

# AGENDA

## MEETING OF THE HORSHAM RURAL CITY COUNCIL

To be held on  
22 March 2021  
At 5.30pm

In the  
Council Chamber, Civic Centre  
18 Roberts Avenue, HORSHAM

DUE TO COVID-19 PUBLIC ATTENDANCE IS NOT PERMITTED  
THE COUNCIL MEETING WILL BE ACCESSIBLE ONLINE TO THE PUBLIC AND WILL BE LIVE STREAMED ON THE  
HORSHAM RURAL CITY COUNCIL WEBSITE [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)



**Horsham Rural City**  
Council urban rural balance

**COUNCILLORS are respectfully requested to attend the Council Meeting  
of the Horsham Rural City Council to be held on 22 March 2021  
in the Council Chamber, Civic Centre, Horsham at 5.30pm**

The meeting will be closed to the public due to COVID-19 but will be broadcast live on the Council website at [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)

**Order of Business**

**PRESENT**

**ALSO IN ATTENDANCE**

**1. PRAYER**

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

**2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT**

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.

**3. OPENING AND WELCOME**

Welcome to Councillors, staff, members of the public and the media. The Council meeting will be recorded to maintain an audio archive, which will be available on the Horsham Rural City Council website as soon as possible.

Please note that this meeting is being streamed live on the internet.

**4. APOLOGIES**

**5. LEAVE OF ABSENCE REQUESTS**

**6. CONFIRMATION OF MINUTES**

**Recommendation**

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 22 February 2021 and 1 March 2021 be adopted.

## 7. CONFLICTS OF INTEREST

### Declarations of Interest

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

### Members of Staff

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

**8. PUBLIC QUESTION TIME**

<b>9. OFFICERS REPORTS .....</b>	<b>6</b>
9.1 GIFTS, BENEFITS AND HOSPITALITY POLICY REVIEW .....	6
9.2 COUNCILLOR AND STAFF INTERACTION POLICY .....	10
9.3 STATE GOVERNMENT RATING SYSTEM REVIEW - OUTCOMES.....	13
9.4 ADOPTION OF MAYORAL AND COUNCILLOR ALLOWANCES.....	17
9.5 COMMUNITY VISION AND COUNCIL PLANS – PROJECT UPDATE .....	21
9.6 PARKING MANAGEMENT PLAN .....	24
9.7 DRAFT WIMMERA REGIONAL LIBRARY CORPORATION ANNUAL BUDGET 2021-2022 .....	29
9.8 IRRIGATION PUMP SYSTEM.....	32
9.9 REGIONAL DEVELOPMENT VICTORIA REGIONAL INFRASTRUCTURE FUND – WIMMERA SOUTHERN MALLEE CARAVAN PARK UPGRADE FUNDING ROUND .....	35
9.10 LIVING HERITAGE PROGRAM 2021 .....	38
9.11 INVESTMENT ATTRACTION AND GROWTH REPORT .....	42
9.12 CHIEF EXECUTIVE OFFICER’S OPERATIONAL REPORT .....	50
<b>10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS.....</b>	<b>53</b>
<b>11. URGENT BUSINESS .....</b>	<b>54</b>
<b>12. PETITIONS AND JOINT LETTERS.....</b>	<b>55</b>
<b>13. PROCEDURAL BUSINESS .....</b>	<b>56</b>
13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS.....	56
<i>Council Briefing Meeting held on Tuesday 23 February 2021 at 5pm .....</i>	<i>56</i>
<i>Council Briefing Meeting held on Monday 1 March 2021 at 7.45pm .....</i>	<i>56</i>
<i>Council Briefing Meeting held on Tuesday 9 March 2021 at 5.05pm .....</i>	<i>56</i>
<i>Council Budget Briefing Meeting held on Monday 15 March 2021 at 5.05pm.....</i>	<i>56</i>
13.2 SEALING OF DOCUMENTS.....	56
13.3 INWARD CORRESPONDENCE.....	56
13.4 COUNCIL COMMITTEE MINUTES .....	56
<b>14. NOTICE OF MOTION .....</b>	<b>57</b>

**CLOSE**



SUNIL BHALLA  
Chief Executive Officer

## 9. OFFICERS REPORTS

### 9.1 GIFTS, BENEFITS AND HOSPITALITY POLICY REVIEW

<b>Author's Name:</b>	Sue Frankham	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Governance Officer	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F19/A10/000001

#### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

#### Status

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

Yes  No

**Reason:** Nil

#### Appendix

Gifts, Benefits and Hospitality Policy – clean copy (**Appendix “9.1A”**)

Gifts, Benefits and Hospitality Policy – track changes (**Appendix “9.1B”**)

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#### Purpose

To adopt the revised Gifts, Benefits and Hospitality policy in accordance with the requirements of the *Local Government Act 2020*.

#### Summary

- Council's current Gifts, Benefits and Hospitality policy was adopted on 17 December 2018. There was no requirement under the previously *Local Government Act 1989* to have a gift policy.
- Section 138 of the new *Local Government Act 2020* requires Council to adopt a Councillor gift policy by 30 April 2021.
- The Gifts, Benefits and Hospitality policy has been reviewed to reflect requirements of the new *Local Government Act 2020*.
- A number of changes to the policy are proposed including reference to new legislation and updated terminology to reflect the new legislation and other updated Council documents and processes.

#### Recommendation

That Council adopt the revised Gifts, Benefits and Hospitality Policy as attached (**Appendix “9.1A”**).

## REPORT

### Background

Council's current Gifts, Benefits and Hospitality Policy was adopted on 17 December 2018. There was no requirement under the previous *Local Government Act 1989* to have a gift policy.

Section 138 of the new *Local Government Act 2020* requires Council to adopt a Councillor gift policy by 30 April 2021.

The Councillor gift policy must include:

- (a) Procedures for the maintenance of a gift register
- (b) Any other matters prescribed by the regulations.

The Gifts, Benefits and Hospitality policy is intended to support Councillors and staff to avoid conflicts of interest and maintain high levels of integrity and public trust. It supports and is consistent with behaviours outlined in the *Local Government Act 2020* and Council's Code of Conduct for Councillors and Code of Conduct for Staff.

### Discussion

A review of the current Gifts, Benefits and Hospitality policy has been undertaken, taking into consideration requirements of the new *Local Government Act 2020*, *Local Government (Governance and Integrity Regulations 2020)*, Biannual Personal Interests Returns, and the Horsham Rural City Council Councillor Code of Conduct, Staff Code of Conduct, Public Transparency Policy and Freedom of Information Part II Statement.

A number of changes to the policy are proposed, as outlined below.

- Reference to new *Local Government Act 2020* and *Local Government (Governance and Integrity) Regulations 2020* updated throughout policy.
- Conflict of interest definitions updated to "general" and "material" conflicts of interest to reflect the *Local Government Act 2020*.
- Additional examples, definitions and processes included in the policy to assist the reader to identify what is and isn't acceptable when considering offers of gifts, benefits and hospitality.
- 3.3 Council's preference for no gifts added as a new principle.
- 3.3 Receiving Offers of Gifts, Benefits and Hospitality – additional paragraph in relation to avoiding situations giving rise to the appearance of attempting to gain favourable treatment. This statement is consistent with the new Councillor Code of Conduct.
- 3.3.2 Offers to be Refused – additional statement highlighting legislative requirements in relation to anonymous gifts (*Local Government Act 2020*, section 37).
- 3.3.9 Repeat Offers of Gifts, Benefits and Hospitality – Councillors and staff must refuse repeat offers. Statement updated to reflect a stronger message. The Gifts, Benefits and Hospitality Declaration Form will also be updated to ensure that repeat offers are recorded appropriately.

- 3.3.5.1 Recording Non-Token Offers of Gifts, Benefits and Hospitality – additional statement consistent with new requirement for Councillors and nominated officers to record gifts, benefits and hospitality in their biannual personal interests return [*Local Government Act 2020*, section 134; *Local Government (Governance and Integrity) Regulations 2020*, regulation 9(1)(k)].
- 3.3.6 Gifts, Benefits and Hospitality Reporting – additional statement that summarised version of Gifts, Benefits and Hospitality Register will be published on the Horsham Rural City Council website (Public Transparency Policy and FOI Part II Statement).
- 3.3.11 Prohibited Gifts – additional statement that hospitality and other retail discounts offered specifically to Councillors or staff that are not commonly available to the general public are prohibited.

### **Options to Consider**

Council has a preference for no gifts. This aligns closely with the overarching governance principle that priority is to be given to achieving the best outcomes for the municipal community, including future generations [*Local Government Act 2020*, section 9(b)].

### **Sustainability Implications**

Not applicable

### **Community Engagement**

Not applicable

### **Innovation and Continuous Improvement**

Examples have been included throughout the policy to assist Councillors and staff to identify what is and isn't acceptable when considering offers of gifts, benefits and hospitality. Further examples and scenarios will be provided as part of the rollout of this policy and ongoing education to Councillors and staff.

In the interests of public transparency, a summarised version of the Gifts, Benefits and Hospitality Register is now published on Council's website.

The Gifts, Benefits and Hospitality Declaration Form has been converted to a PDF fillable form, enabling it to be completed, signed and submitted electronically.

### **Collaboration**

Benchmarking was conducted with a number other Councils, including the Surf Coast Shire Council, however, the majority of Councils had not finalised their Councillor Gift policy at the time of reviewing this policy.

A review of the Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Guide and information provided on the Engage Victoria website was also considered, however, there was minimal up-to-date information available.

### **Financial Implications**

Any offer of a gift, benefit or hospitality will have a financial impact on the organisation.



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

Not applicable

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

2020-2014 Council Plan

Goal 4 – Governance and Business Excellence

Four Year Outcomes:

4.2 – Manage risk to the organisation

4.4 – Achieve high standards of organisational performance

4.4.08 – Manage implementation of the major revision to the *Local Government Act 1989*

### **Risk Implications**

Embedding a robust gifts, benefits and hospitality policy within the culture of Horsham Rural City Council is an effective way to mitigate potential risks.

### **Conclusion**

The revised Gifts, Benefits and Hospitality policy is presented to Council for adoption.

## 9.2 COUNCILLOR AND STAFF INTERACTION POLICY

<b>Author's Name:</b>	Diana McDonald, Susan Surridge	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance, Co-ordinator Community Relations and Advocacy	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F14/A04/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Draft Councillor and Staff Interaction policy (**Appendix "9.2A"**)

### Purpose

To adopt the Councillor and Staff Interaction policy.

### Summary

- The Councillor and Staff Interaction policy supports the Councillor Code of Conduct and Staff Code of Conduct, and provides clear guidance in relation to appropriate and effective interaction between Councillors and staff.
- This policy seeks to ensure that Councillors understand their responsibilities under the *Local Government Act 2020* and do not improperly direct or influence Council staff. It also ensures that Council is efficient and effective, with high standards of governance and transparency.
- The Chief Executive Officer (CEO) is required to have in place policies, practices and protocols that support arrangements for interactions between members of Council staff and Councillors.

### Recommendation

That Council adopt the Councillor and Staff Interaction policy as attached (**Appendix "9.2A"**).

## REPORT

### Background

There is currently no policy guiding Councillors and staff on what comprises appropriate interactions in the performance of their respective duties for Council.

Council's Governance Team and the Community Relations and Advocacy Team have developed the draft Councillor and Staff Interaction policy, and as part of this process, has benchmarked the policy with other Councils to ensure best practice and current standards.

It is a requirement of the Chief Executive Officer to have policies such as this in place. It is not a requirement that they be adopted by Council but it is appropriate and good governance practice that they are.

### Discussion

The purpose of this policy is to provide guidance and support for Councillors and Council staff in the performance of their duties. It complements the Councillor and Staff Codes of Conduct and supports compliance with the *Local Government Act 2020* (the Act), section 124 Directing a member of Council staff, and Section 46 (3) (1) (b)(c) Managing interactions between members of Council staff and Councillors.

The new policy details the objectives of appropriate Councillor and staff interaction and provides principles to be adhered to in the following areas:

- Allowable interaction
- Improper or undue influence
- Communication channels
- Councillor requests for the community
- Councillor requests for advice or information
- Responses to Councillors
- Personal interaction
- Verbal requests for information
- Contact contradictory to this policy.

### Options to Consider

The policy could be an Administrative Policy and adopted by the Executive Management Team.

### Sustainability Implications

Nil

### Consultation / Community Engagement

The draft Councillor and Staff Interaction policy has been developed by the Governance Team and Community Relations and Advocacy Team, in consultation with the Executive Management Team. As this policy relates to Councillors and staff only, there is no requirement for community engagement in accordance with the *Local Government Act 2020* or the IAP2 Spectrum of Public Participation.

The draft policy was discussed with the previous Council at the Councillor Briefing held on 7 September 2020 and was put to Council at the 28 September 2020 Council Meeting, where Council at the time resolved *“That Council refer the draft Councillor and Staff Interaction Policy to the new incoming Council”*.

The draft policy was reviewed by the current Councillors at the Council Briefing held on 1 February 2021, and then tabled at the 22 February 2021 Council Meeting where further amendments were made.

### **Innovation and Continuous Improvement**

The draft Councillor and Staff Interaction Policy is in line with Council’s continuous improvement for communications and clearly outlines appropriate Councillor and Staff interaction options and principles.

### **Collaboration**

Not applicable

### **Financial Implications**

This policy has been developed using existing staff resources.

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

Not applicable

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

Councillor Code of Conduct

Staff Code of Conduct

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

### **Risk Implications**

Reputational risk and OHS risk of inappropriate Councillor and staff interaction if there is no Councillor and Staff Interaction policy.

### **Conclusion**

This policy supports the Councillor Code of Conduct and the Staff Code of Conduct and provides clear guidance as to appropriate and effective interaction between Councillors and staff.

### 9.3 STATE GOVERNMENT RATING SYSTEM REVIEW - OUTCOMES

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

#### Officer Conflict of Interest

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

Yes  No

Reason: Nil

#### Status

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

Yes  No

Reason: Nil

#### Appendix

HRCC Response to State Government Rate Review Recommendations (**Appendix "9.3A"**)

HRCC Recommendations to Raise with the Minister for Local Government (**Appendix "9.3B"**)

#### Purpose

To receive and note the State Government's response to the independent rating review undertaken during 2019 and Council's recommended response to the Minister for Local Government.

#### Summary

- The State Government's independent Rate Review panel was conducted in late 2019 with a report making 56 recommendations given to the Minister for Local Government by 31 March 2020.
- The State Government's recommendations is that 27 were supported in full (48%), nine supported in principle or part (16%) and 20 not supported (36%).
- The opportunity for Councils to rate mining, which was included in the draft of the new *Local Government Act 2020*, has now had its exemption extended. Council has over a number of years lobbied government for this change.
- A response to the Minister for Local Government will help ensure issues around the local government rating system and fairness remain on the agenda for the State Government.

#### Recommendation

That Council:

1. Note the State Government's Response to the independent review into the local government rating system undertaken in 2019 (**Appendix "9.3A"**)
2. Write to the Hon Shaun Leane, Minister of Local Government, to raise its concerns about the State Government's response to the independent review into the local government rating system as expressed in **Appendix "9.3B"**.

## REPORT

### Background

Horsham Rural City Council experienced some significant public pressure in 2018 to address what was seen as unfairness in the rate system due to significant uplift in farm valuations increasing the contribution to rates from the farm sector significantly more than other sectors. As a result of this public action and subsequent action from the Victorian Farmers Federation and others, the State Government stated it would implement a review into the rating system.

In 2018, the Victorian Government committed to this review of the local government rating system to ensure rates are fair and equitable for all of the community. A Ministerial Panel was appointed to lead the rating system review in consultation with the community, ratepayers and councils.

The review reaffirmed the importance of the local government rating system to fund essential infrastructure and local services. It found the rating system is not broken and is in line with many of the principles underpinning a good taxation system. The panel made 56 recommendations that cover a broad range of reforms, from major legislative change to small administrative improvements, with both short- and long-term implications.

The Government response to the panel's recommendations is that 27 were supported in full (48%), nine supported in principle or part (16%) and 20 not supported (36%).

The Government say in its response that it has prioritised the reforms that will:

- Support ratepayers in financial hardship
- Improve the transparency and consistency of decision making
- Build greater equity and fairness in the rating system.

They also stated that the coronavirus pandemic (COVID-19) has focused efforts on supporting Victoria's post-pandemic recovery and that the Government will not substantially change the arrangements for general rates, nor will it change rate exemptions for charities or other entities or alternative rating arrangements, in order to give certainty to all ratepayers as Victoria focuses on social and economic recovery.

The following documents are available on the Engage Victoria website

<https://engage.vic.gov.au/rating-review>:

- Local Government Rating System Review Final Report
- Victorian Government Response to the Local Government Rating System Report
- Information Sheet – What it means for Ratepayers
- Discussion paper – Local Government Rating Review
- Local Government Rating System Review Consultation Report
- Presentations from public forums
- Individual submissions.

The consultation for the review took place between August 2019 and October 2019 (with a couple of sessions in Horsham), followed by public hearings of selected stakeholders. A report was submitted to the Minister for Local Government by 31 March 2020, and the State Government response to the report was issued nine months later on 21 December 2020.

## Discussion

Horsham Rural City Council has summarised the recommendations of the Rate Review Panel and the State Government's response and Council's response in **Appendix "9.3A"**.

A summary of Council's response has been classified into categories as follows:

	No. of Recommendations
Check Revenue & Rating Plan	8
Maintain watching brief	13
No Action Required	7
No Change Required	16
Review Notice Information	2
Write to Minister	10
<b>Grand Total</b>	<b>56</b>

The 10 recommendations that have been identified as issues requiring a response to the Minister are:

No.	Recommendation	Gov Action
10	<b>Recommendation 10:</b> Replace the existing Ministerial guidelines on differential rating with a legislated requirement for councils to comply with regulations as proposed in Recommendation 2 of this report.	Do not support
19	<b>Recommendation 19:</b> Repeal ownership-based and lessee-based criteria for the purposes of rating exemptions, including those for mining, rail operators, and residences or places of education for ministers.	Do not support
22	<b>Recommendation 22:</b> In accordance with Recommendation 21 of this Report, include the following criteria for a public benefit test in the legislation: <ul style="list-style-type: none"> <li>· exempt land must be used for the public benefit; and</li> <li>· not for the purposes of either: <ul style="list-style-type: none"> <li>– distribution of profit to members or shareholders by the entity using the land, either during operation or wind-up; or</li> <li>– market rental return; and</li> </ul> </li> <li>· for the direct provision of a service or good that is available to the public or an appreciable portion of the public free of charge or with a nominal charge.</li> </ul>	Do not support
24	<b>Recommendation 24:</b> That the regulations (see Recommendation 2) require exemptions to be reviewed at least 2 years after the election of a council and that an audit of the compliance of an exempt entity with the criteria for exemption is undertaken every two years.	Do not support
28	<b>Recommendation 28:</b> That the criteria for a rebate or concession under the Act be expanded to include properties providing a public benefit. Such benefits could be defined by the public benefit test for exemptions in Recommendation 22 of this report.	Support in full
29	<b>Recommendation 29:</b> That a rebate or concession for a public benefit must align with the Council's current Council Plan and that councils be required to report, audit, review and evaluate their decisions in relation to rebates and concessions.	Support in part
30	<b>Recommendation 30:</b> That the Victorian Government publish guidelines and a community communication strategy on deferral schemes aimed at supporting councils to promote deferrals to address capacity to pay issues.	Support in full
38	<b>Recommendation 38:</b> That in the absence of a clear policy rationale, section 94 of the <i>Electricity Industry Act 2000</i> be repealed to bring the rating of all power generation companies under the <i>Local Government Act 1989</i> .	Do not support
40	<b>Recommendation 40:</b> That section 4 of the <i>Cultural and Recreational Lands Act 1963</i> be repealed, removing the requirement for councils to consider services provided and community benefits relating to cultural and recreational lands when setting rates for such lands.	Do not support
56	<b>Recommendation 56:</b> That the improvement program outlined in the 2017 Report of the Rural and Regional Councils Sustainability Reform Program report is reviewed to inform future projects and programs to address improved equity across all councils in Victoria.	Support in full

These recommendations and the issues identified as requiring a response are detailed in **Appendix "9.3B"**.

## Options to Consider

Accept the outcome of the Rate Review and the lack of response from the State Government and do not raise concerns with the Minister for Local Government.

### **Sustainability Implications**

Rating issues are at the core of financial sustainability for all Councils and are a significant cost for many sectors of the community.

### **Community Engagement**

There has been significant community engagement by the review panel in the process to develop its recommendations. Council, by responding to the Minister for Local Government, will provide further feedback to the process and the State Government's response.

### **Innovation and Continuous Improvement**

Not applicable

### **Collaboration**

Council originally collaborated with the North West Municipality group of Councils to produce a report into the rating of mining that was a submission to the development of the new *Local Government Act 2020*. A similar collaboration could be undertaken to take some of the issues further so that matters for the rating system can be addressed.

### **Financial Implications**

This report is prepared using existing staff resources and budget allocations.

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

Although rates are a tax raised by local Councils, the broad issue of taxation and the sharing of the revenue raised through taxation are matters at a national level that require the engagement of all tiers of government in determining a fairer system so that tax contributions are paid and shared equitably by all.

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

2020-2024 Council Plan  
Goal 4 – Governance and Business Excellence

### **Risk Implications**

With no substantial changes being made to the rating system, there is a high degree of probability that there will be continued calls that the system is broken and that changes need to be made to address fairness. This will in turn potentially lead to conflict and division in the community between the different sectors and with Council for its perceived lack of fairness.

### **Conclusion**

The acceptance by the State Government of only 48% of the recommendations from the Rate Review Panel, leaves this opportunity for reform sadly lacking in any substantial improvements to the system. Raising concerns with the Minister for Local Government will assist in keeping these issues on the current State Government agenda.



## 9.4 ADOPTION OF MAYORAL AND COUNCILLOR ALLOWANCES

<b>Author's Name:</b>	Diana McDonald, Sue Frankham	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Governance, Governance Officer	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F19/A06/000002

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

### Appendix

Mayor and Councillor Allowances Public Submissions (**Appendix "9.4A"**)

### Purpose

To adopt the Mayoral and Councillor Allowances following the receipt and consideration of public submissions.

### Summary

- Council must adopt, by 30 June 2021, the Mayoral and Councillor Allowances in accordance with the *Local Government Act 1989*, section 74(1).
- Following a resolution of Council on 27 January 2021, public submissions on the proposed Councillor and Mayoral Allowances were sought from 3 February to 3 March 2021.
- The community were invited to make on-line submissions through the Council website or in writing to the Chief Executive Officer.
- Twenty-five submissions were received. A summary of the feedback received is provided as an attachment to this report (**Appendix "9.4A"**).
- Twenty-two submissions did not support an increase, whilst the remaining three suggested an incremental increase over four years.

### Recommendation

That Council, having considered the community submissions, set the Mayoral Allowance per annum at \$81,204 plus 9.25% for Statutory Superannuation, and the Councillors Allowance per annum at \$26,245 plus 9.25% for Statutory Superannuation per Councillor.

## REPORT

### Background

Section 39(6) of the *Local Government Act 2020* states that despite the repeal of sections 73B and 74 to 74B of the *Local Government Act 1989*, those sections continue to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal comes into effect. Under the 2020 Act, the Minister for Local Government is required to make a request to the Victorian Independent Remuneration Tribunal to set the values of the allowances payable to Mayors, Deputy Mayors and Councillors in Victorian Councils. The Tribunal has six months to make a determination from the date requested, however, the Minister has not yet made this request.

Consequently, Local Government Victoria has advised Councils to undertake their own review of allowances in accordance with the *Local Government Act 1989*. Section 74(1) of the 1989 Act states that a Council must review and determine the level of the Councillor allowance and the Mayoral allowance within the period of six months after a general election or by the next 30 June, whichever is later. Section 74(4) also states that a person has a right to make a submission under section 223 in respect of a review of allowances.

Under the 1989 Act, Council is required to set an allowance for its Mayor and Councillors within the range that is set by the Minister for Local Government. The Minister categorises each Council into one of three categories, according to revenue levels and population. Horsham Rural City Council was re-categorised from a Category 1 Council to a Category 2 Council in early 2017, after the previous Council had adopted their allowances post their election. Whilst the previous Council could have elected to review their allowances post the change in category, they chose not to at that time.

Horsham Rural City Council currently pays Councillor allowances at the top of the Category 1 level which is \$21,049 per annum for Councillors and \$62,884 per annum for the Mayor. As at October 2020, all other Category 2 Councils paid Councillor allowances at the top of their band.

The following allowances were gazetted on 13 November 2019. As no CPI increases were applied for 2020, these amounts remain current:



## Victoria Government Gazette

No. S 459 Wednesday 13 November 2019  
By Authority of Victorian Government Printer

### Local Government Act 1989

#### MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT

Pursuant to section 73B(4)(a) of the **Local Government Act 1989**, notice is hereby given that an adjustment factor of two per cent applies to Mayoral and Councillor allowances.

Pursuant to section 73B(4)(b) of the **Local Government Act 1989**, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,833–\$21,049 per annum	Mayors: up to \$62,884 per annum
Category 2	Councillors: \$10,914–\$26,245 per annum	Mayors: up to \$81,204 per annum
Category 3	Councillors: \$13,123–\$31,444 per annum	Mayors: up to \$100,434 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2019.

Dated 12 November 2019

ADEM SOMYUREK MP  
Minister for Local Government

A detailed report on Mayoral and Councillor Allowances was considered at the Council meeting on 27 January 2021. At that meeting, it was resolved –

*That Council:*

- 1. Having reviewed the level of Councillor and Mayoral allowances and benchmarked these with other Category 2 Councils, propose that the Mayoral and Councillor Allowances be paid at the upper limits of the band for Category 2 Councils.*
- 2. Seek community submission and comment on the proposed allowances by close of business on 3 March 2021.*

## **Discussion**

Community submissions were sought from 1 February 2021 to 3 March 2021. Details were published on the Horsham Rural City Council website throughout this period and also in the Wimmera Mail-Times on 3 February 2021, the Horsham Times on 5 February 2021 and The Weekly Advertiser on 10 February 2021.

People were invited to make on-line submissions through the Council website or in writing to the CEO. The public was also advised that Councillor and Mayoral Allowances would be tabled and considered at the Council meeting on 22 March 2021.

Twenty-five submissions in relation to Councillor and Mayoral Allowances were received and one person requested to be heard by Council, which occurred Tuesday 9 March 2021. A summary of all submissions received is provided as **(Appendix “9.1A”)**.

Of the submissions received, 21 indicated that they did not support an increase, whilst other suggestions included an incremental increase over four years, that Councillors donate 50% back to community groups and a 1.75% increase in line with the rest of the community would be more acceptable.

Key issues raised include:

- Impacts of COVID-19 and the financial impacts on local jobs, businesses and families – hold off on considering an increase until the economy has recovered
- Community groups and sporting clubs need support – one suggestion that 50% of allowance increase could be used to provide grants to small community organisations
- Roads, kerbs, channels, footpaths, rural roads, recycling services and other safety issues need to be fixed first before considering an increase – concern about how the increase would be funded
- Majority of Councillors are new to the role – perhaps review performance before increasing allowance in the following year
- Increase of 24-29% is not in line with rest of community who are receiving 1.75% increase annually or no increase at all
- Councillors were aware of current remuneration rates before taking on the role.

## **Options to Consider**

Under the *Local Government Act 1989*, Council may determine to pay allowances anywhere within the range of \$10,914 to \$26,245 for Councillors and up to \$81,204 for the Mayor as a Category 2 Council.

### Sustainability Implications

Not applicable

### Community Engagement

Community submissions and comment on the proposal for Councillor and Mayoral Allowances were sought from 3 February 2021 to 3 March 2021. Details are outlined in the discussion section of this report.

### Innovation and Continuous Improvement

Not applicable

### Collaboration

Not applicable

### Financial Implications

To increase the Mayoral and Councillor Allowances to the top of Category 2, would see the amounts change and the full year financial impact, as follows:

	Current	Top of Category 2	% Change	Yearly Impact	Individual Councillor Impact
<b>Councillors x 6</b>	\$126,294	\$157,470	24.7%	\$31,176	\$5,196
<b>Mayor</b>	\$62,884	\$81,204	29.1%	\$18,320	\$18,320
<b>Total</b>	\$189,178	\$238,674	26.1%	\$49,496	

Council, in its 2020-21 Budget, provided for the possible increase in these allowances, given that the Council category had changed from category 1 to category 2 in 2017.

### Regional, State and National Plans and Policies

Councillor Expenses and Allowances: Equitable Treatment and Enhanced Integrity Report, Victorian Local Government Inspectorate – September 2020

<https://www.lgi.vic.gov.au/councillor-expenses-and-allowances-equitable-treatment-and-enhanced-integrity>

### Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

### Risk Implications

Not applicable

### Conclusion

This report is presented to Councillors for consideration.

## 9.5 COMMUNITY VISION AND COUNCIL PLANS – PROJECT UPDATE

<b>Author's Name:</b>	Faith Hardman	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Corporate Planner	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance	<b>File Number:</b>	F06/A13/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil

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### Purpose

To receive and note the engagement process and activities to date in the development of the 20-year Community Vision, 4-year Council Plan, Health and Wellbeing Plan, Asset Plans and Long-term Financial Plan.

### Summary

- The new *Local Government Act 2020* (The Act), section 88 requires Council to maintain a Community Vision for at least the next 10 financial years
- Council is working with consultancy group ie Community and has developed a detailed community engagement process which is being delivered from March to June 2021.
- Part of that process is the Horsham Rural City Talks survey currently being delivered using Our Say and Community Conversations undertaken by groups in the Community
- Also involved is the recruitment of a community panel to undertake deliberative engagement on the plans
- This report is an update of the progress of that engagement to date and the recurrent themes emerging in feedback.

### Recommendation

That Council receive and note the engagement process and activities to date in the development of the 20-year Community Vision, 4-year Council Plan, Health and Wellbeing Plan, Asset Plans and Long-term Financial Plan.

## REPORT

### Background

At the Council meeting on 1 March 2021, Council accepted an expanded deliberative engagement program for the 20-year Community Vision, 4-year Council Plan, Health and Wellbeing Plan, Asset Plan and Financial Plan.

A core focus of Council beyond 2020 is to improve community consultation and to align the direction and decisions made by Council with the Community Vision.

Central to building community confidence in the process and strengthening the relationship between Council and the community is ensuring that community members feel confident their input has been heard, acknowledged and valued. Transparency of this process is extremely important to ensure there is community confidence in the deliberative engagement process.

### Discussion

This report does not include key themes, ideas or any specific information provided by groups or individuals. It is too early in the deliberative process to draw on these themes without improperly inflating or misrepresenting responses.

#### **A. Promotion**

Council has been encouraging participation in the process through the following means and channels:

- Facebook, YouTube and Twitter Posts x10
- Story inclusions in each Public Notices page since February 2021, with a headline feature in the last two Public Notices
- Inclusion in the regular email e-newsletter that is sent to more than 4,000 people
- Mayoral discussion with the ABC Radio
- Council Officer discussion on Community Radio
- Posters erected at prominent locations across the municipality during the week of 15 March 2021
- One media release and four features in Councillor feature columns
- Council Reports on the process x3
- On-line information sessions held on the 17 February 2021 and 10 March 2021 for community members wishing to hold a Community Conversation, with 11 registrations and eight attendances.
- The Horsham Youth Council is due to undertake a Community Conversation at their next meeting.

#### **B. Community feedback to date**

A public survey has been available on the "Our Say" page of Council's website since 25 January 2021, and has currently received 199 responses.

There have been approximately 40 Community Conversation kits distributed to date.

#### **C. Community panel**

A survey has been undertaken of Councillors and key Council operational staff to identify the issues that are at the forefront for Council that will help inform the development of the remit for the community panel process. The exact demographics sought and the details of recruitment to date will be provided to Council at the next update.

There have been 57 Community Panel applications received to date, and whilst there are only 36-40 places, it is important that we get a full range across the demographics and geography of the Council area.

**D. Key dates for the future**

- Nominations to participate in the Community Panel will close on Wednesday 31 March 2021.
- Community Conversations and on-line survey will be open until 15 May 2021.
- The first Community Panel is scheduled for 30 May 2021.

**Innovation and Continuous Improvement**

The municipality has commenced talking about the future of Horsham through community conversations, online engagement and campaigns. This provides a comprehensive opportunity for the community to think, discuss and debate their future. The overall project centres on continuous improvement and Councils desire to ensure community feedback is heard and appreciated, by demonstrating the process in which it is gathered and considered.

**Collaboration**

The development of the Community Vision and Council Plan is a collaborative arrangement between all sectors of the community, Councillors and Council officers.

**Financial Implications**

Council has a budget of \$50,000 in 2020-21 to undertake this process.

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

The State Government's review of the *Local Government Act* has clearly set the new 2020 Act to be based around some general clear principles:

- Transparency
- Accountability Openness
- Commitment
- Fairness
- Clarity.

**Council Plans, Strategies and Policies**

The Community Vision is the most important strategic document that informs the direction of the Council Plan, whilst the Council Plan is the centre piece of the integrated planning framework for all that Council does. The Asset Plan is in turn informed by the Community Vision and Council Plan and in turn informs the Financial Plan.

**Risk Implications**

Not bringing the Community and Council together effectively can give rise to community conflict and lack of confidence in the future of the community thereby leading to negative outcomes for all.

**Conclusion**

The process to develop the Community Vision, Council Plan, Health and Wellbeing Plan, Asset Plans and Long-term Financial Plan is a complex and lengthy process but is tracking well to date.

## 9.6 PARKING MANAGEMENT PLAN

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<b>Author's Title:</b>	Manager Community Safety and Environmental Health	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Community Safety and Environmental Health	<b>File Number:</b>	F25/A07/000003

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

### Appendices:

Parking Management Plan (**Appendix "9.6A"**)

Parking Management Plan – Community Engagement Plan (**Appendix "9.6B"**)

### Purpose

To endorse the Community Engagement Plan for the Parking Management Plan (**Appendix "9.6B"**) and release the proposed Parking Management Plan for public comment.

### Summary

The Plan discusses the process undertaken in developing the Horsham Parking Management Plan. It proposes the release, for community consultation purposes, of a Parking Management Plan, a Parking Permit Policy, and maps showing the rationalisation of locations for parking time limits and specialised on-street car parking across the CAD. This rationalisation involves:

- Consolidating all one-hour (1P) car parks into two-hour parking within a prescribed 2P precinct (covering the CAD)
- Consolidating all short-term parking (10, 15, 20 minutes) into a single 30-minute short term parking time frame
- Adding an extra 17 DDA car parks across the CAD in high traffic locations nominated by the PRC
- Modifying unrestricted time limitations in three locations to 2P
- Removal of existing locations signed as Permit Parking
- Making minor modifications to the location of Loading Bays and taxi ranks
- Proposing directional signage for visitors to the City seeking long vehicle parking.

Note – this report does not consider the issue of parking fees or upgrading of parking related infrastructure.

### Recommendation

That Council:

1. Note the Community Engagement Plan for the Parking Management Plan (**Appendix 9.6B**).
2. Release the proposed Parking Management Plan for public comment (**Appendix 9.6A**).



## REPORT

### Background

Council has an existing and current Municipal Parking Strategy that was reviewed and endorsed in 2017 and re-endorsed as per adoption of the Horsham Urban Integrated Transport Strategy in 2020. In 2019-20, Council budgeted for the development of a Parking Management Plan to build on the policy direction of that strategy and ensure that the objectives of the strategy were implemented 'on the ground'.

Tonkin Consulting was contracted to develop the Plan.

The project to develop the Parking Management Plan was broken into two stages:

1. Business case/cost benefit of parking fee and collection methodologies
2. Development of guiding principles for parking management and assessment of car parking time limitations and locations across the study area and development of a Parking Management Plan.

This report focuses on the second stage of the project. The first stage (a business case and proposal to replace the obsolete meters) will be considered as part of the 2021-22 budget deliberations.

A representative community-based Project Reference Committee (PRC) was established to provide initial input into the guiding principles and general outline of the Plan, to focus test the findings and recommendations of the consultant and to support the broader community engagement processes once released for comment.

### Discussion

A review by Tonkin Consulting of the current parking regime within the Horsham CAD concluded that:

- On street parking restrictions are unnecessarily complex and should be simplified, for example, there are 19 different types of parking zones and six different types of restriction applying for 30 minutes or less.
  - This array of parking zones appears confusing and is difficult to enforce. There is clear opportunity to rationalise the parking zone framework throughout the city to improve customer satisfaction, support business and for parking to be easier to monitor and enforce.
- Disabled parking comprises 2% of all bays in the city centre. This is a minimum standard per Australian Standard AS289.5 (April 2020) which acknowledges that higher ranges are appropriate depending on the proportion of older and less mobile persons in the community.
  - There is an opportunity to increase the number of DDA car parking spaces, particularly in high frequented areas, and better locate DDA spaces relative to the specific building and land use.
- At its peak, more than 20 organisations have enjoyed special on-street parking arrangements in Horsham. These organisations are exempt from most of the sign-posted parking regulations applicable to other stakeholders. There is little documentation or consistency in the various permit arrangements which appear to have accumulated in *an ad hoc* fashion over a long period of time outside any policy or guidelines.

- Policy is needed to support the general principles proposed by Tonkin Consulting to ensure that the parking regime:
  - Supports retail trade
  - Provides ease of access to all types of users
  - Recognises the role of Horsham as a regional centre for business, commerce and recreation
  - Optimises available street space in an equitable, fair and transparent manner
  - Maintains access to local businesses, services and amenities
  - Balances the needs of residents, local workers, businesses, shoppers and commuters
  - Supports business activity by encouraging the turn-over (churn) of on street parking spaces, while providing a simplified zone arrangement that enables shoppers time to walk the street rather than move their cars
  - Overall, the aim is to provide a better customer experience with parking in Horsham.

The issues raised were discussed extensively with the community-based representative PRC. Revised parking locations and time limits were developed based on the consultation and further reviewed and agreed to by the PRC. Meetings were initially held via video conferencing, and once restrictions were lifted, held in person with the latter meetings being more efficient and collaborative.

Key considerations of the PRC included:

- The extensive number and scattered nature of parking restrictions were confusing, particularly to visitors to Horsham.
- One hour car parking did not give sufficient time for the full range of activities one could expect to undertake whilst visiting the CAD, for example, shopping, commerce, meals and coffee, causing inconvenience to those parked in such bays.
- Consolidating 1P and 2P into one time limit (two hours) will reduce public confusion and provide sufficient time for all activities to be completed without having to return to the meter or to move the car. Any longer than two hours will adversely affect parking turnover.
- A designated area signposted as a two-hour parking (2P) precinct would also reduce the cause of confusion to visitors and locals.
- The large number of short-term parking time restrictions was confusing and rationalising these to a single 30-minute time slot would provide the opportunity for short-term parkers to undertake any one of the full range of activities such as going to the Post Office, a dry cleaner, a bottle shop, the Library or to quickly pay a bill.
- Visitors to Horsham have difficulty locating long-vehicle car spaces and signage was needed to support these visitors.
- The *ad hoc* nature of the business and community permit system was inequitable and did not support the aim of creating churn to help maximise the number of people having access to the parking bays in the CAD.
- Employee and fleet vehicles should be managed off street where possible.
- There were many extra locations that would benefit from DDA accessible parking bays in highly frequented locations.
- DDA parking should be time limited to two hours to support churn and maximise access.
- Some DDA spaces were non-compliant and needed a full audit.
- The long-term parking spaces (unrestricted and 4P) were generally appropriately located.
- No additions or other changes to the location of metered spaces are recommended.
- Parking restrictions after 5pm are redundant because most retailers close at 5pm.

Map 1 in **Appendix “9.6A”** to this report show the following changes to parking restrictions:

- A designated 2P precinct from Darlot Street in the west to inside the western edge of Urquhart Street as the eastern edge and from McLachlan Street in the north to Hamilton Street in the south be established and signposted with all parking bays to have two-hourly time limits unless otherwise marked.
- Parking bays signposted for employees or fleet vehicles be reverted to 2P spaces and alternative off-street spaces be identified.
- Parking restrictions to apply 9am-5pm Monday to Friday and 9am-12pm Saturday.
- The extension of 2P parking outside Bunnings in Wilson Street, replacing unrestricted parking.
- An extension of 2P in the northern end on both sides of Madden Street replacing unrestricted parking.
- The replacement of 4P parking in McLachlan Street with 2P between Firebrace Street and Urquhart Street.

Map 2 shows the changes to long-vehicle parking directional signage established in strategic locations to help point visitors to these without having to do a U-turn.

Map 3 shows the following changes to parking restrictions:

- An extra 17 DDA car spaces be established across the CAD.
- The infrastructure associated with all DDA spaces to be reviewed and installed in compliance with Australian Standards. All DDA spaces to be limited to 2P to facilitate access for all.
- Community group reserved bays (Legacy and senior citizens) be converted to 2P and/or DDA parking spaces.

Map 4 shows the change of *ad hoc* short-term parking restrictions to 30 minutes.

Map 5 shows the long term parking around the CAD.

The Permit Parking Policy attached specifies the purpose for allocating parking restrictions and proposes the elimination of the ad hoc business and community group parking permits.

The Community Engagement Plan presented for endorsement proposes face-to-face or person-to-person engagement with representatives from any organisations directly affected by the proposed changes as shown above.

### **Options to Consider**

The representative community-based Parking Reference Committee has “reality-checked” the consultant’s review on behalf of the community. The Parking Management Plan is now ready for wider exhibition to the community.

### **Sustainability Implications**

Not applicable

### **Community Engagement**

A Community Engagement Plan is attached (**Appendix “9.6B”**) and recommended for endorsement.

## **Innovation and Continuous Improvement**

The simplification and consolidation of timed parking zones across the CAD will improve the customer parking experience. The community and visitors will benefit from improvements such as 17 extra DDA car spaces and directional signage.

## **Collaboration**

The community-based PRC comprised representatives from retail, the ratepayers, and aged and disability groups. A Business Horsham representative was invited but declined, however they requested to be informed when the draft final product was exhibited. Whilst not everyone was able to attend all meetings, invitees were provided with the minutes. The contribution from members, particularly when meeting face-to-face was constructive and useful.

## **Financial Implications**

There will be some financial implications regarding the installation of new signage.

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

Not applicable

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

HRCC Municipal Parking Strategy 2017

2020-2024 Council Plan

Goal 2 – Sustaining the Economy

Four-Year Priority – Review Municipal Parking Strategy

## **Risk Implications**

There is reputational risk to Council relating to the engagement process, with this risk mitigated through the Community Engagement Plan.

## **Conclusion**

The Parking Management Plan and attachments are in a format that have been focused and tested through extensive meetings with the PRC and are now ready for exhibition to receive community feedback.

## 9.7 DRAFT WIMMERA REGIONAL LIBRARY CORPORATION ANNUAL BUDGET 2021-2022

<b>Author's Name:</b>	Kevin O'Brien	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Director Communities & Place	<b>Directorate:</b>	Communities & Place
<b>Department:</b>	Not Applicable	<b>File Number:</b>	F11/A02/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Wimmera Regional Library Corporation Draft Annual Budget 2021-2022 (**Appendix "9.7A"**)

### Purpose

To receive and note the proposed 2021-2022 budget for the Wimmera Regional Library Corporation (WRLC) including Horsham Rural City Council's contribution to the library service.

### Summary

- The 2021-2022 draft annual budget was discussed at the February Board Meeting of the WRLC.
- Horsham Rural City Councils' contribution needs to be included as a line item in Council's 2021-2022 Budget.

### Recommendation

That Council receive and note the draft Wimmera Regional Library Corporation Annual Budget for 2021-2022 and refer it to Council's budget process.

## **REPORT**

### **Background**

The WRLC considered its draft annual budget for 2021-2022 on 12 February 2021 and resolved that the budget be referred to member Councils for consideration in accordance with the WRLC Agreement.

### **Discussion**

The draft budget includes:

- Maintaining current staff hours at each library branch
- Collections budget, including e-resources of \$155,032
- Wi-Fi environment that enables patrons and visitors 24/7 internet access
- Wage increases of 2% minimum or 90% rate cap as per WRLC Agreement
- Continuation of Public Libraries Victoria shared library arrangements
- Continuation of State Government library grants.

There are several factors that have influenced the development of the 2021-2022 budget.

These factors include:

- The Victorian State Government rate cap of 1.5% for the 2021-22 financial year (2% in 2020-2021 and 2.5% in 2019-2020)
- Grant funding from Local Government Victoria is forecast to be \$295,751
- User fee revenue is expected to be \$14,190
- Funding formulas have altered due to the change from a five-member Council Corporation to two members.

