \_\_\_\_\_ **Date** \_\_\_\_\_



## MINUTES OF MEETING

Dudley W Cornell Reserve Advisory Committee  
 Meeting held on Thursday 14 June 2018 at 7.30pm  
 Kalkee Road Children's Hub

**Present:**

Terry Baldwin	Colts Cricket Club
Rae Talbot	Community Patch
Mandi Stewart	Kalkee Road Childrens' Hub
Brenda Evans	Horsham Primary School (Rasmussen Campus)
James Headlam	Wimmera PS Sport Association
Mandy Kirsopp	Horsham Rural City Council

**Apologies**

Josh Koenig	HRCC Councillor
Dean Arnott	Colts Cricket Club

**Guest**

Ram Upadhyaya	Horsham Rural City Council
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### Agenda Items

#### 1. Welcome

#### 2. Disclosure of Conflict of interest

#### 3. Minutes of the previous meeting: 8<sup>th</sup> February 2018

It was agreed that the Minutes be accepted as being a true and correct record of the meeting.

**Moved:** Rae Talbot

**Seconded:** Terry Baldwin

**CARRIED**

#### 4. Administration

##### 4.1 Membership

The committee is still seeking two community representatives. Members were encouraged to identify possible candidates so they can be invited to nominate for membership.

##### 4.2 Election of Chairperson

Agreed that this would be postponed until Cr Josh Koenig was present and the two vacancies were filled. In the interim, Mandy Kirsopp will continue to Chair the meetings.

##### 4.3 Application for hire and return of keys

Individuals and groups wishing to use council managed community facilities must complete an application for hire form available via Council's website. This is to manage bookings, maximise usage and avoid clashes or duplication of bookings.



**4.4 Action list**

None to report - no items are outstanding

**5. Safety Improvements****5.1 Removal of excess furniture**

Excess furniture within the pavilion has been identified and all user groups have been contacted with requests to identify the furniture they wish to keep. It was agreed at tonight's meeting that furniture be removed from the pavilion.

**5.2 Lodge a service request**

Council is encouraging members of the community to notify staff of issues requiring attention. This might include: graffiti, a tree on the road, broken window in a facility, trip hazard on a footpath.

Individuals wishing to notify Council staff of a hazard or issue should lodge a Service request via Council's web page. Members were shown how to find the 'service request' and were encouraged to share the information with others.

**6. Planning of the precinct**

Mandy Kirsopp facilitated a short activity involving the development of a vision for the reserve and identifying what features might be included to encourage increased usage of the reserve.

Felicity Brown, Landscape Architect with Laimiga Design Studio has been employed to identify placement options for new facilities (female friendly change rooms incorporating public toilets) a bbq shelter, and legacy art pieces from the North Fest festival. The work has involved consultation with users groups and the community re opportunities to increase usage of the reserve. A community consultation session was held Wednesday 27 June from 4.00 – 6.00pm at the Dudley Cornell pavilion.

A draft landscape plan will be available by the end of July.

**7. Opportunities to maximise usage**

Not discussed

**8. Next meeting**

The next meeting will be Thursday 13<sup>th</sup> September at 7.30pm at the Dudley W Cornell Community Pavilion.

**9. Meeting close**

The meeting closed at 9.15pm

**Mandy Kirsopp**  
**Acting Chairperson**  
**Dudley W Cornell Reserve Advisory Committee**

Signature: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

**WESTERN HIGHWAY ACTION COMMITTEE (WHAC)**  
**10.00AM Friday 15 June 2018**  
**VicRoads Project Office, Ballarat**

**MINUTES**

**1. Welcome & Open Meeting Chair, Cr Kevin Erwin**

Cr Kevin Erwin, Northern Grampians  
 Cr Ron Ismay, Hindmarsh  
 Cr Grant Tillett, Ballarat  
 Cr Michelle Mendes, Melton  
 Cr Richard Hicks, West Wimmera  
 Cr Jo Armstrong, Ararat  
 Cr David Grimble, Horsham  
 Vaughan Notting, Ballarat  
 Mark Marziale, West Wimmera  
 Chris Adams, Northern Grampians  
 Douglas Gowans, Pyrenees  
 Angela Daraxoglou, TfV  
 Mal Kersting, VicRoads  
 Nigel Powers, VicRoads  
 Tim Day, Ararat  
 Phil Jeffrey, Moorabool  
 Stan Januszkiewicz VicRoads (for Chris Dunlop)  
 Bryan Sherritt, VicRoads, Director,  
 John Martin, Horsham  
 Sam Romaszko, Melton

The Committee paused to recognise the passing of Cr Michael O'Connor of Pyrenees Shire Council, a long-time supporter of this Committee and its work. The Chair had provided a wreath and card for Michael's wife Judy on behalf of the Committee.

**2. Apologies**

Cr Shane Roberts, Yarriambiack  
 Cr John Keogh, Moorabool  
 Shane Power, Hindmarsh

***Moved: Cr David Grimble, Seconded: Cr Richard Hicks, that the apologies be received***  
**CARRIED**

### 3. Minutes of Meeting held 20 April 2018

**Moved: Cr Richard Hicks, Seconded: Cr David Grimble, that the minutes of the previous meeting be accepted as a true and correct record of that meeting.**

**CARRIED**

### 4. Business from Minutes

- Invitation for VicRoads Director Road Safety to attend next meeting
- Lobbying Document Update (JM) – To be circulated early in week of 18 June.
- RACV Interaction
  - John Martin outlined discussions he had had with RACV regarding its “Growing Pains” publication to be issued shortly by RACV, including suitable references to Western Highway priorities. The Chair had also spoken with RACV regarding this.

### 5. Correspondence

#### Inward

Date	From	Subject
20 April	David Hodgett MP	Reply to Western Highway Duplication Project
24 April	TAC	Reply to Wire Rope Safety Barriers
1 May	VicRoads Media Release	Western Victorian Roads improvements completed
2 May	Emma Kealy	Reply to Western Highway Duplication Project
7 May	DELWP	Reply to Western Highway Duplication Project
14 May	Victoria Police	Request for Road Safety Camera in Beaufort
18 May	Andrew Broad	Reply to Western Highway Duplication Project
16 May	Pyrenees Shire Media Release	Cr Michael O'Connor

#### Outward

Date	To	Subject
3 May	Andrew Broad	State Budget Western Highway Duplication
3 May	The Hon Luke Donnellan MP	State Budget Western Highway Duplication

The Committee discussed the need for a campaign for continued funding for Western Highway Duplication. Around \$30-\$40 M is needed for pre-construction funding from 1 July 2018. Letters from individual Councils may help in this regard. No indication of this funding was made at a sod-turning held near Buangor yesterday (14 June). The Chair is trying to

arrange a meeting with Treasurer Pallas in this regard, following earlier discussions with Minister Donnellan.

***Moved: Cr Richard Hicks, Seconded: Cr Ron Ismay, that the correspondence be received and endorsed.***

**CARRIED**

## **6. Financial Statement (Attached)**

Current balance - \$60,410.62.

Some expenditure has occurred since the report as presented, including a wreath for Cr O'Connor.

***Moved: John Martin, Seconded: Cr David Grimble that the financial statement be received.***

**CARRIED**

## **7. Reports**

### **VicRoads – Report circulated**

- *Nigel Powers – Western Highway Duplication Project*
  - Rectification of defects in Section 1 has recently been completed, importantly before winter.
  - Section 2B – Work will start next week. A media release has just been issued re tree removal. Minister Donnellan did a sod-turning yesterday – there were limited invitations for this. Supreme Court proceedings are continuing, but not expected to impact on works.
  - Section 3. Pre-construction – no funding in the budget. A small amount of money will carryover from 2017-18, but it will not enable much work to proceed. Seeking further funding commitments of around \$30-\$40 M for pre-construction works. *(See correspondence)*.
    - Comment – The stop-start nature of work must add to the cost of the project, and impacts on certainty for landholders.
  - Halletts Way – progressing very well. Pedestrian bridge in place – should be ready for opening soon. Main works potentially open earlier than planned, but some issues remain with power connections.
    - Q – re safety screening on pedestrian bridge. A – screens to reduce likelihood of projectiles, and non-scalable.
  - Works on Gisborne Rd have also been progressing well.
  - Nigel's division is becoming part of a separate authority. From 1 July, the Major Projects group of VicRoads will become part of the Major Projects Authority, under the Office of the Coordinator General, under DEDJTR. CEO is Allen Garner. Nigel will continue to liaise with WHAC in a similar manner to present.
    - VicRoads will still play a key role in identifying priorities for projects that this Office might undertake.

- *Mal Kersting – Regional Director – VicRoads*
  - Rockbank – Melton. Access restoration strategy is being developed, perhaps 12 months for completion. Some at grade intersections have been removed. Some improvements occurring, in part through development works. Further work is required to support the significant development in this area. Future interchanges proposed, reservations are in place.
    - Q – Does the strategy look at future capacity? A – Yes.
    - Q – Location of Outer Metropolitan Ring Road? A – Near Rockbank. Will be a 100 km long road. Timing uncertain – but probably not before 2030. It is a transport corridor – includes provision for rail.
    - Refer <https://www.vicroads.vic.gov.au/planning-and-projects/melbourne-road-projects/outer-metropolitan-ring-e6-transport-corridor>
  - Potential review of 90 km/h section near Rockbank to 100 km/h due to the range of safety works being undertaken.
  - Pykes Creek – bridge works still proceeding. Some delays for traffic. Hoping to have this work done within next month or so.
  - Woodmans Hill section planning is occurring with City of Ballarat.
    - Comment – Need for further parking at Wendouree and other railway stations.
    - Comment – this project is about half in Moorabool Shire as well. Connections to Bungaree need further consideration.
  - Beaufort Bypass – available funding (\$49 M) will enable completion of planning and pre-construction works.
  - Ararat Bypass – funding (\$49 M) also will enable completion of planning and pre-construction works.
  - Beyond Stawell, intersection upgrades and rehabilitation works are advancing.
  - Horsham Bypass – working on a submission to the Planning Minister to proceed with this.
  - Horsham – O’Callaghans Parade roundabout. Design completed, expecting to get construction when weather improves. Also, much asphaltting in Horsham.
  - Further rehabilitation to the west of Horsham.
  - Overall – a significant level of investment in the Western Highway from Melbourne to the Border.
    - Q – is there potential for lighting at some intersections? A – this is typically evidence based, i.e. crash statistics.
    - Northern Grampians Rd intersection was cited – requested for consideration.
  - Regional Roads Victoria is being formed, to be headquartered in Ballarat. Recruitment will commence soon. A key focus will be working with regional communities, and an advocacy role into government.

