

AGENDA

MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on
24 January 2022
At 5.30pm

This meeting will be held online and livestreamed
on the Horsham Rural City Council website

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 at 5.30pm on 24 January 2022 to be held online and livestreamed at 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, Jupagulk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community.

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

3. OPENING AND WELCOME

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.

This meeting is being held online and Councillors are attending via electronic means. As this meeting is being held online, there will be no-one present in the public gallery. The meeting will be conducted in accordance with Council's Governance Rules and Local Law No 1 Governance (2016), noting that, as indicated, in some parts of the agenda, procedures have been slightly modified to ensure the meeting remains compliant but can run effectively in the online environment.

Disclosure of conflicts of interest and rules relating to conflicts of interest remain. Councillors will be removed from the proceedings where required using the available technology.

Voting in relation to motions for decision will be taken by show of hands. If a division is requested, the Mayor will call for a show of hands by those Councillors voting for the motion, and then those Councillors opposed to the motion.

Where Council experiences technical difficulties and there is a disconnection in Council's livestreaming of the meeting, the meeting will be adjourned. If the livestream connection is working within 30 minutes, the meeting will recommence. If the livestream is not available for a period of longer than 30 minutes, the meeting will be postponed to another time and date.

Councillors participating in this meeting by electronic means will be taken to be present and part of the quorum for the meeting, provided that they can hear proceedings, they can see and be seen by other members in attendance, and they are able to speak and be heard by those in attendance. The audio-visual link with each Councillor will be monitored and any disconnection immediately identified for both quorum and participation purposes. If the disconnection is longer than five minutes, the Councillor will be identified as absent from the meeting and will not be counted for quorum purposes. This absence will be reflected in the minutes. If the number of Councillors connected to the livestream falls below the minimum required for the quorum, the meeting will be suspended. If the quorum is not achieved within 30 minutes of the suspension, the meeting will be posted to another time and date.

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 Chambers at 5.30pm on Monday 13 December 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

9. OFFICERS REPORTS	6
9.1 CITY OVAL/SAWYER PARK REDEVELOPMENT FUNDING STRATEGY	6
9.2 COUNCILLOR STANDING AS A STATE OR FEDERAL CANDIDATE POLICY.....	13
9.3 INVESTMENT ATTRACTION AND GROWTH REPORT	16
9.4 AUDIT AND RISK COMMITTEE UPDATES AND ANNUAL APPOINTMENT OF CHAIR	30
9.5 COMMUNITY DEVELOPMENT GRANTS POLICY REVIEW	33
9.6 QUARTERLY COMMUNITY ENGAGEMENT UPDATE.....	36
9.7 CONTRACT VP 275060 SUPPLY AND DELIVERY OF ONE (1) NEW MOTOR GRADER WITH OPTIONAL TRADE-IN	42
9.8 PROCUREMENT OPERATIONS – PREPARATION OF OPERATING PROCEDURES AND SYSTEMS COUNCIL WORKS PROGRAM – DEPOT CONTRACT 11-022	45
10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS.....	48
11. URGENT BUSINESS	49
12. PETITIONS AND JOINT LETTERS.....	50
13. PROCEDURAL BUSINESS	51
13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS.....	51
13.2 SEALING OF DOCUMENTS.....	51
13.3 INWARD CORRESPONDENCE.....	51
13.4 COUNCIL COMMITTEE MINUTES	51
14. NOTICE OF MOTION	52
15. CONFIDENTIAL MATTERS	53
15.1 CONSULTANCY PANEL	53
<i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) - Private Commercial Information</i>	
15.2 CONTRACTING TO EXTERNAL COMPANIES – HORSHAM NORADJUHA ROAD UPGRADE.....	56
<i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) - Private Commercial Information</i>	
15.3 CONTRACT VP 275060 SUPPLY AND DELIVERY OF ONE (1) NEW MOTOR GRADER WITH OPTIONAL TRADE-IN	61
<i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) - Private Commercial Information</i>	
15.4 PROCUREMENT OPERATIONS – PREPARATION OF OPERATING PROCEDURES AND SYSTEMS COUNCIL WORKS PROGRAM – DEPOT CONTRACT 11-022.....	62
<i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) - Private Commercial Information</i>	

CLOSE



SUNIL BHALLA
Chief Executive Officer

9. OFFICERS REPORTS

9.1 CITY OVAL/SAWYER PARK REDEVELOPMENT FUNDING STRATEGY

Author's Name:	Susan Surridge	Director:	Kevin O'Brien
Author's Title:	Coordinator Community Relations and Advocacy	Directorate:	Communities and Place
Department:	Governance and Information Management	File Number:	F01/A05/000001

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

Sawyer Park City Oval Concept Plan (**Appendix 9.1A**)

Purpose

To approve funding applications for the Stage 1 redevelopment of the City Oval and Sawyer Park precinct.

Summary

- Council, at its meeting on 22 November 2021:
 - Endorsed the Concept Plan for the City Oval and Sawyer Park Precinct (**Appendix 9.1A**).
 - Agreed to seek funding opportunities from the State and Federal Governments to achieve all of the components of the Concept Plan, as presented to the community and supported by the Community Reference Group.
 - Requested that any funding applications for this project come back to Council to discuss the co-funding financial implications before submitting.
- Following the November meeting, work commenced on developing project documentation that will support funding applications. This work includes schematic design of Stage 1 key facilities (Community facility and change rooms, netball courts and change rooms, concert stage and supporting structures) and a Cost Benefit Analysis.
- In early December 2021, three major funding rounds were announced that provide an opportunity to gain significant funding for the City Oval and Sawyer Park precinct redevelopment as follows:
 - Regional Development Victoria (RDV) Regional Tourism Fund – applications due 14 January 2022
 - Sports Recreational Victoria (SRV) Local Sports Infrastructure Fund – applications due 7 February 2022
 - Federal Building Better Regions Fund Round 6 (BBRF) – applications due 14 February 2022
- Each fund has specific guidelines, funding ratios and documentation requirements
- A potential funding scenario was presented to Council for discussion on 13 December 2021, noting that the first application must be lodged prior to the January 2022 meeting, with Council agreeing that the applications be submitted, and a formal Council Report provided to the January Meeting of Council.
- This report details the funding strategy for the redevelopment of City Oval and Sawyer Park precinct.

Recommendation

That Council:

1. Note that Stage 1 of the City Oval and Sawyer Park precinct redevelopment includes the following key components:
 - 1.1. Community Facilities (including AFL standard change rooms)
 - 1.2. Netball facilities (including 2 netball courts, lighting, change rooms and spectator areas)
 - 1.3. Event activation (Stage, supporting infrastructure, roadworks and landscaping)
 - 1.4. The total cost of Stage 1 works is \$12.8million (if undertaken as one project)
2. Approve the allocation of the \$2,856,792 provided by the Australian Government under its Local Roads and Community Infrastructure (LRCI) Phase 3 program to provide matching funding as follows:
 - 2.1. Netball Facilities Application (SRV) - \$1,856,792
 - 2.2. Event Activation Application (RDV) - \$1,000,000
3. Note an application to Regional Development Victoria (RDV) Regional Tourism Investment Fund for the Event Activation Project - Total Project Budget \$3million, (**Grant request \$2 Million**) was submitted on 14 January 2022.
4. Submit an application to SRV Local Sports Infrastructure Fund for the Netball Facilities. Total Project Budget \$3 Million, **Grant request \$800,000.**
5. Submit an application to the Federal Government's Building Better Regions Fund (BBRF) to complete all of Stage 1 of the City Oval Sawyer Park Precinct redevelopment – Total Budget \$12.8 Million, **Grant request \$6.4 Million.**
6. Support the applications for the \$12.8million Stage 1 of the City Oval and Sawyer Park redevelopment project, Council confirms matching Council co-contribution of **\$6.4million.**
7. Support an application for the BBRF Stage 1 of the City Oval and Sawyer Park redevelopment project, and confirm matching Council co-contribution of **\$6.4million.**
8. Note that the matching Council co-contribution of **\$6.4 Million** will be reduced by successful State Government applications for the Netball Facilities (\$800,000) and the Event Activation Facilities (\$2million). If all applications are successful, the Council co-contribution to Stage 1 is reduced to **\$3.6 Million (28% of the total Stage 1 budget).**
9. Note that the commitment of Council co-funding is dependent upon receiving funding from the State and Federal Governments; the projects will only proceed if the relevant funding application (No. 2,3,4 above) are successful.
10. Council's co-contribution will be funded through borrowings and inclusion in the CAPEX budget over two financial years: 2022-2023 and 2023-2024 as detailed in this report.

