

AGENDA

ORDINARY MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on
17 December 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 17 December 2018.

Order of Business

1. OPENING AND 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.

2. 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

3. 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.

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. 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 26 November 2018 be adopted.

7. 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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SUNIL BHALLA

Chief Executive Officer

9. OFFICERS REPORTS

9.1 HORSHAM PERFORMING ARTS – NOMINATION OF DIRECTORS

Author's Name: Graeme Harrison **Director:** Graeme Harrison
Author's Title: Director Corporate Services **File No:** F10/A05/000005
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

Nil

Purpose

To nominate Cr Josh Koenig, Cr Pam Clarke and Cr Les Power to the Board of the Horsham Performing Arts (Company) which has been setup to manage the fundraising activities for the Horsham Town Hall and Performing Arts Centre.

Summary

- Reappointments are required under the Company's constitution
- Directors terms expired following the Performing Arts Company AGM on the 27 November 2018
- All proposed nominated Councillors are eligible to be appointed for a further term
- 3 Councillors are to be nominated for further 2 year terms

Recommendation

That Council nominate Cr Josh Koenig, Cr Pam Clarke and Cr Les Power to the Board of the Horsham Performing Arts (Company) for a further two-year term ending after the AGM in 2020.

Report

Background

The company Horsham Performing Arts was officially constituted on 9 November 2010, and is a company limited by guarantee (ie, it does not have any shareholders or share capital).

The Company is incorporated as a cultural charitable organisation for the promotion of the performing arts and for other cultural purposes for the benefit of the community of the City including without Limitation any or all of the following:

- To fund the development of the Horsham Performing Arts Centre
- To advance the work and profile of the Company through performance, exhibitions, education programs, marketing, fundraising, partnerships and sponsorships
- To encourage the participation of artists and the broader community in the performing arts
- To conduct festivals featuring the performing arts
- To provide leadership in the promotion of the performing arts
- To participate in arts initiatives beyond the City when such participation will result in benefit to the community.

The Company has memberships which comprise of the Directors. Each Director is appointed for a two-year term and no Director may be appointed for more than three successive full terms without a break of at least one two-year term.

The current listed Directors, the dates that their terms expire and the number of terms served, are as follows:

- One appointed by the Board and must be a person with relevant experience in arts, business, law, accounting, marketing and fund raising, Mr Tony Phelan (third term ends after the AGM in 2020).
- Three are Councillors nominated by resolution of Council, Cr Pam Clarke (second term ended after the November 2018 AGM), Cr Josh Koenig (first term ended after the November 2018 AGM), and Cr Les Power (part term ended after the November 2018 AGM).
- One is an officer or employee of Council as nominated by the Chief Executive Officer, Mr Kevin O'Brien (first term ends after the Annual General Meeting in 2019).
- Mr Graeme Harrison is not a member or director but is the nominated Public Officer.

Discussion

The Company constitution requires directors to be appointed and re-appointed for fixed terms on a rolling basis.

Council now needs to nominate three Councillors who will become Directors for a two year term commencing immediately on appointment by the board and expiring after the AGM in 2020, which will coincide with the ending of the current Council term.

The Board will then by resolution, appoint the nominated Directors at the AGM on the 29 November 2016 and will also appoint a replacement director for Mr Simon Dandy who has now served three terms.

Financial Implications

There are no specific costs related to the appointment of a director, no remuneration is paid for this role.

Links To Council Plans, Strategies, Policies

Council's four-year priority – 1.3 Contribute to cultural activities that enhance our community

Consultation/Communication

The nomination and re-appointment process has been discussed at the last Horsham Performing Arts board meeting on the 27 November 2018.

Upon appointment to the board the following organisations, as required, will be notified of the new directors: Australian Securities and Investments Commission (ASIC), the Australian Taxation Office (ATO), Register of Cultural Organisations (ROCO), Australian Charities and Not-for-profit Commission, Westpac Bank and insurers JLT.

Risk Implications

Non-appointment of Directors could lead to a failure of the company and potential de-listing and loss of the vehicle for tax deductible donations to be received for the performing arts.

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

Nominations are required by Council in order to appoint Directors for additional terms thereby allowing the Company to continue with its functions.

9.2 GIFTS, BENEFITS AND HOSPITALITY POLICY REPORT

Author's Name: Kerrie Bell/Diana McDonald **Director:** Graeme Harrison
Author's Title: Manager Governance & Information/Co-ordinator Governance
Department: Corporate Services **File No:** F21/A24/000001

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

Draft Gifts, Benefits and Hospitality Policy and Declaration Form (**Appendix "9.2A"**)

Purpose

To endorse the draft revised Gifts, Benefits and Hospitality Policy.

Summary

Transparent and accountable practices are vital in maintaining the community's trust in local government, and its confidence that public resources are being used responsibly and appropriately. The community needs to be confident that we make decisions and provide advice free of favoritism, influence and conflicts of interest.

To this end, Council needs to establish and communicate a clear policy position on the offering and receiving of gifts, benefits and hospitality.

Recommendation

That Council endorse the draft revised Gifts, Benefits and Hospitality Policy.

Report

Background

Horsham Rural City Council currently has a Gifts and Hospitality Policy which was developed in 2014 and is due for review.

Discussion

Referencing the Victorian Public Sector Commission [Gifts, Benefits and Hospitality Policy Guide](#) which sets out the minimum accountabilities for managing gifts, benefits and hospitality within the Victorian public sector; along with the recommendations from VAGO in their 2015 Report on [Implementing the VPSC Policy Guide](#); and researching current practice at other rural and regional councils; the attached draft policy has been developed.

The following table highlights the major enhancements to our current policy.

Current Policy	Proposed Amendments
Token Gift < \$50	Token Gift <\$20
No procedure for declined gifts	Declined gifts recorded on register
No Process for provision of gifts	Provision of gifts now included
No process for disposal of gifts	List of acceptable disposal of gifts
No process for non-conformity of policy	Process for addressing breaches of the policy
No reporting on the Gift, Benefits and Hospitality register	Annual report on the GB&H Register to the internal audit committee

Financial Implications

Nil

Links To Council Plans, Strategies, Policies

Council Plan Goal 4 – Excel in communication, consultation, governance, leadership and responsible use of resources

Consultation/Communication

Following its adoption, the revised policy will be communicated to all staff and other key stakeholders.

Risk Implications

Providing or receiving gifts, benefits and hospitality may give a perception that Council's impartiality and integrity are at risk. Embedding an adequate policy within our organisations culture is an effective way to mitigate potential risks.

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 development and implementation of a robust Gifts, Benefits and Hospitality Policy ensures transparency and confirms that the principles of good governance and accountability are practiced by Councillors and staff when receiving gifts in the course of their duties.

9.3 COUNCIL RESOLUTIONS

Author's Name: Sue Frankham **Director:** Graeme Harrison
Author's Title: Governance Officer **File No:** F19/A11/000001
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

Outstanding Council Resolutions Action List (**Appendix "9.3A"**)
Completed Council Resolutions Action List (**Appendix "9.3B"**)

Purpose

To provide an update on outstanding and completed Council resolutions.

Summary

- Resolutions are placed on an Outstanding Council Resolutions Action List as soon as possible after each Council meeting.
- The Outstanding Council Resolutions Action List is updated by the responsible officer once their action is completed.
- The Outstanding Council Resolutions Action List is reviewed by the Executive Management Team and circulated to Councillors on a monthly basis.
- The Outstanding Council Resolutions Action List and Completed Council Resolutions Act List is presented to Council on an annual basis for information.

Recommendation

That Council note the Outstanding Council Resolutions Action List and Completed Council Resolutions Action List for 2018.

Report

Background

Horsham Rural City Council has a Council Resolutions procedure to ensure that all resolutions of Council are closely monitored and actioned within the required timeframe.

Discussion

Resolutions are placed on an Outstanding Council Resolutions Action List as soon as possible after each Council meeting. The list is updated by the responsible officer once their action has been completed. The Outstanding Council Resolutions Action List is reviewed by the Executive Management Team and circulated to Councillors on a monthly basis. Completed actions are transferred to a Completed Council Resolutions Action List.

Financial Implications

Nil

Links To Council Plans, Strategies, Policies

- 2018-2022 Council Plan, 4.4 Achieve high standards of organisational performance
- Horsham Rural City Council Procedure No P04/003 – Council Resolutions

Consultation/Communication

The Outstanding Council Resolutions Action List is reviewed by the Executive Management Team and circulated to Councillors on a monthly basis, providing an opportunity to seek clarification on any of the items on the list.

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 Outstanding Council Resolutions Action List and Completed Council Resolutions Action List for 2018 is presented to Council for information.

9.4 REQUEST FOR INCLUSION ON COUNCIL'S STREET NAME LIST – AISBETT

Author's Name: Teagan Barents **Director:** Graeme Harrison
Author's Title: Co-ordinator Revenue **File No:** F27/A15/000001
Department: Finance

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:** If no type Nil

Appendix

Application for inclusion of **Aisbett** on Council's street name list (**Appendix "9.4A"**)

Purpose

To request that the name **Aisbett** be added to Council's Street Naming list.

Summary

Robert and Jan Aisbett have submitted the name Aisbett for Council's street name list in honour of Edgar William Aisbett, who was a pioneer transport and school bus operator all his life.

Recommendation

That Council add the name **Aisbett** to Council's Street Naming List.

Report

Background

Edgar was born in Rushworth on 11 November 1908 and started working in Dimboola in 1928 in a family business with a fruit and vegetable round, then moved to catering for weddings and meals at agricultural shows around Hamilton, Donald, Bordertown and Charlton.

Later in life, he carted sand for Mintern Brothers from Wail Crossing to Horsham High School, had a contract carting gravel for roads around Edenhope, Goroke, Harrow and Wonwondah, and later in life had 5 timber jinkers in partnership with Charlie Hollaway and went to Noojee to haul logs out of the forest during World War 2.

In 1945 Edgar was subcontracted to Horsham Transport Company, and shortly after this he carted materials for Horsham's first town hall and then carted bricks for the second town hall, after the first town hall burnt down.

On retirement Edgar estimated that he had driven three million miles behind the wheel.

The name **Aisbett** conforms to the principles in the *Naming Rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016*.

Discussion

Council currently has 61 names on the street name list, and it may be some time before a developer chooses this particular name from the list.

Financial Implications

Nil

Links To Council Plans, Strategies, Policies

Horsham Rural City Council Street/Road/Places Naming Policy

Consultation/Communication

Nil

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

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

Conclusion

That the name Aisbett be added to Council's street name list in honour of Edgar William Aisbett.

9.5 REVOCATION OF THE INSTRUMENT OF DELEGATION FOR THE HORSHAM COLLEGE COMMUNITY OVAL COMMITTEE OF MANAGEMENT

Author's Name: Mandy Kirsopp **Director:** Kevin O'Brien
Author's Title: Recreation Planning Officer **File No:** F6/A12/00000
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): No **Reason:** Nil

Appendix

Instrument of Delegation Horsham College Community Oval Committee of Management (**Appendix "9.5A"**)

Purpose

To revoke the Instrument of Delegation for the Horsham College Community Oval Committee of Management and transition the Committee of Management into a users group/forum.

Summary

In November 2012, a Joint Use Agreement (Agreement) was established between the Victorian Education Department and Horsham Rural City Council. The Agreement specifies responsibilities for both Horsham College and Horsham Rural City Council regarding the operation of the facility.

The Agreement contains reference to the establishment of a Special Committee of Council and on 7 July 2014 an Instrument of Delegation was endorsed by Council.

In September 2018, a review of the requirements of the Joint Use Agreement and the Instrument of Delegation identified that the Instrument of Delegation can be revoked without impact on the operation and management of the Community facility.

Recommendation

That Council:

1. Revoke the Instrument of Delegation for the Horsham College Community Oval Committee of Management.
2. Support the transition of the Committee of Management to an as required users group.

Report

Background

On 30 November 2012, a Joint Use Agreement (Agreement) was signed between the Department of Education and Early Childhood Development and Horsham Rural City Council (Council) for the shared use of land (open green space formerly known as the College oval and pavilion) situated at 59 Dimboola Road, Horsham.

Section 15 of the Agreement specifies the establishment of a Section 86 Committee (Special Committee of Council) to *promote the community use of the Facility and to administer the use of the Facility by community group*'. The requirement for a Section 86 Committee was at the request of Horsham Rural City Council at the time and is not contained in other Joint Use Agreements established by the Department of Education.

On 7 July 2014 an Instrument of Delegation was endorsed by Council. The Instrument of Delegation was revised and endorsed by Council 1 May 2017 to enable Council to continue to liaise directly with Horsham College to manage the operation of the facility.

Review of S86 Committees

Council commenced reviewing Section 86 Committees and engaged with all committees to communicate the activities that need to be completed in order to be a Section 86 Committee and to explain the alternatives. Most committees have changed status after consideration of those alternatives.

Discussion

In a recent review of the Instrument of Delegation and subsequent discussion with the Committee of Management, it was found that the Instrument of Delegation (2017) was not reflecting the actual role of the Committee and how it was functioning.

Further to this, a review of the Joint Use Agreement and the operation of the facility was undertaken. Revoking the Instrument of Delegation and the Committee of Management will not impact on the operation of the College Community Oval and pavilion.

The Committee have agreed to the recommendation that the Instrument of Delegation be revoked and the current Committee of Management be resolved. The current Committee have agreed to work with Council to identify a new model, such as a user's group forum that suits all the Community Oval users' needs and provides an opportunity for information exchanges and increased communication with Council. This will not be a decision making group, but will be an important community and capacity building forum.

Financial Implications

There are no financial implications associated with revoking the Instrument of Delegation.

Links To Council Plans, Strategies, Policies

Council Plan 2018-2022

Goal 4: Governance and Business Excellence

4.2 Manage risk to the organisation

Consultation

This report was developed in consultation with officers from Community Wellbeing, Corporate Services and Infrastructure Services directorates and the Horsham Community College Committee of Management.

Risk Implications

The existence of a Special Committee of Council creates a range of compliance requirements for the Committee of Management and for Council. Revoking the Instrument of Delegation removes the requirements without impacting on the operation of the facility.

Environmental Implications

Nil

Human Rights Implications

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

Conclusion

Revoking the Instrument of Delegation removes responsibility for compliance with Section 86 of the Local Government Act (1989) and provides the opportunity for the Community Oval users to develop a contemporary model of communication exchange that suits theirs and Council's needs.

The Joint Use Agreement between the Victorian Education Department and Horsham Rural City Council is not reliant on the existence of a Special Committee of Council and the Horsham College Community Oval and pavilion will continue to be jointly managed by the two organisations.

9.6 2017-2021 HEALTH AND WELLBEING PLAN ANNUAL UPDATE – 2018

Author's Name: Michelle Rethus **Director:** Kevin O'Brien
Author's Title: Community Projects Officer **File No:** F30/A14/000001
Department: Community Wellbeing

Officer Declaration of Interest

No officers 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

Department of Human and Health Services (DHHS) correspondence (**Appendix "9.6A"**)

Purpose

To provide an update on the annual review of the 2017-2021 Health and Wellbeing Plan and seek approval to notify DHHS of review completion.

Summary

Conducting an annual review of Municipal Public Health and Wellbeing Plan (MPHWP) is a statutory requirement of Council under the *Public Health and Wellbeing Act 2008*. It should be noted, however, the legislation does not prescribe the review process.

The MPHWP has seen a number of key achievements in its first year of implementation. These include:

- Development and adoption of a Youth Strategy
- Delivery of the *My Community Directory* containing comprehensive information on disability services, accessible facilities and up-to-date information on a range of community organisations
- Opening of the Kalkee Road Children's HUB thus building on shared services capacity and now successfully working with younger parents
- Commitment to the position of a Gender Equity Officer (position currently being advertised)

- Successful ongoing delivery of the Age-Friendly Community Project with action plan now being developed from the WHI checklist work
- Successful ongoing delivery of the Stage 2 Alcohol and Culture Change Project with positive feedback from events and programs delivered.

Given the priority areas and objectives of the MPHWP remain applicable, no changes are recommended but rather, continue with the implementation of the current action plan.

The next steps for continued delivery of the MPHWP into 2019 are:

- Noting the challenges surrounding some of the action items that now enter a cultural/behavioural change mode. For example, those relating to Healthy Eating, Alcohol and Culture Change and the Gender Equity Officer's role.
- Investigating the option of incorporating the next Health and Wellbeing Plan into the Council Plan to mitigate the risk of missing action timelines given the challenge of including actions into people's work tasks.
- With the successful delivery of the Youth Strategy and Age-Friendly Projects, action plans being developed may need to feed into the MPHWP during the 2019 review.

Recommendation

That Council:

1. Note the annual review of the 2017-21 Health and Wellbeing Plan.
2. Approve letter to DHHS stating completion of review.

Report

Background

Conducting an annual review of Municipal Public Health and Wellbeing Plan (MPHWP) is a statutory Requirement of Council under the Public Health and Wellbeing Act 2008.

Section 26 (4) of the Act states that: *'A Council must **review** its municipal public health and wellbeing plan annually and if appropriate amend the plan.'*

It should be noted, however, the legislation does not prescribe the review process.

In consultation with Council Officers an update of all action items was performed. This consultation took the form of face to face discussions and email correspondence.

Discussion

The MPHWP has seen a number of key achievements in its first year of implementation. These include:

- Development and adoption of a Youth Strategy
- Delivery of the *My Community Directory* containing comprehensive information on disability services, accessible facilities and up-to-date information on a range of community organisations
- Opening of the Kalkee Road Children's HUB thus building on shared services capacity and now successfully working with younger parents
- Commitment to the position of a Gender Equity Officer (position currently being advertised)
- Successful ongoing delivery of the Age-Friendly Community Project with action plan now being developed from the WHI checklist work
- Successful ongoing delivery of the Stage 2 Alcohol and Culture Change Project with positive feedback from events and programs delivered.

2018 has also seen a number of challenges in the MPHWP's delivery including:

- Not meeting the target date for developing and promoting a Healthy Eating Charter within Council. (This now has a plan in place to complete by 2019)
- Continued challenge of actions from the MPHWP not transitioning seamlessly to people's work tasks thus impacting action timelines
- Not all advocacy actions moved across into the Advocacy Plan such as Alcohol and Sexual Health. These are in part being led by Partner Organisations, however, Council still has an important advocacy role to play.

As part of the annual review, the evaluation measures, where the data is available, have been updated. However, as known during the development of the MPHWP the data sources for the majority of these measures is only available every four years.

As outlined in the achievements above, feedback has been received during the delivery of Projects which has resulted in changes to methods and programs thereby ensuring Council continues to deliver to achieve the positive changes.

Next Steps

Given the priority areas and objectives of the MPHWP remain applicable, no changes are recommended but rather, continue with the implementation of the current action plan.

The next steps for continued delivery of the MPHWP into 2019 are:

- Noting the challenges surrounding some of the action items that now enter a cultural/behavioural change mode, for example, those relating to Healthy Eating, Alcohol and Culture Change and the Gender Equity Officer's role
- Begin work on investigating incorporating the next required Health and Wellbeing Plan into the Council Plan to mitigate the risk of missing action timelines given the challenge of including actions into people's work tasks
- With the successful delivery of the Youth Strategy and Age-Friendly Projects, actions plans being developed may need to feed into the MPHWP during the 2019 review.

Financial Implications

Nil costs associated with the review of the Health and Wellbeing Plan.

Links to Council Plans, Strategies, Policies

HRCC Council Plan 2018-2021

- Goal 1: Community and Cultural Development

Consultation/Communication

The review of the MPHWP included consultation with Council Officers.

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

Not applicable

Conclusion

The annual review of the 2017-2021 Health and Wellbeing Plan has highlighted a number of achievements in the first year. Similarly, a number of challenges were faced which has shaped the action plan for continued delivery into 2019. However, as the priority areas and objectives, as outlined in the MPHWP, remain unchanged and relevant, it is recommended to continue to implement the current Health and Wellbeing Plan unchanged.

9.7 2013-16 DISABILITY ACCESS AND ACTION PLAN REVIEW

Author's Name: Maggie Bridgewater **Director:** Kevin O'Brien
Author's Title: Deaf Access Worker **File No:** F09/A08/000001
Department: Community Wellbeing

Officer Declaration of Interest

No officers 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

Disability Access and Action Plan 2013-2016 (**Appendix "9.7A"**)

Review of Disability Access and Action Plan 2013-16 (**Appendix "9.7B"**)

Purpose

To provide an update on the review of the Disability Access and Action Plan (DAP) 2013-2016.

Summary

The DAP was adopted by Council on 15 July 2013 and it has guided improved access and inclusion across the Horsham municipality. The DAP focused on a number of key areas (see below) and a review of all the actions is included in **Appendix "9.7B"**.

Some key outcomes and achievements of the DAP are:

Social Connection

- Council's Community Grant Guidelines updated to include improving access as a key outcome
- Council's public meetings held in accessible venues.

Information on Services

- Council publications are available in alternative formats
- Acknowledgement and celebration of Seniors Week, International Day for People with a Disability and Mental Health Week
- *My Community Directory* has comprehensive information on disability services and accessible facilities.

Education and Awareness

- Community Education sessions held on the use of companion cards
- Disability Awareness Training for staff, volunteers and Councillors.

Built Environment

- Installation of Changing Places toilet facility in May Park.

Recommendation

That Council note the review and successful implementation of the Disability Access and Action Plan 2013 -2016.

Report

Background

The 2013-16 Disability Access and Action Plan (DAP) was adopted on the 15 July 2013. These plans are a legislative requirement under the *Disability Discrimination Act 1992* and provide Councils with the framework in which to continue to build a more accessible community and reduce barriers to inclusion.

The DAP vision is that *everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community*. The DAP was developed in partnership with key stakeholders such as Wimmera Disability Access Forum, Disability Advocacy workers, Wimmera Mobility Group and a range of community organisations. Community consultation was undertaken with focus groups, surveys and interviews.

Discussion

The DAP identified goals and actions to reduce barriers so as to ensure all people can participate equally and equitably in the Horsham community.

The following goals formed the basis of the DAP and align closely with the Horsham Rural City Council Plan and other corporate Council plans:

1. Social Connection
2. Information on Services
3. Education and Awareness
4. Employment
5. Built Environment
6. Transport
7. Housing and Living at Home

Implementation

Key achievements included:

- Council publications are available in alternative accessible formats
- Desktop hearing shuttles are located at Customer Service Centres, Horsham Town Hall and Visitor Information Centre making it easier for those that are hard of hearing to communicate
- *My Community Directory* was established and contains comprehensive information on disability services, accessible facilities and up-to-date information on a range of community organisations

- Installation of Changing Places in May Park that allows people with specific requirements to have access to a toilet and appropriate change facilities to enable greater participation in community life.

Next Steps

As the DAP has been completed, it is timely for Council to begin planning for the next access and inclusion plan. A plan with a broader community inclusion remit would continue to ensure Council is meeting all of its obligations and continues to provide leadership on improved access and inclusion for all the community.

Financial Implications

Nil costs associated with the review of the DAP.

Links to Council Plans, Strategies, Policies

HRCC Council Plan 2018-2021

- Goal 1: Community and Cultural Development

Arts and Cultural Plan 2014-2018

- Goal 1: Cultural Awareness

Health and Wellbeing Plan 2017-2021

- Goal 1: Increasing healthy eating and active living
- Goal 3: Improving Mental health: Support and promote activities and event that build community resilience and social network for all groups

Consultation/Communication

The review of the DAP included consultation with Council Officers, community groups and external stakeholders.

Risk Implications

Council has an obligation as a civic leader as well as in the *Disability Discrimination Act* to provide and ensure inclusion and accessibility for all. This includes ensuring buildings and outdoor spaces are accessible.

It is critical that Council continues its work on community inclusion and accessibility to ensure all obligations of the *Human Rights Charter and the Victorian Disability Act 2006* are met.

Environmental Implications

Not applicable

Human Rights Implications

The DAP outcome and goals align with policy directions and outcome areas of:

- The United Nations Convention on the Rights of Persons with Disabilities
- *Victorian Disability Act 2006*,
- Victorian State Disability Plan 2013-16
- National Disability Strategy 2010-20
- Creating a more Inclusive Community for people with a Disability
- *Disability Discrimination Act 1992*
- *Carers Recognition Act 2012*

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

Conclusion

The review and successful implementation of the Disability Access and Action Plan 2013-2016 has improved access to facilities and increased awareness across Horsham Rural City Council.

The development of a broader access and community inclusion plan will continue to build on this good work and increase access and inclusion for all the community.

9.8 EVANS WAY WETLAND PETITION

Author's Name:	John Martin	Director:	John Martin
Author's Title:	Director Infrastructure	File No:	F02/A01/000014
Department:	Infrastructure		

Officer Declaration of Interest

A member of this Director's family owns a property in Evans Way, but was not one of the petitioners.

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

Appendix

Evans Way Wetland Petition (**Appendix "9.8A"**)

Purpose

To consider a petition received in relation to a wetland adjacent to the southern end of Evans Way.

Summary

- A petition about the condition of the Evans Way wetland was received in November and presented initially to the 26 November 2018 Council meeting.
- In addition to seeking a report on the Evans Way wetland, Council sought a report on all of Horsham's retardation basins. This initial report only addresses the Evans Way wetland, a subsequent report will be presented on the balance of wetlands.
- An initial assessment of the Evans Way wetland has identified some actions that will reinstate the wetland to its design condition, with separate silt settling, filtering and storage areas.
- These works will be programmed subject to availability of contractors.
- An expectation that the wetland will retain a significant amount of water is not consistent with the design basis of the basin, or the dry conditions of this past winter-spring period.
- Consultation is planned to better understand the residents' expectations and to share information about the operation of and works planned for the wetland.

Recommendation

That Council note the actions proposed in response to the residents' petition in relation to a wetland adjacent to the southern end of Evans Way.

Report

Background

A petition about the condition of a wetland adjacent to Evans Way Horsham, signed by 30 residents, was received by Council and reported to the 26 November 2018 Council meeting, in accordance with Council's procedure for petitions.

Discussion

An inspection with this Director, the Operations Manager, and Parks and Gardens Coordinator assessed the status of the wetland and considered the actions that would address issues with its condition. The aerial image below assists in understanding the wetland, which is an integral part of the Horsham south drainage network. That is, it is not a natural wetland.



The image shows two distinct areas of the wetland, with the western half (on the left) holding water, and the eastern half showing a coverage of grass. The aerial image, taken in around December 2016, is representative of the current condition of the wetland.

The eastern half has grassed up significantly since initial construction, as it is relatively shallow providing conditions conducive for this grass growth. There are small areas close to the drainage inlets (shown as yellow boxes) which are deeper, acting as silt traps. This shallower nature of the eastern half of the wetland reflects the design intent of the wetland, being a receiving basin intended to capture silt, before allowing the relatively clearer water to flow to the west side. Often, there will be an intervening filtering section of reeds or similar vegetation to facilitate the cleansing of water as it passes between different sections of a drainage wetland. In this case, the grass is providing this filtering.

The appearance of the wetland is also impacted by the type of vegetation around its margins. Long un-mown grasses are present, which act as a trap for litter, combining to reduce the aesthetic appeal of the marginal area.