The 2021-2022 financial year brings enormous challenges with the continuation of COVID-19 restrictions and establishing changes from a five-member Council corporation to just two member Councils. The budget supports the delivery of the Library Plan which builds on the strengths of the staff, as well as move WRLC into a position of innovative services. The budget includes a four-year Strategy Resource Plan to demonstrate our sustainable service in a financially constrained environment, while considering the importance of improving and growing library services within the Wimmera region.

### **Options to Consider**

1. Refer library budget to the 2021-2022 Council budget process.
2. If any significant concerns/ issues have been identified, refer the draft budget back to the WRLC Board.

### **Sustainability Implications**

Nil

### **Community Engagement**

The WRLC draft annual budget for 2021-2022 has been developed in consultation with key staff, Board members and Council officers. A draft version of the budget was presented at the December 2020 Board meeting.

The WRLC Board comprises two member Council representatives who have participated in the draft budget discussions. Cr David Bowe, Kevin O'Brien (Director Communities and Place) and Janet Hall (community representative) represent Horsham Rural City Council and are WRLC Board members.

### **Innovation and Continuous Improvement**

The WRLC draft annual budget for 2021-2022 supports the delivery of the Library Plan which builds on the strengths of the staff, as well as move WRLC into a position of innovative services.

### **Collaboration**

The WRLC has two member Councils that form the WRLC Board.

### **Financial Implications**

The contribution required for Horsham Rural City Council for 2021-2022 is \$512,323, a decrease on the current year's contribution which is \$568,655.

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

Not applicable

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

2020-2024 Council Plan

Goal 1 – Community and Cultural Development

Goal 2 – Sustaining the Economy

Goal 4 – Governance and Business Excellence

2017 -2021 Health and Wellbeing Plan

2014 Early Years Plan

### **Risk Implications**

Not applicable

### **Conclusion**

On an annual basis the WRLC Board considers its budget and then refers the draft budget to Councils who are members of the corporation so that these Councils can consider their contribution to the library corporation as part of the annual Council budget process. The draft budget is based on contributions required from the two remaining Council members of the Corporation.

## 9.8 IRRIGATION PUMP SYSTEM

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<b>Author's Title:</b>	Director Infrastructure	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F15/A07/000019

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Horsham CBD Irrigation Redevelopment - Consultant's Initial Report (**Appendix "9.8A"**)

Schematic Representation of Pump System Options (**Appendix "9.8B"**)

Textual Description of Pump System Options (**Appendix "9.8C"**)

### Purpose

To approve the proposal to replace the irrigation pump shed and tanks to facilitate implementation of the City to River Stage 1 River Activation project, whilst also upgrading the capacity of the system to adequately meet current and future demands.

### Summary

- There is an urgent need to move the pump shed and tanks located on the river frontage near the caravan park entrance to facilitate priority works for the City to River Stage 1 River Activation project, and to enhance the aesthetics of the river front area.
- Detailed investigations have occurred, involving a consultant who has engaged with the Parks and Gardens team to understand the configuration of the existing system and irrigation demands.
- The consultant's initial investigation provides broad background on the existing system configuration and needs, and included an initial option for consideration.
- Subsequently, a series of further options were developed to help identify which approach would best suit Council's short-term and long-term needs.
- The investigation ascertained that the current irrigation system is barely adequate for the current irrigation demands, and that an upgrade would be required to cater for the additional demands that will be associated with the City to River project and to improve the efficiency of the existing system.
- A recommended configuration for the irrigation system has been developed.

### Recommendation

That Council:

1. Approve the placement of the irrigation system with a new system referred to as Option 6 in **Appendix "9.8B"** and **Appendix "9.8C"**, with key elements being a main pump station at Wotonga Basin and an enlarged supply pipeline to connect to Firebrace Street.
2. Approve funding of \$392,000 for the irrigation system, sourced from Council's 2021-2022 Capital Works Program, uncommitted Local Roads and Community Infrastructure Stage 1 grants, City to River Stage 1 funds and a proposed Victorian Government grant application.



## REPORT

### Background

Council's irrigation network servicing the general Botanic Gardens / Sawyer Park / City Oval precinct has the following key elements:

- Water is primarily sourced from Wotonga Basin, which provides a storage for good quality stormwater from parts of the CBD and adjoining areas.
- A low volume pump at Wotonga Basin feeds the six tanks near Firebrace Street. This supply is limited by the 75mm diameter supply pipeline to Firebrace Street, requiring the tanks to provide balancing storage.
- A second source pump in the pump shed at the tank site draws water from the Wimmera River. This source is less frequently used, partly due to variable salinity in the weir pool.
- A series of distribution pumps draw water from the tanks, delivering a higher flow rate to the various demands.

The consultant's initial report (**Appendix "9.8A"**) presents extensive background on the existing irrigation network, and includes plans and photos depicting the key elements of the system.

The utilisation of Wotonga Basin and the tank network increased as the Millennium drought set in. During this period, the Wimmera River had low flows, and the weir pool was at very low levels, limiting the river supply to the irrigation system, and necessitating the alternative arrangements sourced from Wotonga Basin.

It should be noted that:

- The existing irrigation system barely meets the current demands of the system.
- New demands are arising through the City to River project that would impact on the ability of the existing system to operate efficiently (for example, watering in cooler times of the day only), and could exceed the capacity of the system.

### Discussion

The consultant's initial report focused on a single option with a staged approach. This involved upgrades to the source pumps at both Wotonga Basin and the river, and to the distribution pump station, including moving the pump shed and tanks to a new site, near the miniature railway area. The cost for this was assessed as being very high, so additional options were requested to be investigated. **Appendix "9.8B"** and **Appendix "9.8C"** provide schematic and textual representations of the options that were further explored.

Analysis of the options led to the conclusion that the cost of Option 1, which involves reusing and moving the existing pumps and tanks and co-locating them at a new pump shed near the miniature railway line was similar to the cost of installing an upgraded pump system which had greater capacity to meet future demands.

This upgraded configuration, shown as Option 6 in the appendices, would comprise a new pump set at Wotonga Basin that could draw from both the basin and the river, and supply that at the required pressure throughout the distribution system, via an enlarged pipe that would link to the existing pipe network in Firebrace Street. This system would offer the following advantages over moving the existing pumps and tanks:

- It removes the need for above ground tanks
- It would consist of a relatively unobtrusive pump station on the edge of Wotonga Basin
- The system would have the capacity to meet future demands.

Estimates on the pricing for Options 1 and 6, were \$401,000 and \$392,000, respectively, hence the upgraded capacity of Option 6 presents as an attractive option.

### Options to Consider

The report outlines that an extensive range of options was considered.

### Sustainability Implications

A key function of Council's existing irrigation system is that it reuses stormwater generated in the urban environment. This helps prevent problems with excess nutrients, for example, in the river, while being very suitable for use as irrigation water. A new irrigation system would retain this ability.

### Community Engagement

The goal of this work is to fit in with Council plans already developed through community consultation.

Further engagement will be required with the Parks and Gardens team to ensure that this option is effectively implemented.

### Innovation and Continuous Improvement

The existing irrigation system only barely keeps up with irrigation demands. A new system is required at some stage to cater to increased demands

### Collaboration

In-house teams have participated in the definition of the existing system and demands, and the development of options.

### Financial Implications

Funding for these works is proposed to be sourced as follows:

\$120,000	Previously un-committed Federal grant funds remaining from Local Roads and Community Infrastructure Stage 1
\$100,000	Existing allocation from City to River Stage 1 River Activation funds
\$110,000	Grant funds from a Victorian Government grant application
\$ 62,000	Council capital works program 2021-22
\$392,000	Total

### Regional, State and National Plans and Policies

Not applicable

### Council Plans, Strategies and Policies

These works are required to facilitate implementation of Council's City to River plans.

2020-2024 Council Plan

Goal 5 – Natural and Built Environments

### Risk Implications

A key risk is ensuring continuity of supply in the irrigation network.

### Conclusion

A cost-effective proposal has been identified which will secure the long-term security of the irrigation system, and cater to additional demands that will arise through the City to River project.

## 9.9 REGIONAL DEVELOPMENT VICTORIA REGIONAL INFRASTRUCTURE FUND – WIMMERA SOUTHERN MALLEE CARAVAN PARK UPGRADE FUNDING ROUND

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<b>Author's Title:</b>	Co-ordinator Community Relations and Advocacy	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Community Relations and Advocacy	<b>File Number:</b>	F15/A07/000003

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil

### Purpose

To approve an application to Regional Development Victoria's Regional Infrastructure Fund (RIF) targeting the five Wimmera Southern Mallee Councils for caravan park upgrades.

### Summary

- On 26 February 2021, Council received a letter of invitation to apply for a targeted RIF round for caravan park upgrades from the Hon Mary-Anne Thomas, Minister for Regional Development.
- An expression of interest was required to be lodged by 5 March 2021.
- On 10 March 2021, Council lodged an application under the Federal Government's Building Better Regions Fund for upgrades to the Horsham Riverside Caravan Park following approval at the 1 March 2021 Council meeting. This project budget required \$1:\$1 funding.
- The Regional Development Victoria funding program has no matching funding requirements and additional irrigation elements have been included relating to the establishment of the café site and the Firebrace Street arrival point at the river to maximise the Regional Development Victoria funding application opportunity.
- The Expression of Interest was approved by Regional Development Victoria on 12 March 2021 and Council has now been invited to submit a full application by 31 March 2021.

### Recommendation

That Council:

1. Approve an application to Regional Development Victoria's Regional Infrastructure Fund, targeting the five Wimmera Southern Mallee Councils for caravan park upgrades.
2. Approve the project scope and budget as detailed in the Background and Financial Implications of this report.

## REPORT

### Background

Regional Development Victorian have provided an unexpected funding round for the five Wimmera Southern Mallee Councils targeting caravan park upgrades. This opportunity follows the recent Australian Government Building Better Regions Fund (BBRF) Round 5 – Tourism Stream (Council submitted an application on 10 March 2021).

The BBRF application was approved at the Council meeting on 1 March 2021. This will be a highly competitive funding round – it is expected that only around one in ten applications will be successful (on the basis of past federal funding programs).

The proposed Regional Development Victoria application provides another opportunity to gain funding to support important upgrades at the Horsham Riverside Caravan Park and there is no fixed funding co-contribution required.

### Financial Implications

The proposed project scope and funding budget is as follows:

Item	Project Cost
1. Construct a new caretaker/park manager's residence and in addition build a residence for relief staff which will include a reception/office area	\$278,800
2. Boundary realignment and permits fees	\$14,950
3. Erect new fencing	\$21,850
4. Demolish former office, disconnection of power and water and temporary fencing	\$44,850
5. Make 1,027m <sup>2</sup> site ready for future developments (including tree removal)	\$19,550
6. Irrigation System*	\$392,000
<b>Total</b>	<b>\$772,000</b>

### Funding Sources

Regional Development Victoria (application)	\$400,000
Southern Cross Parks	\$90,000
Federal LRCI Round 1	\$120,000
C2R Riverfront Activation (Stage 1) – 2020/2021 budget commitment	\$100,000
21/22 Budget	\$62,000
<b>Total</b>	<b>\$772,000</b>

\*The Regional Development Victoria project scope includes an important irrigation upgrade that is essential for development of the Firebrace Street arrival area at the riverfront and the proposed café/restaurant site linked to the re-alignment of the Caravan Park lease boundary. The details of these irrigation works are provided in a separate Council Report (**refer Agenda item 9.8**) for consideration and approval.

The inclusion of the irrigation works has increased the project budget by \$392,000. This component of the works is being funded by an existing 2020-2021 budget allocation of \$100,000 as part of the Riverfront Activation Project, a proposed new budget commitment of \$62,000 in 2021-2022 and the allocation of the remaining Local Roads and Community Infrastructure Round 1 funding of \$120,000. The balance of the irrigation works of \$110,000 will be funded through the Regional Development Victoria grant opportunity.

### **Options to Consider**

Regional Development Victoria have approved the Expression of Interest to progress to full application stage. There are no options to consider.

### **Sustainability Implications**

The irrigation component of this project promotes the renewal and modernisation of Council's irrigation infrastructure at the riverfront, providing for more efficient use of stormwater run-off from the CBD area.

### **Community Engagement**

The Riverfront schematic design was developed with the community reference group for the Riverfront Precinct and there was public community engagement following the release of the draft concept designs. Council approved the Riverfront schematic design in September 2020.

### **Innovation and Continuous Improvement**

The irrigation component of this project is an example of continuous improvement. Options were considered to just relocate the existing pump house and rain water tanks, but analysis showed that the best long term option was to develop a new irrigation system focused on Wotonga Basin.

### **Collaboration**

The development of this project has involved close collaboration with Southern Cross Parks, the Caravan Park Lessees.

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

Not applicable

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

2020-2024 Council Plan

Goal 3 – Asset Management

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

### **Risk Implications**

This report relates to funding opportunities only. The project will not commence until funding is confirmed.

### **Conclusion**

Council has a further targeted opportunity through Regional Development Victoria to obtain funding for caravan park upgrades and irrigation works tied to the re-alignment of the caravan park boundary and the siting of a future café/restaurant.

## 9.10 LIVING HERITAGE PROGRAM 2021

<b>Author's Name:</b>	Stephanie Harder	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Co-ordinator Strategic Planning	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Strategic Planning	<b>File Number:</b>	F34/A04/000003

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

## Appendix

Living Heritage Program – 2021 Guidelines (**Appendix "9.10A"**)

### Purpose

To approve an application to the Heritage Victoria's Living Heritage Program 2021.

### Summary

- Applications to the Victorian Government's Living Heritage Program close on 26 March 2021.
- The funding guidelines (**Appendix "9.10A"**) indicate that this funding will target conservation of "at risk" heritage places included on the Victorian Heritage Register.
- The Horsham Town Hall is listed on the Victorian Heritage Register and projects to protect and conserve significant heritage fabric of this building is eligible for funding.
- Council's highest priority for conservation at present is the Horsham Town Hall's Auditorium floor. The full reconstruction of the timber floor is both necessary and urgent due to its fragile state, diminished structural integrity, declining community use and potential health and safety risk to users of the space. An allowance has also been made in the costings to carry out some building structural works at the same time when the floor is replaced.
- A heritage permit exemption has been obtained from Heritage Victoria for the floor reconstruction (received in November 2020). This will be a favourable factor in Assessment Panel's evaluation of Council's application as it provides certainty that the works are acceptable and 'shovel ready'.
- The maximum grant allocation is \$200,000.
- A Council contribution of \$420,000.00 will be required over two financial years: 21-22 and 22-23.

### Recommendation

That Council:

1. Approve an application to the Living Heritage program 2021 for the Heritage Hall flooring project.
2. Provide funding of \$420,000.00 over two financial years (2021-2022 and 2022-2023) subject to a successful grant application.

## REPORT

### Background

The Living Heritage Program 2021 is an initiative of the Victoria Government to support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance and included in the Victorian Heritage Register (VHR) under the provisions of the *Heritage Act 2017*.

### *The issue*

Past sanding and deterioration of the Auditorium floor over time have diminished the depth of the current flooring (from 32mm to 18mm) causing severely brittle tongue and groove floorboards as well as splintering in some locations. It has also led to exposed grooves. Minor repairs have been carried out to retain some damaged boards however the floor is now in such poor condition leaving boards vulnerable to further cracks and splits. The floor is now beyond repair having reached its end of life after playing host to hundreds of events over many years. At present, Council is unable to sand the floor due to its delicate state – diminishing its visual presentation.

In 2018, sub-floor investigations identified extensive moisture that caused a structural problem in the south-east corner of the Auditorium. It has caused a substantial incline of the floor under the balcony as well as deterioration of the timber framing and damage to the brick piers. The cause of the damage was identified and has been addressed but the sub-floor structure requires full replacing.

Formerly, the Auditorium was a much used public facility. The diminishing structural integrity of the boards, loss of aesthetic appeal and safety concerns associated with the damaged boards and uneven floor at the rear section of the Auditorium has deterred regular community groups and other users from hiring the auditorium as a venue for activities and functions. As a result the Auditorium is no longer fit for purpose.

### *To use is to conserve*

The most effective conservation approach for a heritage building is to ensure an ongoing and compatible use (preferably its original use) as this will sustain the building into the future. If a building or part of a building becomes redundant, it is vulnerable to neglect and further decay. The ongoing use of the building will also ensure regular maintenance inspections are undertaken to the subfloor space, ensuring any future problems with sub floor drainage can be identified and rectified quickly. Council will be implementing a regular inspection regime as part of their ongoing building maintenance program. Therefore, the more appropriate and successful way to preserve the Auditorium is to continue to use it.

### *The solution*

The conservation response Council seeks to implement reflects best practice in building conservation. It recognises the importance of the original materials used (Mountain Ash timber) and the carpentry craftsmanship (tongue and groove, end matched and secret nailing), demonstrating a strong understanding of what makes the Auditorium culturally significant at a State level.

The key conservation activities include the replacement of the 45mm x 25mm tongue and groove timber floorboards. Matching Mountain Ash timber will be sourced from timber suppliers and used in the installation of the new floor. Furthermore, the board dimensions and profile will match the existing installation. Nailing as per the existing floor and then coated in a modern system suitable for wear in a heavy public use area. The proposed stain finish will be approved by the heritage consultant prior to being carried out. The stain will match the original ensuring the iconic warm light brown yellowish appearance is achieved. The timber floorboards will be installed on new DuraGal stumps T at 1500mm centres with new joists and bearers. The sub-floor space will be increased in height to improve ventilation and access.

This “like for like” conservation approach will ensure the floors are aesthetically and architecturally correct. Traditional carpentry techniques will be employed to reproduce the quality craftsmanship of the original timber floor and architectural design features of the era.

The design of the floor reconstruction is complete and Council has received a permit exemption from Heritage Victoria to undertake these works in the described manner above. Due to the ‘like for like’ replacement of the timber boards there is approximately a six to 12 month lead time on the procurement of these boards. The boards will be sourced and procured in the 21/22 financial year. Construction and replacement will take place as soon as the entire quantity of boards required have been received.

### **Options to Consider**

Advice from Council’s Heritage Advisor in 2018 was that the Auditorium floor is irreparably damaged (unable to be preserved or restored). As Council is unable to conserve the original floor and it represents a safety risk to users, the only available option for Council is full replacement. It has also been identified that building structural works will be required at the same time.

### **Sustainability Implications**

Not Applicable

### **Community Engagement**

This is a conservation project to reconstruct the Auditorium floor in a manner that matches its original design, material and installation technique. There is no aspect of this project the community can influence and engage on as this project is subject to State building conservation requirements. There has, however, been strong community support in the past for the conservation of heritage aspect of the Town Hall and Auditorium.

The community will be informed about the success of the funding application and the scope and delivery plan for the project when it commences.

The completion of this project will facilitate the hosting of a greater range of community functions and activities whilst raising awareness of the importance of this place in both Horsham’s local history and the history of Victoria.

### **Innovation and Continuous Improvement**

This project will demonstrate best practice building conservation practice, in accordance with the Burra Charter.

### **Collaboration**

The development of this project has involved a cross-departmental collaboration i.e. Horsham Town Hall, Infrastructure, Planning and Grants. There has also been ongoing advice obtained from heritage consultants.

### **Financial Implications**

The total cost of this project is \$620,000 which has an allowance of \$100,000 for building structural works which will also be required when the floor is replaced. The maximum grant under the Living Heritage program is \$200,000. Council requires a co-contribution of \$420,000 to fund the balance of this project over two financial years: 2021-2022 and 2022-2023.



## Regional, State and National Plans and Policies

This project supports the conservation provisions of the provisions of the *Heritage Act 2017*.

## Council Plans, Strategies and Policies

2020-2024 Council Plan

Goal 3 – Asset Management

Four-year outcome – 3.4 Deliver works to develop and maintain Council’s physical assets for long term sustainability, amenity and safety

## Risk Implications

If the Auditorium floor reconstruction works are not carried out, this will present multiple risks to Council. The risks are as follows:

- The current deteriorated condition of the floor is nearing health and safety concerns which could mean the space becomes no longer publicly accessible.
- If there is no sustained use the Auditorium will be at risk of further deterioration of significant heritage fabric.
- Council will not be meeting its obligations under the *Heritage Act 2017* to maintain the Town Hall to the extent that its conservation is not threatened, and to ensure that it does not fall into a state of disrepair.
- The Town Hall loses its reputation as a key and valued asset in the municipality and region due to the degradation of the Auditorium.

If the reconstruction works are delayed, the cost for it to be carried out in the future will most likely increase.

## Conclusion

Council has the opportunity through the Living Heritage Fund 2021 to reconstruct the Auditorium floor ensuring it remains a valued and accessible public venue for the Horsham and Wimmera communities.

## 9.11 INVESTMENT ATTRACTION AND GROWTH REPORT

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

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil

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### Purpose

To receive and note the Investment Attraction and Growth Report for January 2021.

### Summary

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

### Recommendation

That Council receive and note the Investment Attraction and Growth Report for January 2021.

**REPORT**

**Background**

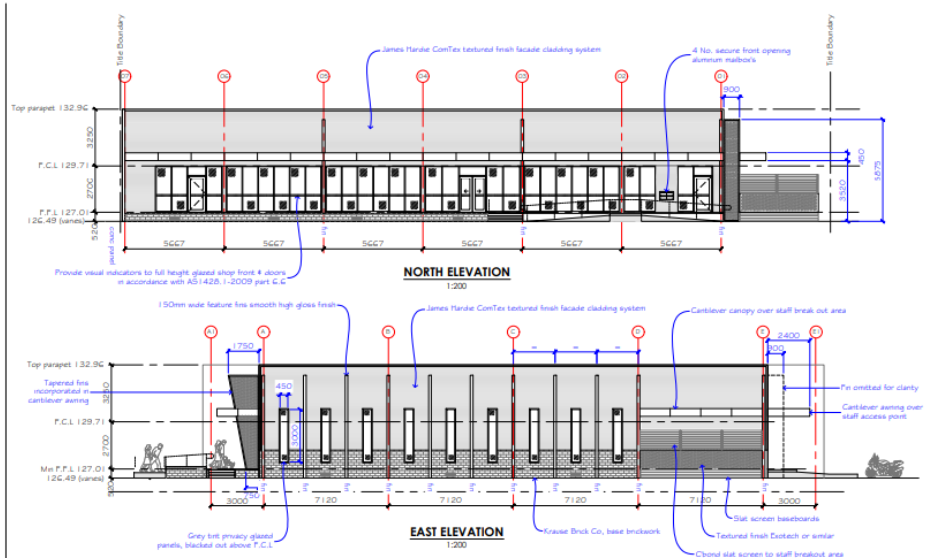
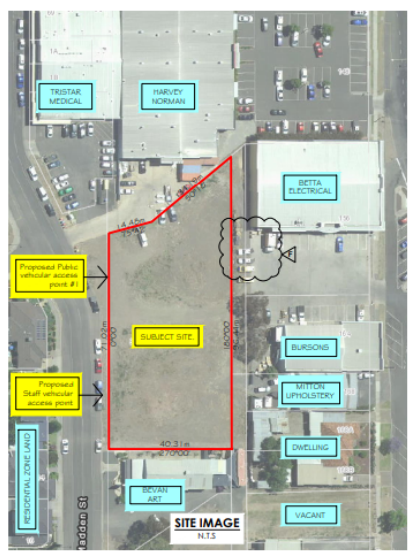
An Investment Attraction and Growth Report is tabled at monthly Council meetings.

**Discussion**

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

**STATUTORY PLANNING**

The Statutory Planning team have been actively processing a number of planning permits, planning enquires. There has also been a number of significant applications approved for Horsham Rural City including a \$1,800,000 office space development for 3-7 Madden Street. This development is the final vacant site which formed part of the old Horsham Saleyards.



**Planning Applications Determined**

Below are the number of Planning Permits issued for the month of January 2021 and a comparison with the same period last year.

Type	JAN 2021		JAN 2020	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	8	\$1,095,976	4	\$757,920
Industrial/Commercial	2	\$14,360,000	3	\$1,862,295
Subdivisions	2 (6 lots)	-	2 (6 lots)	-
Other	3	-	-	-
<b>Total</b>	<b>15</b>	<b>\$15,455,976</b>	<b>8</b>	<b>\$2,620,215</b>

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

Total number of planning permits issued in the Horsham Rural City Council area from 1 January to 31 January 2021 is 15 compared to 8 in 2020.

Planning permits issued for subdivision have created six new lots from 1 January to 31 January 2021, compared to 6 in 2020.

There have been a high number of planning applications appealed to VCAT for review including:

PA2000103 – Alexander Avenue, Horsham  
PA2000021 – Searle Street, Horsham  
PA2000093 – Rose Street, Horsham  
PA2000069 – Wilson Street, Horsham

## BUILDING SERVICES

### Building Permits Issued

Below are the number of building permits issued for the month of January 2021 and a comparison with the same period last year.

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

Type	JAN 2021		JAN 2020	
	No.	Value \$	No.	Value \$
Dwellings	-	-	-	-
Alterations to Dwellings	-	-	1	285,600
Dwelling resitting's	-	-	-	-
Miscellaneous Domestic (Carports, Garages etc.)	2	\$9,360	4	\$65,800
Removal/Demolish	-	-	-	-
Industrial/Commercial	-	-	2	\$20,000
Signs	-	-	-	-
<b>Total</b>	<b>2</b>	<b>\$9,360</b>	<b>7</b>	<b>\$371,400</b>

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

Type	JAN 2021		JAN 2020	
	No.	Value \$	No.	Value \$
Dwellings	6	\$2,069,007	1	\$348,196
Alterations to Dwellings	2	\$118,400	1	\$15,500
Dwelling resitting's	-	-	-	-
Miscellaneous Domestic (Carports, Garages etc.)	6	\$257,123	3	\$82,402
Removal/Demolish	-	-	-	-
Industrial/Commercial	1	\$131,923	2	\$2,922,000
Signs	-	-	-	-
<b>Total</b>	<b>15</b>	<b>2,576,453</b>	<b>18</b>	<b>\$3,368,098</b>

A total of two Building Permits have been issued by Horsham Rural City Council at a total value of \$9,360 from 1 January to 31 January 2021, compared to seven Building Permits at a total value of \$371,400 in 2020.

Private Building Surveyors have issued 15 Building Permits at a total value of \$2,576,453 from 1 January to 31 January 2021, compared to seven, at a total value of \$3,368,098 in 2020.

Building Services will provide a number of community engagements sessions later in the year. These sessions will be designed to provide information in relation to the new pool registration that were introduced last year.

## STRATEGIC PLANNING

There are two new developments concerning planning in Victoria that the Strategic Planning Unit believes Council should be aware of.

### ***State of Heritage Review: Local Heritage 2020 Report***

Local governments have a statutory obligation to ensure that the planning schemes “conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical, or otherwise of special cultural value” (*Planning and Environment Act 1987*). They do so by undertaking heritage studies and assessments of places thought to be of heritage value. Councils use this information to decide if a place’s heritage significance is enough to warrant statutory protection through the application of a heritage overlay. Councils, however, have been addressing their obligations with varying success.

The Heritage Council of Victoria has released its much-anticipated *State of Heritage Review: Local Heritage 2020 Report*. Local government is responsible for over 186,000 heritage places across the State and this report aims to acknowledge the strengths and weaknesses of the current heritage system. The key findings are:

- Local heritage is not always a primary consideration or priority within Councils, often being seen as something ‘extra’ to the core components of planning.
- There is a need for increased direction from the State Government to better enable Councils to both understand and effectively comply with their responsibilities to identify and protect local heritage. In particular, participants noted that:
  - There is no-one to speak to for consistent direction regarding their obligations for protecting and managing local heritage or for advice on how to best protect and manage their local heritage.
  - Existing guidance material to support efficient best-practice local heritage management and protection is often out of date, hard to find and does not include information required in today’s more complex planning environment
  - Council planners often operate in isolation with no prior background in heritage and struggle to know what best practice is, where to find the right information/guidance and how to assess the quality of the advice they receive from heritage consultants.
- A base-level of heritage protection is still to be achieved across the State. Four per cent of all Councils are yet to complete a Stage 2 Heritage Study; nearly 10 percent are yet to translate any studies into the Heritage Overlay; and nearly 20 percent identified geographic gaps in their studies.

Horsham Rural City Council has yet to implement its Heritage Study. Out of all 13 Rural City Councils, Horsham has the least amount of heritage protected places (total 27), behind Benalla (48), Wodonga (55) and Ararat (130). Horsham also has the least amount of heritage properties (total 52) following Wodonga (128), Ararat (284) and Swan Hill (309).

The release of this report highlights that Council has obligations to conserve heritage places under the *Planning and Environmental Act 1987*.

Key areas where Horsham Rural City Council could focus on are:

- Through the planning scheme review implement the heritage study recommendation include application of the heritage overlay
- Engagement of a heritage advisor as a preferred supplier on a three year contract basis
- Complete a geographical gaps heritage study which includes rural heritage
- Consider assessments of other heritage sites, such as industrial sites, late 20<sup>th</sup> century buildings, tree gardens, historic landscapes, and post war residential
- Develop a heritage strategy to support conservation and promotion of heritage assets
- Establish a heritage reference group and heritage incentives, such as waiving planning permit fees, free preliminary advice and a heritage grand scheme
- Councillors to undertake internal training in regards to heritage.

### ***Guidelines for Precinct Structure Planning Melbourne's Greenfield 2020***

Last year, the Victorian Planning Authority (VPA) released its draft *Guidelines for Precinct Structure Planning Melbourne's Greenfield 2020*. The Guidelines provide targets for planning authorities to incorporate into the preparation of structure plans. The VPA has engaged Council to provide feedback to the targets to assist it in preparing future guidelines for peri-urban and regional areas.

Council is currently considering its feedback in the context of the Horsham South Structure Plan and key issues that are unique to our region. It is important that these issues are appropriately captured to ensure that the future guidelines "talk" to the Horsham context.

## **INVESTMENT ATTRACTION AND GROWTH**

Through the Investment Attraction Group within Council a number of investment enquires to develop new or relocate commercial businesses within Council's industrial estates sites has occurred. As negotiations continue further industry growth is possible within our municipality.

## **BUSINESS DEVELOPMENT, TOURISM AND EVENTS**

### ***Business Support***

Since the launch of our new "Live the Grampians Way" marketing campaign on the 1 December 2020, this program has continued to deliver great results. Below is a snapshot of performance to date across Horsham and the four local government areas.

Total users increased by 47 percent to 6,924, whilst spending only increased 15 percent. This was largely due to a lower "cost-per-click", allowing for more clicks. Engaged sessions and page views also increased indicating users were active on the site after they arrived.

Facebook advertisements were very effective with a 104 percent increase in clicks (double) for a \$116 increase in spend. Cost-per-click was \$0.11c and as low as \$0.06c for some advertisements – indicating extremely high engagement rate for the messaging, creative and targeting.

Google search had a 14 percent increase in clicks and 140 percent increase in conversions with forms submitted increased by 230 percent to 66 for the month. Outbound clicks to job sites increased by 133 percent. Paid social Facebook accounted for 42 percent of web sessions and 36 conversions, while paid search had 13 conversions and 18 percent of overall web sessions.

### **Stronger Business and Community Grants**

**Stronger Business** – There were two applications received with one application referred to the Wimmera Business Centre and one applications not recommended for funding. Total value allocated \$73,986 at 9 February 2021, with \$10,006 funds remaining.

**Recreation and Community Recovery** – Program closed as oversubscribed.

**Arts and Events Activation** – One new applications was received associated with Arts and Events activities. This application requested \$5,000. At 9 February 2021, \$47,172 has been allocated with \$27,828 funds remaining.

**Business Fronts** and **Health and Wellbeing** applications will be assessed when the assessment panel meets on 16 February 2020. These grant streams promote renewing the fronts of business across our municipality. This can be the replacement of blinds, signage and potential landscaping of entrances to businesses. The Health and Wellbeing program has been designed to support the strengthening of business and community response to health and wellbeing impacts of COVID-19.



The Business Team’s direct business visits will be commencing in February 2020 with hospitality businesses. This will provide an opportunity to promote the Outdoor Dining Footpath Trading Permanent Infrastructure program.

**Horsham Visitor Services**

	January	YTD	Previous Year
Groups recorded	379	379	N/A
Total for individuals within groups	1086	1,086	1241
Visithorsham.com.au web visits	5,672	5,672	
Emails	201	201	314
Accommodation & Tourist Operators contacts	3	3	
How many accommodation operators	48	48	
Produce Sales	\$1599	\$1599	\$2923

In January 2021, 42 percent of groups that presented to Visitor Services chose Horsham as their destination. 16 percent of groups chose The Grampians as a destination and this figure would also include some of those visitors who were visiting multiple destinations including those staying in Horsham.

Visitation peaked in the week 4 to 10 January 2021, when 106 groups requested Visitor Services information. A slow decline continued until the Australia Day public holiday weekend when another but smaller peak occurred.

Of the 5,672 visits to the Visithorsham website 5,490 were new users. There were 362 hits on 3 January 2021, the highest of any single day, and the peaks and troughs timelines were reflected in the face-to-face visitation to Visitor Services. 97.36 percent of hits were from Australians.

**Events**

	January	YTD
Notice of intention to hold an event application	8	8
Visitor Information Centre visits	430	430
Visithorsham.com web visits	5,212	5,212

It is pleasing to have events returning with eight notifications in January 2020 for the following events:

- Blood Bank Red Cross
- Natimuk Farmers Market Plus
- Horsham U3A
- Mother's Day Classic
- Horsham Fishing Competition
- Voice of Wimmera
- Haven Market
- Mt Arapiles Masters Ride



### **Options to Consider**

Not applicable

### **Sustainability Implications**

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

### **Community Engagement**

The report has been prepared in consultation with range of agencies and will be made publicly available to Business Horsham, Wimmera Development Association and on the Horsham Rural City Council website.

### **Innovation and Continuous Improvement**

The report provides an overview of activities and assists with continuous improvement within the Investment Attraction and Growth department.

### **Collaboration**

The report has been prepared in collaboration with Council officers across Strategic and Statutory Planning, Building Services and Business and Tourism Teams.

### **Financial Implications**

The Business and Community Support package will deliver projects that make up Council's direct financial contribution of \$484,000.

Further projects will be developed to support businesses through the Local Council's Outdoor Eating and Entertaining program for \$500,000. These funds need to be fully expended by 30 June 2021.

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

Not applicable

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

2020-2024 Council Plan  
Goal 2 – Sustaining the Economy

### **Risk Implications**

Not applicable

### **Conclusion**

As the uncertainty of the COVID-19 pandemic continues to test communities, it is important that Council maintain a close and supportive relationship with businesses within our municipality. This will be achieved through the delivery of the Stronger Business and Community Support Package, the Business and Community Grants program and the delivery of the temporary and permanent infrastructure programs to increase outdoor dining.

## 9.12 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

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

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

### Appendix

Nil

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### Purpose

To receive and note the Chief Executive Officer's Operational Report for March 2021.

### Summary

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

### Recommendation

That Council receive and note the Chief Executive Officer's Operational Report for March 2021.

## REPORT

### Background

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

### Discussion

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

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

**Rural Council's Corporate Collaboration (RCCC) Board Meetings:** The RCCC Board, which includes the Chief Executive Officers of Hindmarsh, West Wimmera, Buloke, Yarriambiack, Loddon and Horsham met on 11 March 2021. The board received an update on the tender evaluation currently being undertaken by the Project Team to identify a preferred supplier of the Technology solution to the participating Councils.

**Regional Roads Victoria:** The Mayor, Chief Executive Officer and Director Infrastructure attended a Liaison Meeting between Council and the Department of Transport on Monday 15 March 2021. A range of issues were discussed including, funding for the planning investigation for the Alternative Truck Route, Community Road Safety and other Road Safety funding opportunities, Western Rail advocacy, etc.

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

**Pool Registration Information Session:** The Building Team hosted an online information session on 10 March 2021 to explain new registration requirements for pool and spa owners. The Victorian Government has introduced new laws that regulate swimming pools and spa safety. Under the laws, owners are required to register their pool or spa with Council and obtain a Certificate of Pool and Spa Barrier Compliance for the safety of pool or spa barriers every four years. The laws apply to swimming pools and spas that can hold more than 30cm of water, which can include:

- Permanent pools, either above or below ground,
- Indoor pools
- Hot tubs
- Some types of relocatable pools.

**Horsham Regional Art Gallery Education Calendar:** This year the Gallery has developed an overview of the 2021 program specifically for schools and distributed an electronic and hard-copy Education Calendar. It encourages schools to visit the Gallery where students can be inspired by and choose to explore a favourite artist or artwork and improve student engagement and learning. The Gallery provides students with a relaxed opportunity to observe, ask questions, and explore how artists plan and express their ideas. Gallery staff can facilitate meaningful interactions through direct experience with artworks, in a dedicated curated space, with in-depth discussion adapted to student needs. This year's exhibitions provide opportunity for students to develop contemporary, historical and indigenous cultural understandings supported by Gallery staff. The Gallery Education Officer works with schools prior to their visits to help meet curriculum goals for that year level and enhance learning opportunities.

### **C. Projects and Events**

**Horsham Regional Livestock Association:** The Horsham Regional Livestock Exchange hosted a Managers Field Day on Friday 26 February 2021 for the Australian Livestock Saleyards Association (ALSA). ALSA members from Victoria, South Australia and New South Wales attended. Workshop topics included animal welfare, electronic ear-tagging, pending loading ramp safety standards and members had wide-ranging discussions on topical issues for the industry. Due to COVID-19, all talks were held outside on the green lawns.

**Victorian Small Business:** The Chief Executive Officer and Councillors met with the Victorian Small Business Commissioner at the Horsham Golf Club on Tuesday 16 March 2021 where Council officially signed up to the Small Business Friendly Council initiative. The initiative, which is driven by the Victorian Small Business Commission, in partnership with local Councils, is about making it a lot easier to run and grow a small business locally.

#### **Options to Consider**

Not applicable

#### **Sustainability Implications**

Not applicable

#### **Community Engagement**

Not applicable

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

Not applicable

#### **Collaboration**

Not applicable

#### **Financial Implications**

Not applicable

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

Not applicable

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

2020-2024 Council Plan  
Goal 4 – Governance and Business Excellence

#### **Risk Implications**

Not applicable

#### **Conclusion**

That Council receive and note the Chief Executive Officer's Operational Report for March 2021.

## 10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

### Cr Robyn Gulline, Mayor

- 19 February 2021 – Rotary Club of Horsham
- 23 February 2021 – ABC Wimmera radio interview
- 24 February 2021 – Murra Warra Wind Farm Community Fund Launch
- 24 February 2021 – Peter MacCallum Cancer Centre Q&A Session with Dr David Speakman via Zoom
- 26 February 2021 – Triple H radio interview with Di Trotter
- 26 February 2021 – Rail Freight Alliance Working Party
- 1 March 2021 – Council Meeting
- 2 March 2021 – ABC Wimmera radio interview
- 3 March 2021 – Wimmera Liveability Forum via Zoom
- 5 March 2021 – Opening of Body Language: A NGA Exhibition, Horsham Regional Art Gallery
- 10 March 2021 – ABC Wimmera radio interview
- 10 March 2021 – Youth Council meeting and tour of The Station
- 15 March 2021 – Liaison Meeting with Department of Transport
- 16 March 2021 – Signing of Small Business Friendly Council Initiative with Victorian Small Business Commissioner
- 18 March 2021 – Harmony Day
- 18 March 2021 – Audit and Risk Committee meeting
- 18 March 2021 – Horsham Regional Livestock Exchange Committee meeting

### Cr David Bowe

- 23 February 2021 – Council Briefing Meeting (Council Chamber)
- 27 February 2021 – Wimmera River Parkrun
- 1 March 2021 – Victorian Local Government Grants Commission Information Session (virtual)
- 5 March 2021 – Victorian Local Governance Association – Councillor FastTrack Leadership Program
- 9 March 2021 – Council Briefing Meeting (Council Chamber)
- 10 March 2021 – Youth Council Meeting and Tour of "The Station"
- 15 March 2021 – Council Briefing Meeting (Council Chamber)

### Cr Penny Flynn

- 5 March 2021 – Victorian Local Governance Association – Councillor Leadership Program
- 12 March 2021 – Victorian Local Governance Association – Governance Advisory Network Meeting

**11. URGENT BUSINESS**

## 12. PETITIONS AND JOINT LETTERS

## 13. PROCEDURAL BUSINESS

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

Council Briefing Meeting held on Tuesday 23 February 2021 at 5pm in the Council Chamber, Civic Centre, Horsham

Council Briefing Meeting held on Monday 1 March 2021 at 7.45pm in the Council Chamber, Civic Centre, Horsham

Council Briefing Meeting held on Tuesday 9 March 2021 at 5.05pm in the Council Chamber, Civic Centre, Horsham

Council Budget Briefing Meeting held on Monday 15 March 2021 at 5.05pm in the Council Chamber, Civic Centre, Horsham

Refer to **Appendix “13.1A”**

### 13.2 SEALING OF DOCUMENTS

Nil

### 13.3 INWARD CORRESPONDENCE

Nil

### 13.4 COUNCIL COMMITTEE MINUTES

- Sunnyside Park Advisory Committee meeting held on Wednesday 6 May 2020 at 7.30pm via Zoom
- Horsham Racecourse Reserve Advisory Committee meeting held on Tuesday 12 May 2020 at 7.30pm via Zoom
- Dudley W Cornell Advisory Committee Meeting held on Thursday 14 May 2020 at 7.00pm via Zoom
- Haven Recreation Reserve Advisory Committee Meeting held on Tuesday 5 May 2020pm via Zoom
- Horsham Tidy Towns Committee Meeting held on Tuesday 16 February 2021 at 12.30pm via Zoom
- Bicycle Advisory Committee Meeting held on Wednesday 17 February 2021 at 5.00pm via Zoom
- Western Highway Action Committee Meeting held on Friday 12 March 2021 at 10.00am via Zoom

Refer to **Appendix “13.4A”**

#### **Recommendation**

That Council receive and note agenda items:

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



**14. NOTICE OF MOTION**

## 1. PURPOSE

This policy states Council’s position in relation to:

- Responding to offers of gifts, benefits and hospitality from external parties
- Providing gifts, benefits and hospitality to external parties.

The policy is intended to support Councillors and staff to avoid conflicts of interest and maintain high levels of integrity and public trust. It supports and is consistent with behaviours outlined in the *Local Government Act 2020* and Council’s Code of Conduct for Councillors and Code of Conduct for Staff.

## 2. SCOPE

This policy applies to all Councillors and Council staff, including full-time, part-time, casual, permanent and contracted staff.

### Exclusions:

- Discounts received by Councillors and/or staff 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, for example, corporate discounts for leisure centres, bulk purchase discounts.
- Gifts, benefits and hospitality offered to Councillors and/or staff as a result of a Council or management procedure are also excluded from this policy, for example, recognition of service awards.

## 3. PRINCIPLES

### 3.1 COUNCIL IS COMMITTED TO AND WILL UPHOLD THE FOLLOWING PRINCIPLES IN APPLYING THIS POLICY

Policy principle	This means ...
<b>Impartiality</b>	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.
<b>Accountability</b>	Individuals are accountable for – <ul style="list-style-type: none"> <li>• Declaring all non-token offers of gifts, benefits and hospitality</li> <li>• Declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this policy seeking approval to accept the offer</li> <li>• The responsible provision of gifts, benefits and hospitality.</li> </ul> Individuals with direct reports are accountable for overseeing management of the acceptance or refusal of non-token gifts, benefits and hospitality by their staff, modelling good practice and promoting awareness of Council’s Gifts, Benefits and Hospitality policy and associated processes.
<b>Integrity</b>	Individuals will 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. They will refuse any offer that may lead to a general or material conflict of interest as defined in the <i>Local Government Act 2020</i> , sections 127-128.
<b>Risk-based approach</b>	Council, through its policies, processes and the Audit and Risk 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 staff are exposed.

### 3.2 COUNCIL HAS A PREFERENCE FOR NO GIFTS

As a general principle, Councillors and staff will:

- Decline any offer of gifts, benefits or hospitality in a way that will not cause offence
- Not make a request for the provision of gifts, benefits or hospitality a condition of any financial or in-kind support to an external party.

### 3.3 RECEIVING OFFERS OF GIFTS, BENEFITS AND HOSPITALITY

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

Councillors and staff must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to gain favourable treatment from an individual Councillor, staff member or from Council. They must also take reasonable steps to ensure that their immediate family members do not receive gifts or benefits that give rise to the appearance of an attempt to gain favourable treatment.

#### 3.3.1 Conflict of Interest and Reputational Risks

When deciding whether to accept an offer, Councillors and staff 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 general or material conflict of interest or reputational risk exists.