REPORT**Background**

At its meeting on 22 November 2021, Council:

- Endorsed the Concept Plan for the City Oval and Sawyer Park Precinct (**Appendix 9.1A**).
- Agreed to seek funding opportunities from the State and Federal Governments to achieve all of the components of the Concept Plan, as presented to the community and supported by the Community Reference Group.
- Requested that any funding applications for this project come back to Council to discuss the co-funding financial implications before submitting.

Following the November meeting, work has commenced on developing project documentation that will support funding applications. This work includes schematic design of Stage 1 key facilities (community facility and change rooms, netball courts, lighting and change rooms, concert stage and supporting structures) and a Cost Benefit Analysis.

The remaining Stage 2 works in the Concept Plan adopted by Council (November 2021) include the widening of the oval, the design and construction of a new accessible grandstand and tiered seating on the east side of the oval, east side road works, realignment and Sound Shell improvements. The estimated costing for this stage is \$4.2million. Stage 2 will be progressed following the completion of design works for Stage 1 and is not included in this Funding Strategy. Grant Funding will be sought for Stage 2 in due course.

Council has been allocated \$2,856,792 under Phase 3 of the Federal Government's Local Roads and Community Infrastructure (LRCI) program. This Federal Government Funding needs to be allocated to specific projects by 30 June 2022, with projects completed by 31 December 2023. This funding can be used as matching Council contribution to State Government funding applications, i.e. RDV and SRV but not for other Federal Government funding programs such as BBRF. The LRCI funding provides an opportunity to leverage significant funds to gain further State Government funding, which in turn can be leveraged to obtain additional Federal Government funding through BBRF.

Three key funding opportunities were announced in December 2021:

1. RDV Regional Tourism Fund (State Government)

Focus on Tourism Activation and increasing visitor yield. Funding ratio \$2RDV:\$1Local. Applications due date 14 January 2021. An application is proposed to undertake the Event Activation project within the Sawyer Park City Oval Concept Plan.

2. SRV Local Sports Infrastructure Fund (State Government) – Female Friendly Facilities

Focus on improving sporting facilities to support and increase female participation in sport. Maximum grant available \$800,000, Funding Ratio \$2SRV:\$1Local. Applications due date 7 February 2022. An application is proposed to undertake a major netball facilities upgrade at the City Oval, including the construction of two new netball courts (with lighting), netball change rooms, and spectator areas.

3. Building Better Regions Fund (Federal Government)

Focus on enhancing community facilities and providing economic growth and jobs outcomes. Funding ratio \$1BBRF:\$1Local (noting that local funding cannot include the LRCI funding). An application is proposed to undertake the full \$12.8 Million Stage 1 project, seeking a grant of \$6.4 Million that will allow potential leveraging of \$2.8 Million of State Government funding.

The outcome of these funding applications will not be known until mid-2022, and construction works will not commence until late 2022. This gives 12 months for Council to determine alternative venues for any community groups that required relocation as part of the approved Concept Plan. Discussions are occurring with groups to determine a new location.

Discussion

Funding strategy for City Oval and Sawyer Park redevelopment Stage 1 – Total Project Cost \$12.8 Million

The Concept Plan endorsed by Council (November 2021) has a total project budget \$17million, with Stage 1 now costing \$12.8million. The proposed funding strategy is based on maximising State and Federal Government Funding opportunities to leverage Stage 1, utilising the confirmed LRCI funding allocation. Council has been advised that the BBRF Round 6 applications will be considered as part of election commitments prior to the 2022 Federal Election. Under the following strategy, Stage 1 of City Oval and Sawyer Park redevelopment (\$12.8 Million) can be completed with the assistance of three grants and a Council Co-contribution of \$3.6 Million (28% of total project budget)

Table A – Funding for Federal Government BBRF application Stage 1 (\$12.8million) with all grant applications successful and minimum Council co-contribution

		(Fed)		(Fed)	(State)	(State)
	Total Cost	LRCI	Council	BBRF	SRV	RDV
Stage 1 BBRF application \$1:\$1 ratio	12,800,000	0	3,600,000	6,400,000	800,000	2,000,000

Table B – Funding for State Government applications

		(Fed)		(Fed)	(State)	(State)
	Total Cost	LRCI	Council	BBRF	SRV(LSIF)	RDV
SRV Netball Facilities Project	3,000,000	1,856,792	343,208	0	800,000	0
Regional Tourism Infrastructure Fund – Event Infrastructure	3,000,000	1,000,000	0	0	0	2,000,000

Note: The SRV and RDV applications rely on an allocation of Council co-funding from the Federal Government LRCI phase 3 allocation of \$2,856,972. The additional Council funding of \$343,208 will need to be funded through the capital works budget, split across two years, 2022-2023 and 2023-2024.

Council's Long Term Financial Plan 30 June 2021 (Adopted) allocates \$2.6million of Council funding for the City Oval Sawyer Park project (fully funded by external loans). This allocation was based on a funding strategy of contributing 25% of a \$10.4million project. The Concept Plan endorsed by Council (November 2021) has a total project budget \$17million, with Stage 1 now being separately costed at \$12.8million.

As part of the funding strategy outlined in Table 1, Council will need to borrow an additional \$1million to complete Stage 1. This reflects in part the increase in the project budget from the original estimate in the LTFP. The cost of an additional \$1million of borrowings (based on 10 year loan, Interest rate 3%) is combined principle and interest repayments \$116,000 per year for ten years. It should be noted that in taking on this additional borrowing, Council will still be well within the range of its borrowing limits.

The funding strategy in Table A assumes that all three funding applications are successful. Each funding round will be highly competitive with the outcomes known by mid-2022.

A requirement of each of the three funding applications is that Council confirm the required matching co-contribution at the time of submitting the applications. This will be a maximum co-contribution of \$6.4 Million, which will reduce to \$3.6 Million if the SRV and RDV applications are successful.

Worst Case Funding scenario

If the BBRF application is successful and the two smaller grants are both unsuccessful, Council will be required to fully fund the matching \$6.4million local contribution to the \$12.8million total project without State government leverage.

This contribution can be funded as follows:

- \$2.6 million from LTFP (30/6/2021)
- \$ 2,856,792 nominated from funding for Council's Capital works program 2022/2023 (Noting that the LRCI Phase 3 funding of \$2,856,792 to be used for Council's approved capital works program for 2022/2023)
- \$943,208 (approximately \$1million) of additional borrowings as discussed above.

Table C further explains the impact on the LTFP and Capital budget

Table C – Impact of Worst Case Scenario on Long Term Financial Plan and borrowings

	Total Project Cost	Funded by:		
		Grant (BBRF)	Loan	Rates Funded Capital Budget
	\$M	\$M	\$M	\$M
Budget Estimate as per LTFP 30th June 21 City Oval and Sawyer Oval Project	10.5	7.9	2.6	
Budget for Stage 1 - Concept Plan adopted November 21 City Oval and Sawyer Park	12.8	6.4	3.6	2.8

* LRCI funding of 2.8million to be used for Capital Budget

This potential funding scenario was presented to Council for discussion on 13 December 2021, noting that the first application must be lodged prior to the January 2022 meeting, with Council agreeing that the applications be submitted, and a formal Council Report provided to the January meeting.