- Comment. There seems to be a focus on Ballarat, and the arteries that run through the City. Need to keep in perspective the rural roads in the municipality as well that also need attention.
- *Bryan Sherritt – Director, Safe Systems (SSRIP)*
  - Joint program with TAC and TfV.
  - Safety to be incorporated into new designs.
  - Significant drops in fatalities have generally coincided with major initiatives, e.g. seat belts, alcohol testing.
  - 259 fatalities last year, 155 in rural areas, approx 100 being lane-departures.
  - 97 fatalities so far this year, 14 fewer than last year – the difference is in rural areas.
  - Safe systems – a vision of 0 fatalities.
  - Recognises that people make mistakes – the network should be forgiving.
  - Crash type – fatal speed
    - Head on 70 km/h
    - Side impact 50 km/h
    - Side impact with tree 50 km/h
    - Pedestrian 30 km/h
  - Aiming for a proactive approach – safety sets the conditions for mobility
  - SSRIP objectives – towards zero, series of objectives, including influencing people to adopt this philosophy
  - A challenge to reduce fatalities with increasing population and vehicle usage.
  - Fatality rates per 100,000 people, about 9 in rural area, 2.5 in metropolitan Melbourne.
  - 64% of fatalities on undivided rural roads are from vehicles crossing the centre line.
    - Q – what about local government roads. A – different levels of use, but keen for the principles to extend to LG roads. Councils should consider using flexible guard fence instead of barrier rails.
  - Wire rope safety barriers (WRSB) – 85% reduction in serious injuries and fatalities.
  - A program is addressing the top 20 high risk roads. \$450 M investment. – anticipate saving 85 serious injuries / fatalities per year. Treatments include WRSB, and wider centre lines.
    - Comment – there are many fatalities occurring beyond Ballarat – where this top 20 program does not extend to. A – other programs are occurring in other areas, e.g. centre line rumble markings (audio tactile line marking) – not on high usage motorcycle routes, or in residential areas.
    - Comment – concern about central rumble markings on roads with narrow seals.

- Comment – need for sealing of shoulders in vicinity of towns, to support bike riding. Also need to avoid treatments which push cyclists onto the traffic part of the roadway.
  - STARS – Side traffic activated rural speeds – a speed limit is brought in when traffic approaches an intersection on a side road.
  - \$229 M in state budget for rural component of program.
    - Q – time lag between damage to a WRSB and repair. Current target / median is 17 days. What is the status of this lag? A – Bryan and Mal are pushing hard to improve this timing, and this is gradually occurring. Working with the assets team to document an appropriate response time on different categories of roads. There is about \$150 M for fixing barriers.
    - Q – is the STARS technology available to Councils? A – A range of treatments may be suitable – there are costs for STARS. Black spot funding could be available.
    - Q – SSRIP expenditure on Western Highway? A – \$37 M.
    - Q – cost of WRSB? A – About \$50-\$80 per metre, not including earthworks or pavement works if required.
    - Q – how much funding is available for LG under SSRIP? A – working with Councils. Will be based on identified programs.
      - Comment – seeking greater info to Councils about this.
- *TfV – Angela Daraxoglou*
  - Corridor strategy – a brief for a consultant is being prepared at present.

### **Members**

- *Melton – Cr Michelle Mendes / Sam Romaszko*
  - Keen to catch up with Stan Januszkiewicz (in his normal role with Metro North-West) on a range of local issues.
- *Northern Grampians – Chris Adams*
  - Appreciated an inspection of the Great Western Bypass route conducted with VicRoads
- *Horsham – Nil*
- *Ballarat – Vaughan Notting*
  - Keen to ensure broad interaction with Council re Woodmans Hill planning.
- *West Wimmera – Nil*
- *Pyrenees – Nil*

- *Ararat – Cr Jo Armstrong*
  - First sod turning was good, but disappointed about engagement with Council and the WHAC Chair re this ceremony.
  - Corridor Strategy – engagement needs to include the Ballarat Rail Action Committee as well, e.g. in relation to the Warrenheip Railway Station upgrade.
- *Moorabool – Phil Jeffrey*
  - Thanks to VicRoads for interesting presentations. Requested copy of presentations. **Action JM to circulate with minutes.**
- *Hindmarsh – Cr Ron Ismay*
  - Request to extend the 50 km/h which currently extends from Campbell St to Pine St within Nhill, in both directions so that its extent is from Nairn St to James St.
  - **Moved: Cr Ron Ismay, Seconded: Cr David Grimble, that WHAC write a letter to VicRoads supporting the extension of the 50 km/h speed limit in Nhill.**  
**CARRIED**

## 8. General Business

- Presentation from Bryan Sherritt, VicRoads Director, Safe System Road Infrastructure Program (presented earlier)
- Review of Lobby Document – to be circulated week of 18 June.

## 9. Next Meetings

17 August 2018 – Melton  
26 October 2018 – Kaniva  
14 December 2018

Subject to confirmation

## 10. Close

Cr Kevin Erwin  
Chair





## MINUTES

**Horsham Regional Livestock Exchange Board of Management Meeting  
Held on Thursday, 21 June 2018 at 5.00pm  
Horsham Regional Livestock Exchange, Western Highway, Horsham**

**Attendees:** Cr David Grimble – Chairman  
John Martin - Director Technical Services  
Paul Christopher – HRLE Superintendent  
Andrew Adamson - Horsham Stock Agents Association  
Gordon Fischer - Livestock Transporters Association of Victoria  
Nicole Decourcy-Ireland - DEDJTR  
Ray Zippel - Community Representative  
Neville McIntyre – proxy VFF

**Apologies:** Kevin Pymmer - Victorian Farmers Federation Representative  
Rob Moir - Operations Manager  
Stephen Pykett – Manager Economic Development

### Agenda Items:

#### 1. Welcome

The meeting was opened by Cr Grimble.

A minute's silence was observed to reflect on the passing of Bernie Dunn, long-serving Councillor and Chairman of the HRLE Board.

#### 2. Disclosure of Conflicts of Interest

Nil

#### 3. Minutes of the previous meeting – Thursday, 19 April 2018

**Moved: Neville McIntyre, Seconded Andrew Adamson, that the minutes of the previous meeting were true and correct.**

**CARRIED**

#### 4. Business arising from previous minutes

- Follow up on ramps to be sold
- The Master Plan was presented to Council and adopted.
- EID MoU – to be actioned on Rob's return

#### 5. Correspondence

##### 5.1 Inwards

- Weekly Times Article – Police presence

##### 5.2 Outwards

- Letter of recognition of Bernie Dunn, to Luke Dunn and family

**Moved: Gordon Fischer, Seconded: Ray Zippel, that the inwards correspondence be received, and the outwards correspondence be endorsed  
CARRIED**

**6. Business arising from correspondence**

Paul met with Police at a meeting in Ballarat. VicPol is potentially putting together a standalone group for animal policing. There is a black market for dog meat in Melbourne.

**7. Reports –**

**7.1 Chairman’s Report - Cr David Grimble**

- Acknowledged the significant work of Bernie Dunn in relation to the Livestock Exchange and the community more broadly.
- Council adopted the budget on Monday. The fees and charges as adopted were presented to the Board.

**7.2 Financial Report – HRCC – John Martin**

- Agistment and truck wash income have been major boosts to help in a year of falling income.
- Paul has also managed expenditure to reflect the lower income, resulting in a year to date (near end) surplus of around \$50,000 – an excellent result in a year of low numbers.

**7.3 Operations of Exchange - Mr Paul Christopher**

- Average last 9 sales 7296
- Lights have been mostly fixed – all but two.
- Sludge pumps have rattled loose and needed to be fixed.
- Truck wash is being used a lot. South Australian trucks coming through and washing here.
- Agistment area is still being well used.
- Four laneway scanners and the autodrafter still to be installed.
- One of the most challenging periods in 12 years for Paul at HRLE, with introduction of EID. This has mostly gone well, with good support from agents. Good response from agents in re-scanning where required. An issue with electrical white noise impacting on scanning – it was believed to be lighting – this was checked, but noise is still present. Further measures are being tried.
- The EID system provides an electronic report after each sale, showing numbers and percentage of tags read. The target percentage of successful scans is being achieved each week.
- Master Plan presented to Council, and an organisation restructure in progress.
- Acknowledged the passing of Bernie Dunn.

**7.4 Council Operations Manager - Mr Rob Moir – Apology**

**7.5 Horsham Stock Agents Association - Mr Andrew Adamson**

- The Exchange is running well.
- Minor issues only with the EID.
- Agrinous has been very responsive to any issues – a good choice of software systems for the purpose.
- Will be issues when the higher compliance percentage is required.

- Prices have risen dramatically in the past two weeks, resulting in better numbers.
- Outlook for numbers in July better than 12 months ago.
- Would be keen on seeing some rain in the months ahead.

#### 7.6 Buyers Representative - Mr Graeme Astbury – Apology

#### 7.7 VFF Representative - Mr Neville McIntyre

- Kevin and Neville took back to the last meeting the cost of \$5 if no tag. Better outcome now that it has been set at \$2 for 6 months, subject to feedback.
- The local branch supported the planned cost increase for roofing, \$0.02 per year accumulating for 3 years.

#### 7.8 DEDJTR - Ms Nicole Decourcy-Ireland

- Audit conducted at the end of May. Some follow up work with agents and vendors. Some un-tagging. At another site some vendors were turned around from the saleyards due to no tags.
- A truck driver reported that Agents had Horsham had advised him that some sheep were not fit to load – reflects the high standards sought by Agents at HRLE.
- Also reported that Agrinous has been very good to deal with.

#### 7.9 Throughput

- Numbers for the year 411,704 – is the lowest numbers on record.

**Moved: Ray Zippel, Seconded, Andrew Adamson, that the reports be received.  
CARRIED**

### 8. General Business

#### 8.1 Master Plan – Adoption by Council

- The Master Plan was adopted by Council as recommended by the HRLE Board.
- The Board's priority for roofing was noted, and the objective for the first few months of next financial year is to obtain matching funding to position the project well for the 2019-20 Council Budget.