#### GIFT Test

<b>G</b>	Giver	<p><b>Who is providing the gift, benefit or hospitality and what is their relationship to me?</b></p> <p>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?</p>
<b>I</b>	Influence	<p><b>Are they seeking to gain an advantage or influence my decisions or actions?</b></p> <p>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?</p>
<b>F</b>	Favour	<p><b>Are they seeking a favour in return for the gift, benefit or hospitality?</b></p> <p>Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months?</p> <p>Would accepting it create an obligation to return a favour?</p>
<b>T</b>	Trust	<p><b>Would accepting the gift, benefit or hospitality diminish public trust?</b></p> <p>How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?</p>

## 3.3.2 Offers to be Refused

Councillors and staff should consider the GIFT test and the following requirements to help decide whether to refuse an offer. They must refuse offers:

- Likely to influence them, or be perceived to influence them, in the course of their duties or that raise a general or material conflict of interest
- That 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
  - Made by someone with a planning or other application with Council
  - 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 (refer to 3.3.11 Prohibited Gifts)
- 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
- Made in secret.

Councillors and staff must not accept anonymous gifts (*Local Government Act 2020*, section 37). If a Councillor or staff member finds themselves in possession of a gift and they don't know the name and address of the person who gave it, they should transfer the gift to Council for disposal within 30 days to avoid a breach of the Act (Councillors) and this policy (Councillors and staff) (refer to 3.3.12 Disposal of Gifts).

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

## 3.3.3 Refusing an Offer

Where a Councillor or staff member 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 Council into disrepute, Council will return the gift. If it represents a conflict of interest, Council will 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, for example, 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 (refer to 3.3.10 Ceremonial Gifts).

Where a Councillor or staff member is offered a gift for speaking at a conference or meeting, it is reasonable to accept a modest gift in recognition of this, as to refuse such an offer may cause offence or embarrassment.

All gifts offered, whether accepted or declined, should be recorded on the Gifts, Benefits and Hospitality Declaration Form and submitted the CEO for approval. The Governance Team will then record this information onto the Gifts, Benefits and Hospitality Register.

In all circumstances, offers of money, bribes or other offers prohibited through this policy or by legislation should be refused and reported where applicable (refer to 3.3.2 Offers to be Refused and 3.3.11 Prohibited Gifts).

### **3.3.4 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 Councillor or staff member to whom the offer is being made. It may include promotional items such as a pen, note pad or coffee mug, and modest hospitality that would be considered a basic courtesy, such as light refreshments, for example, sandwiches, tea/coffee during a meeting. Giveaways, ballot and raffle prizes at conferences and other events valued at \$20 or less are considered token offers.

Councillors and staff may generally accept token offers without approval or declaring the offer on Council's Gifts, Benefits and Hospitality Declaration Form, as long as the offer does not create a general or material conflict of interest, or lead to reputational damage.

### **3.3.5 Non-token Offers (over \$20)**

Councillors and staff can only accept a non-token offer if:

- It does not raise a general or material conflict of interest or have the potential to bring the individual or Council into disrepute
- There is a legitimate business reason for acceptance
- It is offered in the course of the Councillor or staff member's official duties, relates to the person's responsibilities and has a benefit to Council.

For example, attendance at an event where you've been invited to perform an official function such as a presentation or guest speaker.

Giveaways, ballot and raffle prizes at conferences and other events valued at over \$20 are considered non-token offers.

Councillors and staff may be offered a gift, benefit 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 this situation, they must submit the Gifts, Benefits and Hospitality Declaration Form to the CEO within 14 days.

Where the gift would likely bring the Councillor, staff member or the organisation into disrepute, Council will return the gift. If it represents a general or material conflict of interest for the Councillor or staff member, Council will either return the gift or transfer ownership to the organisation to mitigate this risk.

**3.3.5.1 Recording non-token offers of gifts, benefits and hospitality**

The Gifts, Benefits and Hospitality Declaration Form must be completed and submitted to the CEO for all non-token offers, regardless of whether they have been accepted or declined. The business reason for accepting the non-token offer, with sufficient detail to link the acceptance to the individual’s work functions and benefit to Council must be recorded in the form. The Governance Department will then record these details in the Gifts, Benefits and Hospitality Register.

When recording the business reason on the Gifts, Benefits and Hospitality Declaration Form, Councillors and staff should include as much detail as possible, for example,

*“I attended the event sponsored by Council in an official capacity as I was responsible for evaluating and reporting on the outcomes”.*

In addition to the above requirements, Councillors and nominated officers who have received gifts, benefits and hospitality valued at \$500 or more in the form of goods or services and multiple gifts, must also record the details in their biannual personal interests return which must be lodged between 1 and 31 March and 1 and 30 September each year [*Local Government (Governance and Integrity) Regulations 2020, regulation 9(1)(k)*].

**3.3.6 Gifts, Benefits and Hospitality Reporting**

Council’s Executive Management Team and internal Audit and Risk Management Committee will receive a report at least annually on the Gifts, Benefits and Hospitality Policy, Process and Register.

A summarised version of the Gifts, Benefits and Hospitality Register will be published on the Horsham Rural City Council website. Access to the full Gifts, Benefits and Hospitality Register is restricted to relevant persons within Council.

**3.3.7 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 Gifts, Benefits and Hospitality Register, as long as the offer does not create a conflict of interest or lead to reputational damage.
Non-token offers More than \$20	Individuals will: <ul style="list-style-type: none"> <li>• Complete the Gift, Benefits and Hospitality Declaration Form and submit to the CEO within 14 days of receiving the offer</li> <li>• Formally acknowledge the donor.</li> </ul> The CEO will: <ul style="list-style-type: none"> <li>• Determine compliance in accordance with the Gifts, Benefits and Hospitality Policy</li> <li>• Determine the method of disposal (refer to 3.3.12 Disposal of Gifts)</li> </ul> Finalise and sign the Gifts, Benefits and Hospitality Declaration Form and submit to the Governance Department for updating of Gifts, Benefits and Hospitality Register.                     The Mayor will: <ul style="list-style-type: none"> <li>• Sign the Gifts, Benefits and Hospitality Declaration Form for gifts offered to the CEO.</li> </ul>

### 3.3.8 Ownership of Gifts Offered to Councillors and Staff

Non-token gifts with a legitimate business benefit that have been accepted by a Councillor or staff member for their work or contribution may be retained by the person where the CEO or their Manager has provided written approval and the gift is not likely to bring them or Council into disrepute (refer to 3.3.5 Non-Token Offers).

Councillors and staff must transfer official gifts or any gift of cultural significance or significant value to the organisation (refer to 3.3.10 Ceremonial Gifts).

### 3.3.9 Repeat Offers of Gifts, Benefits and Hospitality

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. Councillors and staff must refuse repeat offers (token or non-token) from the same source as they may create a general or material conflict of interest or lead to reputational damage.

### 3.3.10 Ceremonial Gifts

Ceremonial gifts such as books, plaques, artworks or artefacts from other Councils, Government departments, organisations or sister cities, are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally.

Irrespective of value, ceremonial gifts are the property of the organisation and should be accepted by the Councillor or staff member on behalf of Council. The Gifts, Benefits and Hospitality Declaration Form must be completed by the person accepting the gift and the Governance Department will record the details on Council's Gifts, Benefits and Hospitality Register (refer to 3.3.7 Process).

### 3.3.11 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.

Hospitality or other retail discounts offered specifically to Councillors or staff that are not commonly available to the general public are also prohibited and should not be accepted.

### 3.3.12 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.

### 3.4 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

<b>H</b>	Hospitality	<p><b>To whom is the gift or hospitality being provided?</b></p> <p>Will recipients be external business associates, or individuals of the host organisation?</p>
<b>O</b>	Objectives	<p><b>For what purpose will hospitality be provided?</b></p> <p>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?</p>
<b>S</b>	Spend	<p><b>Will Council funds be spent?</b></p> <p>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?</p>
<b>T</b>	Trust	<p><b>Will public trust be enhanced or diminished?</b></p> <p>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?</p>

#### 3.4.1 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 a gift, benefit or hospitality, or the type to provide, Councillors and staff 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)
- It does not raise a general or material conflict of interest.

The Gifts, Benefits and Hospitality Declaration Form must be completed and submitted to the CEO for all non-token offers of gifts, benefits and hospitality provided by Council, Councillors and staff to external parties. The Governance Department will then record the details in the Gifts, Benefits and Hospitality Register.



## 3.4.2 Containing Costs

Costs involved with providing gifts, benefits and hospitality should be contained wherever possible. The following questions may be useful to assist people 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?

## 3.5 BREACHES

Disciplinary action consistent with Council's Disciplinary Procedure (Procedure No P04/230) 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 general or material conflict of interest in relation to gifts, benefits and hospitality in accordance with the *Local Government Act 2020*.

Councillors and staff are responsible for maintaining their own records in relation to receipt of gifts in accordance with the *Local Government Act 2020*, and, where applicable, reporting these on the Gifts, Benefits and Hospitality Declaration Form and their Personal Interests Return. Failure to do so could constitute an offence under the Act.

### 3.5.1 Reporting of Breaches

Councillors and staff who consider that gifts, benefits and hospitality, or general or material conflicts of interest within Council may not have been declared, or are not being appropriately managed, should speak up and notify their Director, the Manager Governance and Information or the CEO.

Individuals who believe they have observed corrupt conduct by their colleagues may also make a protected disclosure to the Director Corporate Services. Council will take appropriate action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

## 4. COMMUNICATION

Council's policy in relation to receiving and providing gifts, benefits and hospitality will be promoted through the Horsham Rural City Council website. This policy will also be promoted on the staff intranet and Councillor Portal, as part of the Councillor and staff induction process, and included in the Councillor and Staff Codes of Conduct.

## 5. RESPONSIBILITY

**Policy Owner:** Manager Governance and Information

**6. DEFINITIONS**

Term	Meaning
Act	<i>Local Government Act 2020</i>
Anonymous gifts	<p>Anonymous gift not to be accepted:</p> <p>(1) Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor, the amount of value of which is equal to or exceeds the gift disclosure threshold unless:</p> <p>(a) The name and address of the person making the gift are known to the Councillor; or</p> <p>(b) At the time when the gift is made –</p> <p style="margin-left: 20px;">(i) The Councillor is given the name and address of the person making the gift; and</p> <p style="margin-left: 20px;">(ii) The Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.</p> <p>Penalty: 60 penalty units</p> <p>(2) If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.</p> <p>(3) In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.</p> <p><i>Local Government Act 2020, Section 137.</i></p>
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	<p>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.</p> <p>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.</p>
Biannual Personal Interest Return	Declaration of interests made by a specified person (Councillor, delegated committee member who is not a Councillor, CEO or nominated officer) between 1 and 31 March and 1 and 30 September each year in accordance with the <i>Local Government Act 2020, s. 134.</i>
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	<p>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. Examples include books, plaques, artworks and artefacts.</p> <p>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. Receipt of ceremonial gifts should be recorded on the Gifts, Benefits and Hospitality Register.</p>
Conflict of Interest	<p>Conflicts of interest may be:</p> <p>General: Where an impartial, fair minded person would consider that the person’s private interests could result in the person acting in a manner that is contrary to their public duty.</p> <p>Material: If an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be directly or indirectly, or in a pecuniary or non-pecuniary form.</p> <p><i>Local Government Act 2020, sections 127-128.</i></p>
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 (for example, artwork, jewellery, or expensive pens), low value (for example, small bunch of flowers), consumables (for example, chocolates) and services (for example, 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.

Term	Meaning
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, credit notes fly buys or other items which can be easily converted to cash.
Nominated officer	A member of Council staff who: (a) has a statutory or delegated power, duty or function; and (b) is nominated by the CEO because of the nature of that power, duty or function [ <i>Local Government Act 2020</i> , S.132(1)]
Official gifts	Gifts presented to Council including gifts received from a Sister City, organisation or corporation that is bestowing a corporate gift, for example, plaques, plates, vases, trophies, artworks or souvenirs.
Register	A register of all declarable gifts, benefits and hospitality, including those declined.
Token offer	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 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	The face value or current estimated retail value.

## 7. SUPPORTING DOCUMENTS

Document	Location
Biannual Personal Interests Return	Councillor portal
Councillor Code of Conduct	HRCC website
Freedom of Information Part II Statement	HRCC website
Gifts, Benefits and Hospitality Declaration Form (Form No F04/011)	HRCC website, intranet
Gifts, Benefits and Hospitality Register	HRCC website
HRCC Disciplinary Procedure (Procedure No P04/230)	Intranet
HRCC Procurement Policy (Policy No C04/019)	HRCC website, intranet
HRCC Public Transparency Policy (Policy No C04/015)	HRCC website, intranet
<i>Independent Broad-based Anti-corruption Commission (IBAC) Act 2011</i>	Internet
<i>Local Government Act 2020 – Sections 137 and 138</i>	Internet
<i>Local Government (Governance and Integrity) Regulations 2020, regulation 9(1)(k)</i>	Internet
Mayor and Councillor Event Information Form	HRCC Website
Staff Code of Conduct	Intranet
Victorian Auditor-General's Report "Implementing the Gifts, Benefits and Hospitality Framework", December 2015	Internet
Victorian Public Sector Commission "Gifts, benefits and hospitality – Policy Framework", October 2016	Internet
Victorian Public Sector Commission's Gifts, Benefits And Hospitality Policy Guide	Internet

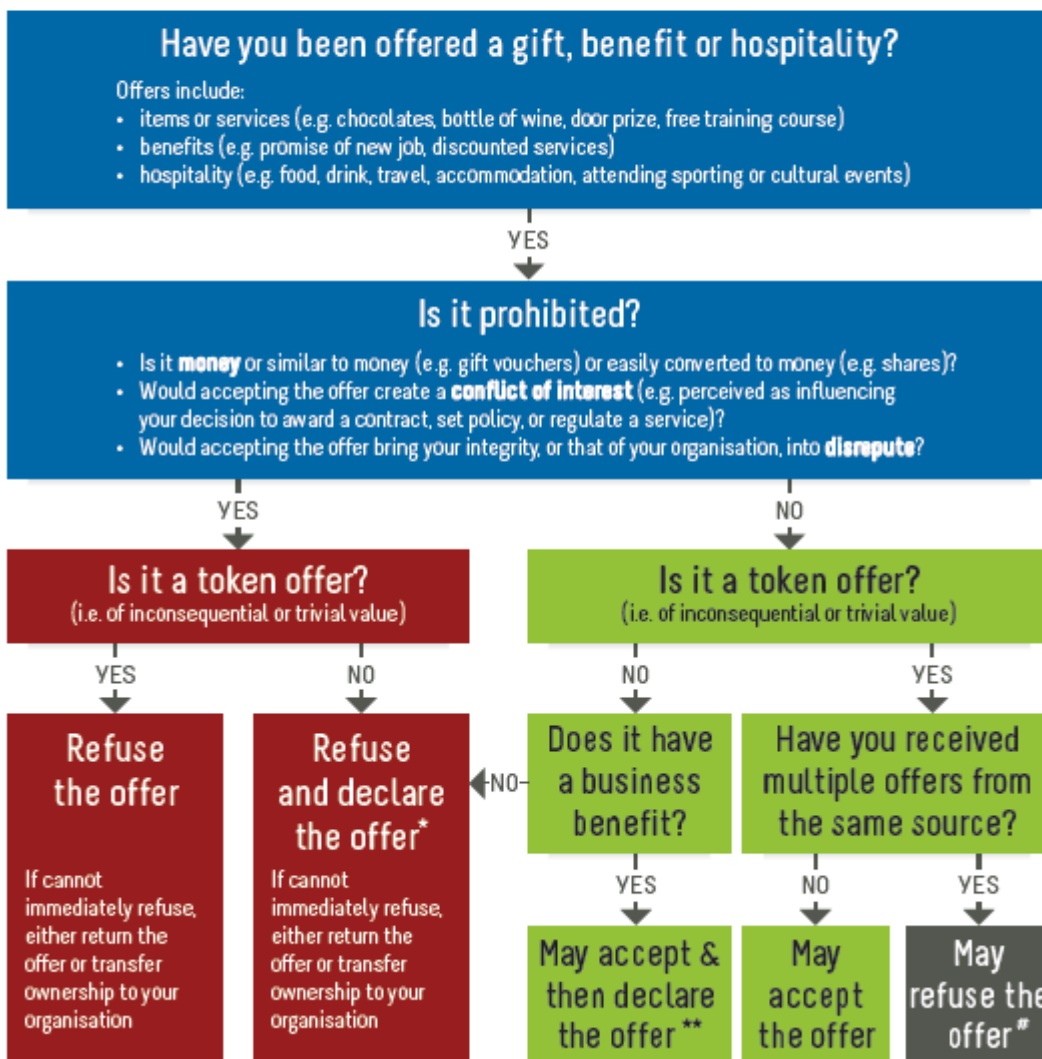
## 8. DOCUMENT CONTROL

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	17 December 2018	Council	Amendments to reflect token gifts, provision of gifts and enhanced accountability requirements	17 December 2021
04	** March 2021	Council	Amendments to reflect requirements of the <i>Local Government Act 2020</i>	



# RESPONDING TO GIFTS, BENEFITS AND HOSPITALITY

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



**1. PURPOSE**

This policy states Council’s position in relation to:

- Responding to offers of gifts, benefits and hospitality from external ~~sources~~parties
- Providing gifts, benefits and hospitality to external parties.

The policy is intended to support Councillors and staff ~~and Councillors~~ to avoid conflicts of interest and maintain high levels of integrity and public trust. It supports and is consistent with behaviours outlined in the Local Government Act 2020 and Council’s Code of Conduct for Councillors and Code of Conduct for Staff.

~~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 Councillors and Council staff, including full-time, part-time, casual, permanent and contracted staff.~~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 Councillors and/or 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, for example, -~~Examples may include~~ corporate discounts for leisure centres, bulk purchase discounts~~etc.~~
- Gifts, benefits and hospitality offered to Councillors and/or staff ~~or Councillors~~ as a result of a Council or management procedure are also excluded from this policy, e.g. for example, recognition of service awards.

**3. PRINCIPLES**

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

Policy Principle	This means ...
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 – <ul style="list-style-type: none"> <li>• Declaring all non-token offers of gifts, benefits and hospitality</li> <li>• Declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this policy, <u>-</u>seeking approval to accept the offer</li> </ul>

	<ul style="list-style-type: none"> <li>The responsible provision of gifts, benefits and hospitality.</li> </ul> <p>Individuals with direct reports are accountable for overseeing management of the acceptance or refusal of non-token gifts, benefits and hospitality <u>by their staff</u>, modelling good practice and promoting awareness of Council’s Gifts, Benefits and Hospitality policy and <u>associated</u> processes.</p>
<b>Integrity</b>	Individuals will 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. They will refuse any offer that may lead to a <u>general or material</u> conflict of interest <u>as defined in the Local Government Act 2020, sections 127-128</u> .
<b>Risk-Based Approach</b>	Council, through its policies, processes and the Audit <u>and Risk</u> 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 <u>direct reports staff</u> are exposed.

**3.2 Council has a preference for no gifts.**

As a general principle, Councillors and staff will:

- Decline any offer of gifts, benefits or hospitality in a way that will not cause offence
- Not make a request for the provision of gifts, benefits or hospitality a condition of any financial or in-kind support to an external party.

**3.32 Receiving Offers of Gifts, Benefits and Hospitality**

This section sets out the process for accepting, declining, ~~and~~ recording and reporting 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. Councillors and staff must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to gain favourable treatment from an individual Councillor, staff member or from Council. They must also take reasonable steps to ensure that their immediate family members do not receive gifts or benefits that give rise to the appearance of an attempt to gain favourable treatment.~~

**3.32.1 Conflict of Interest and Reputational Risks**

When deciding whether to accept an offer, ~~individuals~~ Councillors and staff 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 general or material conflict of interest or reputational risk exists.

**GIFT Test**

<b>G</b>	Giver	<p><b>Who is providing the gift, benefit or hospitality and what is their relationship to me?</b></p> <p>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</p>
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		I make?
I	Influence	<p><b>Are they seeking to gain an advantage or influence my decisions or actions?</b></p> <p>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?</p>
F	Favour	<p><b>Are they seeking a favour in return for the gift, benefit or hospitality?</b></p> <p>Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months?</p> <p>Would accepting it create an obligation to return a favour?</p>
T	Trust	<p><b>Would accepting the gift, benefit or hospitality diminish public trust?</b></p> <p>How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?</p>

**3.2.1.13.3.2 Requirements for Refusing Offers to be refused**

~~Individuals-Councillors and staff~~ should consider the GIFT test and the following requirements ~~below~~ to help decide whether to refuse an offer. ~~Individuals-They must~~ are to refuse offers:

- Likely to influence them, or be perceived to influence them, in the course of their duties or that raise a ~~an~~ general or material -actual, potential or perceived conflict of interest
- ~~That C~~ 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
  - Made by someone with a planning or other application with Council
  - 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 (refer to 3.3.11 Prohibited Gifts)
- 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
- Made in secret.

Councillors and staff must not accept anonymous gifts (Local Government Act 2020, section 37). If a Councillor or staff member finds themselves in possession of a gift and they don't know the name and address of the person who gave it, they should transfer the gift to Council for disposal within 30 days to avoid a breach of the Act (Councillors) and this policy (Councillors and staff) (refer to 3.3.12 Disposal of Gifts).

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

### 3.3.3 Refusing an Offer

Where a Councillor or staff member 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~~ Council into disrepute, ~~the organisation should~~ Council will return the gift. If it represents a conflict of interest, ~~the organisation should~~ Council will 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, for example, 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 (refer to 3.3.10 Ceremonial Gifts).

Where a Councillor or staff member is ~~or Councillors are~~ offered a gifts for speaking at a conferences or meetings, it is reasonable to accept a modest gift in recognition of this, as to refuse such an offer ~~could~~ may cause offence or embarrassment.

All ~~such~~ gifts offered, whether accepted or declined, should be recorded ~~in the normal way~~ on the a Gifts, Benefits and Hospitality Declaration Form and submitted the CEO for approval. The Governance team will then record this information onto the Gifts, Benefits and Hospitality Register. -

In all circumstances, offers of money, bribes or other offers prohibited through this policy or by legislation should be refused and reported where applicable (see refer to 3.32.21.1 Requirements for Refusing Offers to be Refused and 3.3.11 Prohibited Gifts).

### 3.3.4 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~~ Councillor or staff member to whom the offer is being made. It may include promotional items such as a pens, ~~and~~ note pads or coffee mug, and modest hospitality that would be considered a basic courtesy, such as light refreshments, for example, sandwiches, tea/coffee during a meeting. Giveaways, ballot and raffle prizes at conferences and other events valued at \$20 or less are considered token offers.

~~Individuals~~ Councillors and staff may generally accept token offers without approval or declaring the offer on Council’s Gifts, Benefits and Hospitality Declaration Form and Register, as long as the offer does not create a general or material conflict of interest, or lead to reputational damage.



### 3.3.5 Non-token Offers (over \$20)

~~Individuals-Councillors and staff~~ can only accept a non-token offers if: ~~they have a legitimate business benefit. All accepted non-token offers must be approved in accordance with the Gifts, Benefits and Hospitality Declaration Form, recorded in the Gifts, Benefits and Hospitality Register, and be consistent with the following requirements:~~

- It does not raise a n-actual, potential or perceived general or material conflict of interest or have the potential to bring the individual, or Council into disrepute
- ~~T~~here is a legitimate business reason for acceptance-
- It is offered in the course of the Councillor of staff member's individual's official duties, relates to the individual's person's responsibilities and has a benefit to Council.

~~For example, attendance at an event where you've been invited to perform an official function such as a presentation or guest speaker.~~

Giveaways, ballot and raffle prizes at conferences and other events valued at over \$20 are considered non-token offers.

~~Individuals-Councillors and staff~~ may be offered a gift, benefit or hospitality where there is no opportunity to seek approval prior to accepting it. ~~For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In this situation, ese cases, they individual~~ must complete-submit the Gifts, Benefits and Hospitality Declaration Form to the CEO within five business-14 days.

Where the gift would likely bring the Councillor, staff member you or the organisation into disrepute, the Council will ~~organisation should~~ return the gift. If it represents a general or material conflict of interest for the Councillor or staff member you, Council will ~~the organisation should~~ either return the gift or transfer ownership to the organisation to mitigate this risk.

#### 3.3.5.1 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.~~

The Gifts, Benefits and Hospitality Declaration Form must be completed and submitted to the CEO for all non-token offers, regardless of whether they have been accepted on declined. The business reason for accepting the non-token offer, with sufficient detail to link the acceptance to the individual's work functions and benefit to Council must be recorded in the form. The Governance Department will then record these details in the Gifts, Benefits and Hospitality Register.

When recording the business reason on the Gifts, Benefits and Hospitality Declaration Form, Councillors and staff should include as much detail as possible, for example,

*"I attended the event sponsored by Council in an official capacity as I was responsible for evaluating and reporting on the outcomes"*.

In addition to the above requirements, Councillors and nominated officers who have received gifts, benefits and hospitality valued at \$500 or more in the form of goods or services and multiple gifts, must also record

the details in their biannual personal interests return which must be lodged between 1 and 31 March and 1 and 30 September each year [Local Government (Governance and Integrity) Regulations 2020, regulation 9(1)(k)].

~~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.~~

**3.3.6 Gifts, Benefits and Hospitality Reporting of Non-token Offers**

Council’s Executive Management Team and internal Audit and Risk Management Committee will receive a report at least annually on the Gifts, Benefits and Hospitality Policy, Process and Register. A summarised version of the Gifts, Benefits and Hospitality Register will be published on the Horsham Rural City Council website. Access to the full Gifts, Benefits and Hospitality Register is restricted to relevant persons within Council.

**3.3.7 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 <u>Gifts, Benefits and Hospitality Register</u> , as long as the offer does not create a conflict of interest or lead to reputational damage.
Non-token offers More than \$20	<p>Individuals <u>will:</u></p> <ul style="list-style-type: none"> <li>• Complete <u>the Gift, Benefits and Hospitality Declaration Form</u> and submit to the CEO <u>within 14 days of receiving the offer</u></li> <li>• Formally acknowledge the donor.</li> </ul> <p><u>The CEO will:</u></p> <ul style="list-style-type: none"> <li>• Determine compliance in accordance with the Gifts, Benefits and Hospitality Policy</li> <li>• <u>Determine the method of disposal (refer to 3.3.12 Disposal of Gifts)</u></li> <li>• <del>_____</del></li> <li>• <del>Finalise and sign the Gifts, Benefits and Hospitality Declaration Form and submit to the</del> <u>Manager Governance &amp; Information Governance Department</u> for updating of Gifts, Benefits <u>&amp;and</u> Hospitality Register.</li> </ul> <p><u>The Mayor will:</u></p> <ul style="list-style-type: none"> <li>• <del>For gifts received by the CEO, the Mayor will s</del> <u>Sign the Gifts, Benefits and Hospitality</u></li> </ul>

Value	Roles and Responsibilities
	Declaration Form <u>for gifts offered to the CEO.</u>

**3.3.8 Ownership of Gifts Offered to ~~Individuals~~Councillors and Staff**

Non-token gifts with a legitimate business benefit that have been accepted by an ~~individual~~ Councillor or staff member for their work or contribution may be retained by the ~~person~~individual where the CEO or their Manager has provided written approval and the gift is not likely to bring them or Council into disrepute (refer to 3.3.5 Non-Token Offers), ~~and where their manager has provided written approval.~~

Councillors and staff~~Employees~~ must transfer ~~to Council~~ official gifts or any gift of cultural significance or significant value to the organisation (refer to 3.3.10 Ceremonial Gifts).

**3.3.9 Repeat Offers of Gifts, Benefits and Hospitality**

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-Councillors and staff should must~~ refuse repeat offers (token or non-token) from the same source ~~if as~~ they may create a general or material conflict of interest or ~~may~~ lead to reputational damage.

**3.3.10 Ceremonial Gifts**

Ceremonial gifts such as books, plaques, artworks or artifacts from other Councils, Government departments, organisations or sister cities, are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally.

~~Irrespective of value, c~~Ceremonial gifts are the property of the organisation, ~~irrespective of value,~~ and should be accepted by ~~individuals~~the Councillor or staff member on behalf of Council. The Gifts, Benefits and Hospitality Declaration Form must be completed by the person accepting the gift and the Governance Department will record the details ~~receipt of ceremonial gifts should be recorded~~ on Council’s Gifts, Benefits and Hospitality Register (refer to 3.3.7 Process).

**3.3.11 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.

Hospitality or other retail discounts offered specifically to Councillors or staff that are not commonly available to the general public are also prohibited and should not be accepted.

**3.3.12 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.

### 3.413 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

<b>H</b>	Hospitality	<p><b>To whom is the gift or hospitality being provided?</b></p> <p>Will recipients be external business associates, or individuals of the host organisation?</p>
<b>O</b>	Objectives	<p><b>For what purpose will hospitality be provided?</b></p> <p>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?</p>
<b>S</b>	Spend	<p><b>Will Council funds be spent?</b></p> <p>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?</p>
<b>T</b>	Trust	<p><b>Will public trust be enhanced or diminished?</b></p> <p>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?</p>

### 3.143.1 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 a gifts, benefits or hospitality, or the type of gift, benefit or hospitality to provide, Councillors and staff 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)
- It does not raise a n-actual, potential-general or perceived-material conflict of interest.

The Gifts, Benefits and Hospitality Declaration Form must be completed and submitted to the CEO for all non-token offers of gGifts, benefits and hospitality provided by Council, Councillors and staff to external people-or organisations-parties. that are non-token offers,-The Governance Department will then record the details must be recorded in the Provision of Gifts, Benefits and Hospitality Register.

**3.143.2 ~~\_\_\_\_\_~~ Containing Costs**

~~Individuals should contain c~~Costs involved with providing gifts, benefits and hospitality should be contained wherever possible. The following questions may be useful to assist ~~individuals~~ people 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?

**3.154 Breaches**

Disciplinary action consistent with Council’s ~~Disciplinary Proceduree Policy~~ (Procedure No P04/230) 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 general or material conflict of interest ~~in relation ed~~ to gifts, benefits and hospitality in accordance with the *Local Government Act 2020*~~1989~~.

~~Councillors and s~~Staff and Councillors are responsible for maintaining their own records in relation to receipt of ~~‘applicable gifts’ as defined in in accordance with~~ the *Local Government Act 1989*~~2020~~, and, where applicable, reporting these on the Gifts, Benefits and Hospitality Declaration Form and their Personal Interests Return~~Register of Interest return~~. Failure to do so could constitute an offence under ~~the Act that~~ the 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.~~

**3.154.1 Reporting of Breaches**

~~Individuals Councillors and staff~~ who consider that gifts, benefits and hospitality, or general or material conflicts of interest within Council may not have been declared, or are not being appropriately managed, should speak up and notify their ~~Director, manager or the the~~ Manager Governance and Information ~~or the~~ CEO.

Individuals who believe they have observed corrupt conduct by their colleagues may also make a protected disclosure to the Director Corporate Services. Council will take appropriate action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

**4. COMMUNICATION**

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

Council’s policy in relation to receiving and providing gifts, benefits and hospitality will be promoted through the Horsham Rural City Council website. This policy will also be promoted on the staff intranet and Councillor portal, as part of the Councillor and staff induction process, and included in the Councillor and Staff Codes of Conduct.

## 5. RESPONSIBILITY

Policy Owner:                      Manager Governance and Information

## 6. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1989/2020</i>
<u>Anonymous gifts</u>	<p><u>Anonymous gift not to be accepted:</u></p> <p><u>(1) Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor, the amount of value of which is equal to or exceeds the gift disclosure threshold unless:</u></p> <p><u>(a) The name and address of the person making the gift are known to the Councillor; or</u></p> <p><u>(b) At the time when the gift is made –</u></p> <p style="padding-left: 20px;"><u>(i) The Councillor is given the name and address of the person making the gift; and</u></p> <p style="padding-left: 20px;"><u>(ii) The Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.</u></p> <p><u>Penalty: 60 penalty units</u></p> <p><u>(2) If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.</u></p> <p><u>(3) In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.</u></p> <p><u>Local Government Act 2020, Section 137.</u></p>
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	<p>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.</p> <p>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.</p>
<u>Biannual Personal Interest Return</u>	<u>Declaration of interests made by a specified person (Councillor, delegated committee member who is not a Councillor, CEO or nominated officer) between 1 and 31 March and 1 and 30 September each year in accordance with the Local Government Act 2020, s. 134.</u>
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	<p>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. <u>Examples include books, plaques, artworks and artifacts.</u></p> <p>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. <del>The receipt of ceremonial gifts should be recorded on the Gifts, Benefits and Hospitality Register but does not need to be published online.</del></p>
Conflict of Interest	Conflicts <u>of interest</u> may be:



	<p><del>Actual: There is a real conflict between an employee’s public duties and private interests.</del></p> <p><del>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.</del></p> <p><del>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.</del></p> <p><u>General: Where an impartial, fair minded person would consider that the person’s private interests could result in the person acting in a manner that is contrary to their public duty.</u></p> <p><u>Material: If an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be directly or indirectly, or in a pecuniary or non-pecuniary form.</u></p> <p><u>Local Government Act 2020, sections 127-128.</u></p>
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 (for example, artwork, jewellery, or expensive pens), low value (for example, small bunch of flowers), consumables (for example, chocolates) and services (for example, 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, <u>credit notes fly buys</u> or <u>other</u> items which can be easily converted to cash. <del>This includes gift vouchers and credit notes.</del>
<u>Nominated officer</u>	<u>A member of Council staff who: (a) has a statutory or delegated power, duty or function; and (b) is nominated by the CEO because of the nature of that power, duty or function [Local Government Act 2020, S.132(1)]</u>
Official gifts	Gifts presented to Council including gifts received from a Sister City, organisation or corporation that is bestowing a corporate gift, for example, plaques, plates, vases, trophies, artworks or souvenirs.
Register	A register of all declarable gifts, benefits and hospitality, including those declined.
Token offer	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 courtesies). Token offers are those that are worth \$20 or less.
Non-token offer	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	The face value or current estimated retail value.

**7. SUPPORTING DOCUMENTS**

Document	Location
<u>Biannual Personal Interests Return</u>	<u>Councillor portal</u>
Councillor Code of Conduct	<u>HRCC website</u> <del>Intranet</del>
<u>Freedom of Information Part II Statement</u>	<u>HRCC website</u>
Gifts, Benefits and Hospitality Declaration Form (Form No F04/011)	HRCC website, intranet
Gifts, Benefits and Hospitality Register	HRCC website
<u>HRCC Disciplinary Procedure (Procedure No P04/230)</u>	<u>Intranet</u>
HRCC Procurement Policy (Policy No C04/019)	HRCC website, intranet
HRCC Public Transparency Policy (Policy No C04/015)	HRCC website, intranet
<i>Independent Broad-based Anti-corruption Commission (IBAC) Act 2011</i>	Internet
<i>Local Government Act 2020 – Sections 137 and 138</i>	Internet
<u>Local Government (Governance and Integrity) Regulations 2020, regulation 9(1)(k)</u>	<u>Internet</u>
Mayor and Councillor Event Information Form	HRCC Website
Staff Code of Conduct	Intranet
Victorian Auditor-General’s Report “Implementing the Gifts, Benefits and Hospitality Framework”, December 2015	Internet

Victorian Public Sector Commission “Gifts, benefits and hospitality – Policy Framework”, October 2016	Internet
Victorian Public Sector Commission’s Gifts, Benefits And Hospitality Policy Guide	Internet

**8. 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	17 December 2018	Council	Amendments to reflect token gifts, provision of gifts and enhanced accountability requirements	17 December 2021
<u>04</u>		<u>Council</u>	<u>Amendments to reflect requirements of the Local Government Act 2020</u>	





# 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

## 1. PURPOSE

This policy is to provide guidance and support for Councillors and Council Staff in the performance of their duties.

It complements the Councillor and Staff Codes of Conduct and supports compliance with Section 124 Directing a member of Council staff, and Section 46 (3)(1)(b)(c) Managing interactions between members of Council staff and Councillors, provisions of the *Local Government Act 2020* (the Act)

This policy seeks to ensure that Councillors understand their responsibilities under the Act and do not improperly direct or influence Council staff and to ensure that Horsham Rural City Council is efficient and effective, with high standards of governance and transparency.

## 2. INTRODUCTION

The objectives of this policy are to:

- Recognise the respective roles and responsibilities of Councillors and Council Staff, in particular the Chief Executive Officer (CEO), in accordance with the Code of Conduct
- Ensure Councillors have access to advice, information and documentation to help them fulfil their role in an effective manner
- Assist Councillors and Council Staff in respecting the roles and responsibilities of others in the organisation
- Incorporate good governance principles to information sharing, including transparency, accessibility and accountability
- Support compliance with relevant legislation including the *Local Government Act 2020* Section 124 Directing a member of Council staff and Section 46 (3)(1)(b)(c) Managing interactions between members of Council staff and Councillors, *Occupational Health and Safety Act 2004*, *Privacy and Data Protection Act 2014* and the *Equal Opportunity Act 2010*.

## 3. SCOPE

The policy applies to all Councillors, staff, volunteers, contractors, sub-contractors and individuals involved in Horsham Rural City Council services or activities. Reference to interactions includes contact between Councillors and staff where the content or matter relates to the business of Council and includes Councillor's requests for information and service requests. Channels of contact may include, but are not limited to, phone (including text), in person, by email or online and through digital and social media platforms.

## 4. PRINCIPLES

Councillors will generally interact with staff for the following reasons:

1. Requests for information
2. Requests for service (generally on behalf of others)
3. General discussion about Council matters.

Interactions can be written or verbal and may occur at a range of events such as Councillor Briefings, committee meetings, civic receptions, workshops, informal meetings or other formal and informal opportunities.

If any Councillor or staff member has concerns about interactions between Councillors and staff, the matter will be referred to the CEO who is responsible for the management of such interactions.

Councillors may contact the CEO on any matter as required.

#### 4.1 Allowable Interactions

Interactions between Councillors and staff should occur with the CEO or Directors (who together form the Executive Management Team (EMT)).

It is also appropriate for Councillors to contact the following staff in relation to their roles and functions:

- Executive Assistant to CEO and Councillors
- Governance Team
- Community Relations & Advocacy Team

The following officers may contact Councillors directly, at the request of members of the EMT, or to provide acknowledgment or reference to service requests for the information of Councillors:

- Executive Assistant to CEO and Councillors
- Governance Team
- Community Relations & Advocacy Team

Notwithstanding the above, Councillors should direct their enquiries directly to Directors to lodge or follow up on service requests or requests for information.

Staff other than the CEO and Directors or those listed above are to advise their Director if a Councillor has contacted them without the prior approval of their relevant Director. Correspondingly, staff should not seek to make direct contact with Councillors without their Director's consent.

#### 4.2 Improper or Undue Influence

Under the Act, it is the responsibility of the Council to appoint the CEO. The CEO is then responsible for employing staff for the successful operation of the organisation. As Council does not employ the staff, Council, or individual Councillors, cannot direct or manage staff, and are responsible for the performance of the CEO only. Further to this, Councillors are prohibited under Section 124 of the Act from improperly directing or or interacting with Council Staff.

A Councillor must not direct, or seek to direct, a member of Council staff:

- a) In the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
- b) In the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
- c) In the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under this Act or any other Act; or
- d) In relation to advice provided to the Council or a delegated committee, including advice in a report to the Council or delegated committee.

Improper or undue influence can include:

- Attempting to influence staff through intimidatory, bullying, harassing or disrespectful behaviour
- Using rank or position to seek information outside the processes outlined in this Policy



- Pressuring staff to make a decision outside the formal Council decision making processes
- Pressuring staff to provide information, services or assistance to one person, group or part of the community over another, outside a formal decision of Council
- Pressuring staff to make a decision to take action outside normal business process timeframes
- Pressuring staff to change a recommendation in a Council Report.

#### 4.3 Communication channels

All communication between Councillors and Council Staff should go through the Chief Executive Officer or relevant Director as appropriate.

The Mayor, or another Councillor who is filling in for the Mayor at an event or function, may liaise with Council's Community Relations & Advocacy Team for advice in relation to speeches, media releases and official statements to the media.

Councillors can also communicate with Council Staff through a range of standard business processes including:

- Council Meetings and Briefing Sessions
- Committees with both Councillor and Council Staff members.

Contact between Councillors & Staff will be in accordance with this Policy.

Where possible all communication should be via email. This allows for appropriate record keeping in accordance with relevant legislation. However e-mail should not be taken as received and read, therefore important or time critical matters should be supported by face to face or telephone communications.

#### 4.4 Councillor Requests from the Community

Council recognises the responsibility Councillors have to represent their constituents and in achieving the strategic priorities of the community which requires access to information and resources.

In the first instance Councillors should encourage community members to contact Council directly (via phone, email or Customer Request System) to register service requests or operational matters. Where a community member is unwilling to contact Council directly the Councillor may forward the request so it can be lodged and a response provided to the customer.

Direct engagement between community members and Council will reduce delays and enable the most appropriate support or advice to be provided directly to the customer and enable accurate corporate records to be maintained.

Councillors should not expect that just mentioning an issue at a Briefing Meeting or Council Meeting will mean that the issue will be formally recorded and actioned.

These requests are then logged in Council's Records Management System and distributed to the appropriate staff member. Councillors should include sufficient information to enable staff to respond, for example, the name and contact details of a resident if staff are required to contact them. Councillors should indicate in the request whether they would like to respond to the member of the public, or whether they would like the appropriate staff member to do so.

#### 4.5 Councillor Requests for advice or information

Councillors should consider any likely cost implications in making requests for advice or information, and not make requests where the costs cannot be justified as being in the public interest.



#### 4.6 Responses to Councillors

##### 4.6.1. Notifying all Councillors and the CEO

If a request from a Councillor relates to matters which is of a whole of Council significance or relevance then all the Councillors will be copied into the reply. The CEO should be copied in or otherwise informed of all communication between Council Staff and Councillors.

##### 4.6.2 Refusal of Document Access

Where the CEO or a Director determines to refuse access to a document or information sought by a Councillor as per the Local Government Act, they must act reasonably. In reaching this decision, they must take into account whether or not the document sought is required for the Councillor to perform their civic duty. The CEO or Director must state to the Councillor the reasons for the decision if access is refused.

##### 4.6.3 Confidentiality of Documents

Councillors are required to treat all information provided by staff appropriately and to adhere to any confidentiality requirements. If a Councillor is unsure whether a document or advice is confidential, they should contact the CEO or relevant Director for clarification prior to releasing the information.

Where possible, staff will clearly identify information which is confidential to assist Councillors in the appropriate handling of such information, however it is the Councillors' responsibility to ensure they use the information in an ethical and legal manner.

#### 4.7 Personal interaction between Councillors and Staff

While this Policy governs the interactions between Councillors and Council Staff in relation to Council work, it does not prevent Councillors and Council Staff from communicating generally.

From time to time, Councillors and Council Staff may be present at social and community events or may have previous personal relationships. In such situations, both parties must refrain from discussing matters relating to Council business.

It is also recognised that Councillors and staff often live in the same community and may form friendships, therefore the following applies:

- Social media friendships are not the appropriate channel for Council-related interactions and should not be used for this purpose
- Social events are not the appropriate place for Council-related interactions
- Councillors should not engage with staff with whom they have friendships in any discussion about operational or personnel matters
- If Council-related matters are discussed in these situations then the staff member should treat the matter as if it is a verbal request for information

#### 4.8 Verbal requests for information (inclusive of face-to-face, phone calls, meetings or events)

##### 4.8.1 Where Councillors and staff discuss Council issues verbally:

- The staff member should make a brief note capturing the important elements of the discussion and create a corporate record with appropriate security levels relevant to the nature of the privacy considerations
- Circulation or sharing of the information will only occur through consultation with the CEO and/or relevant Director

4.8.2 Where the matter is of broad interest to Council or Councillors, or may result from, or be expected to be brought to a Councillor Briefing or Council Meeting:

- It is appropriate to share information with all Councillors to support informed discussion and decision-making
- The staff member will advise the relevant Director or CEO of the discussion between Councillor and staff member
- The staff member will provide an overview of the discussion to all Councillors either through:
  - Email with relevant details
  - Inclusion in a Communication Report to be emailed or included in a Councillor Briefing agenda
  - Inclusion of relevant advice provided to a Councillor in a Council Report, if the matter is progressing directly to a Council meeting.

#### 4.9 Contact contradictory to this policy

Where any Councillor or staff member has concerns in regard to communications between Councillors and Council staff, the matter will be referred to the CEO. Council staff are to inform their Director or the CEO of any conduct made directly to them by a Councillor.

## 5. COMMUNICATION

Website, Intranet, Leadership Team meetings, Councillor Code of Conduct, Staff Code of Conduct, Councillor Briefing.