Options to Consider

A range of options are presented in the funding strategy, with varying co-contributions required by Council depending on the success of funding applications.

Sustainability Implications

This project will provide built-for-purpose sporting and community facilities that will contain modern sustainable design features as appropriate.

Community Engagement

Development of the City Oval and Sawyer Park Concept Plan involved an extensive community engagement process from November 2020 to September 2021 and involved collaboration with a Community Reference Group. This included current user groups and general community representatives. Engagement included one-on-one meetings with user groups, face-to-face community engagement and a six week public consultation period.

Innovation and Continuous Improvement

The redevelopment of the City Oval and Sawyer Park precinct includes many innovative concepts, including an accessible grandstand, tiered seating around the oval and the development of an outdoor entertainment stage at the oval to provide for major outdoor events.

Collaboration

Council staff have worked closely with the Community Reference Group, Technical Reference Group and key sporting associations in the development of the Concept Plan

Financial Implications

This report contains a significant financial implications for Council. As outlined earlier in this report, the proposed funding strategy for the Stage 1 project is:

SRV	\$ 800,000
RDV	\$ 2,000,000
BBRF	\$ 6,400,000
<u>Council</u>	<u>\$ 3,600,000</u>
Total	\$12,800,000

If the BBRF application is successful, the impact on the LTFP (June 2021) will be additional borrowing of \$1million, to be repaid over ten years.

If the BBRF application is not successful, but either or both of the SRV Netball application and Regional Tourism application, the Federal LRCI funding will cover the local Council contribution required with the additional allocation of \$343,208 in Council's Capital Budget over the next two years for the Netball project.

Regional, State and National Plans and Policies

The Netball and Events projects has been discussed with Sport and Recreation Victoria and Regional Tourism Victoria who have provided confirmation that the applications are suitable and align with the respective Funding Programs. The total Stage 1 project has also been discussed with Dr Anne Webster, Member for Mallee, Grampians Tourism and Regional Development Victoria.

Council Plans, Strategies and Policies**2021-2025 Council Plan**

Theme 1 – HRCC will develop the municipality as a diverse, inclusive and vibrant community.

Theme 2 – Liveability – HRCC will actively work to create a healthy and connected community that is a great place to live, work, invest and explore for all ages, abilities and backgrounds.

Theme 3 – Sustainability – HRCC will actively lead in sustainable growth and development of the community and the economy.

Theme 4 – Accessibility – HRCC will meet community needs through connected transport networks and the provision of accessible and welcoming places and spaces.

Risk Implications

The risk of this Funding Strategy lies in the uncertainty around which funding applications will be successful in a highly competitive environment. This risk is mitigated by:

- a) Identification of the minimum and maximum funding commitment required by Council
- b) Good track record in successful applications with the three nominated funding bodies i.e. SRV, RDV and BBRF.

There is some additional risk around the need for relocation of some community groups prior to the commencement of construction. This is being mitigated through ongoing open and transparent review of alternative venues with the groups involved and an approximate 12 month lead time.

Conclusion

City Oval is recognised as the Premier Oval in the region, but one that is ageing with sub-standard facilities. The project will address some of the key concerns around current conditions, such as: poor accessibility to key facilities; need for an additional netball court; change rooms that do not reflect current AFL and Netball Victoria guidelines; and lack of large scale outdoor entertainment venue for Horsham.

The City Oval and Sawyer Park Redevelopment project is an exciting \$12.8 Million project that will transform this important sporting and entertainment precinct in central Horsham.

9.2 COUNCILLOR STANDING AS A STATE OR FEDERAL CANDIDATE POLICY

Author's Name:	Michelle Plain	Director:	Kerrie Bell
Author's Title:	Coordinator Governance (Acting)	Directorate:	Director Corporate (Acting)
Department:	Governance and Information	File Number:	F31/A03/000001

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 Standing as a State or Federal Candidate Policy (**Appendix 9.2A**)

MAV Guidelines - Councillor Standing for State or Federal Elections (**Appendix 9.2B**)

Purpose

To adopt the Councillor Standing as a State or Federal Candidate policy.

Summary

- The Municipal Association of Victoria (MAV) have established a set of guidelines for Councils and Councillors to familiarise themselves with their obligations when a Councillor nominates to stand in a State or Federal election.
- Council has developed a policy to provide additional guidance to Councillors standing as a State or Federal candidate.

Recommendation

That Council adopt the Councillor Standing as a State or Federal Candidate policy attached as **Appendix 9.2A**.

REPORT

Background

Councillors are elected to perform their duties in a lawful manner and must comply with relevant provisions of the *Local Government Act 2020* including the Standards of Councillor Conduct. When considering standing for Federal or State Parliament, it is recommended Councillors consider their duties and requirements under the *Local Government Act 2020*, including standards of conduct and potential conflicts of interest.

Discussion

In accordance with MAV guidelines, the Councillor Standing as a State or Federal Candidate policy provides principles that must be considered by Councillors nominating to run for office in a State or Federal election. These principles include:

- Councillor's Code of conduct prior to and during the election period
- Declaring their intent to stand to the CEO and Council
- Requesting a leave of absence from Council duties
- Observing staff/Councillor protocols during the election period
- Differentiation of role of Councillor from role as Candidate when making public comments
- Immediate resignation from Council if successfully elected
- Seeking independent legal advice
- Avoiding any Conflict of Interests
- Use of Council resources during the election period

Options to Consider

Council may resolve not to adopt the Councillor Standing as a State or Federal Candidate policy and rely on independent legal advice to guide nominated councillors through the election period protocols and process. All costs associated with the candidate seeking legal advice are borne by the candidate.

Sustainability Implications

Not applicable

Community Engagement

This policy will be made available to the public through Council's website.

Innovation and Continuous Improvement

The Councillor Standing as a State or Federal Candidate policy is a new policy that offers guidance to Council and Councillors. Good governance and continual improvement is measured through the integrity of Council's actions, with the intent to avoid potential conflicts of interest and the perception of misuse of Council resources.

Collaboration

The Councillor Standing as a State or Federal Candidate policy is based on the guidelines developed by the MAV and aligned with the obligations of the *Victorian Local Government Act 2020*. The policy is derived from South Gippsland Shire Council's policy.

Financial Implications

Nil

Regional, State and National Plans and Policies

MAV Guidelines - Councillor Standing as a State or Federal Election

Local Government (Governance and Integrity) Regulations 2020, Regulation 12

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

1. Good governance through leadership and connection with community
2. High organisational standards focussing on continuous improvement
3. Accountable and transparent decision making
4. Position Horsham Rural City Council as a leader in local government

Risk Implications

Not having a policy to guide Councillors through this process may leave Council and Councillors exposed to greater risk of breaching legislation and Acts leading to financial and reputational damage. This policy seeks to reaffirm Council's commitment to good governance.

Conclusion

The Councillor Standing as a State or Federal Candidate Policy is presented to Council for adoption.