#### 8.2 Roofing – Business case / tender documentation preparation (attachment)

- To prepare a robust business case we need to demonstrate other solutions to our problems, i.e. not just roofing. Are there any other left-of-field ideas? **[Not too late to provide comments on this to John]**
  - An option could be shade sails, but there are clearly limitations with this option.
  - Talk to Animals Angels for ideas – also endorsement.
- Need to re-press with Politicians – review the briefing for Jaala and Shadow Spokesperson for this and other upper house reps. **(Action JM)**
- Aim to finish in a few weeks.
- Maurie Dumesny has put a roof on his sheep yards – interesting layout – few posts with a big span. Same company built roof on Mt Gambier yards. Suggest a visit to Maurie's yards.
- Ballarat – looks cold and drafty – but will smell if not like that – needs good ventilation.

- Solar Panels. Need to make sure this is considered in parallel.
- Animal welfare standards is a key driver. People's expectations are also an issue. Power would be an enhancement to the proposal. Build loading into roof spec.

### 8.3 Saleyard Welfare Standards

- Circulated primarily for information.
- A key sticking point relates to the period without feed.
- Animal activists are seeking 24 hours. Would be a major issue with feed in the pens.
- Still waiting for final endorsement – seeing uniform approach across Australia.
- **Action: Nicole to highlight any aspects that could impact on Saleyards operations.**

### 8.4 Organisation structure

- Council's new CEO has identified 8 key areas he is keen to focus on, including Asset Management, Project Delivery, Governance, Economic Development.
- Structure will change so that HRLE is operated through the Director of Development Services, Angela Murphy, and the Economic Development Manager.
- Paul also will have some oversight of other economic facilities, including the Aerodrome.
- Stephen Pykett will ensure that the HRLE is still fully resourced. Paul's time in other activities will be expensed to those other areas. It was commented that Council will need to ensure Paul's support is suitably trained.

### 8.5 Saleyards Conference

- David and Paul will be attending.
- **Action: Put NHVR chain of command on next agenda.**

## 9. Next Meetings

16 August 2018

18 October 2018

13 December 2018

## 10. Meeting Close

Cr David Grimble

**Chairman**

**Horsham Regional Livestock Exchange Board of Management**

**6 August 2018**

## MINUTES

**Horsham Racecourse Reserve Advisory Committee Meeting**  
**Tuesday, 26 June 2018 at 7.30 pm**  
**Central Park Tennis Club Pavilion**

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<b>Attendees:</b>	Brian Breuer	Chairperson, Community Representation
	Jim Lonsdale	Horsham District Racing Club
	David Hornsby	Horsham Fire Brigade
	David Arnott	Horsham West Bowls Club
	Ian Clough	Horsham Panthers Rugby Club
	Sue Newall	Horsham Rural City Council
<b>Apologies:</b>	Cathie Weidemann	Horsham City Netball
	Brendan Nitschke	Central Park Tennis Club
	Cr David Grimble	Horsham Rural City Council
	Kevin Lane	Horsham Harness Racing Club
	John Martin	Horsham Rural City Council
	Pauline Butler	Horsham District Kindergarten Association
	Mandy Kirsopp	Horsham Rural City Council

### Agenda Items:

#### 1. Welcome

New member Cathie Weidemann (apology), President of Horsham City Netball Association.

#### 2. Disclosure of Conflict of Interest

Nil

#### 3. Minutes of the previous meeting 1<sup>st</sup> May 2018

Couple of minor editions to minutes made and amended. It was agreed that the Minutes be accepted as being a true and correct record of the meeting.

**Moved:** Jim Lonsdale

**Seconded:** Sue Newall

**CARRIED**

#### 4. Business Arising

Sue to follow up about access to toilets for Bowling Club. Horsham West Bowling Club requested this at previous meeting. Sue to make contact with David Arnott.

#### 5. Administration

Shed extension

Site plan submitted. Permits has been received from Council. Kevin wanted to express his disappointment that the Council made sporting club pay for permits. Sue explained that all clubs pay including non for profit identities.

Invitation to Panthers

Ian Clough attended the meeting. Ian provided the committees members with information and background on the club via a handout.

Explained the portable shade sail that was put up and taken down each game. Ian expressed that at one stage last year the ground was very hard and both clubs who played had several injuries as a result. He believes pop up sprinklers were not working at one end. The longer grass, softer surface is preferred. The club play three games away, one at home every month. Thanked the clubs and particularly council for helping Panthers settle into their new home.

#### Skate park shade

Sue updated the committee on the shade application which was unsuccessful. However; Glen Carroll from Horsham Community Club has asked to see quotes and was going to present to the board about funding it. Council have not heard back regarding an outcome at this stage.

#### Soccer Club lighting

Sue spoke about the notes in the previous minutes regarding the light. No update (Kevin not present at meeting). Unsure if Soccer are coming to the Racecourse. Mandy may know more about when and if they are to come across.

**Note:** Not ideal to have sports in the middle of the oval due to the access restrictions (crossing the track) no toilets or food are close by must cross the track and go to club rooms.

### 6. Planning of Precinct

#### Lighting Project

Karen has confirmed with Kevin regarding the lights on racecourse side of the fence, one pole to be erected to the big shade structure behind the fence, one to be erected near the toilet block and a wall mounted light on the shed.

Robert Sommers will be advised when the works are about to commence he will then publish a media and social media release to explain what is happening.

### 7. Improvement of safety

Ian said new locks had been installed on the Racecourse building as well as a lot of other work internally and externally including; fire extinguisher, cutters, downpipes/flashings, installation of defibrillator.

Access to the greenspace is an ongoing issue. Kids/Ladies access to the field is difficult.

Restricted lack of water for softer surface, needs a major overhaul. Been discussed for many years.

**Action:** Sue to lodge service request for control box in middle of oval to be removed. This is an old one and currently hanging off pole. (Request lodged 3/7).

Park Drive – Access and parking on sprinklers. **Action:** Service request has been lodge and bollards ordered to stop cars from parking on grassed areas.

### 8. General Business

Hockey has moved out of building now.

Jim discussed the covered area in the racing area for owners, verbal approval given. Kevin sent update via Jim.

Extension of Westside Tabaret tender closes 17<sup>th</sup> July 2018.

David Hornsby advised that Junior Championships to be held in Horsham on the third weekend of February 2020. Approximately 2000 people will visit the region for event.

**8. Next Meeting**

The next meeting will be held on Tuesday, 25 September 2018 at 7.30 pm at the Central Park Tennis Club Pavilion.

**9. Meeting Close 8.35pm**

Brian Breuer

**Chairperson**

**Horsham Racecourse Reserve Advisory Committee**

26 July 2018

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_20\_\_\_\_



## NOTES OF MEETING

**Horsham Recreation Reserve Committee of Management**  
**Tuesday 4 July 2018 at 6.00pm**  
**AFL Wimmera Offices, 27 Hocking Street Horsham**

<b>Present:</b>	Alethea Sedgman	Councillor
	Mandy Kirsopp	Horsham Rural City Council
	Rod Garth	Community Representative
	Terry Arnell	Acting representative for Horsham Football netball Club (Rod Dumesny)
<b>Apologies:</b>	Rod Dumesny	Horsham Football Netball Club/Chairperson
	John Martin	Horsham Rural City Council
<b>Ex Officio:</b>	Steve McQueen	AFL Wimmera Mallee

### 1. Welcome

Rod Dumesny was absent and so the meeting was Chaired by Mandy Kirsopp  
 It was noted that a quorum had not been reached and so tonight's meeting was for discussion only.

### 2. Disclosure of Conflict of Interest

None declared

### 3. Minutes of the previous meeting 4<sup>th</sup> April 2018

The Minutes were checked and informally noted that they were correct/. This will be formalised at the November meeting.

### 4. Business Arising

#### 4.1 Electronic scoreboard

The structural integrity of the existing framework is being examined with a view that an electronic scoreboard will be attached to the existing framework. Cost estimates are that an electronic scoreboard will cost between \$25-\$50k.

A concern has been identified that the location of the scoreboard will be changed. This is not correct and there are no plans to place the scoreboard in another location.

A representative from a scoreboard company will be visiting Horsham in the next few days. When details are confirmed the information will be circulated to the committee and all are invited to attend an on-site meeting with the representative.

#### 4.2 Facility signage

Signs have been created and a request has been made to have signs installed at the various locations. This is taking much longer than had been hoped.

#### 4.3 Advertising Policy



No update re: this. Deferred until next meeting.

#### **4.4 Change room carpets**

Carpet in the Away change room has have been taken up and the carpet in the Home change room has been temporarily repaired. There does not appear to be any issue with the exposed floor being slippery for the players.

Advice from the Building Department is that Council is keen to have the carpet replaced (both change rooms) before the Finals.

#### **4.5 Netball line marking**

Has been completed.

### **5. Planning of Precinct**

Consultant's brief has been drafted and it is expected the process will commence early in 2019. Precinct planning/development of a master plan will involve extensive consultation so that planning reflects the needs of our broader community and establishes a template for development of the area for the next 5-20 years.

### **6. Improvement of safety**

#### **6.1 Parking within the oval**

The Minutes of the previous meeting were forwarded to Council and read by Council Officers. The concerns triggered a risk assessment of the previous practice of parking on the embankment and resulted in changes being made.

Key concerns identified included:

- The steep gradient of the embankment on the south side of the oval
- Slippage risk caused by the recent resurfacing of the embankment
- Potential of cars rolling forward
- Potential of cars rolling backwards (over the embankment)
- Mingling of cars and pedestrians – particularly the left-hand turn from Hocking St towards the scoreboard
- The absence of Near Miss/Incident reports is an area requiring attention

A Working Group was established involving representatives from Horsham Football Netball Club and HRCC and an alternative option for people requiring assisted parking has been identified.

- Parking within the grounds is now Permit parking only with the issuing of permits managed by the Club (in this case HSM FNC)
- Permit parking will only be available for people requiring assistance to attend events at the oval: people with restricted mobility and with additional support needs
- Parking is only allowed on the grassed embankment between the netball court and the oval. Bollards have been relocated and the embankment has a flat surface for parking
- The Club will manage traffic movement to and from the designated parking area
- Permit parking bays will also be reserved for Permit approved vehicles in Baker St, near the main entrance to the oval.

Other options were considered, but dismissed:

- Parking either to the east or the west of the grand stand (access via Baker St)
- Parking at the southern end of the netball court.

Both options had issues with safety of access to the area, the need for access by emergency vehicles and problems with visibility of the oval made these options unviable.

An additional parking option has been identified and is being explored:

- Levelling the top of the southern embankment between the Hocking St entrance and the light tower. This would create additional permit parking and would be used for the increased spectator numbers of the finals. The location of an existing power conduit needs to be checked and may need to be relocated/lowered as part of the scraping/levelling activity. A representative from CHS Electrics will assess this and report to Martin Duke, Manager Infrastructure.