The following works are proposed to improve the appearance and function of this wetland:

- An excavator will be used to remove the grass growing across the surface of the eastern half of the wetland.
- An excavator will be used to deepen small pools adjacent to the drainage inlets in the wetland to provide renewed silt catching capacity. These will require periodic desilting.
- The margins of the wetland will be revegetated with more suitable plants and mulch.

The timing of these works will be subject to availability of suitable contractors.

The water level of the wetland will remain generally as is, with the eastern half typically only having water in the small silt-trap pools, and sometimes a shallow layer of water across the area that is now grassed. During summer-autumn it would be expected that this area would usually be dry.

The wetland will tend to hold water for longer periods in its western half.

Part of the function of the wetlands (/retardation basins) is to store larger volumes of water in major rain events, and allow this to flow at a slower rate into the Wimmera River for an extended period after the rain event. To perform this function, it is essential that the wetlands are not surcharged with additional water prior to the rain event.

It is not practical to top this wetland up from other sources. The other wetlands in the Southbank area are managed in a similar manner. Further, the configuration of the outlet pipes controls the maximum level of water in the basins.

Financial Implications

The works proposed will be conducted using existing maintenance funds.

Links To Council Plans, Strategies, Policies

Nil

Consultation/Communication

This issue arose from a residents' petition. A response will be prepared informing the petitioners of the intended actions.

Risk Implications

Nil

Environmental Implications

Well-managed wetlands can enhance the local environment. A drying cycle is a normal part of wetlands in the Wimmera.

Human Rights Implications

Nil

Conclusion

A number of actions have been identified to respond to the concerns raised in the petition in relation to a wetland adjacent to the southern end of Evans Way. These actions are now provided to Council for information.

Report

Background

The Dimboola Minyip Road upgrade is a strategic transport route on the boundary of Horsham and Yarriambiack municipalities, about 30 km north of Horsham.

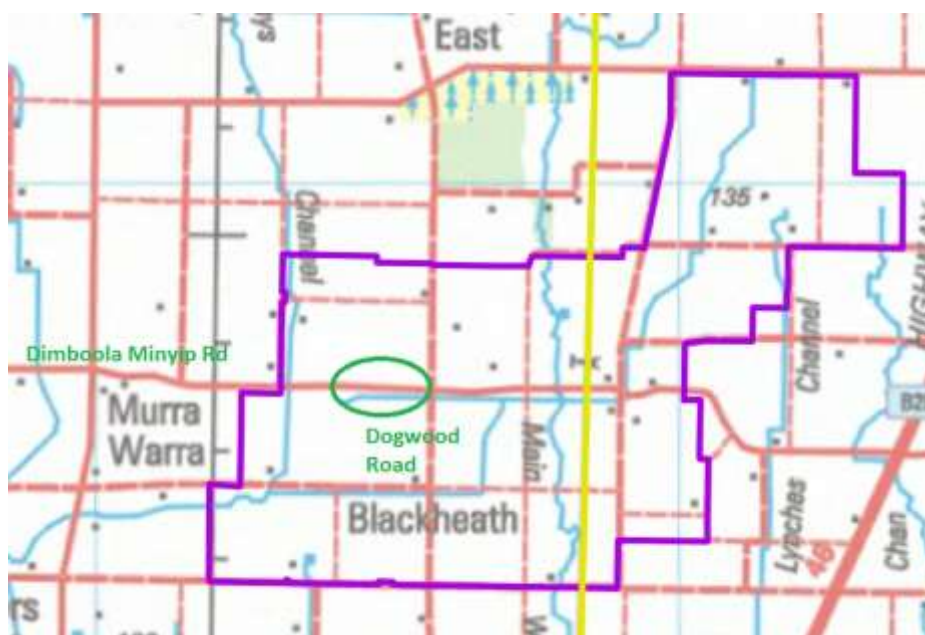
A coordinated program to upgrade the road from a single-lane seal width to dual-lane seal commenced five years ago, with generally one kilometre per year being constructed. The works are being funded jointly by the two Councils, supplemented with grant funding when available. This year's program has been fortunate in receiving funding through the State Government's Local Roads to Market Program.

Discussion

A detailed tender evaluation report on a newly adopted tender evaluation report format is provided in the **confidential** appendix. Key aspects of the report include:

- Three tenders were received for the contract.
- The evaluation of tenders was based on the criteria as presented in the tender documents.
- The preferred tender was that submitted by Glover Earthmoving for the sum of \$291,183.20.
- The site of the works is within the area of operations for the Murra Warra Wind Farm project, hence negotiations will be required to avoid impacts and manage risks between these coincident works.

The diagram below shows the site of the works (green ellipse), with the extent of the Murra Warra Wind Farm shown by the purple boundary.



Financial Implications

The total budgeted funding for the project is \$301,000. Two-thirds of the available funding is sourced from the State Government's Local Roads to Market Program, the balance being sourced on a 50:50 basis by Horsham and Yarriambiack Councils.

The Glover Earthmoving tender of \$291,183.20 ex GST is within the available budget.

Links To Council Plans, Strategies, Policies

Council Plan 2018-2022:

- 3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety

Consultation/Communication

The key communication aspect with this project will be the interaction with the Murra Warra Wind Farm project. Negotiations with the contractor conducting those works will occur to manage this interaction.

Risk Implications

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

Environmental Implications

Standard construction management practices will minimise environmental risks. There are no native vegetation or waterway issues associated with these works.

Human Rights Implications

Nil

Conclusion

The tender submitted by Glover Earthmoving Pty Ltd for the lump sum of \$291,183.20 ex GST for contract 19/018 Dimboola Minyip Road reconstruction provides best value and is recommended for approval.

10. COUNCILLORS' REPORTS AND ACKNOWLEDGEMENTS

Cr Les Power

- 27 November 2018 – Horsham Performing Arts Company Annual General Meeting
- 28 November 2018 – Wimmera Suicide Prevention and Awareness Network meeting.
- 30 November 2018 – Wimmera River Challenge at Dimboola on the Wimmera River and caravan park. 100-150 people from different services that engage with the local Koori community attended. People travelled from Ballarat, Horsham, Halls Gap, Ararat, Heywood, Stawell and other places. BBQ lunch was enjoyed by all with activities following and interaction was encouraged. Goolum Goolum staff members organised the day. For those that stayed after the activities, an evening meal was provided. More community members arrived and camped overnight. A large picture screen was provided and kids and adults enjoyed a movie as the sun set.
- 1 December 2018 – River Challenge day after breakfast at campsite at Dimboola caravan park. 100-150 community members ate then traversed to horseshoe bend. A number of children and adults began the challenge of paddling on the Wimmera River to Picnic Bend where a mass changeover took place for others to paddle their kayaks into Dimboola to the boat shed. After everyone arrived safely a belated lunch was served to all. The event was to challenge all with an awareness of family violence that we as a community can all live together and combat family/domestic violence. More than 50 of the group stayed and enjoyed the very pleasant surrounds of the river and caravan park and travelled home on Sunday.
- 2 December 2018 – Carols by Candlelight at Sawyer Park. Magnificent night in magnificent surrounding. So much warmth and love in the air.
- 3 December 2018 – Present “Making Connections” radio program on Triple H community radio. Council Briefing meeting in evening.
- 4 December 2018 – Horsham Branch Blue Ribbon Foundation meeting, pre plan for 2019 Commissioners Dinner in February 2019 at Coughlan Park Horsham.
- 5 December 2018 – Portland visit viewing sporting facilities, CBD and commercial facilities.
- 6 December 2018 – Visit to Port Fairy re sporting facilities, CBD, tourist and commercial facilities.
- 10 December 2018 – Present “Making Connections” program on Triple H. Committee of Management Meeting at Horsham Aquatic Centre. Council briefing meeting in evening.

Cr Mark Radford

Council Event:

- 20 November 2018 – Hosted a delegation from East Gippsland Shire Council to discuss mineral sands mining
- 20 November 2018 – Meeting with Andrea Hogan at the Horsham and Grampians Visitor Information Centre in relation to visitor trends
- 22 November 2018 – Audit Committee meeting
- 23 November 2018 – Meeting with Rob Pyers re U3A
- 26 November 2018 – Tour of Wesley Performing Arts Centre
- 26 November 2018 – Horsham Rural City Council Ordinary Meeting
- 27 November 2018 – ABC radio interview
- 27 November 2018 – Meeting with representatives of the Horsham Golf Club
- 27 November 2018 – Karen community New Year celebrations
- 29 November 2018 – Regional Cities bus tour and election/meeting in Bendigo
- 30 November 2018 – North Western Municipal Association meeting and conference in Swan Hill
- 3 December 2018 – Meeting with Rob Walter and Gavin Morrow re Mindfulness
- 3 December 2018 – Aboriginal Advisory Committee meeting
- 4 December 2018 – Wimmera Sports Stadium meeting
- 5 December 2018 – Meeting re Country Music Festival
- 5 December 2018 – Photos with “Costa” and “Dirt Girl”, E-Waste Recycling
- 5 December 2018 – Launch of the 2019 Volunteer Awards
- 6 December 2018 – Horsham Rural City Council Staff Meeting at the Depot
- 6 December 2018 – Horsham Rural City Council Staff Meeting at the Civic Centre
- 6 December 2018 – Horsham Regional Art Gallery Advisory Committee
- 7 December 2018 – Visit to Holy Trinity Lutheran College, primary campus
- 7 December 2018 – Seasonal Conditions meeting
- 7 December 2018 – Meeting re “dogs” issue
- 10 December 2018 – Councillor Briefing Meeting
- 11 December 2018 – Tourism Advisory Committee meeting
- 11 December 2018 – Regional Mayors Roundtable
- 11 December 2018 – Western Rail teleconference

Community Event:

- 23 November 2018 – White Ribbon march and speech
- 23 November 2018 – Kannamaroo Street Party
- 24 November 2018 – Motorcycle Toy Run
- 24 November 2018 – Great Wimmera River Duck Race
- 24 November 2018 – Horsham Volleyball Tournament (Harry’s game)
- 2 November 2018 – Carols by Candlelight speech

- 4 December 2018 – Christmas lunch at the Salvation Army, presentation to Majors by Phillip Chalker
- 5 December 2018 – Volunteers morning tea
- 5 December 2018 – Launch of the Spinners and Weavers Tapestry at the Horsham Regional Arty Gallery

Correspondence:

- 20 November 2018 – Letter of appreciation to Adam Moar
- 21 November 2018 – Letters of thanks to Sue Hateley and Franke and Celia Lyle
- 22 November 2018 – Letter of thanks to Stuart Benjamin, Regional Development Australia
- 22 November 2018 – Letter of thanks to Mary Lalios, MAV President
- 22 November 2018 – Letter of encouragement to Horsham Florist
- 27 November 2018 – Letter of thanks to Emma Kealy MP, Member for Lowan
- 27 November 2018 – Letter of encouragement to Best and Less, new shop at Horsham Plaza
- 28 November 2018 – Letter of congratulations to Mayor Graeme Massey, Yarriambiack Shire Council
- 3 December 2018 – Phone call from Mrs Nash re golf club
- 3 December 2018 – Letter of congratulations to the Hon Daniel Andrews MP, Premier of Victoria
- 3 December 2018 – Letter to the Editor (Wimmera Mail-Times) re committees
- 6 December 2018 – Letter to Arapiles Historical Society
- 7 December 2018 – Letter to author Bob Jarrad, visitor from Adelaide with high praise for Horsham
- 10 December 2018 – Phone call from Arie Rehorst
- 7 December 2018 – Letter of thanks to Gail Tierney MP, Member for Western Victoria
- 7 December 2018 – Letter to C Carracher re Overland train travel
- 12 December 2018 – Letters to the Hon Daniel Andrews MP, Premier of Victoria and the Hon Melissa Horne MP, Public Transport Minister re Overland train support
- 12 December 2018 – Letter to Andrew Broad MP, Federal Member for Mallee re Overland train support

11. URGENT BUSINESS

Nil

12. PETITIONS AND JOINT LETTERS

Nil

13. PROCEDURAL BUSINESS

13.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on Monday 3 December 2018 at 5.00pm in the Civic Centre Reception Room, Horsham Rural City Council
- Council Briefing Meeting held on Monday 10 December 2018 at 5.00pm in the Civic Centre Reception Room, Horsham Rural City Council

Refer to **Appendix “13.1A”**.

13.2 SEALING OF DOCUMENTS

- Section 17B Licence Agreement between Crown/Council and Nourished – Café by the River, 12-month agreement

13.3 INWARD CORRESPONDENCE

- From the Office of Jenny Mikakos MP; Sue Clifford APM, Chief Executive Officer, Family Safety Victoria; and Gavin Jennings MLC, Special Minister of State, in response to a letter from Horsham Rural City Council in relation to the provision of a Support and Safety Hub (Orange Door) to be located in Horsham
- From the Hon Andrew Broad MP, Assistant Minister to the Deputy Prime Minister, Federal Member for Mallee in response to a letter from the Western Rail Group congratulating him on his appointment as Assistant Minister to the Deputy Prime Minister

Refer to **Appendix “13.3A”**

13.4 COUNCIL COMMITTEE MINUTES

Nil

Recommendation

That Council receives and notes agenda items 13.1, 13.2, 13.3 and 13.4.

14. NOTICES OF MOTION

Nil



Administrative Policy

GIFTS, BENEFITS AND HOSPITALITY POLICY

1. PURPOSE

This policy states Council's position in relation to:

- responding to offers of gifts, benefits and hospitality from external sources; and
- providing gifts, benefits and hospitality.

The policy is intended to support staff and Councillors to avoid conflicts of interest and maintain high levels of integrity and public trust.

Council has issued this policy to support behaviours that are consistent with Staff and Councillor Codes of Conduct.

2. SCOPE

This policy applies to all gifts, benefits or hospitality offered to, or received by, Councillors and Council staff from external sources and to any gifts, benefits or hospitality offered by Council, Councillors and Council staff to external entities or individuals.

Exclusions:

- Discounts received by staff and / or Councillors that are commonly available to any individual that meets the general requirements that do not specifically relate to Council business related activities are excluded from this policy. Examples may include corporate discounts for leisure centres, bulk purchase discounts etc.
- Gifts, benefits and hospitality offered to staff or Councillors as a result of a Council or management adopted policy are also excluded from this policy e.g. recognition of service awards.

3. POLICY PRINCIPLES

Council is committed to and will uphold the following principles in applying this policy:

Impartiality – individuals have a duty to place the public interest above their private interests when carrying out their official functions. They will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Individuals do not accept offers from those about whom they are likely to make business decisions.

Accountability – individuals are accountable for:

- declaring all non-token offers of gifts, benefits and hospitality;
- declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this policy, seeking approval to accept the offer; and
- the responsible provision of gifts, benefits and hospitality.

Individuals with direct reports are accountable for overseeing management of their direct reports' acceptance or refusal of non-token gifts, benefits and hospitality, modelling good practice and promoting awareness of gifts, benefits and hospitality policies and processes.

Integrity: individuals strive to earn and sustain public trust through providing or responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations. Individuals will refuse any offer that may lead to an actual, perceived or potential conflict of interest.

Risk-based approach: Council, through its policies, processes and audit committee, will ensure gifts, benefits and hospitality risks are appropriately assessed and managed. Individuals with direct reports will ensure they are aware of the risks inherent in their team's work and functions and monitor the risks to which their direct reports are exposed.

4. DEFINITIONS

Act – *Local Government Act 1989*

Business associate – An individual or body that the public sector organisation has, or plans to establish, some form of business relationship with, or who may seek commercial or other advantage by offering gifts, benefits or hospitality.

Benefits – Benefits include preferential treatment, privileged access, favours or other advantage offered to an individual. They may include invitations to sporting, cultural or social events, access to discounts and loyalty programs and promises of a new job.

The value of benefits may be difficult to define in dollars, but as they are valued by the individual, they may be used to influence the individual's behaviour.

Bribe – To give money or some other form of consideration to a public official so as to persuade the official not to exercise his or her common law or statutory powers or to bestow some privilege or favour.

Ceremonial gifts – Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. Ceremonial gifts are usually provided when conducting business with official delegates or representatives from another organisation, community or foreign government.

Ceremonial gifts are the property of the public sector organisation, irrespective of value, and should be accepted by individuals on behalf of the public sector organisation. The receipt of ceremonial gifts should be recorded on the register but does not need to be published online.

Conflict of interest – Conflicts may be:

- **Actual:** There is a real conflict between an employee's public duties and private interests.
- **Potential:** An employee has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.
- **Perceived:** The public or a third party could reasonably form the view that an employee's private interests could improperly influence their decisions or actions, now or in the future.

Gifts – Gifts are free or discounted items or services and any item or service that would generally be seen by the public as a gift. These include items of high value (e.g. artwork, jewellery, or expensive pens), low value (e.g. small bunch of flowers), consumables (e.g. chocolates) and services (e.g. painting and repairs).

Hospitality – Hospitality is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.

Legitimate business benefit – A gift, benefit or hospitality may have a legitimate business benefit if it furthers the conduct of official business or other legitimate goals of Council.

Money – Includes cash, cheques, money orders, travellers' cheques, direct deposits, shares, vouchers or items which can be easily converted to cash. This includes gift vouchers and credit notes.

Official gifts – Are gifts presented to the Council and include gifts received from a Sister City, organisation or corporation that is bestowing a corporate gift (e.g. plaques, plates, vases, trophies, and artwork) or souvenirs.

Register – A register of all declarable gifts, benefits and hospitality, including those declined.

Token offer – A token offer is a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the recipient (such as basic courtesy). Token offers are those that are worth \$20 or less.

Non-token offer – A non-token offer is a gift, benefit or hospitality that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value. All offers worth more than \$20 are non-token offers and must be recorded on Council's gift, benefit and hospitality register.

Value – Is the face value or current estimated retail value.

5. OFFERS OF GIFTS, BENEFITS AND HOSPITALITY

This section sets out the process for accepting, declining and recording offers of gifts, benefits and hospitality. Any exceptions to this process must have the prior written approval of the relevant Director or CEO, or in the case of a Councillor or CEO, by the Mayor.

As a general principle, Councillors and staff will not request the provision of gifts, benefits or hospitality.

5.1 Conflict of interest and reputational risks

When deciding whether to accept an offer, individuals should first consider if the offer could be perceived as influencing them in performing their duties, or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk exists.

GIFT Test

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select suppliers, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or a valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

Requirement for refusing offers

Individuals should consider the GIFT test and the requirements below to help decide whether to refuse an offer. Individuals are to refuse offers:

- likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest;
- could bring them, or Council into disrepute;
- made by a person or organisation about which they will likely make or influence a decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:
 - made by a current or prospective supplier;
 - made during a procurement or tender process by a person or organisation involved in the process; or
 - made by someone with a planning or other application with Council, or
 - where Council is involved in a dispute with another party;
- likely to be a bribe or inducement to make a decision or act in a particular way;
- that extend to their relatives or friends;
- of money, or used in a similar way to money, or something easily converted to money;
- where, in relation to hospitality and events, the CEO considers the organisation will already be sufficiently represented to meet its business;

- where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- made by a person or organisation with a primary purpose to lobby Council, Councillors or staff; or
- made in secret.

If an individual considers they have been offered a bribe or inducement, the offer must be reported to the Director Corporate or the Manager, Governance & Information who will report any suspected criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission.

5.2 Refusing an offer

Where a staff member or Councillor has decided not to accept the offer of a gift, benefit or hospitality, it is important that the offer is declined in a way that does not cause offence to the donor or damage relationships. This can be achieved by explaining Council's policy and ensuring the donor understands that the offer is appreciated.

Where the gift would likely bring the person or the organisation into disrepute, the organisation should return the gift. If it represents a conflict of interest, the organisation should either return the gift or transfer ownership to the organisation to mitigate this risk.

In some cases it would be inappropriate to refuse an offer e.g. official gift from government officials or international delegates. In this case the gift should be accepted on behalf of Council and passed over to the CEO.

Where staff or Councillors are offered gifts for speaking at conferences or meetings it is reasonable to accept a modest gift in recognition of this, as to refuse such an offer could cause offence or embarrassment. All such gifts should be recorded in the normal way on a Gifts, Benefits and Hospitality form.

In all circumstances offers of money, bribes or other offers prohibited through this policy or by legislation should be refused and reported where applicable.

5.3 Token offers (\$20 or less)

A token offer is an offer of a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the individual. It may include promotional items such as pens and note pads, and modest hospitality that would be considered a basic courtesy, such as light refreshments during a meeting.

Individuals may generally accept token offers without approval or declaring the offer on Council's register, as long as the offer does not create a conflict of interest or lead to reputational damage.

5.4 Non-token offers (over \$20)

Individuals can only accept non-token offers if they have a legitimate business benefit. All accepted non-token offers must be approved in accordance with the gifts, benefits & hospitality form, recorded in the gifts, benefits and hospitality register and be consistent with the following requirements:

- it does not raise an actual, potential or perceived conflict of interest or have the potential to bring the individual, Council into disrepute; and
- there is a legitimate business reason for acceptance. It is offered in the course of the individual's official duties, relates to the individual's responsibilities and has a benefit to Council.

Individuals may be offered a gift or hospitality where there is no opportunity to seek approval prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In these cases, the individual must complete the gifts, benefits and hospitality form within five business days.

Where the gift would likely bring you or the organisation into disrepute, the organisation should return the gift. If it represents a conflict of interest for you, the organisation should either return the gift or transfer ownership to the organisation to mitigate this risk.

5.4.1 Recording non-token offers of gifts, benefits and hospitality

All non-token offers, whether accepted or declined, must be recorded on the gifts, benefits and hospitality form. The business reason for accepting the non-token offer must be recorded in the register with sufficient detail to link the acceptance to the individual's work functions and benefit to Council.

Individuals should consider the following examples of acceptable and unacceptable levels of detail to be included on the gifts, benefits & hospitality form when recording the business reason:

Unacceptable

- Networking
- Maintaining stakeholder relationships

Acceptable

- The individual is responsible for evaluating and reporting on the outcomes of the Council’s sponsorship of Event A. Individual attended Event A in an official capacity and reported back to Council on the event.
- The individual presented to a visiting international delegation. The delegation presented the individual with a cultural item worth an estimated \$200. Declining the gift would have caused offence. The gift was accepted on behalf of Council.
- The Mayor and CEO are invited to an event to represent Council.

5.5 Reporting of non-token offers

Council’s Internal Audit and Risk Management Committee will receive a report at least annually on the Gifts, Benefits and Hospitality Policy, Process and Register. Access to the full register is restricted to relevant persons within Council.

5.6 Process

Value	Roles and Responsibilities
Token offers i.e. \$20 or less	Individuals may generally accept token offers without approval or declaring the offer on Council’s register, as long as the offer does not create a conflict of interest or lead to reputational damage.
Non-token offers More than \$20	<p>Individual</p> <ul style="list-style-type: none"> • Complete Gift, Benefits & Hospitality form and submit to the CEO • Formally acknowledge the donor <p>CEO</p> <ul style="list-style-type: none"> • Determine compliance in accordance with the policy • Determine the method of disposal • Finalise the GB&H form and submit to the Manager Governance & Information for updating of Gifts, Benefits & Hospitality Register <p>For gifts received by the CEO, the Mayor will sign the Gifts, Benefits and Hospitality form.</p>

5.7 Ownership of gifts offered to individuals

Non-token gifts with a legitimate business benefit that have been accepted by an individual for their work or contribution may be retained by the individual where the gift is not likely to bring them or Council into disrepute, and where their manager has provided written approval.

Employees must transfer to Council official gifts or any gift of cultural significance or significant value.

5.8 Repeat offers

Receiving multiple offers (token or non-token) from the same person or organisation can generate a stronger perception that the person or organisation could influence you. Individuals should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage.

5.9 Ceremonial gifts

Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally.

Ceremonial gifts are the property of the organisation, irrespective of value, and should be accepted by individuals on behalf of Council. The receipt of ceremonial gifts should be recorded on Council's register.

5.10 Prohibited gifts

In addition to the other limitations imposed by this policy, monetary gifts of any value must never be accepted. This includes cash, gift cards, vouchers, Flybuys, Frequent Flyers or similar rewards.

5.11 Disposal of gifts

The Chief Executive Officer may dispose of gifts by any of the following methods:

- Return to the original recipient
- Return to giver
- Disposal by resolution of Council
- Transfer as a gift to a recognised charitable, aid or non-profit organisation
- Archival action by the Victorian Museum or State Library
- Reduction to scrap
- Destruction.

6. PROVISION OF GIFTS, BENEFITS AND HOSPITALITY

This section sets out the requirements for where Council, Councillors or staff provide gifts, benefits and hospitality to others.

HOST Test

H	Hospitality	To whom is the gift or hospitality being provided? Will recipients be external business associates, or individuals of the host organisation?
O	Objectives	For what purpose will hospitality be provided? Is the hospitality being provided to further the conduct of official business? Will it promote and support Council's policy objectives and priorities? Will it contribute to staff wellbeing and workplace satisfaction?
S	Spend	Will Council funds be spent? What type of hospitality will be provided? Will it be modest or expensive, and will alcohol be provided as a courtesy or an indulgence? Will the costs incurred be proportionate to the benefits obtained?
T	Trust	Will public trust be enhanced or diminished? Could you publicly explain the rationale for providing the gift or hospitality? Will the event be conducted in a manner which upholds the reputation of Council? Have records in relation to the gift or hospitality been kept in accordance with reporting and recording procedures?

6.1 Requirements for providing gifts, benefits and hospitality

Gifts, benefits and hospitality may be provided when welcoming guests, to facilitate the development of business relationships, further public sector business outcomes and to celebrate achievements. When deciding whether to provide gifts, benefits or hospitality or the type of gift, benefit or hospitality to provide, individuals must ensure:

- any gift, benefit or hospitality is provided for a business reason that furthers the conduct of official business or other legitimate organisational goals, or promotes and supports Council policy objectives and priorities;
- that any costs are proportionate to the benefits obtained for the Council, and would be considered reasonable in terms of community expectations (the 'HOST' test above is a good reminder of what to think about in making this assessment); and
- it does not raise an actual, potential or perceived conflict of interest.

6.2 Containing costs

Individuals should contain costs involved with providing gifts, benefits and hospitality wherever possible. The following questions may be useful to assist individuals to decide on the type of gift, benefit or hospitality to provide:

- Will the cost of providing the gift, benefit or hospitality be proportionate to the potential benefits?
- Is an external venue necessary or does the organisation have facilities to host the event?
- Is the proposed catering or hospitality proportionate to the number of attendees?
- Does the size of the event and number of attendees align with intended outcomes?
- Is the gift symbolic, rather than financial, in value?
- Will providing the gift, benefit or hospitality be viewed by the public as excessive?

7. BREACHES

Disciplinary action consistent with Council's Discipline Policy and relevant legislation, including dismissal, may be taken where an individual fails to adhere to this policy. This includes where an individual fails to avoid wherever possible or identify, declare and manage a conflict of interest related to gifts, benefits and hospitality in accordance with the *Local Government Act 1989*.

Staff and Councillors are responsible for maintaining their own records in relation to receipt of 'applicable gifts' as defined in the *Local Government Act 1989*, and where applicable reporting these on their Register of Interest return. Failure to do so could constitute an offence under that Act.

Council will communicate its policy on the offering and provision of gifts, benefits and hospitality through its website and as part of any procurement process.

7.1 Reporting of breaches

Individuals who consider that gifts, benefits and hospitality or conflict of interest within Council may not have been declared or are not being appropriately managed should speak up and notify their manager or the Manager Governance & Information.