## 6. RESPONSIBILITY

**Policy Owner:** Director Corporate Services

## 7. DEFINITIONS

Definition	Meaning
The Act	Local Government Act 2020

## 8. SUPPORTING DOCUMENTS

Document	Location
Councillor Code of Conduct	HRCC website
Staff Code of Conduct	HRCC intranet
<i>Local Government Act 2020</i>	Internet

## 9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	** March 2021	Council	New Policy	March 2024

# HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
Foundations of the Rating System - The Government agrees that local government rates constitute a tax for local government purposes and that the future rate arrangements and the application of rates should accord with principles of good taxation.							
1	<b>Recommendation 1:</b> That the <i>Local Government Act 1989</i> describe rates as a tax for local government purposes.	Support in full	Designating local government rates as a tax in legislation will elevate their status and legitimacy. It will clarify that rates do not constitute a fee for service and that paying more in rates does not entitle a ratepayer to greater service levels. It will not alter the way rates are levied. The examples of the South Australian and Tasmanian local government acts – which describe rates as a tax – will inform implementation.		Check Revenue & Rating Plan	N/A	N/A
2	<b>Recommendation 2:</b> That the <i>Local Government Act 1989</i> establish a head of power for the Minister to make regulations that incorporate (i) the principles of an effective rating system outlined in Chapter 7, section 7.2.6 of this report and (ii) the other recommendations referencing regulations in this report	Do not support	The <i>Local Government Act 2020</i> – passed during the review – is a principles-based Act focussed on improving transparency, community engagement and council autonomy in decision making. The Government believes the foundations of the rating system should be contained in primary legislation		No Change Required	N/A	N/A
3	<b>Recommendation 3:</b> That Capital Improved Value and Net Annual Value be retained as the only options for valuation bases for the purposes of local government rates and that the <i>Local Government Act 1989</i> be amended to state that councils who move from using NAV to use CIV as their rate base, must continue to use CIV.	Do not support	As SV, NAV and CIV will continue to be calculated as per the <i>Valuation of Land Act 1960</i> the Government believes it is important that councils retain autonomy to selected either of these valuation bases for rates.	this does not impact either way on HRCC.	No Change Required	N/A	N/A
4	<b>Recommendation 4:</b> That the Valuer-General improve communication about the mass valuation system, including how it deals with unusual sales, and consider publishing valuation methods online.	Support in principle	The Valuer-General Victoria continues to provide information on the valuation system and its application. The <i>Valuation Best Practice Specifications Guidelines</i> are updated and published annually.	This is an action for the Valuer General	No Action Required	N/A	N/A
5	<b>Recommendation 5:</b> That the Valuer-General review and improve the accessibility of dispute process for those who have a grievance.	Support in full	The Valuer-General Victoria launched the Rating Valuations Objection Portal in September 2020. This enables ratepayers to lodge an objection directly with the Valuer-General Victoria rather than going through the council. Ongoing improvement to the objections process is central to maintaining integrity and public trust	This is an action for the Valuer General	No Action Required	N/A	N/A
6	<b>Recommendation 6:</b> That the Victorian Government undertake further analysis, and consultation on the merits of shifting from levying rates on occupancy to levying rates on the basis of land titles (through Certificate of Title).	Support in principle	This reform has the potential to significantly reduce costs, simplify administration and align with how the State Land Tax is levied (which is based on title). Further work will be undertaken to fully understand the costs and benefits of change.	If this does come to fruition this will mean a complete review of all multi-assessment properties, and all properties where multiple land parcels appear on the same certificate of title, but are rated separately due to differing uses or multiple occupancies.	Maintain watching brief	N/A	N/A
7	<b>Recommendation 7:</b> That the Victorian Government examine the merits of a valuation averaging mechanism to reduce the impact of large changes in valuations on rates.	Support in full	This reform has the potential to address the uncertainty caused by rate volatility arising from large movements in valuation year on year.	This will need to be something implemented by the Valuer General but could also be something that Local Government will be required to implement - will need to await further details.	Maintain watching brief	N/A	N/A
8	<b>Recommendation 8:</b> Retain the existing provisions under the <i>Local Government Act 1989</i> for councils using Capital Improved Value as their rating base to apply differential rates and for councils using Net Annual Value as their rate base, to apply limited differential rates only.	Support in full			Check Revenue & Rating Plan	N/A	N/A
9	<b>Recommendation 9:</b> Retain the current limitation in the <i>Local Government Act 1989</i> that the highest differential rate be no more than four times the lowest differential rate in a municipal district.	Support in full			Check Revenue & Rating Plan	N/A	N/A
10	<b>Recommendation 10:</b> Replace the existing Ministerial guidelines on differential rating with a legislated requirement for councils to comply with regulations as proposed in Recommendation 2 of this report.	Do not support	The Government does not intend to make any substantial changes to the arrangements for general rates.	The Ministerial Guidelines are really largely unhelpful and do not remove the subjectivity in the setting of a differential. New or at least a revision of the guidelines would be useful.	Write to Minister	Director Corporate Services	

## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
11	<p><b>Recommendation 11:</b> That the regulations proposed in Recommendation 2 should outline the steps to be taken when determining differential rates. These steps should include:</p> <ul style="list-style-type: none"> <li>· Stating the objectives of the differential rates.</li> <li>· Assessing the appropriateness of a differential rate against the range of other tools available to councils to meet the stated objectives.</li> <li>· Collection and analysis of data and evidence in relation to the impacts on all land types of setting the differential rates.</li> <li>· Assessment of the proposed rates against the principles underpinning effective rates systems which are outlined in Chapter 7 of this report.</li> <li>· Assessing the proposed rates against the council's strategic plan and strategic priorities of the council.</li> <li>· Providing information to communities on the outcomes of steps 1-5 above in a public rating strategy document and in the budget papers.</li> <li>· Meaningfully engaging communities in rates decisions.</li> <li>· Regularly reviewing and auditing differential rates against the proposed regulations and reporting on these.</li> </ul>	Support in principle	<p>The Government does not intend to make any substantial changes to the arrangements for general rates, including new subordinate legislation.</p> <p>The Government is committed to ensuring that the use of differential rates meets the good practices described by the recommendation. The Government will work with the local government sector to improve their practices as part of the implementation of the Local Government Act 2020 and the new requirement to prepare and adopt a Revenue and Rating Plan.</p>	<p>This will make the process of setting the differential rates much more difficult each year as Council will be held much more accountable for all of these figures than they ever have been. We will have to explain and verify the rationale behind the differentials set, and we will have to provide solid evidence to back it.</p>	Maintain watching brief	N/A	N/A
12	<p><b>Recommendation 12:</b> That the Victorian Government investigate community views in relation to a requirement that annual rate notices must display the range of differential rates applied by councils along with the rate applied to the assessment on the rate notice. This should be undertaken as part of the action required to implement Recommendation 45</p>	Support in full	<p>Greater disclosure of differential rates used by councils will foster greater rate transparency and community engagement.</p> <p>In line with the increased transparency requirements of the Local Government Act 2020 the Government supports greater transparency for differential rates, including publication in full on the rate notice.</p>	<p>Issue of disclosing additional information around how rates are spent has been discussed in the past (eg aligned with Federal Tax assessment notice) issue of differentials could easily be added to that communication.</p>	Review Notice Information	Rates Co-Ordinator	
13	<p><b>Recommendation 13:</b> Appoint a suitably qualified and experienced authority to monitor and report publicly to the Minister on the compliance of councils' rating strategies with the regulations.</p>	Do not support	<p>The <i>Local Government Act 2020</i> is a principles-based Act that enshrines the autonomy of local governments, including setting rates and charges. The Government believe the current Victorian integrity bodies and their roles overseeing local government are sufficient. This includes the role of the Essential Services Commission in monitoring compliance with the rate cap.</p>		No Change Required	N/A	N/A
14	<p><b>Recommendation 14:</b> Ensure that local councils continuously improve appropriate application of differential rates and receive training to support them in meeting this goal.</p>	Support in principle	<p>Better practice in application practices for differential rates will improve rating outcomes and community engagement with local government.</p> <p>In line with the Local Government Act 2020 and the principle of local government autonomy, local government administrations must support council decision-making around rates, including during the councillor induction process. The Government has made councillor induction training mandatory as part of the Local Government Act 2020.</p>	<p>Understanding of the rating system is an ongoing challenge for Councillors and the Community. What is "Fair" differs depending upon your political views. Ministerial Guidelines re differentials are unclear and the State Government is saying they do not intend to change these (see recommendation 10) so it will always remain subjective. HRCC approach to linking to valuation movement is at least not subjective but it does really clash with equity principles, but seems to align with ratepayer expectations within our community.</p>	Maintain watching brief	N/A	N/A
15	<p><b>Recommendation 15:</b> That the municipal charge be replaced by an optional 'fixed charge' without a legislative reference to a council's administrative costs.</p>	Do not support	<p>The Government does not intend to make any substantial changes to the arrangements for general rates.</p>	<p>The municipal charge being changed to an 'optional fixed charge' without Council being able to explain it as an administrative cost will cause some issues. We will have to review this charge (do we even need it?? Some Councils no longer use it) and set boundaries to what exactly this cost covers so as to be able to explain it to the community. If the name of it was to change or it was to be removed entirely, significant time would have to go into the alteration of all documentation referring to same, and the finance system would have to be modified on a number of levels in order to accommodate such a change.</p>	No Change Required	N/A	N/A
16	<p><b>Recommendation 16:</b> That the maximum amount that may be raised in general rates by way of a fixed charge remain at 20 per cent.</p>	Support in full	<p>The current arrangement for maximum use of the municipal charge is appropriate, while emphasising the importance of council transparency in its use and setting.</p>		Check Revenue & Rating Plan	N/A	N/A



## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
17	<b>Recommendation 17:</b> That the Single Farming Enterprise Exemption from the municipal charge be reconsidered against the principle of horizontal equity across all enterprises.	Do not support	The Government does not intend to make any substantial changes to arrangements for general rates that would negatively impact on a particular cohort of ratepayers. The Single Farming Enterprise Exemption ensures farmers with multiple rateable properties are not required to pay more than one municipal charge when the properties are operated as a single enterprise.	If the Single Farming Enterprise Exemption from the municipal charge was to be reviewed and changed, the impact on farmers would be significant, and the finance system would have to be modified on a number of levels in order to accommodate such a change.	No Change Required	N/A	N/A
18	<b>Recommendation 18:</b> Retain the current rate exemptions for Crown or council land that is unoccupied or used for public or municipal purposes.	Support in full		The State Government does not want to start paying Council Rates but maybe they can therefore exempt us from paying some further state government charges such as Land Tax. Although the State Government argues that if we were to start rating the state government they would likewise not exempt us from such taxes as payroll tax and Local Government would be worse off.	Check Revenue & Rating Plan	N/A	N/A
19	<b>Recommendation 19:</b> Repeal ownership-based and lessee-based criteria for the purposes of rating exemptions, including those for mining, rail operators, and residences or places of education for ministers.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This is extremely disappointing to see as the draft Local Government Act and the consultation around it had removed the automatic exemption for mining following significant work by this Council. The other exemptions listed here are of lesser impact for HRCC but are likewise questionable - a public benefits test should be applied to all exemptions as was proposed in recommendation 22	Write to Minister	Director Corporate Services	
20	<b>Recommendation 20:</b> Repeal the exemption for land used exclusively for charitable purposes.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such changes could create significant uncertainty for not-for-profits, charities and educational institutions.		No Change Required	N/A	N/A
21	<b>Recommendation 21:</b> That further rate exemptions in legislation be determined by the use of the land, not its occupancy or ownership.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.		No Change Required	N/A	N/A
22	<b>Recommendation 22:</b> In accordance with Recommendation 21 of this Report, include the following criteria for a public benefit test in the legislation: <ul style="list-style-type: none"> <li>· exempt land must be used for the public benefit; and</li> <li>· not for the purposes of either: <ul style="list-style-type: none"> <li>– distribution of profit to members or shareholders by the entity using the land, either during operation or wind-up; or</li> <li>– market rental return; and</li> </ul> </li> <li>· for the direct provision of a service or good that is available to the public or an appreciable portion of the public free of charge or with a</li> </ul>	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This seems like such a fair and reasonable recommendation and is hard to fathom why the State Government would not want to see this improvement. This also links with recommendation 26 and any response to Government should pick up on this inconsistency.	Write to Minister	Director Corporate Services	N/A
23	<b>Recommendation 23:</b> That the regulations (see Recommendation 2) include: a process for applying for, assessing and deciding on exemptions on the basis of the criteria in Recommendation 22; and a requirement for information to be made available to the community through budget papers and annual reports on the application process, the assessment process, the decision-making process, the number of assessments provided with an exemption, the reasons for the decisions on exemptions, an estimate of the revenue reallocated to the rateable base due to exemptions, and the review date of exemptions.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.		No Change Required	N/A	N/A

## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
24	<b>Recommendation 24:</b> That the regulations (see Recommendation 2) require exemptions to be reviewed at least 2 years after the election of a council and that an audit of the compliance of an exempt entity with the criteria for exemption is undertaken every two years.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This recommendation would be considered as best practise and is a task that HRCC does on a regular basis. Unclear why the State Government would not want to see the level of compliance increased re exemptions provided to private entities.	Write to Minister	Director Corporate Services	
25	<b>Recommendation 25:</b> That the approach to exemptions recommended above is designed and implemented in consultation with councils and stakeholders to ensure that adjustments can be made to the operation of the entities affected to maximise their opportunities for exemptions.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This seems like a good approach to any phasing in of change but as very little is changing then its irrelevant.	No Change Required	N/A	N/A
26	<b>Recommendation 26:</b> That further work be undertaken to consider the rating treatment of land use by traditional land owners.	Support in full	Ensuring the rating system accommodates the contemporary and evolving circumstances of traditional landowners will benefit all Victorians. (noting need for significant further work in this area. )		Maintain watching brief	N/A	N/A
27	<b>Recommendation 27:</b> That the Victorian Government reconsider providing for local government rate exemptions in other legislation (such as the <i>Major Transport Projects Facilitation Act 2009</i> ) and only provide rate exemptions by applying the public benefit criteria recommended above.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. The levying of rates on road, rail and freehold land used by the Transport Portfolio would have a significant impact for the State.	Public Benefit is a criteria HRCC has specifically in its Rate Concession policy. Unclear why it would be rejected.	No Change Required	N/A	N/A
28	<b>Recommendation 28:</b> That the criteria for a rebate or concession under the Act be expanded to include properties providing a public benefit. Such benefits could be defined by the public benefit test for exemptions in Recommendation 22 of this report.	Support in full	The Government will look to expand the criteria for a rebate or concession in line with the Report's concept of public benefit use. Providing councils with the enhanced ability to provide rate concessions and rebates provide flexibility and autonomy to local governments to offer their own rate relief.	Interesting that this test is supported for Councils to provide further rate relief but don't agree for it to be applied to assess current exemptions granted to businesses such as mining.	Write to Minister	Director Corporate Services	N/A
29	<b>Recommendation 29:</b> That a rebate or concession for a public benefit must align with the Council's current Council Plan and that councils be required to report, audit, review and evaluate their decisions in relation to rebates and concessions.	Support in part	As noted in Recommendation 28, increased autonomy for local governments must be supported by appropriate transparency and accountability. The Government notes existing transparency and reporting requirements for rebates and concessions and the reporting requirements in the <i>Local Government Act 2020</i> .	There is a lack of consistency here in the State Governments response and this should be pointed out in any response.	Write to Minister	Director Corporate Services	N/A
30	<b>Recommendation 30:</b> That the Victorian Government publish guidelines and a community communication strategy on deferral schemes aimed at supporting councils to promote deferrals to address capacity to pay issues.	Support in full	Increased use of rate deferrals offers another tool of support to ratepayers while retaining equity for the whole community. The Government will support the promotion of rate deferrals via the implementation of the <i>Local Government Act 2020</i> .	The promotion of deferrals could have a negative effect long term, increase administration costs, lead to the accrual of larger debts and make it harder for them to be repaid.	Write to Minister	Director Corporate Services	N/A
<b>Unpaid Rates and Payment Difficulty - The Government will ensure ratepayers facing financial hardship are given consistent support and treated with fairness.</b>							
31	<b>Recommendation 31:</b> Ensure that the regulations (See Recommendation 2) require that all Victorian ratepayers have access to consistent billing, debt recovery and payment difficulty assistance and that the use of council's coercive powers (e.g. legal action and debt collection) are only ever measures of last resort.	Support in full	The Government will ensure consistent support is available to ratepayers experiencing financial hardship. Better outcomes for ratepayers facing financial hardship will improve their circumstances and the broader standing of local government in the community. The government considers this a priority in the context of the coronavirus (COVID-19) pandemic. This work will be informed by the outcomes of the Victorian Ombudsman's 'Investigation into council responses to ratepayers in financial hardship', expected to be completed in 2021.	HRCC has taken a softer approach to debt collection during Covid but this may lead to financial problems for individuals moving forward. Ombudsman's outcomes will need to be responded to.	Maintain watching brief	N/A	N/A

# HRCC Response to State Government Rate Review

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
32	<b>Recommendation 32:</b> Establish a collaborative change management program to support the implementation of the regulations relating to payment difficulty. The program should address the requirement for councils to develop new processes and skills to deal effectively with all aspects of payment difficulty. Responsibility for the change program should be assigned to an agency with experience in guiding, designing, implementing and monitoring reforms of this nature. The performance of councils should be reviewed two years after implementation of the change program to determine its success in changing practice in the sector and whether further recommendations for improvement are warranted.	Support in principle	The Government recognises the importance of supporting ratepayers experiencing financial hardship and ensuring councils have the resources and capacity to do so. Further work will be undertaken to determine the scope of any reform program.  This work will be informed by the outcomes of the Victorian Ombudsman's 'Investigation into council responses to ratepayers in financial hardship', expected to be completed in 2021.	HRCC has always worked closely and compassionately with ratepayers experiencing difficulty.	Maintain watching brief	N/A	N/A
<b>Other Rating Matters - The Government will look to make improvements to the legislation to ensure greater transparency and accountability in how service rates and charges and special rates and charges are applied.</b>							
33	<b>Recommendation 33:</b> That the section of legislation referring to "collection and disposal of refuse" be amended to ensure that all applicable waste management activities and efficient costs that are directly related to the service provided, may be considered when setting the service rate (or charge).	Support in full	The proposed reform will improve transparency and clarity in the make-up of waste charges.		Check Revenue & Rating Plan	N/A	N/A
34	<b>Recommendation 34:</b> That "the provision of a water supply" be removed from the provisions for a service rate (or charge).	Support in full			No Change Required	N/A	N/A
35	<b>Recommendation 35:</b> That the <i>Local Government Act 1989</i> be amended to require that the declaration of special rates and charges schemes include a project timeframe and plan, that councils report on progress against the plan in their annual reports and that councils review and report to stakeholders on the schemes on a regular basis to promote their timely completion and ongoing relevance.	Support in full	The Government supports a requirement for special rate and charge schemes to include a project timeframe and plan where appropriate. The reform will provide greater certainty and clarity for ratepayers subject to special rates and charges.  As such schemes are subject to specific accountability requirements in legislation, including mandatory consultation with affected ratepayers, the Government will not require the progress of such schemes to be disclosed in a council's annual report which would add to reporting burden.		Check Revenue & Rating Plan	N/A	N/A
36	<b>Recommendation 36:</b> That where a special rates or charges scheme relates to infrastructure, the Act clearly specify a limited timeframe between the declaration of a scheme and the initiation of the project.	Support in full	The reform will ensure special rate or charge schemes cannot remain a potential charge on a property, creating uncertainty for ratepayers both current and future.		Check Revenue & Rating Plan	N/A	N/A
37	<b>Recommendation 37:</b> That the legislative and administrative arrangements for Environmental Upgrade Agreements be reviewed to determine how they might be simplified and how best to communicate the risks and benefits to ratepayers.	Support in principle	The Government notes the need to further consider how best to undertake a review and its scope.  A review must consider the need to balance the accessibility of Environmental Upgrade Agreements with the importance of protections for ratepayers owing to the charge that is placed on a property as security for financing.		Maintain watching brief	N/A	N/A
<b>Reforming Alternative Rating Arrangements - The Government accepts that alternative rating arrangements for specific land uses pose problems for equity when compared to the rating arrangements for most ratepayers. It also</b>							
38	<b>Recommendation 38:</b> That in the absence of a clear policy rationale, section 94 of the <i>Electricity Industry Act 2000</i> be repealed to bring the rating of all power generation companies under the <i>Local Government Act 1989</i> .	Do not support	The Government does not support reform to the current arrangements. Changes to the rating of power generators would increase business uncertainty and risk for the energy sector during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	The rejection of this recommendation makes it clear that the State Government really does not want to see any change of the Status Quo from this Rate Review and that it was really just a PR exercise.	Write to Minister	Director Corporate Services	N/A
39	<b>Recommendation 39:</b> If section 94 of the <i>Electricity Industry Act 2000</i> (EIA) is repealed, that a transition arrangement and timeframe for electricity generators to be rated under the <i>Local Government Act 1989</i> (LGA) should be implemented. (For example, the difference in rates payable under the EIA and the LGA could be phased in evenly over three years).	Do not support	In line with the response to recommendation 38, the Government does not support reform to the current arrangements. Changes to the rating of power generators would increase business uncertainty and risk for the energy sector during the coronavirus (COVID-19) pandemic and post-pandemic recovery.		No Change Required	N/A	N/A

## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
40	<b>Recommendation 40:</b> That section 4 of the <i>Cultural and Recreational Lands Act 1963</i> be repealed, removing the requirement for councils to consider services provided and community benefits relating to cultural and recreational lands when setting rates for such lands.	Do not support	The Government does not support reform to current arrangements. Such significant change would increase uncertainty and risk for cultural and recreational land during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This is such old legislation and adds a further layer of complexity - really can't see why they would reject this other than to maintain the Status Quo.	Write to Minister	Director Corporate Services	N/A
41	<b>Recommendation 41:</b> That the rating of cultural and recreational land by councils be brought under the <i>Local Government Act 1989</i> , with any rate reductions to be determined under the proposed public benefit test for exemptions and to comply with the regulations to be established (as proposed in Recommendation 2).	Do not support	The Government does not support reform to the current arrangements. Such significant change would increase uncertainty and risk for cultural and recreational land during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	HRCC Has a Rates Concession policy that takes this line of approach in any case to look at the public benefit of any rate exemption.	No Change Required	N/A	N/A
42	<b>Recommendation 42:</b> That the Victorian Government and the City of Melbourne explore the impact of repealing s.28 of the <i>City of Melbourne Act 2001</i> to bring the City of Melbourne's rating provisions in line with the <i>Local Government Act 1989</i> .	Support in full	The Government notes the benefits of simplicity and placing rating arrangements in a single Act.		No Action Required	N/A	N/A
<b>Making Rate Payments Fairer - The Government fully supports rate payment arrangements that are convenient for ratepayers and efficient for local governments.</b>							
43	<b>Recommendation 43:</b> That the Victorian Government work with the local government sector to develop and implement a best practice rates payment arrangement (including any legislative changes and systems required) to support flexibility and convenience for both councils and ratepayers.	Support in full	A best-practice rate payment arrangement would benefit over 3 million ratepayers with greater billing convenience and flexibility.	Dependent upon the outcome of this review, if the hierarchy of payments does change, many of our processes will have to be reviewed to accommodate it, and finance system will have to be modified accordingly.	Maintain watching brief	N/A	N/A
44	<b>Recommendation 44:</b> That legislation formalise a hierarchy for the allocation of payments received. The hierarchy should be determined in consultation with stakeholders.	Support in full	The proposal will ensure greater certainty and clarity for councils, ratepayers and the Victorian Government. The Government will identify the most suitable arrangements for implementation	Dependent upon the outcome of this review, if the hierarchy of payments does change, many of our processes will have to be reviewed to accommodate it, and our finance system will have to be modified accordingly.	Maintain watching brief	N/A	N/A
45	<b>Recommendation 45:</b> That the Victorian Government facilitate the development of a template for rates notices to be used across councils, which is consistent with best practice written communication principles.	Support in full	The Government supports this recommendation in full subject to prescribed information being retained. The proposal will improve transparency and clarity for ratepayers.	Council will incur costs to system changes to accommodate this and we may need to consider larger notices or removing some of the information provided on the notice or providing second pages to the annual notices which will have a cost impact.	Maintain watching brief	N/A	N/A
46	<b>Recommendation 46:</b> That the owner and occupier are listed separately on the rate notice (if the rate notice is paid by the occupier).	Support in full	The Government notes the need to clearly identify the liable ratepayer on the rate notice, along with implications for the liability of land tax, Fire Services Property Levy. The proposal would improve transparency and clarity for ratepayers and occupants of properties.	On all properties where the occupier is liable for the payment of rates the parameters of the ownership on the assessment will need to change so that both the occupier and owners names are displayed. In cases where the names are lengthy, this may cause some logistical issues for both the extraction of data and the printing of the notices and re-education of affected ratepayers.	Review Notice Information	Rates Co-Ordinator	
<b>Rate Administration and Governance for the 21<sup>st</sup> Century - The Government supports recommended reforms to rate administration and governance. It notes that the Local Government Act 2020 highlights the importance of greater public transparency and accountability in council planning and decision making.</b>							
47	<b>Recommendation 47:</b> That legislative reforms require councils to prepare a four-year rating strategy which aligns with their four-year resource plans and that annual budgets align with their four-year resource plans and their four-year rating strategies.	Support in full	The proposal highlights the importance of transparency and accountability of councils in rate setting process and its relationship with planning and budgeting strategies. The Local Government Act 2020 requires councils to have a four-year Revenue and Rating Strategy published on their website. The Government considers this recommendation acquitted.	already part of our integrated planning framework	No Change Required	N/A	N/A

## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
48	<b>Recommendation 48:</b> That the regulations (see Recommendation 2) include a requirement for councils to report on: The objectives of their rating strategy within the context of the council's four-year resource plan; The evidence on which they have based their rating strategy to meet those objectives; The method by which they have engaged their communities in the consultation and discussion of the rating strategy; and The method by which they will review and evaluate the rating strategy.	Support in principle	The Government notes the range of mechanisms to achieve the policy aims of this recommendation and the need to explore each.	engagement of the community around rating and taxes generally is problematic as people do not generally understand the rating system and its position within the suit of taxes at the State, Local and federal levels. Whilst an evidence based approach is admirable it is problematic as it is largely subjective. Everyone wants to pay less but receive more and therefore how things are funded is a matter of political view and opinion	Maintain watching brief	N/A	N/A
49	<b>Recommendation 49:</b> That the regulations (see Recommendation 2) require the Council to approve the rating strategy publicly and to publish it.	Support in full	The <i>Local Government Act 2020</i> require councils to prepare and adopt a Revenue and Rating Plan. The Government considers this recommendation acquitted.	already part of our integrated planning framework	No Change Required	N/A	N/A
50	<b>Recommendation 50:</b> That a sector wide culture development program be established to assist councils to develop the governance, leadership, skills and knowledge required to engage communities in a manner consistent with the policies and practices set out by the Local Government Bill 2019.	Support in full	Improved governance, leadership and community engagement in rating will benefit all local governments and their communities. The <i>Local Government Act 2020</i> requires deliberative community engagement to be undertaken by councils.	Deliberative engagement is not required for the Revenue & Rating Plan. The degree of engagement, frequency and process will depend upon the circumstances at the time.	No Action Required	N/A	N/A
51	<b>Recommendation 51:</b> That further work is undertaken to assess the merits of replacing the Notice of Acquisition with a file from Land Use Victoria (Titles Office), to understand the benefits and associated costs of consolidating the administration of rating systems across the sector and to identify the potential for improved interfaces between rates administration and relevant Victorian Government functions.	Support in full	There are clear benefits with this reform, in particular increased data accuracy and reduced costs for rate administration. The Government notes the need to fully understand any cost implications for councils.	This in theory would be a good implementation. We currently rely on the solicitors/conveyancers to send the Notice of Acquisition (NOA) to us directly (as do water authorities), but unfortunately in many cases the forwarding of this documentation is overlooked and follow-up is required when we become aware of a sale.	Maintain watching brief	Rates Co-Ordinator	N/A
52	<b>Recommendation 52:</b> That the Valuer-General's Office and councils collaborate to redesign the valuation objections process to provide a single point of contact within the Valuer-General's Office for ratepayers who have issues with their valuations, to improve responsiveness to ratepayers who seek information or review and to improve process efficiency.	Support in full	There are clear benefits in this reform for rate administration and ratepayer convenience, with additional benefits for system integrity and transparency. The Government notes the September 2020 launch of the Valuer-General Victoria's Rating Valuations Objection Portal for centralised objections for participating councils.	Council will need to be led by the Valuer General - we may get involved if and when it occurs.	No Action Required	N/A	N/A
<b>Other Opportunities to Improve Confidence in the Rating System</b>							
53	<b>Recommendation 53:</b> That the Valuer-General's methodology and data be reviewed at least every two years by a suitably qualified and independent agency as part of a program dedicated to the continuous improvement of the rating system.	Excluded	The Government notes that the Panel's Terms of Reference specifically excluded consideration by the Panel of the principal functions of the <i>Valuation of Land Act 1960</i> .		No Action required	N/A	N/A
54	<b>Recommendation 54:</b> That work be undertaken to explore whether the valuation model can be improved by reducing its dependence on observed market prices and increase its reliance on property characteristics which are more stable than market prices (such as: size of land, floor space, distance from service centres, etc.)	Excluded	The Government notes that the Panel's Terms of Reference specifically excluded consideration of the <i>Valuation of Land Act 1960</i> .		No Action required	N/A	N/A

## HRCC Response to State Government Rate Review

APPENDIX 9.3A

No.	Recommendation	Gov Action	Government Response	Council Response	Proposed HRCC Action	Responsible Officer	Target Date
55	<b>Recommendation 55:</b> That the Victorian Government work with relevant peak bodies and councils to design a performance development program which ensures improved alignment between councils' longer-term strategic plans for their communities, their ten-year financial and asset plans, their four-year priorities and associated resource plans and four-year revenue and rating plans. These, in turn, should inform their annual budgets.	Support in full	The Government is working with the local government sector to implement the long-term planning, asset and financial management requirements in the <i>Local Government Act 2020</i> .	already part of our integrated planning framework	No Change Required	N/A	N/A
56	<b>Recommendation 56:</b> That the improvement program outlined in the 2017 Report of the Rural and Regional Councils Sustainability Reform Program report is reviewed to inform future projects and programs to address improved equity across all councils in Victoria.	Support in full	The Government supports the long-term sustainability of rural and regional councils through dedicated programs of support. The Victorian Government will continue to advocate to the Commonwealth Government for the need to increase funding to compensate for the freeze in indexation of the Financial Assistance Grants pool between 2013-14 and 2016-17.	The minimum grant also distorts the fiscal equalisation goals of the Grants Commission and whilst it may be minimal in its impact it is very symbolic to the rural community and the State and Federal Governments should be lobbied to get change to occur. As for other support for Rural and Regional Councils we should continue to lobby for this in particular the impact of having large road networks that are not an issue for metropolitan councils and the need for targeted funding to support ongoing road construction and maintenance.	Write to Minister	Director Corporate Services	N/A

## Recommendations identified as requiring a response to the Minister

APPENDIX 9.3B

No.	Recommendation	Gov Action	Government Response	Council Response
10	<b>Recommendation 10:</b> Replace the existing Ministerial guidelines on differential rating with a legislated requirement for councils to comply with regulations as proposed in Recommendation 2 of this report.	Do not support	The Government does not intend to make any substantial changes to the arrangements for general rates.	The Ministerial Guidelines are really largely unhelpful and do not remove the subjectivity in the setting of a differential. New or at least a revision of the guidelines would be useful.
19	<b>Recommendation 19:</b> Repeal ownership-based and lessee-based criteria for the purposes of rating exemptions, including those for mining, rail operators, and residences or places of education for ministers.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This is extremely disappointing to see as the draft Local Government Act and the consultation around it had removed the automatic exemption for mining following significant work by this Council. The other exemptions listed here are of lesser impact for HRCC but are likewise questionable - a public benefits test should be applied to all exemptions as was proposed in recommendation 22
22	<b>Recommendation 22:</b> In accordance with Recommendation 21 of this Report, include the following criteria for a public benefit test in the legislation: <ul style="list-style-type: none"> <li>· exempt land must be used for the public benefit; and</li> <li>· not for the purposes of either: <ul style="list-style-type: none"> <li>– distribution of profit to members or shareholders by the entity using the land, either during operation or wind-up; or</li> <li>– market rental return; and</li> </ul> </li> <li>· for the direct provision of a service or good that is available to the public or an appreciable portion of the public free of charge or with a nominal charge.</li> </ul>	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This seems like such a fair and reasonable recommendation and is hard to fathom why the State Government would not want to see this improvement. This also links with recommendation 26 and any response to Government should pick up on this inconsistency.
24	<b>Recommendation 24:</b> That the regulations (see Recommendation 2) require exemptions to be reviewed at least 2 years after the election of a council and that an audit of the compliance of an exempt entity with the criteria for exemption is undertaken every two years.	Do not support	The Government does not support reform that would remove current rate exemption arrangements. Such significant changes could increase business and investment uncertainty and risk during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This recommendation would be considered as best practise and is a task that HRCC does on a regular basis. Unclear why the State Government would not want to see the level of compliance increased re exemptions provided to private entities.
28	<b>Recommendation 28:</b> That the criteria for a rebate or concession under the Act be expanded to include properties providing a public benefit. Such benefits could be defined by the public benefit test for exemptions in Recommendation 22 of this report.	Support in full	The Government will look to expand the criteria for a rebate or concession in line with the Report's concept of public benefit use.  Providing councils with the enhanced ability to provide rate concessions and rebates provide flexibility and autonomy to local governments to offer their own rate relief.	Interesting that this test is supported for Councils to provide further rate relief but don't agree for it to be applied to assess current exemptions granted to businesses such as mining.

## Recommendations identified as requiring a response to the Minister

APPENDIX 9.3B

No.	Recommendation	Gov Action	Government Response	Council Response
29	<b>Recommendation 29:</b> That a rebate or concession for a public benefit must align with the Council's current Council Plan and that councils be required to report, audit, review and evaluate their decisions in relation to rebates and concessions.	Support in part	As noted in Recommendation 28, increased autonomy for local governments must be supported by appropriate transparency and accountability. The Government notes existing transparency and reporting requirements for rebates and concessions and the reporting requirements in the Local Government Act 2020.	There is a lack of consistency here in the State Governments response and this should be pointed out in any response.
30	<b>Recommendation 30:</b> That the Victorian Government publish guidelines and a community communication strategy on deferral schemes aimed at supporting councils to promote deferrals to address capacity to pay issues.	Support in full	Increased use of rate deferrals offers another tool of support to ratepayers while retaining equity for the whole community. The Government will support the promotion of rate deferrals via the implementation of the Local Government Act 2020.	The promotion of deferrals could have a negative effect long term, increase administration costs, lead to the accrual of larger debts and make it harder for them to be repaid.
38	<b>Recommendation 38:</b> That in the absence of a clear policy rationale, section 94 of the <i>Electricity Industry Act 2000</i> be repealed to bring the rating of all power generation companies under the <i>Local Government Act 1989</i> .	Do not support	The Government does not support reform to the current arrangements. Changes to the rating of power generators would increase business uncertainty and risk for the energy sector during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	The rejection of this recommendation makes it clear that the State Government really does not want to see any change of the Status Quo from this Rate Review and that it was really just a PR exercise.
40	<b>Recommendation 40:</b> That section 4 of the <i>Cultural and Recreational Lands Act 1963</i> be repealed, removing the requirement for councils to consider services provided and community benefits relating to cultural and recreational lands when setting rates for such lands.	Do not support	The Government does not support reform to current arrangements. Such significant change would increase uncertainty and risk for cultural and recreational land during the coronavirus (COVID-19) pandemic and post-pandemic recovery.	This is such old legislation and adds a further layer of complexity - really can't see why they would reject this other than to maintain the Status Quo.
56	<b>Recommendation 56:</b> That the improvement program outlined in the 2017 Report of the Rural and Regional Councils Sustainability Reform Program report is reviewed to inform future projects and programs to address improved equity across all councils in Victoria.	Support in full	The Government supports the long-term sustainability of rural and regional councils through dedicated programs of support. The Victorian Government will continue to advocate to the Commonwealth Government for the need to increase funding to compensate for the freeze in indexation of the Financial Assistance Grants pool between 2013-14 and 2016-17.	The minimum grant also distorts the fiscal equalisation goals of the Grants Commission and whilst it may be minimal in its impact it is very symbolic to the rural community and the State and Federal Governments should be lobbied to get change to occur. As for other support for Rural and Regional Councils we should continue to lobby for this in particular the impact of having large road networks that are not an issue for metropolitan councils and the need for targeted funding to support ongoing road construction and maintenance.



# Councillor Mayoral Allowances - Submissions Summary

Row Labels	Count of External ID	Comments
<b>Yes</b>		
Base on Performance	1	
Donate a portion back as a Community Grant	1	
Take an Incremental Approach	2	
<b>Yes Total</b>	<b>4</b>	
<b>No*</b>		
Covid & General	1	We believe these may all have been entered by the same person - all worded similarly - no e-mail address provided only one had a Surname and they were entered in 2 blocks of time each with only a few minutes between them.
Covid & Services	4	
Garbage Services	2	
General	4	
More money to Services and Community Groups.	1	
Roads & Footpaths	3	
<b>No* Total</b>	<b>15</b>	
<b>No</b>		
Base on Performance	1	
Covid & General	2	
Covid but any increase based on performance	1	
General	2	
<b>No Total</b>	<b>6</b>	
<b>Grand Total</b>	<b>25</b>	

## Appendix XX - Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
1	Council could consider having incremental increases over the coming 4 years rather than one big step.	No	Yes	Take an Incremental Approach
2	More of a suggestion I guess but I do support your allowance increase. My suggestion is a kind of way of appeasing the community but also having the increase occur. The Cat2 upper limit totals around \$237k if all councillors claimed the maximum (I am unsure on the tax component so figures might be out but for the sake of my example let's assume that it's all tax exempt). If the councillors all claimed 50% (or 75% etc) of their entitlement, they could donate the remaining 50% or \$118k to a new council grant for small community organisations to apply. Some groups I am involved with I know \$2k would mean the world to so imagine 59 groups in the HRCC area getting (well, being able to apply for) \$2k a year? It's Win-win, the councillors get paid for their hard work, but more importantly also give back financially to the small groups who make our community and this gesture might help improve the community's scepticism of our council and councillors.	No	Yes	Donate a portion back as a Community Grant
3	Justify every cent used now & why if you already have 1st jobs you need extra funds to look after the community you all claim to want the best for. Our Roads, our people our sporting clubs need the finances from Council not more in Councilors or the Mayors pockets especially when some of you have only been elected this year & still have no clue or listen to the public now. :(	No	No*	More money to Services and Community Groups.
4	How can you justify this when the community is struggling out of Covid. The Main street has so many empty shops & our Rural roads are small & passing a truck put a rock through my window for the 2nd time this year. NO NO NO to an increase for Councillors & Mayor	No	No*	Covid & Services
5	Show me where the Money goes now and why you need more. The current HRCC is lazy, there is no kerb & Channel in alot of Areas/streets in Horsham, Roads that need work and footpaths that need fixing how you going to afford that if the Councillors & Mayor get more money than I get working Fulltime each week. No to an Increase in Allowances, You should be doing it for the Community not your own benefit	No	No*	Roads & Footpaths
6	No increase in Allowance You get more than I do already for working full time and supporting a family of 4. Our Roads, Kerbs, Footpaths & Rural Roads need the money not you lot	No	No*	Roads & Footpaths
7	No to Allowance Increase How can you even ask after so many people are in Financial Hardship from Covid 19. You should be doing it for all the reasons you put to us before being elected, you love this town and district & should do it for the love of not the money, especially when this is a second job.	No	No*	Covid & Services

## Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
8	No way Fix our footpaths and other safety issues for the community	No	No*	Roads & Footpaths
9	NO NO NO I cant pay my bills, cant shop for what I want local because all the shops have closed and your trying to open more business for struggling families out of COVID, your plans for gov grants are not getting Horsham a better deal why should you earn twice as much as a full time wage earner	No	No*	Covid & Services
10	No Increase, I didnt get one last year and not getting one again this year to support my family due to Covid, I make it work why cant you take a pay cut as I dont see any of your doing anything to full the empty shops in the main street or fix our roads & drainage problems	No	No*	Covid & Services
11	NOT Worth my Rates or other money I have to give to this council. Dont compare to other Councils our satisfaction survey should tell you people that your not up top scratch and do not deserve to be inline with other councils.	No	No*	General
12	NO way should you get a raise while the rest of us struggle to keep afloat on half the wages still have to take kids to school, sport, tutors etc You should take a pay cut when you have a job already before the Council or Mayor duties	No	No*	General
13	Totally disgusted that the idea of this is even put forward, not a single Councillor or the New Mayor need an increase when doing noting more that the previous council did, prove your worth it and maybe once the economy has recovered from Covid.	No	No*	Covid & General
14	NO WAY MATE	No	No*	General
15	No increase to Allowances I am on a pension and struggle to pay rates every year but you all drive new cars, and do not work nearly as hard as I did to raise my 6 children on very little and they turned out great	No	No*	General
16	No Increased Allowance for Councillors and Mayor. We have no recycle service out in Lower Norton how about providing Services for the better of our town and environment before you. I pay my rates and get nothing much for it	No	No*	Garbage Services
17	No Allowance Increase, I want a recycle service for residence only 10 mins out of Horsham boundary. I also have now kerb etc road needs repair and has done for the last 5 years and still nothing come on do something for what you get now	No	No*	Garbage Services

## Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
18	<p>Re: Councillors and Mayoral Allowance increase in 2021; I don't have a problem with our councillors receiving remuneration for their work as councillors as they do a lot of hours for our community, but I feel when our new councillors have only been 'in the job' for a few months, they have not as yet earned an increase to their payment. If you were working in either a government position or a private company you would not ask or expect your employer for an increase to your wage so soon after being employed by them. I feel our councillors need to earn any increases they may apply for both now and in the future.</p>	No	Yes	Take an Incremental Approach
19	<p>Considering that it has only been a short time since council elections, I believe it is important for council to show their worth to the community before giving themselves a pay rise. Until the council can show that they are capable of making decisions and following thru with plans ie. truck bypass then I don't feel that they have earned a pay rise. My other concern is how are the pay rises going to be funded? Are our rates going to be increased to pay for them? While there is so much rate inequity within the area and the wastage of money by the council because of continuous reviews and investigations I don't believe that rate payers should be paying for a pay rise. In the business world, a pay rise is only given when an employee shows their worth...the council have yet to do this and the past record of this council with decision making and implementation shows that council is not giving value for money to the people of this area.</p>	No	No	Base on Performance
20	<p>I was quiet relieved to see a near complete change over of councillors at last election hoping for fresh ideas and constructive thinking. Alas, before the first positive idea for the rate payer came out we have a grab for rate payer money. Have no objection to pay rise but at least prove your worth after a period of time with progress and positive ideas, up till now you have not shown your worth. Will absenteeism from meetings be deducted?</p>	No	Yes	Base on Performance
21	<p>Councillors have approved an increase in their allowances which will have an impact of approximately \$50,000 additional to the Council budget.I believe that the increase is excessive particularly given that the majority of Councillors are newly appointed and have very little experience in Local Government policies and issues.It is my view that Councillors should be paid relative to their performance and experience.With so many proposed projects and issues facing the Council over the ensuing year it would be more appropriate to review performances before increasing allowances in the following year.It is also not the right time to approve and accept a significant increase in the current Covid 19 climate whilst many people are finding it tough with loss of jobs and income.</p>	No	No	Covid but any increase based on performance

## Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
22	<p>I would like to formally submit my rejection of the proposed Councillor and Mayoral Allowance increase as voted on at the Council Meeting on January 27, 2021. Your intention is to raise your allowance to the top band of category 2 in line with your recent category change. Whilst I understand the precedent is for Councillors and the Mayor to be paid at the top of their category, as detailed by the comparison of other category 2 Council wages, in the current circumstances it would be highly inappropriate. The annual wage increase last year was 1.75% according to the Fair Work Commission with many wage increases being paused due to the economic implications of the COVID-19 pandemic. Whereas your proposal would see the Councillor wages increase by 24.7%, and the Mayors by 29.1%. The difference between your increase and your citizens is respectfully 22.95% and 27.35%. Do you see the problem here? I sure do! Your jobs may be very important, and the change to category two does indicate some structural changes in your district but is this enough to justify your increase. Are these structural changes so significant to warrant an extra burden of \$49,496 annually? The Horsham Rural City Council area may have been comparatively less impacted by unemployment in recent months compared to the rest of Victoria, but this in no way means our community is okay. Our community is struggling mentally and financially and is still expected to pay for our council to function. This is through rates and chargers, and you believe it is okay to further burden our community? A community still suffering at the hands of COVID-19, and now their very own council.</p> <p>I remember every single one of you running on an argument about community, and the importance of being better than the previous council, with many alluding to corruption and how out of touch the previous Council was. All I can say is that consideration for your local community was sidelined the second this council was elected. Is this just a repeat of the previous? Only time will tell.</p> <p>But might I remind you of your own comments and/or claims:  Mayor Robyn Gulline 19 August 2020  provide a strong personality and moral compass to debate and place high value on truth, honesty and integrity.  "I hope we are a kinder and more conciliatory group,"  -These values and intentions are not faring well, but there is still time to do the right thing, or else I fear the next group of candidates may be running on the same agenda.</p>	No	No	General
23	<p>A pay rise of 28% !!! You must be JOKING !!! I appreciate the enthusiasm that the new councillors bring to the council, but I note that 6 out of 7 are inexperienced in this role. Perhaps every apprentice should request a 28% pay rise and see the bosses reaction.</p> <p>On a serious note, COVID 2020 decimated my income. What about a decrease in land rates?</p>	No	No	Covid & general

## Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
24	<p>To Mr Bhalla and Councillors,</p> <p>I am not in favour of you increasing the councillor allowances at this point in time. I understand that Councillors need to be recompensed for time spent on council business and I agree that should be the case. However , councillors have only been on the job for 3 months.f Fguratively speaking, you are still on probation.</p> <p>I assume when you all nominated for Council you were aware of what remuneration you would receive. The fact that you are here suggests that you were satisfied with the allowances on offer.</p> <p>All that aside, what I got from the audio was a very weak argument as to why you should get a rise and to distill it down it amounted to</p> <ol style="list-style-type: none"> <li>1. we need an increase because we're making big decisions and</li> <li>2. we need an increase because everybody else is getting more than we are and we're worried about what OTHER councils will think.</li> </ol> <p>These are not good reasons for taking a not inconsiderable increase in your allowance, it smacks of greed and self interest.</p> <p>At any other time I would not have bothered about writing a submission on this subject but these covid times have caused so much hardship that its almost like a slap in the face to those people doing it tough when you decide to give yourselves a considerable rise.. There doesn't appear to be one ounce of empathy here.</p> <p>As a ratepayer, I'm not happy for you to take a raise and then give it away, better not to take it in the first place.</p> <p>I ask that you retain the status quo and wait until the tribunal set the rate in the coming months, its not that long to wait and a much better look from our so called leaders.</p> <p>thanking you</p>	Yes	No	Covid & general

## Councillor Mayoral Allowances - Submissions Raw Data

Receipt Number	Your submission	Wish to Present to Council	Support	GH Summary
25	<p>I note that 4 HRCC Councillors have approved themselves a pay rise at Council's Wednesday meeting.</p> <p>I find this rise to be totally inappropriate at this time given what Horsham residents have had to put up with during COVID-19. Many people lost their jobs and a lot people lost their business.</p> <p>I note that Councillor Flynn stated that this pay rise should be approved on the basis that other category 2 Councillors receive the higher rate. She also states that the allowance would compensate her for the time away from family and relaxation. Would not Councillor Flynn have known prior to standing for Council that she would be expected to give up her time and relaxation if she was elected. If not then she had not done her homework very well. As a ratepayer I find her argument somewhat offensive and inappropriate and ill-timed given that Councillors have only been recently elected. Maybe after they have shown that they are up to the task as Councillors then they could seek a increase in their allowance.</p> <p>I also find it insulting that I have had an increase in my Rates but have not seen anything extra from Council to justify the increase. Yet some Councillors think they have a right to a higher allowance after a short time as Councillors. As yet I have not seen them do anything that would justify the increase. What I did see was Councillors cancelling the Australian Day Breakfast BBQ for 2021. Which I found disgusting yet they want an increase, not likely.</p>	No	No	General



# Parking Management Plan

Prepared by Tonkin

The HRCC Parking Management Plan is an operational plan focused on on-street parking designed to support implementation of the Municipal Parking Strategy 2017.