Two media releases have been developed with information also appearing on Council's website and Facebook pages.

John Martin and Geoff Lord, President of the Horsham Football Netball Club will be speaking on a Saturday morning radio football show.

The changes have occurred to address safety concerns. The challenge is to provide a safe environment for spectators – and an accessible environment for our broader community.

It was noted that the office of the AFL Wimmera Mallee and other peak sporting groups need to be informed of any changes to the facilities.

The AFL office received a number of calls and enquiries regarding the change and because of a lack of information, were unable to accurately respond to callers.

The absence of Near Miss data is also of concern to the AFL Wimmera Mallee. A safety plan is developed for grand finals and a copy is provided to participating clubs. This ensures emergency services are aware of the event and that issues of risk and safety are considered and managed.

It is recommended that groups and organisations be advised of the need to complete safety plans for their events.

## **6.2 Essential Safety Measures (ESMs)**

Building audits of Essential Safety Measures are completed according to an established schedule. The audits consider:

A recent audit of the two-story pavilion identified a number of required changes. Some changes include: exit doors must open outwards and have a lever handle (not a door knob). Exit signs need to be clearly visible, the location of fire extinguishers must comply with Australian Standards and paths of access and egress must be clear.

Work has commenced to make the required changes.

## **7. Opportunities to maximise usage**

### **7.1 Provision of accessible toilets**

There is only a single public accessible toilet within the grounds of the City Oval. The accessible/unisex toilet is located at the SE corner of the ground, near the netball court. There have been reports that netball players use the toilet as a change facility.

A toilet exists at the Visitor Information Centre (VIC) but is not accessible to patrons at events (people need to leave the ground to access the toilet).

To be confirmed: Male and Female toilets at the VIC) can be accessed via the ground during football 'Home' games.

Mandy Kirsopp to confirm this.

Request from the committee:

That the provision of additional toilets be investigated for the football finals and that the provision of an accessible toilet be regarded as a priority.

Action: Mandy Kirsopp will investigate options re: the provision of an additional accessible toilet.

## **8. General Business (added at the meeting)**

### **8.1 Power supply for major events**

It was identified that an external power source near the grandstand would improve the ability to organise the public address system. Currently, power is accessed from a locked area underneath the grandstand and leads from the power source create the potential for trip hazards.

Request from the committee:

That an external (lockable) power point be installed on the southern side of the grandstand (side facing the oval).

Action: Mandy Kirsopp will investigate this request.

### **8.2 Revenue generated from Football Finals**

For ordinary finals for both the Horsham District Football League and the Wimmera Football League, 33% of the finals gate revenue is paid to HRCC

For the Grand Finals of both Leagues, a set fee of \$3,100 per League is charged.

Both Leagues are expected to clean the oval and surrounds after games, a cleaning fee is charged if this does not happen.

## **9. Next Meeting**

Next Meeting is to be held at AFL Wimmera Mallee Offices at 5pm on Wednesday 7 November 2018.

## **10. Meeting Close**

The meeting was closed at 7.30pm

**Horsham Recreation Reserve Committee of Management**  
**4 July 2018**

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_ 20\_\_\_\_

## MINUTES

**Horsham Tidy Towns Committee Meeting**  
**Held on Tuesday, 17 July 2018 at 12.30 pm**  
**Middle Meeting Room – Horsham Rural City Council Offices**

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**Attendees:** Gillian Vanderwaal - Chairman, Cheryl Linke, David Eltringham, Geraldine Drum, Neil King, Gary Aitken, Cr Les Power, Danielle Fowler, Don Mitchell, Jan Morris Rae Talbot, Mandy Kirsopp

**Apologies:** John Martin, Garry Wallace, LaVergne Lehmann, Gary Aitken

**1. Welcome**

**2. Minutes of the previous meeting – 15 May 2018**

Moved: David Eltringham Seconded: Cheryl Linke, that the minutes from the previous meeting were true and correct.

**3. Business arising from previous minutes**

Refer action list

**4. Correspondence**

4.1 Inwards

4.2 Outwards

**5. General Business**

**5.1 2018 Tidy Towns Awards**

- 13 October in Beechworth
- David and Cheryl not available
- Don and Jan available to attend

**5.2 2019 Tidy Town Awards**

- Ideas for submissions
- Young Leader – Ella Officer
- Resource Recovery – Old jumpers from Kinder and made them into wildlife pouches
- Active Schools – Special School
- Cultural Heritage – Horsham College indigenous garden
- Axis Worx – E-waste [JM – after meeting – suggested Bits n Bytes]
- Work for dole workers at Showgrounds – Jan to follow up
- Community Axis – David to follow up
- Arts Council – recycling items – stage scenery, stages, etc now making stages and scenery able to be adapted easily (Ken Warrick)
- Apex island west end
- Kalkee Road Childrens Hub – Bush Kinder

Encourage committee members to keep articles from newspaper on entries or other items that represent Horsham

**5.3 Thank you**

Jan – Gillian gave speech on behalf of Tidy Towns Committee at Don's Birthday.  
 Very appreciative

**5.4 Barry Bardell**

Cheryl – Tribute to Barry Bardell who passed away yesterday. Funeral on Friday.  
 Neil – Tidy Towns Committee to send flowers (or a card) **Action: DF to check how long Barry was a committee member – 1997 to 2015.**

**5.5 Restoration of items**

Don – looking for more things to restore – Former Wilson Bolton area in showgrounds, could be able to work this into a workshop.

**5.6 Adopt a spot**

Rotary looking at taking responsibility of adopt a spot in Horsham – Park Drive, Golf Club. Letter will be sent.

**5.7 Town Entrances**

David – Town Entrances – is mown until Millers on Stawell Road. From Elders to Cameron Avenue needs attention. Traffic Island between Henty Highway and Ford dealership also needs attention.

Mandy – encourage members to use our customer request system either on the website or there is an app on phone (iPhone) – will show at next meeting

Gillian – Town entrances – need to do something about the Dimboola Rd entrance

Mandy – part of CBD group was to revitalise the entrances. Encourage Sunil to come to meeting and get him to share this vision.

Don – has worked on something for our town entrances which includes our past. Will send in to initiate discussion and challenge.

**5.8 Apex Island**

Mandy – Apex Island eastern side is about to start. Working with WRIC, Rae WCMA, secondary paths, boardwalk to rowing clubrooms for toilets, hoping for funding for shade, tree trunks and boulders to go in. Have put in for funding from RDV for a regional play space at eastern end

**6. Next Meeting**

The next meeting will be held on Tuesday, 21 August 2018 commencing at 12.30pm in the Middle Meeting Room, Horsham Rural City Council Offices

**7. Meeting Close**

Gillian Vanderwaal

**Chairman**

**Horsham Tidy Towns Committee**



## NOTES

**Horsham College Community Oval Committee of Management Meeting  
Held on Wednesday, 18 July 2018 at 7.30 pm  
Horsham College Oval Sports Pavilion**

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<b>Present:</b>	Neil King Sue Newall	Horsham College School Council/Chairperson Horsham Rural City Council
<b>Apologies:</b>	Paul Mackereth David Berry Matt Copping Nathan Neumann Cr Alethea Gulvin John Martin Nigel Binney Dale McRae Howard Schier	Horsham Hockey Club Inc Wimmera Regional Sports Assembly Horsham Special School Jung Tigers Cricket Club Horsham Rural City Council Horsham Rural City Council Jung Tigers Cricket Club Horsham College AFL Wimmera Mallee Umpires Association

**1. Welcome**

**2. Disclosure of Conflict of Interest**

Nil

**3. Minutes of the previous meeting – held on 18<sup>th</sup> April 2018**

**Action:** Merit for new padlock with the same key as the rest of building on the gate. *Sue has followed up with Bill from J & A Fencing, only one part was sent requested another and now waiting on that to arrive. Will install as soon as it arrives.*

Mice are a big problem. **Action:** A reminder to wash everything prior to using. *Addressed no further issues.*

The building needs to have nightly patrol like all other council buildings.

**Action:** merit to be raised to instigate this.

*This is now happening.*

**4. Administration**

Missing remote for TV. Sue has given to building department to take to building however not there **Action:** Sue to follow up where it is? DVD player is also requested and noted in previous minutes, was thought it would be part of the TV, need to get one. **Action:** Log on merit to install a DVD player.

Neil King showed photos of the plates put away in the cupboard which were dirty, after a hockey function. Please ensure all plates, cups etc. are clean before putting in the cupboards.

Ants are an issue in the kitchen north end cupboard **Action:** Log on merit

Neil to speak with manager at YMCA to ensure they know who he is and the shared facility arrangements.

**5. Planning of Precinct**

Nil

**6. Improvement of Safety**

Graffiti on the tanks Neil will log to be removed.

The lights have moved on the oval which has created some dull spots. They lights need to be repositioned so that a 50 Lux level covers all of the oval. **Action:** log a Merit

**7. Opportunities to maximise usage**

Neil has asked what the process would be to have 2 community members on the committee. Sue has suggested Neil now speaks with Anne and Hayley to see what the Terms of Reference is for that committee and if that would accommodate 2 new members.

**8. Next Meeting**

Wednesday 24<sup>th</sup> October 2018 7.30pm – Horsham College Sports Pavilion

**9. Meeting Close at 8.25 pm**

Neil King

**Chairperson**

Horsham College Community Oval Committee of Management

18<sup>th</sup> July 2018

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_





## MINUTES

**Sunnyside Park Advisory Committee Meeting  
Held on Wednesday, 25 July 2018 at 7.30 pm  
Sunnyside Bowling Clubrooms**

---

<b>Present:</b>	Cr Alethea Gulvin	HRCC Councillor
	Carley Gunn	Kalkee Football & Netball Club
	Carlo Sordello	Horsham Primary School
	David Hogan	Community Representative / Chairperson
	David Johns	Homers Tennis Club
	Ivan Mills	Sunnyside Bowling Club
	Jason Taylor	Acting Community Representative (for Di Bell)
	Mandy Kirsopp	Project Officer, Sustainability and Recreation
	Simon Hopper	Homers Cricket Club

<b>Apologies:</b>	Di Bell	Community Representative
	Daniel Weller	Holy Trinity Lutheran School
	Jillian Coutts	Sunnyside Bowling Club
	Amelia Crafter	Community Representative

### 1. Welcome

Apologies were noted and all present were welcomed to the meeting

### 2. Disclosure of Conflict of Interest

None declared

### 3. Confirmation of Previous Minutes

**Moved:** David Johns      **Seconded:** Ivan Mills      **CARRIED**

That the minutes of the meeting Wednesday, 23 May 2018 were a true and accurate record of that meeting.