9.3 INVESTMENT ATTRACTION AND GROWTH REPORT

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Nil

Purpose

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

REPORT

Background

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

Discussion

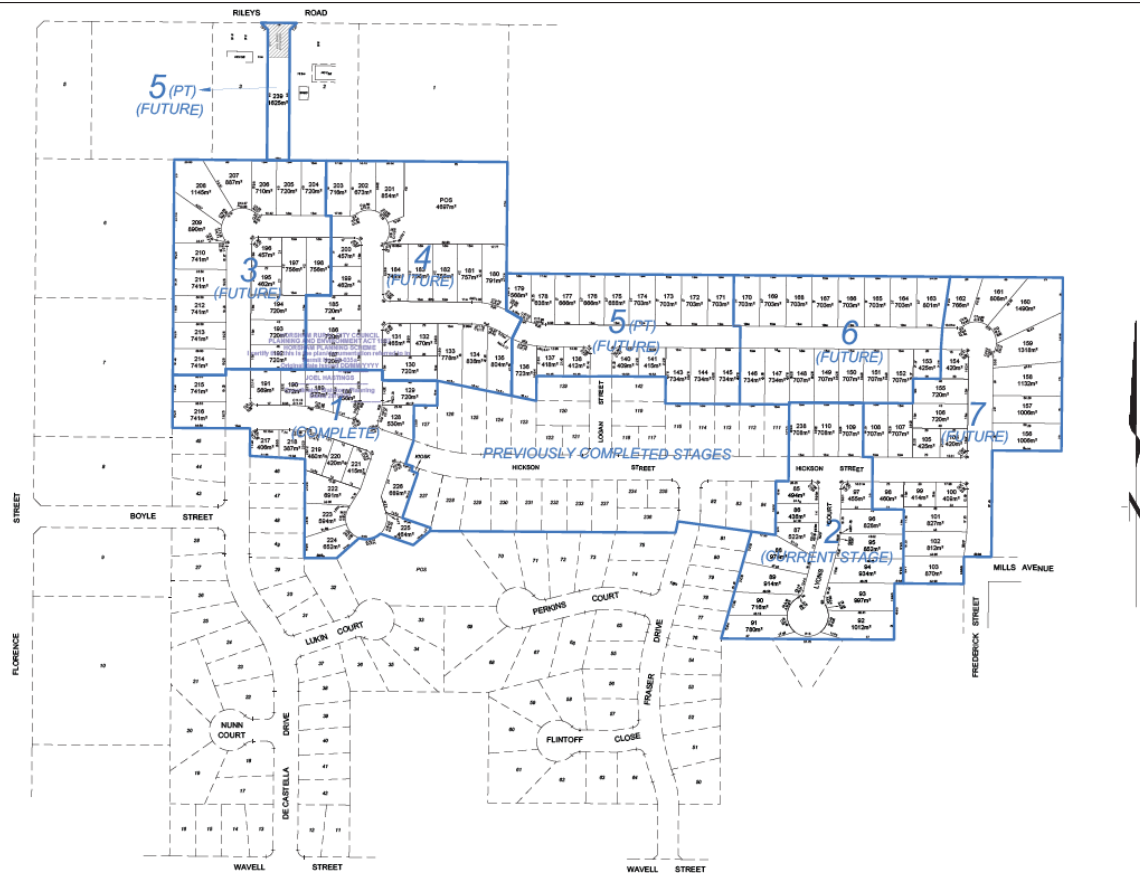
The work undertaken across Investment Attraction and Growth includes Strategic Planning, Statutory Planning, Building Services, Business, Tourism and Events. This report also includes statistical information from the Visitor Services which is now located at the Horsham Town Hall and forms part of the Arts, Culture and Recreation Units.

STATUTORY PLANNING

Subdivision

The subdivision for land for commercial, industrial and residential land is a critical element of the growth of Horsham and strategic and statutory planning ensure the standard of residential neighbourhoods whilst the development sector determines the timing and delivery of developed land.

Horsham Rural City has a number of large approved residential subdivisions across the Horsham which contributes to land supply. Council have recently received a number of requests to amend the proposed staging of development to bring forward construction to meet market demand.



<p>NOTATIONS</p> <p>THE DIMENSIONS SHOWN HEREON ARE APPROXIMATE AND ARE SUBJECT TO SURVEY.</p> <p>7 - INDICATES PROPOSED SUBDIVISION STAGE NUMBER & BOUNDARY</p>	<p>NO. DATE REVISION</p> <p>1 04-08-20 PROVISION OF LOTS IN STAGE 2 ON THIS PLAN</p> <p>2 28-05-20 AMEND LOT NUMBERS AND STAGE NUMBERS</p> <p>3 21-06-21 AMEND STAGING OF LOT 236</p> <p>4 21-06-21 AMEND STAGING</p>	<p>DRAWN: B.F. 09/02/18</p> <p>DESIGNED: N.J.F. 11/2007</p> <p>SCALE: 1:1250</p> <p>APPROVED:</p>	<p>OVERALL DEVELOPMENT PLAN</p> <p>DeCASTELLA ESTATE - HORSHAM</p> <p>SCALE 1:1250</p> <p>10m 0 10m 20m 30m 40m</p> <p>UNITS: METRES</p> <p>DRAWING NO: H002420 REV. 3</p>	
	<p>DATE: 24 JAN 2022</p>	<p>SCALE: 1:1250</p>	<p>DESIGNED: N.J.F. 11/2007</p>	<p>SCALE 1:1250</p>
	<p>DESIGNED: N.J.F. 11/2007</p>	<p>DESIGNED: N.J.F. 11/2007</p>	<p>DESIGNED: N.J.F. 11/2007</p>	<p>DESIGNED: N.J.F. 11/2007</p>

Planning Applications Determined

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

Type	NOVEMBER 2021		NOVEMBER 2020	
	No.	*Value \$	No.	*Value \$
Miscellaneous Domestic	3	318,751	8	1,535,080
Industrial/Commercial	9	1,330,680	3	106,26
Subdivisions	6 (11 lots)	0	0	0
Other	1	1,600,000	0	0
Total	19	3,249,431	11	1,545,706

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

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2021 to 30 November 2021 is 63 compared to 40 in the same period in 2020-2021.

Planning permits issued for subdivision have permitted 39 new lots from 1 July 2021 to 30 November 2021 compared to 10 in the same period in 2020-2021.

BUILDING SERVICES**Building Permits Issued**

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

Permits issued by Horsham Rural City Council for this Municipality

Type	NOVEMBER 2021		NOVEMBER 2020	
	No.	Value \$	No.	Value \$
Dwellings	-	-	-	-
Alterations to Dwellings	-	-	-	-
Dwelling resiting's	-	-	-	--
Miscellaneous Domestic (Carports, Garages etc)	6	70,197	8	177,235
Removal/Demolish	4	96,700	-	-
Industrial/Commercial	-	-	-	--
Signs	--	-	-	-
Total	10	166,897	8	177,235

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

Type	NOVEMBER 2021		NOVEMBER 2020	
	No.	Value \$	No.	Value \$
Dwellings	5(7*)	2,469,021	9	4,394,926
Alterations to Dwellings	3	86,212	4	932,722
Dwelling resiting's	-	-	-	-
Miscellaneous Domestic (Carports, Garages etc)	9	381,365	7	296,379
Removal/Demolish	-	-	2	29,000
Industrial/Commercial	6	425,291	1	3,740,000
Signs	-	-	-	--
Total	23	3,361,889	23	9,373,027

(*5 permits for 7 dwellings)

A total of 45 Building Permits have been issued by the Horsham Rural City Council at a total value of \$2,394,545 from 1 July 2021 to 30 November 2021 compared to 29 Building Permits at a total value of \$2,606,114 for the same period in 2020-2021.

Private Building Surveyors have issued 124 Building Permits at a total value of \$28,310,604 from 1 July 2021 to 30 November 2021 compared to 122 at a total value of \$30,781,048 for the same period in 2020-2021.

STRATEGIC PLANNING

Heritage Presentation

A heritage adviser presented to Council staff on heritage considerations and responsibilities within different areas of Council. The adviser shared some of her observations of Horsham including a large collection of existing buildings (public and private) of the inter-war style that represent our rural prosperity in the 1920s and 1930s. Some of these buildings include the T & G Building (1940) and dwellings such as 'Leamont' (1926) on Natimuk Road. The inter-war style was architecturally and aesthetically significant for its universal eclecticism, combining styles such as American Spanish Mission, Californian Bungalow, Italian Mediterranean, Arts and Crafts, Georgian Revival, Art Deco, as well as streamline Modernism. Features from styles of hot climates were creatively adapted for the inland heat of the central-western Victorian region.