Individuals who believe they have observed corrupt conduct by their colleagues may also make a protected disclosure to the Director Corporate.

Council will take appropriate action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

8. REFERENCES

8.1. Related policy, legislation and other documents

- Victorian Auditor-General's Report "Implementing the Gifts, Benefits and Hospitality Framework", December 2015
- Victorian Public Sector Commission "Gifts, benefits and hospitality – Policy Framework", October 2016
- Victorian Public Sector Commission's Gifts, Benefits And Hospitality Policy Guide
- *Local Government Act 1989* – Sections 778C

This provides that a Councillor or Council staff member shares in the interests of a person from whom the Councillor or Council staff member has received an applicable gift within the preceding 5 years. An applicable gift is defined as one or more gifts with a total value of \$500 or more, other than:

- reasonable hospitality received at an event or function the person attended in an official capacity as the Mayor, a Councillor, a member of Council staff or a member of a special committee; or
- a gift, other than an election campaign donation, that was received by the person more than 12 months before the person became a Councillor, a member of Council staff or a member of a special committee.

An applicable gift received before the person became a Councillor or Council staff member is outside the scope of this policy but, after the person's election or appointment, may have to be declared in accordance with disclosure of interest requirements.

An applicable gift received during a person's term as Councillor or Council staff member is within this policy and, as a non-token gift, would have to be recorded and may have to be refused.

- *Independent Broad-based Anti-corruption Commission (IBAC) Act 2011*

9. COMMUNICATION

Intranet, Staff Meetings, Councillor Induction, Staff Induction, Councillor Code of Conduct, Staff Code of Conduct.

10. RESPONSIBILITY

Policy Owner: Manager Governance and Information

11. SUPPORTING DOCUMENTS

Document	Location
Declaration of Gifts Form (F04/011)	Intranet
Mayor and Councillor Event Information Form	HRCC Website
Declared Gifts Register	Intranet/Recfind
HRCC Procurement Policy	Intranet
HRCC Dispute Resolution Policy & Procedure	Intranet
Councillor Code of Conduct	Intranet
Staff Code of Conduct	Intranet

12. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	11 March 2014	EMG	New template	
02	11 December 2017	EMG	Amendments to reflect loyalty reward offers	11 December 2020
03	November 2018	EMT	Amendments to reflect token gifts, and enhanced accountability requirements	27 November 2021



GIFT DECLARATION FORM

This declaration form supports Horsham Rural City Council's Gift Policy. Employees must declare all non-token offers of gifts, benefits and hospitality (whether accepted or declined) and seek written approval from the Chief Executive Officer to accept any non-token offer.

Forms will be held in Council's Gift Register.

Individual to complete	
1. Declaration date	
2. Name (recipient)	
3. Position (e.g. Director)	
Details of the gift, benefit or hospitality	
4. Date offered	
5. Describe the gift, benefit or hospitality offered	
6. Estimated or actual value	
7. Name of person (donor) making the offer	
8. Position of person making the offer	
9. Name of organisation making the offer	
10. Why is the offer being made?	
11. Would accepting the offer create an actual, potential or perceived conflict of interest (Yes / No)? If yes , then the offer must be declined in accordance with the minimum accountabilities	
12. Would accepting the offer bring you or Council into disrepute (Yes / No)? If yes , then the offer must be declined in accordance with the minimum accountabilities	
13. Is there a legitimate business benefit to the organisation for accepting the offer? (Yes/No) For example: a) Was it offered during the course of your official duties? b) Does it relate to your official responsibilities? c) Does it have a benefit to the organisation?	

Individual to complete	
If no, then the offer must be declined	
If yes, then the business benefit must be detailed	
14. I accepted the offer YES / NO Please circle answer	Signature Date

Chief Executive Officer or Director to complete	
1. Name	
2. Position (e.g. Director)	
3. Relationship to employee	
Complete if individual declined offer	
4. I have reviewed this declaration form and submitted it for inclusion on the organisation's gifts, benefits and hospitality register	Signature: Date:
Complete if individual accepted offer	
5. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer: a) does not raise an actual, potential or perceived conflict of interest for the individual or myself; and b) will not bring the individual, myself, the organisation or the public sector into disrepute;	Signature: Date:
6. Record the decision about ownership of the gift; for example did the employee: a) retain the gift; b) accept an official or ceremonial gift on behalf of the organisation c) transfer ownership of the gift to the organisation; d) return the gift to the donor; or e) donate the gift to charity?	

RESPONDING TO GIFTS, BENEFITS AND HOSPITALITY

Public officials do not seek offers of gifts, benefits and hospitality

Have you been offered a gift, benefit or hospitality?

Offers include:

- items or services (eg chocolates, bottle of wine, door prize, free training course)
- benefits (eg promise of new job, discounted services)
- hospitality (eg food, drink, travel, accommodation, attending sporting or cultural events)

YES

Is it prohibited?

- Is it **money** or similar to money (eg gift vouchers) or easily converted to money (eg shares)?
- Would accepting the offer create a **conflict of interest** (eg perceived as influencing your decision to award a contract, set policy, or regulate a service)?
- Would accepting the offer bring your integrity, or that of your organisation into **disrepute**?

YES

NO

Is it a token offer?
(ie of inconsequential or trivial value)

Is it a token offer?
(ie of inconsequential or trivial value)

YES

NO

NO

YES

Refuse the offer

If cannot immediately refuse, either return the offer or transfer ownership to your organisation

Refuse and declare the offer

If cannot, immediately refuse, either return the offer or transfer ownership to your organisation

Does it have a business benefit?

May accept & then declare the offer

Have you received multiple offers from the same source?

May accept the offer

May refuse the offer

OUTSTANDING COUNCIL RESOLUTIONS ACTION LIST

MONDAY 26 NOVEMBER 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.1	<p>Western Highway Corridor Strategy</p> <p>That through documentation of Councillors comments tonight, the report be adjusted and appropriate comments included as determined by Council officers.</p>	JM	
11.2	<p>Finance and Performance Committee</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the 2017/18 Financial Year Final Cash Surplus Amount 2. Allocate the cash surplus to the Major Capital Projects Reserve. 	HP	26/11/18
11.3	<p>2019 Council Meeting Dates</p> <ol style="list-style-type: none"> 1. That the ordinary Council meetings for 2019 for the Horsham Rural City Council be held at 5.30pm at the Civic Centre, Horsham, on the following dates: <ul style="list-style-type: none"> • Tuesday, 29 January 2019 • Monday, 25 February 2019 • Monday, 25 March 2019 • Tuesday, 23 April 2019 • Monday, 27 May 2019 • Monday, 24 June 2019 • Monday, 22 July 2019 • Monday, 26 August 2019 • Monday, 23 September 2019 • Monday, 28 October 2019 • Monday, 25 November 2019 • Monday, 16 December 2019 2. The Statutory Meeting to elect the Mayor of the Horsham Rural City Council be held on Thursday 4 November 2019 at 5.30pm at the Civic Centre, Horsham. 3. The adopted 2019 Council meeting dates be advertised on the Horsham Rural City Council website and in the Public Notices page in the Wimmera Mail-Times and The Weekly Advertiser newspapers. 	SF	Completed

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.4	<p>Allocation of Councillors to Committees</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the allocation of Councillors to committees for 2019 2. Nominate Cr Mark Radford as Council's representative to the Municipal Association of Victoria and Cr Josh Koenig as the substitute representative 3. Nominate Cr Mark Radford and Council's representative to the Victorian Local Governance Association and Cr Josh Koenig the substitute 4. Nominate Cr John Robinson to the Aerodrome Users Group. 	SF	Completed
11.5	<p>Audit Committee Meeting Update</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Note the minutes of the Horsham Rural City Council Audit Committee meeting of 22 November 2018. 2. Appoint Mr Richard Trigg as the new independent committee member for a three year term, commencing from quarter 1 meeting in 2019 and concluding after the first quarterly meeting in 2022. 3. Appoint Mr Geoff Price as the Independent Chair of the committee for a one year term to the last quarterly meeting in 2019. 	DMc	27/11/18
14.1	<p>Evans Way Wetland Petition</p> <ul style="list-style-type: none"> • That Council receive the petition and that a report on this matter be presented to the next Council meeting. • That Council request a report on the City Gardens wetland issue and the condition of the city stormwater retardation basins. 	JM	
17.1	<p>Municipal Building Surveyor and Building Permit Services Contract 18/018</p> <p>That Council accept the tender from Gov Shared Services at a cost of \$635,940+GST for a three year term, with option for a two year extension, and that building permits be issued on a cost neutral basis, whereby the applicant pays the building permit fee to Council on the issue of a building permit, and the tenderer then invoices Council for the same amount.</p>	AM	04/12/18 solicitor instructed solicitor to draw up contract documentation with a view to commencing in early 2019

MONDAY 12 NOVEMBER 2018 – SPECIAL MEETING			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
8.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the application to the Building Better Regions Fund for roofing the Horsham Regional Livestock Exchange 2. Commit to funding of \$1.54 million for the project, as an internal loan, to be repaid over 16 years 3. Also pursue State Government funding for the project. 	JM	<ol style="list-style-type: none"> 1. Application submitted 2. To be included in budget process 3. In progress
MONDAY 22 OCTOBER 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
16.2	<ul style="list-style-type: none"> • That Officers provide an update on the Draft 2016 Horsham Aerodrome Master Plan and that Councillors have an opportunity to ask questions about it. • That Council request our strategic planners to provide a report on future planning protection for the Horsham Aerodrome. 	AM	

MONDAY 24 SEPTEMBER 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.1	<p>That Council:</p> <ol style="list-style-type: none">1. Note Option G for the Wimmera Sports Stadium development which was prepared to address Horsham Amateur Basketball Association’s concerns about the core proposal.2. Await the outcomes of the CBD / River Precinct Vision Project to inform further planning for the Wimmera Sports Stadium.3. Invite the Stadium Project Control Group to present to a Councillor briefing session.4. Conduct a final meeting of the Project Control Group to present a status report to the Group on the project, based on this report. <p>That Council offer the Horsham Amateur Basketball Association a seven year contract with a three year extension on the same conditions as the contract dated 18 October, 2017 and that we clarify the rights and responsibility for maintenance.</p>	<p>JM</p> <p>KOB</p>	<ol style="list-style-type: none">1. Complete2. Ongoing3. Pending4. Pending <p>Draft new licence sent to HABA 5/11/18</p>
16.1	<p>That Council review the Council meeting frequency and Local Law No 1 Governance - Meeting Procedures in no less than 6 months.</p>	<p>GH</p>	

MONDAY 27 AUGUST 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.7	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. 3. That the Horsham Rural City Council review the community engagement process.	GH	1. Completed 27/08/18 2. Completed 27/08/18 3. In progress

MONDAY 7 MAY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5.1	That Council defer detailed planning for a second pedestrian bridge and commence the urban phase of the Horsham Integrated Transport Strategy. This important planning work in consultation with the community will assist council to identify urban priorities and our strategic needs.	JM	Separate report to be done
10.5.1	That Council endorse the preliminary planning for a pedestrian bridge over the Wimmera River in the vicinity of Hamilton Street, including public consultation. <u>That the motion be deferred to enable further information to be provided to Council.</u>	JM	Separate report to be done

MONDAY 5 FEBRUARY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.3	1. That Council allow Esco Pacific to provide partner funding for the annual Community Development Grants Program; 2. That Council adopt the draft MOU as the framework for the delivery of the new partnership; and 3. That Council develop a Sponsorship Policy to facilitate future corporate sponsorship and co-funding of the Community Development Grants Program and other possible Council/Community projects.	KB/SS	MOU with ESCO to be signed off by 28/02/18 Sponsorship policy to be developed for Council consideration in April 2018

MONDAY 6 NOVEMBER 2017			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.2	<p>1. That Council adopt the revised Local Law No.1 – Governance, Meeting Procedure as shown in Appendix “10.2A”, but with track changes removed.</p> <p>2. That a notice is placed in the next possible Government Gazette notifying of the revision and once published the revised Meeting Procedure will come in to effect.</p> <p>3. That Council commence the audio recording of meetings effective from the first meeting in 2018 and that audio recordings of Council meetings be retained in Council’s records management system.</p> <p>4. That further investigation and consideration be given to recording of Councillor Briefing meetings and other Assemblies of Councillors.</p> <p>5. That future meetings are streamed live via the internet, once suitable technologies have been established to facilitate that occurring.</p> <p>6. Motions may be put from the Councillors Report in relation to any matter that the Councillor wishes to be put forward. (This wording will replace C.3.3)</p> <p><u>Amendment</u> Moved Cr Grumble, seconded Cr Robinson to include the following alteration which will become No.7 of the motion above, that on page 25 of Appendix “10.2A”, E.11.2, replace the word “should” with the word “may”, as per below - <i>E.11.2 Where the matter is significant and does require in-depth consideration the Notice of Motion <u>may</u> give consideration to calling for a Council Report, in order to allow appropriate information to be gathered to inform the decision.</i></p>	GH	<p>1. Completed</p> <p>2. Gazette 16/11/17</p> <p>3. 05/02/18</p> <p>4. Completed</p> <p>5.</p> <p>6. Completed</p>

MONDAY 3 JULY 2017			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5.4	<ol style="list-style-type: none"> That Council endorse the project control group’s recommendation for any new indoor sports stadium facility to be located in McBryde Street adjoining the existing basketball stadium. That the technical services team engage with the community around closing McBryde Street for the development of a sports stadium. 	JM/RMcNSN	<ol style="list-style-type: none"> Completed In progress

MONDAY 15 MAY 2017			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5.2	<p>That:</p> <ol style="list-style-type: none"> Negotiations be held with VicRoads regarding an increased speed limit in Rasmussen Road, Horsham, to 80 km/h, but only to within 200 m of the urban area. Victoria Police be contacted seeking a greater enforcement of speed limits in the lower speed limit zones of Rasmussen Road, in particular the school zone. The speed limit in Remlaw Road, Horsham not be increased. Negotiations be held with VicRoads regarding a decrease of the speed limit in Hunts Road, Haven to either 60 or 70 km/h. 	JM	<ol style="list-style-type: none"> Letter sent In progress No action required In progress

MONDAY, 3 APRIL 2017			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5.1	<ol style="list-style-type: none"> That the preparation of a waste strategy be undertaken as outlined in this report. That the proposed Steering Committee be formed, with representatives being sought by public advertisement. 	JM	<ol style="list-style-type: none"> Well advanced Completed

MONDAY, 20 FEBRUARY 2017			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
9	That a policy be developed around the acceptable use and management of emails for Council business.	PBSB/GH	To be included in Council's Communication Policy
10.5.1	That Council seek an independent review of the Aerodrome Master Plan and the Aerodrome Business Plan.	JM	In progress

MONDAY, 17 OCTOBER 2016			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.4	<ol style="list-style-type: none"> 1. That the Instrument of Delegation established for the Camerons Oval Committee of Management be revoked. 2. That a licence be developed with Laharum Sports Inc for the governance of the Camerons Oval precinct. 	GH	1. Completed
10.2.5	<ol style="list-style-type: none"> 1. That the Instrument of Delegation established for the Quantong Recreation Reserve Committee of Management be revoked. 2. That a licence be developed with Quantong Recreation Reserve Inc for the governance of the Quantong Recreation Reserve. 3. That all funds currently in the bank account for the Quantong Recreation Reserve Committee of Management be transferred to the Quantong Recreation Reserve Incorporated (A0049172Z). 	GH	<ol style="list-style-type: none"> 1. Completed 2. 3.

MONDAY, 1 AUGUST 2016			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.1	That the final balance of the compensation received be utilised for the purpose of establishing amenity trees within the municipality, the exact projects still to be determined.	GH/JM	Discussed EMG 08/08/16 – JM to follow up (\$10k)

MONDAY 20 MAY 2013			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
9.5.4	That Council endorse the development of a policy on the public use of tennis courts within the municipality	RM eSN/JM	Underway – work has started – consultation 28/06/16. Will now go to public consultation. Issue with courts that were resurfaced, waiting to resolve this issue before proceeding further.

COMPLETED COUNCIL RESOLUTIONS – 2018

MONDAY 22 OCTOBER 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.1	<p>That Council write to the following to advocate for a Support and Safety Hub for Horsham:</p> <ol style="list-style-type: none"> 1. Hon Natalie Hutchins, Minister for the Prevention of Family Violence 2. Hon Gavin Jennings, Special Minister of State 3. Hon Jill Hennessey, Minister for Health 4. Emma Kealy, Member for Lowan and Shadow Minister for Country Health 5. Joshua Morris, MLC for Western Victoria 6. James Purcell, MLC for Western Victoria 7. Hon Jaala Pulford, MLC for Western Victoria 8. Gayle Tierney, MLC for Western Victoria 9. Georgie Crozier, Shadow Minister for Families and Children, and Prevention of Family Violence 10. Hon Mary Wooldridge, Shadow Minister for Health. 	KO'B	24/10/18
11.2	That Council note the Horsham Town Hall Fundraising Report.	KO'B	22/10/18
11.3	That Council make representations to senior DEDJTR representatives and the Minister to advocate for DEDJTR holding the bond until Pit 23 fills.	AM/AM	08/11/18
11.4	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse community grant funding of up to \$15,000 to the Horsham Agricultural Society to host the New Year's Eve Event for 2018. 2. Support the event on a trial basis for 2018 before determining a longer-term financial and in-kind commitment. 	AM/CMc	Completed 20/11/18
11.5	That Council note the Quarterly Financial Report for the period ending 30 September 2018.	GH/ZG	22/10/18

MONDAY 24 SEPTEMBER 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.2	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the following as its primary transport objectives for Horsham: <ul style="list-style-type: none"> • A more active and vibrant CBD and river precinct • Trucks which don't originate or terminate in the CBD to be removed from the CBD and river precinct • More active transport • More river crossings • Linking highways to economic activities • Preference for the use of existing road reserves for future development of the local and arterial roads 2. Endorse the preparation of an integrated transport network plan for Horsham's urban areas. 3. Note that a separate process will be undertaken to develop a transport network plan for the rural parts of the municipality. 	JM	Completed
11.3	<p>That Council, with respect to an application for review against Council's refusal to grant a planning permit, resolve to advise the Victorian Civil and Administrative Tribunal (VCAT) and other parties to the application that it has no objection to the substituting of the amended plans and that the refusal be upheld by VCAT for the reasons as detailed in its Refusal to Grant a Permit dated 20 September 2017.</p>	AM/NC	Completed 27/09/18
11.4	<p>That Council approves the proposed Development Plan for Lot 1 PS 641580, Plozzas Road, Haven, prepared by Ferguson Perry Surveying titled "Development Plan Version 1, Parish of Bungalally, Crown Allotment 2B (Part)", with Surveyors reference H002518 dated 20/03/18.</p>	AM/AM	Completed 10/10/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.5	<p>That Council:</p> <ol style="list-style-type: none"> 1. Give in principle approval to the Financial and Performance Statements for 2017/18 and authorise their submission to the Victorian Auditor-General’s office. 2. Authorise the Mayor Cr Pam Clarke and Cr David Grimble to certify the statements in their final form after any changes recommended or agreed to by the auditors have been made pursuant to section 131 of the Local Government Act (1989). 	GH	Completed 24/09/18
11.6	That Council note the 3 motions that have been submitted to the MAV State Council.	GH/SS	Completed 24/09/18
11.7	That Council receive the Minutes of the Audit Committee from 13 September 2018.	GH/DMcD	Completed 24/09/18
11.8	That Council note the report for the six month period ending 30 June 2018 regarding the status of the Council Plan priorities and strategic indicators.	GH/LH	24/09/18
11.9	That Council note the Report of Operations prior to the data being published on the Know Your Council website.	GH/LH	24/09/18
11.10	<p>That Council, note that by the closing date of 14 September 2018, following applications for funding were submitted to the Federal Government’s Community Sport Infrastructure Grant Program:</p> <ol style="list-style-type: none"> 1. Aquatic Centre Stage 2 Accessibility project 2. Pimpinio Second Netball Court 3. Quantong Netball Facilities 4. Laharum Sporting Precinct Community Facility 	KO’B/SS	24/09/18

MONDAY 27 AUGUST 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
8	That confirmation and signing of the 16 July 2018 Council minutes be deferred until clarification of Cr Grimble’s motions have been obtained.	SB	22/10/18
11.1	That Council adopt the 2018 State Government election priorities for the Horsham Rural City Council as outlined in Appendix “11.1A” and include advocating for a more sustainable funding model for local government.	SB	27/08/18
11.2	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 <i>Local Government Act 1989</i> . 3. Note that the revised Local Law No 1 Governance – Meeting Procedure will come into effect immediately following publication in the Victorian Government Gazette.	GH	Rescission motion tabled by Cr Grimble 27/08/18 Completed 24/09/18
11.3	That Council support the Pick My Project application to fund the installation of tanks at Mockinya for firefighting purposes.	JM	Completed
11.4	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.	AM	Completed 08/11/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.5	<p>That Council:</p> <ol style="list-style-type: none"> 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 into the Rates Strategy Review during 2018. 3. In the event of insufficient applications from any sector, consider additional representations from the industrial/commercial sector (Business Horsham) 4. Ex officio with no voting rights - relevant council officers as required. 5. At least one of the farmers be represented by the VFF. <p>That the independent chair of the Rates Strategy Review be appointed by Council</p>	GH	Completed 27/08/18
11.6	That the revised draft Councillor Allowances, Expense Reimbursement and Support Policy (excluding the tracked changes) be adopted by Council.	GH	Completed 27/08/18
11.8	That Council note the Quarterly Financial Report for the period ending 30 June 2018.	GH	Completed 27/08/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
11.9	<p>That Council, in the exercise of the powers conferred by section 98(1) of the <i>Local Government Act 1989</i> (the Act) and the other legislation referred to in the attached instrument of delegation (Appendix “11.9A”).</p> <p>Horsham Rural City Council (Council) RESOLVES THAT –</p> <ol style="list-style-type: none"> 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 <i>Instrument of Delegation to members of Council staff</i>, the powers, duties and functions set 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. 	GH	Completed 27/08/18
11.10	That Council endorse the Final Youth Strategy.	KOB	29/08/18

MONDAY 16 JULY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the impact of the significant increase in farm valuations relative to residential values and the impact that has on rates. 2. Note the legal advice that any amendment to Council’s rating structure be deferred until next year’s budget to ensure that good strategic and financial planning practices can be implemented. 3. Reaffirm its commitment to undertake a detailed review of its Rates Strategy (including the level of the farm differential) prior to the preparation of the 2019-20 Budget. 	GH	Completed 16/07/18
10.2	That Item 10.2 be deferred until appropriate public community consultation and feedback is received.	SB	Completed
10.3	<p>That Council:</p> <ol style="list-style-type: none"> 1. Hold one ordinary Council meeting per month, commencing in August 2018. 2. Note that ordinary meetings of the Horsham Rural City Council will be held on the fourth Monday of every month at the Civic Centre commencing at 5.30pm. 3. Note that meeting dates for the remainder of 2018 will be 27 August, 24 September, 22 October, 26 November and 17 December (due to Christmas day), the Statutory Meeting will be held on Thursday 8 November 2018 at 7pm as previously resolved. 4. Note that notice of the change to one ordinary Council meeting on the fourth Monday of every month will be provided to the public in accordance with <i>Local Law No 1 Governance (2017) Meeting Procedure</i>. 	SB	Completed

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.4	That the tender by Planning and Environmental Design be accepted based on a fee of \$87,360 incl GST for 2018/19, for 2 days per week with a 2 further terms of 1 year options exercisable by Council. A further day per week from July 1 to December 31, 2018 at a price of \$840 per day including GST be accepted at \$21,000 (inc GST).	AM	Completed
10.5	<ol style="list-style-type: none"> 1. That Council award Contract No: 18/027 - Provision of concrete crushing and stockpiling, Dooen landfill to Local-Mix Quarries Pty Ltd, of Moolap Victoria, for the tendered price of \$13.60 per tonne (excluding GST). 2. That Council award this contract for an initial period commencing July 2018 to 30 June 2020 and that Council at its sole discretion may offer to enter into an additional two year term of contract to 30 June 2022. 	JM	Completed

MONDAY 2 JULY 2018

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
7.3.1	<p>Notice of Motion</p> <p>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.</p>	SB	Completed
8.4.4	That a report and recommendation be requested from Council offices regarding the firefighting water storage options at Mockinya.	JM/MD	Completed
9	That Council acknowledge the sad passing of our esteemed community leader Bernie Dunn OAM and send a letter of condolence to the Dunn family.	SB/FK	23/07/18

MONDAY 25 JUNE 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
5.1	That Council adopt the Horsham Rural City Council, Council Plan 2018-2022 Appendix "5.1A", in accordance with section 125(8) of the <i>Local Government Act (1989)</i> , and advise the Minister accordingly.	GH	Completed
5.2	<ol style="list-style-type: none"> 1. Adopt the Horsham Rural City Council Rates Strategy 2018-19 as attached in Appendix "5.2C". 2. Adopt Horsham Rural City Council Budget 2018-19 as attached in Appendix "5.2B", pursuant to Section 130 (1) of the Local Government Act (1989) and that Council give public notice of this decision to adopt such Budget, in accordance with Section 130 (2) of the Local Government Act 1989. 3. Adopt the Horsham Rural City Council Strategic Resource Plan 2018-19 to 2021-22 as depicted in section 3 "Financial Statements" of the attached budget document Appendix "5.2B". 4. Adopt the Horsham Rural City Council Rates and charges as depicted in section 4 of the attached budget document Appendix "5.2B". 5. That the current rating strategy be reviewed before the 2019/20 budget preparations. 	GH	Completed
6	That the petition received from the Victorian Farmers Federation "lay on the table".	GH	16/07/18

TUESDAY 12 JUNE 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
8.1	That Cr Grimble's proposed Notice of Motion be discussed prior to the Special Council Meeting on 25 June, 2018 to adopt the budget.	SB	14/06/18
10.1	That Council adopt the revised Procurement Policy (Appendix "10.1A").	GH	12/06/18
10.2	That Council in accordance with the provision of the <i>Local Government Act 1989</i> Section 171(4) in relation to general rates and service charges levied under the provisions for the above Act, with the consent of the Minister, the Council in respect of recipients eligible for waivers under the <i>State Concessions Act 2004</i> , treat those persons who were granted waivers in 2017/2018 as having made a continuing application for a waiver in respect of the same rateable land or part on which a waiver was granted in 2017/2018 unless the person advises the Council that a waiver is no longer sought.	KB/GH/TB	Adopted by Council 12/06/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.3	<p>1. Under the Victorian Building Regulations 2018 – Regulation 280 (formerly 1804) ‘Exemption for Class 10 buildings on farm land, may exempt the following, subject to an application process on a case by case basis, and subject to the relevant building surveyor classifying the building as belonging to the class it most closely resembles in accordance with Regulation 13 (formerly 112).</p> <p>(a) Any single storey Class 10 building that is to be constructed on land primarily used for farming that is:</p> <ul style="list-style-type: none"> (i) Used in connection with farming; or (ii) Used primarily to store one or more farm vehicles; or (iii) A combination of (i) or (ii); and <p>(b) Occupied neither frequently nor for extended periods by people; and</p> <p>(c) In which the total number of persons accommodated at any time does not exceed 2; and</p> <p>(d) With a total floor area of 500 square metres or less</p> <p>(e) (i) Farming – is as defined in the Building Code of Australia. (ii) Farm vehicle – is as defined in the Building Code of Australia. (iii) Farm Land – as defined in the Victorian Valuation of Land Act 1960.</p> <p>2. Note its revocation of the “Exemption for farm buildings from requirement to obtain a building permit policy” at its Ordinary Meeting of 19 March 2018 on the basis that it is no longer consistent with the current exemption power under regulation 1804.</p> <p>3. Note that:</p> <ul style="list-style-type: none"> a. to the extent that the resolution made on 19 March 2018 may have affected the delegation of power by Council to the CEO to issue an exemption under regulation 1804 that delegation is remade; and b. that in making the fresh resolution, Council confirms that the CEO and any person to whom the power to grant the exemption is delegated by the CEO now or in the future, may exercise that power on application by the owner of farm land seeking the exemption. <p>4. Note the guideline and application form for exemption for farm buildings from requirement to obtain a building permit published on Council’s website and made generally available.</p>	AM	Completed