### 4. Business arising from previous minutes

#### 4.1 Relocation of bollards by cricket nets

Discussion re: the process of lodging a request for service.

A request had been made (via the Advisory Committee) to correctly locate bollards on the east and west of the cricket nets (near Baillie St). (Bollards needed relocation)

When contacted by HRCC, a representative of the cricket club cancelled the request – even though this was later actioned and the bollards are now correctly positioned.

#### Motion

**Moved:** David Johns      **Seconded:** Simon Hopper      **CARRIED**

That when a request for service is made via the committee, the relevant representative of the club or group be notified, rather than another member of the user group or club.

## 4.2 Defibrillator equipment

All HRCC defibrillators are registered on the Ambulance Victoria website and clubs and groups are encouraged to do the same. Registered Defibrillators are able to be located on the Ambulance Vic website by searching the postcode.

Screenshots of the websites were shown to members.

## 4.3 Membership of Horsham Sporting Association

The Horsham Sporting Association clubrooms (Sunnyside Bowling Club) is open 9am-5pm Monday-Friday and members are encouraged to use the facility, both for sport and for socialising.

Current fee for Social membership is \$50 with a suggestion that this may be reviewed. Agreed that increased membership is important and adds strength to funding and other applications for support and development.

Action: Ivan Mills will explore Social membership fees with the Association Board.

## 5. Correspondence

### 5.1 Responses to proposed Sunnyside Park precinct plan

Four written responses were received regarding the summarised feedback about the precinct plan:

- Horsham PS
- Ivan Mills
- Di Bell
- Jason Taylor

Letters and feedback were received from:

- Homers Cricket Club
- Faye Carine, Sunnyside resident
- Neil Treliving, Sunnyside resident

## 6. Business arising from correspondence

Referred to item 7.1

## 7. General Business

### 7.1 Precinct plan

A summary of the process that has been followed, principles adopted and feedback received was presented to the meeting.

#### **Stage 1 - Planning**

The process commenced in October 2017 and has been funded by the transfer of funds from the previous Sunnyside Park Committee of Management. The committee requested that a precinct plan be developed so that a template for development could be produced.

Key principles were identified before the project commenced. The park was to be:

- Welcoming and safe – sight lines are important
- A place for people of different ages and abilities – accessible and interesting
- A community gathering place
- A place where people could play sport and be active
- An area with seating, lighting and shade
- A park with different areas of interest and activity.

Initial consultation occurred with members of the Advisory Committee:

- Homers Cricket and Tennis Club
- Kalkee Football/Netball Club
- Sunnyside Bowling Club
- Horsham Primary School
- Horsham Trinity Lutheran School
- Community representatives

### **Stage 2 – Community Feedback**

- A draft landscape plan was developed and was then shared via Council's 'Have your Say' webpage, and Public Notices.
- At the suggestion of the committee, a newsletter was placed in the letterboxes of (40) residents around the perimeter of the park
- A community 'drop in' session was held at the Bowling Clubrooms
- The draft plan was presented to residents of the Independent Living cottages at Sunnyside Retirement Village
- The draft plan was presented to Catherine Morley, CEO, Wimmera HealthCare Group
- The draft landscape plan was shared with Councillors
- The draft landscape plan was presented to HRCC managers and
- Shared again with Councillors during a Councillor 'Urban tour'.

### **Stage 3 – Advisory Committee feedback**

A summary of feedback received was shared with the Advisory Committee, with a request for feedback for consideration at tonight's meeting.

### **Stage 4 – Confirmation of the Precinct Landscape Plan**

Will occur at the September meeting and a report will be developed for Council.

### **Summary of Advisory Committee feedback**

Please refer to the attached Table (Attachment 3).

Mandy Kirsopp presented the information and led the discussion regarding the feedback.

### **7.2 Action List**

**7.2.1 Fencing** – J&A Fencing will be completing the work and are expected to start soon. The fence will be a black plain top pool fence, 1200mm high and approximately 99m in length. The small opening in the Cathcart section will be retained and the Cathcart St/Olga Ave corner will be at 45 degrees.

**7.2.2 Security lighting** – Included in the landscape plan

**7.2.3 Landscape planning for the Park** – Underway

**7.2.4 Security light at the Bowling Club** – Repaired

### **7.3 Facility Signage**

Facility booking signs have been installed but it was noted the attachment of the signs is disappointing and needs attention. Five screws have been placed across the middle of

each sign (across the wording on the sign) and in some cases nine screws have been used to attach the signs. (5 across the middle and 4 in the corners of the sign)  
A request has been made to have the signs replaced and correctly attached.

**8. Next Meeting**

The next meeting will be held on Wednesday, 12 September 2018 commencing at 7.30 pm in the Sunnyside Bowling Clubrooms

**9. Meeting Close** The meeting was closed at 9.25pm

**Dave Hogan**  
**Chairperson**  
**Sunnyside Park Advisory Committee**  
**Meeting held: 25/07/2018**

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Attachments:**

1. Copy of Service request and photos of bollards near cricket nets
2. Screen shots of defibrillator locations – Postcode 3400
3. Summary of feedback received from community and Advisory Committee

**Wimmera Southern Mallee Regional Transport Group (WSM RTG)**  
**MINUTES**  
**FRIDAY 27 JULY 2018**  
**Reception Room, Municipal Offices, Horsham**

**(Met at WIFT at 11.00am - Meeting started 12:30)**

**1. Welcome**

Cr Kevin Erwin – Northern Grampians  
 Cr Corinne Heintze - Yarriambiack  
 Cr David Grimble - Horsham  
 Mal Kersting - VicRoads  
 Chris Adams – Northern Grampians  
 Paul Fernee – Buloke  
 Rod Armstrong - VFF  
 Mark Marziale – West Wimmera  
 Janette Fritsch - Hindmarsh  
 Ralph Kenyon – Wimmera Development Association  
 Angela Daraxoglou - TfV  
 Linda Oman - VicRoads  
 Tim Guidera - WCL  
 Colin Kemp - RDV  
 James Magee - Yarriambiack  
 Peter Johnston - Graincorp  
 Brad Richards - TfV  
 John Martin - Horsham

**2. Apologies**

Cr Rob Gersch – Hindmarsh  
 Cr Richard Hicks – West Wimmera  
 Cr Daryl Warren - Buloke  
 Naga Sundararajah – Buloke  
 Chris Dunlop - VicRoads  
 Kerry Todero – TFV  
 Maree McNeilly – TFV  
 Gary Driscoll – Driscoll Engineering Services

**Moved: Cr David Grimble, Seconded: Rod Armstrong, that the apologies be accepted. CARRIED**

**3. Minutes of Meeting held 4 May 2018**

**Moved: Cr David Grimble, Seconded: Cr Corinne Heintze, that the minutes from the previous meeting 4 May 2018, were a true and accurate record of that meeting. CARRIED**

**4. Business Arising from Minutes**

- Individual Councils to provide feedback on Country Roads Package (Done)
- Information about Ports Access Strategy (Brad Richards to report later in meeting)
- WIFT Precinct Information. Was circulated at WIFT inspection. Attached to minutes.
  - Thanks to Tim Guidera for an inspection of WIFT today.
- MSIS – a one year extension has been put in place, but there have been a succession of 5% reductions per year on the capped amount available under that scheme.

## 5. Financial Statement – Attached

Current balance is \$50,269.78. Only recent expenditure has been meeting catering.

**Moved: John Martin, Seconded: Cr Corinne Heintze, that the financial report be accepted.**

**CARRIED**

## 6. Correspondence

- Out:
  - Nil
- In:
  - WMT Article – NG Shire knocks back road trial
  - Research on rural roads – AgriFutures
  - Australian Rural Road Group Inc Agenda
  - Parliament, Law Reform, Road and Community Safety Committee – re VicRoads Management of Country Roads (late) Advice of release of interim report.

**Moved: Cr David Grimble, Seconded: Janette Fritsch, that the correspondence be received.**

## 7. Reports

### 7.1. VicRoads

*Mal Kersting*

- Interim report of the Parliamentary Inquiry into VicRoads Management of Country Roads has been released.
  - The report proposes that it be held over and further work done.
  - Formation of Regional Roads Victoria. VicRoads to have this in place by 1 September.
  - Recruiting for Chief Rural Roads Officer at present – an advocate for regional communities' priorities.
  - There will be a dedicated contact centre for regional roads, and a new website.
  - Will address many of the issues raised in the Country Roads Tour in 2017.
- Budget of \$100 M for fixing country roads. Guidelines are being framed. Aiming to have these approved asap. (Refer to comments from Cr Gersch report further below).
- Status of works on Western Highway – there are protesters on site. A respectful approach is being taken with regards to the resolution of these issues. There had been an application through the Federal Government regarding protecting the trees.
  - **Moved: Cr David Grimble, Seconded: Cr Corinne Heintze, that this group prepare a submission to the review highlighting the importance of duplication works between Buangor and Stawell. CARRIED**

Comment

- An incident was related about a convoy of trucks approaching the roundabout on the eastern edge of Ararat. Due to traffic entering the roundabout from the south-west, the fourth truck in the convoy was over the rail line when the signals started operating. The truck was unable to reverse very far, but did not fully clear the crossing, fortunately there was barely sufficient clearance so that no collision resulted. The boom came down behind the truck cabin.

Question – Is it possible to get a list of works proposals on A, B and C roads?

- Answer – Will do so subject to requirements regarding announcements through Government.

## 7.2. Transport for Victoria

*Angela Daraxaglou*

- Many applications for Local Roads to Market were successful. These are listed in the VicRoads / TfV report. The success was driven by the link to the Supply Chains strategy prepared by this group.
- \$130 M announced for freight / passenger rail separation project. This is, in part, about untangling the passenger lines in the vicinity of Ballarat station.

*Brad Richards, Director Freight, Ports & Intermodal*

- Provided copies of the Freight Plan which was announced last week.
  - Five key strategic recommendations.
- Creation of Freight Victoria – CEO Gary Button former deputy CEO VicTrack.
  - Focus on delivering a series of actions from the Freight Plan over next 5 years.
- Information about the rail access strategy – requirement of the new owners of the Port to prepare this within 3 years. This is underway, with broad consultation with stakeholders occurring. Draft to be circulated in next few months.
- Question – will this cover Webb Dock?
  - Answer – focus will initially be Swanson / Appleton. A bridge over Yarra is required to facilitate Webb Dock, hence this will be later. A corridor has been reserved through Fishermans Bend to facilitate this.
- Comment about WIFT acronym – confusion with the Western Interstate. Should consider re-naming our brand.