The advisor also made the observation that Horsham has a strong collection of existing commercial buildings of heritage value within the Central Business District (CAD) extent, however, architectural features such as parapets are concealed by signage but could be easily reinstated and make a strong contribution to streetscape character. The CAD Revitalisation Plan will explore some of the advisor’s recommendations for heritage restoration and improvement.



Recent Heritage Improvement Projects

Council has worked together recently on a number of heritage improvement and investigation projects.

Mechanics Institute

The Mechanics Institute on Pynsent Street has been subject to a transformative facelift. On Monday, 22 November Philip Smyth Visual Creations in Ballarat, who specialise in the heritage craft of gold leaf gilding, worked magic on the raised lettering on the building façade. The building has also been recently painted in accordance with a historic paint colour scheme. 19th and early 20th century buildings usually focused on naturally available ochre colours for decorative architectural features with a stone colour finish.



Horsham Theatre (cinema)

On Tuesday, 16 November Natimuk Access scaled Horsham Theatre's façade to take paint scrapes. Paint scrapes will go under a microscope in order to identify the building's original paint colours and assist Council in developing a new colour scheme that is sympathetic to its era. The building is also listed on the State Heritage Register and requires a permit exemption for any works proposed.

The Horsham Theatre is one of the earliest surviving and largest purpose-built cinemas in rural Victoria and rare for its combined cinema and live performance functions.

It was designed by the Melbourne architecture firm, Bohringer, Taylor and Johnson, who also designed the spectacular Forum Theatre on Flinders Street and the Astor in St Kilda. It is considered the best surviving example of the firm's work in rural Victoria.

It was designed in a subtle neo-Classical revival style in 1926 - simple, classical forms of Greek and Roman architecture and a focus on symmetry, geometry and grandeur.

Victorian Government Small Business Bus

WANT TO GET YOUR BUSINESS MOVING?

Are you looking to start a small business but not sure how?

Do you own a business and need expert advice on how to grow and thrive?

The Victorian Government's Small Business Bus is coming to a location near you.

 Outside White Hart Hotel, Roberts Avenue
Horsham

 10am - 4pm

The Small Business Bus offers:

- **FREE** confidential mentoring provided by a small business specialist
- **ADVICE** on developing your business idea, formulating a business plan, marketing your business, improving your understanding of cash flow management and more
- Friendly **ASSISTANCE** from a Small Business Victoria information officer
- **INFORMATION** about Small Business Victoria's programs and services

Book a session and discover how the Small Business Bus can help you plan, start or grow your business. Visit business.vic.gov.au/sbb or call the Business Victoria Contact Centre on **13 22 15**

BIG HELP FOR small business

BUSINESS VICTORIA

The Small Business Bus is visiting Horsham on Thursday 9 December and will be parked outside the White Hart Hotel from 10am-4pm. This is a great opportunity for small businesses to gain advice about starting a business or expanding and growing an existing business.

BUSINESS DEVELOPMENT, TOURISM AND EVENTS

Horsham Christmas Extravaganza



After two years of economic and social hardship, Horsham Rural City is assisting the community to celebrate Christmas with outdoor street activations in the city.

An event was held on Friday 26 November to help kick off the Christmas shopping period and entice people into the central activity district (CBD). Activities were family-focussed and includes a scavenger hunt and free hot chocolate. The Wimmera Woodturners had a 'Santa's Workshop' stall which included mini Christmas tree giveaways for children.

Monthly Spending Summary - Horsham Rural City Council

Peak Spending Day: Friday November 26 2021

Total Local Spend: \$1.4M

Expenditure by Type

Expenditure Type	Total Local Spend	Resident Local Spend	Visitor Local Spend	Resident Escape Spend	Resident Online Spend
November '21 Spending	\$31.5M	\$21.8M	\$9.77M	\$7.17M	\$12M
Change from Oct '21	1.7% increase	1.5% increase	2.3% increase	40.1% increase	12.8% increase

Spending rebounded in November (from October) across almost all Expenditure Types and categories. The only exception was a slight drop in Consumer Staples spending (down 1 per cent overall). But this should come as no surprise. Consumer Staples is dominated by Grocery Stores and Supermarkets spending, and this has been the only consistently thriving category for the last 18 months as people work from home and cafes, restaurants, and bars operate under strict social distancing rules. The percentage increase from October to November 2021 is twice that from October to November 2020. The total value of the increase is also twice that of 2020 and about ten times that of October to November 2019. This means not only did spending rebound from the locked-down low of October 2021, but it has also exceeded recent historical records of typical October to November spending increases.

The biggest rebound was a 52 per cent increase in Resident Escape Spend on Discretionary Goods and Services. This is people getting out and about and splashing out, including Christmas gifts. Services other spending (also Resident Escape Spend) was up by 24 per cent.

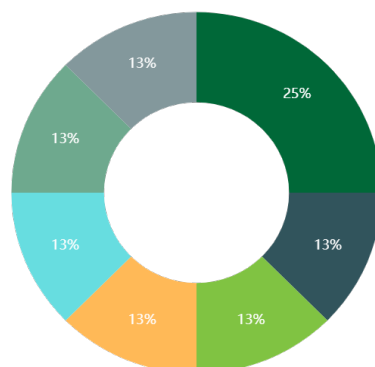
Grampians Resident & Workforce Attraction

The marketing campaign continues to attract positive numbers to the campaign website.

- 4,479 people visited the Campaign website in November. (Compared to 5,647 in October). <https://grampianslife.com.au>
 - 62% (2,800) from Melbourne.
 - 342 were from Adelaide.
 - 186 were from Sydney
- Job vacancies 176 listed from the 1 to 30 November (compared to 172 for October) with 4 people hitting the ‘*apply now*’ button. <https://grampiansjobs.com.au>
- 71 Registered their skill and interest (compared to 94 for October)
- 63 Employers in the region are now listed on the Shift platform.

Once again, our highest business industry is the agriculture sector followed by building construction.

Business Primary Industry
 Agriculture Building Construction Clubs (Hospitality) Electrical Services Government & Defence Healthcare & Medical Plumbing Services



Business Development Team – Business Visitations for the Month of November

Month Visitation	Retail Services & Accommodation	Hospitality	Event interaction contacts	Event Notifications	Over all contacts for the month
January	11	12	10	8	41
February	24	77	21	9	131
March	40	61	31	5	137
April	8	10	9	6	33
May	22	11	4	2	39
June	25	12	6	2	45
July	30	12	15	6	63
August	10	2	6	11	29
Sept	35	18	10	2	65
October	45	40	10	4	99
Nov	12	2	20	15	49
Monthly total	262	257	142	70	731 Total YTD

Wimmera Business Centre

Vacant Shops November figures:

Street/ Number of Vacancies	July 2021 FY 21/22	September FY 21/22	November FY 21/22
Darlot Street	4	3	2
Firebrace Street	7	7	6
Hamilton Street	1	1	1
Wilson Street	4	4	5
Pynsent Street	5	5	2
Roberts Ave	3	3	2
McLachlan Street	1	1	0
Total	25	24	18

2021 Visitations to the www.visithorsham.com.au website

The [www.visithorsham](http://www.visithorsham.com.au) website continues to draw steady visitation hits per month.