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5	That Council: 1. Adopt the final cost apportionment. 2. Levy the owners affected by the Special Charge Scheme for Jenkinson Avenue, Horsham kerb and channel stage 3 construction for final costs.	LW	Completed

MONDAY 21 MAY 2018

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
3	That leave of absence be granted for Cr Josh Koenig from 19 May, 2018 to 2 June, 2018.	SB	21/05/18
9	That revaluation information be provided to individual ratepayers on request to give indicative rate burden.	GH	Completed
10.3.1	That Council adopt the revised Terms of Reference for Council's Tourism Advisory Committee.	AM/SP	Completed
10.3.2	<ul style="list-style-type: none"> • That Notice of Motion No. 165 be withdrawn. • That Item No.10.3.2 be deferred. 	AM	Completed
10.3.3	That Council endorse the submission to the Federal Inquiry into the indicators of, and regional inequality in Australia.	AM	Completed
10.4.1	That the Wimmera Regional Library Corporation Agreement 2018 be signed under Council delegation.	KO'B	23/05/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.4.2	That Council endorse the following membership to the Public Art Advisory Committee: Brian Basham, Casandra Velinos, Annie Ferguson and Elizabeth Dahlenberg.	AD	23/05/18
10.4.3	That Council refer this item to the confidential briefing part of the meeting to consider the report from the Director Community Services in accordance with Section 89(2) (d) contractual matters of the <i>Local Government Act 1989</i> .	AD	23/05/18
10.5.1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the Horsham Regional Livestock Exchange Master Plan. 2. Note the following strategic recommendations in the Master Plan: <ol style="list-style-type: none"> a) Cattle Operations: close the weekly cattle sales. b) NLIS Compliance: adopt the Outcross implementation strategy to comply with the requirements of the NLIS for sheep and goats and the introduction EID for sheep and goats born in Victoria after 1 January 2017. c) Information Management: adopt a specialist saleyard software management system. d) Facility development: plan to construct a roof for the existing facility. e) Facility ownership: the facility remains open and under the management control of Council. 3. Refer the further operational recommendations outlined in the report to the HRLE Board for its ongoing consideration and further advice to Council. 	JM	All completed

MONDAY 7 MAY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.1	That Council note the quarterly financial report for the quarter ended 31 March 2018.	GH	Completed
10.2.2	That Council: <ol style="list-style-type: none"> 1. Note the amended draft Council Plan 2018-2022 and the related Strategic Resource Plan. 2. Invite community comments and submissions until 5pm on the 5 June 2018 in accordance with Section 223 of the Local Government Act 1989. 	GH	Completed
10.2.3	That Council: <ol style="list-style-type: none"> 1. Note the Draft Budget 2018-19 attached as Appendix "10.2C" and make it available for community comments and submissions until 5pm on the 5 June 2018. 2. Note the Strategic Resource Plan included within the budget documentation for the four years to 2021-22. 3. Consider any submissions on the Draft Budget 2018-19 on Wednesday 6 June 2018 at 5.30pm. 4. Propose the rate in the dollar and charges as set out in Section 4.1 of the draft budget document attached as Appendix "10.2C". 	GH	Completed
10.2.4	That Council: <ol style="list-style-type: none"> 1. Note the Draft Rates Strategy 2018-19 attached as Appendix "10.2D" and make it available for community comments and submissions until 5pm on 5 June 2018. 2. Consider any submissions on the Draft Rates Strategy 2018-19 on Tuesday 6 June 2018 at 5.30pm. 	GH	Completed
10.2.5	That Council approve inclusion of the names Burke and Nettelbeck to Council's Street Naming list.	GH	Completed
10.4.1	That Council approve the proposed fees and charges for the Horsham Aquatic Centre for the 2018/2019 financial year.	KOB	Completed YMCA Advised 08/05/18

MONDAY 16 APRIL 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.1	<ol style="list-style-type: none"> 1. Allocate funding of \$365,539 in the 2018/19 Budget for approved community grants and donations and to advise all successful and unsuccessful grant applicants of the outcome of their submissions during April, 2018. 2. Approve the allocations to the various grant recipients as detailed in Appendix "10.2A". 	HP/SS	<ol style="list-style-type: none"> 1. Completed 2. Completed
10.3.1	That Council approves the proposed Development Plan for 256 Old Hamilton Road, Haven, prepared by Ferguson Perry Surveying titled "Development Plan Version 1, 256 Old Hamilton Road, Parish of Bungalally, Crown Allotment 24Q (Part)", with Surveyors reference H014617 dated 17/11/17.	AM	Completed

TUESDAY 3 APRIL 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
7.3.1	Exemption for Farm Buildings from Requirement to Obtain a Building Permit Policy That Item No. 7.3.1 "lay on the table"	AM	Ongoing
10.4.1	That Council adopt the proposed new Leadership Statement for prevention of violence against women and children.	KO'B/MS	Completed Media Release prepared, statement displayed at key Council Facilities

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED												
10.4.2	<p>That Council accepts YMCA’s contract extension offer as follows:</p> <ul style="list-style-type: none"> Contract fees <table border="1" data-bbox="405 355 1520 501"> <thead> <tr> <th data-bbox="405 355 779 395">2018/19</th> <th data-bbox="779 355 1151 395">2019/20</th> <th data-bbox="1151 355 1520 395">2020/21</th> </tr> </thead> <tbody> <tr> <td data-bbox="405 395 779 435">\$250,000</td> <td data-bbox="779 395 1151 435">\$255,000</td> <td data-bbox="1151 395 1520 435">\$260,100</td> </tr> <tr> <td data-bbox="405 435 779 475">Profit share – YMCA 100%</td> <td data-bbox="779 435 1151 475">Profit share – YMCA 100%</td> <td data-bbox="1151 435 1520 475">Profit share – YMCA 100%</td> </tr> <tr> <td data-bbox="405 475 779 501">Loss share – YMCA 100%</td> <td data-bbox="779 475 1151 501">Loss share – YMCA 100%</td> <td data-bbox="1151 475 1520 501">Loss share – YMCA 100%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> No business changes to the current operation. YMCA to fund a 24/7 fit out of the facility including enhanced facility surveillance systems (\$65,000 approximate upfront capital investment). Upgraded facility surveillance systems. Three-year extension period concluding 30 June 2021. 	2018/19	2019/20	2020/21	\$250,000	\$255,000	\$260,100	Profit share – YMCA 100%	Profit share – YMCA 100%	Profit share – YMCA 100%	Loss share – YMCA 100%	Loss share – YMCA 100%	Loss share – YMCA 100%	KO’B	Completed Letter to YMCA 05/04/18
2018/19	2019/20	2020/21													
\$250,000	\$255,000	\$260,100													
Profit share – YMCA 100%	Profit share – YMCA 100%	Profit share – YMCA 100%													
Loss share – YMCA 100%	Loss share – YMCA 100%	Loss share – YMCA 100%													
10.5.1	<ol style="list-style-type: none"> That the Terms of Reference for Dudley W Cornell Reserve Advisory Committee Appendix “10.5A” be adopted and that the recruitment process for members of the committee commence. That Council nominate a Councillor representative for the Committee. 	JM/MK	<ol style="list-style-type: none"> Completed Completed 												
10.5.2	That Council note the Bicycle Advisory Committee Strategic Plan.	JM/MD	Completed												

MONDAY 19 MARCH 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.2.1	<p>Delegation to Members of Council Staff</p> <p>In the exercise of the powers conferred by section 98(1) of the <i>Local Government Act 1989</i> (the Act) and the other legislation referred to in the attached instrument of delegation (Appendix “10.2A”).</p> <p>Horsham Rural City Council (Council) RESOLVES THAT -</p> <p>5) 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 <i>Instrument of Delegation to members of Council staff</i>, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.</p> <p>6) The instrument comes into force immediately the common seal of Council is affixed to the instrument.</p> <p>7) On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.</p> <p>8) 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.</p>	GH	19/03/18
10.2.2	<ol style="list-style-type: none"> 1. That Council adopt the amended Community Development Grants Policy 2. That Council adopt the amended Community Donations Policy 	SS	Completed Refer Council Minutes 19/03/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.3.1	That Council approve the street names “Griffin Court” and “Brady Court” for the two new streets off Hamilton Street in the subdivision at 99 Robinson Street, Horsham.	SB	Completed
10.3.2	That Council rescind the exemption for farm buildings from requirement to obtain a building permit policy.	AM	Completed
10.4.1	That the proposed Wimmera Regional Library Corporation Budget for 2018/19 be referred to Council’s budget process, and that the Library Board be advised accordingly.	KOB	Letter sent 23/03/18
10.4.2	YMCA Contract Extension Proposal Item No. 10.4.2 will “lay on the table” until the next Ordinary Meeting of Council to be held on Tuesday 3 April due to there being no quorum for this report.	KOB	19/03/18
10.4.4	That Council adopt the Public Art Advisory Committee Terms of Reference as attached as Appendix “10.4B”.	AD/JP	Completed 23/03/18

MONDAY 5 MARCH 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
9	That Council invite the Wimmera Development Association to a future Council briefing meeting to discuss the Canberra deputation.	FK	WDA invited to 26/03/18 meeting
10.3.1	That Council approve the Horsham Rural City Council Domestic Animal Management Advisory Group Draft Terms of Reference.	LC/AM	Completed
10.4.3	That Council appoint Mr Garry Newman as Relieving Environmental Health Officer for the period 28 February 2018 to 20 April 2018.	LM/KOB	Completed
10.4.4	<ol style="list-style-type: none"> 1. Council trial an extension of the Shoulder Season hours #1 (3rd week in November until the end of December and Shoulder Season #2 (February to end of March) for the 2018/19 Outdoor Pool Season to be the same hours as the current January outdoor pool hours. 2. The outdoor pool is operational in the shoulder season when the forecast temperature for Horsham the day before (as per the Bureau of Meteorology website) is 24 degrees and above. 3. Council refers an amount of \$8,609.84 to the 2018/19 Budget for this trial. 4. A future report is provided to Council on the outcome of the trial. 5. The action of Council be communicated to the community and the petitioners. 	KOB	<ol style="list-style-type: none"> 1. & 2. To be implemented in the 2018-2019 outdoor pool season 3. Completed 4. To be completed in May 2019 5. Completed

MONDAY 19 FEBRUARY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
7.2.1	That in accordance with Clause L8.55 of the Horsham Rural City Council's Local Law No 1 on Meeting procedures, that the petition from Mrs Diane Cook "lay on the table" and be considered as an "Order of the Day" at the next Ordinary Meeting of the Council on Monday 5 March, 2018.	GH/KOB/FK	Completed
10.1.1	<ol style="list-style-type: none"> 1. That Council revert the Horsham Cup public holiday back to the Melbourne Cup which this year will be held on Tuesday, 6 November 2018. 2. That Council notify the Horsham Racing Club of our decision and invite them to meet with Council to discuss how best to support the Horsham Cup. 	GH	21/02/18 Racing Club, Business Horsham, Brendan Ryan and all schools notified and Racing Club invited to community consultation meeting
10.2.3	<ol style="list-style-type: none"> 1. That Mr Sunil Bhalla be appointed as Chief Executive Officer of the Horsham Rural City Council with commencement on 3 April 2018 and that Council sign and seal the contract of employment previously prepared and reviewed by Councillors, and signed by Mr Bhalla. 2. That Mr Bhalla's appointment by Council as Chief Executive Officer be released to the public. 3. That Council extend the appointment of Mr Graeme Harrison as Acting Chief Executive from 31 March 2018 until the commencement of Mr Sunil Bhalla on 3 April 2018. 	GH/TS	19/02/18 19/02/18 19/02/18

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.3.1	<p>That Council revokes the following policies:</p> <ol style="list-style-type: none"> 1. Central Activity District Car Parking Policy for shop/food and drink premises/office. 2. Liquor Licence Applications. 	AM/NC	Completed
10.3.2	<p>That Council endorse the final Draft of the Horsham Rural City Council’s Economic Development Strategy 2017-2021.</p>	AM	Completed
10.3.3	<ol style="list-style-type: none"> 1. The Horsham Rural City Council neither accepts nor opposes the application by the Horsham Sports and Community Club to increase their electronic gaming machines from 78 to 83. 2. Council review the Horsham Rural City Council policy on electronic gaming machines. 3. Council actively engage with the Office of Liquor, Gaming and Racing either directly or through the MAV and the VLGA to advocate for the reduction of electronic gaming machines with the municipality. 	AM	<p>Ongoing</p> <p>Ongoing</p>
10.4.1	<p>That Council forward a letter of thanks to the Hon Simon Birmingham, Minister for Education and Training for the 15 hour kindergarten program funding and to Andrew Broad, Member for Mallee thanking him for advocating on behalf of Council for the additional funding of the 15 hour kindergarten program.</p>	KOB	Completed

MONDAY 5 FEBRUARY 2018			
AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
9	That the Acting CEO contact our neighbouring Councils to address the matter of corellas damage.	GH	08/02/18
10.1.1	That Council adopt the Draft Planning and Budgeting Framework as attached.	GH	Adopted and placed on website and intranet 05/02/18
10.2.1	To name the un-named section of road between Western Highway and Buloke Lane, McManus Road and to name the un-named section of road between Pimpinio School Road and Church Street (north of the Pimpinio Uniting Church), Thamm Lane in accordance with the Naming Rules for Places in Victoria Statutory requirements for naming roads, features and localities – 2016.	KB/TB	No objections to community consultation. Has been added to NES 23/03/18
10.3.1	That Council provide an interest free loan to the Natimuk Community Energy of \$3277.70 for the purpose of planning permit application fee for their Photo Voltaic Plant Project, and that the funds be repaid within 3 years or within 6 months of successful funding application whichever occurs first.	AM	Completed Email sent 05/02/18
10.4.3	That Council write to Minister for Public Transport The Hon Jacinta Allan MP outlining the concerns of the committee in relation to the time it has taken for the review to be completed and the impact that the current bus route service is having on community members accessing the Horsham Aquatic Centre, some who may have limited ability access to alternative transport.	KOB	Completed
10.4.4	That Cr Koenig is the Councillor representative for the Youth Strategy Project Control Group. That Cr Gulvin deputise for Cr Koenig in his absence.	KOB/AD	Completed

AGENDA ITEM NO	DESCRIPTION OF REPORT/CORRESPONDENCE	REFERRED TO	DATE COMPLETED
10.5.1	That representatives of the petitioners be invited to present their position directly to the Bicycle Advisory Committee.	JM	Response sent with invitation
10.5.2	<ol style="list-style-type: none"> 1. That the Mayor, supported by the Director Technical Services, convene a meeting with City Gardens Estate residents in late February to: <ul style="list-style-type: none"> • review the outcomes of the maintenance works on the weir • listen to the residents about their views in response to the actions taken. 2. That further actions be considered based on an assessment of the outcomes of the meeting. 	JM	<ol style="list-style-type: none"> 1. Meeting arranged for 02/03/18 2. Completed – further actions outlined in report to 19/03/18 meeting
10.5.4	That Council award Contract 18/016 for the Electronic Identification (EID) hardware and hardware Installation to Aleis Pty Ltd for the sum of \$266,395.25 (ex GST).	JM/RM	Completed
10.5.5	<ol style="list-style-type: none"> 1. That Council award Contract No: 18/013 Restoration of Flood Damaged Assets – Package 2 to Glover Earthmoving Pty Ltd, of Longerenong for the tendered price of \$638,243.24 (excluding GST). 2. That Council refer the related report containing details of tenders to the confidential briefing part of the meeting to consider in accordance with Section 89(2) (d) contractual matters of the Local Government Act, 1989. 	JM/RU	Completed
10.5.6	<ol style="list-style-type: none"> 1. That Council award contract VP93632 for supply and delivery of one new Mack Trident with CBB Tipper Body, and two CBB quad-dog trailers, to Johnsons Truck and Coach Mildura for the amount of \$339,651 ex GST. 2. That Council refer the related report containing details of tenders to the confidential briefing part of the meeting to consider in accordance with Section 89(2) (d) contractual matters of the Local Government Act, 1989. 	JM/WK	RM - Ordered Feb 18 estimated delivery Apr 2018
10.5.7	That Council take up its option of the second one-year extension on Contract 14/028 Sealing Works with Inroads.	JM/MD	Completed

Request for name on street name list

Applicant

Name

ROBERT G. AISBETT

Email

raisbett@gmail.com.

Address

21 MARDON DRIVE, P.O. BOX 574
HORSHAM VICTORIA 3400.

Contact telephone number

0473 985 300. ROBERT
04475 80029. JAN

Proposed street/road name

Aisbett Ave.

Evidence to Support application

- ① Letter
- ② Article - from Wimmera Mail Times
- ③ Photos of Buses.
- ④ Photos of Transports.

NOTE: Name must conform to the Naming Rules of Victoria <https://www.propertyandlandtitles.vic.gov.au/naming-places-features-and-roads/naming-rules-for-places-in-victoria>

HORSHAM RURAL CITY COUNCIL	
FILE No.	F27/A01/00000
REFERENCE	Teagons
02 NOV 2018	
REG. No.	
COPIES	

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Please attach all files to the end of this form before submitting it.

Date of Request

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End of form

Don't forget to attach all files before submitting this form

Evidence to support application for Street to be named AISBETT Ave.

Edgar William Aisbett – Pioneer Transport and School Bus Operator all his life.

Edgar was born 11th November 1908 in Rushworth.

Started in Dimboola in 1928 in family business with a fruit and vegetable round, then got into catering for Weddings and meals at Agricultural Shows at Hamilton, Donald, Bordertown and Charlton.

Carted sand for Mintern Brothers – 3 inches of sand from Wail Crossing to Horsham High School.

Contract carting gravel for roads around Edenhope, Goroke and Harrow, and Wonwonda.

First truck was a 6 cylinder Chev brought at Charles Motors for 150 pounds.

Second was a 14 foot Semi.

Third was brought new.

He had 5 Timber Jinkers in Partnership with Charlie Hollaway – went to Noojee to haul logs out of forest during World War 2.

IN 1946 had a Furniture van which was the first van this side of Ballarat.

School Buses started in 1944, Jim Medows had the first school bus which was a 1936 Tray truck with children sitting on banana boxes.

Edgar started soon after this with a bus.

1945 Subcontracted to Horsham Transport Company which was run by Henry Smartt.

Owned Morson Taxis for a short time and had Hire vehicles.

Carted materials for Horshams first Town Hall which burnt down then carted Bricks for the Second Town Hall.

On retirement had 8 trucks, car carrier, furniture van, fuel tanker, tray trucks with trailers. Had 3 school Buses. 13 was greatest number of heavy vehicles.

On Retirement Edgar estimated he had driven Three Million Miles behind the wheels.

Please consider naming a Street in Horsham City, AISBETT AVE.

Application written by Jan Aisbett

Photos and Mail Times article included.

THREE MILLION MILES BEHIND THE WHEEL

A Horsham man has driven almost three million miles in 44 years with trucks, taxis, private cars and school buses.

Mr Edgar Aisbett is not claiming a record for the miles beneath his wheels.

But few Wimmera drivers will be able to match his many runs that equal five trips from Horsham to the moon and back.

Mr Aisbett believes Mr Gerald Brennan

will be the only man in Horsham district to match his figures.

Mr Aisbett began driving in 1923. Today he makes two trips every school day with a bus for Horsham High School students.

He was pictured (below) at the wheel of his bus on Wednesday at the high school.

He estimates his to-

tal driving between 21 and 2 1/2 million miles.

"The figure would be somewhere around 2 1/2 million miles," he said.

Mr Aisbett has made estimates of his distance over the years and looked back on his past driving.

He covered between 7,000 and 10,000 miles a year in trucks when Melbourne to district

trips weekly plus driving a private car and trucking in Horsham district.

Mr Aisbett drove cabs in Horsham for Morson's taxi service, Firebrace-st, Horsham's main street, appear different for Mr Aisbett from the way other people see the buildings.

He recalls carting material, furnishing and fittings for many Horsham buildings of the past 40 years.

He carted for builders working on Horsham Town Hall in 1930.

SELLING FRUIT

Mr Aisbett first took the wheel for his long career in Wimmera transport when he drove for a family catering business in 1923 and selling fruit from a truck.

Later he carted material for roadworks.

"I've carted just about everything, from a needle to a second-hand comb," he said.

Mr Aisbett recalls 16-hour trips to Melbourne with vehicles driven by wartime gas-producer engines.

One of his worst loads were of horses caught in a Wimmera plague of the 1930's and carted to Melbourne.

THE SMELLIEST

"They certainly were the smelliest," he said.

Mr Aisbett has driven Horsham district students to and from school for about 20 years.

He quickly averaged figures for students' distances and school-days and estimated he had carried them for eight million passenger miles, averaging 40 students to a trip.

Mr Aisbett was one of a group of Horsham drivers who helped the city's development when road transport became a big industry.

He said: "I wonder how many of them remember the drivers such as Henry Smart, Harold and Bert Davies, Alf Mott, Bill and Ernie Jones, Ken McLagan, Reg Moore, Ted McLeod, Charlie Perry and Bill Jens?"

The men were drivers of the early 1930's when Mr Aisbett was driving to his first million miles.



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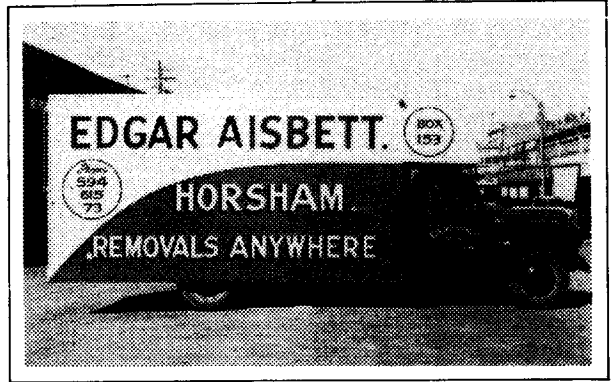
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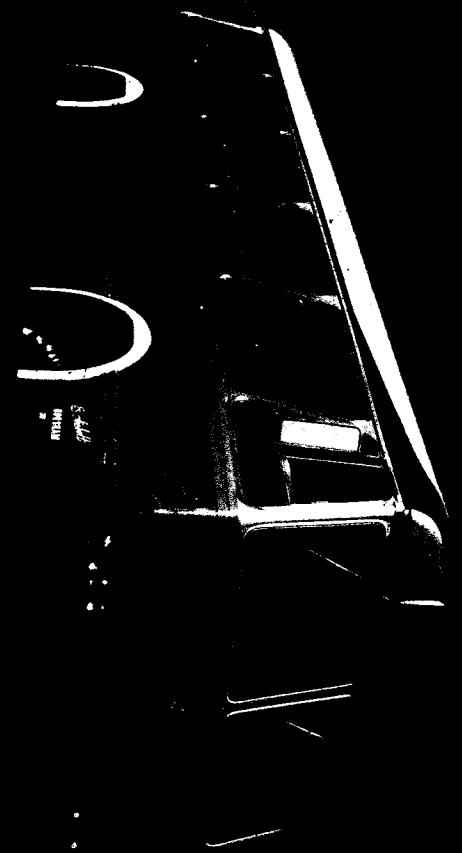