## 7.3. WDA

*Ralph Kenyon*

- Has recently written to the Premier and Ministers re the priority for ongoing work on the Western Highway duplication
- Grampians Cycling Strategy is near complete, and will be finalised in September.

## 7.4. Victorian Farmers Federation (VFF)

*Rod Armstrong*

- Weightings on priorities from last meeting re Country Roads Package – no weighting re fatalities / incidents.
  - Linda explained that the emphasis was not on road safety as there are other funding sources targetting safety. Linda has checked whether there were any projects identified that had not been identified on these alternative programs.
  - Costs – were they estimates?
  - Linda – yes, and aware that costs will escalate both with time, and current higher contract costs.
- A specific concern is on the Murtoa Glenorchy Rd – a Y intersection. \$500 k seemed a lot to straighten up the intersection.

## 7.5. Graincorp

*Peter Johnston*

- Murray Basin standardisation delays are problematic. Working on how to phase the next set of works. This significantly strains some of the investments planned by Graincorp. Uncertainty with network capacity is a constraint, also there are network rules.
- Working with VicRoads on harvest management scheme. No agreed position on how to manage over-loaded trucks. During harvest a 5% tolerance is allowed. A proposal identified where grain carted on overloaded trucks would be held in an escrow account, and forfeited to charity if that grain not collected within 21 days. Then a three strikes

policy. Graincorp does not want overloaded trucks – new chain of responsibility laws place an onus on Graincorp. But, should they reject a load, and allow it back on the road to return to its origin?

- Very dry conditions north of Victoria. Changed patterns of grain movement, probably through to October next year. Planning on receiving grain in Brisbane port. Lots of grain going to livestock feed, e.g. to the north – away from port.
- Will be writing to VicRoads seeking temporary speed limits around grain receival sites, e.g. 80 km/h in vicinity of B-doubles turning is too fast – proposing 60 km/h. Also a concern in the vicinity of the Silo Art sites.

## 7.6. Driscoll Engineering

*Gary Driscoll*

- JM presented Gary's work evaluating the score of new projects identified as priorities, using the same evaluation method as in the current strategy. These scores will be reviewed with Directors in the next week. **Action. JM**
- A sample of the Sunraysia Highway Improvement Committee's pamphlet was circulated for information.

## 7.7. Council Representative Reports

*Yarriambiack*

- Happy with the Local Roads to Market funding \$1.37 M
- Currently tendering out Hopetoun Aerodrome upgrade
- Murra Warra construction works are now in full swing. First large components to arrive in October. Planning on having 6-8 towers operational by Christmas.

*Northern Grampians*

- Bulgana wind farm going well, access roads are being installed
- Missed out on the Qantas funding for pilot training.
- Correspondence sent in supporting the Western Highway works.
- 3 Local Roads to Market successes.

*Buloke*

- 2 Local Roads to Market successes
- Proceeding with flood recovery works. Aiming to be complete by February 2019.

*West Wimmera*

- Wrapping up the flood recovery works.

*Hindmarsh*

- 2 Local Roads to Market successes.
- Missed out on the application for the Albacutya Bridge. Considering other technologies to address that, e.g. carbon fibre.
- Grateful for VicRoads works re safety at the Nhill corner. Speed reminders and bollards. Also a pedestrian crossing near the hospital – thanks to VicRoads. Considering writing a letter to the Minister thanking him for this funding program.

*Horsham*

- Review of HITS re Bypass – seeking to identify measurable objectives for Horsham's needs.
- Rail Freight Conference – Announcements by Minister, e.g. re Murray Basin Rail
- Third flood recovery contract recently awarded.
- 100% of Local Roads to Market application successful.



- Pavement works in Stawell Rd – some delays – up to 40 minutes. There was much notification of this, but some people were not so aware of this.
- Attended a presentation of the Stavely mineral provenance – will be regional presentations in the next few weeks. Mal Kersting commented that there are significant pressures on quarry resources – hence the need for more such resources is high.
- VicRoads has released plans for the McPhersons Rd / O'Callaghans Rd roundabout.

## 7.8. Other Reports

### WCL – Tim Guidera

- BBRF funding application for works at the WIFT Terminal and Precinct were not successful.
- Re-opening of Mildura line is seeing a reduction in throughput at WIFT. Numbers are quite low at the moment. Some redundancies due to downturn.
- Work is occurring to review the long term configuration of the WIFT Terminal.
- Chain of responsibility is a key issue. In vehicle monitoring exists – monitoring speeds in zones – instant reporting.
- Extra costs at the moment, fuel increases and port levies.

### Question

- Is increased domestic demand for hay impacting on exports?
  - Not materially at this stage. Peak of season is later in the year.

### Rural Councils Victoria – Cr Rob Gersch report (Read out by JM during Mal Kersting's report)

- Met with Ministers Donnellan and Kairouz, with Graeme Emonson re the \$100 M announcement by the Govt for rural and regional roads. It was a positive meeting.
- Criteria for the funding to be announced probably in September. Will be on a needs / competitive basis. Will be capital not maintenance.
- RCV proposed a similar allocation of funds to Grants Commission
- The fund will be administered through VicRoads, Ballarat

**Moved: Cr Corinne Heintze, Seconded: Cr David Grimble, that the reports be accepted. CARRIED**

## 8. General Business

- Hay demands
  - Noted that there are large volumes of hay heading north.
  - Remaining stocks in Victoria are understood to be getting low
- What is the status of the weather radar?
  - BoM is looking at sites this week.
  - Equipment is ordered.

## 9. Next meetings

7 September

2 November

## 10. Close

Cr Kevin Erwin

**Chairman**

**Wimmera Southern Mallee Regional Transport Group**

27 July 2018

**RoadSafe Wimmera Inc.**  
(Reg No A0033850U ABN 35 010 755 766)

## Minutes for Meeting 13 August 2018 start time – Following AGM.

**Venue: - Horsham SES building MacPherson Street Horsham.**

### 1. Present

Nola Smith (Chair)	SES local representative
David Rule	Road Safety Officer
Noel Austin	Road Transport Representative, Kaniva
Martin Duke	Horsham Rural City Council
Cr. Jean Wise	Yarriambiack Shire Councillor
Alastair Griffiths	Hindmarsh Shire
Leigh Creasy	Horsham Highway Patrol
Dale Mclvor	Horsham Police
Charie Cockroft-Basham	Wimmera Police – Divisional Intelligence
Heath Martin	Horsham Highway Patrol
Wally Cox	Heavy Transport Representative
Rhonda Armour	Driving Instructor (Light)

### Apologies

Daniel Ross	Road Trauma Support Services
Richard Hicks	West Wimmera Shire Councillor

Moved C. Cockroft-Basham, seconded A. Griffiths, that the apologies be received. Carried

### 2. Minutes of previous meeting Apr. 18<sup>th</sup>. 2018

Moved W. Cox seconded N. Austin, that previous minutes be accepted.

### 3. Business Arising from minutes.

Nil

### 4. Correspondence August 13<sup>th</sup>. 2018

*Inwards.*

Number	Date	From	Issue
1.	June ' 18	VicRoads Geelong	Look After Our Mates delivery to Good Shepherd College Geelong.
2.	June '18	Trucking sub-committee & Worksafe Victoria	Seeking Expression of Interest to host trucking emergency repair seminar
3.	June ' 18	VicRoads	2018 -19 funding.
4.	July ' 18	Smarty Grants	End of Year Reporting
5.	July '18	3WM	Changed advertising.
6.	July '18	Horsham Community Radio	Older Driver discussion – eyesight, medication management.
7.	July '18	Nhill College	Kaniva College - Looking After Our Mates.

8.	July '18	Bird Cameron	2017-18 Audit information
9.	July '18	Horsham Rotary	Invitation to speak.
10.	July '18	Fit2Drive	Youth Forum
11.	July '18	Succession planning sub-committee	Feedback on current documentation.
12.	July '18	VicRoads Western Region	Invite to attend Roadsafe Wimmera 2018 AGM.

*Outwards.*

Number	Date	To	Issue
1.	June '18	VicRoads Geelong	Look After Our Mates delivery to Good Shepherd College Geelong.
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10.	July '18	Fit2Drive	Youth Forum
11.	July '18	Succession planning sub-committee	Feedback on current documentation.
12.	July '18	VicRoads Western Region	Invite to attend Roadsafe Wimmera 2018 AGM.
13.	Aug. '18	Selected Wimmera Secondary Colleges	Looking After Our Mates presentation.

David Rule

Complete as at 2.30 p.m. 13<sup>th</sup>. August 2018

Moved J. Wise, Seconded W. Cox, that correspondence be accepted. Carried

## 5. Finance Report

**June 18th. to August 13th. 2018**

**For Approval**

**Balance**

**\$12,466.07**

23/07/2018	Telstrsa July Account	59.53	201347
23/07/2018	ACE Radio Broadcasters	366.66	201348
23/07/2018	April - June BAS statement	1,509.00	201349
23/07/2018	Fit2Drive W'Beal College	1,369.50	201350
23/07/2018	Project Coordination - July 2018	1,500.00	201351
Total		4,804.69	

**Balance****\$7,661.38****For  
Ratification****Balance****\$7,661.38**

13/8/2018	Wimmera Office Equipment - Photocopier	116.00	201352
13/8/2018	Fairfax media - Road Rules	352.00	201353
13/8/2018	Project coordination costs August 2018	1,500.00	201354
13/8/2018	LAOM - Good Shepherd College (recoup Geelong)	460.08	201355
13/8/2018	Travel & Recoups 18/6 - 13/8	512.95	201356
Total		2,941.03	

**Balance****\$4,720.35**

David Rule

Complete as at 2.30 p.m. 13<sup>th</sup> April 2018.

Moved W. Cox, seconded C. Cockroft-Basham, that accounts paid be ratified and accounts to be paid be passed for payment. Carried

**6. RSO report for 13<sup>th</sup>. August 2018****Sub- committee reports: -**

**Emergency truck repairs:** - E-mail to Worksafe Victoria. Reply from Regional Director – the email has been passed on.

**Succession planning committee:** - The following documentation is in place: -

- Draft Advertisement
- Draft Road Safety Officer contract
- Draft panel guidelines

**Budget: -**

Roadsafe Wimmera completed the 2017-18 year with a surplus of \$12466.07. The surplus figure is in line with surplus reduction strategies implemented throughout the year.