## Municipal Parking Strategy

Relevant to this Plan, the following recommendations of the Municipal Parking Strategy include:

- analysis and review of car parking occupancy should be conducted on an annual basis.
- monitoring of parking conditions, particularly the effectiveness of time-restricted parking, is to take place at different intervals throughout the year
- regular parking enforcement should remain across the study area, and strengthen if possible
- improve signage and wayfinding for off-street car parks throughout the town to enable strong utilisation of peripheral and longer-term parking
- undertake an audit of accessible (disability) parks to ensure location meets the needs of users, and that the parking spaces meet the requirements of accessibility.

## Guiding Principles

Tonkin (Consulting) was engaged to review parking in Horsham's Central Activities District (CAD) with a focus on the operational times and allocation of on street parking. A review of the Strategy and multiple site visits to Horsham, confirmed that the following guiding traffic management principles were considered optimal for Horsham:

- on-street car parking is managed under time-restrictions that encourage use and turnover, while ensuring members of the community and visitors have enough time to fulfil their visit to the Central Activities District (**CAD**) of Horsham and encourage on-street pedestrian activity
- paid parking for on-street parking in Horsham is appropriate to encourage regular turnover and efficient use of parking bays
- paid parking is applied in areas with high demand for kerb space while unpriced parking is located in more peripheral locations. This ensures that users pay an appropriate price for parking in convenient high-value locations
- short – medium term parking should be provided in the CAD with longer term/unrestricted parking on the periphery.
- on-street parking supports all abilities access, local business and adjacent land uses and should not generally be allocated for exclusive use.



## Parking Management Plan

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### Objectives

Overall, the objectives of the Plan are to support the Municipal Parking Strategy and achieve a better customer experience with parking in Horsham by:

- supporting local business activity by encouraging the turn-over (churn) of on street parking spaces
- providing a simplified zone arrangement that enables shoppers time to complete their visit to the CAD without having to continuously return to their car to top up meters or move to another location
- providing ease of access to all types of users
- recognising the role of Horsham as a regional centre for business, commerce and recreation
- optimising available street space in an equitable, fair and transparent manner
- maintaining community access to local businesses, services and amenities, and
- balancing the needs of residents, local workers, businesses, shoppers and commuters

### Review of Existing Parking Controls and Restrictions

The Plan is based on a review of existing parking controls and restrictions, undertaken by Tonkin and focus-tested extensively by a representative Community Reference Committee.

Key findings of that review, supported by the Community Reference Committee, were:

- the extensive number and scattered nature of parking restrictions were confusing, particularly to visitors to Horsham
- one hour car parking did not give sufficient time for the full range of activities one could expect to undertake whilst visiting the CAD, eg: shopping, commerce, meals and coffee, causing inconvenience to those parked in such bays
- consolidating 1P and 2P into one time limit (two hours) will reduce public confusion and provide sufficient time for all activities to be completed without having to return to the meter or to move the car.
- a designated area signposted as a two-hour parking (2P) precinct would also reduce the cause of confusion to visitors and locals
- the large number of short-term parking time restrictions was also confusing and rationalising these to a single 30-minute time slot would provide the opportunity for short-term parkers to undertake any one of the full range of activities such as going to the Post Office, the Library or to quickly pay a bill
- visitors to Horsham have difficulty locating long-vehicle car spaces (eg with caravans) and signage was needed to support these visitors



## Parking Management Plan

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- the ad hoc nature of the business and community permit system was inequitable and did not support the aim of creating churn to help maximise the number of people having access to the parking bays in the CAD.
- employee and fleet vehicles should be managed off street where possible
- there were many extra locations that would benefit from DDA accessible parking bays in highly frequented locations.
- there is an opportunity to increase the number of DDA car parking spaces, particularly in high frequented areas, and better locate DDA spaces relative to the specific building and land use
- DDA parking should generally be time limited to two hours to support churn and maximise access
- some DDA spaces were non-compliant and needed a full audit of the associated infrastructure
- the long-term parking spaces (unrestricted and 4P) were generally appropriately located around the edges of the CAD
- no additions or other changes to the location of metered spaces are recommended at this time
- parking restrictions after 5pm are redundant because most retailers close at 5pm

### Key elements of the Plan

- Key elements of the Parking Management Plan include:
- the consolidation of all 1-hour parking spaces into 2-hour parks
- the establishment of a signposted 2-hour precinct in the core of the retail area where all car parks are 2P unless signposted otherwise
- the consolidation of all short-term parking (10, 15, 20 and 30 mins) into 30 min parking
- DDA spaces spread across the CAD in key locations including high turnover
- the removal of exclusive reserved parking and any associated infrastructure which is to be made available and accessible to the general public
- the moving of fleet vehicles off streets
- parking restrictions to apply 9am-5pm Monday to Friday and 9am-12pm Saturday
- DDA spaces to be limited to 2P to facilitate access for all
- long-vehicle parking directional signage be established in strategic locations to help point visitors to these without having to do a U-turn
- the streamlining of permit applications



## Parking Management Plan

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### Structure of the Plan

The objectives of the Plan and guiding principles are set out above.

Appendix A of this Parking Management Plan specifies the various time limits and their locations and the specific locations for specialised parking such as Disability (DDA), long-vehicle parking (including directional signage), loading bays and taxi ranks.

Appendix B sets the policy direction for considering requests for parking permits including business and community permits.

### Future Changes to Parking in Horsham

Any changes to the time limits and their locations, the locations of the various different specialised parking types and consideration of any permit applications must be considered and decided by an internal delegated working group comprising the Director of Infrastructure and/or delegate, the Director of Communities and Place and/or delegate, and a member of the Community Safety Unit.

It is recognised that this Plan was developed over the Covid 19 period where shopping and business patterns were severely disrupted. It is important that this initial Plan recognises this and that there is a rigorous ongoing monitoring and review of the Plan. Car parking operational staff will monitor and review usage and turnover rates of the various categories of parking, issues arising and any permit applications across the year and provide an annual report with recommended changes should they be necessary.

### Fees, Charges and Parking Related Infrastructure

This Plan does not address parking fees and charges or parking related infrastructure and upgrades. Any budgetary issues pertaining to fees and charges or infrastructure upgrades will be considered via the annual budget and the associated engagement processes.

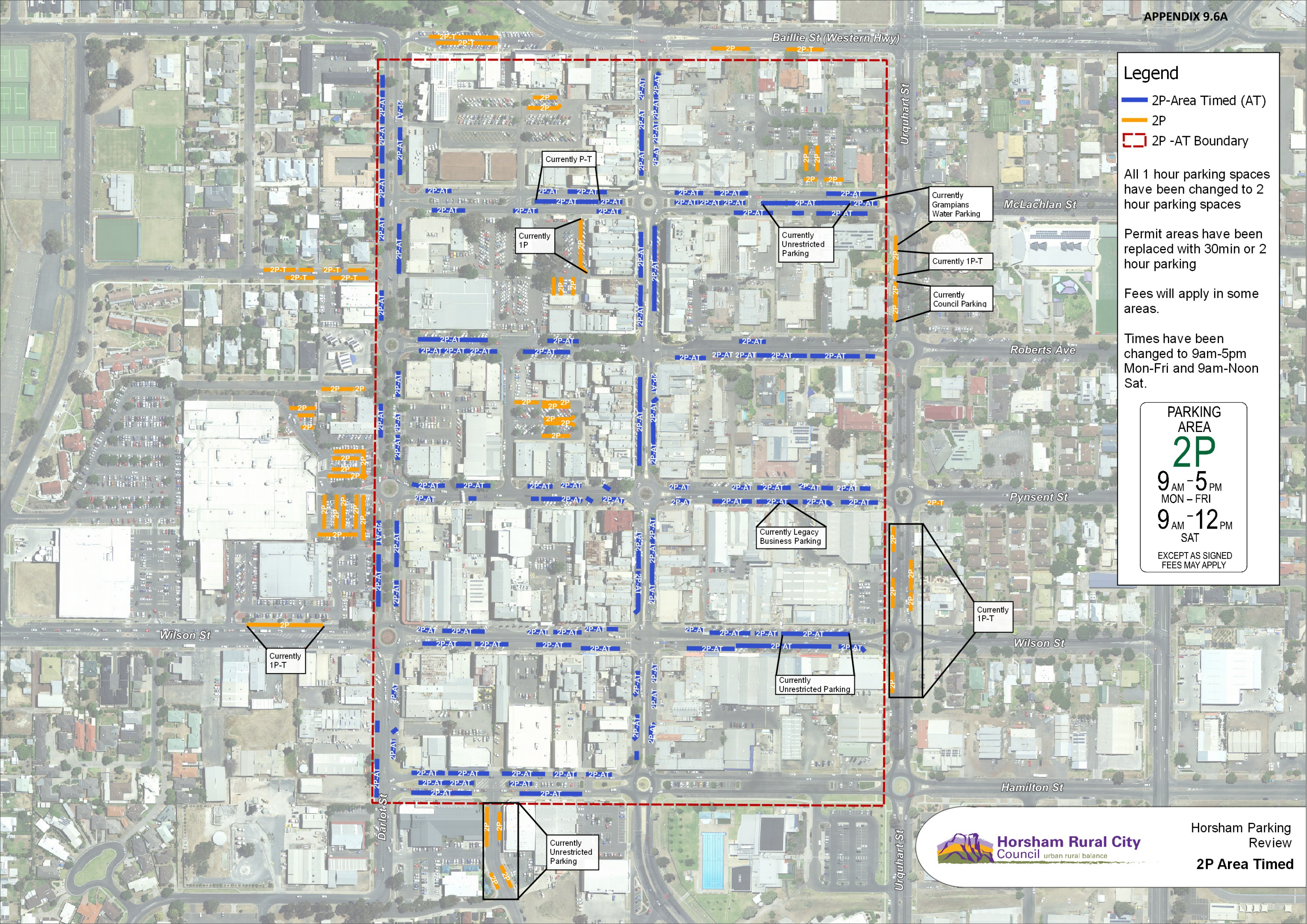


## Parking Management Plan

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### Appendix A – On Street Parking Zones.





**Legend**

- 2P-Area Timed (AT)
- 2P
- 2P -AT Boundary

All 1 hour parking spaces have been changed to 2 hour parking spaces

Permit areas have been replaced with 30min or 2 hour parking

Fees will apply in some areas.

Times have been changed to 9am-5pm Mon-Fri and 9am-Noon Sat.

**PARKING AREA**


**2P**

9<sup>AM</sup> - 5<sup>PM</sup>  
MON - FRI

9<sup>AM</sup> - 12<sup>PM</sup>  
SAT

EXCEPT AS SIGNED  
FEES MAY APPLY

**Legend**

 Permit Parking

This map shows the locations of current permit parking



PZ PZ PZ PZ PZ PZ PZ

Currently Residential Permit Parking. Remain unchanged.

McLachlan St

GW-T

Currently Grampians Water Parking. Change to 2P-AT.

Currently Grampians Water Parking. Change to 2P.

CZ-T

Currently Council Parking. Change to 2P.

Currently Police Parking. Change to 30min Parking.

PP

1/3 P CZ-T CZ

Currently Council Parking. Change to 30min Parking.

SC-T

SC

Currently Senior Citizen Parking. Change to DDA Parking.

Roberts Ave

Darlot St

Urquhart St



Pynsent St

LB-T

Currently Legacy Business Parking. Change to 2P-AT.

Wilson St

Legend

-  Proposed New DDA Spaces
-  Existing DDA Spaces



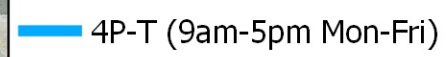
All on-street DDA spaces to be limited to 2P (9am-5pm Mon-Fri and 9am-noon Sat) to support turnover that facilitates access for all. This replaces some DDA spaces that currently have unrestricted times.

The infrastructure associated with all DDA spaces to be reviewed and upgraded in compliance with Australian Standards over a staged implementation program.

Currently Senior Citizen Parking



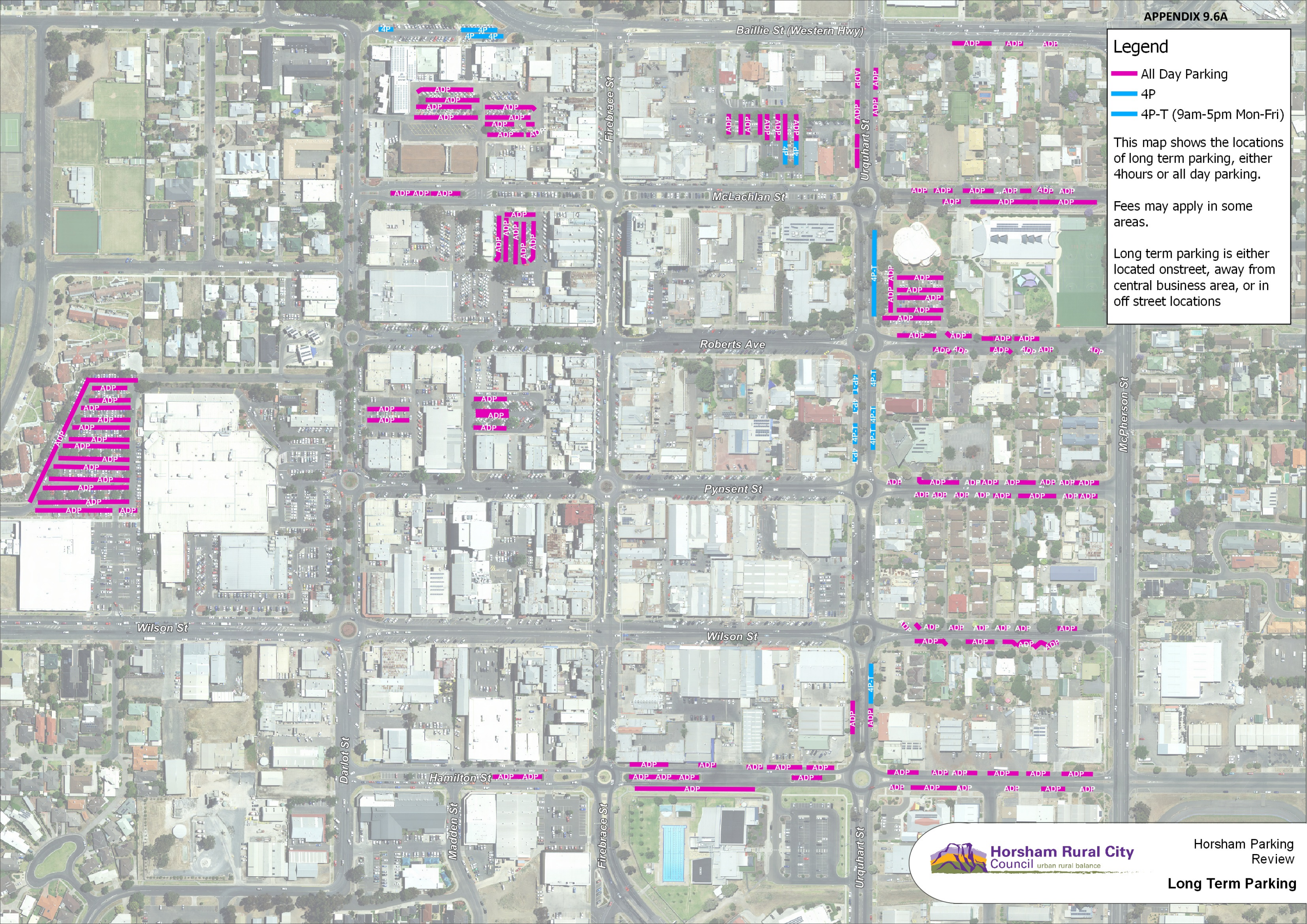
### Legend

-  All Day Parking
-  4P
-  4P-T (9am-5pm Mon-Fri)

This map shows the locations of long term parking, either 4hours or all day parking.


Fees may apply in some areas.

Long term parking is either located onstreet, away from central business area, or in off street locations





**Legend**

 Long Vehicle (LVZ)


This map shows the locations of existing spaces for long vehicles.

New signage as shown, will be installed to provide direction to the spaces.





**Legend**

 Metered Spaces

Council is currently investigating new parking ticket machines to replace the out of date parking meters.




This is being done as a separate investigation.

At this stage, no changes are planned to the parks that require a parking fee.

Council is considering a new fee structure (for example the first 15mins free of charge).

The business case for the new parking ticket machines will be considered by council in the 2021/22 budget.

Legend

-  1/2 P
-  Loading Zone (LZ)
-  Taxi Zone (TZ)

This map shows the location of short term spaces, loading zones and taxi zones.

All existing short term spaces including 10mins, 15mins and 20mins have been changed to 30mins for consistency.

Fees may apply in some areas.



## Parking Management Plan

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### Appendix B – Car Parking Permits Policy



## 1. PURPOSE

This policy is designed to guide and control the issuing of parking permits to businesses and community organisations and the broader community.

## 2. INTRODUCTION

Council has endorsed an overarching Parking Strategy and through consultation with a community reference group developed an operational parking management plan. The collective aims and objectives of the Horsham Parking Strategy and Parking Management Plan are to:

- support retail trade,
- provide ease of access to all types of users,
- recognise the role of Horsham as a regional centre for business, commerce and recreation
- optimise available street space in an equitable, fair and transparent manner
- maintain access to local businesses, services and amenities
- balance the needs of residents, local workers, businesses, shoppers and commuters
- support business activity by encouraging the turn-over (churn) of on street parking spaces
- provide a simplified zone arrangement that enables shoppers time to walk the street rather than move their cars.

Overall, the aim is to provide a better customer experience with parking in Horsham.

In the past, more than 20 organisations have enjoyed special on-street parking arrangements in Horsham. These organisations were exempt from most of the sign-posted parking regulations applicable to other stakeholders and there is little documentation or consistency in the various permit arrangements which appear to have accumulated in an ad hoc fashion over a long period of time outside any policy or guidelines. As such they contradict the core objectives of the Horsham Car Parking strategy. This policy is designed to ensure that car parking rules and regulations are fair, equitable and consistent with the Horsham Car Parking Strategy

## 3. SCOPE

This policy applies to the urban areas of Horsham and in particular to the commercial areas of the Central Business District.

## 4. PRINCIPLES

As an overarching guiding principle, on street parking will not (generally) be allocated through the means of the exclusive use of a single space or spaces by any individual or group. Some exceptions to this rule are obviously the allocation of spaces for disability access or loading and taxi zones. However, the specific allocation of on-street spaces to specific user groups or community organisations will not generally be facilitated.

Three potential classes of permit are outlined below, noting that some permits (eg residential) are more applicable to a Council-wide policy rather than the CAD/CBD area.

## Business parking permits (including Community Service Organisations)

Council will not allocate on street parking for specific business groups including community service organisations. Dedicated employee and fleet vehicle parking will be managed in off-street parking facilities. Businesses should not rely on on-street parking to support a shortfall in parking supply for employee or fleet vehicle arrangements. Future land use developments must demonstrate how parking demands will be managed as part of the development application processes.

All historic permits issued previously by HRCC will cease within six months of Council's adoption of the Horsham Parking Management Plan and this Policy.

## Resident parking permits

Residential Parking Permits will only be considered for residential properties that do not have off street (on-property) car parking and in precincts where the following conditions apply:

- there is very limited available on-street parking due to high competing demands from other land uses; or
- there are time limited parking controls applied to the street.

When providing residential parking permits, Council may apply specific conditions to the permit including (for example):

- Limited number of permits per residential property
- Permits will only be issued to residents and not business owners, operators, management employees, landlords or property maintenance personnel
- Permits will be allocated to specific vehicle and are non-transferable
- Permits may only be used in the street/s where it is allocated.

## Special event parking permits

These may be issued on an as-needs basis to residents or businesses that are affected by special event traffic management. They can be issued for individual events and the permit must include the date/s and location of the special event. Alternately, they may be issued as an annual permit for areas where there are a large number of special events, such as near the racecourse or sports precinct.

## 5. COMMUNICATION

This policy will be exhibited to the community as a draft and all impacted organisations will receive individual advice about the policy and how they can make submissions as part of that exhibition. The exhibition of the draft policy will be communicated via press release and social media.

## 6. RESPONSIBILITY

**Policy Owner:** Community Safety Unit Co-ordinator

## 7. DEFINITIONS

Not applicable.

## 8. SUPPORTING DOCUMENTS

Document	Location
Horsham Car Parking Strategy	
Council Report – Parking Management Plan	
Parking Management Plan – Guiding Principles Discussion Paper (?) although this may be referenced in the council report	
Austrroads – Guide to Traffic Management Part 11: Parking Management Techniques	

## 9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
			<ul style="list-style-type: none"> <li>New Policy</li> </ul>	Annually

## DRAFT Community Engagement Plan

### Horsham Rural City Council: Parking Management Plan

23 February 2021

#### 1. Project Engagement Details

Name of project:	Horsham Rural City Council Parking Management Plan
Dates of engagement:	March – April 2021
Purpose of engagement:	Initially to seek ideas and current use information, second stage for community to review and input on plans that are developed
Level of impact:	High
Level of engagement:	Involve
Community Engagement Goal:	Effectively engage with the community and key stakeholders to enable genuine influence in the outcomes of the project
Promise to the Community:	Involve – to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Involve promise:	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.



## 2. Phases of Engagement

Phase	Activity	Timeframe
<b>Phase 1: Inception, Planning &amp; Review</b>	Internal Collaboration to capture known issues / insights & material development	April 2020 – August 2021
	Community represented Project Reference Committee (8 focus group meetings)	August 2020 – February 2021
<b>Phase 2: Community &amp; Stakeholder Engagement</b>	Community Engagement (online and targeted)	March 2021 – April 2021
<b>Phase 3: PRC and Councillor Engagement</b>	Collation of submissions and Community represented Project Reference Committee involvement in (review of submissions)	May 2021
	Councillor Briefing & Meeting to adopt Parking Management Plan	May – June 2021

### 3. Stakeholders

#### Internal

Who	IAP2	How will they be involved?	Phase 1	Phase 2	Phase 3
Councillors	Collaborate	Council Briefings	✓	✓	✓
EMT	Collaborate	Briefings	✓	✓	✓
Communities and Place	Collaborate	Represented on the Project Control Group (Kevin O'Brien, Lauren Coman)	✓		✓
Community Safety Unit	Collaborate	Represented on the Project Control Group (Jason Brady, Colin Brown)	✓		✓
Infrastructure Services	Collaborate	Represented on the Project Control Group (John Martin)	✓		✓
Investment Attraction & Growth	Collaborate	Represented on the Project Reference Committee (Fiona Gormann)	✓		✓
Finance	Collaborate	Represented on the Project Control Group (Zac Gorman)	✓		✓
Information Technology	Collaborate	Represented on the Project Control Group (Cameron Gerlach)	✓		✓
Visitor Information Centre	Consult / Involve	Represented on the Project Reference Committee (Fiona Gormann)	✓		
Arts, Culture & Recreation	Consult / Involve	Communications and / or meetings with Recreation and Open Space Planning (Mandy Kirsopp) and Performance & Events (Shana Mitake)	✓		
All Staff	Inform	Updates at staff meetings, Tuesday's Top Topics	✓	✓	✓

## External

Who	IAP2	How will they be involved?	Phase 1	Phase 2	Phase 3
Project Reference Committee	Collaborate	Community representation on Project Reference Committee – Direct Engagement with the Consultant, Project Manager and Project Control Group representatives.  8 Focus Group meetings	✓		✓
Community & impacted stakeholders (including outside of municipality)	Consult / Involve	Wide range of activities, see engagement activities below		✓	✓
GWM	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Regional Roads Victoria	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Public Transport Victoria	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Delivery Businesses / Drivers	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Retail Traders	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Business Horsham	Consult / Involve	Direct letter to stakeholder group		✓	✓
Businesses / organisations in study area	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓

Who	IAP2	How will they be involved?	Phase 1	Phase 2	Phase 3
Taxis (owners and drivers)	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Private Car Park Owners	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on		✓	✓
Visitors /Tourists	Consult / Involve	Direct letter to stakeholder group		✓	✓
Bicycle Advisory	Consult / Involve	Direct letter to stakeholder group		✓	✓
Horsham Rural Ratepayers and Residents Association	Consult / Involve	Direct letter to stakeholder group		✓	✓
Disability Advocates	Consult / Involve	Direct letter to stakeholder group		✓	✓
Older Persons' Reference Group	Consult / Involve	Direct letter to stakeholder group		✓	✓
Parent Groups	Consult / Involve	Direct letter to stakeholder group		✓	✓
City Oval Users	Consult / Involve	Direct letter to stakeholder group		✓	✓
Groups with existing special arrangements (signage or permits)	Consult / Involve	Tailored letter to specific individual / organisation that the Parking Plan will have a direct impact on. Meetings one-on-one		✓	✓

## 4. Engagement activities

Activity	Brief Description	Tools and Techniques	Facilitator	Phase 1	Phase 2	Phase 3
Project Reference Committee meetings	Community representation	Small group discussions focused on developing relevant guiding principles, maps and issues.	Tonkin	✓		✓
Council Briefing	Councillors	Officer Report to Council Briefing; Tonkin presentation	Manager Community Safety & Environmental Health; Tonkin	✓	✓	✓
Long term exhibit	Long-term exhibit of PMP in foyer	A2 Maps Supporting question and answer forms for submitters to complete	Engagement Staff		✓	
Online Map	Online Map with ability to take submissions and suggestions		OurSay		✓	
Pop up exhibit	Two days of staff manned pop up exhibit in	Equipment 'nighthawk' portable network connection (IT), corflutes of A2 maps, large monitor (CRAT	CSU staff, Community Engagement staff, Project Manager		✓	
Ongoing collation of submissions	Submissions online and paper based form accepted		Community Facilitator, Project Manager		✓	✓

## 5. Equity of Access to Engagement

Disability	Tools and Techniques	If not improvement why not?	Notes
Mobility	Venues checked	Access confirmed	
Simple English Comms			

## 6. Communications

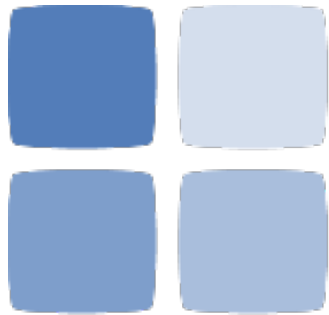
Task	Audience	Who	Phase 1	Phase 2	Phase 3
Public Notices	Community / local stakeholders	Community Facilitator	✓	✓	✓
Press Release explain scope and objectives of study and methods of engagement, benefits	Community / local stakeholders	Project Manager, Media & Communications		✓	✓
Facebook updates <ul style="list-style-type: none"> <li>Videos, vox pop, mayor, community reference group</li> <li>Repeat press release launching the project</li> <li>Announcement of pop up shop in weeks that it happens</li> <li>Photos of pop up shop and public visiting and submitting</li> <li>Announcement of permanent exhibition of the display and opportunity to submit at the Council Office foyer, include photograph</li> </ul>	Community / local stakeholders	Project Manager, Media & Communications		✓	✓
ABC Radio Ads	Community / local stakeholders	Mayor to discuss / promote purpose and objectives; Project manager to prepare briefing notes,		✓	✓

## 7. Resources

Item		Notes	venue	Phase 1	Phase 2	Phase 3
Maps	PRC / Council / Community / stakeholders		All venues	✓	✓	✓
Frequently asked questions	Council / Community / stakeholders		All venues		✓	✓
Summary of Proposed Changes	Council / Community / stakeholders		All venues		✓	✓

## Document control

Version	Date	Description	Notes
1	24/02/2021	Draft Engagement Plan -Parking Management Plan	



**WIMMERA  
REGIONAL LIBRARY  
CORPORATION**

your local library

Draft Annual Budget 2021/22



## Contents

<b>Introduction</b> .....	3
<b>Background</b> .....	3
<b>Wimmera Regional Library Corporation Plan</b> .....	5
<b>Budget Influences</b> .....	6
<b>Analysis of Operating and Capital Budget</b> .....	8
<b>Member Council Contributions</b> .....	8
<b>State Government Grants</b> .....	8
<b>Other Income</b> .....	8
<b>User Fees and Charges</b> .....	9
<b>Employee Costs</b> .....	9
<b>Other Expenditure</b> .....	10
<b>Depreciation</b> .....	10
<b>Materials and Services</b> .....	10
<b>Strategic Resource Plan</b> .....	11
<b>Analysis of Statement of Capital Works</b> .....	12
<b>Plant and Equipment</b> .....	12
<b>Furniture and Fittings</b> .....	12
<b>Lending Materials</b> .....	12
<b>Schedule of Fees and Charges</b> .....	19
<b>Budget Processes</b> .....	20

### **Our Child Safety Commitment**

Wimmera Regional Library Corporation is committed to the safety and wellbeing of all children and young people.

## Introduction

This is the Annual Budget (Budget) for the 2021-22 financial year for Wimmera Regional Library Corporation (WRLC). With major changes to the WRLC service delivery environment it is mindful of the cost pressures on the remaining Member Councils and is continually reassessing processes to ensure that value is being achieved, for procurement of library materials, equipment, and services. The budget continues WRLC's ability to deliver dynamic library services to its communities, enhancing the liveability and wellbeing of the people who live, work, and visit the Wimmera Region.

The budget includes:

- Maintaining current staff hours at each Library Branch;
- Collections budget, including e-resources of \$155,032;
- Wi-Fi environment that enables patrons and visitors 24/7 internet access;
- Wage increases of 2% minimum or 90% rate cap as per WRLC Agreement;
- Continuation of Public Libraries Victoria shared library arrangements; and
- Continuation of State government library grants.

2021-22 brings enormous challenges with the continuation of COVID-19 restrictions and establishing changes from a 5-member council corporation to just 2 member councils. This budget supports the delivery of the Library Plan which builds on the strengths of the staff, as well as move WRLC into a position of innovative services.

The budget includes a 4-year Strategy Resource Plan to demonstrate our sustainable service in a financially constrained environment, while considering the importance of improving and growing library services within the Wimmera region.

The budget has been developed in consultation with key staff, Board members and Council officers. A draft version of the budget was presented at the December 2020 Board meeting.

## Background

The Wimmera region contains 5 municipalities with Horsham Rural City being the primary service centre, centrally positioned. Other major towns include Stawell, Nhill, Warracknabeal, and St Arnaud. The area serviced is approximately 34,000 square kilometres, and the population as at 2018 (ABS) approximately 47,500.

Wimmera Regional Library Corporation was established in 1996 by formal agreement to provide library services with the following municipalities:

Hindmarsh Shire Council

West Wimmera Shire Council

Horsham Rural City Council

Yarriambiack Shire Council

Northern Grampians Shire Council

Buloke Shire Council (part)

Buloke Shire Council withdrew from the Corporation to provide direct management library services and therefore as of June 30, 2018 Buloke is no longer a member council of WRLC.

Hindmarsh Shire Council and Yarriambiack Shire Council withdrew from the Corporation to provide direct management library services. Northern Grampians Shire Council withdrew from the Corporation and joined Central Highlands Libraries. As of June 30, 2020, the three Councils are no longer member councils of WRLC.

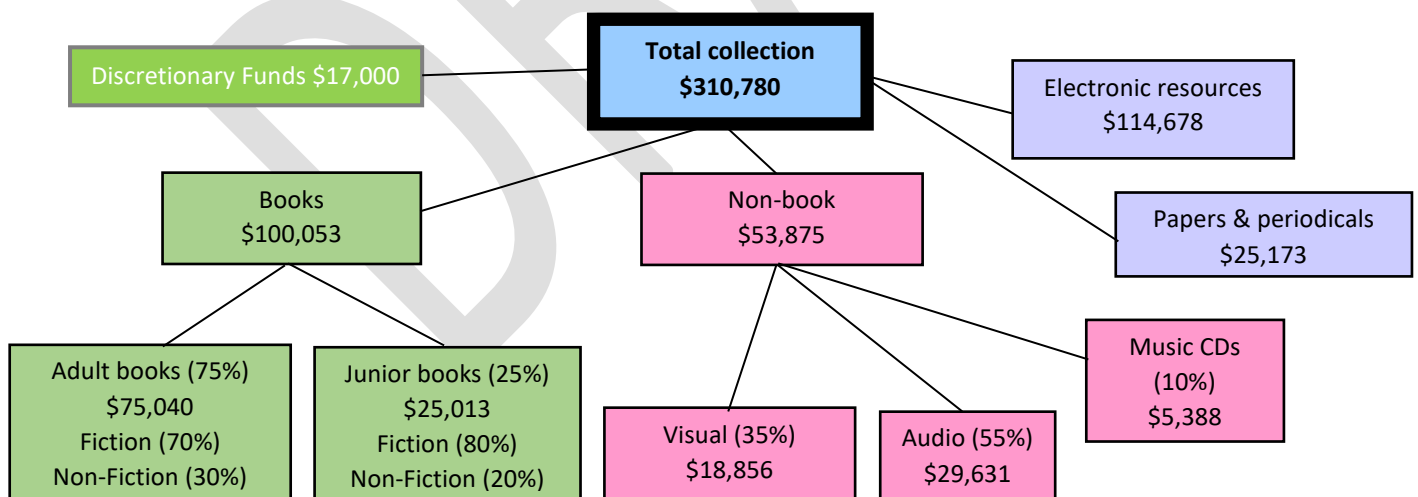
WRLC is a Library Corporation under section 196 of the Local Government Act 1989. In 2019-20 the Library Service was funded by Member Councils, the State Government, and its own operations on the following basis:

- Income from Member Council per capita: \$28.07 (2018-19: \$28.33);
- Income from State Government per capita: \$14.62 (2018-19: \$14.28); and
- Other: \$0.35 (2018-19: \$2.05)

WRLC library services continues to support each Member Council, the following 2019-20 statistics demonstrate WRLC’s commitment to ensure value is being achieved in the procurement of library materials and services. (COVID-19 impacted on service delivery for the period March to end of June 2020)

- 127,883 total number of library materials including e-books
- 189,218 loans including e-book downloads
- 13,383 library members
- 124,146 library visits
- 48,824 website visits
- 12,943 program attendees
- 161 PC hours per ‘000 population
- 269 Wi-Fi hours per ‘000 population

Collection figures for 2019-20



## Wimmera Regional Library Corporation Plan

The vision, mission and goals focus on community engagement within the library environment, to provide adaptable and accessible services and programs.

**Vision:** Wimmera Libraries your place to learn, share and create.

**Mission:** Proactively provide sustainable library services, programs and resources to our communities and people by understanding, engaging and responding through partnerships and collaboration that successfully shape our libraries to achieve excellent customer service.

**Our Goals:** Wimmera Regional Library Corporation strives to embrace the diversity of all the people who make up each community within the 2 member Councils. Providing effective library services, programs and resources that empower staff and communities to learn and evolve. Attract and build relationships to understand and respond to the experiences of library users through innovative library spaces, supportive services and dynamic collections.

The Library Plan sets a clear direction for Wimmera Regional Library Corporation for the next four years through a focus on five strategic goals.

### 1. **Cultural: embrace our culture and heritage through engagement with our communities**

We will engage with our communities to develop and review our services and programs. We will engage with authors, artists, and entertainers to develop a calendar of events that reflect our diverse community's cultural expectations.

We will provide programs and activities to engage and inspire our community as well reflect community cultural needs. We will increase participation in, and access to, cultural experiences. Our cultural experience will encourage active community engagement with our collections.

### 2. **Belonging: promote health and wellbeing that enhances the liveability of the region**

We will provide safe, welcoming, and accessible spaces for all, and reduce barriers to access. We will bring people together to share cultural experience that improves our community mental health wellbeing.

We will develop strategies to ensure we connect with non-users of libraries using diverse methods of social connectedness. We will work proactively to engage the whole community with libraries, learning and creativity.

### 3. **Economic: support the development of a prosperous and diverse economy by increasing creativity, culture, and events**

We will build a culture of reading to engage all ages and abilities with books and writing. We will provide opportunities to enable community participation in literacy activities and experiences. We will support literacy development for the whole community that includes early years literacy programs to include adults who lack confidence in reading or are learning English as a second language.

We will increase opportunities for the professional development of our community. We will work in partnerships to deliver collaborative services, and opportunities for community input.

**4. Access: enhance the social and economic environment by increasing literacy and learning**

We will support digital inclusion through access to technology, staff expertise and learning programs. We will broaden opportunities for the community access library collections and services beyond the library walls.

We will plan and actively explore options for library spaces to meet the needs of our communities.

**5. Organisation Performance: a high-performance organisation with frameworks that enable sound decision making**

We will create an environment that enables staff to embrace new opportunities. Wimmera Libraries values will underpin everything we do.

We will ensure that statutory and funding requirements are complied with.

## Budget Influences

There are several factors that have influenced the development of the 2021-2 budget. These factors include:

- The Victorian State Government rate cap of 1.5% for the 2021-22 financial year (2% in 2020-21 and 2.5% in 2019-20);
- Grant funding from Local Government Victoria is forecast to be \$295,751;
- User fee revenue is expected to be \$14,190; and
- Funding formulas have altered due to the change from a 5-member Council Corporation to 2 members.

**Wimmera Regional Library Corporation Comprehensive Income Statement for the Four Years Ending 30 June 2024**

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
Income	\$	\$	\$	\$
Council contributions	714,564	757,037	770,251	758,780
Grants – operating (recurrent)	295,924	300,074	304,279	308,540
User charges	11,642	11,642	11,642	11,642
Other income	13,260	13,260	13,260	13,260
Contributions – nonmonetary	5,000	5,000	5,000	5,000
<b>Total Income</b>	<b>1,040,390</b>	<b>1,087,013</b>	<b>1,104,432</b>	<b>1,097,222</b>

Expenses				
Employee costs	602,599	617,664	633,106	648,933
Other expenses	230,512	220,846	228,504	235,624
Depreciation	112,000	114,240	116,525	118,855
Materials and services	92,100	93,021	93,951	94,891
Net loss on disposal of property, infrastructure, plant and equipment	9,430	12,000	10,000	10,000
<b>Total Expenses</b>	<b>1,046,641</b>	<b>1,057,771</b>	<b>1,082,086</b>	<b>1,108,303</b>

<b>Surplus (deficit) for the year</b>	<b>(6,250)</b>	<b>29,242</b>	<b>22,346</b>	<b>(11,081)</b>
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<b>Other comprehensive income</b>	-	-	-	-
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<b>Total Comprehensive Result</b>	<b>(6,250)</b>	<b>29,242</b>	<b>22,346</b>	<b>(11,081)</b>
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The above comprehensive income statement should be read in conjunction with the accompanying other information.

## Analysis of Operating and Capital Budget

This section of the report analyses the expected revenues and expenses of the Library Service for the 2020-21 year.

### Member Council Contributions

According to the Regional Library Agreement between the member councils, the direct costs of each service point are borne by the member councils in whose municipal district the service is delivered.

Member Council	Budget 2020-21	Projected Actuals 2020-21	Draft Budget 2021-22
Horsham	568,655	568,655	512,323
West Wimmera	188,711	188,711	202,243
<b>Totals</b>	<b>757,366</b>	<b>757,366</b>	<b>714,566</b>

### State Government Grants

State Government grants are based on ABS estimated population figures, this funding is distributed based on population percentages among the member councils. State Government funding for 2021-22 has been calculated based on the actual funding received the previous year with a 1% increase. State Government grants are allocated to staff, collection development and programs.

Member Council	Budget 2020-21	Projected Actuals 2020-21	Draft Budget 2021-22
Horsham	177,648	189,953	181,201
West Wimmera	98,944	105,798	100,923
Local Priorities	13,800	-	13,800
Premiers Reading Challenge		12,517	12,517
<b>Totals</b>	<b>290,392</b>	<b>308,268</b>	<b>308,450</b>

### Other Income

Includes Interest which is estimated at \$12,000 on investments. Surplus cash funds are identified for investment availability.

## User Fees and Charges

User fees comprise of lost and damaged items, replacement borrower cards, photocopying charges, and interlibrary loans. Overdue charges on late return of items and non-Victorian charges for access to public PCs ceased in 2019-20.

Income	Budget 2020-21	Projected Actuals 2020-21	Draft Budget 2021-22
Lost and Damaged	350	350	350
Sales (ex-collection)	930	930	570
Replacement cards	170	170	40
Temporary memberships	100	100	100
Photocopying	11,400	11,400	11,000
Children's Activities	220	220	220
Sponsorship & Donations	20	20	40
Miscellaneous & General	1,000	1,000	1,000
<b>Totals</b>	<b>14,190</b>	<b>14,190</b>	<b>13,470</b>

## Employee Costs

According to the Regional Library Agreement between the member councils, employee salaries working in branches and the mobile library are allocated directly to the respective member council. The cost of regional support staff is apportioned to each member council.

Employee costs include salaries, allowances, leave entitlements including long service, annual and sick leave, employer superannuation and Workcover, as well as attendance at meetings, staff training and travel allowances.

Increases in staff costs reflect the 2% (2020-21) Enterprise Agreement (EA) increments and the movement of staff within their bands or end of band payments.