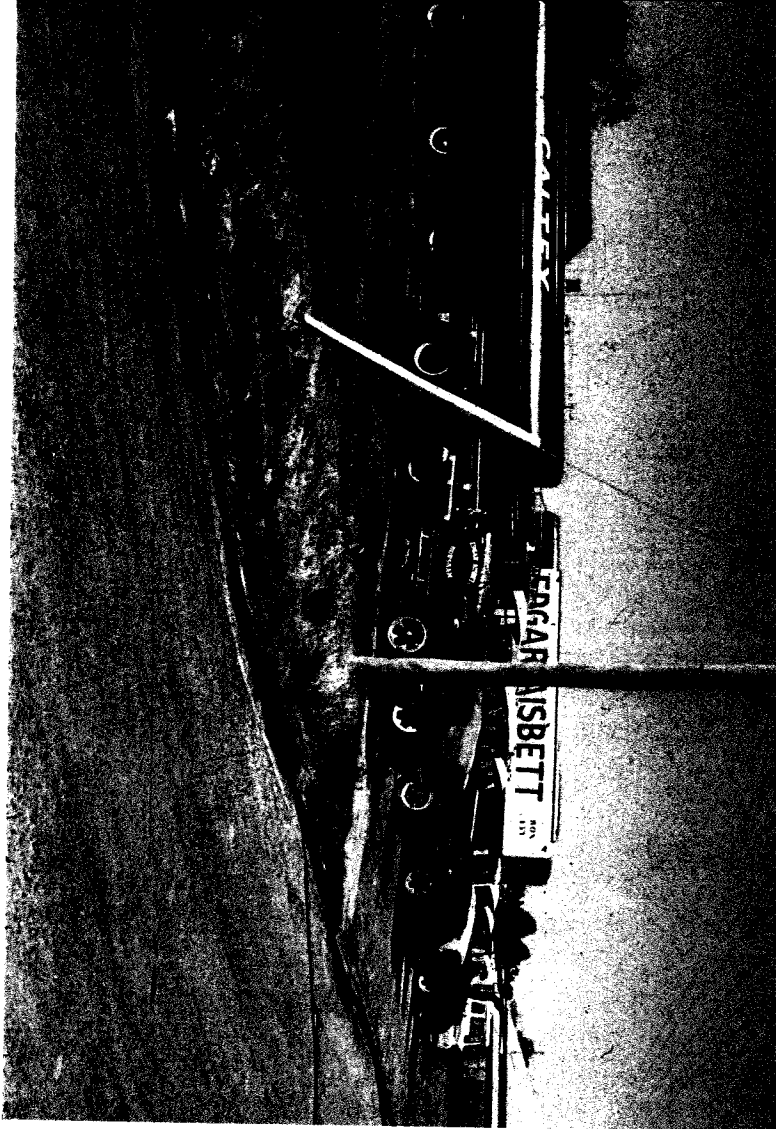
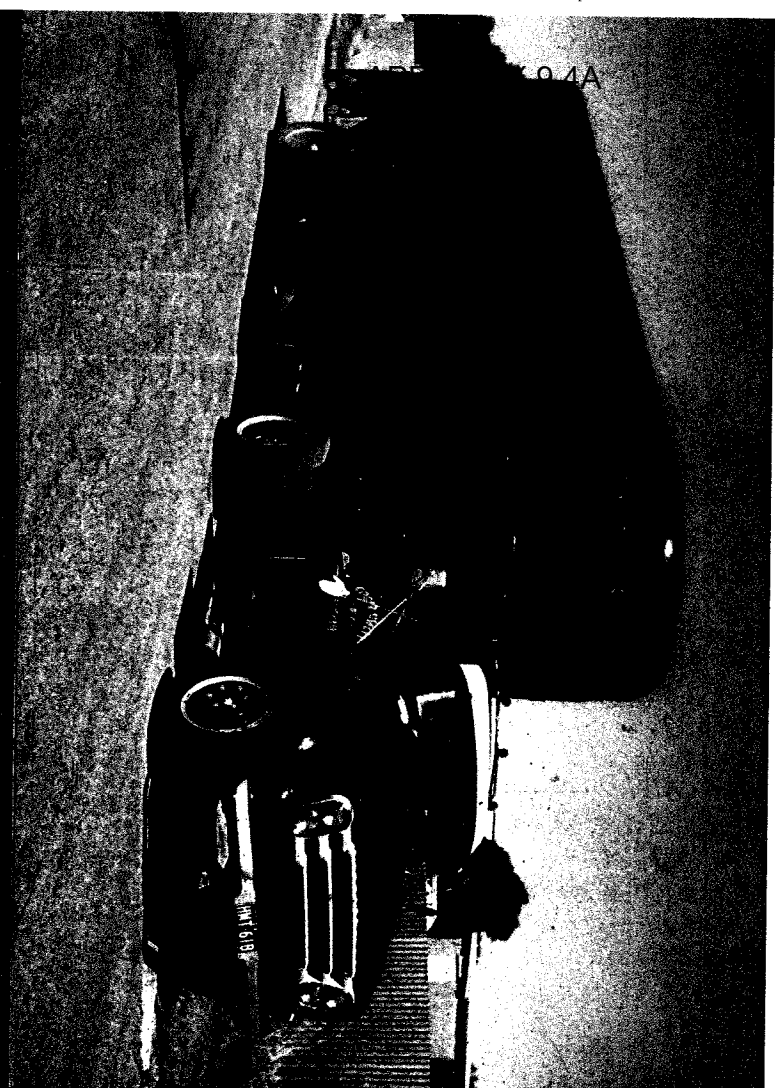
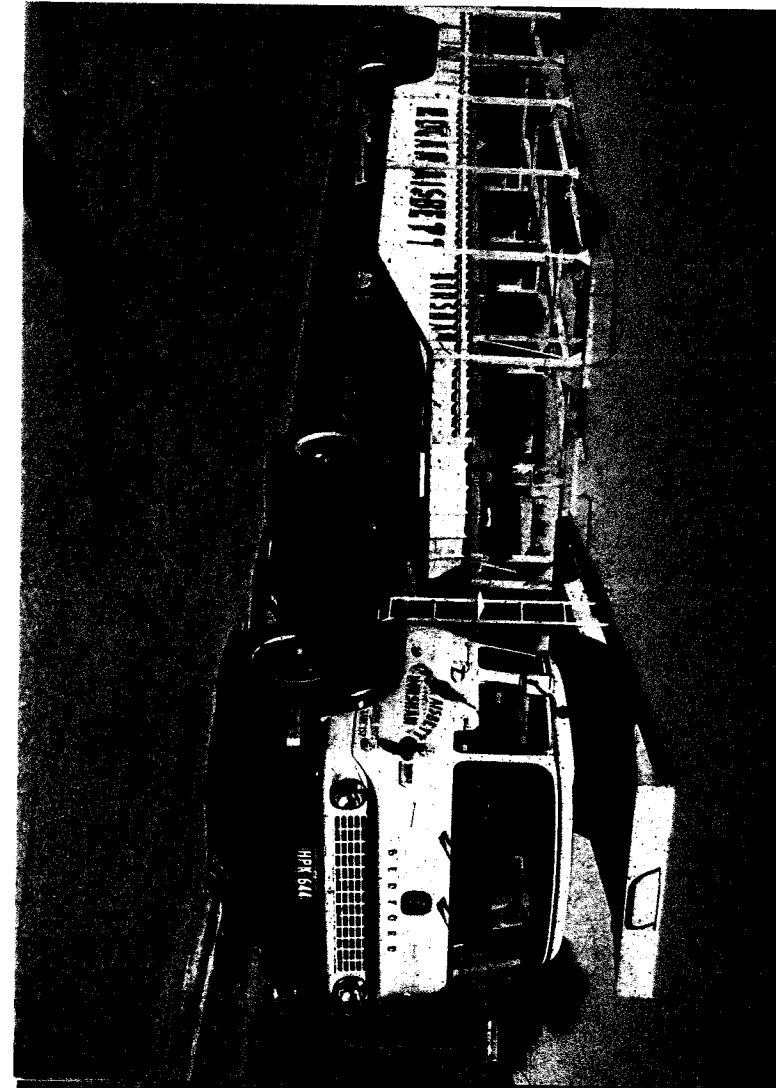
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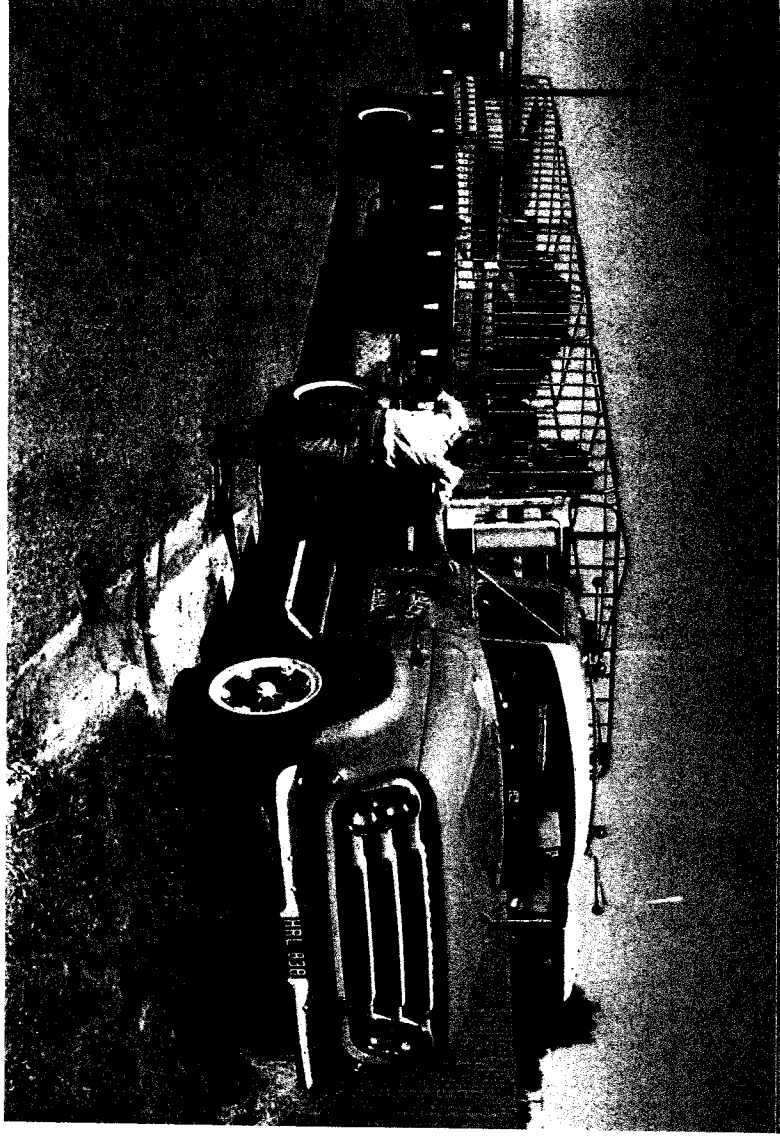
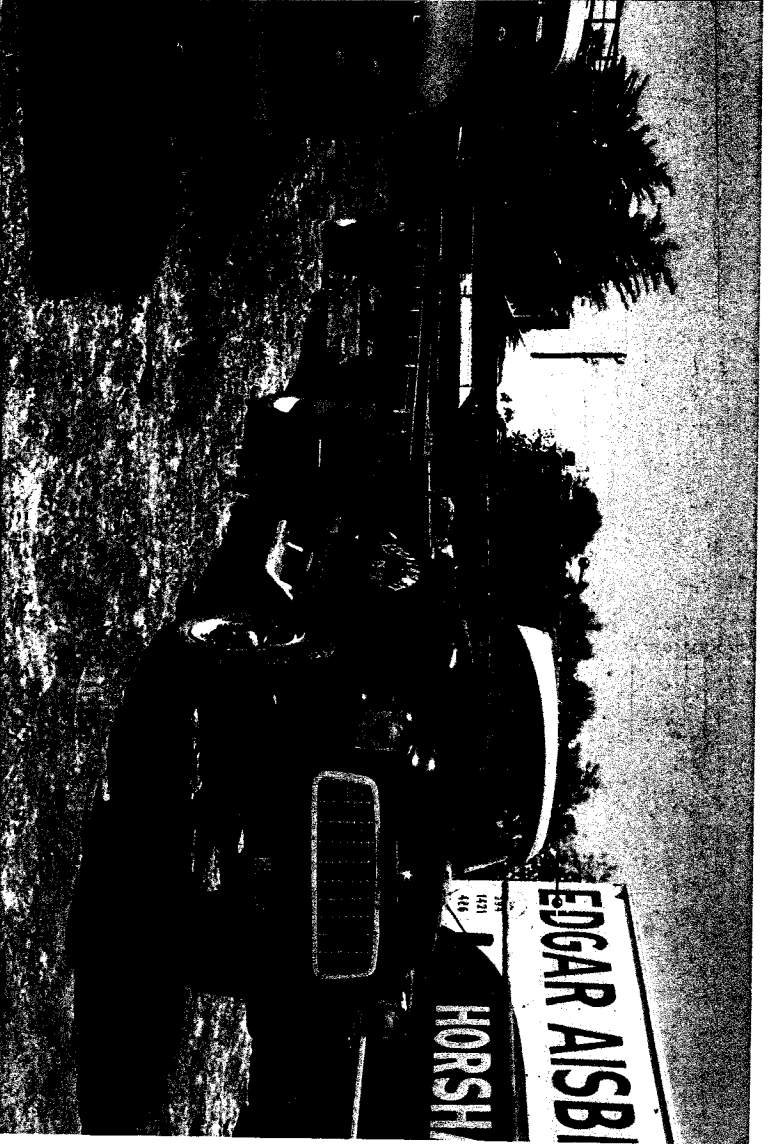
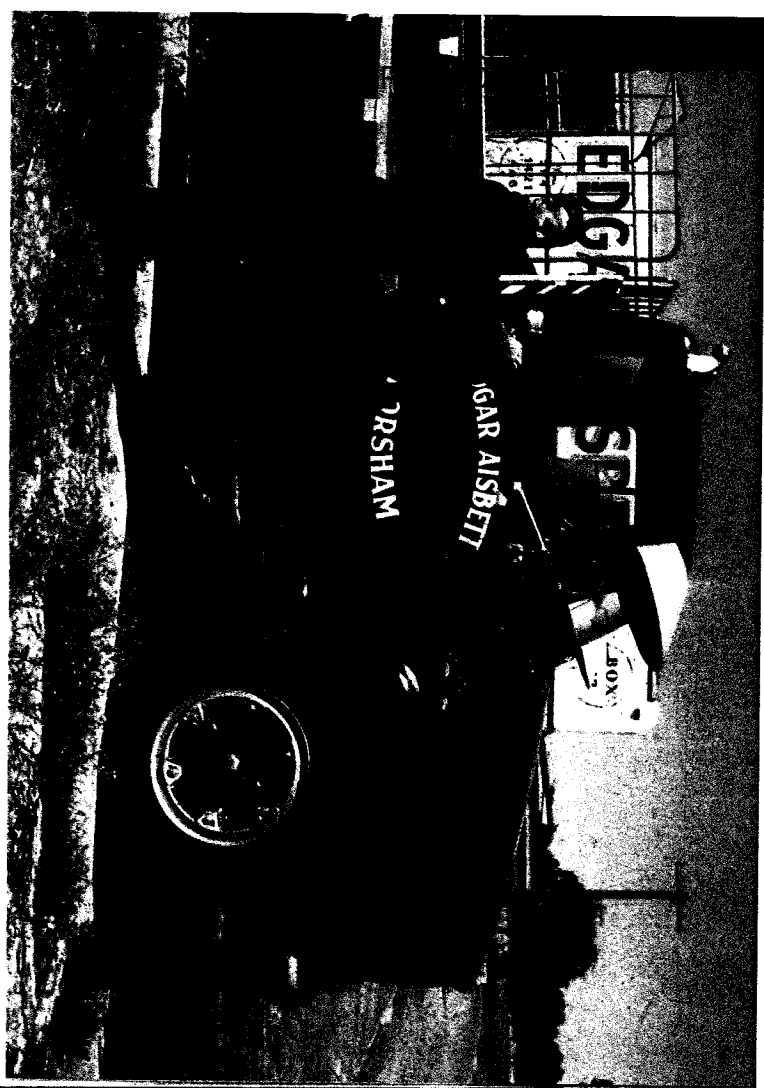


LAISBETT · HORSHAM

TARE 51







**HORSHAM RURAL CITY COUNCIL
INSTRUMENT OF DELEGATION
HORSHAM COLLEGE COMMUNITY OVAL COMMITTEE OF
MANAGEMENT**

Horsham Rural City Council (Council) delegates to the special committee established by resolution of Council and known as the Horsham College Oval Committee of Management the powers, duties and functions set out in the Schedule, and declares that:

- (1) this Instrument of Delegation is authorised by a resolution of Council, passed on 7 July 2014 and
- (2) the delegation
 - (i) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - (ii) remains in force until Council resolves to vary or revoke it;
 - (iii) is subject to any conditions and limitations set out in the Schedule; and
 - (iv) is to be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the Mayor,
Councillors and Citizens of the
Horsham Rural City Council was affixed to
this Instrument of Delegation on
7 July 2014 in the presence of:

.....Mayor

.....Councillor

.....Chief Executive

HORSHAM RURAL CITY COUNCIL
SCHEDULE
HORSHAM COLLEGE COMMUNITY OVAL COMMITTEE OF
MANAGEMENT

1. FUNCTIONS

The objectives of the Committee are on behalf of the Horsham Rural City Council (hereafter referred to as "Council"):-

- (a) To promote the Community use of the Horsham College Community Oval and facilities contained thereon (herein after referred to as the 'reserve') and to administer the use of the reserve by user groups, in accordance with the Development and Joint Use Agreement (**Appendix A**)
- (b) To advise and liaise with the Council in relation to the achievement of the foregoing objectives and in the planning of works and programs thereon.

2. POWER AND DUTIES

- (a) The Committee shall be empowered on behalf of the Council as Licensee:-
 - i. To manage the Horsham College Community Oval and to receive applications for the use of the facilities within the reserve that are under the management of the Committee and to allocate times for the use of such facilities amongst the member organisations, individuals or individual organisations, ensuring that appropriate written user agreements are in place and up to date for all users (The area subject to the Committees control is shown in Item 10 below)
 - ii. To define the management and hiring policy for the reserve,
 - iii. To define, the areas of the reserve for the use by community organisations.
 - iv. To fix charges for rental of the reserve.
 - v. To fix charges for admission of the public to the reserve.
 - vi. To take and process all bookings as they relate to the Licensees hours of use for the reserve. Bookings during school hours are not part of this agreement nor are they the responsibility of the Committee.
 - vii. Administer collection and return of facility keys
 - viii. To raise funds, receive rental fees, admission charges, donations and any other contributions and to expend same in order to carry out the objectives herein contained,
 - ix. To act as the primary contact for all user groups
 - x. Respond in the first instance to any emergency relating to the reserve and notify the School Council.
 - xi. To prepare and distribute or otherwise manage any publicity, material or promotion for the use of the reserve.
 - xii. To make nominations to the Council for the purpose of filling any casual vacancies on the Committee.

- xiii. To submit to Council after due consideration any recommendations for alternations or additional buildings or for improvements to the reserve generally.
- xiv. To prepare a forward plan of desired improvements.
- xv. To provide for the good order and conduct of all persons within the immediate vicinity of the reserve so as not to create a nuisance.
- xvi. To arrange all cleaning of the facility during the Hours of Use of the Licensee
- xvii. To undertake or advise on any repairs and replacement or other damage to buildings, premises, fixtures and fittings located on the reserve as per responsibilities defined in item 11.
- xviii. To co-ordinate and run working bees during Hours of Use of the Licensee, at least twice a year.
- xix. To make repayment to Council of any monies for buildings or improvements that may be given in the form of lease payments.

3. FINANCE

- (a) All monies received by the Committee shall be paid promptly into a Trust Account setup within Council's financial system.
- (b) Council will provide financial reports as required by the Committee.
- (c) The Committee will ensure that adequate records are kept to ensure that all income and expenditure are brought to account.
- (d) Eligible expense items are listed in Clause 12.3 (a) of the Joint User Agreement **(Appendix A)**.
- (c) Expenditure should be made through Councils financial systems on presentation of a tax invoice and a copy of the Committees minutes containing an appropriate resolution, that supports the expenditure.

4. BUDGET

The purpose of the budget is to assist the Committee to monitor the finances and maintain effective financial control.

- a) The Committee shall prepare a budget for the ensuing year and forward a copy prior to its adoption to the Chief Executive of Horsham Rural City Council by 30 May each year.
- b) The budget shall be adopted by a motion of the Committee no later than 30 June each year. Council retains the right of veto or right to amend the budget.
- c) In preparing the budget, the Committee shall ensure that the budget adequately provides funds to meet its responsibilities and does not generate an accumulated deficit.
- d) The Committee shall not incur expenditure where it believes it will be unable to meet those commitments as they fall due.
- e) As a minimum, the budget shall include the following:

- i) A list of budgeted income from all sources for the year.
- ii) A list of budgeted expenses for the year, and
- iii) The opening and closing budgeted bank balance.

5. CONDITIONS AND LIMITATIONS

When exercising powers conferred by Section 2(a)(i) above, the Committee shall:

- (a) Give preference to local organisations when hiring the facilities.
- (b) Not over-commit the facilities.
- (c) Ensure that Council's right to restrict use as it sees fit (to prevent over-use) is known by users.
- (d) Ensure that Council staff at all times have the right to inspect the facilities when being used.
- (e) Ensure that all allocations for use of facilities are subject to suspension or alteration if Council desires to carry out repairs or improvements to or other works on or in respect of, the facilities.
- (f) Will operate the Committee with reference to Council's Section 86 Resources Manual

6. COMMITTEE MEMBERSHIP

- a) Members will be appointed by Council resolution for a 12 month term.
- b) The Committee shall consist of 7 persons representing the following organisations, such persons being appointed in name by Council from time to time:
 - Horsham College School Council (1)
 - Horsham Rural City Council (2)
 - Horsham Hockey Club (1)
 - Jung Tigers Cricket Club (1)
 - Horsham Cricket Association (1)
 - Wimmera Football Umpires Association (1)
 - Horsham District Soccer Club (1)
 - Community Member (by public expression of interest in the local newspaper) (1)
- c) The Council may from time to time remove from the Committee any member and appoint another person in place thereof.
- d) The Council shall, in filling a casual vacancy in the Committee, endeavour to maintain the balance of representation of interests referred to in clause 6 (b).
- e) The Council shall appoint members to the Committee as soon as reasonably practicable after the date upon which the Public Annual Meeting referred to in clause 7 is held.

7. MEETINGS

7.1 Public Annual Meeting

- a) The Committee shall appoint a Secretary who shall give notice of a Public Annual Meeting to Council at least 21 days prior to the proposed meeting day. Council will insert a Public Notice in a newspaper circulating in the area, at least 14 days prior to the meeting.
- b) The Committee shall hold a Public Annual Meeting between 1st July and 31st October each year on a date fixed by the Committee. The Public Annual Meeting shall:
 - i) Receive the Annual Report.
 - ii) Receive a report on the programme of activities proposed for the coming year.
 - iii) Receive the audited Annual Financial Statement.
 - iv) Receive the minutes of the previous Public Annual Meeting.
 - v) Receive the Chairperson's Report of the Committee's activities of the past 12 months.
 - vi) Receive the Treasurers Report of the past 12 months.
 - vii) The Committee shall at its first meeting after the Public Annual Meeting appoint from its own members, office bearers to the positions of Chairperson, Secretary, Treasurer and any other positions determined by the Committee as being necessary for the efficient functioning of the Committee.
- b) Office bearers shall hold office until the commencement of the first meeting after the date upon which the Council makes its annual appointment of Committee members as envisaged by clause 6 or until they resign their office (whichever occurs first).

7.2 Ordinary Meetings

- a) The Committee shall hold at least four other meetings during the year on such dates as the Chairperson appoints.
- b) The Secretary shall give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting
- c) If a member of the Committee fails to attend three consecutive ordinary meetings of the Committee without tendering an apology, the Committee may recommend to Council the removal of the Committee member.
- d) The Chairperson of the Committee must provide reasonable notice to the public of meetings of the Committee by way of an annual public notice setting out the meeting dates for the year or a public notice in a local newspaper at least one week prior to the meeting.

7.3 Special Meetings

- a) The Chairperson may call a special meeting by giving notice to all Committee members in the manner prescribed hereunder or shall call a special meeting forthwith upon receiving from any three members of the Committee a written request that such a meeting be so called. The notice by the Chairperson or the request by the three Committee Members shall contain a statement of the purpose of the meeting. The meeting will be held on such date and time as fixed by the Chairperson.
- b) In cases where the Chairperson calls a meeting in response to a request, the meeting shall be held within 21 days of receiving such request. The Chairperson shall arrange for two clear days notice of the meeting to be given to all Committee members in writing. No other business shall be transacted at that meeting except that specified in the Notice.

7.4 Meeting Procedures

- a) The quorum at any Committee meeting shall be a majority of members of the Committee. No business shall be conducted by the Committee unless a quorum exists.
- b) Committee members shall have one vote. If there is an equal division of votes upon any question the Chairperson or substitute Chairperson at such meetings shall in addition to his/her own vote as a member of the Committee have a second or casting vote except when voting on the election of a Chairperson.
- c) A motion before a meeting of the Committee is to be determined as follows:
 - i) Each member of the Committee is entitled to one vote;
 - ii) Unless otherwise prohibited by the Local Government Act 1989, each member of the Committee present must vote;
 - iii) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
 - iv) The motion is determined by a majority of the vote;
 - v) If there is an equality of votes the Chairperson or substitute Chairperson has a second, or casting vote.
- d) The Chairperson shall be elected from the members of the Committee at the first meeting of the Committee following the Public Annual Meeting for a period of 12 months, expiring at the commencement of the like meeting in the subsequent year.
- e) The Chairperson shall take the chair at all meetings at which he/she is present. Should the Chairperson be absent for any meeting, a substitute Chairperson shall be elected for that meeting from the members present by those same members.
- f) The Chairperson shall ensure that the Minutes of each meeting are submitted to the next meeting for confirmation.
- g) After the minutes have been confirmed, the Chairperson or substitute Chairperson must sign the Minutes and certify that they have been confirmed.

- h) If a member of the Committee has a conflict of interest in any matter, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member may choose to remain in the room in which the meeting is being held during discussion on the matter, may take part in any discussion, but must not move or second any motion relating to the matter and must abstain from voting. A member of the Committee will not be deemed to have a conflict of interest solely because of the member's membership of a user group.
- i) Any meeting or special meeting of the Committee must be open to members of the public.
- j) The Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following:
 - i) Contractual matters;
 - ii) Proposed development;
 - iii) Legal advice;
 - iv) Any other matters which the Special Committee considers would prejudice the Council or any person.
- k) The Committee shall comply with Council's Local Law, No 1 as it relates to special committees of Council.

8. REPORTING TO COUNCIL

The Committee shall be responsible for ensuring the following:

- a) A copy of the minutes shall be forwarded to Council within 14 days after each meeting.
- b) The Committee shall submit at its Public Annual Meeting an Annual Report including the audited Annual Statement of Accounts bearing the Auditor's Certification. The Chairperson shall be responsible for ensuring that the report is lodged with Council by 31 October each year.
- c) The Committee shall forward a copy of the Seasonal User Agreement and two samples of one-off hire agreements (being the form of agreements intended to be used by the Committee) to Council by 31 October each year.
- d) Council must be advised in writing as soon as possible of the resignation of any member of the Committee.
- e) The Committee shall conduct site risk assessments at least annually to ensure a safe environment. The Committee shall provide copies of these inspections to Council.
- f) The Committee shall monitor its effective financial control through the preparation of a written budget for the ensuing year and forward the budget to the Chief Executive of Horsham Rural City Council no later than 31st May in each year.
- g) The Committee shall maintain a personal injury and loss/damage register and advise Council as soon as practical of any incidents which might give rise to legal proceedings.
- h) The Committee shall report to Council any accidental and/or intentional damage to the Reserve/facility as soon as practical.

- i) The Committee shall report to Council any attempted and/or successful break-ins into buildings located on the Reserve as soon as practical.
- j) The Committee shall comply with the provisions of the Occupational Health and Safety Act 2004. In particular, the Committee shall report to Council's Risk Management Officer all incidents which result in injuries to staff or contractors within 24 hours of the incident.

9. INSURANCES

- a) Public Liability Insurance shall be provided by Council at Council's expense to cover the Committee's activities in managing the Reserve, whilst acting within the scope of their duties for and on behalf of Council, subject at all times to the terms and conditions of Council's Insurance policy.
- b) Building Insurance shall be provided by Council at Council's expense.
- c) Insurance of contents owned or provided by the Committee, shall be the responsibility of the Committee. The Committee shall ensure that contents are adequately insured against fire, burglary and other perils. User groups shall be responsible for insuring their own contents. Council may provide contents insurance on request at a nominal fee.
- d) The Committee shall ensure that each user group provide evidence of Public Liability Insurance cover.

10. PLAN OF THE FACILITIES



11. MAINTENANCE RESPONSIBILITIES

The Committee will be responsible for all minor repairs, cleaning and maintenance. Major repairs and maintenance will be carried out by Council.

Item	COMMITTEE'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
1. Heating Fixtures	Servicing, replacing and repairing when required.	No responsibility.
2. Building Alterations	For determining and documenting the specific needs of the building relating to any requests to Council for building alterations.	For assessing all requests submitted and if approved by Council, ensuring satisfactory completion of work by the responsible parties.
3. Curtains and Blinds	Regular cleaning and repair.	No responsibility.
4. Ceiling	Repairs due to foreseeable misuse.	Major repair and/or replacement due to structural faults, age etc.
5. Doors (including cupboard doors and door fittings).	Regular cleaning and repair of internal doors due to foreseeable misuse.	Replacement due to age or structural fault. Repairs on all external doors.
6. Electrical wiring and fittings in buildings	Repair and replacement due to foreseeable misuse.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.