2018-19 income looks like being around \$10000.00 less that 2017-18.

To date a reduction on Project coordination costs has been made and the 3WM advertising contract cancelled.

Suggestion: - When the succession planning committee next meets, the 2018-19 budget be discussed in conjunction with the succession process.

Moved M. Duke, seconded R. Armour that a sub-committee comprising the Executive Officer, Councillor Jean Wise, President Nola Smith and Daniel Bell – Road Trauma services draw up and present budget guidelines to the October 2018 Roadsafw Wimmera meeting. Carried

**Activities: -**

Date	Activity
23/7/2018	Kaniva College LAOM
31/7/2018	Di Nevett - End of Year Report
13/7/2018	Community Radio – Eyesight
9/7/2018	Youth Forum – Fit2Drive
10/8/2018	Community Radio – 40 km/hr lights rule
24/8/2018	Safe Drive & Fatigue

David Rule

Complete as at 2.30 p.m. 13<sup>th</sup> April 2018.

Moved J. Wise, seconded D. McIvor, that RSO report for 13<sup>th</sup>. August 2018 be accepted. Carried

**General Business: -  
Member input**

**Nola Smith (Chair)**

**SES local representative**

- *Mentioned that the Baillie/MacPherson street intersection should be approached cautiously, particularly when entering from north MacPherson street.*

**Noel Austin**

**Road Transport Representative, Kaniva**

- *Reiterated that travelling in vehicles without correct seating and seat belts continues to be observed on the Western Highway. Sighted one family group emerging from a vehicles which only had bed like structures for rear passengers.*

**Martin Duke**

**Horsham Rural City Council**

- *Resigning from his position with Horsham Rural City Council effective Seotmber 14<sup>th</sup>. 2018. Council to seek a replacement. Will also be resigning from Roadsafw Wimmera. Martin has worked in 12 different municipalities throughout his career and has a been a most worthwhile Roadsafw Wimmera member for around four years. Members wished Martin well for the future.*

**Cr. Jean Wise**

**Yarriambiack Shire Councillor**

- *Meeting attendance may be irregular in the future as attendance at the State Board of Victorian Agricultural Societies is required - usually on the same dates as Roadsafw Wimmera.*
- *An application has been made for flashing lights to be installed at the Minyip Railway crossing.*

**Leigh Creasy**

**Horsham Highway Patrol**

- *178 Drug Driving tests in the Wimmera returned 33 positive results. Around one in ten drivers receive drug tests when breath testing operations are carried out.*
- *Has received a letter regarding traffic in Baillie street at the front of the hospital precinct in Horsham. Letter to be provided to Exec. Off. to alert Horsham Rural City Council to the concern and suggest traffic calming measures should funding be available.*

**Dale McIvor**

**Horsham Police**

- *Now based at the Horsham Police station with interest in police activities west of Horsham – will continue to represent West Wimmera and Hindmarsh Shire interests.*

**Heath Martin**

**Horsham Highway Patrol**

- *Police traffic personnel have received resources to advertise the 40 km/hr flashing light rule and will distribute it accordingly.*

**Wally Cox**

**Heavy Transport Representative**

- *Recently attended a Road Safety event in Queensland targeting learner and newly independent drivers. Not sure which group coordinated it.*
- *There seems to be more trucks using the Horsham Caltex service station for resting periods than previously which could be due to changes in driver resting requirements.*

**Next meeting: - October 15<sup>th</sup>. 2018 – Horsham SES building.**

## ROADSAFE WIMMERA INC

## Minutes of Annual General Meeting 13 August 2018

### Meeting held at Horsham SES building McPherson Street Horsham

**Welcome**

Chair Nola Smith opened the meeting and welcomed those attending.

**Present**

Nola Smith (Chair)	SES local representative
David Rule	Road Safety Officer
Noel Austin	Road Transport Representative, Kaniva
Martin Duke	Horsham Rural City Council
Cr. Jean Wise	Yarriambiack Shire Councillor
Alastair Griffiths	Hindmarsh Shire
Leigh Creasy	Horsham Highway Patrol
Dale Mclvor	Horsham Police
Charie Cockroft-Basham	Wimmera Police – Divisional Intelligence
Heath Martin	Horsham Highway Patrol
Wally Cox	Heavy Transport Representative
Rhonda Armour	Driving Instructor (Light)

**Apologies**

Daniel Ross	Road Trauma Support Services
Richard Hicks	West Wimmera Shire Councillor

Motion: Apologies be accepted. Moved A. Griffiths, seconded H. Martin.

Carried

**Minutes of previous Annual General Meeting**

Copies of the minutes of the AGM held on 14<sup>th</sup>. August 2016 were circulated.

Motion: Moved R. Armour, seconded D. Mclvor, that the minutes be accepted as a true and correct record. Carried

**Chairperson's Report**

Chair Nola Smith spoke to her report as printed in the Annual Report. Nola thanked all members for their on-going commitment to the committee and commented on the progress of the group's programs across the Wimmera region.

**Executive Officer Report**

Road Safety Officer David Rule spoke to his report as printed in the Annual Report. Once again the commitment of committee members was stressed. Roadsafe Wimmera success will be assured if the committee continues to meet regularly to monitor programs and provide input to future program development.

**Financial Report**

As presented in the Annual Report and authorised by RSM Bird Cameron in the following statement: -

- i. "In our opinion, the financial statements present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Roadsafe Wimmera Inc. as at 30<sup>th</sup>. June 2018 and the results of its operations for the year then ended.

## Statement by members of the committee

In the opinion of the committee the accompanying accounts:

1. Present a true and fair view of the financial position of Roadsafe Wimmera Inc. as at 30 June 2018 and its performance for the year ended on that date in accordance with the Australian Accounting Standards, mandatory professional reporting requirements and other pronouncements of the Australian Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Roadsafe Wimmera Inc. will be able to pay its debts as and when they fall due.
3. The Association has operated in accordance with its rules and the Associations Incorporations Act 1981 ....

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by the executive officer.

Motion Moved L. Creasey, seconded C. Cockroft-Basham, that this statement is recognised and agreed to by Roadsafe Wimmera committee members present. The statement is to be signed by the executive officer on behalf of the committee and forwarded to RSM Bird Cameron PO Box 685 Ballarat 3350. Carried

Motion: Moved N. Austin, seconded J. Wise, that the Chairperson's, Road Safety Officer's and Financial Reports be received as printed in the Annual Report with thanks from the committee. Carried

**Elections**

Chair Nola Smith declared all positions vacant and handed the chair over Executive Officer David Rule who called for nominations:

***Chairperson:***

Moved A. Griffiths, seconded H. Martin, that Nola Smith be elected Roadsafe Wimmera president for the 2018-2019 year. Carried

***Deputy Chairperson:***

Moved R. Armour, seconded D. McIvor, that N. Austin be elected Deputy Chairperson for the 2018 - 2019 year. Carried

***Audit motion: -***

Moved M. Duke, seconded H. Martin, that Roadsafe Wimmera call for auditor quotes including as many regional providers as possible prior to nominating auditors for the 2019 – 20 year. Carried

***Meeting concluded at 7.40 pm.***



**WESTERN HIGHWAY ACTION COMMITTEE (WHAC)  
10.00AM Friday 17 August 2018  
Melton City Council, Civic Centre, Meeting Room 1  
232 High Street, Melton**

**MINUTES**

**1. Welcome & Open Meeting Chair, Cr Kevin Erwin**

***Present:***

Cr Kevin Erwin – Northern Grampians  
Cr Grant Tillett – Ballarat  
Cr Ron Ismay – Hindmarsh  
Cr Michelle Mendes - Melton  
Cr David Grimble – Horsham  
Cr Richard Hicks – West Wimmera  
Cr Jo Armstrong - Ararat  
Sam Romaszko – Melton  
Douglas Gowans - Pyrenees  
John Martin – Horsham  
Vaughan Notting – Ballarat  
Phil Jeffrey – Moorabool  
Chis Adams – Northern Grampians  
Nigel Powers, Major Road Projects Authority  
Chris Dunlop, VicRoads

**2. Apologies**

Mal Kersting, Regional Director, VicRoads  
Shane Power - Hindmarsh  
Angela Daraxoglou - TfV  
Mark Marziale – West Wimmera  
Ralph Kenyon – Wimmera Development Association  
Tim Day – Ararat

**Moved: Cr Richard Hicks, Seconded: Cr Ron Ismay, that the apologies be accepted.  
CARRIED**

**3. Minutes of Meeting held 15 June 2018**

**Moved: Cr David Grimble, Seconded: Cr Richard Hicks, that the minutes from the  
previous meeting 15 June 2018, were a true and accurate record of that meeting.  
CARRIED**

**4. Business from Minutes**

- Nhill speed limits letter (Done)
- Lobbying Document Update (On agenda)
- Copy of Bryan Sherritt presentation to be circulated (Circulated)

## 5. Correspondence Inward

Date	From	Subject
20 June	Wimmera Mail Times Article	Protest at highway works
21 June	Ararat Advertiser Article	Western Highway Duplication tree removal
22 June	Wimmera Mail Times Article	VicRoads halt Western Highway work
2 July	Wimmera Mail Times Article	Road works are yet to begin
4 July	Wimmera Mail Times Article	Highway saga continues
9 July	Wimmera Mail Times Article	Council asks authority to review limits
11 July	Wimmera Mail Times Article	New deal reached on trees
18 July	Tim Miller	Reply on Western Highway Duplication
18 July	Louise Staley	Reply on Western Highway Duplication
23 July	Wimmera Mail Times Article	Highway tree investigations pending
24 July	The Age Article	Invitation to make representations
26 July	Parliament of Victoria	Report on inquiry into VicRoads management of Country Roads
6 August	Rachel Cowling – Premiers Office	Reply to Western Highway Duplication

## Outward

Date	To	Subject
19 June	Bryan Sherritt	Thank you on Safe Systems presentation
19 June	Mal Kersting	Nhill Speed Limits
18 July	Andrew Broad	Western Highway Duplication
18 July	Daniel Andrews	Western Highway Duplication
8 August	Susan Phillips	Submission re Application for Protection of a specified area – Djab Wurrung Country

- A number of media articles have been included reflecting the level of interest in the Aboriginal tree claim near Ararat. Cr Erwin reported that the Federal legislation requires work on the highway work to be stopped while the application is in train.