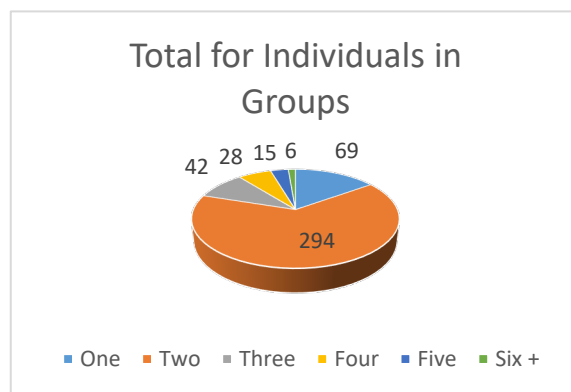
Website Visitation Statistics								
Jan	Feb	March	April	May	June	July	Aug	Sept
5,212	3,438 Resulting in 12% returning visitors and 3,329 new visitors to the site	5,290 Resulting in 12.5% returning visitors and 87.5% (5,154) new visitors to the site	4,971 Resulting in 14% returning visitors and 88% (4,755) new visitors to the site	3,350	3,100 Resulting in 12.5% returning visitors and 87.5% (3,012) new visitor to the site)	2,929 Resulting in 14.6% returning visitors and 85.4% (2,757) new visitors to the site	2,168 Resulting in 11.5% returning visitors and 88.5% new visitors to the site	2,414 Resulting in 12.1% returning visitors and 87.9% new visitors to the site.
Oct	Nov	Dec	YTD 2021		Same period last year 2020			
3,080 Users Resulting in 12.3% returning visitors and 2993 new visitors to the site	4,616 users resulting in 13.2% returning visitors and 4,507 new visitors to the site		Jan 1 to Nov 30 2021 Visitations to the site resulted in 40,025 users		Jan 1 To Nov 30 2020 Visitations to the site resulted in 20,320 users			

	November	Previous Month	YTD (Jan-Nov)	Previous Year
Groups recorded	241	149	2317	N/A
Total for individuals within groups	454	272	4755	N/A
Visithorsham.com.au web visits	4617	3080	40252	N/A
Emails	360	251	2584	N/A
Produce Sales	\$2476.16 (ex. Tax)	\$1344.10	\$12700.46	N/A

Horsham Visitor Services

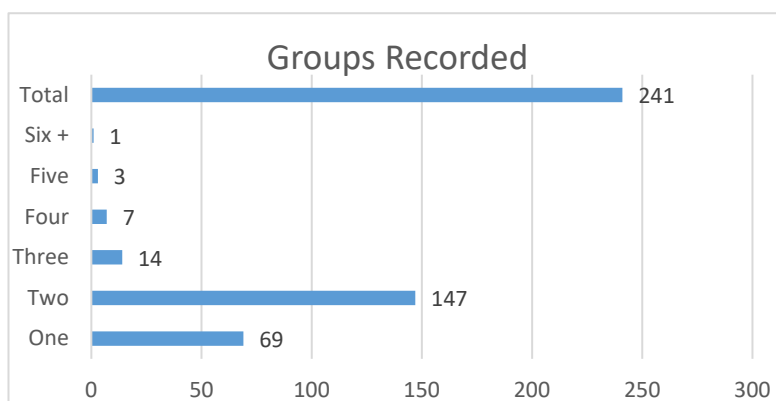
Another month on and numbers continue to improve on all fronts, with the usual singles and couples travelling through Horsham.

The Visit Horsham website continues to show an increase in the number of users. November saw an even bigger increase of nearly 50 per cent in the number of new users compared to October. As mentioned in October’s report this is most likely due to Melbourne finally coming out of lockdown.



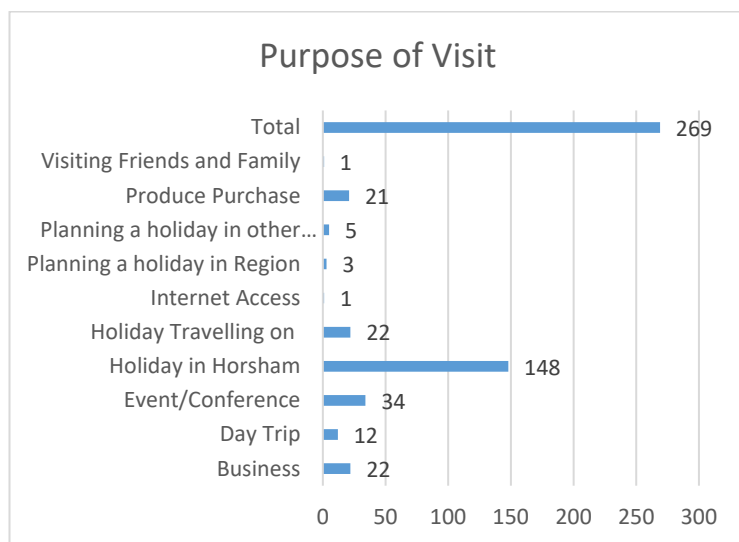
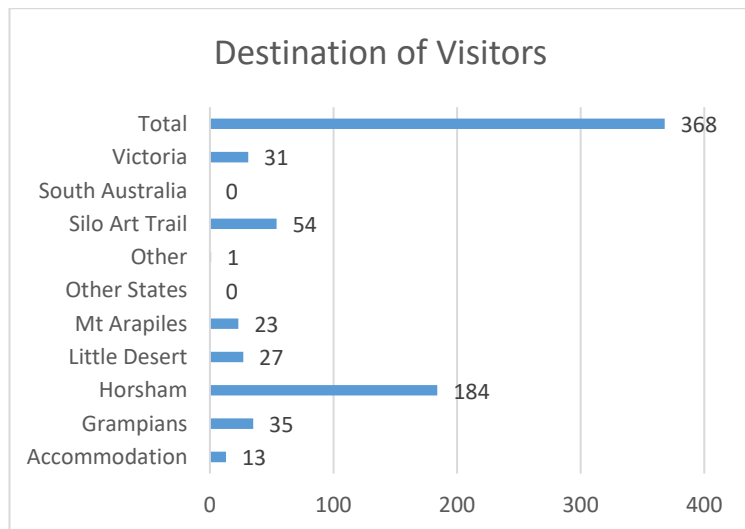
Again the majority of visitors were coming to Holiday in Horsham, followed by the popular Silo Art Trail.

October had showed the highest produce sales per month for the whole year. November has topped that again with an increase in sales by nearly 85% compared to October. This has coincided with the replacement of our old POS system with the

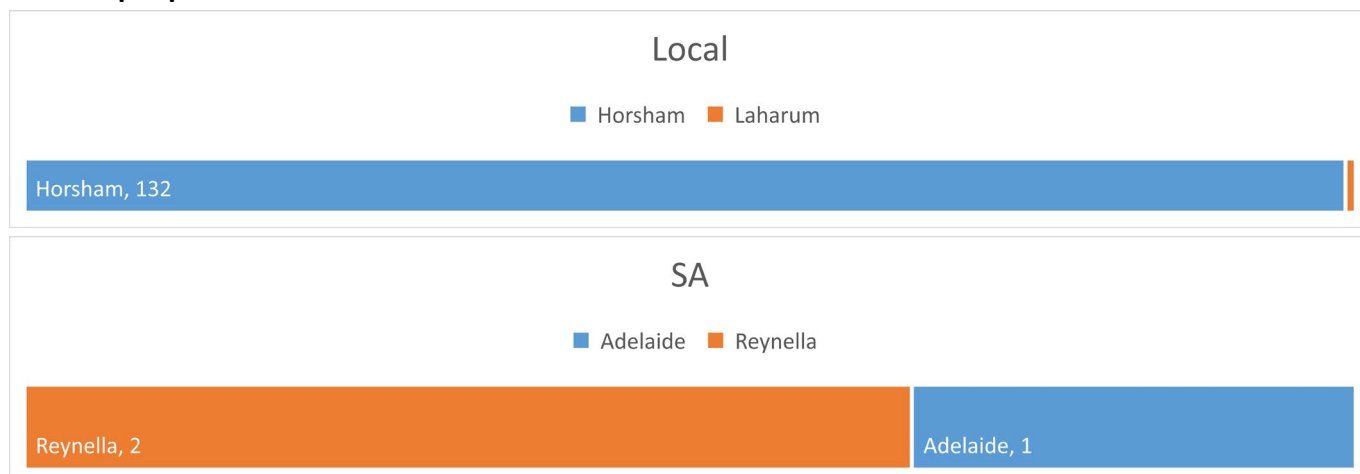


new online Hike system. As with all things new, it has provided a few teething problems as we navigate our way through. Interestingly, the new sales figures do not include Tax which the previous POS system did, therefore the figures would be even higher. The liquor license turned up at the end of November just in time to prepare for Christmas hampers. With the lead up to Christmas the sales figures for December are expected to be through the roof.