Item	COMMITTEE'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
7. Fire Extinguishers	To fill when discharged.	For annual maintenance and replacement due to age.
8. Floor surfaces and coverings	All regular cleaning and maintenance. Cost of repairs and replacement due to misuse.	No responsibility
9. Glass	To keep clean and replace internal breakages.	To replace externally when breakage occurs due to vandalism.
10. Vandalism	No external responsibility.	Removal of graffiti from external areas and other associated grounds work - as determined by Council.
11. Keys, Locks	Responsible for keys issued by Council.	Purchase, install and maintain all locks, (At a cost to the Licensee of \$30 per key)
12. Training Lights	Total responsibility for purchase, installation, utility costs, repairs and maintenance.	No responsibility.
13. Security System	Purchase, installation, service and maintenance. To be compatible to Council's Master Key System.	No responsibility.
14. Light Globes and fittings (external)	No responsibility	For replacement and maintenance when required.
15. Light Globes (internal)	Replacement	Repair faulty fittings.
16. Plumbing and Fixtures	Cost of internal repairs due to foreseeable misuse, and any add-on fixtures not standard within the building.	Repair and renewal of all plumbing fixtures.
17. Plumbing waste pipes and drains	Keep them clear of foreign objects, mud etc and clear if blocked by these materials.	General maintenance.
18. Other permanent fixtures	Regular cleaning of all fixtures and repair/or replace if due to foreseeable misuse.	No responsibility.
19. Hygiene (Including cleaning of toilets and building)	To keep all areas in a clean and hygienic state.	No responsibility.
20. Painting	Internal painting if damaged through foreseeable misuse.	Internal and external painting on as needed basis.
21. Roofs	No responsibility.	All maintenance and repair as required.
22. Skylights	No responsibility.	All maintenance and repair as required.
23. Walls	Regular cleaning and repair if damaged through foreseeable misuse of internal walls.	Structural maintenance.
24. Building External	No responsibility.	General maintenance.
25. Food Handling areas and equipment	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.

Item	COMMITTEE'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
26. Fencing and Gates	Advise Council if maintenance is required. Any new fencing to be approved by Council.	Installation and maintenance and repairs in accordance with maintenance budget. Assess requests as presented.
27. Vermin and Weeds	Vermin inside buildings	Control of Weeds and Pest Animals
28. Fire Prevention/Mowing	No responsibility	General maintenance as described in the Joint Use Agreement
29. Advertising Signs	Maintenance of Advertising Signs	No responsibility.
30. Equipment	Maintenance of any Equipment provided by Organisations	No responsibility.
31. Car Park Areas	Advise Council if maintenance is required	To provide and maintain a standard within Council's budget
32. Communications Equipment	Responsibility for All Communications Equipment	No responsibility.
33. Utility Charges	No responsibility.	Utility charges including water rates, sewer, electricity and gas
34. Council Rates	Full Payment of Council Rates (if applicable)	No responsibility.
35. Waste Management	Waste Management and litter removal from buildings, ground and surrounds and placement of bins at collection point	No responsibility.
36. Tree and Garden Maintenance	Two working bees annually	General maintenance as described in the Joint Use Agreement
37. Site Inspections	Conduct Site Inspections (once a year) and report to Council	No responsibility.

Our Reference: :SB:fk

30 November 2018

Rosie Thomas
Project Officer - Prevention and Health Promotion
Department of Health and Human Services
rosie.thomas@dhhs.vic.gov.au

Municipal Public Health and Wellbeing Plan Annual Review Completion

Dear Rosie,

Horsham Rural City Council is pleased to confirm the 2018 Annual Review of the 2017-2021 Health and Wellbeing Plan is complete.

2018 saw a number of achievements for Council including:

- Development and adoption of a Youth Strategy.
- Delivery of the *My Community Directory* containing comprehensive information on disability services, accessible facilities and up-to-date information on a range of community organisations.
- Opening of the Kalkee Road Children's HUB thus building on shared services capacity and now successfully working with younger parents.

The annual review determined there is no change required to the MPHWP and Council now looks toward 2019 and the continued delivery of the Plan. 2019 will see a focus on delivering:

- A number of actions relating to cultural/behavioural change both internal and external to Council, and
- Investigating the possibility of incorporating the Health and Wellbeing Plan into the Council Plan to mitigate the risk of actions not transitioning to people's work tasks.

For further information, please contact Michelle Rethus, Community Projects Officer on 03 5382 9509.

Yours faithfully

Kevin O'Brien
Director, Community Wellbeing



2013-2016

Disability Access

and Action Plan

Adopted: 15 July 2013

Vision

“Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community”

If you would like to receive this publication in another format, please contact Reception at the Civic Centre Municipal Office on telephone (03) 5382 977 or email us on council@hrcc.vic.gov.au.

If you require an interpreter service, please contact the Translating and Interpreting 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 8.30 am to 5.00 pm Monday to Friday.

Acknowledgments

Development of this Disability Access and Action Plan has been a joint effort between Council staff and the community. We sincerely thank those who attended focus group sessions, completed surveys or participated in interviews. We also thank the Staff Reference Group, Wimmera Disability Access Forum, staff focus groups and Wimmera Mobility Group who provided valuable input into the plan. Finally, we thank the Steering Committee members for providing their time and expertise to oversee this important project from start to finish.

Horsham Rural City Council

Civic Centre Municipal Office
18 Roberts Avenue (PO Box 511)
Horsham Vic 3402
p: (03) 5382 9777
f: (03) 5382 1111
e: council@hrcc.vic.gov.au
w: www.hrcc.vic.gov.au

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“Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community”

Foreword

We are pleased to present the 2013-16 Disability Access and Action Plan for Horsham Rural City Council.

As a primary provider of services at a local level, Council plays a key role in building a more accessible community and reducing barriers to inclusion experienced by people with a disability. We know that people with a disability want to be able to live, work and socialise in the same way as everyone else, and we recognise their rights to have the same opportunities as other community members to access and participate in community life.

This Disability Access and Action Plan identifies goals and actions to reduce barriers created by attitudes, practices and structures, to ensure that all people can participate equally in the life of our community. The Vision states that “everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community” and the following goals that form the basis of this plan will help us to achieve this:

- Goal One – Social Connection
- Goal Two – Information on Services
- Goal Three – Education and Awareness
- Goal Four – Employment
- Goal Five – Built Environment
- Goal Six – Transport
- Goal Seven – Housing and Living at Home

These goals align closely with the Horsham Rural City Council Plan and other corporate Council plans, taking into consideration the Strategic Framework for Local Government and, most importantly, the unique needs of our local community. The goals also link with policy directions and outcome areas of the United Nations Convention on the Rights of Persons with Disabilities, the Victorian Disability Act 2006, the Victorian State Disability Plan 2013-16, the National Disability Strategy 2010-20 and a range other legislation as outlined on page 8.

“Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community”

Some of the needs identified in this plan are the direct responsibility of Horsham Rural City Council and there are specific actions to address these issues. At other times, Council's role is to play a support and/or advocacy role to achieve better outcomes for our community and the actions reflect this.

As we progressively implement the plan, we will report on outcomes via the Horsham Rural City Council Annual Report. We will also highlight our achievements in the media and on our website.

This Disability Access and Action Plan is a fluid document and your feedback is welcome at any time. We look forward to continuing to work with other levels of government, service providers, community organisations and the private sector to achieve better outcomes for people with a disability in our community.

Cr David Grimble
Mayor

Mr Peter Brown
Chief Executive

About Horsham Rural City Council

Horsham Rural City is a vibrant, diverse community situated approximately 300 kilometres north-west of Melbourne and north of the Grampians National Park, in the heart of the Wimmera region of Victoria. The municipality has a population of 19,540 and covers an area of 4,249 square kilometres. Almost three quarters of residents live in the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland broadacre agriculture being our major industry. The Grains Innovation Park, a nationally acclaimed agricultural research centre, is based in Horsham. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college. We also have a diverse array of natural assets including recreational lakes, wetlands, the Wimmera River, Mount Arapiles, the Wartook Valley and the Grampians National Park is nearby.

Horsham Rural City Council is responsible for delivering a broad range of services and programs to the community. We are also responsible for developing infrastructure and community facilities.

How the Disability Access and Action Plan was developed

In preparing the Horsham Rural City Council Disability Access and Action Plan, the following process was followed:

- Steering Committee comprising of representation from Council, disability service providers and community members, formed to oversee all stages of development of the plan
- Staff Reference Group formed to identify knowledge, issues, needs and opportunities
- Staff focus groups formed to develop actions for the plan
- Two community focus groups held in Horsham - 34 people in attendance
- One session held with the Wimmera Disability Access Forum

- One-on-one interviews held with service providers, disability groups, people with a disability and parents/carers in Horsham and surrounding areas
- Staff and community surveys conducted (paper copy and on-line) resulting in over 100 responses
- Research conducted on legislative requirements, government directions, State-wide trends, statistics, etc
- Public exhibition of draft Disability Access and Action Plan
- Adoption of Disability Access and Action Plan by Council

What is a disability?

A person has a disability if they report that they have a limitation, restriction or impairment which has lasted, or is likely to last for at least six months and restricts everyday activities. This includes:

- Loss of sight (not corrected by glasses or contact lenses)
- Loss of hearing where communication is restricted, or an aid to assist with, or substitute for, hearing is used
- Speech difficulties
- Shortness of breath or breathing difficulties causing restriction
- Chronic or recurrent pain or discomfort causing restriction
- Blackouts, fits, or loss of consciousness
- Difficulty learning or understanding
- Incomplete use of arms or fingers
- Difficulty gripping or holding things
- Incomplete use of feet or legs
- Nervous or emotional condition causing restriction
- Restriction in physical activities or in doing physical work
- Disfigurement or deformity
- Mental illness or condition requiring help or supervision
- Long-term effects of head injury, stroke or other brain damage causing restriction
- Receiving treatment or medication for any other long-term conditions or ailments and still being restricted

- Any other long-term conditions resulting in a restriction¹

Statistics on disability

People with a disability make up 18.4 per cent of the Victorian population. The population of Horsham Rural City Council is 19,540. This means that that there may be approximately 4,000 people with a disability living in our municipality².

What the consultations told us

As outlined above, extensive consultation occurred throughout the development of this plan including community and staff focus groups, surveys and one-on-one interviews. A summary of the most common needs that were identified during this process is provided below:

- Accessible footpaths, kerbs, crossovers and pedestrian crossing buttons at traffic lights
- Social inclusion and events, including more accessible events
- Disabled parking – increase in number of spaces, location, design and parking management
- More pedestrian crossings in high traffic areas
- Communication, education, awareness and training (internal and external)
- Accessible shops and services
- Improved public toilets
- Accessible venues (Council and privately owned)
- Improved public transport
- More support for people to live independently through services and suitable housing
- Respite and carer support
- Traffic lights

¹ Australian Bureau of Statistics Survey of Disability Ageing and Carers 2009

² Based on Australian Bureau of Statistics Data

- Employment opportunities
- Waste management

Implementation

This plan will be monitored through Horsham Rural City Council's Executive Management Group and Third Level Management Group on a quarterly basis, with progress reports presented to Council and the Wimmera Disability Access Forum. A progress summary will also be reported in the Horsham Rural City Council Annual Report and achievements highlighted in the media and on our website.

Relevant legislation and policies

This Disability Access and Action Plan is linked to a range of policies and legislation including the following:

- **United Nations Convention on the Rights of Persons with Disabilities:** In 2008, Australia signed up to the United Nations Convention on the Rights of Persons with Disabilities – a rights-based approach that provides more choice, control and independence for people with a disability.
- **Victorian Disability Act 2006:** The Victorian Disability Act focuses on enabling people with a disability to more actively participate in the life of the community. Section 38 of the Act requires public sector bodies to prepare a plan and to report regularly to the State Government.
- **Victorian Charter of Human Rights and Responsibilities Act 2006:** The Charter of Human Rights and Responsibilities is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. It aims to build a fairer, more inclusive community by requiring that the Victorian Government, local councils and other public authorities consider human rights when they make laws, develop policies and provide services.

- **Local Government Act 1989:** The Victorian Local Government Act is the legislation under which the 79 Victorian Councils operate. It states that Councils have a responsibility to improve the overall quality of life of people in the local community and to ensure that services and facilities provided by Council are accessible and equitable.
- **National Disability Strategy 2010-20:** This strategy has been endorsed by the federal and all state and territory governments. It is a national approach to enabling people with a disability to fulfil their potential and participate as equal citizens in society. The National Disability Strategy 2010-20 has a strong focus on making the mainstream system more responsive to people with a disability and their families and carers.
- **Victorian State Disability Plan 2012-16:** The Victorian State Disability Plan reflects the Victorian Government's commitment to ensuring that people with a disability have the chance to participate fully in Victoria's economy and communities. It outlines the Victorian Government's approach to reducing the barriers faced by people with a disability to accessing education, employment and other services within the community. The plan focuses on improving public spaces, planning, transport and the justice system, to make Victoria a welcoming and accessible place.
- **Creating a More Inclusive Community for People with a Disability:** This is a strategic framework for Local Government developed by the Municipal Association of Victoria. It proposes that all Councils will work to continue to systematically improve inclusion for people with a disability and their families.
- **Disability Discrimination Act 1992:** The Disability Discrimination Act is a Commonwealth law that makes it illegal to discriminate against someone with a disability in areas such as employment, education, access to premises and provision of goods and services.
- **Carers Recognition Act 2012:** The purpose of the Carers Recognition Act is to recognise, promote and value the role of carers and care relationships. The

Carers Recognition Act is based on 11 principles that organisations must consider when developing policies and providing services. It aims to raise the profile of people in care relationships in the community and ensure that carers can be appropriate involved in the treatment of, and planning for, the people for whom they care.

Goal 1 – Social Connection

We will promote inclusion and participation by creating opportunities for people with a disability to participate as equal members of the community

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
1.1 Modify Council's community development grant guidelines to include a section on disability access	<ul style="list-style-type: none"> Disability access section included in community development grant guidelines 	<ul style="list-style-type: none"> Finance Services Grants Officer 	Deliver	<ul style="list-style-type: none"> Community and Cultural Development 	Feb 2014
1.2 Ensure that public meetings and events hosted by Council are held in accessible venues	<ul style="list-style-type: none"> Public meetings events held in accessible venues so that more people with a disability can participate 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Building and Planning 	Jan 2014

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
1.3 Include access information and icons in publicity material for Council events and functions	<ul style="list-style-type: none"> Icons included in all publicity for Council events and functions 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> All Council departments 	Jan 2014 and ongoing
1.4 Acknowledge and celebrate Seniors Week (16 to 23 Mar 2014), International Day for People With a Disability (3 Dec each year) and Mental Health Week (6 to 12 Oct 2013)	<ul style="list-style-type: none"> Activities arranged and promoted More community awareness 	<ul style="list-style-type: none"> Human Services Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Rural Access Media and Communications Disability service providers 	Annually and ongoing

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
1.5 Continue to support Art Is, Awakenings and other festivals/events that provide opportunities for social connection	<ul style="list-style-type: none"> • Successful events held on a regular basis 	<ul style="list-style-type: none"> • Community and Cultural Development 	Support	<ul style="list-style-type: none"> • Wimmera Uniting Care (Awakenings) • Art Is Committee of Management • Community Groups 	Ongoing
1.6 Amend the Wesley Performing Arts Centre website to include information on all available access facilities	<ul style="list-style-type: none"> • Website Performing Arts Centre website includes access information 	<ul style="list-style-type: none"> • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Wesley Performing Arts Centre Committee 	Dec 2013
1.7 Work with others to embed information on venue accessibility in promotional material	<ul style="list-style-type: none"> • Accessible venues list developed and made available to the public 	<ul style="list-style-type: none"> • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Rural Access • Venue Operators • Wimmera Information Network 	Jan 2014

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<p>1.8 Work with service providers and the Department of Human Services to ensure that residents of supported residential care houses receive information on activities and are able to access cultural and sporting events</p>	<ul style="list-style-type: none"> • Information made available 	<ul style="list-style-type: none"> • Community Development • Rural Access 	<p>Support</p>	<ul style="list-style-type: none"> • Department of Human Services • Service providers 	<p>Ongoing</p>
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Goal 2 – Information on Services

We will improve the way we communicate and the information we provide to make sure it is accessible to people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
2.1 Deliver Plain English training and develop guidelines for Council publications	<ul style="list-style-type: none"> Council publications written in Plain English wherever possible 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> Organisational Development Community and Cultural Development 	Dec 2014
2.2 Include information on alternative formats in all Council publications and on the website	<ul style="list-style-type: none"> Annual audit of Council publications 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> Organisational Development All Council departments 	To commence Jun 2013 and ongoing
2.3 Investigate the acquisition of a portable hearing loop system that can be used at off-site venues	<ul style="list-style-type: none"> Portable hearing loop purchased and available for use at off-site venues 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Rural Access Deaf Access Wimmera Hearing Society Grants Officer 	Jul 2014

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
2.4 Install hearing technology with appropriate signage at Council customer service areas and the Visitor Information Centre	<ul style="list-style-type: none"> • People with a disability have access to hearing technology at customer service areas and the Visitor Information Centre 	<ul style="list-style-type: none"> • Customer Service • Economic Development/ Visitor Information Centre 	Deliver	<ul style="list-style-type: none"> • Rural Access • Deaf Access • Wimmera Hearing Society • Grants Officer 	Jun 2015
2.5 Update the Horsham Rural City Council website to make it more accessible for people with a disability in accordance with W3C guidelines	<ul style="list-style-type: none"> • W3C guidelines have been applied to the website 	<ul style="list-style-type: none"> • Information Technology Department • Media and Communications 	Deliver	<ul style="list-style-type: none"> • Wimmera Disability Access Forum • Community and Cultural Development • Rural Access • Economic Development 	Dec 2015

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
2.6 Provide publications and information on Council services in a variety of formats including radio, print media, online, noticeboards and newsletters (Axis Worx, Wimmera Uniting Care Day Programs)	<ul style="list-style-type: none"> Information available to the public in a variety of formats 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> Community and Cultural Development Organisational Development Radio and print media Other service providers, eg, Axis Worx and Karkana 	Jan 2014 and ongoing

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
2.7 Develop an easy to update information directory on disability services and accessible facilities in the municipality (public conveniences, buildings, parks, shops, etc)	<ul style="list-style-type: none"> • Directory prepared, promoted and readily available to the community 	<ul style="list-style-type: none"> • Rural Access 	Deliver	<ul style="list-style-type: none"> • Community and Cultural Development • Media and Communications • Wimmera Disability Access Forum • Grampians Disability Advocacy Association • Wimmera Information Network 	Dec 2013

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Goal 3 – Education and Awareness

To increase awareness, we will provide education programs that promote good models of inclusive practices and approaches for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.1 Provide community education on carers and Companion Cards	<ul style="list-style-type: none"> More awareness and acceptance of carers and companion card holders at events 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Rural Access Media and Communications 	Dec 2013
3.2 Review the Horsham Rural City Council Customer Service Charter to reflect Council's commitment to communicating with people with a disability	<ul style="list-style-type: none"> Customer service charter is updated to reflect Council's commitment to communicating with people with a disability 	<ul style="list-style-type: none"> Customer Service Supervisor 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Hearing Society National Relay Service Wimmera Disability Access Forum 	Jul 2013

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
<p>3.3 Develop guidelines and checklist for use by Council staff to ensure that the needs of people with a disability are considered when hosting Council events (hearing technology, font size, background, access, public transport, etc)</p>	<ul style="list-style-type: none"> • Consideration given to the needs of people with a disability when hosting Council events • More people participating in Council events 	<ul style="list-style-type: none"> • Community and Cultural Development 	<p>Deliver</p>	<ul style="list-style-type: none"> • Rural Access 	<p>Dec 2013</p>

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.4 Provide sensory, intellectual, physical and mental health disability awareness training to Councillors, staff and Council volunteers including information on where to go for assistance	<ul style="list-style-type: none"> Councillors, staff and Council volunteers are more aware of the needs of people with disabilities and where to go for assistance 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> Rural Access Community Axis Wimmera Hearing Society Wimmera Disability Access Forum 	Dec 2013 and ongoing
3.5 Appoint a designated contact person at Council to support staff in providing assistance to people with a disability	<ul style="list-style-type: none"> Staff have a designated contact person to support them in providing assistance to people with a disability 	<ul style="list-style-type: none"> Community Services Director 	Deliver	<ul style="list-style-type: none"> Rural Access Corporate Services Community and Cultural Development Health and Human Services 	Jul 2013

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.6 Provide annual training to customer service staff on communication options for people with a disability	<ul style="list-style-type: none"> Improved communication with people of all abilities 	<ul style="list-style-type: none"> Customer Service Supervisor 	Deliver	<ul style="list-style-type: none"> Organisational Development Wimmera Hearing Society National Relay Service Community Axis Wimmera Disability Access Forum 	Dec 2013 and annually thereafter
3.7 Ensure that disability parking permit holders are aware of their parking meter entitlements (ie, double time limit)	<ul style="list-style-type: none"> Disability parking permit holders are aware of their parking meter entitlements 	<ul style="list-style-type: none"> Human Services / Aged and Disability Services 	Deliver	<ul style="list-style-type: none"> Media and Communications Local Laws 	Dec 2013

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.8 Develop an electronic disability access awareness campaign for traders	<ul style="list-style-type: none"> • Campaign developed and utilised 	<ul style="list-style-type: none"> • Rural Access 	Deliver	<ul style="list-style-type: none"> • Economic Development • Business Horsham • Real Estate Agents • Media and Communications • Wimmera Information Network 	Dec 2015
3.9 Continue to support the Wimmera Disability Access Forum	<ul style="list-style-type: none"> • Minimum of six meetings held each year • Council representative appointed to group 	<ul style="list-style-type: none"> • Rural Access 	Facilitate	<ul style="list-style-type: none"> • Community and Cultural Development • Committee members 	Ongoing

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.10 Ensure that a commitment to participation and inclusion is incorporated into Council's key strategic policy and planning documents	<ul style="list-style-type: none"> Key strategic policy and planning documents contain participation and inclusion objectives and statements 	<ul style="list-style-type: none"> Chief Executive 	Deliver	<ul style="list-style-type: none"> Organisational Development All Council Departments 	Ongoing as plans are developed
3.11 Modify Horsham Rural City Council community engagement template to include information and guidelines on consultation methods for people with a disability	<ul style="list-style-type: none"> Template modified Improved engagement with people with a disability 	<ul style="list-style-type: none"> Cultural and Community Development 	Deliver	<ul style="list-style-type: none"> Wimmera Disability Access Forum 	Jul 2014

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.12 Work with other services, venue and retail managers to improve access to facilities based on universal design principles	<ul style="list-style-type: none"> Improved access for people of all abilities 	<ul style="list-style-type: none"> Rural Access Economic Development 	Partner	<ul style="list-style-type: none"> Building and Planning Community and Cultural Development 	Ongoing
3.13 Review Community Local Law Number 3 in relation to footpath trading and introduce a phased program to enable clear paths of travel along shopfronts	<ul style="list-style-type: none"> Community Local Law Number 3 revised and amended to address footpath trading issues 	<ul style="list-style-type: none"> Local Laws Corporate Services 	Deliver	<ul style="list-style-type: none"> Economic Development Community and Cultural Development 	Dec 2016

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
3.14 Monitor the National Disability Insurance Scheme and work towards ensuring community and agency readiness for introduction of the scheme in Victoria	<ul style="list-style-type: none"> • People with a disability will be included in our community, take part in our community and have choice and control about the services and support they use 	<ul style="list-style-type: none"> • Rural Access 	Community Engagement	<ul style="list-style-type: none"> • Community and Cultural Development • Human Services • Local disability service providers 	Ongoing

Goal 4 - Employment

We will promote inclusive employment practices and use our community leadership role to work with others to enhance employment opportunities for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
4.1 Conduct an audit of Council employment policies and processes to identify gaps/barriers to employment	<ul style="list-style-type: none"> Audit completed and employment policies and processes reviewed to address gaps and barriers 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> Victorian Equal Opportunity and Human Rights Commission 	Dec 2014
4.2 Develop and implement a Reasonable Adjustment Policy and promote it to all staff	<ul style="list-style-type: none"> Reasonable Adjustment Policy adopted and implemented throughout Council 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> Victorian Equal Opportunity and Human Rights Commission 	2015

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
4.3 Modify recruitment and human resource processes to ensure that they are inclusive of all people	<ul style="list-style-type: none"> Council follows inclusive recruitment and human resource processes 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> All Council departments 	June 2013 and ongoing
4.4 Ensure that entry level position descriptions are written in Plain English	<ul style="list-style-type: none"> Entry level position descriptions are written in Plain English 	<ul style="list-style-type: none"> Organisational Development 	Deliver		Dec 2013 and ongoing
4.5 Strengthen relationships with local disability employment services	<ul style="list-style-type: none"> Closer working relationships with all local disability employment services 	<ul style="list-style-type: none"> Organisational Development 	Partner	<ul style="list-style-type: none"> Local disability employment services 	Jun 2013 and ongoing

Goal 5 – Built Environment

We will improve access to Council infrastructure and use our community leadership role to work with others to improve accessibility to the built environment for people with a disability

Buildings

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.1 Conduct an access audit of Council owned public toilets in the municipality	<ul style="list-style-type: none"> Audit conducted and access issues identified and addressed 	<ul style="list-style-type: none"> Technical Services Building and Planning 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Occupational Therapist 	Audit completed by Dec 2014
5.2 Encourage access audits of privately owned public toilets in the municipality	<ul style="list-style-type: none"> Audit conducted and access issues identified and addressed 	<ul style="list-style-type: none"> Rural Access 	Advocacy	<ul style="list-style-type: none"> Wimmera Disability Access Forum Occupational Therapist Private Operators 	Jun 2013 and ongoing

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.3 Conduct an access audit of the Civic Centre Municipal Office to identify ways to make the building more accessible to staff and community members	<ul style="list-style-type: none"> Access audit completed and modifications made to make building more accessible 	<ul style="list-style-type: none"> Building and Planning 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Community Services 	2014
5.4 Deliver access audit training for building and outdoor staff	<ul style="list-style-type: none"> Training completed by building and outdoor staff 	<ul style="list-style-type: none"> Rural Access 	Deliver		Jul 2013

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.5 Investigate the feasibility of a Changing Places toilet facility in Horsham	<ul style="list-style-type: none"> Funding secured, site identified and Changing Places toilet facility in Horsham constructed 	<ul style="list-style-type: none"> Community and Cultural Development Technical Services 	Deliver	<ul style="list-style-type: none"> Rural Access Disability Service Providers Grants Officer Health and Human Services Changing Places Victoria Consortium Community Working Party 	Dec 2013
5.6 Secure funding to install a lift at the Mibus Centre	<ul style="list-style-type: none"> Funding provided and lift installed 	<ul style="list-style-type: none"> Grants Officer Building and Planning 	Deliver	<ul style="list-style-type: none"> External Funding Makers Gallery Committee Community and Cultural Development Library 	Jul 2014

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.7 Investigate the feasibility of installing a lift at the Centre Cinema	<ul style="list-style-type: none"> • Funding provided and lift installed 	<ul style="list-style-type: none"> • Building and Planning 	Deliver	<ul style="list-style-type: none"> • External Funding • Centre Cinema • Community and Cultural Development • Grants Officer 	Dec 2016
5.8 Conduct an access audit of the University of the Third Age building	<ul style="list-style-type: none"> • Audit completed and modifications made to the building to make it more accessible • More people able to participate in programs 	<ul style="list-style-type: none"> • Building and Planning 	Deliver	<ul style="list-style-type: none"> • Rural Access • Vic Track 	Dec 2014