**Moved: Cr David Grimble, Seconded: Cr Richard Hicks, that the correspondence be received. CARRIED**

## 6. Financial Statement (Attached)

Current balance - \$60,083.35

**Moved: Cr Grant Tillett, Seconded: Cr Jo Armstrong, that the financial report be accepted. CARRIED**

## 7. Reports

- *Major Road Projects Authority, Nigel Powers*  
(Combined report with VicRoads circulated)
  - Gisborne Rd / Halletts Way. Works are progressing well, and expected to be complete in the next week or so. A Ministerial event to be held potentially on 30 August. The Halletts Way works will be completed ahead of schedule. There will be some minor tidy up works to be completed.
  - Beaufort Rail Bridge strengthening. Is also nearing completion. Some under-bridge works will continue after the road is opened.
  - Section 3 Western Highway – business cases are being completed with some design refinements. Great Western has seen a higher level of discussion recently, focussing on removing trucks from the town. This would require full interchanges at both ends, although initially only one had been planned. This would be costly and complex due to floodplain interaction, and is currently being assessed.
    - Q - What is the status of the funding for continued work with pre-construction?  
A – no clear response has been provided, and this continues to be lobbied for.
    - Committee discussion about increasing costs for environmental offsets, and that this is becoming a disproportionate constraint for new development. Greater consideration of nett community benefit is required.
  - Section 2B. Protesters concerned about trees are active with a strong site presence just west of the Hopkins River. Submissions on the claim for protection are due by next week. The process for this is:
    - A report is to be compiled on all the submissions by around early September.
    - This report is expected to be presented to the Minister by the end of September.
    - MRPA has impressed on the Department the urgency of this review.
    - The extent of the claim seems to be much larger than the area understood to be of significance. This is being assessed.
    - MRPA is considering options depending on the outcome of the assessment. Works could proceed with a protection listing, but it would involve a lot more planning.
    - Consideration of other routes raises further issues, including significantly greater numbers of trees, environmental issues along the Hopkins River frontage, and further potential cultural heritage sites.
    - Q - Is there an appeal process to the decision in this regard?

- A - Chair indicated he would find out. **Action: Cr Erwin**
  - Separately, the Supreme Court case is still proceeding, with a further day of directions hearing last week. The hearing proper may not occur until early in 2019. This Court Case does not cause works to be halted.
  - MRPA has met with the protesters and the Aboriginal group, Eastern Maar, several times in recent weeks (Eastern Maar has a native title claim in progress, and may shortly become the Registered Aboriginal Party, currently Martang is the RAP). There seems to be a range of views about whether it is just the two trees or the larger area that is of concern.
  - The alignment of the Ararat Bypass is also potentially close to this area.
  - Cr Erwin reported that the Minister Donnellan is very supportive of the Duplication Project still and keen for it to continue as soon as this issue is resolved.
  
- *VicRoads, Chris Dunlop*
  - Beaufort bypass, assessing four options aiming to get a preferred alignment.
  - Ararat bypass planning is advancing, with VicRoads close to identifying its preferred route. The establishment of a new RAP will require further engagement, also with the community.
    - Query re the status of noise level testing near Ararat.  
A – **Action: Chris Dunlop to advise.**
  - Pykes Ck bridge is now strengthened and fully open to traffic. There were some rehabilitation works simultaneously slightly to the west. The onset of winter led to some disruption to these latter works.
  - Wide centre line treatment near the South Australian border is progressing. Some native vegetation offsets have been required.
  - A consultant brief has been issued for the Western Highway Corridor Strategy. Tenders close late August.
  - High levels of maintenance work have been occurring, with a detailed report included in the handout.
  - Further to the Bryan Sherritt presentation last meeting, the wire rope program is continuing, with a map showing the status and plans for this included in the written report.
    - Q - What planning is being done in relation to machinery access for roadside mowing, in preparation for fire season?  
A - There are regular breaks, this is also important for emergency vehicle access. Training also being provided in removal of the wire rope where required. One such training facility is at Ballarat.
    - Discussion re the lack of a 4 m clearance next to wire rope, including the outlining of a situation where there was not enough room to safely pull off the road. While it is agreed that wire rope barriers save lives, they need to be properly installed; some are

currently placed not to standard and are causing some incidents, leading to higher insurance premiums, and maintenance costs on the wire rope itself.

- Planning proceeding on Bacchus Marsh Eastern Link Road, with the collection of lots of background information. Much residential growth in this area, including the Merrimu area.
- Establishment of Freight Victoria as a new division within TfV.
- Appointment of a CEO for Regional Roads Victoria is imminent.

#### Committee Discussion

- Q - What is the status of the Leekes Rd interchange?  
A – **Action: Chris Dunlop to seek a response from North West Metro region.**
- Q - How big is the residential growth for Melton going to be?  
A - Currently 160,000 and anticipated to grow to 500,000 by 2051.
- Discussion, that it only takes one incident in Melton to create a traffic jam through say to Caroline Springs.
- Discussion about growth, also for Ballarat and intermediate areas – this highlights the need for some solid planning for the future.
- There is a need for greater consideration of enhancing the connection between the Melton area and north-west Melbourne. The Outer Ring Road is the concept.
- Observation that further planning is needed to consider the connection from western Victoria across to the Hume Freeway as well. Traffic is detouring through Bendigo to make this connection.
- **Moved: Cr Michelle Mendes, Seconded: Cr Ron Ismay, That this Committee write to Premier, Roads Minister and Opposition highlighting the challenges associated with the growth of Melton and associated with the network capacity in this area. CARRIED**
- Members
  - *Northern Grampians – Chris Adams*
    - Made a submission re the Ararat tree protection application.
    - Working with VicRoads re highway alignment around Great Western
  - *West Wimmera – Cr Richard Hicks*
    - Is thinking of extending the silo art trail, considering projection. The projected art could be visible from the highway.
    - Q - Is there a VicRoads issue with this.  
A – **Action: Refer to Chris Dunlop for consideration.**
  - *Hindmarsh – Cr Ron Ismay*
    - Central rumble strips in the middle of Borung Highway have started to be removed. Concerned that money is being spent on this that could have been spent on potholes and shoulders.

**Action: – JM to forward these concerns to Daryl Sinclair / Mal Kersting.**

- *Pyrenees – Douglas Gowans*
  - A by-election will be held shortly enabling a new Councillor rep for this committee.
- *Melton – Cr Michelle Mendes*
  - Discussed earlier
- *Ararat – Cr Jo Armstrong*
  - Will send a submission regarding the tree application.
- *Moorabool – Phil Jeffery*
  - Aware that some work is occurring in the Woodmans Hill – Leigh Creek area.
    - Q - Is there a plan to put a proposal forward?  
A - Chris Dunlop – a business case is being prepared aiming to get it to freeway standard. Acknowledges there should be more participation sought from Moorabool Council in this.
- *Ballarat – Cr Grant Tillett*
  - Also keen to see progress at Woodmans Hill.
- *Horsham – Cr David Grimble*
  - Issue regarding trucks queued up at the roundabout at Ararat, across the railway line, when the rail signals started. The boom gate lowered behind the truck cabin. Fortunately no incident resulted.
  - Wind farm tower loads are starting to be transported through Horsham.
  - Local contractor tender prices are again very high, 30% above anticipated costs. This seems to be common amongst Councils.
  - Rail freight conference recently held. Relevant items included:
    - Some election promises being made in relation to the Mode Shift Incentive Scheme, which is important to help encourage freight onto rail.
    - Further work being done to facilitate access of product to port.
    - Discussion about proposals to improve rail freight through Ballarat, however there seems to be some lack of clarity about the full scope of this work. There are also proposals to standardise rail from Ararat to Ballarat, but no proposal to standardise from Ballarat to Melbourne.

- **Action: Request, that someone suitable present to WHAC on this matter, TfV.**

**Moved: Cr David Grimble, Seconded: Cr Ron Ismay, that the reports be accepted.  
CARRIED**

**8. General Business**

- Review of Lobby Document
  - Include in the document, re Ballarat, connections to the rail corridor including upgraded passenger rail station at Warrenheip.
  - Also ensure that cycling, pedestrian and public transport access is maintained with these works.
  - **Moved: Cr Michelle Mendes, Seconded: Cr Jo Armstrong, that we write to all parties outlining these priorities, with a covering letter drawing attention to the three main items. CARRIED**
- Aboriginal Tree Protection application – Discussed earlier

**9. Next Meetings**

26 October 2018 - Kaniva

14 December 2018

Subject to confirmation

**10. Close**

Cr Kevin Erwin  
Chair

For info: the Western Highway Project website is now at the following link:

<https://roadprojects.vic.gov.au/projects/western-highway>

## MINUTES

Horsham Regional Art Gallery Advisory Committee  
 Thursday 9 August 2018 at 5.15pm  
 Horsham Town Hall Foyer, Wilson Street, Horsham

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**Attendees:** Di Dale, Simone Dalton, Anne Donovan (minutes), Cr Alethea Gulvin (from 5.45pm), Cheryl Linke, Marion Matthews, Rhonda Tursi

**Apologies:** Adam Harding

### Agenda Items:

#### 1. Welcome

Adam welcomed everyone to the first meeting of the advisory committee.

#### 2. Disclosure of Conflict of Interest - nil

#### 3. Minutes of the previous meeting

On the motion of Cheryl Linke, seconded Simone Dalton, the minutes of the Horsham Regional Art Gallery Advisory Committee meeting held 5 July 2018 as circulated with the agenda were received.

#### 4. Business Arising from the previous meeting

##### 4.1 Annual Report

Referred to page 2 of annual report – given changes, discussed if this is still achievable.

##### 4.2 Full House Update

**Action:** to provide a summary of project to the Advisory Committee.

#### 5. General Business

##### 5.1 Resignation

- Discussion regarding Adam Harding's resignation.
- Advisory Committee have suggested that the panel include another Gallery person external to bring a level of expertise.
- Likely that recruitment campaign may run in September, but still to be confirmed (as Anne is on leave)
- Discussion regarding new Exhibition launch and to include an aspect of Adam's public farewell with opportunities to make comments/ speeches:
  - Rhonda Tursi – Trustees
  - Marion Matthews – Advisory Committee



- Val Carter – Volunteers
- Council representative – to be confirmed

**Action:** Anne to send follow up email to Marion confirming attendees

**5.2 Directors Report**

No report.

**6. Gallery Program and Engagement**

Not discussed.

**7. Trustees**

No report.

**8. Acquisition Committee**

No report.

**9. Budget**

No report.

**10. Next Meeting**

The next meeting will be held on Thursday 4 October 2018 at 5.15pm at the Horsham Regional Art Gallery.

Remaining meeting for 2018:

- Thursday 6 December

**Meeting Close – 6.30pm**