Expenditure	Budget 2020-21	Projected Actuals 2020-21	Draft Budget 2021-22
Salaries	311,413	311,413	305,996
Regional support salaries	267,894	267,894	279,453
Unfunded Superannuation Liability Payment	-	-	-
Attendance at OHS and CC meetings	1,000	1,000	1,000
Attendance at regional staff meeting	4,000	4,000	4,000
Allowances	400	400	400
Fringe Benefits Tax	5,000	5,000	5,000
Staff training	6,750	6,750	6,750
<b>Totals</b>	<b>596,457</b>	<b>596,457</b>	<b>602,599</b>



### Other Expenditure

All other operating costs excluding salary costs. These include transfer to reserves for future unfunded superannuation call, advertising, rent, financial services, courier services, and phone and vehicle costs.

### Depreciation

Depreciation of collection resources, plant and vehicles, information technology equipment and furniture and equipment.

### Materials and Services

Includes photocopier maintenance, supplies and computer operations.

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## Strategic Resource Plan

Wimmera Regional Library Corporation is required by the Act to prepare a Strategic Resource Plan (SRP) covering both financial and non-financial resources and including key financial indicators for at least the next four financial years to support the Library Plan.

The prepared SRP for the four years 2021-22 to 2024-25 is part of the financial planning to assist in adopting a budget within a longer-term framework. The key objective is financial sustainability in the medium to long term; whilst still achieving strategic objectives as specified in the Library Plan. The key financial objectives are:

- Maintain current library service delivery at 5 branches and 2 outreach library sites;
- Maintain a capital expenditure program for the library collection and technology; and
- Achieve a balanced budget on a cash basis.

In preparing the SRP, Wimmera Regional Library Corporation is mindful of the need to comply with sound financial management principles as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities;
- Consider the financial effects of the Corporation's decisions on future library service delivery; and
- Provide full, accurate and timely disclosure of financial information.

The following tables are Wimmera Regional Library Corporation's Strategic Resourcing Statements for the Four Years Ending 30 June 2025 as well as the Fees and Charges Schedule.

**Wimmera Regional Library Corporation Statement of Capital Works for the Four Years Ending 30 June 2025**

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
<b>Plant and Equipment</b>	\$	\$	\$	\$
Plant and equipment	-	40,000	-	-
Furniture and fittings including IT	17,750	37,090	51,482	19,350
Lending materials	83,000	84,860	86,757	88,692
Intangible assets	10,000	10,000	10,000	10,000
<b>Total Plant &amp; Equipment</b>	<b>110,750</b>	<b>171,950</b>	<b>148,239</b>	<b>118,042</b>

<b>Total Capital Works Expenditure</b>	<b>110,750</b>	<b>171,950</b>	<b>148,239</b>	<b>118,042</b>
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<b>Represented by:</b>				
Renewal	100,750	161,950	138,239	108,042
New assets	10,000	10,000	10,000	10,000
<b>Total Capital Works Expenditure</b>	<b>110,750</b>	<b>171,950</b>	<b>148,239</b>	<b>118,042</b>

### Analysis of Statement of Capital Works

This section of the report analyses the expected capital expenditure of the Corporation for the 2021-22 year.

#### Plant and Equipment

#### Furniture and Fittings

Includes IT capital expenditure that consists of network infrastructure, major computer hardware and associated equipment. WRLC contributes to Libraries Victoria's (formerly Swift Library Consortium) shared resources component of the Integrated Library Management System (ILMS) at a reduced cost while sharing the development and implementation costs of new technology associated with the ILMS.

Replacement of IT hardware and equipment enables the Corporation to provide an online environment, an important aspect of public libraries that gives patrons and members of the public easier access to government, financial and business information.

#### Lending Materials

Lending resources includes books, audio-visual and DVD's. Excluded are non-capital items such as magazines, newspapers and e-resources.

## Wimmera Regional Library Corporation Balance Sheet for the Four Years Ending 30 June 2025

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
<b>Current Assets</b>	\$	\$	\$	\$
Cash and cash equivalents	310,603	293,795	266,996	230,996
Trade and other receivables	2,000	2,000	2,000	2,000
Other assets	7,000	7,000	7,000	7,000
Other financial assets	400,00	496,000	580,000	635,000
<b>Total Current Assets</b>	<b>719,603</b>	<b>798,795</b>	<b>855,996</b>	<b>874,996</b>
<b>Non-Current Assets</b>				
Plant and equipment, lending materials	813,000	758,620	723,852	688,689
Intangible assets	278,000	288,000	298,000	308,000
<b>Total Non-Current Assets</b>	<b>1,091,000</b>	<b>1,046,620</b>	<b>1,021,852</b>	<b>996,689</b>
<b>TOTAL ASSETS</b>	<b>1,810,603</b>	<b>1,845,415</b>	<b>1,877,848</b>	<b>1,871,685</b>
<b>Current Liabilities</b>				
Trade and other payables	70,000	72,140	78,762	80,192
Provisions	310,000	313,100	316,231	319,393
<b>Total Current Liabilities</b>	<b>380,000</b>	<b>385,240</b>	<b>394,993</b>	<b>399,575</b>
<b>Non-Current Liabilities</b>				
Provisions	33,000	33,330	33,663	34,000
<b>Total Non-Current Liabilities</b>	<b>33,000</b>	<b>33,330</b>	<b>33,663</b>	<b>34,000</b>
<b>Total Liabilities</b>	<b>413,000</b>	<b>418,570</b>	<b>428,657</b>	<b>433,575</b>
<b>NET ASSETS</b>	<b>1,397,603</b>	<b>1,426,845</b>	<b>1,449,191</b>	<b>1,438,110</b>
<b>Equity</b>				
Accumulated surplus	897,158	936,400	968,746	967,665
Asset revaluation reserves	202,445	202,445	202,445	202,445
Other reserves	298,000	288,000	278,000	268,000
<b>TOTAL EQUITY</b>	<b>1,397,603</b>	<b>1,426,845</b>	<b>1,449,191</b>	<b>1,438,110</b>

The above balance sheet should be read in conjunction with the accompanying other information.

**Wimmera Regional Library Corporation Statement of Changes in Equity for the Four Years Ending 30 June 2025**

	<b>Total</b>	<b>Accumulated Surplus</b>	<b>Revaluation Reserve</b>	<b>Other Reserves</b>
<b>2022</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance at beginning of the financial year	1,406,853	893,408	202,445	308,000
Deficit result for the year	(6,250)	(6,250)	-	-
Transfer from Reserves	-	10,000	-	(10,000)
<b>Balance at end of the financial year</b>	<b>1,397,603</b>	<b>897,158</b>	<b>202,445</b>	<b>298,000</b>

<b>2023</b>				
Balance at beginning of the financial year	1,397,603	897,158	202,445	298,000
Surplus result for the year	29,242	29,242	-	-
Transfer from Reserves	-	10,000	-	(10,000)
<b>Balance at end of the financial year</b>	<b>1,426,845</b>	<b>936,400</b>	<b>202,445</b>	<b>288,000</b>

<b>2024</b>				
Balance at beginning of the financial year	1,426,845	936,400	202,445	288,000
Deficit result for the year	22,346	22,346	-	-
Transfer from Reserves	-	10,000	-	(10,000)
<b>Balance at end of the financial year</b>	<b>1,449,191</b>	<b>968,746</b>	<b>202,445</b>	<b>278,000</b>

<b>2025</b>				
Balance at beginning of the financial year	1,449,191	968,746	202,445	278,000
Deficit result for the year	(11,081)	(11,081)	-	-
Transfer from Reserves	-	10,000	-	(10,000)
<b>Balance at end of the financial year</b>	<b>1,438,110</b>	<b>967,665</b>	<b>202,445</b>	<b>268,000</b>

The above statement of changes in equity should be read in conjunction with the accompanying other information.

**Wimmera Regional Library Corporation Statement of Cash Flows for the Four Years Ending  
30 June 2025**

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
<b>Cash Flows from Operating Activities</b>	\$	\$	\$	\$
Receipts				
Council Contributions (incl. GST)	786,024	832,741	847,267	834,658
Grants operating	295,924	300,074	304,279	308,540
Grants capital	-	-	-	-
User charges (incl. GST)	9,620	9,620	9,620	9,620
Other (incl. GST)	3,000	3,000	3,000	3,000
Interest	8,000	8,000	8,000	8,000
<b>Receipts from Customers</b>	<b>1,102,568</b>	<b>1,153,434</b>	<b>1,172,175</b>	<b>1,163,818</b>
<b>Payments</b>				
Employee costs	(613,052)	(627,664)	(628,106)	(633,933)
Net GST refund	(30,000)	(38,021)	(58,324)	(58,927)
Materials and other expenses	(349,111)	(350,608)	(364,305)	(388,915)
<b>Payments to Suppliers</b>	<b>(992,163)</b>	<b>(1,016,293)</b>	<b>(1,050,735)</b>	<b>(1,081,775)</b>
<b>Net cash provided by (used in) operating activities</b>	<b>110,405</b>	<b>137,141</b>	<b>121,440</b>	<b>82,042</b>
<b>Cash flows from investing activities</b>				
Proceeds from sales of property, plant, and equipment	570	18,000	-	-
Payments for property, plant, and equipment	(100,750)	(161,950)	(138,239)	(108,042)
Payments for intangible assets	(10,000)	(10,000)	(10,000)	(10,000)
<b>Net Cash provided by (used in) investing activities</b>	<b>(110,180)</b>	<b>(153,950)</b>	<b>(148,239)</b>	<b>(118,042)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>225</b>	<b>(16,809)</b>	<b>(26,799)</b>	<b>(36,000)</b>
<b>Cash and Cash equivalents at beginning of the year</b>	<b>310,378</b>	<b>310,603</b>	<b>293,795</b>	<b>266,996</b>
<b>Cash and Cash equivalents at end of the year</b>	<b>310,603</b>	<b>293,795</b>	<b>266,996</b>	<b>230,996</b>

**Wimmera Regional Library Corporation Statement of Human Resources for the Four Years  
Ending 30 June 2025**

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
<b>Staff Expenditure</b>	\$	\$	\$	\$
Employee costs – operating	602,599	617,664	633,106	648,933
Employee costs – capital	-	-	-	-
<b>Total Staff Expenditure</b>				

Employees	FTE	FTE	FTE	FTE
Employees	5.9	5.9	5.9	5.9
<b>Total Staff Numbers</b>	<b>5.9</b>	<b>5.9</b>	<b>5.9</b>	<b>5.9</b>

FTE = full time equivalent

**Summary of Planned Human Resources Expenditure**

	Budget	Strategic Resource Plan Projections		
	2021-22	2022-23	2023-24	2024-25
<b>Support Services</b>	\$	\$	\$	\$
Permanent full time	242,496	248,558	254,772	261,142
Permanent part time	35,398	36,283	37,190	38,120
<b>Total Support Services</b>	<b>277,894</b>	<b>284,841</b>	<b>291,962</b>	<b>299,262</b>

<b>Branch Services</b>				
Permanent full time	166,535	170,698	174,966	179,340
Permanent part time	151,628	162,125	166,178	170,331
<b>Total Staff Numbers</b>	<b>318,163</b>	<b>332,823</b>	<b>341,144</b>	<b>349,671</b>

<b>Total Staff Expenditure</b>	<b>596,057</b>	<b>617,664</b>	<b>633,106</b>	<b>648,933</b>
--------------------------------	----------------	----------------	----------------	----------------

Wimmera Regional Library Corporation Other Information for the Four Years Ended 30 June 2025

Summary of Planned Capital Works Expenditure for the Year Ending 30 June 2022

New Works Capital Works Area	Project Cost	Asset Expenditure Types		Funding Source		
		Renewal	New	Grants	Asset Sales	Council Contributions
<b>FURNITURE AND INFORMATION TECHNOLOGY</b>						
Information Technology	17,750	17,750	-	-	-	17,750
<b>Total Furniture and Information Technology</b>	<b>17,750</b>	<b>17,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,750</b>
<b>COLLECTION MATERIALS</b>						
Books etc.	83,000	83,000		32,191		50,809
Digital Materials	10,000		10,000			10,000
<b>Total Collection Materials</b>	<b>93,000</b>	<b>83,000</b>	<b>10,000</b>	<b>32,191</b>	<b>-</b>	<b>60,809</b>
<b>TOTAL NEW CAPITAL WORKS 2021/22</b>	<b>110,750</b>	<b>100,750</b>	<b>10,000</b>	<b>32,191</b>	<b>-</b>	<b>78,559</b>

Summary of Planned Capital Works Expenditure for the Year Ending 30 June 2023

New Works Capital Works Area	Project Cost	Asset Expenditure Types		Funding Source		
		Renewal	New	Grants	Asset Sales	Council Contributions
<b>PLANT AND EQUIPMENT</b>						
Motor Vehicles and Plant	40,000	40,000			18,000	22,000
<b>Total Plant, Machinery and Equipment</b>	<b>40,000</b>	<b>40,000</b>			<b>18,000</b>	<b>22,000</b>
<b>FURNITURE AND INFORMATION TECHNOLOGY</b>						
Information Technology	37,090	37,090	-	-	-	37,090
<b>Total Furniture and Information Technology</b>	<b>37,090</b>	<b>37,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,090</b>
<b>COLLECTION MATERIALS</b>						
Books etc.	84,860	84,860		32,191		52,669
Digital Materials	10,000		10,000			10,000
<b>Total Collection Materials</b>	<b>94,860</b>	<b>84,860</b>	<b>10,000</b>	<b>32,191</b>	<b>-</b>	<b>62,669</b>
<b>TOTAL NEW CAPITAL WORKS 2022/23</b>	<b>171,950</b>	<b>161,950</b>	<b>10,000</b>	<b>32,191</b>	<b>18,000</b>	<b>121,759</b>



## Summary of Planned Capital Works Expenditure for the Year Ending 30 June 2024

New Works Capital Works Area	Project Cost	Asset Expenditure Types		Funding Source		
		Renewal	New	Grants	Asset Sales	Council Contributions
<b>FURNITURE AND INFORMATION TECHNOLOGY</b>						
Information Technology	51,482	51,482	-	-	-	51,482
<b>Total Furniture and Information Technology</b>	<b>51,482</b>	<b>51,482</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,482</b>
<b>COLLECTION MATERIALS</b>						
Books etc.	86,757	86,757		32,191		54,566
Digital Materials	10,000		10,000			10,000
<b>Total Collection Materials</b>	<b>96,757</b>	<b>86,757</b>	<b>10,000</b>	<b>32,191</b>	<b>-</b>	<b>64,566</b>
<b>TOTAL NEW CAPITAL WORKS 2023/24</b>	<b>148,239</b>	<b>138,239</b>	<b>10,000</b>	<b>32,191</b>	<b>-</b>	<b>116,048</b>

## Summary of Planned Capital Works Expenditure for the Year Ending 30 June 2025

New Works Capital Works Area	Project Cost	Asset Expenditure Types		Funding Source		
		Renewal	New	Grants	Asset Sales	Council Contributions
<b>FURNITURE AND INFORMATION TECHNOLOGY</b>						
Information Technology	19,350	19,350	-	-	-	19,350
<b>Total Furniture and Information Technology</b>	<b>19,350</b>	<b>19,350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,350</b>
<b>COLLECTION MATERIALS</b>						
Books etc.	88,692	88,692				88,692
Digital Materials	10,000		10,000			10,000
<b>Total Collection Materials</b>	<b>98,692</b>	<b>88,692</b>	<b>10,000</b>		<b>-</b>	<b>98,692</b>
<b>TOTAL NEW CAPITAL WORKS 2024/25</b>	<b>118,042</b>	<b>108,042</b>	<b>10,000</b>		<b>-</b>	<b>118,042</b>

## Schedule of Fees and Charges

Schedule of Fees and Charges 2021-22	
<b>Photocopying/Printing</b>	
Black and White	\$0.20 (A4) and \$0.40 (A3)
Colour	\$2.00 (A4) and \$3.00 (A3)
<b>Replacement Cards</b>	\$2.00
<b>Inter-Library Loans</b> (non-PLV Shared Resources)	
Service Fee	\$28.50 per item
Costs	As advised by library provider
Late Charges	\$3.00 per day per item
<b>Information Searches</b>	External costs
<b>Fax</b>	
Within Australia	\$3.00 first page and \$1.00 per additional page
Overseas	\$5.80 first page and \$2.35 per additional page
<b>Library Bags</b>	\$1.50
<b>USB (2GB)</b>	\$8.50
<b>Headphones</b>	\$3.50
<b>Programs and Activities</b>	Cost recovery
<b>Lost or Damaged Items</b>	RRP at date of purchase and other charges imposed by other libraries
<b>Book Clubs</b>	\$250.00 per calendar year per book club
<b>Temporary Membership</b> Non-Victorian Residents	\$5.00

All fees and charges inclusive of GST

## Budget Processes

WRLC is required to prepare and adopt an annual budget under the provisions of the Local Government Act 1989 (the Act). The budget is required to include specific financial information as well as a schedule of user fees and charges applicable for the year ahead.

The budget document provides key information about revenue, operation results, service levels, cash and investments, capital works, financial position, and financial sustainability.

The draft budget is submitted to the Board for approval in principle. It is then available for public inspection and comment for at least 28 days' notice of its intention to adopt the proposed budget. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by the Board.

The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days of adoption each year.

# Concept Report



## Horsham CBD Irrigation Redevelopment

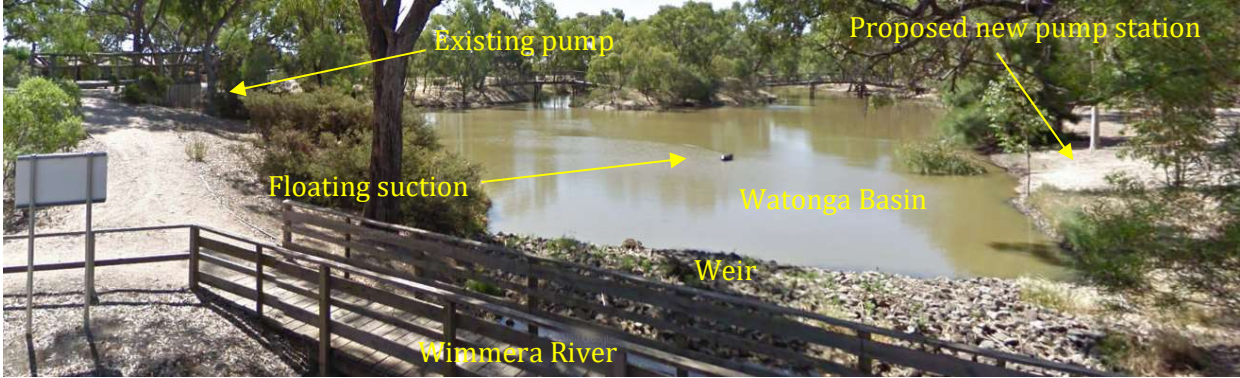

ProjectID: 15803

Topic: Pump site selection

Date: 22/01/2021

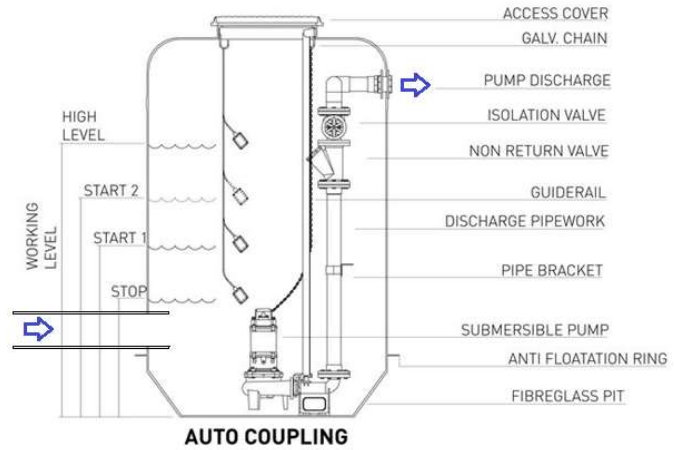
Author: John Gransbury

Checked: MA/BL

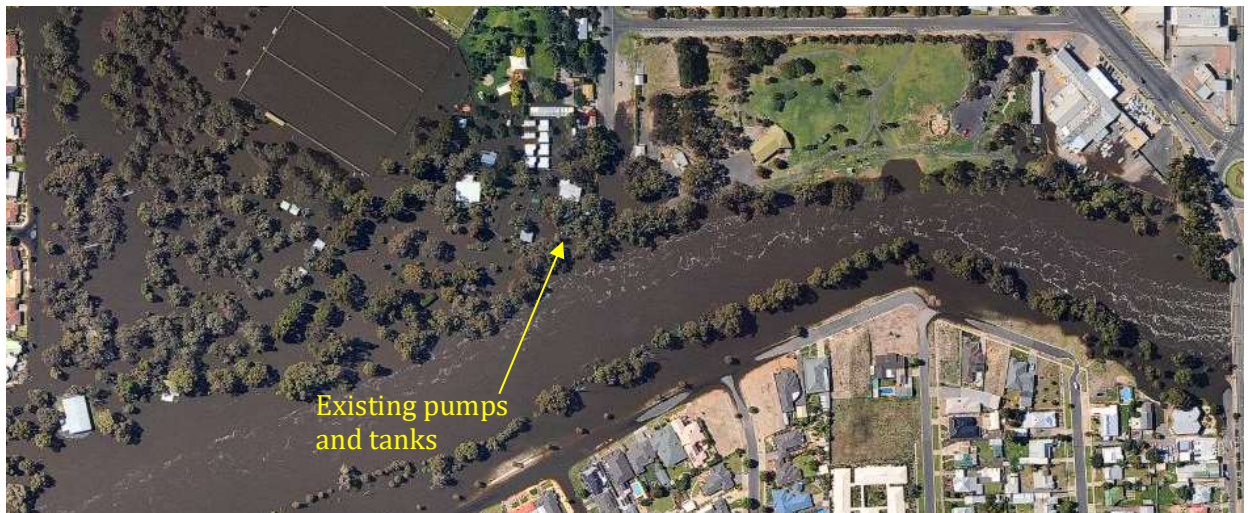
#	Note
1	<p><b>Background</b></p> <p>Redevelopment of the Wimmera River frontage has triggered this project to relocate and upgrade the irrigation water supply system for irrigation of Horsham CBD. This short report follows a site inspection and workshop, and initial analysis of options for the preferred concept of primary water supply infrastructure to the various irrigation sites in the CBD. Following an earlier draft of this report, the pump station locations and a staged approach has been agreed.</p>
2	<p><b>Primary water supply – Watonga Basin</b></p> <p>Approximately 80% of CBD irrigation water is sourced from Watonga Basin which refills with urban stormwater soon after rainfall. Surplus water falls over a weir to the Wimmera River. A single end-suction centrifugal (Grundfos NBGE65-40-200/206) with a 11 kW variable speed motor allegedly delivers up to 55 m<sup>3</sup>/h (15.3 L/s) at 43.8m from the floating suction. It is proposed to create a new submersible station on the eastern bank. Council is considering an option to remove sediment from the basin to increase the storage capacity by 6 ML potentially.</p>  <p>The photograph shows the Watonga Basin, a large body of water with a weir on the right side. A dirt path leads to the basin. A yellow arrow points to an 'Existing pump' on the left bank. Another yellow arrow points to a 'Proposed new pump station' on the right bank. A yellow arrow points to a 'Floating suction' in the water. The 'Wimmera River' is visible in the foreground, and a 'Weir' is labeled on the right bank.</p>
3	<p><b>Secondary water supply - Wimmera River</b></p> <p>The other 20% is sourced from the Wimmera River. The existing tanks and pumps must be removed to enable the riverfront development.</p>  <p>The photograph shows the Wimmera River with a floating suction in the water. A yellow arrow points to the 'Wimmera River'. Another yellow arrow points to 'Existing pumps and tanks' on the right bank. The foreground shows a paved area and a fence.</p>

4 **Proposed water supply pump stations**

It is proposed that both water supply pumps be replaced with submersible ‘drainage’ style pumps which will be more reliable (no foot valves), easier to service (vertical lift, auto coupling), and quieter (submerged). The civil works needed to access the water will be driven by bathymetric survey, geotechnical investigations and DELWP approvals beyond the current scope of works.



The Wimmera River is pooled by a weir 2.6 km downstream to the west of the site. Images from drought on 16/04/2008 (Google Earth) and flood on 18/01/2011 (Nearmap) reveal that like most rivers, the outside bends have the deepest water where scouring velocity is highest.

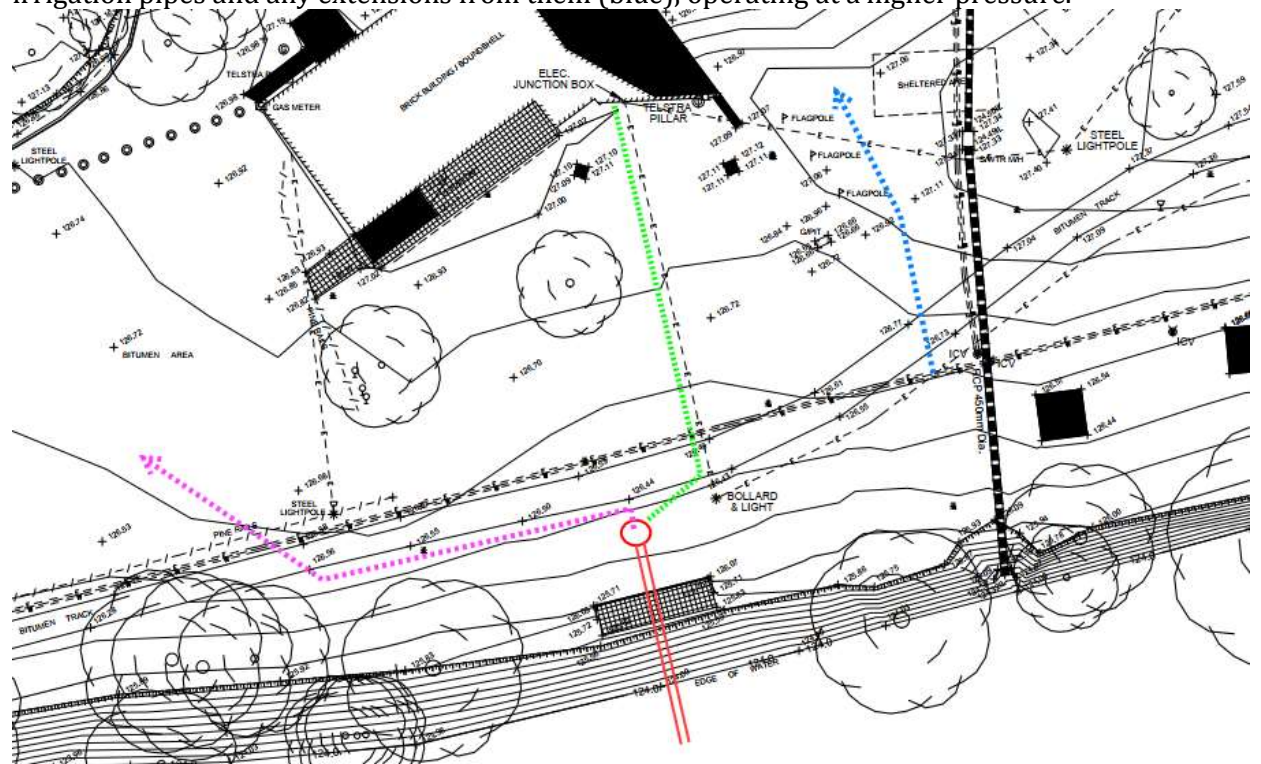


5 **Wimmera River pump station site**

The existing river pumping site at the end of Firebrace Street (shown in item 3 above) was reported to have relatively good water depth during the drought. The drought and flood images in item 3 above indicate the depth should be at least as good if not better further upstream closer to the bend. It is suggested that opposite the Horsham Angling Club on Dixon Drive might be a better location because (1) the ground is higher so pump access would be possible during flood (right image below), and (2) the supply pipe could be trenched through turf rather than asphalt (the trench could share an irrigation main for the foreshore), and (3) the river pump would be away from the proposed café site. Note the pump site for Watonga Basin was below flood level in January 2011, and that irrigation and pump access would be required during a flood.



Perhaps the paved area could be modified or temporarily moved so the excavation is midway between the trees which are 30m apart – the limit for TPZ impact. Power (green) is nearby. The supply pipe (pink) would feed the tank. The distribution pump would pressurise the existing irrigation pipes and any extensions from them (blue), operating at a higher pressure.



Access from the end of Dixon Drive may change with foreshore development plans.



## 6 Existing irrigation distribution pump station

The existing pump station at the southern end of Firebrace Street draws water from 6 tanks that are filled from the wetlands or Wimmera River. The 4.2m x 3.6m shed is small which makes maintenance of the 5 pumps and filters difficult.



The combined distribution pumping capacity is 121 m<sup>3</sup>/h, but the Wotonga Basin supply pump and pipe is only capable of refilling the tank at 36 m<sup>3</sup>/h so the tanks will drain at 85 m<sup>3</sup>/h if all pumps are operated together. But the tanks only hold 75 m<sup>3</sup> so they would be empty in less than one hour. When the largest (60 m<sup>3</sup>/h) irrigation pump operates on its own, the tank will drain at 24 m<sup>3</sup>/h and be empty after 3 hours.

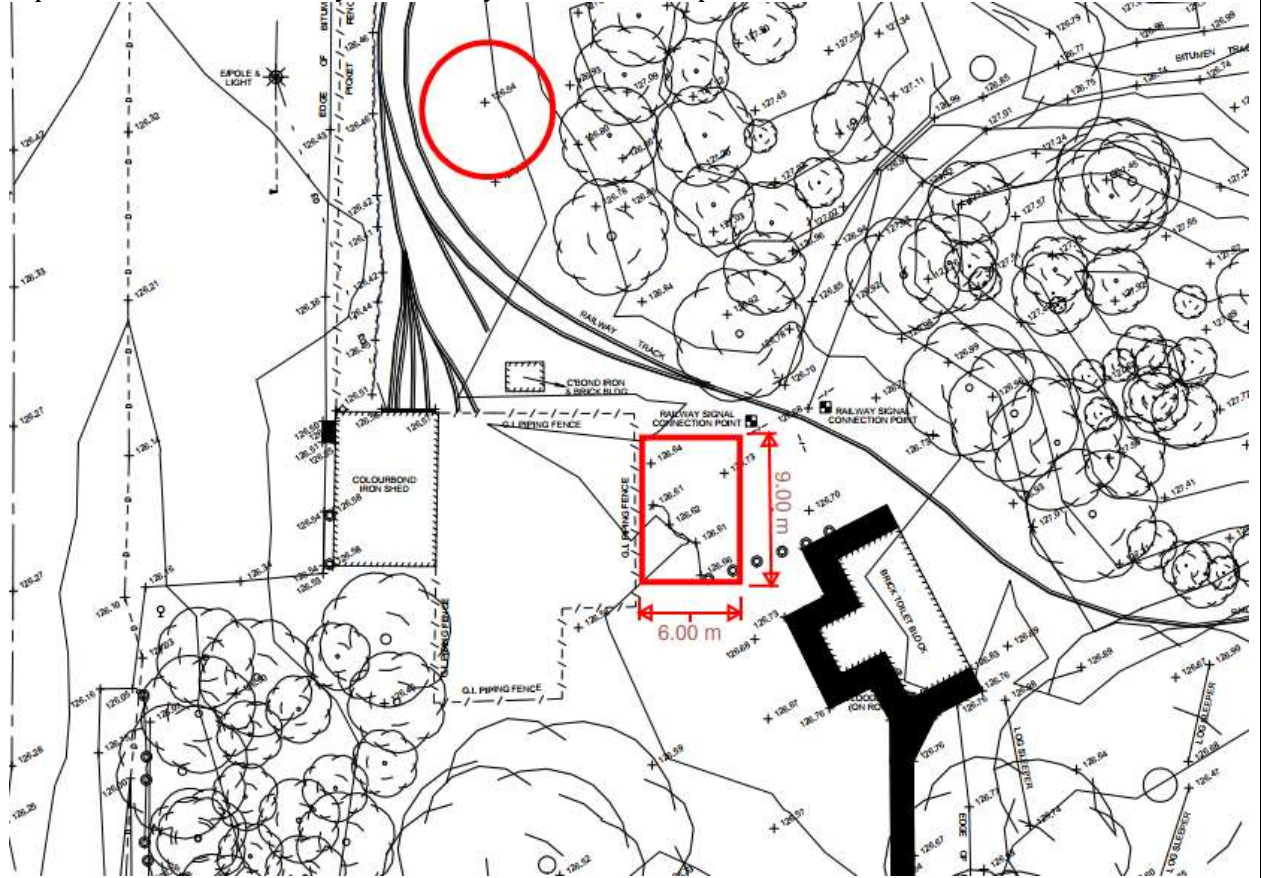
7	<p><b>Pumping capacities</b></p> <p>The principles of pumping capacities were discussed in the workshop early in December. Based on an estimated irrigated area of 12 ha (120,000 m<sup>2</sup>) and an irrigation application rainfall equivalent of 25mm (0.025m) per week, the volume used for irrigation would be 3,000 m<sup>3</sup> (120,000 x 0.025) per week (3 ML/wk). This would seem about right for the reported 5-year average annual demand of 50 ML spread over 4 irrigation months (17 weeks) per year. The time available for irrigating the area is limited to night-time when irrigation is more efficient and people are not sprayed with poor quality water, so around 50 hours would be available to apply 25mm per week. The pumps must operate at 60 m<sup>3</sup>/h to deliver 3,000 m<sup>3</sup> in 50 hours.</p> <p>If the supply rate into the tank matches (or exceeds) the demand from the tank, then the tank capacity can be minimised to that needed for operational decisions. For example, if the supply pump faulted and sent an alarm, the irrigation pump would drain the tank at 60 m<sup>3</sup>/h, and the operator would have an hour to restart the supply pump or shut down the irrigation pump, if the tank held 60 m<sup>3</sup> or more when the fault happened. Various scenarios were discussed (including no tank) before agreeing a tank capacity of around 100 m<sup>3</sup> would be about right. Options for this volume vary from 2.2m tall by 8.2m diameter (cheapest) to 5.0m tall by 5.2m diameter.</p>
8	<p><b>Irrigation pump site at Miniature Railway – toilet block</b></p> <p>The preferred option for the tank and irrigation pump station is the miniature railway. It is preferred over an alternative on William Guilfoyle Dr because power is closer, and it is above flood level. It is preferred over an alternative considered on Hocking St because of potential to combine the building with an upgrade of the toilet block. Whilst this site makes efficient use of space, it is constrained by limited space, and multiple pipes need to traverse the railway track and asphalt surrounds. A shed of 9m x 6m is considered as a comfortable amount of space required.</p> <p>Looking north</p>  <p>Looking east</p> 



9

**Toilet block**

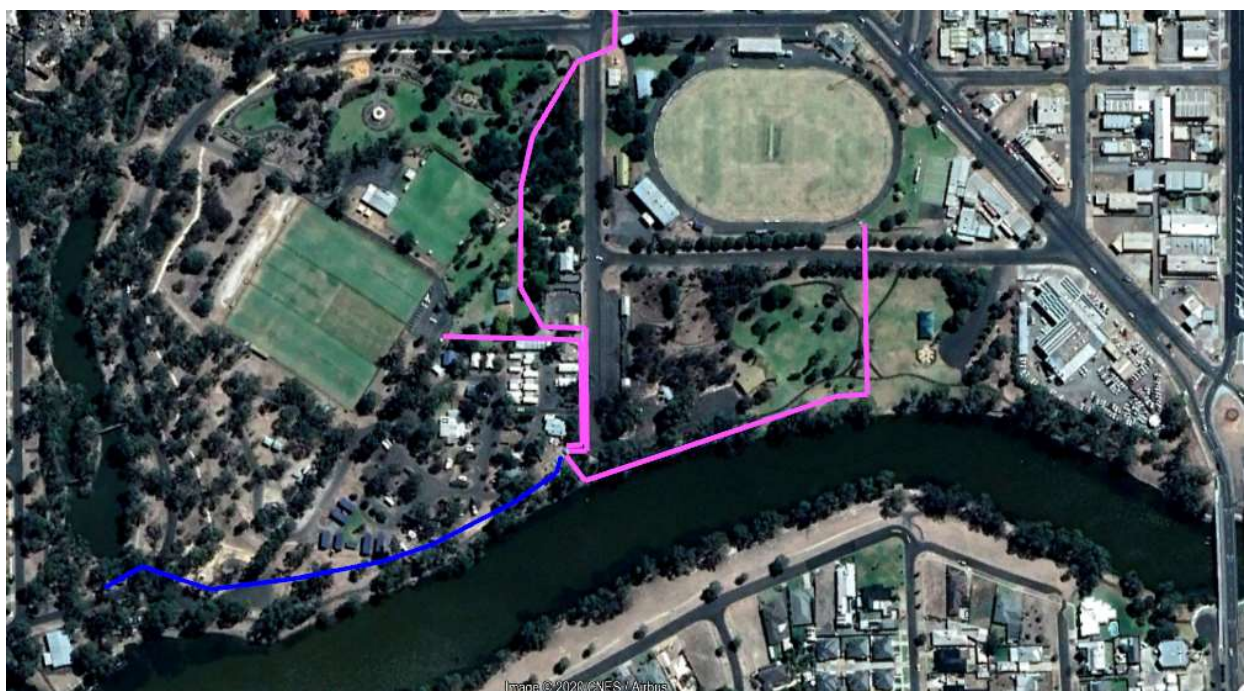
Pipework is constrained by the railway tracks, trees, asphalt and other facilities.



10

**Existing pipelines**

The Watonga Basin supply pipeline (blue) performs hydraulically like a DN75 poly or 2.5" pipe. There are 100mm distribution pipes to the aquatic centre and the oval, and an 80mm pipe to the lawn tennis. These could be joined and pressurised together from one set of pumps.



11

**Stage 1**

The first proposed construction stage includes the following inter-dependent works:

- New tank at the miniature railway (yellow)
- New pump station incorporated into the toilet block building (yellow)
- Extend the Watonga Basin water supply pipe to the new tank (light blue, DN75 HDD 100m)
- Connect from the pump station to the distribution pipes (red, DN125 HDD 2x 50m)
- New submersible pump station on the Wimmera River at Dixon Drive (yellow)
- Connect Wimmera pump to new tank (blue, DN125 HDD 130m)
- Decommission the existing irrigation pump and Wimmera River pump (white)
- Cap-off redundant distribution pipes around café and foreshore (brown)

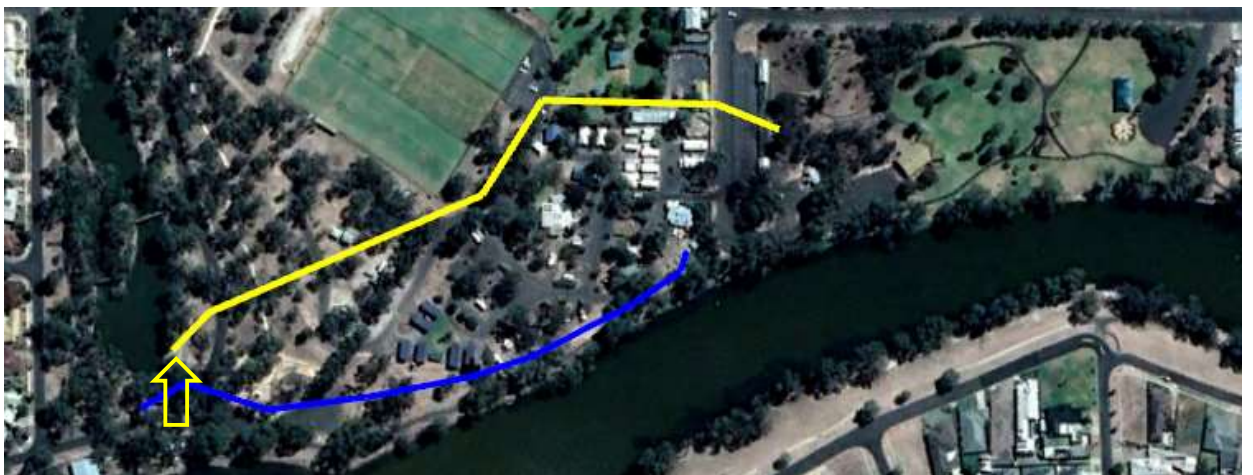


12

**Stage 2**

The Watonga Basin pump station and supply pipeline would be upgraded:

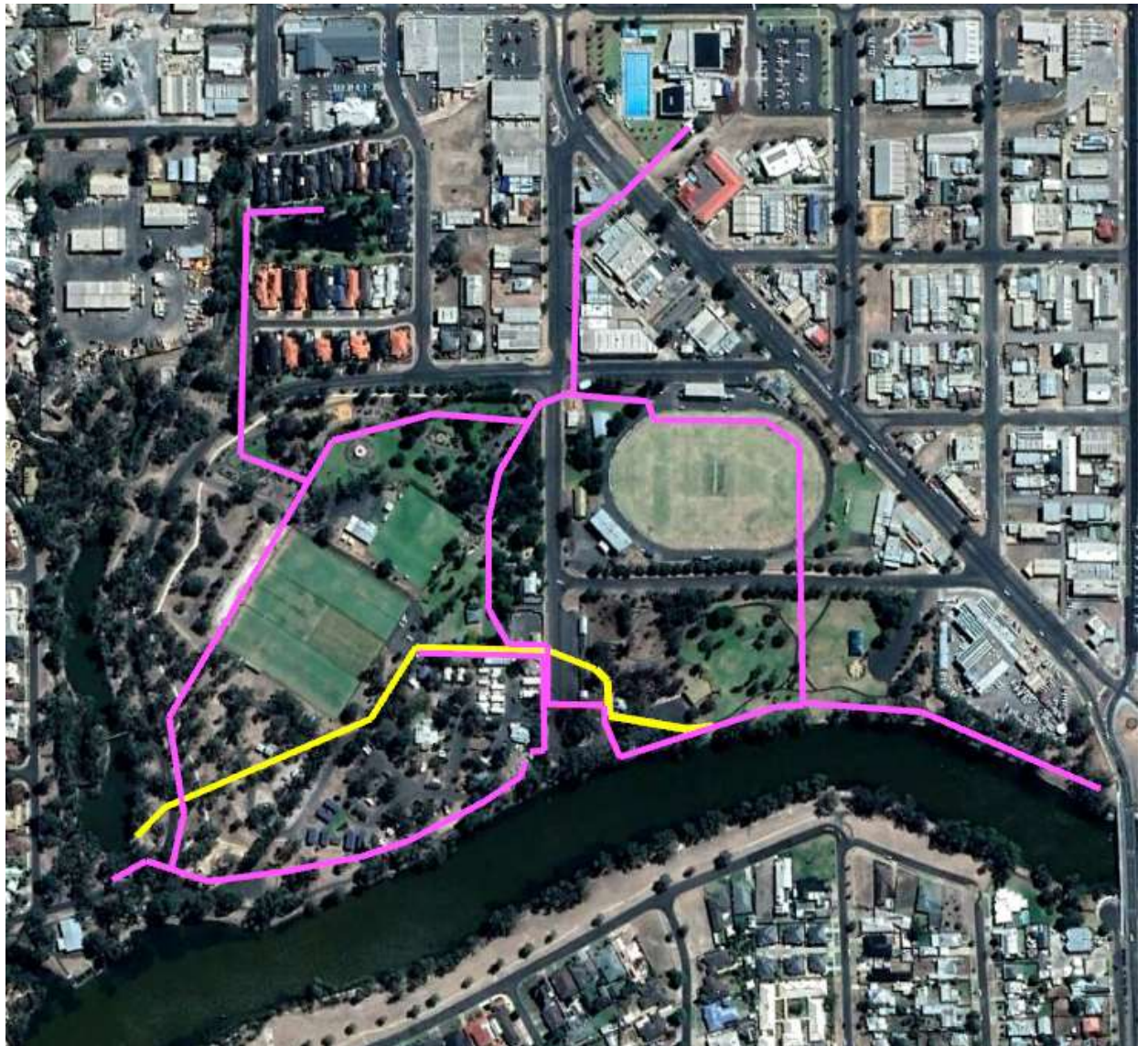
- New submersible pump station on eastern bank of the Basin (yellow)
- Possible complimentary capacity increase from de-silting
- New supply pipeline to tank (yellow)
- Decommission existing pump station
- Potentially re-purpose the DN75 as distribution pipe (blue) or filter backwash



13

**Stage 3**

Extend the distribution system and include loops (ring mains) only when hydraulically beneficial to allow concentrated demands to be operated concurrently. Upgraded irrigation systems can have automatic valves at any place along the distribution network of constantly pressurised pipes.