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.9 Install a hoist in the accessible change room at the Horsham Aquatic Centre	<ul style="list-style-type: none"> • Hoist installed and operational 	<ul style="list-style-type: none"> • Community Services 	Deliver	<ul style="list-style-type: none"> • Occupational Therapist • Rural Access • Building and Planning • YMCA 	Dec 2014
5.10 Improve access to the Horsham City Oval	<ul style="list-style-type: none"> • Assessment completed • Accessible venue plan for Horsham City Oval completed • Access improved 	Technical Services	Deliver	<ul style="list-style-type: none"> • Building and Planning • Rural Access • Wimmera Disability Access Forum • Sporting Clubs 	2016

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Footpaths and Traffic Systems

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.11 Ensure, as much as practicable, that all new footpath and kerb works are designed to meet the Premises Standards	<ul style="list-style-type: none"> New footpath and kerb works meet the Premises Standards 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Mobility Group Wimmera Disability Access Forum Rural Access 	Jul 2013 and ongoing
5.12 Ensure, as much as practicable, that all new Council works are designed to meet access standards	<ul style="list-style-type: none"> All new Council works are designed to meet access standards 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Mobility Group Wimmera Disability Access Forum Rural Access 	Jul 2013 and ongoing

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
<p>5.13 Develop and progressively implement priority routes linking all residential areas in Horsham (including access from South to North) to the Horsham Central Business District and the medical precincts of the Wimmera Base Hospital and Baillie Street, including a review of the existing Sure Walk</p>	<ul style="list-style-type: none"> • Linked priority routes promoted and used by residents 	<ul style="list-style-type: none"> • Technical Services 	<p>Deliver</p>	<ul style="list-style-type: none"> • Rural Access • Wimmera Mobility Group • Wimmera Disability Access Forum 	<p>2016</p>

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.14 Revise the footpath hierarchy and check for overhanging branches to increase frequency of inspections and improve intervention and response time especially in residential areas	<ul style="list-style-type: none"> • Accessible footpaths in residential areas 	<ul style="list-style-type: none"> • Technical Services 	Deliver	<ul style="list-style-type: none"> • Rural Access • Wimmera Mobility Group • Wimmera Disability Access Forum • Rural Access 	2015

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.15 Provide and promote scooter recharge points in the Town Hall / Art Gallery Redevelopment, Library and Roberts Place	<ul style="list-style-type: none"> • Scooter recharge points provided and utilised at Council owned venues 	<ul style="list-style-type: none"> • Building and Planning 	Deliver	<ul style="list-style-type: none"> • Wimmera Mobility Group • Rural Access • Media and Communications 	2015
5.16 Review pedestrian crossing points in the streets around Wimmera Base Hospital	<ul style="list-style-type: none"> • Safe pedestrian crossing points available around Wimmera Base Hospital 	<ul style="list-style-type: none"> • Technical Services 	Deliver	<ul style="list-style-type: none"> • Wimmera Health Care Group • Wimmera Mobility Group • Rural Access 	Dec 2013

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What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.17 Conduct an audit of traffic light pedestrian crossings to identify accessibility issues (eg, traffic light buttons) and lobby VicRoads to address	<ul style="list-style-type: none"> Audit undertaken and issues communicated to, and rectified by, VicRoads 	<ul style="list-style-type: none"> Technical Services 	Deliver and Advocate	<ul style="list-style-type: none"> VicRoads Wimmera Mobility Group Rural Access 	Dec 2014
5.18 Undertake footpath works on Roberts Avenue (between Ward and Darlot Streets) to improve shop access	<ul style="list-style-type: none"> Footpath works completed Improved shop access 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Shop owners Rural Access 	Dec 2016

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.19 Improve pedestrian safety at the Bennett/Natimuk Road intersection	<ul style="list-style-type: none"> Safe pedestrian crossing at the Bennett/Natimuk Road intersection 	<ul style="list-style-type: none"> Technical Services 	Advocate and Deliver	<ul style="list-style-type: none"> VicRoads Wimmera Mobility Group Rural Access 	Dec 2016
5.20 Support scooter safety and education initiatives	<ul style="list-style-type: none"> Scooter safety education initiatives delivered successfully 	<ul style="list-style-type: none"> Wimmera Mobility Group 	Support	<ul style="list-style-type: none"> Technical Services Community Services Local Laws Rural Access Wimmera Disability Access Forum 	Jul 2013
5.21 Develop and publicise preferred mobility scooter routes (including the provision of scooter recharge points) around Horsham	<ul style="list-style-type: none"> Mobility scooter routes developed and publicised widely 	<ul style="list-style-type: none"> Technical Services Wimmera Mobility Group Rural Access 	Deliver	<ul style="list-style-type: none"> Media and Communications Wimmera Disability Access Forum 	Dec 2015

"Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community"

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.22 Seek funding for a public lighting strategy in line with community safety guidelines	<ul style="list-style-type: none"> Public lighting strategy developed 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Disability Access Forum Grants Officer 	Dec 2016

Parking

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
5.23 Conduct an audit of disabled parking spaces and improve signage	<ul style="list-style-type: none"> • Audit completed • Improved disabled parking signage • Improved disabled parking 	<ul style="list-style-type: none"> • Local Laws • Technical Services • Economic Development 	Deliver	<ul style="list-style-type: none"> • Rural Access • Wimmera Disability Access Forum • Aged and Disability Services 	Dec 2015
5.24 Explore opportunities for designated mobility scooter parks in Horsham and Natimuk	<ul style="list-style-type: none"> • Designated mobility scooter parking spaces in Horsham and Natimuk 	<ul style="list-style-type: none"> • Wimmera Mobility Group • Building and Planning • Local Laws • Economic Development 	Deliver	<ul style="list-style-type: none"> • Rural Access 	Dec 2016

Goal 6 – Transport

We will use our leadership role to improve transport options for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
6.1 Host a public transport forum where questions and issues can be addressed	<ul style="list-style-type: none"> • Successful forum held where questions and issues were raised and addressed 	<ul style="list-style-type: none"> • Chief Executive • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Wimmera Disability Access Forum • Rural Access Development • Local service providers 	Jul 2014
6.2 Advocate for the installation of wheelchair locking devices on the Horsham Bus Service	<ul style="list-style-type: none"> • People with wheelchairs can utilise the Horsham bus service 	<ul style="list-style-type: none"> • Rural Access 	Advocate	<ul style="list-style-type: none"> • Wimmera Roadways • Wimmera Disability Access Forum • Local disability service providers 	Jul 2013 and ongoing

"Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community"

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
6.3 Advocate for an expansion to the Horsham Bus Service	<ul style="list-style-type: none"> • Improved bus service in Horsham 	<ul style="list-style-type: none"> • Rural Access 	Advocate	<ul style="list-style-type: none"> • Health and Human Services • Department of Transport, Planning and Local Infrastructure • Wimmera Roadways • Wimmera Disability Access Forum • Service providers 	Ongoing
6.4 Advocate for improved co-ordination between service providers to ensure that public transport options connect outside and within the municipality	<ul style="list-style-type: none"> • Improved co-ordination of public transport options 	<ul style="list-style-type: none"> • Chief Executive • Human Services • Community and Cultural Development 	Advocate	<ul style="list-style-type: none"> • Rural Access • Wimmera Transport Connections Project • Service providers 	Jul 2013 and ongoing

"Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community"

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
6.5 Continue to provide funding in the Council operating budget to contribute to the development of bus shelters in the preferred style	<ul style="list-style-type: none"> Budget includes allocation for bus shelters in the preferred style 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Public Transport Victoria / Department of Transport, Planning and Local Infrastructure Wimmera Roadways 	Annually
6.6 Monitor the need for access improvements at the Horsham Aerodrome	<ul style="list-style-type: none"> Issues identified and reported 	<ul style="list-style-type: none"> Technical Services 	Deliver and monitor	<ul style="list-style-type: none"> Aerodrome users 	Ongoing monitoring

Goal 7 – Housing and Living at Home

We will advocate for improved housing and services to enable people with a disability to live at home

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
7.1 Advocate for more appropriate and accessible public housing	<ul style="list-style-type: none"> More appropriate housing options available for people with a disability 	<ul style="list-style-type: none"> Chief Executive Health and Human Services 	Advocate	<ul style="list-style-type: none"> Service providers Department of Human Services 	Jul 2013 and ongoing
7.2 Explore opportunities for hard rubbish collection in Horsham and Natimuk	<ul style="list-style-type: none"> People can dispose of their hard rubbish where it would otherwise not be possible 	<ul style="list-style-type: none"> Technical Services 	Deliver		Dec 2015
7.3 Continue to provide home care and meals on wheels	<ul style="list-style-type: none"> Services continues at current level 	<ul style="list-style-type: none"> Human Services 	Deliver	<ul style="list-style-type: none"> HACC funding Volunteers 	Ongoing

"Everyone has a responsibility and role to play in enabling people of all abilities to fully participate in the life of the community"

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?
7.4 Review documentation to encourage homeowners/ applicants to construct Homes for Life	<ul style="list-style-type: none"> • More Homes For Life constructed in the municipality 	<ul style="list-style-type: none"> • Building and Planning 	Deliver	<ul style="list-style-type: none"> • Rural Access 	Dec 2014 and ongoing

Definitions

Advocacy – A political process by an individual or group which aims to influence public policy and resource allocation decisions within political, economic and social systems and institutions.

Alternative Formats – Use of different communication formats (eg, large print, different font, audio, etc.) that allows people with disabilities to access information in a manner other than how the format was originally delivered.

Business Horsham – Provides support for Horsham businesses. Business Horsham offers a collective voice for local businesses as well as training seminars and networking events.

Changing Places Toilet Facility – Accessible toilets with extra features and more space including: a height adjustable adult-sized changing bench, a tracking hoist system, space and a safe and clean environment.

Community Axis – A leading provider of disability employment, recruitment and supported disability services including Axis Worx in Horsham.

Community Development Grants – Grants provided by Council to community groups and organisations to fund community projects.

Community Engagement Template – The Horsham Rural City Council Community Engagement Template is used by Council to plan how we are going to conduct community consultation. It helps us work out who we need to consult with and what the best way of consulting is.

Community Group – A group that shares common characteristics or interests.

Companion Cards – Available for people with a significant permanent disability who always need a companion to provide attendant care type support in order to participate at community venues and activities.

Customer Service Charter – Sets out standards and procedures on how all Council staff should deliver best practice customer service.

Deliver – To do something that you have promised to do.

Disability Parking Permit – Issued to people with a medical condition that severely affects their mobility, enabling them to park in designated disability parking areas.

Grampians Disability Advocacy Association – Provides advocacy and information to people with all types of disabilities and of all ages.

Hearing Loop – An aid for people with a hearing impairment. A loop of cable around a designated area (usually a room or building) which generates a magnetic field picked up by a hearing aid.

Homes for Life – *Homes for Life is a concept where houses are designed and constructed in such a way to enable them to be easily adapted at a later stage to accommodate the needs of a person with a disability.*

Local Laws – Adopted by Council to protect public health, safety, or amenity in a municipality. Local Laws are designed to ensure that the actions of an individual or group do not have a negative or undesirable impact on the rest of the community.

National Disability Insurance Scheme – A Bill passed through parliament to support people with disabilities by helping them to identify their goals and aspirations and provide them with the support they need to help them reach their full potential.

Plain English – Clear straightforward expression, using only as many words as are necessary. It is a language that avoids obscurity, inflated vocabulary and convoluted sentence construction.

Premises Standards – Set performance requirements and provide references to technical specifications to ensure dignified access to, and use of, buildings for people with disability.

Public Meetings – Meetings arranged by Council that are open to members of the public and encourage community feedback.

Reasonable Adjustment Policy – A policy that aims to remove barriers preventing people with a disability from fully integrating into the workplace.

Rural Access – Seeks to work in partnership with local groups, organisations, businesses and the broader community to develop new ways of including people with a disability in the life of the community.

Service Provider – An organisation that provides goods, facilities or services to the public.

Support – To agree with an idea, group or person and to provide assistance because you want them to succeed.

Translating and Interpreting Service (TIS National) – TIS National provides free interpreting services to non-English speaking Australian citizens and permanent residents communicating with Local Government and other approved groups and individuals.

Universal Design Principles – The design of products and environments to be usable to the greatest extent possible by people of all ages and abilities.

Vic Track – The Victorian Government agency which owns all railway and tram lines, associated rail lands and other rail-related infrastructure in Victoria.

Wimmera Disability Access Forum – An independent group of individuals and organisations promoting the wellbeing of citizens of Horsham and the Wimmera who have a disability.

Wimmera Hearing Society – A voluntary hearing support organisation that offers advice, tests and information for those with hearing loss or impairment.

Wimmera Mobility Group – A not-for-profit group primarily for people who use mobility scooters or other mobility equipment.

Wimmera Uniting Care – A not for profit community service organisation that supports and strengthens individuals, families and communities in the Wimmera.

World Wide Web Consortium (W3C) – W3C is the main international standards organisation for the World Wide Web and is responsible for developing protocols and guidelines that ensure long term growth of the web. A primary goal is to make the web available to all people, whatever their hardware, software, network infrastructure, native language, culture, geographical location or physical or mental ability.

Goal 1 – Social Connection

We will promote inclusion and participation by creating opportunities for people with a disability to participate equally alongside other members of the community

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
1.1 Modify community development grant guidelines to include a section on disability access	<ul style="list-style-type: none"> Disability access section included in community development grant guidelines 	<ul style="list-style-type: none"> Finance Services 	Deliver	<ul style="list-style-type: none"> Community and Cultural Development Grants Officer 	Feb 2014	Completed	Information to encourage all groups to apply was added in 2016
1.2 Ensure that public meetings and events hosted by Council are held in accessible venues	<ul style="list-style-type: none"> All public meetings events held in accessible venues so that more people with a disability can participate 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Building and Planning 	Jan 2014	Completed	Officers involved in engaging with the community received accessibility training in 2016-17
1.3 Include access icons in publicity material for Council events and functions	<ul style="list-style-type: none"> Icons included in all publicity for Council events and functions 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> All Council departments 	Jan 2014 and ongoing	Completed	2016-17 Included in HTH programs
1.4 Acknowledge and celebrate Seniors Week (16-23 March), International Day for People With a Disability (3 Dec) and Mental Health Week (6-12 Oct)	<ul style="list-style-type: none"> Activities arranged and promoted More community awareness 	<ul style="list-style-type: none"> Health and Human Services Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Rural Access Media and Communications Disability service providers 	Ongoing	Completed	Council has participated in celebrating the event and assisting on the committee
1.5 Continue to support Art Is, Awakenings festivals and other festivals/ events that provide opportunities for social connection	<ul style="list-style-type: none"> Successful events held on a regular basis 	<ul style="list-style-type: none"> Community and Cultural Development 	Support	<ul style="list-style-type: none"> Wimmera Uniting Care (Awakenings) Art Is Committee of Management Community Groups 	Ongoing	Completed	Support provided
1.6 Amend the Wesley Performing Arts Centre website to include access information	<ul style="list-style-type: none"> Website Performing Arts Centre website includes access information 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Wesley Performing Arts Centre Committee 	Dec 2013	Completed	Information on HTH webpage

1.7	Work with others to embed information on venue accessibility in promotional material	<ul style="list-style-type: none"> • Accessible venues list developed and made available to the public 	<ul style="list-style-type: none"> • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Rural Access • Venue Owners • Wimmera Information Network 	Jan 2014	Completed	This has been completed and HTH is an accessible venue
1.8	Work with Service Providers and the Department of Human to ensure that residents of supported residential care houses receive information on activities and are able to access cultural and sporting events	<ul style="list-style-type: none"> • Information made available 	<ul style="list-style-type: none"> • Community Development • Rural access 	Support	<ul style="list-style-type: none"> • Department of Human Services • Service Providers 	Ongoing	Completed	Council continues to promote activities

Goal 2 – Information on Services

We will improve the way we communicate and the information we provide to make sure it is accessible to people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
2.1 Develop Plain English guidelines for Council publications	<ul style="list-style-type: none"> • Council publications written in Plain English wherever possible 	<ul style="list-style-type: none"> • Media and Communications 	Deliver	<ul style="list-style-type: none"> • Organisational Development • Community and Cultural Development 	Dec 2014	Completed	Council templates and Accessible Style Guide has been reviewed. Accessible versions of documents are made available
2.2 Include information on alternative formats in all Council publications and on the website	<ul style="list-style-type: none"> • Annual audit of Council publications 	<ul style="list-style-type: none"> • Media and Communications 	Deliver	<ul style="list-style-type: none"> • Organisational Development • All Council departments 	To commence Jun 2013	Completed	HRCC website completed and Open Forms is used with accessible documents available
2.3 Investigate the acquisition of a portable hearing loop system that can be used at off-site venues	<ul style="list-style-type: none"> • Portable hearing loop purchased and available for use at off-site venues 	<ul style="list-style-type: none"> • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Rural Access • Deaf Access • Wimmera Hearing Society • Grants Officer 	Jul 2014	Ongoing	There is a desktop hearing shuttle located at the Civic Centre, Visitor info centre, and at two locations at the HTH. The installation of a hearing loop at the Civic Centre is currently underway.
2.4 Install hearing technology with appropriate signage at Council customer service areas and the Visitor Information Centre	<ul style="list-style-type: none"> • People with a disability have access to hearing technology at customer service areas and the Visitor Information Centre 	<ul style="list-style-type: none"> • Customer Service • Economic Development/ Visitor Information Centre 	Deliver	<ul style="list-style-type: none"> • Rural Access • Deaf Access • Wimmera Hearing Society • Rural Access • Grants Officer 	Jun 2015	Completed	A desktop hearing shuttle at both locations and training for staff and volunteers provided

2.5 Update the Horsham Rural City Council Website to make it more accessible for people with a disability in accordance with W3C guidelines	<ul style="list-style-type: none"> W3C Guidelines have been applied to the website 	<ul style="list-style-type: none"> Information Technology Department Media and Communications 	Deliver	<ul style="list-style-type: none"> Wimmera Disability Access Forum Community and Cultural Development Rural Access Economic Development 	Dec 2015	Completed	Read Speaker offers online and offline text to speech function. It assists people by reading out the content of the webpage aloud. Read Speaker on HRCC website
2.6 Provide publications and information on Council services in a variety of formats including radio, print media, online, noticeboards and newsletters (eg, Axis Worx, Wimmera uniting Care Day Programs)	<ul style="list-style-type: none"> Information available to the public in a variety of formats 	<ul style="list-style-type: none"> Media and Communications 	Deliver	<ul style="list-style-type: none"> Community and Cultural Development Organisational Development Radio and print media Other service providers, eg, Axis Worx and Karkana 	Jan 2014 and ongoing	Completed	Ongoing
2.7 Develop an easy to update information directory on disability services and accessible facilities in the municipality (public conveniences, buildings, parks, shops, etc)	<ul style="list-style-type: none"> Directory prepared, promoted and readily available to the community 	<ul style="list-style-type: none"> Rural Access 	Deliver	<ul style="list-style-type: none"> Community and cultural Development Media and Communications Wimmera Disability Access Forum Grampians Disability Advocacy Association Wimmera Information Network 	Dec 2013	Completed	<i>Our Community Directory</i> on the website

Goal 3 – Education and Awareness

We will provide education and awareness programs that promote good models of inclusive practices and approaches for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
3.1 Provide community education on Companion Cards	<ul style="list-style-type: none"> More awareness and acceptance of companion card holders at events 	<ul style="list-style-type: none"> Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Rural Access Media and Communications 	Dec 2013	Completed	Training was delivered in HRCC to staff and community and was well attended
3.2 Review the Horsham Rural City Council Customer Service Charter to reflect Councils commitment to	<ul style="list-style-type: none"> Customer service charter is updated to reflect Councils commitment to communicating with people with a disability 	<ul style="list-style-type: none"> Customer Service Supervisor 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Hearing Society National Relay Service Wimmera Disability Access Forum 	Dec 2013	Completed	Review completed in 2014

communicating with people with a disability							
3.3 Develop guidelines and checklist for use by Council staff to ensure that the needs of people with a disability are considered when hosting Council events (hearing technology, font size, background, access, etc)	<ul style="list-style-type: none"> • Consideration given to the needs of people with a disability when hosting Council events • More people participating in Council events 	<ul style="list-style-type: none"> • Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> • Rural Access 	Dec 2013	Underway	Accessible Event Guidelines to be developed by December 2018
3.4 Provide sensory, intellectual and physical disability awareness training to Councillors, staff and volunteers including information on where to go for assistance	<ul style="list-style-type: none"> • Councillors, staff and volunteers are more aware of the needs of people with disabilities and where to go for assistance 	<ul style="list-style-type: none"> • Organisational Development 	Deliver	<ul style="list-style-type: none"> • Rural Access • Community Axis • Wimmera Hearing Society • Wimmera Disability Access Forum 	Dec 2013 and ongoing	Completed	<p>HRCC staff attended training</p> <p>HRCC is purchasing an online Accessibility Awareness Training package</p>
3.5 Appoint a designated contact person at Council to support staff in providing assistance to people with a disability	<ul style="list-style-type: none"> • Staff have a designated contact person to support them in providing assistance to people with a disability 	<ul style="list-style-type: none"> • Community Services Director 	Deliver	<ul style="list-style-type: none"> • Rural Access • Corporate Services • Community and Cultural Development • Health and Human Services 	Jul 2013	Completed	Organisational Development
3.6 Provide annual training to customer service staff on communication techniques (eg, National Relay Service, hearing technology, translator services, etc)	<ul style="list-style-type: none"> • Improved communication with people of all abilities 	<ul style="list-style-type: none"> • Customer Service Supervisor 	Deliver	<ul style="list-style-type: none"> • Organisational Development • Wimmera Hearing Society • National Relay Service • Community Axis • Wimmera Disability Access Forum 	Dec 2013 and annually thereafter	Completed	The new online module will capture this.
3.7 Ensure that people with disability parking permits are aware of their parking meter entitlements (ie, double time limit)	<ul style="list-style-type: none"> • People with disability parking permits are aware of their parking meter entitlements and make better use of their entitlements 	<ul style="list-style-type: none"> • Health and Human Services / Aged and Disability Services 	Deliver	<ul style="list-style-type: none"> • Media and Communications • Local Laws 	Dec 2013	Completed	Reported as per 2015/16 council annual plan
3.8 Develop an electronic disability access awareness campaign for traders	<ul style="list-style-type: none"> • Campaign developed 	<ul style="list-style-type: none"> • Rural Access 	Deliver	<ul style="list-style-type: none"> • Economic Development • Business Horsham • Real Estate Agents • Media and Communications 	Dec 2015	Completed	Open for Business Website launched in 2017. This is now being administered by the four Councils- Moorabool, City of Ballarat, GCH and HRCC.

3.9 Continue to support the Wimmera Disability Access Forum	<ul style="list-style-type: none"> • Minimum of six successful meetings held each year • Council representative appointed to group 	<ul style="list-style-type: none"> • Rural Access 	Facilitate	<ul style="list-style-type: none"> • Community and Cultural Development • Committee members 	Ongoing	Completed	Meetings held every two months regionally. WDAF will continue to be supported by Wimmera PCP
3.10 Ensure that a commitment to participation and inclusion is incorporated into Council's key strategic policy and planning documents	<ul style="list-style-type: none"> • Key strategic policy and planning documents contain participation and inclusion objectives and statements 	<ul style="list-style-type: none"> • Chief Executive 	Deliver	<ul style="list-style-type: none"> • Organisational Development • All Council Departments 	Ongoing as plans are developed	Completed	The Disability Access and Action Plan is referred to in each Annual Plan and lists the highlights that have been achieved. In the 2016-17 report it lists the Hearing Loop installed at the HTH.
3.11 Modify Horsham Rural City Council community engagement template to include information and guidelines on consultation methods for people with a disability	<ul style="list-style-type: none"> • Template modified • Improved engagement with people with a disability 	<ul style="list-style-type: none"> • Cultural and Community Development 	Deliver	<ul style="list-style-type: none"> • Wimmera Disability Access Forum 	July 2014	Completed	Completed using IAP2 principles in 2015.
3.12 Work with other services, venue and retail managers to improve access to facilities based in universal principles	<ul style="list-style-type: none"> • Improved access for people of all abilities 	<ul style="list-style-type: none"> • Rural Access • Economic Development 	Partner	<ul style="list-style-type: none"> • Building and Planning • Community and Cultural Development 	Ongoing	Completed	Open for business website 2017 was produced in collaboration with City of Ballarat, Moorabool Shire Council, Grampians Community Health
3.13 Review Community Local Law Number 3 in relation to footpath trading and introduce a phased program to enable clear paths of travel along shopfronts	<ul style="list-style-type: none"> • Community Local Law Number 3 revised and amended to address footpath trading issues 	<ul style="list-style-type: none"> • Local Laws • Corporate Services 	Deliver	<ul style="list-style-type: none"> • Economic Building and Planning • Community and Cultural Development 	Dec 2016	Completed	Annually the renewal notices with the rules and regulations are sent out from CSO and monitored by Local Laws. The information is available on the HRCC website
3.14 Monitor the National Disability Insurance Scheme and work towards ensuring community and agency Readiness for introduction of the scheme in Victoria	<ul style="list-style-type: none"> • People with a disability will be included in our community, take part in our community and have choice and control about the services and support they use 	<ul style="list-style-type: none"> • Rural Access 	Community Engagement	<ul style="list-style-type: none"> • Community and Cultural Development • Human Services • Local disability service providers 	Ongoing	Completed	Continue to advocate

Goal 4 - Employment

We will promote inclusive employment practices and use our community leadership role to work with others to enhance employment opportunities for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
4.1 Conduct an audit of Council employment policies and processes to identify gaps/barriers to employment	<ul style="list-style-type: none"> Audit completed and employment policies and processes reviewed to address gaps and barriers 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> Victorian Equal Opportunity and Human Rights Commission 	Dec 2014	Completed	Position descriptions were reviewed in 2016 and are reviewed annually
4.2 Develop a Reasonable Adjustment Policy and promote it to all staff	<ul style="list-style-type: none"> Reasonable Adjustment Policy adopted and implemented throughout Council 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> Victorian Equal Opportunity and Human Rights Commission 	2015	Completed	Policy and Procedure developed
4.3 Modify recruitment and human resource processes to ensure that they are inclusive	<ul style="list-style-type: none"> Council follows inclusive recruitment and human resource processes 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> All Council departments 	June 2013 and ongoing	Completed	Information added to position descriptions
4.4 Ensure that entry level position descriptions are written in Plain English	<ul style="list-style-type: none"> Entry level position descriptions are written in Plain English 	<ul style="list-style-type: none"> Organisational Development 	Deliver	<ul style="list-style-type: none"> 	Dec 2013 and ongoing	Completed	Staff attended plain English training and position descriptions have been condensed
4.5 Strengthen relationships with local disability employment services	<ul style="list-style-type: none"> Closer working relationships with all local disability employment services 	<ul style="list-style-type: none"> Organisational Development 	Partner	<ul style="list-style-type: none"> Local disability employment services 	Ongoing	Completed	RAW and WDAF met with employment services. HRCC will continue to develop and support this initiative

Goal 5 – Built Environment

We will improve access to Council infrastructure and use our community leadership role to work with others to improve accessibility to the built environment for people with a disability

Buildings

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
5.1 Conduct an access audit of Council owned public toilets in the municipality	<ul style="list-style-type: none"> Audit conducted and access issues identified and addressed 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Occupational Therapist 	Jun 2014	Completed	The works have been completed in 2015/16
5.2 Conduct an access audit of privately owned public convenience facilities in the municipality	<ul style="list-style-type: none"> Audit conducted and access issues identified and addressed 	<ul style="list-style-type: none"> Technical Services 	Advocacy	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Occupational Therapist Private Operators 	Jun 2014	Completed	Continue to advocate for better design
5.3 Conduct an access audit of the Civic Centre Municipal Office to identify ways to make the building more accessible to staff and community members	<ul style="list-style-type: none"> Access audit completed and modifications made to make building more accessible 	<ul style="list-style-type: none"> Building and Planning 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Community Services 	2014	Completed	An initial audit of the Civic centre was conducted modifications have been made. Further modifications will be done as part of the foyer redesign.
5.4 Deliver access audit training for building and outdoor staff	<ul style="list-style-type: none"> Training completed by building and outdoor staff 	<ul style="list-style-type: none"> Rural Access 	Deliver	<ul style="list-style-type: none"> Council 	Jul 2013	Completed	Training delivered
5.5 Investigate the feasibility of a Changing Places toilet facility in Horsham	<ul style="list-style-type: none"> Funding secured, site identified and Changing Places toilet facility in Horsham constructed 	<ul style="list-style-type: none"> Community and Cultural Development Technical Services 	Deliver	<ul style="list-style-type: none"> Rural Access Disability Service Providers Grants Officer Health and Human Services Changing Places Victoria Consortium Community Working Party 	Dec 2013	Completed	Changing Place facility in May park

5.6 Secure funding to install a lift at the Mibus Centre	<ul style="list-style-type: none"> Funding provided and lift installed 	<ul style="list-style-type: none"> Grants Officer Building and Planning 	Deliver	<ul style="list-style-type: none"> External Funding Makers Gallery Committee Community and Cultural Development Library 	Jul 2014	Completed	Installed
5.7 Secure funding to install a lift at the Centre Cinema	<ul style="list-style-type: none"> Funding provided and lift installed 	<ul style="list-style-type: none"> Grants Officer Building and Planning 	Deliver	<ul style="list-style-type: none"> External Funding Centre Cinema Community and Cultural Development 	Dec 2016	Ongoing	Investigated but due to other building and accessibility issues a different approach is required.
5.8 Conduct an access audit of the University of the Third Age building	<ul style="list-style-type: none"> Audit completed and modifications made to the building to make it more accessible More people able to participate in programs 	<ul style="list-style-type: none"> Building and Planning 	Deliver	<ul style="list-style-type: none"> Rural Access 	2014	Completed	Ramp added in 2017
5.9 Install a hoist in the accessible change room at the Horsham Aquatic Centre	<ul style="list-style-type: none"> Hoist installed and operational 	<ul style="list-style-type: none"> Community Services 	Deliver	<ul style="list-style-type: none"> Occupational Therapist Rural Access Building and Planning YMCA 	Dec 2013	Ongoing	Currently being investigated and a funding bid has been applied for to improve accessibility.
5.10 Improve access to the Horsham City Oval	<ul style="list-style-type: none"> Assessment completed Accessible venue plan for Horsham City Oval completed Access improved 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Building and Planning Rural Access Wimmera Disability Access Forum Sporting Clubs 	2016	Completed	The asphalt has been resurfaced Further work will be undertaken as part of the Wimmera River and CAD Precinct Project

Footpaths and Traffic Systems

5.11 Ensure that all new footpath and kerb works are designed to meet the Premises Standards	<ul style="list-style-type: none"> All new footpath and kerb works meet the Premises Standards 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Mobility Group Wimmera Disability Access Forum Rural Access 	July 2013 and ongoing	Completed	Will upgrade as required
5.12 Ensure, as much as practicable, that all new council works are designed to meet access standards	<ul style="list-style-type: none"> All new Council works are designed to meet access standards 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Mobility Group Wimmera Disability Access Forum Rural Access 	July 2013 and ongoing	Completed	Continuing with new works and refurbishment.