With the opening of the Dressmaker Exhibition in the Gallery at the beginning of the month, The top three purposes for visitation to Horsham saw an increase in numbers for event/conferences. In order of most popular reasons for visiting, first was; to Holiday in Horsham with 148, followed by Event/Conference – 34 and Business and Holiday travelling on – both 22. The most popular destinations were Horsham – 184, followed by the Silo Art Trail - 54 and the Grampians – 35.



Where people travelled from across Victoria and Australia to visit Horsham’s Visitor Services



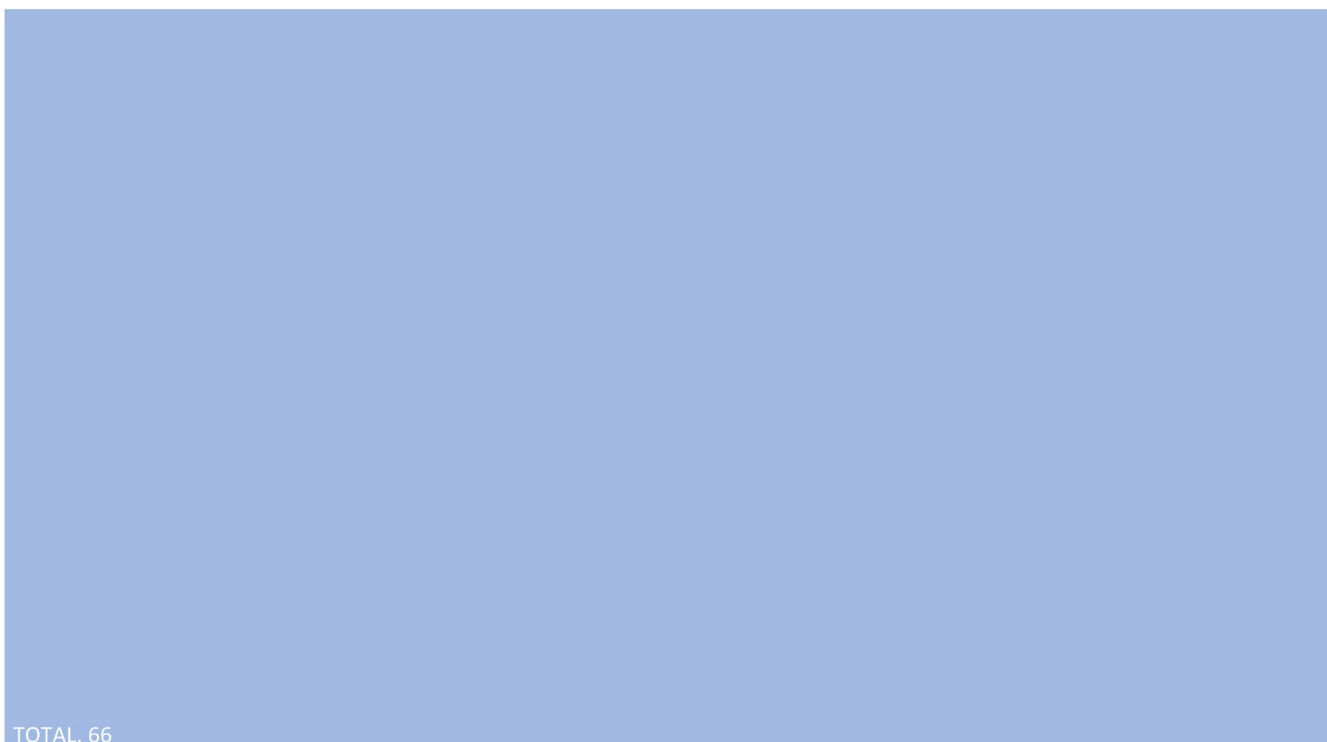
NSW

2300 Newcastle, 2	2031 Clovelly, 1	2252 Central Coast, 1	2261 Blue bay, 1	2281 Swans... 1	2322 Black Hill, 1	2443 West Haven, 1	2548 Merim... 1	2551 Eden, 1	2640 Albury, 1	2680 Griffth, 1	2879 Menin... 1
----------------------	---------------------	--------------------------	---------------------	--------------------	-----------------------	-----------------------	--------------------	-----------------	-------------------	--------------------	--------------------

Country Victoria

3350 Ballarat, 7	3280 Warrnambool, 3	3215 Ge... 1	Bell Park, 1	3777 Healesville, 2		3931 Mornington, 2		3300 Hamilt... 1	3305 Portland, 1	3311 Castert... 1	
	3228 Torquay, 3	3337 Melton, 2		3334 Mount Doran, 1	3385 Glenor... 1	3460 Daylesf... 1	3480 Areegra, 1	3523 Ladys Pass, 1	3527 Dumosa, 1	3546 Manan... 1	
		3340 Rus Marsh, 1	3387 Callaw... 1	3216 Belmont, 1	3568 Cohuna, 1	3644 Cobram, 1	3226 Ocean Grove, 1	3671 Benalla, 1			
	3550 Bendigo, 5	3754 Mernda, 2	3220 Geelong, 2		3351 Cape Clear, 1	3393 Warra... 1	3678 Wang... 1	3222 Clifton springs, 1	3250 Colac, 1	3803 Halla... 1	3806 Berw... 1
3977 Cranbourne, 4	Doreen, 1	3660 Sey... 1	Hill... 1	3355 Wend... 1	3418 Nhill, 1	3689 Wodo... 1	3747 Beech... 1	3818 Drouin, 1	3844 Black... 1	3860 Boisd... 1	3862 Dargo, 1
	3820 Warragul, 2	3730 Yarrawonga, 2		3377 Ararat, 1	3429 Sunbu... 1	3698 Tawo... 1	3230 Angle... 1	3264 Terang, 1	3875 Bairns... 1	3282 Koro... 1	3995 Won... 1
	Moe, 1	3380 Stawell, 1	3458 Black... 1	3722 Mans... 1	3757 Whittl... 1	3840 Morw... 1	3266 Cobden, 1	Inverloch, 1			

Melbourne



TOTAL, 66

3000	3079	3155	3039	3084	3093	3095	3103	3121	3122
Melbourne, 4	Ivanhoe, 2	Boronia, 2	Moonee Ponds, 1	Eaglemont, 1	Lower Plenty, 1	Eltham, 1	Balwyn, 1	Richmond, 1	Hawthorn, 1
	3138		3051 North melbourn, 1	3124	3132	3133	3006	3127	3140
3016	Mooroolbark, 2	3165	3056	3125	3145	3154	3015	3020	3160
Williamstown, 3	3128	Bentleigh East, 2	Brunswick, 1	Bennetswood, 1	Caulfield East, 1	The Basin, 1	Newport, 1	Sunshine, 1	Belgrave, 1
	Box Hill, 2	3175	3076	3099	3148	3163	3178	3156	3034
3186	3136	Dandenong, 2	Epping, 1	Hurstbridge, 1	Chadstone, 1	Carnegie, 1	Rowville, 1	Ferntree Gully, 1	Avondale Heights, 1
			3078	3002 East Melbourn, 1	3149	3029	3189	3195	3201
Brighton, 3	Castle maine, 1	3037	Alphington, 1	3083	3130	3150	3030	3191	Mordialloc, 1
			3083	Bundoora, 1	Blackburn North, 1	Glen Waverly, 1	Point Cook, 1	Sandringham, 1	Scoresby, 1

Overseas

Canada France



Options to Consider

Not applicable – no decision required

Sustainability Implications

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

Community Engagement

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

Innovation and Continuous Improvement

Report provides overview of activity and assists with continuous improvement.