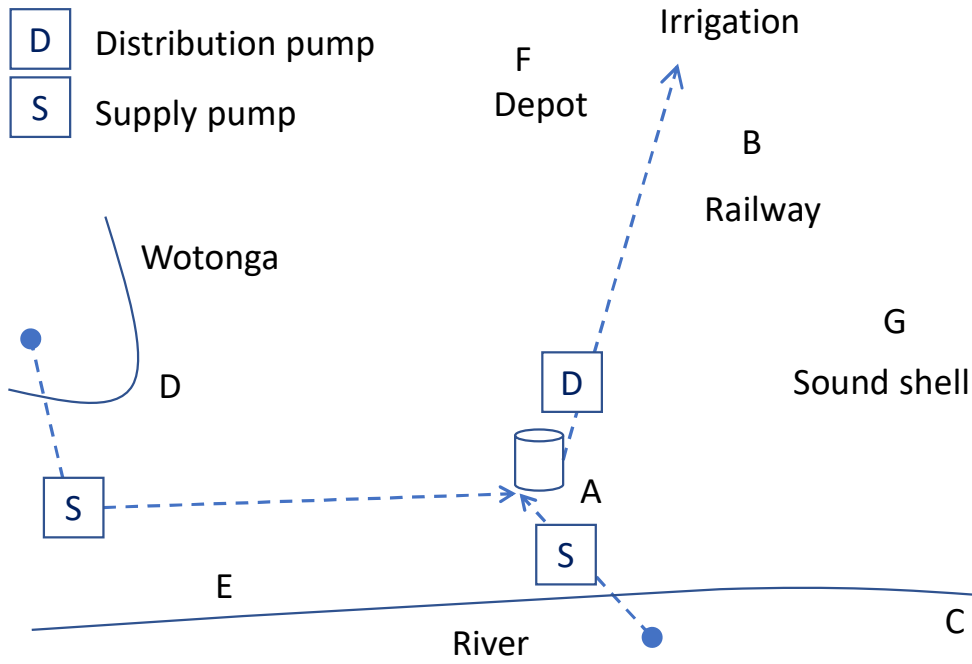
13

**Next steps**

- Feedback on concept and construction staging
- Risk assessment of water quality and potential impacts to human & environment health.
- Consider the need for filtration & disinfection, and other risk management strategies.
- Ensure there will be room in the proposed pump station building.
- Distribution pipeline route selection and modelling

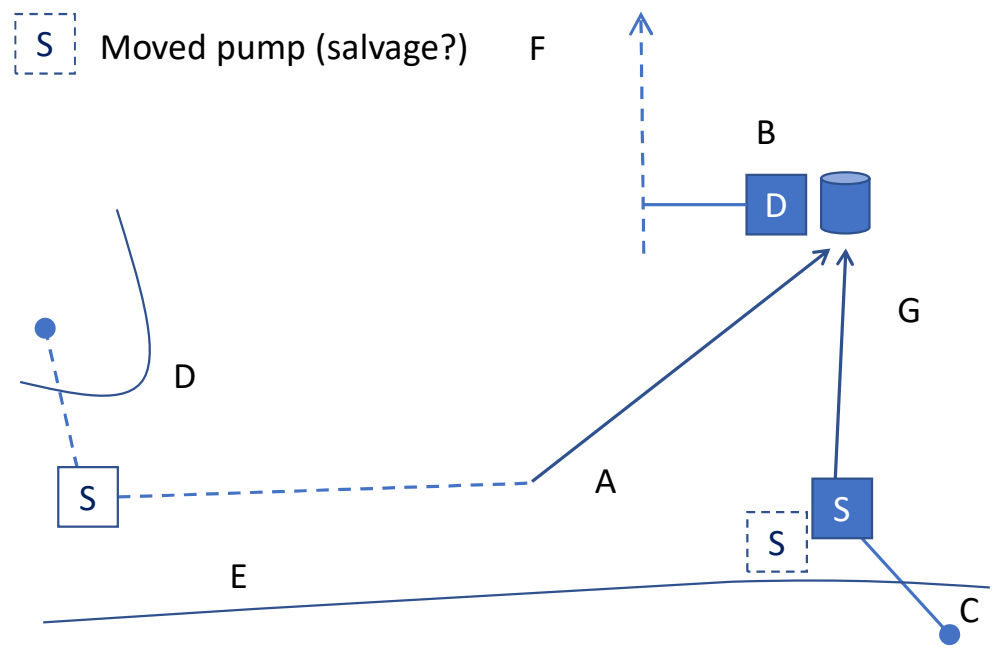
Existing

- D** Distribution pump
- S** Supply pump



Option 1

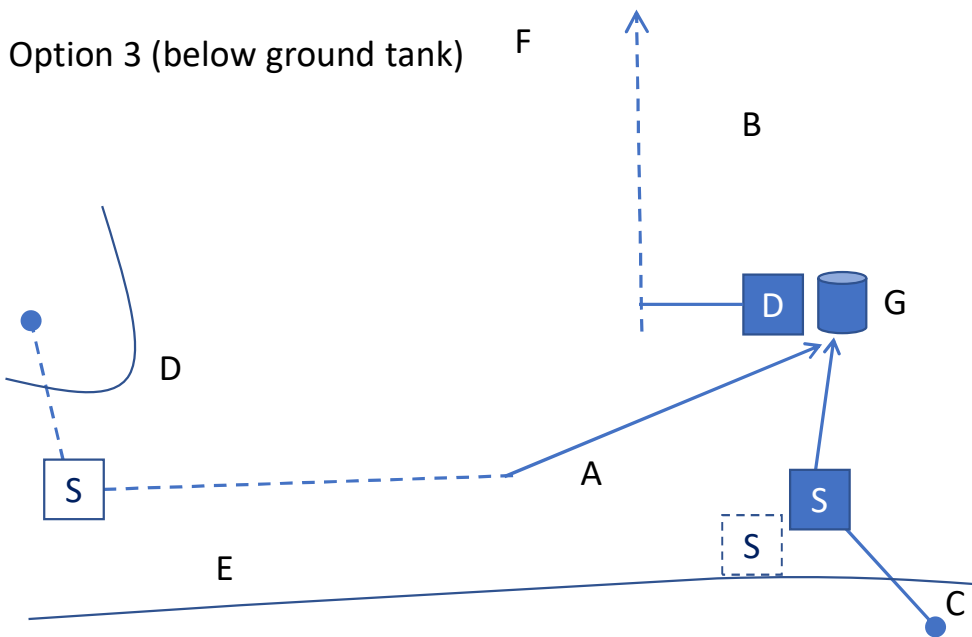
- S** Moved pump (salvage?)



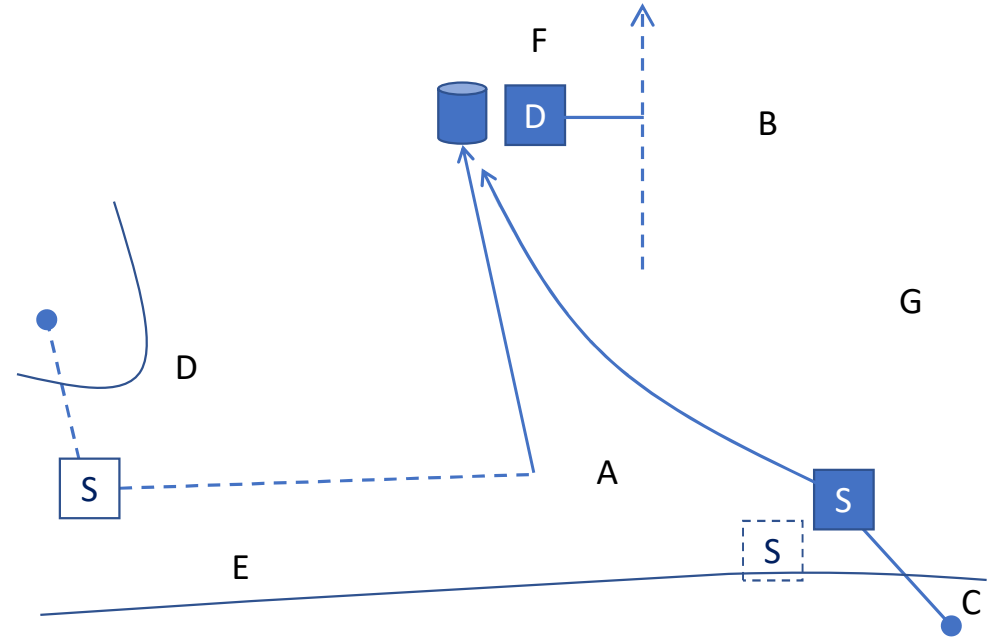
APPENDIX 9.8B

Option 2 (above ground tank)

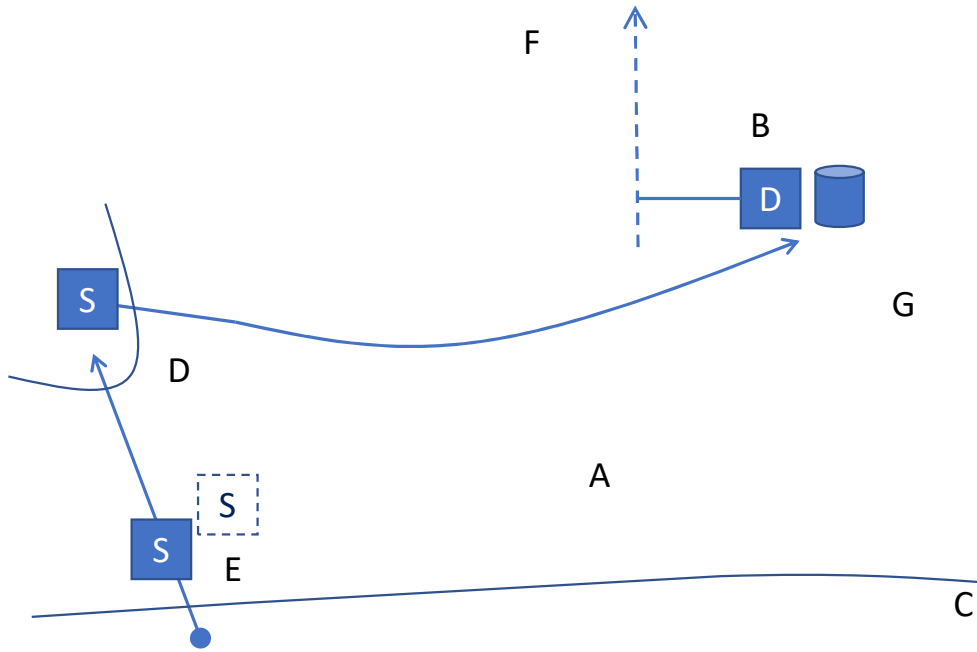
Option 3 (below ground tank)



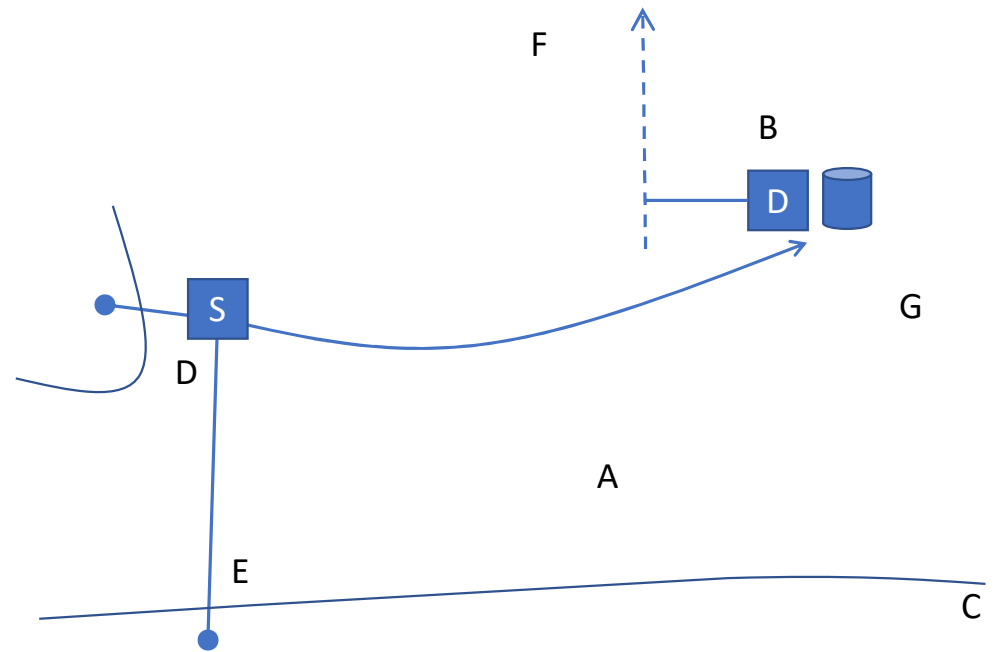
Option 4



Option 5A

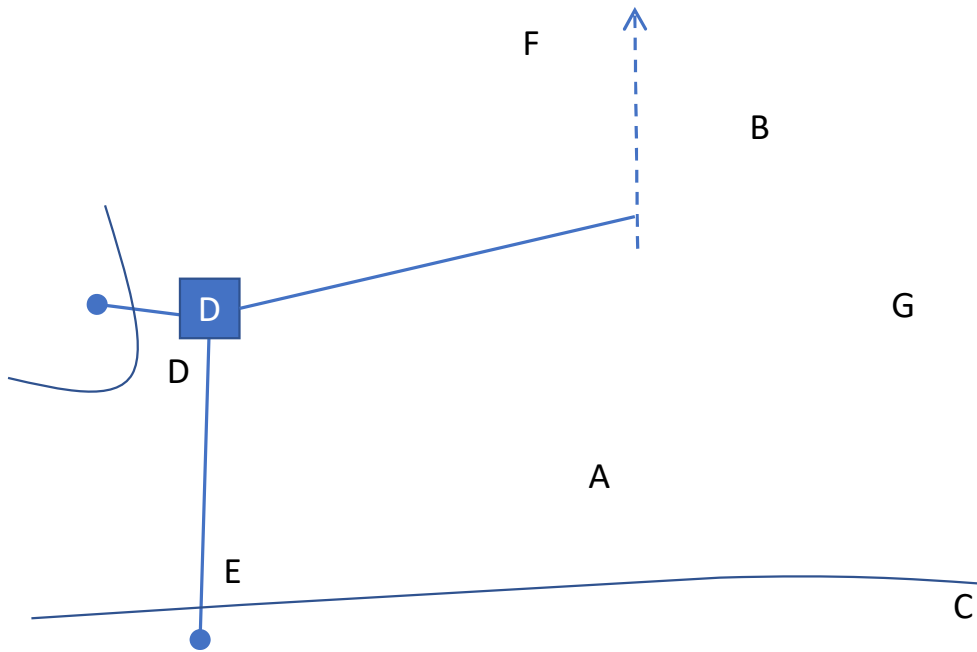


Option 5B

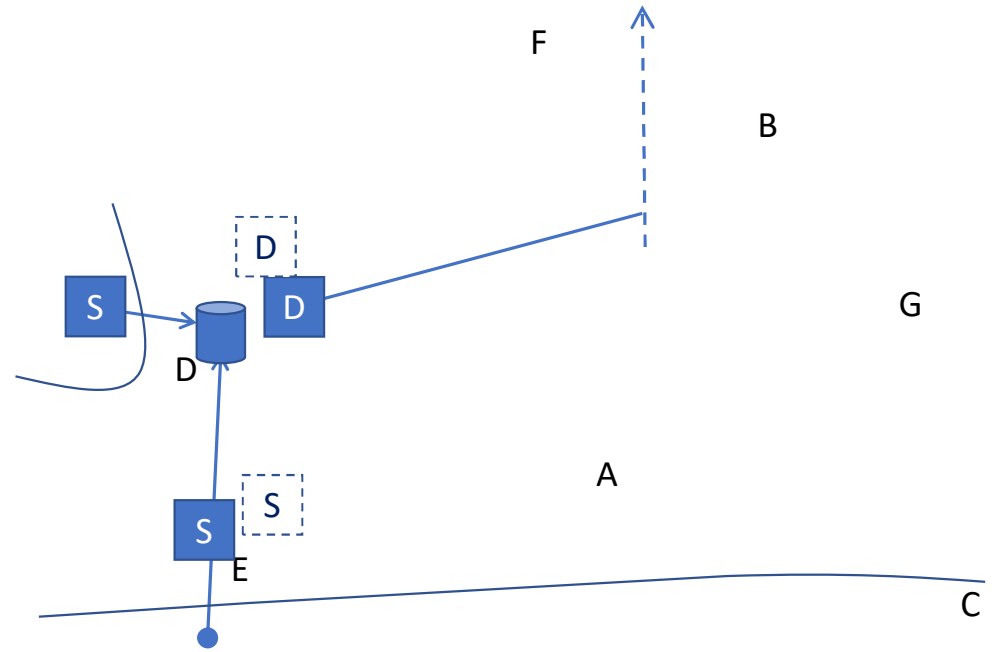


APPENDIX 9.8B

Option 6



Option 7





## MEMORANDUM

**DATE:** 3 February 2021

**TO:** Numair Farooq, Madelein van Heerden

**FROM:** John Martin, Director Infrastructure

**SUBJECT:** Irrigation Options

---

As discussed, please arrange for pricing asap on a range of options, as follows. These may need some tweaking to be clear and practical. Refer diagram at bottom for site references.

1. Base option (i.e. based on discussions to date)
  - Move of pumps to miniature railway site B on plan
  - Move river pump to site C, use existing pump
  - Pipework to connect from existing shed A to B
  - New above ground tank at B (also price option with below ground tank)
  - Wotonga pump unchanged
2. Alternative to 1.
  - Move of pumps to site G on plan, behind soundshell
  - Move river pump to site C, use existing pump
  - Pipework to connect from existing shed A to G
  - New above ground tank at G
  - Wotonga pump unchanged
3. Alternative to 2
  - Move of pumps to site G on plan, behind soundshell
  - Move river pump to site C, use existing pump
  - Pipework to connect from existing shed A to G
  - New below ground tank at G
  - Wotonga pump unchanged
4. Botanic garden site
  - Move of pumps to site F on plan, adjacent botanics depot
  - Move river pump to site C, use existing pump
  - Pipework to connect from existing shed A to F
  - New above ground tank at F
  - Wotonga pump unchanged
5. Wotonga pump upgrade – with tanks
  - New higher pressure pump at site D drawing only from Wotonga
  - New larger Wotonga pipeline to either F or B or G, where tanks and delivery pumps are located
  - Move river pump to E, so it can feed into Wotonga
  - Option for pump at D to be able to draw direct from River with same pump, instead of moving river pump
6. Wotonga pump upgrade – no tanks

- Wotonga pump at D with pressure suitable for delivery to distribution system without second pump system for delivery
- Wotonga pump able to draw from River direct

7. Move delivery pumps

- Can we move the distribution pumps from A to D and run the system.
- Tanks located at site D if required.



John Martin  
Director Infrastructure

# Living Heritage Program

2021 Guidelines





**Cover image**

Yurunga Homestead, Rainbow. Hindmarsh Shire Council were awarded a grant of \$65,000 in Round 4 (2019-20) of the Living Heritage Program to undertake urgent repair and restoration works to the veranda of the historic homestead.

**Acknowledgment**

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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# Contents

<b>What is the Living Heritage Program?</b> .....	<b>2</b>
<b>What are the timelines?</b> .....	<b>2</b>
<b>Who can apply?</b> .....	<b>1</b>
The following parties can apply for a grant: .....	1
The following parties are ineligible for a grant: .....	1
Other requirements: .....	1
<b>What types of projects are eligible?</b> .....	<b>2</b>
The place or object subject to works: .....	2
The proposed project: .....	2
Examples of projects include, but are not limited to: .....	2
<b>What types of projects are ineligible?</b> .....	<b>2</b>
Ineligible places or objects subject to works: .....	2
Ineligible projects: .....	3
<b>What are the funding details?</b> .....	<b>3</b>
Project manager requirements.....	4
<b>What is the application process?</b> .....	<b>4</b>
<b>How will applications be assessed?</b> .....	<b>5</b>
The assessment criteria.....	6
<b>Funding offers</b> .....	<b>7</b>
Announcements & notifications .....	7
<b>Case studies: Successful projects</b> .....	<b>7</b>
<b>Who can I contact about my application?</b> .....	<b>9</b>
<b>Application checklist:</b> .....	<b>9</b>
<b>Appendix 1 - Conditions</b> .....	<b>10</b>
Application conditions .....	10
Funding Conditions.....	10

## What is the Living Heritage Program?

The Living Heritage Program offers grants to owners and managers of state-listed heritage places and objects, for eligible works. Victoria's heritage is rich and diverse, as clearly demonstrated by the approximate 2,500 state significant heritage places and objects included in the Victorian Heritage Register. These unique heritage assets contribute to the liveability of Victoria and provide a wide range of economic, social and other benefits.

The program is an initiative of the Victoria State Government and will support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance and included in the Victorian Heritage Register (VHR) under the provisions of the *Heritage Act 2017*. Priority consideration may be given to the conservation of Victorian Heritage Register (VHR) listed places and objects located in Victorian communities impacted by bushfires. Applications will be open to local councils, community and not-for-profit organisations, and Committees of Management under the *Crown Land Reserves Act 1978*. Matched funding will also be available for places of worship, and in some instances, heritage places and objects in private ownership if public accessibility criteria can be met and a significant community benefit can be demonstrated.

### Quick eligibility check for the Living Heritage Grants Program:

- Is the place or object in the [Victorian Heritage Register](#)?
- Is the place or object publicly accessible?
- Is the applicant organisation or owner/manager eligible to receive funds?
- Are the proposed works eligible conservation works?

You must get in touch with the Living Heritage Grants team before applying to discuss your project proposal by **5pm 12 March 2021**. This is a mandatory requirement.

**To contact the Living Heritage Grants team please email [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) with your contact details and the place or object subject to your application and a member of the team will call you back.**

## What are the timelines?

<b>Applications open</b>	1 February 2021
<b>Mandatory requirement to be eligible: Last date to contact the Living Heritage Grants team</b>	12 March 2021
<b>Applications close</b>	26 March 2021
<b>Assessment and decision making</b>	April to June 2021
<b>Successful grants announced</b>	From July 2021
<b>Successful applicants enter into Grant Agreement</b>	From August 2021
<b>Necessary permits and approvals obtained, and projects commence</b>	From August 2021

Please note that the timeframes for grant announcements are indicative only and subject to change. This is depending on the number and complexity of applications received.

## Who can apply?

The heritage place or object that is the subject of the application must be in the Victorian Heritage Register. All potential applicants **must** discuss their project with the Living Heritage Grants team by **5pm 12 March 2021** before applying. The Living Heritage Grants team can be contacted at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au). Please include your contact details and the place or object subject to your application, and a member of the team will get back to you as soon as possible.

If you do not have access to email, please contact **Heritage Victoria** on **03 7022 6390** and ask to speak to a member of the Living Heritage Grants team.

### The following parties can apply for a grant:

- A Victorian municipal council.
- A community or not-for-profit organisation that is a legal entity (for example an incorporated association, incorporated cooperative or Indigenous corporation) – please note that an incorporated not-for-profit organisation must provide proof of not-for-profit status.
- A Committee of Management under the *Crown Lands Reserves Act 1978*. Groups must meet the conditions of clause 14(4)a (any three or more persons) or 14(4)e (any board, committee, commission, trust or other body corporate or unincorporated established by or under any Act for any public purpose).
- Trusts appointed pursuant to a restricted Crown grant (during the 19th century, under a series of Land Acts, Crown land was often permanently reserved for specified purposes – mechanics' institutes, sports grounds etc. – and granted to trustees on trust for the purposes of the reservation) and Cemetery trusts appointed under the *Cemeteries and Crematoria Act 2003*.
- An owner of a privately-owned place or object (including places of worship)– please note that applicants must: match the grant funding on a dollar for dollar basis; must meet public accessibility criteria and; must demonstrate significant community and public benefit from the investment.

### The following parties are ineligible for a grant:

- Any party that has failed to complete, or has not yet completed, any projects funded under previous State or Commonwealth heritage grants programs. If the property has an active project under a previous round of the Living Heritage Grants Program (or another funding program for heritage-related works), then this must be completed before applying.
- Other State government agencies.

### Other requirements:

- Applicants must be either an Incorporated body or Association, Cooperative or be auspiced by a group with this status. If an auspice arrangement is in place, the auspice organisation agrees to take the full legal and financial responsibility for the project. Grant funds are paid directly to the auspice organisation. For further information refer to: <http://www.nfplaw.org.au/auspicing>.
- Applicants who do not have adequate insurance must partner with another group or be auspiced by a group who does.
- Applicants must possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- If the applicant is not the owner of the place, the project and application must have the owner's written consent at the time of submission.

## What types of projects are eligible?

Projects will include conservation works to the exterior and/or interiors of Victorian Heritage Register listed places and objects to improve their overall condition and mitigate the risk to the place.

### The place or object subject to works:

- Must be included in the [Victorian Heritage Register](#).
- Must be publicly accessible and provide a significant community benefit.

### The proposed project:

- Must mitigate the identified risk(s) to the place or object.
- Must be guided by advice sought from a heritage professional, such as a heritage architect or advisor.
- Must not have started.
- Must be able to complete within two financial years.
- It is generally expected that projects will replace materials in a like-for-like manner, rather than introduce modern materials, as is considered best practice.

### Examples of projects include, but are not limited to:

- Repairs to roofs, installation of new guttering and downpipes, or stonework repairs, using traditional materials and methods.
- Re-stumping and repairs to timber framing, weatherboards, windows and doors.
- Works that will enable the re-use of a building that has been unoccupied due to poor condition.
- Repairs, restoration or reconstruction and conservation of an object at risk of deterioration.
- Protection works such as the installation of appropriate fire protection systems.
- Conservation works or documentation of conservation works to Victorian Heritage Register listed places or objects impacted by bushfires.
- Documentation projects will be considered if the project outcomes demonstrate a commitment to undertake urgent 'at risk' works to the place. Documentation projects may include for example, conservation management plans that include a prioritised and costed works action plan.

## What types of projects are ineligible?

Certain projects will be ineligible for grant funding through the Living Heritage Grants Program. These include, but are not limited to:

### Ineligible places or objects subject to works:

- Heritage places and objects that are not in the Victorian Heritage Register.
- Places and objects that have no general public access or where access to the general public is limited.
- Privately owned heritage places and objects, and places operating on a commercial or for-profit basis, unless public accessibility criteria can be met, and a significant public benefit can be demonstrated.

## Ineligible projects:

- Regular maintenance activities that should normally be carried out to keep the place or object in good repair. This could include, for example, cleaning or repairing of blocked or broken stormwater and sewer lines, blocked gutters and downpipes, broken water services or leaking taps and toilet cisterns, damaged or defective light fittings and general painting works.
- Refurbishment projects involving, for example, the purchase of new carpet, and the installation of kitchens and bathrooms and construction of new buildings (such as a new toilet block, storage facility, fence or museum) or new additions to heritage places.
- Repair of damage caused by vandalism, fire or other natural disasters where the repair of damage is covered by insurance.
- Purchase of heritage places, associated land, equipment, furniture, storage or display cabinets.
- Relocation of heritage buildings or objects.
- Demolition or other works that may affect the heritage significance of the heritage place or object.
- Interpretation projects.
- Works that are the subject of State or Local Government 'Emergency Works Orders'.
- Employment or remuneration of staff.
- Projects that have already started.
- Incomplete applications.
- Any other projects deemed ineligible after assessment of application.

## What are the funding details?

An amount of between \$20,000 and \$200,000<sup>1</sup> per project is available.

Complex or multi-phased projects may be eligible to apply to more than one grant round. This may be done if, for example, a project to restore a place involved complete restoration of a roof and associated works that would exhaust the full \$200,000 allocation for that year. In order to apply for a grant in a subsequent grant round, any previous funding provided would need to have been completed and fully acquitted. Successful grant applications for stage one of a project will **NOT** guarantee the awarding of a grant for any subsequent rounds. It is therefore essential that each project stage is able to be completed within the allotted timeframe, and without reliance on receiving future funding. The table below shows the funding available and the funding ratios that apply:

Applicant type	Minimum grant	Maximum grant	Required funding ratio
Victorian municipal councils Community or not-for-profit organisation that is a legal entity A Committee of Management appointed under the <i>Crown Land Reserves Act 1978</i> Trusts appointed pursuant to a restricted Crown grant Cemetery Trusts appointed under the <i>Cemeteries and Crematoria Act 2003</i>	\$20,000	\$200,000 <sup>1</sup>	DELWP \$1: \$0 Other
Private owners Places of worship	\$20,000	\$200,000 <sup>1</sup>	DELWP \$1: \$1 Other

1. Grants above \$200,000 may be considered in exceptional circumstances.

Matched funding cannot be offered 'in kind' and must relate to the nominated project. For example, if a privately-owned place requires conservation works to the value of \$100,000, the applicant may request \$50,000 from the grant.

## Project manager requirements

An appropriately qualified project manager, with experience in heritage conservation, is recommended for all projects, but mandatory for projects valued at \$50,000 or more. A percentage of the grant funds may be used to fund this. If applicable, the project manager should be nominated in the application and costs included.

A site project manager is required to:

- Project manage and oversee the works on site.

A grants project manager is required to:

- Administer the grant funding, ensuring that funding timelines are met, undertaking reporting to Heritage Victoria as required and delivering the project within its allocated budget.

A suitably qualified heritage professional is mandatory for all projects and is required to:

- Provide advice on the application
- Provide advice during the implementation of the grant
- Provide advice on the Cyclical Maintenance Schedule

Please note, these three roles may or may not be filled by the same individual, please specify in your application.

## What is the application process?

To apply submit your application through the online portal (available when the applicable round opens on **1 February 2021**) on the department's website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program>.

All potential applicants must discuss their project with the Living Heritage Grants team by **5pm 12 March 2021** before applying. This is a mandatory requirement to be eligible for the program. The Living Heritage Grants team can be contacted at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au). Please provide your contact details and the place or object subject to your application, and a member of the team will get back to you as soon as possible.

Applications **must be submitted through the online portal** by **5pm 26 March 2021**. Late or incomplete applications will not be considered. When you apply online you will receive an acknowledgement email with an Application Number. Please quote your Application Number in all future correspondence relating to your application.

The application must include at least two written quotes (GST inclusive) for each eligible component of works, totalling the estimated cost of the project. Quotes must be dated and have been obtained within the last six (6) months. Please ensure quotations are broken-down, detailed and are based on the same scope of works to allow for comparison. It is recommended that a written brief is supplied to contractors to ensure quotes are comparable. Heritage Victoria acknowledges that obtaining two quotes may be difficult in rural areas, and under some circumstances one quote may be acceptable.

You can attach documents to your online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG). Please note:

- Attached files must not be larger than 5MB in size
- When you submit your application online check carefully to ensure all your attachments have been uploaded

If you have documents to submit that cannot be attached to your online application you can email them to [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au), quoting your application number. Attach all documents to one email, zipping the files if required.

All required sections of your application form must be completed before submitting. If you are having difficulty downloading information or technical difficulties with the online application, please contact **Heritage Victoria** on **03 7022 6390** and ask to speak to a member of the Living Heritage Grant team.

Things to consider in your application

A strong application would likely include the following:

- A sound budget that clearly breaks down the costs of each project element and includes a 15% contingency and an allowance to prepare a Cyclical Maintenance Plan.
- Two recent quotes (one may suffice if the applicant is regionally located), prepared by appropriately qualified contractors, for each project component.
- Realistic project timelines.
- Evidence of wider public access to the place or object.
- Photographs that clearly demonstrate that the place is “at risk” and requires urgent works.
- Good scoping documentation prepared by a heritage professional, such as a conservation works plan, a conservation management plan, or a condition report to guide the required works.
- The nomination of an appropriately qualified project manager.
- An appropriate conservation methodology supported by heritage advice or ideally a valid Heritage Victoria permit or permit exemption.
- Supporting material demonstrating that the works will result in significant community benefit.

## How will applications be assessed?

Heritage grants will be awarded through a competitive process. Once the application round has closed, all applications will be assessed against eligibility and assessment criteria. It is important to complete the application form and include all mandatory attachments, as only complete applications will be assessed. You may be contacted during the assessment process to clarify elements of your application.

Projects will be assessed based on competitive ranking against the assessment criteria and presented to an independent assessment panel. Projects will be considered for funding until all funds have been distributed. As it is a highly competitive process, applicants should be aware that not all projects that are eligible for funding will be successful.

In awarding grants, priority will be given to projects relating to places identified as being ‘at risk’ and where there is demonstrable heritage conservation, community, social, economic and environmental benefits. Applicants will be asked to demonstrate how their proposed project will achieve these priorities. Priority consideration may be given to the conservation of Victorian Heritage Register (VHR) listed places and objects located in Victorian communities impacted by bushfires.

Assessment of applications will also consider benefits to rural and regional communities as well as metropolitan fringe or high growth areas, to ensure a fair spread of support to heritage places and objects across the state. Where there is high demand for funding, grants may be offered for high priority works only (i.e. works that specifically address the risk to the place or object).



## The assessment criteria

Applications will be assessed against the eligibility of the proposed project, and how the project addresses the following criteria:

<b>Why?</b>	The project is needed in order to address the risk to the place or object, including the urgency of the works	20%
<b>How?</b>	The proposed project will be undertaken, including the use of an appropriate heritage conservation methodology.	20%
<b>Who?</b>	Will be conducting and overseeing the works (i.e. a suitably qualified project manager, heritage architect or other heritage professional)	10%
<b>What?</b>	The intended outcome(s) of the project will be, including any heritage conservation, community and social, economic and environmental benefits	50%

Weightings in percentage are provided as a guide to the relative importance of different criteria in the assessment process.

Applications are required to outline how the project will provide **at least one benefit** in each of the following four categories. Please note that the more benefits that are demonstrated within the application, the more competitive the application will be.

### Heritage conservation benefits

Addresses the need for urgent and necessary works such as roof repairs or structural works

Has an appropriate conservation approach

Will use traditional heritage trades and skills

### Community and social benefits

Involves a collaboration or partnership between a number of stakeholders, such as a community group and a local council, or a church hall and a local welfare organisation

Provides new or improved community facilities

Offers opportunities for community events and increased social interaction

Provides increased education and training opportunities

Delivers increased community understanding of, and participation in, heritage conservation and celebration of heritage places and objects

Enhances public health and safety

### Economic benefits

Improved tourism opportunities

Increased private spending and business opportunities

Provides employment opportunities

Promotes reduced maintenance costs

### Environmental benefits

Demonstrates re-use or improved use of a heritage asset

Provides a positive contribution to the visual environment

Promotes sustainable use of heritage assets (reduced consumption of building materials, or new uses for a building of high replacement value)

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Demonstrates sustainable use of resources (reduced energy or water use)

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## Funding offers

### Announcements & notifications

After the successful applications have been approved, all applicants will be notified of the outcome of their application by letter. Unsuccessful applicants will be given a general indication of why their application did not receive funding. All decisions are final and are not subject to further review. Applicants who did not receive funding are welcome to ask for feedback on their application.

### Funding Agreement

Successful grant applicants will be offered a grant subject to the acceptance of a Victorian Common Funding Agreement. Successful grant recipients must enter into a Funding Agreement with the Department of Environment, Land, Water and Planning (DELWP). Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants review the Funding Agreement standard terms and conditions before applying. No funding will be released, and the project cannot commence until DELWP and the applicant have executed the Funding Agreement. A sample grant agreement is available at: [www.heritage.vic.gov.au/grants/living-heritage-program](http://www.heritage.vic.gov.au/grants/living-heritage-program)

## Case studies: Successful projects

For a complete list of projects previously funded through the Living Heritage Grants Program, please visit: <https://www.heritage.vic.gov.au/grants/living-heritage-program>. Examples of funded projects include:



**Former  
Walhalla  
Post Office  
and  
Residence**  
Walhalla  
Walhalla  
Board of  
Management

A grant of \$43,000 was awarded to the Walhalla Board of Management in 2019-20 to install a fire protection system for the former Walhalla Post Office and Residence. The external sprinkler system will be sensitively placed to not impact on the heritage values of the site. The timber building is located in a mountainous and bushfire prone area and the system will provide necessary ongoing protection for this 'at risk' place. Built in 1885 by the then Public Works Department, the building now operates as a museum managed by the Committee of Management and is a major attraction in the town.



**Ebenezer  
Mission,  
Dimboola**  
Barengi  
Gadjin Land  
Council

A grant of \$200,000 was awarded to the Barengi Gadjin Land Council in 2018-19 to fund urgent conservation works to all registered buildings at Ebenezer Mission, including structural repair and roof works. Established in 1858-59, Ebenezer Mission has historical and pre-historical associations with Aboriginal communities and a long history of shared values. The land on which Ebenezer is located is of great significance to the Wotjobaluk, Jaadwa, Jadwadjali, Wergaia and Jupagulk peoples and the former mission is the oldest of its type in Victoria.



**Wollaston Bridge,**  
Warrnambool  
City Council

A grant of \$195,000 was awarded to Warrnambool City Council in 2018-19 to undertake urgent conservation works to the failing timber elements of the Wollaston Bridge. The suspension bridge was erected across the Merri River in 1890 as an entrance to the Wollaston Estate. Today, the bridge is one of the oldest surviving cable suspension bridges in Victoria and a local landmark. The bridge provides a key link for pedestrians over the Merri River and is frequently used for birdwatching, cycling, and other recreational activities.



**Omeo Justice Precinct,**  
East  
Gippsland  
Shire Council

A grant of \$200,000 was awarded in 2018-19 to fund urgent structural repairs to the Old Court House dating from 1859 and conservation works to the New Court House dating from 1893 at the Omeo Justice Precinct. The precinct is one of the most intact examples of a nineteenth century police and court complex known to survive in Victoria. The precinct is open to the public 7 days a week, from 10am-2pm. The Old Court House houses a museum, and the New Court House is used as a regular Magistrate's court. Due to the poor state of both buildings, use for community events are currently limited. The grant will enable increased public use of these important heritage assets.

## Who can I contact about my application?

All potential applicants **must** discuss their project with the **Living Heritage Grants team** by **5pm 12 March 2021** before applying. This is a mandatory requirement to be eligible for the program. The Living Heritage Grants team can be contacted at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au). Please provide your contact details and the place or object subject to your application and a member of the team will get back to you as soon as possible. If you do not have access to email, please contact **Heritage Victoria** on **03 7022 6390** and ask to speak to a member of the Living Heritage Grants team.

Visit the Living Heritage Program website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program> for assistance including summaries of all previously funded projects, *frequently asked questions* and sample funding agreements.

## Application checklist:

- you have contacted the **Living Heritage Grants team** (at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au)) by **5pm 12 March 2021** to discuss your project proposal
- you have answered and completed all questions in the application form
- you have searched [VicPlan](#) to confirm if the site is in the Victorian Heritage Inventory and/or is a potential place of Aboriginal Cultural Heritage, and (if applicable) supplied the Victorian Heritage Inventory number and considered if the project will impact upon the Aboriginal or Historic archaeology of the site.
- you have uploaded the following:
  - scanned copy of the current Certificate of Title
  - signed letter of consent for the application and proposed project from the owner of the place or object (if not the applicant)
  - if applicable, proof of not-for-profit or Committee of Management status
  - supporting information, including images, detailing the risk to the place
  - supporting information detailing public access to the place, as required
  - supporting information detailing the scope of the proposed works as it relates to mitigating the identified risk, as required
  - two comparable written quotes for the proposed work supporting information detailed in your project budget.

# Appendix 1 - Conditions

## Application conditions

By applying, the applicant acknowledges that:

- the *Living Heritage Grants Program 2021 Guidelines* and the terms have been read and understood
- all information provided within your application is correct (providing any false or misleading information may result in the rejection of the grant application)
- DELWP may follow up and confirm any information contained in your application and may request additional information. Failure to provide the information may mean that the application is unable to be assessed and result in the rejection of the application
- if successful, details of the grant will be made public on Heritage Victoria's website (including the address of the place, Victorian Heritage Register number, description of works funded and the total funding amount)
- the applicant and owner of the property agrees to allow Heritage Victoria to use or publish any photographs supplied for the purposes of promotion on the DELWP website, intranet and social media accounts, and in any printed material or media
- it is recognised that the DELWP is collecting your personal information (such as your name and contact details) and supporting material in order to assess your eligibility for grant funding and contact you about your application. Your information will be held and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*
- any personal information about you or a third party in your application will be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement
- Any personal information about your or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws
- The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <http://delwp.vic.gov.au/privacy> and requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002 or by phone on 03 9637 8697. information and uploaded images and documentation in this application is stored on GEMS (grant management system) and HERMES (Heritage Victoria's heritage database) in sections accessible to DELWP employees

## Funding Conditions

The following conditions will apply to successful applicants:

- works cannot proceed without a permit or permit exemption issued by the Executive Director, Heritage Victoria under the *Heritage Act 2017* (refer to: <https://www.heritage.vic.gov.au/permits/apply-for-a-permit>).
- works cannot commence until the Funding Agreement has been executed by DELWP and the applicant
- It should be noted that a successful application does not equate to the granting of a permit or permit exemption under the *Heritage Act 2017*
- the project must commence within six (6) months of entering into the Funding Agreement with DELWP. Projects that have not commenced within this timeframe must contact the grants team to explain the delays and negotiate an appropriate commencement date. Grant recipients that fail to provide this advice may risk voiding the Funding Agreement and having to return any funds that have been provided

- funds must be spent on the project as described in the application and any unspent funds must be returned to DELWP, as per the Funding Agreement
- issues concerning the return of unspent funding will be resolved between DELWP and the organisation after the Funding Agreement expires or the completion of the project, whichever occurs first
- any variation to the approved project must be submitted to the DELWP for approval prior to implementation
- successful applicants are expected to acknowledge the Victorian Government's support, and promotional guidelines will form part of the funding agreement as outlined in the *DELWP Acknowledgement and Publicity Guidelines*. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project. Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials
- successfully funded projects will be required to submit reports detailing the progress and outcomes of the Living Heritage funding as per the Funding Agreement
- successfully funded projects will be offered funding as a GST exclusive amount. However, for organisations with an ABN and who are GST registered, payment will be made GST inclusive
- successfully funded places under private ownership will be required to repay the full amount of the grant to the DELWP if the property is sold within twelve (12) months of completion project and grant acquittal.

**INFORMAL MEETINGS OF COUNCILLORS****COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBER  
ON TUESDAY 23 FEBRUARY 2021 AT 5PM**

**Present:** Cr R Gulline, Mayor, Cr D Bell (from 5.53pm), Cr D Bowe, Cr P Flynn (from 5.08pm), Cr C Haenel, Cr L Power (from 5.12pm), Cr I Ross (from 5.22pm); Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Heather Proctor, Finance Manager (item 3 only); Zac Gorman, Management Accountant (item 3 only)

**Present (via Zoom):** Faith Hardman, Corporate Planner (item 4.1 only); Robyn Evans, Manager Operations (item 4.2 only); Jared Hammond, Co-ordinator Waste and Sustainability (item 4.3 only); Sue Newall, Project Manager (items 4.4 and 4.5 only); Susan Surridge, Co-ordinator Community Relations and Advocacy (items 4.5 – 4.9 only)

**1. WELCOME AND INTRODUCTION**

Cr Gulline welcomed everyone.

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

Nil

**3. FINANCE AND PERFORMANCE COMMITTEE**

Discussed

**4. COUNCIL REPORTS FOR DISCUSSION**

4.1 Community Vision and Council Plan Project

Discussed

4.2 Dooen Landfill Fire

Discussed

4.3 Variation to Dooen Landfill Site

Discussed

4.4 Hamilton Street Pedestrian Bridge

Discussed

4.5 Horsham Nature and Water Play Park (Community Sports Infrastructure)

Discussed

4.6 Building Safer Communities Project

Discussed

4.7 Local Roads and Infrastructure Grant – Round 1

Discussed

4.8 Local Roads and Infrastructure Grant – Round 2

Discussed

4.9 Building Better Regions Fund

Discussed

**5. GENERAL DISCUSSION**

**6. CLOSE**

Meeting closed at 8.50pm



**INFORMAL MEETINGS OF COUNCILLORS**

**COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 1 MARCH 2021 AT 7.45PM**

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

**1. WELCOME AND INTRODUCTION**

Cr Gulline welcomed everyone.

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

Nil

**3. COUNCIL REPORTS FOR DISCUSSION**

3.1 Response to Ministerial Rate Review

Discussed

3.2 Councillor and Staff Interactions Policy

Discussed

**4. GENERAL DISCUSSION**

**5. CLOSE**

Meeting closed at 8.50pm

**INFORMAL MEETINGS OF COUNCILLORS****COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBER  
ON TUESDAY 9 MARCH 2021 AT 5.05PM**

**Present:** Cr R Gulline, Mayor, Cr D Bell (until 7pm), Cr D Bowe, Cr P Flynn, Cr C Haenel, Cr L Power, Cr I Ross; Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Fiona Gormann, Manager Investment Attraction and Growth (items 3.2, 3.3, 3.5, 5.1 only); Michael McCarthy, Project Manager (item 4.1 only); Lauren Coman, Manager Community Safety and Environmental Health (item 4.1 only)

**1. WELCOME AND INTRODUCTION**

Cr Gulline welcomed everyone.