5.13	Develop and progressively implement priority routes linking all residential areas in Horsham (including South to North) to the Horsham Central Business District and medical precincts of the Wimmera Base Hospital and Ballie Street, including a review of the existing Sure Walk	<ul style="list-style-type: none"> Linked priority routes promoted and used in residents 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Mobility Group Wimmera Disability Access Forum 	2016	Completed	Routine inspections occur
5.14	Revise the footpath hierarchy and check for overhanging branches to increase frequency of inspections and improve intervention and response time especially in residential areas	<ul style="list-style-type: none"> Accessible footpaths in residential areas 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Mobility Group Wimmera Disability Access Forum Rural Access 	2015	Completed	Routine inspections occur
5.15	Provide and promote scooter recharge points in the Town Hall / Art Gallery Redevelopment, Library and Roberts Place	<ul style="list-style-type: none"> Scooter recharge points provided and utilised at Council owned venues 	<ul style="list-style-type: none"> Building and Planning 	Deliver	<ul style="list-style-type: none"> Wimmera Mobility Group Rural Access Media and Communications 	2015	Not Completed	At this stage as not feasible but will continue to look for suitable options
5.16	Review pedestrian crossing points in the streets around Wimmera Base Hospital	<ul style="list-style-type: none"> Safe pedestrian crossing points available around Wimmera Base Hospital 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Health Care Group Wimmera Mobility Group Rural Access 	Dec 2013	Completed	Renewed Reid St crossing 2018
5.17	Conduct an audit of traffic light pedestrian crossings to identify wheelchair access issues (eg, traffic light buttons) and lobby VicRoads to address	<ul style="list-style-type: none"> Audit undertaken and issues communicated to, and rectified by, VicRoads 	<ul style="list-style-type: none"> Technical Services 	Deliver and Advocate	<ul style="list-style-type: none"> VicRoads Wimmera Mobility Group Rural Access 	Dec 2013	Completed	Lobbying is ongoing with Vic roads

5.18 Undertake footpath works on Roberts Avenue (between Ward and Darlot Streets) to improve shop access	<ul style="list-style-type: none"> Footpath works completed Improved shop access 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Shop owners Rural Access 	2016	Completed	Undertaken
5.19 Improve pedestrian safety at the Bennett/Natimuk Road intersection	<ul style="list-style-type: none"> Safe pedestrian crossing at the Bennett/Natimuk Road intersection 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> VicRoads Wimmera Mobility Group Rural Access 	2016	Completed	Speed limit has been decreased
5.20 Support scooter safety and education initiatives	<ul style="list-style-type: none"> Scooter safety education initiatives delivered successfully 	<ul style="list-style-type: none"> Wimmera Mobility Group 	Support	<ul style="list-style-type: none"> Technical Services Community Services Local Laws Rural Access Wimmera Disability Access Forum 	Ongoing	Completed	HRCC staff HACC and Outdoor team visit Wimmera Mobility group every three months. Group received a Rural Access grant in 2018
5.21 Develop and publicise preferred mobility scooter routes (including the provision of scooter recharge points) around Horsham	<ul style="list-style-type: none"> Mobility scooter routes developed and publicised widely 	<ul style="list-style-type: none"> Technical Services Wimmera Mobility Group Rural Access 	Deliver	<ul style="list-style-type: none"> Media and Communications Wimmera Disability Access Forum 	2015	Partly completed	No defined routes were identified. Mobility scooter safety has been raised in HRCC Parking Strategy
5.22 Seek funding for a public lighting strategy in line with community safety guidelines	<ul style="list-style-type: none"> Public lighting strategy developed 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Wimmera Disability Access Forum Grants Officer 	2014	Completed	2014, 2017/18, The lighting bollards have been replaced with overhead lights

Parking

5.23 Conduct an audit of disabled parking spaces and improve signage	<ul style="list-style-type: none"> Audit completed Improved disabled parking signage Improved disabled parking 	<ul style="list-style-type: none"> Local Laws Technical Services Economic Development 	Deliver	<ul style="list-style-type: none"> Rural Access Wimmera Disability Access Forum Aged and Disability Services 	2015	Completed	Action in HRCC Parking Strategy
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5.24 Explore opportunities for designated mobility scooter parks in Horsham and Natimuk	<ul style="list-style-type: none"> Designated mobility scooter parking spaces in Horsham and Natimuk 	<ul style="list-style-type: none"> Wimmera Mobility Group Building and Planning Local Laws Economic Development 	Deliver	<ul style="list-style-type: none"> Rural Access 	Dec 2016	Completed	Initial investigation determined there was no demand for this type of facility
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Goal 6 – Transport

We will use our leadership role to improve transport options for people with a disability

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
6.1 Host a public transport forum where questions and issues can be addressed	<ul style="list-style-type: none"> Successful forum held where questions and issues were raised and addressed 	<ul style="list-style-type: none"> Chief Executive Community and Cultural Development 	Deliver	<ul style="list-style-type: none"> Wimmera Disability Access Forum Rural Access Development Wimmera Transport Connections Project Local service providers 	Jul 2014	Completed	Meeting and review released in July 2015.
6.2 Advocate for the installation of wheelchair locking devices on the Horsham Bus Service	<ul style="list-style-type: none"> People with wheelchairs can utilise the Horsham bus service 	<ul style="list-style-type: none"> Rural Access 	Advocate	<ul style="list-style-type: none"> Wimmera Roadways Wimmera Disability Access Forum Local disability service providers 	July 2013 and ongoing	Ongoing	Wimmera Roadways has low floor buses. Continue to advocate
6.3 Advocate for an expansion to the Horsham Bus Service	<ul style="list-style-type: none"> Improved bus service in Horsham 	<ul style="list-style-type: none"> Rural Access 	Advocate	<ul style="list-style-type: none"> Health and Human Services Wimmera Roadways Wimmera Disability Access Forum Local service providers 	Ongoing	Completed	Discussions are ongoing and captured in the new 2019 consultation routes
6.4 Advocate for improved co-ordination between service providers to ensure that public transport options connect outside and within the municipality	<ul style="list-style-type: none"> Improved co-ordination of public transport options 	<ul style="list-style-type: none"> Chief Executive Human Services Community and Cultural Development 	Advocate	<ul style="list-style-type: none"> Rural Access Wimmera Transport Connections Project Service Providers 	July 2013 and ongoing	Completed	The Western Rail feasibility study has been completed

6.5 Continue to provide funding in the Council operating budget to contribute to the development of bus shelters in the preferred style	<ul style="list-style-type: none"> Budget includes allocation for bus shelters in the preferred style 	<ul style="list-style-type: none"> Technical Services 	Deliver	<ul style="list-style-type: none"> Public Transport Victoria 	Annually	Completed	New bus shelters erected
6.6 Monitor the need for access improvements at the Horsham Aerodrome	<ul style="list-style-type: none"> Issues identified and reported 	<ul style="list-style-type: none"> Technical Services 	Deliver and monitor	<ul style="list-style-type: none"> Aerodrome Users 	Ongoing monitoring	Completed	Larger accessible gates, ramps 16-17 to be compliant

Goal 7 – Housing and Living at Home

We will advocate for improved housing and services to enable people with a disability to live at home

What will we do?	How can we tell if it's done?	Who will do it?	What is our role?	Who else can help us do it?	When will we have it done?	Status	Comments
7.1 Advocate for more appropriate and accessible public housing	More appropriate housing options available for people with a disability	<ul style="list-style-type: none"> Chief Executive Health and Human Services 	Advocate	Other service providers	Jul 2013 and ongoing	Completed advocated	Participate in housing forums
Explore opportunities for Council to conduct hard rubbish collection days in Horsham and Natimuk	People can dispose of their hard rubbish where it would otherwise not be possible	<ul style="list-style-type: none"> Technical Services 	Deliver		Dec 2015	Completed ongoing	This is in the revised waste strategy and is in discussed in the stakeholder reference group.
Continue to provide home care and meals on wheels	Services continues at current level	<ul style="list-style-type: none"> Health and Human Services 	Deliver	<ul style="list-style-type: none"> HACC and Volunteers 	Ongoing	Completed and Ongoing	Completed
Review documentation to encourage homeowners & applicants to construct Homes for Life	More Homes For Life constructed in the municipality	<ul style="list-style-type: none"> Building and Planning 	Deliver	<ul style="list-style-type: none"> Rural Access 	Dec 2014 and ongoing	Completed	RAW worked with groups to promote this.

9/11/2018.

Horsham Rural
City Council

Residents

Evans Way

McLean

Spokes Person

Matt McKinnor

Ph.
Email

Rod Zerbst

0429825511

TONY WISE

0458047311

deaks.sandy
@gmail.com

To Whom it may concern
and the CEO - Sunil Bhalla.

We the residents of Pond 3
Evans way and McLean Close Horsham
submit this petition in concern
of the condition of the above
mentioned pond and its surrounds.
The grasses covering the pond and
its surrounds are potentially a
serious Fire hazard as well as
being aesthetically unpleasant for
this area. Also of concern is the
potential for the pond in its present
condition to be a haven for Vermin
and snakes. The present level
of silt in the pond does not
allow a depth of water to be
sufficient to attract native bird
life and be pleasant to the eye.
We the undersigned ask that
H.R.C.C. address these issues
A.S.A.P

Pod 0429 82 55 11

~~✗~~ - Mashfika Parvin SEATER CLOSE.

Zoe Hamilton and Dylan Bushby 23 Evans Way.

Mathew & Jenima Olston 15 Evans Way

Samantha Crick ~~J.C.~~ Jam Cue 9 Evans Way

Daniel Brody ~~→~~ 9 Evans Way

Gillian Aldridge ~~M.M.~~ 9 Evans Way

Michael Crick M.H. 9 Evans Way

Tim Crick ~~J.C.~~ 28 Evans way

Judd Crick ~~J.C.~~ 28 Evans way

ELIZA GRINTER 17 WEIGHT CLOSE.

GARRET CLARKE ~~G.C.~~ 16 Mclean st

Manjusha Naiv ~~Manjusha~~ 17 Mclean Drive.

Residents

Names	Sign	Street.
Rod Zerbst	R Zerbst	24 Evansway
Sharon Zerbst	A. Zerbst	24 Evans Way
Sandy Wise	(S) Wise	21 McLean Dr.
Tony Wise		21 McLean Dr.
Tiarina Wise	T Wise	21 McLean Drive
Samantha Wise	Wise	" "
Igan Osborne	Igan Osborne	8 Evans Way
TAKE DYMKE	Take Dymke	8 EVANS WAY
Pam Dymke	Pam Dymke	11-8 Evans Way
Greg Dymke	Greg D	11-8 Evans Way
Fiona Friberg	Fiona Friberg	21 Evans Way
Alice Haulhan	Alice	28 Evans Ways
Kassie Peachey	Kassie Peachey	26 Evans way
TED TAYLOR	Ted Taylor	18 EVANS WAY
Alan Fouldham	AF	10 EVANS way
Early Baker	Early	15 Seater Close
Jothisana Paul	Johnsana Paul	8 Seater close

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM
ON MONDAY 3 DECEMBER 2018 AT 5.00PM**

Present: Cr MA Radford, Mayor; Cr L Power, Cr A Gulvin (from 5.13pm), Cr J Robinson; Sunil Bhalla, Chief Executive Officer; John Martin, Director Infrastructure; Angela Murphy, Director Development Services; Kevin O'Brien, Director Community Wellbeing; Chris McClure, Acting Manager Economic Development (item 3 only); Ralph Kenyon, Executive Director, WDA (item 3 only); Rachel Hateley, Co-ordinator, Wimmera Business Centre (item 3 only); Kerrie Bell, Manager Governance and Information (item 4.1 only); Diana McDonald, Co-ordinator Governance (item 4.1 only); Anne Donovan, Manager Arts, Culture and Recreation (item 4.2 and 4.3 only); Maggie Bridgewater, Deaf Access Worker (item 4.3 only)

Apologies: Cr P Clarke, Cr D Grimble, Cr J Koenig; Graeme Harrison, Director Corporate Services

1. WELCOME AND INTRODUCTION

Cr Radford welcomed everyone.

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989 (AS AMENDED)

Nil.

3. BUSINESS TO BUSINESS ONLINE THROUGH LOCALISED HORSHAM

In attendance: James Baird

James Baird presented proposal.

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1 Draft Gift, Benefits and Hospitality Policy

Kerrie Bell outlined the policy.

4.2 Sport and Recreation Strategy Status Report

Draft Council report discussed.

4.3 Disability Access and Action Plan Review (Status Report)

Draft Council report discussed.

5. REPORTS FOR INFORMATION ONLY

5.1 VCAT Hearing Outcome – On The Run – 20 Dimboola Road

5.2 Street Name Request – Aisbett

6. CLOSE

Meeting closed at 7.02pm

**COUNCIL BRIEFING HELD IN THE RECEPTION ROOM
ON MONDAY 10 DECEMBER 2018 AT 5.00PM**

Present: Cr MA Radford, Mayor; Cr D Grimble, Cr J Koenig, Cr L Power, Cr J Robinson; 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; Heather Proctor, Finance Manager (item 3 only); Zac Gorman, Management Accountant (item 3 only); Susan SurrIDGE, Co-ordinator Community Relations and Advocacy (item 4.1 only); Michelle Rethus, Community Projects Officer (item 5.1 only)

Apologies: Cr P Clarke, Cr A Gulvin

1. WELCOME AND INTRODUCTION

Cr Radford welcomed everyone.

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 79, LOCAL GOVERNMENT ACT, 1989 (AS AMENDED)

Nil.

3. FINANCE AND PERFORMANCE MEETING

Heather Proctor presented the monthly report. Zac Gorman also in attendance. Creditor payments were noted.

4. PRESENTATIONS

4.1 Horsham Regional Museum

In attendance: Rob Kaufmann, Dave Tyson, Helen Curkpatrick, Dave Lennon, Rod Dumesny

Discussed.

4.2 Wimmera Leadership Group – Audit of Facilities along Wimmera River

In attendance: Lyndall Cherry, Tim Hobbs, Emily Thoday-Kennedy, Tim Nuske, Margaret Barbetti and Sarah Summers, Mandy Kirsopp (mentor)

The group provided a presentation of their audit that was undertaken.

4.3 Indoor Sports Stadium Project Control Group (PCG)

John Martin circulated feedback from the PCG close out meeting.

Meeting adjourned for dinner: 7.00pm

Meeting reconvened: 7.30pm

5. COUNCIL MEETING REPORTS FOR DISCUSSION

5.1 Health and Wellbeing Plan Review

Discussed.

5.2 Community Grants Policy

Discussed.

5.3 Wesley (Service Demand Study)

Discussed.

5.4 Horsham College Oval Governance

Discussed.

5.5 Council Resolution Action List

Discussed.

5.6 Confidential Council Resolutions

Discussed.

5.7 Rural Councils Transformation Program

Discussed.

6. REPORTS FOR INFORMATION ONLY

6.1 Performing Arts Company Directors

6.2 Corella Management Plan

6.3 Enhanced Broadband

7. GENERAL DISCUSSION

- Organisational Vision and Values.
- Cr Robinson presented his version of a road corridor (as determined by Richard May) to south and west of the city.

8. CLOSE

Meeting closed at 8.44pm



Office of Jenny Mikakos MP

Minister for Families and Children
 Minister for Early Childhood Education
 Minister for Youth Affairs

GPO Box 4057
 Melbourne Victoria 3001
 Telephone: +61 3 9096 0301
 www.dhhs.vic.gov.au
 www.education.vic.gov.au
 DX: 210081

HORSHAM RURAL CITY COUNCIL	
FILE NO.	FOS/109/000001
REF ID	Kevin O'B
07 NOV 2018	
REG. No.	
COPIES	Sunil

RN 20377

Sunil Bhalla
 Chief Executive Officer
 Horsham Rural City Council
 PO Box 511
 HORSHAM VIC 3402

Dear Ms Bhalla

Thank you for writing to the Hon Jill Hennessy MP, Minister for Health and Minister for Ambulance Services, regarding Safety and Support Hubs (Orange Door) Initiative.

As the issues you raise fall within the portfolio responsibility of Jenny Mikakos MP, Minister for Families and Children, Minister for Early Childhood Education and Minister for Youth Affairs, your correspondence has been noted and a response will be forthcoming.

Yours sincerely

Jacob Clifton
 Chief of Staff

2 / 11 / 2018



parent 18/020792
Special Minister of State

FILE No.	HORSHAM RURAL CITY COUNCIL	
REFERRAL	F08/A09/000000	
	Kevin	
	05 NOV 2018	
REG. No.		
COPIES	Sunil	

Treasury Place
Melbourne, Victoria 3002 Australia
Telephone: +613 8392 5708
dpc.vic.gov.au

e4994634

Sunil Bhalla
Chief Executive Officer
Horsham Rural City Council
PO Box 511
HORSHAM VICTORIA 3402

Dear Mr Bhalla

Thank you for your letter requesting the provision of a Support and Safety Hub (now known as The Orange Door) to be located in the city of Horsham. I recognise the needs of the Horsham local community and thank the Horsham Rural City Council for its leadership in the area. In particular, the continued work to prevent family violence as detailed in the *Horsham Rural City Council's 2017-2021 Health and Wellbeing Plan*.

As you may know, Family Safety Victoria is facilitating the statewide coordination and development of the Orange Door network, a central part of Victoria's approach to addressing family violence. The Victorian Government is committed to establishing the Orange Door network across all 17 Department of Health and Human Services (department) areas by 2021, including the Wimmera South West Area.

Family Safety Victoria is undertaking a phased approach to the implementation of the Orange Door, with support from local communities, local and statewide service providers and the department. In 2018, the Orange Door service delivery commenced in Mallee, Barwon, Bayside Peninsula, and North Eastern Melbourne with Inner Gippsland set to open in December 2018. The Orange Door service delivery will commence in the next three department areas in 2019 – Loddon, Goulburn and Central Highlands with the remaining nine to be rolled out across 2020 and 2021.

The Victorian Government's decision as to where and when the Orange Door will commence in each area is informed by a range of criteria including: client need – with a focus on areas of particularly high need; geographical location with a balance between regional and metro locations, sector and area readiness and alignment to other government reforms, to maximise impact of reform for clients and communities.

The Orange Door service delivery is designed to meet the needs of communities across an area. In addition to the primary Orange Door site Family Safety Victoria will work with local areas to identify additional service access points.

In addition to the investment in the Orange Door, the Victorian Government has also made unprecedented investment in the specialist family violence sector across the state, including the Wimmera South West Area. In 2018-19, over \$8.5 million has been invested in family violence and sexual assault support services in the Wimmera South West Area (including Horsham). This includes funding to respond to victims and perpetrators and includes case management, counselling and recovery services, behaviour change programs, flexible funding and brokerage, refuge and crisis accommodation.

On 3 October 2018 I met with local service providers in Horsham to confirm an additional \$1.3 million of funding to address service gaps as identified by the service providers. This meeting was a follow up to the meeting I had with this group earlier in 2018.

For more information about the roll out of the Orange Door network, you can now visit the Orange Door website at <http://www.vic.gov.au/familyviolence/the-orange-door/html> or contact Kelly Stanton, Executive Director, Support and Safety Hub Operations, Family Safety Victoria by phone on (03) 9194 3238 or email kelly.stanton@familysafety.vic.gov.au.

We look forward to working with Horsham Rural City Council to provide better services for those experiencing family violence, and to enhance family violence prevention.

Yours sincerely



Gavin Jennings MLC
Special Minister of State

30/10/2018



parent 181020792

HORSHAM RURAL CITY COUNCIL	
FILE No.	10814091000004
REFERRED TO:	Kevin O'B
RECEIVED	
28 NOV 2018	
REG. No.	
COPIES	Sunil

GPO Box 4057
Melbourne Victoria 3001
www.familyviolence.vic.gov.au

e5000775

Mr Sunil Bhalla
Chief Executive Officer
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402

Dear Mr Bhalla

Thank you for your letter to the Hon Jill Hennessy MP, Minister for Health and Minister for Ambulance Services requesting the provision of a Support and Safety Hub (now known as The Orange Door) to be located in the city of Horsham. Your letter has being forwarded to me for response as the government is in caretaker until the state election on 24 November 2018.

I recognise the needs of the Horsham local community and thank the Horsham Rural City Council for its leadership in the area. In particular, the continued work to prevent family violence as detailed in the *Horsham Rural City Council's 2017-2021 Health and Wellbeing Plan*.

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On 3 October 2018 the Special Minister of State, Gavin Jennings met with local service providers in Horsham to confirm an additional \$1.3 million of funding to address service gaps as identified by the service providers. This meeting was a follow up to a meeting the Minister had with this group earlier in 2018.

For more information about the roll out of the Orange Door network, you can now visit the Orange Door website at <http://www.vic.gov.au/familyviolence/the-orange-door/html> or contact Kelly Stanton, Executive Director, Support and Safety Hub Operations, Family Safety Victoria by phone on (03) 9194 3238 or email kelly.stanton@familysafety.vic.gov.au.

We look forward to working with Horsham Rural City Council to provide better services for those experiencing family violence, and to enhance family violence prevention.

Yours sincerely



Sue Clifford APM
Chief Executive Officer
Family Safety Victoria

21 / 11 / 2018

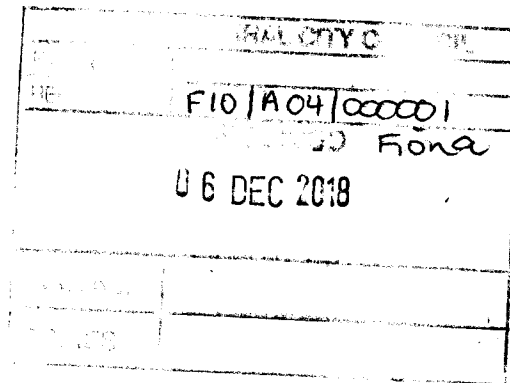


The Hon Andrew Broad MP

Assistant Minister to the Deputy Prime Minister
Federal Member for Mallee

Ref: MC18-007901
22 NOV 2018

Cr Pam Clarke
Mayor
Western Rail
C/- Horsham Rural City Council
PO Box 511
HORSHAM VIC 3402



Dear Mayor

Thank you for your letter of 26 October 2018 on behalf of the Western Rail group of councils, congratulating me on my appointment as Assistant Minister to the Deputy Prime Minister.

The Coalition Government is committed to better connecting more Australians to their homes, jobs and communities. Through a record \$75 billion investment in roads, rail and airports our Infrastructure Investment Pipeline will relieve congestion, grow our regions and help to relieve the cost of living for all Australians.

I am looking forward to supporting the Deputy Prime Minister in this new role as we work towards expanding access to markets for our businesses while making sure Australians get home safer and sooner.

Infrastructure and transport are major contributors to regional Australia's prosperity. I am a firm believer in putting regional Australia and those who live in regional communities first because when the regions are strong so too is our nation.

I look forward to working with you. Thank you again for writing and for your good wishes.

Yours sincerely

Andrew Broad

Keep up the pressure,
I want to see regular passenger
rail to Stawell and Horsham.

AB,

The Hon Andrew Broad MP

Parliament House Canberra ACT 2600 | (02) 6277 4761 | minister.broad@infrastructure.gov.au
Suite 1, Level 1, 146 Eighth Street Mildura VIC 3500 | 1300 131 620 | andrew.broad@aph.gov.au