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

Nil

**3. COUNCIL REPORTS FOR DISCUSSION**

3.1 Mayor and Councillor Allowances – Hearing of Submissions

**Attended:** Kath Dumesny

Kath Dumesny read her submission

3.2 Business and Community Support Action Plan (including Outdoor Dining Initiative)

Discussed

3.3 City to River Central Activity District (CAD) Activation Brief

Discussed

3.4 City to River Irrigation System Report

Discussed

3.5 Café/Restaurant Expression of Interest

**4. PRESENTATION**

4.1 Parking Management Plan

**Attended via Zoom:** Paul Simons, Tonkin Consulting

Discussed

Meeting adjourned for dinner: 7.00pm

Meeting reconvened: 7.15pm

**5. COUNCIL REPORTS FOR DISCUSSION** (contd)

5.1 Investment Attraction and Growth Report

Discussed

5.2 Gift Policy Review

Discussed

5.3 Heavy Vehicle Detour / Ring Road / Bypass Routes Horsham Rural City Council

Discussed

5.4 Horsham Police Paddock

Discussed

5.5 Wimmera Library Corporation Budget

Discussed

**6. GENERAL DISCUSSION**

**7. CLOSE**

Meeting closed at 9.25pm

INFORMAL MEETINGS OF COUNCILLORS**COUNCIL BUDGET BRIEFING HELD IN THE COUNCIL CHAMBER  
ON MONDAY 15 MARCH 2021 AT 5.05PM**

**Present:** Cr R Gulline, Mayor, Cr D Bell, Cr D Bowe, Cr P Flynn, Cr C Haenel (from 5.20pm), Cr L Power, Cr I Ross (until 9.25pm); Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Heather Proctor, Finance Manager; Kylie Fischer, Co-ordinator Rates and Valuations (items 3.1, 3.3, 3.4 only); Lauren Coman, Manager Community Safety and Environmental Health

**1. WELCOME AND INTRODUCTION**

Cr Gulline welcomed everyone.

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

Nil

**3. COUNCIL REPORTS FOR DISCUSSION****3.1 Valuation Changes**

**Attended:** Ben Sawyer, Valuer, Terry Maguire and Mick Kealy, Valuer-General Victoria office

Discussed

**3.2 Community Vision Update – “What we have heard to date”**

**Attended (Zoom):** Todd Beavis from ie Community

**3.3 Differential Modelling**

Discussed

**3.4 Draft Revenue and Rating Plan / Rating Policy**

Discussed

**3.5 Fees and Charges – Parking**

**Attended (Zoom):** Michael McCarthy, Project Manager and Paul Simons, Tonkin Consulting

Meeting adjourned for dinner: 6.45pm

Meeting reconvened: 7.15pm

**3.6 Fees and Charges – Others**

Discussed

3.7 Capital Works List – Questions and Queries

**APPENDIX 13.1A**

Discussed

3.8 Initiatives List – Questions and Queries

Discussed

3.9 Reserve Balances and Purposes

Discussed

3.10 Local Roads and Community Infrastructure Grant Projects – Round Two – Hamilton Street  
Pedestrian Bridge

Discussed

3.11 Livestock Exchange Masterplan

Discussed

**4. FOR INFORMATION ONLY**

4.1 Finance and Performance Report for February 2021

**5. CLOSE**

Meeting closed at 10.00pm



## MINUTES

### Sunnyside Park Advisory Committee Meeting Wednesday, 6 May 2020 commencing at 7.30pm

Meeting held via zoom:

<https://zoom.us/j/97359465600?pwd=ZWlOWmpyMmtncThyeVIQWXZBUUpHZz09>

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#### Attendees:

David Hogan	Community Representative (Chairperson)
Jason Taylor	Community representative
Di Bell	Community Representative
Simon Hopper	Homers Cricket Club
Jill Coutts	Sunnyside Bowling Club
Carley Gunn	Kalkee Football & Netball Club
Carlo Sordello	Horsham 298 Primary School

#### Apologies:

Cr Alethea Gulvin	Councillor
Daniel Weller	Holy Trinity Lutheran School
Ivan Mills	Sunnyside Bowling Club

#### Ex Officio:

Mandy Kirsopp	Horsham Rural City Council
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#### Agenda Items:

##### 1. Welcome

##### 2. Disclosure of Conflict of Interest

No conflict of interest declared

##### 3. Minutes of the previous meeting – Meeting held 4 March 2019

**MOVED:** Di Bell      **Seconded:** Carlo Sordello

That the Minutes as presented be accepted as a true and accurate record of the meeting.

**CARRIED**

##### 4. Business arising from previous minutes

4.1 Urban Transport Strategy – Data re: development of Urban Transport Plan  
The committee has previously requested that data re: the development of the Urban Transport Plan be available via Council's webpage. This has not yet occurred.

4.2 Open Space Strategy – Workshop re: Implementation of the Open Space Strategy  
Planning for the workshop has been deferred until a later date.

4.3 Child Safe Standards – Update  
A workshop to assist clubs understand their responsibilities re: Child Safe Standards will be held later in the year.

4.4 Draft Terms of Reference – Update  
The review of the Terms of Reference template is continuing.

- 4.5 **Active April – Update**  
Because of the Covid-19 pandemic, the Active April project has been deferred. People are encouraged to maintain activity as best they can in changed circumstances.
- 4.6 **Social Infrastructure Plan – Update**  
An initial stage of the Social Infrastructure Plan has been completed. This involves the collection and summary of the extent and type of social infrastructure (buildings) throughout the municipality. The data is being analysed before the next stage of the project is implemented.
- 4.7 **Updates:**
- 4.7.1 **Pedestrian crossing – Baillie St, opposite WHCG**  
The crossing was requested by the WHCG. The tender for the installation of a crossing has been advertised and it is expected that works will commence in the next 6-8 weeks.
- 4.7.2 **Review of hire fees**  
A review of facility hire fees has been placed on hold at this stage.
- 4.7.3 **Air conditioning of the Sunnyside pavilion.**  
Funds for the installation of air conditioning in the pavilion have been allocated in the 2020-21 budget. Funding is dependent on the draft budget being adopted by Council.

## 5. **General Business**

- 5.1 **Resumption of community sport**  
Information shared regarding health restrictions and the resumption of community sport is based on advice from the DHHS website.  
An e-newsletter is produced by the Recreation and Open Space Planning (ROSP) team after each major health announcement. The newsletter is emailed to approximately 150 recipients.
- 5.2 **Accessible kayak launching pontoon**  
Funding of \$30k has been received to support the construction and installation of an accessible watercraft pontoon. The pontoon will be located near the helipad, eastern end of Baillie St. It is expected the pontoon will be installed by the end of August 2020.
- 5.3 **City to River – Sub precinct 1**  
A Community Reference Group (CRG) has been established to guide the process of community engagement regarding the first stage of the City to River project. The first stage involves improvements to the area along the Wimmera River from approximately 50m east of the Wimmera Highway bridge to immediately west of the Rowing Club.  
It is expected the project team will make recommendations to Council by the end of September 2020


## 6. **Next Meeting**

The next meeting of the Sunnyside Advisory Committee will be held Wednesday 5 August 2020. The meeting will commence at 7.30pm and be held in the Sunnyside pavilion.

## 7. **Meeting Close** The meeting was closed at 8.50pm

**CONFIRMATION OF THE MINUTES**

**The Minutes without alterations are confirmed as being a true and accurate record of the meeting:**

Chair  Date **12 March 2021**

No quorum achieved at the March 2021 meeting so confirmation of Minutes achieved by circulation of email to members of the committee.



## MINUTES

### Horsham Racecourse Reserve Advisory Committee Meeting

To be held on Tuesday, 12 May 2020 at 7.30 pm

Via Zoom: <https://zoom.us/j/96875684564?pwd=UmJUa001enFGQS9lODBqTmJEeHRzUT09>

**Attendees:**

Brian Breuer	Community Representative (Chair)
Kevin Lane	Horsham Harness Racing Club
Jim Lonsdale	Horsham District Racing Club
David Hornsby	Horsham Fire Brigade
Brendan Nitschke	Central Park Tennis Club

**Apologies:**

Cathie Weidemann	Horsham City Netball
David Arnott	Horsham West Bowls Club
Cr John Robinson	Horsham Rural City Council

**Ex Officio:** Mandy Kirsopp Horsham Rural City Council

#### Agenda Items:

**1. Welcome**

**2. Disclosure of Conflict of Interest**

None declared

**3. Confirmation of Minutes**

**MOTION**

That the Minutes of the meeting held 17 March 2020 be accepted as a true and accurate record of the meeting.

**MOVED:** Kevin Lane **SECONDED:** David Hornsby **CARRIED**

**4. Business Arising**

4.1 Lighting agreements

Some confusion re: lighting arrangements with a decision that the Horsham City Netball Club should invoice HRCC for access to power from the building in Park Drive.

4.2 Terms of Reference

Review of the Terms of Reference has been placed on hold, pending a review of the role and function of Advisory Committees

4.3 Liquor Licencing Forum

A forum for Clubs will be held when possible. Information will be circulated when details have been finalised.

4.4 Open Space Strategy workshop

A workshop providing information re: the Open Space Strategy will be held when this is possible.

## 5 General Business

- 5.1 Covid-19 impact and support, including resumption of community sport  
Changing health requirements with the best source of information being the DHHS website. The Recreation and Open Space Planning (ROSP) team is producing a newsletter to help individuals and clubs keep up to date with changing health guidelines.

The link to the DHHS site is: <https://www.dhhs.vic.gov.au/coronavirus>

- 5.2 City to River – Sub precinct 1  
A Community Reference Group (CRG) has been established to help guide community engagement and planning for works along the Wimmera River. The area of focus is from the Wimmera Bridge to the Rowing Club. For more information, please check the HRCC website at:

<https://www.hrcc.vic.gov.au/Home>

- 5.3 Dogs in the Botanic Gardens  
A review is occurring to determine whether dogs (on leads) should be permitted in the Botanic Gardens. There has been considerable community interest in the proposal – both for and against – and members are encouraged to either complete the on-line or paper survey so their ideas are captured.

- 5.4 Licences and leases  
An internal review of tenure arrangements with clubs and groups using facilities on council owned and/or managed land has identified a number of groups do not currently have licences in place to identify access arrangements to the facilities. Licences also describe maintenance arrangements between the club and HRCC. Work has commenced to complete the review and then ensure licence and other arrangements are implemented.

- 5.5 Child Safe Standards  
Clubs are reminded that compliance with Child Safe Standards is much more than simply some members having a Working with Children Check. The ROSP team has customised (for each club) a Child Safe Policy and Code of Conduct. These documents have been emailed to each club and require a minimal of effort to complete. Clubs are strongly encouraged to discuss the documents with members of their club.

- 5.6 Identified at the meeting – see below

## 5. Reports – All

Jim Lonsdale – Racing is continuing in Victoria with strict protocols in place. Members of the public are not permitted at race meetings. A record of attendees is maintained, temperature checks are taken and only officials and licensed personnel are permitted at meetings.

Arrangements are in place to ensure no transmission of the virus between jockeys, with separate change rooms and portable showers in place  
 A Club meeting is planned in Horsham for 20 October with the hope that by then, members of the public will be able to attend.

On Tuesdays and Thursdays track work occurs, but again, this is only with approved personnel, names recorded and temperature checks completed.  
 Reduced income impacts on staffing levels.

Kevin - Harness racing – has been difficult. A racing event was held 10 March but cancelled 26 April.

The trots have gone to Stawell. Racing is held in zones (Terang and Stawell) and horses can only race in the relevant zone.

The Tabaret has been temporarily closed and staff have been stood down.

The good news is that builders have made a start on the extension to the building.

David – no report

Brendan Nitschke – A single week of Finals was held before the competition was cancelled. No Premiers were declared. A tree has been cut and poisoned and will be removed.

Match Point will be repairing the courts (x4) – cracks in the surfaces - at a cost of approximately \$6k

**6. Next Meeting**

The next meeting will be held Tuesday 11 August commencing at 7.30pm.

**7. Meeting Close**

The meeting was closed at 8.45pm

**CONFIRMATION OF THE MINUTES**

**The Minutes without alterations are confirmed as being a true and accurate record of the meeting:**

Chair



Date 9 March 2021

## MINUTES

### Dudley W Cornell Advisory Committee Meeting Thursday, 14 May 2020 at 7.00pm Kalkee Road Children's Hub

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<b>Attendees:</b>	Jo-Anne Bates	Horsham Soccer Club (for Gavin McRoberts)
	Shayne Keenan	Community Representative
	Kath Dumesny	Community Representative
	Mandi Stewart	Kalkee Road Children's Hub
	Dean Arnott	Colts Cricket Club
	Marty Sanford	Colts Cricket Club (for Terry Baldwin)
<b>Ex Officio:</b>	Mandy Kirsopp	Horsham Rural City Council
<b>Apologies:</b>	Josh Koenig	HRCC Councillor
	Terry Baldwin	Colts Cricket Club
	Gavin McRoberts	Horsham Soccer Club
	Megan Ashton	Horsham Primary School (Rasmussen Campus)

#### Agenda Items:

- 1. Welcome**  
Mandy Kirsopp Chaired the meeting and welcomed all present.
- 2. Disclosure of Conflict of Interest**  
None declared
- 3. Confirmation of Minutes**

#### MOTION

That the Minutes of the meeting held 12 March 2020 be received as a true and accurate record of the meeting.

**Moved:** Mandi Stewart

**Seconded:** Nigel Binney

**CARRIED**

#### 5. Business arising

##### 5.1 Facility Management: Child Safe Standards

Representatives were reminded that Clubs must be compliant with Child Safe Standards. Staff from the Recreation and Open Space team will be working with Clubs to help them develop both a Child Safe policy and a Code of Conduct.

The Little Athletics' Club reported that they have a Code of Conduct for their members and supporters.

Colts Cricket Club reported they have emailed their completed Child Safe Policy information to HRCC (2019)

The Soccer Club reported that they have not received documents developed by Hayley Thomas (ROSP team).

**5.2 Solar panels for Dudley Cornell**

Solar panels are being installed at a number of community halls. This has been made possible by funding from Sustainability Vic. It has been recommended that the installation of solar panels be considered for future works on the Dudley Cornell pavilion and other council managed facilities.

**5.3 Water consumption – Cemetery and Dudley Cornell Park**

The surface of the western (small) oval continues to be a concern. Cracks and potholes provide a danger for users. It was recommended that an upgrade of the oval be considered and that different options to provide water for the oval be explored.

**5.4 Watering – Schedule**

No further information was available (at this stage) re: the watering schedule of both ovals.

**5.5 Key – Rasmussen Rd campus**

A key has been provided to Chris Kellet, Assistant Principal.

**5.6 Terms of Reference**

No further action has occurred re: the review of the Terms of Reference. A planned review of Advisory and other council Committees is planned for later in the year.

**5.7 Parking Update to organisers**

Information has previously been provided to groups hiring the facility re: changed parking conditions. Organisers have been advised to encourage cars to park along Kalkee Rd, rather than residential streets and to remind visitors to be respectful of people's properties – drive ways, nature strips etc.

**6. General Business****6.1 Covid-19 Council support, restrictions and changes**

Clubs were advised to check the HRCC webpage and local papers re: potential details of HRCC community grants and other support arrangements. Funding support needs to be endorsed in the budget but it is expected that Clubs might expect fee relief and other assistance. A Recreation and Open Space Planning (ROSP) newsletter has been developed and is being distributed to individuals and groups registered with the ROSP team. The newsletter provides information re: changes associated with the changing Covid-19 pandemic. The best source of information is the DHHS website: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

**6.2 Resignation of Rae Talbot****MOTION**

**Moved:** Shayne Keenan

**Seconded:** Kath Dumesny

That a letter of appreciation be sent to Rae Talbot thanking her for her contribution to community projects and the committee.

**CARRIED**

**6.3 Other – City to River**

Members were provided with an update of the City to River project. The first stage of the project focuses on the area along the Wimmera River from the Wimmera Bridge to the Rowing Club. A Community Reference Group (CRG) has been established and is meeting regularly to discuss initial planning and the community engagement process.

Information re: the progress of the project is regularly updated on the HRCC web page: <https://www.hrcc.vic.gov.au/Our-Council/Community-Information/Public-Documents/Council-Publications/City-to-River->

## 7. Reports by members

### 7.1 Soccer/Football

The competition (Ballarat District Soccer Association) is on hold. Tentative planning is that a shorter season may be possible – from June to August or September. The issue for the club is the cleaning of clubrooms and provision of hand sanitiser. The next meeting of the club will consider how to manage the juniors and modified training sessions.

### 7.2 Cricket

The season was cut short and Finals were not able to be held. Medals were issued to club members but there has not been a presentation night. No meetings have been held and the AGM has been postponed.

Cricket equipment is stored in the council pump shed and this is not the best long term solution. Adequate storage is an issue for the club.

A representative from the Soccer club has contacted the cricket club and expressed an interest in wanting to be able to serve alcohol at the pavilion. The demand has been created by the club now having a senior team.

*Action:*

*Mandy Kirsopp to arrange a meeting with clubs using Dudley Cornell Park to discuss storage for all clubs and arrangements re: Colts' liquor licence.*

### 7.3 Little Athletics

The Club almost completed the summer competition before restrictions came into effect. Was not able to hold a presentation night. Member numbers have remained steady. Because of the current restrictions, the club has deferred monthly meetings and the AGM.

### 7.4 Kalkee Rd Children's Hub

Activity at the Hub has been reduced but kindergarten programs have been able to continue. Maternal and Child Health services have been provided by phone and via zoom (video conferencing). Childhood vaccinations have continued in the high 90% for children under 5 years of age.

### 7.5 Community Representatives

Notes that the local residents have enjoyed the relative quiet of the ovals not being used for organised sport.

Noted that if the eastern (larger) oval is enlarged to accommodate a full-sized soccer field, this will further impact on the availability of parking.

## 8. Next Meeting

The next meeting will be held at the Kalkee Rd Children's Hub on 13 August 2020 commencing at 7.00pm.

## 8. Close of meeting

The meeting was closed at 8.15pm

**CONFIRMATION OF THE MINUTES**

The Minutes with alterations are confirmed as being a true and accurate record of the meeting:

Chair

A handwritten signature in black ink, appearing to read "Mandy Kirsepp". The signature is written in a cursive style with a long horizontal stroke at the end.

Date 11 March 2021

## MINUTES

**Haven Recreation Reserve Advisory Committee Meeting**  
**Held on Tuesday, 5 May 2020 at 7.30pm**  
**Via Zoom**

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**Attendees:** Cr Mark Radford      Horsham Rural City Council (Chairperson)  
 Sue Exell                              Community Representative  
 Lisa Fulton                            Haven Tennis Club  
 Craig Amos                             Horsham West (Haven) Primary School

**Ex Officio:** Mandy Kirsopp              Horsham Rural City Council

**Apologies:** Graeme Lewis              Community Representative  
 Tracey Rasmussen                  Horsham Dog Obedience Club  
 Jodie Kemp                              Community Representative

**Note:**

This was the first meeting using assisted technology (Zoom). Some committee members were not able to access the technology and there was a delay in starting the meeting. Because of administrator settings, the meeting ended after 45 minutes. At the conclusion of the meeting the Chairperson (Cr Mark Radford) and Mandy Kirsopp discussed options to improve the operation of future meetings.

Thank you to all members for your patience as we adapt to the changing environment.

**Agenda Items:**

**1. Welcome**

The Chairperson welcomed all present to the meeting and thanked everyone for their patience as members connected into the meeting. The meeting commenced at 7.45pm.

**2. Disclosure of Conflict of Interest**

None declared

**3. Minutes of the previous meeting - Tuesday 3 March 20120**

**MOTION**

*That the Minutes of the meeting held Tuesday 3 March 2020 be accepted as a true and accurate record of the meeting.*

**Moved:** Sue Exell    **Seconded:** Lisa Fulton

**CARRIED**

**4. Business arising from previous minutes**

4.1 First Aid Kits

Kits have not yet been replaced but will be checked and supplies managed in Council managed facilities.

4.2 Tennis court repairs



Update provided by Sue Newall: The lawyer acting for HRCC has requested a meeting with the arbitrator of the case as the other party has not met agreed timeframes that were established last year.

HRCC has put forward an offer to have the matter settled but at this stage, there has been no response to the offer.

It is hoped that the matter will soon be resolved.

#### 4.3 Horsham South Structure Plan

The project coordinator has advised that each stage of the development of the plan involved obtaining feedback from the community and interested groups and that no additional workshops were planned for the first stage of the project. The focus is on reviewing initial findings from the first stage and testing findings with community groups.

Because of Covid-19, the process has been extended and altered. This includes: extended period of time for engagement re: checking initial findings, cancelling face to face meetings, 'open house' and workshops that had been planned and postponing planned engagement events until mid 2020.

Members of the Committee and community interested in the development of the Horsham South Structure Plan are advised to follow the website:

<https://oursay.org/horshamruralcitycouncil/horsham-south-structure-plan>

*Action: Sue Exell requested a hard copy of the Horsham South Structure Plan (engagement and report of initial findings).*

#### 4.4 Shade Shelter – Dog Obedience Club

No additional shelters will be constructed until the Haven Precinct Plan has been developed.

It was suggested that it may be possible to fix the awning on the container being used by the Club. Funding might be obtained via a HRCC Community grant.

#### 4.5 Haven Precinct Plan

The development of the Precinct Plan is currently on hold until initial responses to the Covid-19 environment have settled and new ways of working have been established.

Line marking between the Haven Primary School and hall/tennis courts is an initial component of improvements at Haven and a draft line marking concept has been developed. The draft plan will initially be shown to members of the Haven PS and then shown to other groups and the Advisory Committee for feedback.

#### 4.6 Draft Terms of Reference

On hold.

#### 4.7 Open Space Strategy – implementation workshop for Advisory Committees

On hold – until initial responses to the Covid-19 environment have been established and new ways of working are embedded.

- 4.8 Dogs in the Botanic Gardens – Update  
More than 419 responses were received to the survey re: whether dogs on lead should be permitted to be in the Botanic Gardens. (Five responses were received after the close of the survey).  
Responses have been reviewed and a report is being presented to the Domestic Management of Animals Group (Advisory Committee). The report will then be presented to Council before being made public.
- 4.9 Provision of internet at haven Hall  
The provision of internet and other upgrades will be considered as part of the development of the Haven precinct Plan.

## 5. General Business

- 5.1 Covid-19  
The rapidly changing Covid-19 environment has resulted in the closing down of many community facilities. This required changing signage, provision of information to different groups and the establishment of new ways of working and meeting together.
- 5.2 Other Items – identified during the meeting  
None identified.

## 6. Reports

- 6.1 Horsham PS (Haven campus)  
Learn at home restrictions have meant that only 10-12% of the student population are attending on campus at Haven with the remaining students learning at home. Craig Amos reported that teachers have dramatically and quickly altered the delivery of teaching materials to cater for the changed environment.

## 7. Next Meeting

Tuesday 4 August 2020 at the Haven Hall or via Zoom.  
The meeting will commence at 7.30pm.

## 8. Meeting Close

The meeting was closed at 8.45pm

## CONFIRMATION OF THE MINUTES

The Minutes without alterations are confirmed as being a true and accurate record of the meeting:

Chair



Date 2 March 2021

## MINUTES

**Horsham Tidy Towns Committee Meeting**  
**held on Tuesday, 16<sup>th</sup> February 2021 at 12:30 pm**  
**Via Zoom**

**Attendees:** Cheryl Linke, Gary Aitken, Lucy De Wit, John Martin, David Eltringham (chair), Mary-Jean Kerr (deputy chair), Kola Kennedy, Neil King, Gillian Vanderwaal

**Apologies:** Jan Morris, Don Mitchell

**1. Welcome**

**2. Minutes of the previous meeting – 19 January 2021**

**Moved:** Neil King **Seconded:** Kola Kennedy that the minutes of the previous meeting were true and correct.

**3. Business arising from previous minutes**

- **Facebook Page-** A few posts have gone up regarding Cleanup Australia Day we just need a bigger following.
- **Transfer Station-** Committee would like Landfill staff to be educated on the sorting of recyclable materials.
- **Post Office-** David spoke to Post Office staff about the cleaning of the front of their building and they advised that they couldn't afford to do it.
- **Railway Precinct-** have been in discussions with Vic Track /ARTC and they will begin tidying up the south side of Railway Area.
- **Council bus tour-** Urban and Rural tour is being planned for new Councilor's. Committee will present the 5 main points on the list to them to include in the tour.
- **Line marking-** has been done in some parts of CBD recently.
- **Sweeping of Riverfront paths-** working on roster at the moment for it.
- **Dogs along river-** Owners who are walking their dogs need to ensure they are on leashes and this needs to be reinforced after hours. Could be enforced on paper work when people register their dog.
- **Corellas-** draft plan that is in place talks about non-lethal methods of control, some say they aren't effective and some don't support them. It is challenging and seeing a lot of damage in some areas.

**4. Correspondence**

**4.1 Inwards**

**4.2 Letter from Council re: Committee Structures-** Over next few weeks we will arrange a special meeting to get together and work out answers to this for when we are asked.

**4.3 Outwards**

- **Letter to Sunil-** no response as of yet.
- **Letter to Geraldine-** Lions Club endorsed Geraldine to be on the Committee as a Rep. *Moved: Neil, Seconded: Cheryl that Geraldine be invited as a guest to our meetings.*
- **Letters to Service Clubs re: Clean-Up Australia Day-** Rotary Club of Horsham replied but no others. Still needing more volunteers.
- **Weekly Advertiser Tidy Town Article-** David sent a press release to Weekly Advertiser and was presented in the paper which received some responses from a couple of members from the community.

## 5. General Business

5.1 **Review of ToR as submitted to Council-** waiting on response from Council.

### 5.2 **Clean up Australia Day Report-**

David has written to RRV got their approval in signage and vests etc.

Suggested for cleanup:

- Golf Course Road and Henty Highway South- Neil and Haven Market Committee.
- Railway- Jan and Don
- Western Highway East- David
- Henty Highway north- Kola
- Weir Park and River- Gary

Everyone to meet and sign in at Angling Club Carpark at 8:30am on Sunday ,28<sup>th</sup> February.

### 5.3 **Responses from Press Releases**

- Barry Nutall- Railway Precinct- wants to make sure it is enhanced by this Committee.
- Chas McDonald- Cemetery Precinct- looking for people to help with project to enhance the cemetery. (Horsham Cemetery Precinct- Action List)
- Daryl Dower- interested in volunteering for the Railway Precinct Cleanup

### 5.4 **KVB 2021 AWARDS program suggestions-** award submissions due in May (TBC)

- WHAC Show and Shine- can't hold this year due to Covid but have been doing other things.
- Oncology Unit
- Baking from the Heart (stopped due to Covid).
- Vege garden at the Patch
- Kiosk at Green Lake
- Livestock Exchange Roof
- Painted power box on the NAB corner
- Botanic Gardens Heritage Trees.
- Connect to the country- Goolum Goolum
- Young leader- Bart Turgoose
- Coles Carpark
- (List to be added to Action List)

## 6. Committee Member reports (any new programs)

- **Cheryl-** will be great when the Coles Carpark is complete, hopefully Woolworths need to do the same.
- **Mary Jean-** Keen to help with the Cemetery Project.
- **Gary-** Corellas and trees in Firebrace street are ongoing issues.
- **Kola-** entrances/exits to Horsham- need to organise to meet with outdoor staff.
- **Neil-** Highway Entrances- no rubbish but dead trees etc. doesn't make it look appealing. Racecourse lawns are looking good.
- **Gillian- Boomerang bags working bee at Senior Citizens-** desperate for assistant coordinator as Gillian will possibly be away for 5 months. Kola suggested idea of contacting Centre of Participation and Mary Jean advised she will ask around.
- **David-** drinking fountains- some don't work and don't look like they are cleaned, even the ones that work. (Action list- to get program for drinking foundation cleaning).

7. **Next Meeting-** Tuesday 16<sup>th</sup> March- 12:30pm

8. **Meeting Close-** 1:45pm

David Eltringham

**Chairman, Horsham Tidy Towns Committee**

**Minutes**  
**Bicycle Advisory Committee Meeting**  
**Held on Wednesday, 17 February 2021 at 5.00 pm**  
 Via Zoom

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<b>Present</b>	Gary Aitken Alan Bedggood Grant Hollaway Ben Holmes (Chair)	
<b>Officers</b>	John Martin Mazen Saeed Dale Schmid Gael Nitereka Lyndon White	Director Infrastructure Manager Engineering Services Recreation Planning Officer Recreation Planning Officer Coordinator Design

**1. Welcome / Apologies**

Apologies:

Mandy Kirsopp  
Lisa Ross  
Janine Harfield

**2. Disclosure of Conflicts of Interest**

Nil

**3. Minutes of the previous meeting – 21 October 2020**

Accepted.

**4. Business arising from minutes or previous meetings (if not in General Business)**

- Youth member to be sought – JM – After Council elections
  - Advertise for a replacement for Rudy as well as a Youth member
- Generic email address for comments from public – JM/LDW – After Council elections
  - To be arranged (JM)
- Rasmussen Rd campus parking – JM to inspect
- Liaise with TAC and CV re improving attitudes – SN/DS/MK
  - Priority has been mapping for a start. Will work on this now.
- Hamilton / Darlot detailed design to be discussed – on this meeting's agenda
- Parks Victoria meeting request – JM to follow up with BH
- River signage – frustration about the delay in getting this done. JM indicated that we are waiting to get the river branding.

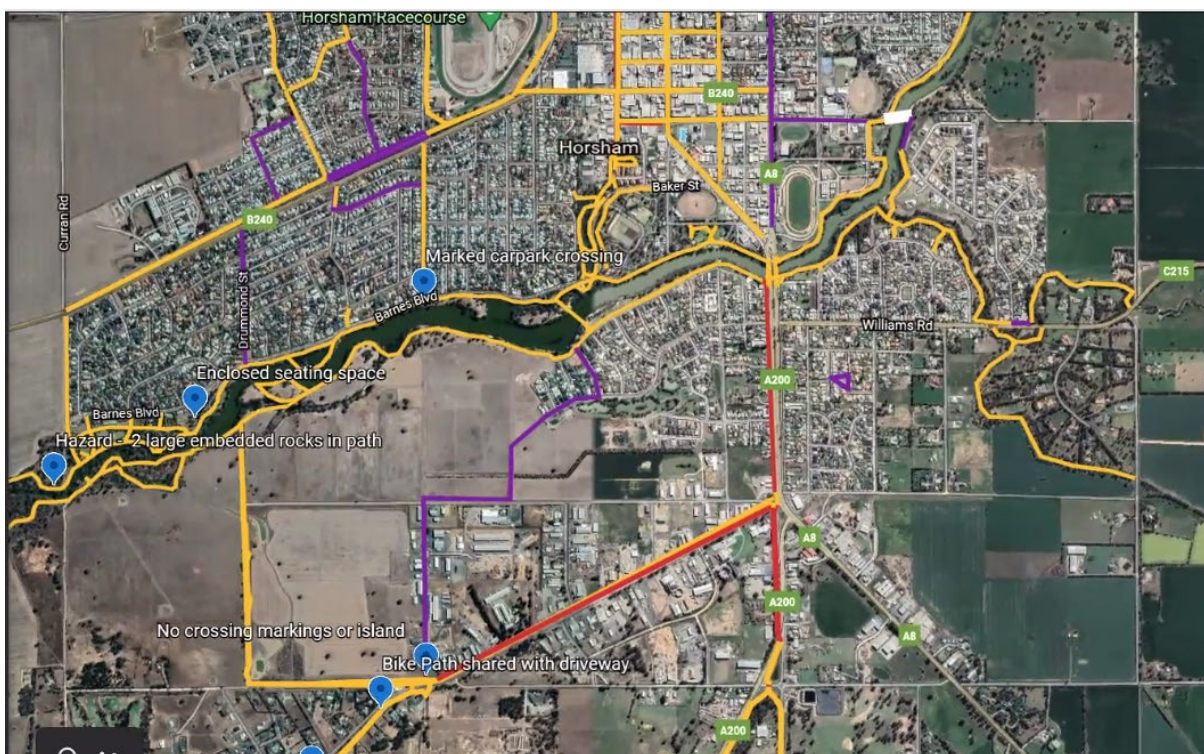
**5. Correspondence**

- TAC – Grant funding unsuccessful

## 6. General Business

### 6.1 Prioritisation Process – Dale / Gael

- Have been aiming to establish a foundation for what can be done with the bicycle network.
- First stage is accurate mapping. Previous mapping wasn't complete.
  - This has now been done by Dale and Gael on the ground
  - Data stored in “kml” files in Google Maps. Krishna Shrestha (Assets Manager) has access to this information for our corporate GIS.
- Have developed a prioritisation matrix
- This will help with funding
- Gael presented the mapping showing existing, gaps and possible future projects. Discussion:
  - A gap at the Burnt Ck bridge
  - **Action: Map file to be sent to members for their review and comment. This includes notes on the track construction**



- Prioritisation matrix
  - Listed projects from range of strategies
  - Council Plan, Health and Wellbeing Plan, Bike Plan, Open Space Strategy, Horsham Urban Transport Plan, Committees priorities
  - Gael explained the prioritisation process
  - Comments
    - It seemed very logical
    - Lots of information to absorb
    - Need to review this further to “rationalise” the methodology, e.g. by testing some examples
- Expected to be completed within about 2 weeks.
- **Action – have an informal session with the Committee on Wednesday 17 March**
  - Google information to be sent out with meeting notes
  - Members to have 2 weeks to respond, giving Dale and Gael some time to incorporate that information prior to the session on 17 March.
  - Request for a map of all park benches (not related to BAC) **Action - John**

## 6.2 Hamilton St Design – Lyndon

- Lyndon talked to his design, seeking feedback from members about the design for bicycle lane works.
- The prime intention is to extend the bicycle lane along Hamilton St and into Darlot St, to the extent that funding allows.
- The vehicle lane is slightly reduced in width, but still meets the standard.
- The kerbs at Madden St will need to be cut back.
- Consider cutting back the kerb on the NW side of Hamilton / Darlot corner.
- Grant suggested we review the extent to which we do the green lane marking. Perhaps we focus on the intersections, and a simpler treatment beyond the intersections.
  - Two views on this, one is to stretch the funds, the other is that the paint is an important part of the education.
- General support for the approach, with the tighter lane marking
- Darlot St – retention of angle parking is required due to concerns about loss of parking bays. Lyndon’s design meets the required lane widths for vehicles and bicycles.
- Need for better connection between the City Gardens track and the south end of Darlot St.
- Comment that Darlot St (south end) needs to be green lanes for driver education.
- There is some room between the vehicle lane and the cycle lane in the southern end/west side of Darlot St, but leaving enough room for doors to open.
- How does this work with the new guidelines – 1 m rule? To be checked.

## 6.3 Status of projects – JM

- Firebrace St / Hamilton St completed
  - Review indicates need for rumble strips between the cycle lane and vehicle lane to control movements better.
  - Cyclists on the committee consider the roundabout works well for them
- Post Office roundabout
  - Investigating the opportunity for a number of roundabouts to be improved.
- Hamilton St Pedestrian Bridge
  - Planning and detailed design is proceeding.
- Signage – not yet done (as above)
- Draft budget - \$50 + \$75 k for cycling path improvements.

## 6.4 Committee review process

- All committees being reviewed
- Members to be consulted during March/April

## 6.5 Other items raised by Members

- Horsham Rural City Talks Survey and Community Conversations.
  - John briefly outlined the process for preparation of the Community Vision, and that this will be subject to a deliberative engagement process.
  - Ben suggested that this group could hold its own “community conversation” that would feed into this process.
  - **Action – to be scheduled with the informal meeting on 17 March 2021.**

7. Next Meeting - 21 April 2020

8. Meeting Close 6:22 pm

**NOTICE OF MEETING  
WESTERN HIGHWAY ACTION COMMITTEE (WHAC)  
10.00AM, Friday 12 March 2021**

**Via Zoom**

**MINUTES**

**1. Welcome & Open Meeting Chair, Cr Kevin Erwin**

Cr Kevin Erwin – Northern Grampians  
Cr Jo Armstrong – Ararat  
Cr Tim Meyer – West Wimmera  
Cr Rod Ward – Moorabool  
Angela Daraxoglou – DoT – Grampians  
Daniel Kowalczyk – DoT – Metro NW  
Trenton Fithall – Northern Grampians

Charlie Cahill – Ballarat  
Angela Hoy – Hindmarsh  
Doug Gowans – Pyrenees  
Mark Marziale – West Wimmera  
Mick Evans – Yarriambiack  
Sam Romaszko – Melton  
John Martin - Horsham

**2. Apologies**

David Teague – DoT Metro North West  
Cr Moira Deeming – Melton  
Julie Cronin – Ararat  
Tim Harrison – Ararat

Cr Les Power – Horsham  
Cr Ron Ismay – Hindmarsh  
Damien Van Dyke - MRPV

***Motion: That the apologies be accepted. Cr Meyer / Cr Armstrong. Carried***

**3. Minutes of Meeting held 27 November 2020**

***Motion: That the minutes of the meeting of 27 November 2020 be accepted as a true and correct record of that meeting. Cr Armstrong / Mark Marziale. Carried***

**4. Business from previous Minutes**

- Beaufort red light camera – reminder  
No response has been received to emails to the relevant VicPol section. An email has been forwarded on behalf of WHAC from an alternative VicPol source.  
***Motion: That we write a letter escalating this matter to the Road Safety Camera Commissioner. Doug Gowans / Angela Hoy. Carried.***
- Letters to outgoing members  
Pending receipt of contact addresses.
- Circulation of constitution  
Done – refer general business.
- Betterment principle  
***Action: JM to circulate some Queensland information after this meeting.***



## 5. Correspondence

### Inward:

Date	From	Subject
Nil		

### Outward:

Date	To	Subject
Nil		

### Media:

- Victoria's Deadliest Roads (Herald Sun 15 February 2021)

### Discussion:

- Are there any stretches of roads where collisions are concentrating.
- Angela's DOT team has done a stocktake of this. Nhill to Horsham was a higher concentration of crashes – this was prior to the recent crash at the SA Border.

**Action – DoT to revisit the data.**

## 6. Financial Statement

Current balance \$59,324.71 – no change

Send a letter to Councils – as a placeholder for future budgets. **Action – Each Council officer to remind this.**

**Motion: That the finance report be received. Moved John Martin / Cr Meyer. Carried.**

## 7. Reports

- Major Roads Projects Victoria  
Damian – an apology – but report submitted. Reviewed by Chair.  
The Federal Court hearing / injunction has been deferred to April. Hence no works proceeding.  
No decision from the Federal Minister (Trevor Evans) re the Aboriginal decision.  
Works Ballarat – Beaufort have been completed.
- **DoT / RRV Western Region**  
Wire rope safety project is proceeding from Ballarat to Buangor. Two crews working on this, aiming to be completed by 30 June 2021. Separate works are occurring around the Woodmans Hill area, and near the Sunraysia Highway area.
  - Question – what is the gap between the road edge and the barriers? Not a lot of room e.g. to change a tyre. This issue also has been raised in relation to the Serviceton truck crash. **Action – Angela to follow up please.**

- Comment – Angela Hoy had received feedback from a member of the community advising that they had had a crash, and believed the wire rope safety barrier saved her life.

Western Highway Corridor Strategy. Briefing provided to Cr Erwin last week by Lachlan McDonald, Stephen McIvor-Smith, Angela Daraxoglou. The document will only be an internal document, and will not be made public. It has been used to guide internal planning. Reasons for not releasing it include:

- Parts of it are now considered to be out of date, e.g. crash history.
- There have been institutional changes in the transport area.
- Some new commitments to funding have changed priorities.

Q. Is there a plan to change or review this, and prepare a public facing document?

- Probably not in the short term.
- JM suggested that WHAC should prepare a strategy in the absence of a public document. To provide the strategic justification to support our advocacy.
- **Action – JM to liaise with colleagues to prepare a proposal for development of a strategy to inform this Committee's priorities. To present to next meeting.**

Reference to the community road safety grants program. Non-infrastructure solutions may assist with that. This could be a forum for heavy vehicle operators.

- **DoT NW Metro. Daniel Kowalczyk**

Major sealing maintenance program occurring – Deer Park to Anthony's Cutting, to improve ride quality and water sealing.

Thornhill Park estate – works are virtually complete. Highway conditions are back to normal now, following prolonged disruption with works.

Letters coming out seeking key stakeholder contacts re \$50 M commitment for Western Freeway. Planning on designing the "ultimate" freeway, and aiming to be able to share the concepts of this work.

Maintenance program in place for wire rope barriers.

- **Members**

- **Melton**

- Expressed their eagerness to participate in the freeway development strategy.

- **Moorabool**

- Eastern Link Rd intersection with freeway planning. This is holding up the planning of urban development in this area.

**Ballarat**

- Nil

**Pyrenees**

- The EES documentation for the Beaufort Bypass is nearing finalisation, and they are keen to see that.

**Ararat**

- No progress on the highway duplication work as reported earlier.
- Lots of consideration being given to the implications of a bypass. Council is conscious of that in its planning.

**Northern Grampians**

- Stawell structure planning – is in draft. The London Rd interchange is a key issue. Also, access of heavy vehicles to the industrial area.

**Horsham**

- Lots of surfacing works of the Western Highway through Horsham, which are appreciated. There were some traffic delays at peak times due to traffic signals defaulting to standard times, leading to significant queuing.
- What is status of Stawell Rd roundabout works, and Stawell / Nhill?
- Still waiting for an announcement on this.

**Hindmarsh**

- Supported a funding proposal for an upgrade to the Lochiel Driver Reviver site.
- Kiata rest stop – rubbish bins have re-appeared there.  
Angela D – also surprised to hear that – and will find out details.

**Yarriambiack**

- Community engagement occurring re the Council Plan / Vision
- Have had issues raised about speed reduction at Silo Art sites, also trucks through Minyip and the Lubeck intersection.

**West Wimmera**

- Have been working with VicPol in relation to border checkpoint locations to enhance safety.
- The issue of the truck collision at the border has dominated consideration of the Municipal Emergency Management Planning Committee.
- Significant problems with roadside vegetation, associated with fires. The slashing program is not working. Spraying also needs to be part of the program. The program is not adequate, and needs to consider seasonal conditions.  
Discussion – that this has been a major issue in many areas.

***Motion: That the reports be received. Moved Cr Armstrong / Cr Meyer. Carried.***

## 8. General Business

- **Infrastructure Australia Report**
  - The map of projects highlights no projects outside of the metropolitan area in Victoria.
- **Constitution**
  - Election of Chair / Deputy Chair. Cr Erwin asked John Martin to chair the election.
    - Chair**
      - Cr Erwin nominated by Cr Armstrong
      - No other nominations
      - Cr Erwin duly elected
    - Deputy Chair**
      - Cr Armstrong nominated by Cr Erwin.
      - No other nominations
      - Cr Armstrong duly elected
    - Delegate**
      - Cr Ward nominated by Cr Erwin
      - No other nominations
      - Cr Ward duly elected.

Cr Erwin resumed the chair.

  - Appointment of Secretariat**
    - Horsham Rural City Council. No other nominations.

**Action – review constitution – all members to provide comments to John Martin.**

- **RACV** – seeking information about problem intersections. Encourage people to get onto the map.
  - Motion: That we write to RACV about WHAC’s priority issues for inclusion in this work. Moved Cr Armstrong / Angela Hoy. Carried.**

## 9. Members Only

[DoT reps left the meeting]

- To ensure appropriate separation between the roles of Member Councils and agency representatives, it is proposed that there be a “members only” discussion at the start of each meeting.
  - Motion: That we write to the Minister, asking for a formal response on why the Committee is not getting a copy of the Western Highway Corridor Strategy. Moved Doug Gowans / Angela Hoy. Carried.**

Noting that:

- We are seeking information to inform and support our lobbying priorities.
- The reasoning provided for the strategy available is inadequate.
- We should ask if the Strategy is available under FOI provisions.
- All levels of Government are bound by standards of accountability and transparency to our community.
- While acknowledging the briefings provided by some senior bureaucrats, we are seeking the Minister's views on the availability of the Strategy.

#### 10. Next Meeting

23 April – do this via zoom, aim for face to face after that.

**Action: Invite a representative from VicPol to talk about driver behaviour.**

(There was a good speaker at a meeting approx 2 years ago at Ballarat VicRoads. JM to scan through minutes and see who that was.)

18 June – Aim for this to be face-to-face with video facilities as a backup.

20 August

8 October

3 December

#### 11. Close

Cr Kevin Erwin  
Chair