Collaboration

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

Financial Implications

Nil

Regional, State and National Plans and Policies

Not applicable – no direct relationship or requirements

Council Plans, Strategies and Policies

2021-2025 Council Plan

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

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

Risk Implications

Not applicable – no decision required

Conclusion

The Christmas Extravaganza held on 26th November was well supported by the community with a large crowd attending the switching on of the Christmas tree lights. Spend Map data indicated that the 26 November was the peak spending day in Horsham for November 2021.

9.4 AUDIT AND RISK COMMITTEE UPDATES AND ANNUAL APPOINTMENT OF CHAIR

Author's Name:	Diana McDonald	Director:	Kerrie Bell
Author's Title:	Acting Manager Governance & Information	Directorate:	Acting Director Corporate Services
Department:	Governance and Information	File Number:	F18/A13/000001

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix:

Audit and Risk Committee Meeting Minutes 18 November 2021 (**Appendix 9.4A**)

Purpose

To receive and note the minutes of the Audit and Risk Committee meeting held on 18 November 2021.

Summary

- Audit and Risk Committee meeting was held 18 November 2021
- A range of matters were discussed as detailed below
- Significant items were the Final Management Letter and Closing Report 2021 and the Annual Report 2021
- Reappointment of independent member Mr Richard Trigg as Chair for a 1 year term

Recommendation

That Council:

1. Receive and note the Audit and Risk Committee meeting minutes of 18 November 2021 **Appendix 9.4A**.
2. Appoint Mr Richard Trigg as the Independent Chair of the Committee for an additional one year term.

REPORT

Background

The Horsham Rural City Council (HRCC) Audit and Risk Committee is an advisory committee of Council, whose objective is to provide appropriate advice and recommendations to Council on matters as listed in its Charter, in order to facilitate decision making by Council in relation to the discharge of its accountability requirements.

Discussion

The Audit and Risk Committee meeting was held on 18 November 2021 and details of the items discussed were as follows:

- Final Management Letter and Closing Report 2021
- HRCC Annual Report 2021
- Quarterly Performance Report (Quarter ending 30 September 2021)
- Internal Audit Project Scope – Human Resources
- Internal Audit Project Scope – Service and Business Planning
- Council's Internal Audit Actions Report
- HRCC Response to the Local Government Inspectorate: Personal Interests Returns – Encouraging disclosure and increasing transparency report
- CEO Update on Emerging Issues
- Business Continuity Policy (Draft)
- Fraud and Corruption Control Policy (Draft)
- Fraud and Corruption Control Procedure (Draft)
- Risk Management Committee Updates
- Rural Council's Corporate Collaboration (RCCC) Project Update
- Council's ICT Disaster Recovery Plan and associated processes
- Annual Self-Assessment
- Reappointment of Committee Member Richard Trigg
- Zero Net Emissions Plan Report
- Annual Election of the Chair
- Membership Renewal (Councillor Members – following Statutory Meeting)
- Meeting program for 2022

There is a requirement under the Audit and Risk Committee Charter section (4.7.2) that council approve the annual appointment of Committee Chair.

Richard Trigg, current Committee Chair was nominated for an additional one year term in accordance with the Audit and Risk Committee Charter, noting that Richard has been the Committee Chair for the past 2 years and this would be his third annual appointment as Chair.

Options to Consider

Council to receive and note the Audit and Risk Committee meeting minutes of 18 November 2021 and to endorse the annual Chair recommendation.

Sustainability Implications

Not applicable

Community Engagement

Council's Audit and Risk Committee is comprised of councillors and independent members. Consultation and communication is undertaken with Internal Auditors and external (Victorian Auditor-General's Office – VAGO) Auditors.

Innovation and Continuous Improvement

Not applicable

Financial Implications

Operations of Council's Audit and Risk Committee is covered within the 2021-2022 operational budget allocation.

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

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

2. Good management for financial sustainability

4. Accountable and transparent decision making

Risk Implications

The Audit and Risk Committee is an important committee of council required under the *Local Government Act 2020*. To not have a properly functioning or constituted committee would be in breach of the requirements of the Act. The committee has an important role in monitoring Council's financial governance and risks, to not have such a committee could increase Council's to potential for fraud and corruption to occur.

Conclusion

The Audit and Risk Committee is a legislated requirement under the *Local Government Act 2020* and Minutes and relevant information is provided to council in-line with good governance and record keeping.

9.5 COMMUNITY DEVELOPMENT GRANTS POLICY REVIEW

Author's Name:	Susan SurrIDGE	Director:	Kerrie Bell (Acting)
Author's Title:	Co-ordinator Community Relations and Advocacy	Directorate:	Corporate Services
Department:	Governance and Information	File Number:	F20/A01/000012

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 Community Development Grants Policy (tracked changes) (**Appendix 9.5A**)

Draft Community Development Grants Policy (Clean) (**Appendix 9.5B**)

Community Development Grants Program Funding Guidelines 2022-2023 (**Appendix 9.5C**)

Community Development Grants Program Application Form 2022-2023 (**Appendix 9.5D**)

Purpose

To adopt the amended Community Development Grants Policy.

Summary

- A review of the Community Development Grants Policy is undertaken annually.
- Several changes have been recommended to the Community Development Grants Policy to reflect current operational practices and the new Council Plan.

Recommendation

That Council:

1. Adopt the amended Community Development Grants Policy (**Appendix "9.5B"**).
2. Set aside \$10,000 from the grants allocation in the 2022-2023 budget to implement an annual Youth Funding Stream to be delivered as a new program commencing from 1 July 2022.

REPORT

Background

The Community Development Grants Policy is reviewed and updated each year as part of the annual budget process.

The Community Development Grants Policy provides the framework for the delivery of Council's annual Community Development Grants Program. It outlines the funding priorities, eligibility, application process, assessment criteria and process, timelines and reporting.

Guidelines and an application form are also produced to assist community groups in completing an application. These have also been updated and amended to reflect the any policy changes and the 2022-2023 application period (**Appendix 9.5B and 9.5C**).

Discussion

As there is a new Council Plan in place for 2021-2025, it is an opportune time to undertake a collaborative review of the Community Development Grants Policy. A group of Council staff met in early November to review the current Community Development Grants Policy. Key recommendations of this group included the following:

1. Change the Funding Criteria to reflect the key themes of the new Council Plan and other key strategic documents. 13 key criteria have been listed in the policy
2. Explicit requirement for Land Owner consent for all building and external works on Crown Land
3. All applications relating to building and external works on Crown land to be reviewed by the Co-ordinator of Recreation and Open Space Planning and the Co-ordinator Facilities Management
4. Addition of diversity and inclusion as a weighted assessment criteria – extra weighting to applications that are genuinely inclusive by nature
5. Nomination of members for the internal assessment panel
These changes are included in the tracked changes to the Community Development Grants Policy.
6. Recommendation that Council set aside funding for an annual Youth Funding Stream to be delivered as a separate program from 1 July 2022 (this is a recommendation of the Youth Strategy). This new funding program will complement the activities of the Youth Council and The Station.

Options to Consider

Council may choose to accept all, part or none of the recommended changes

Sustainability Implications

There are no direct financial implications relating to the changes to the Community Development Grants Policy.

Community Engagement

The Community Development Grants policy was reviewed by a group of relevant Council staff, discussed with the Senior Leadership Team and at the Councillor Briefing on 17 January 2022. This is an established Council program.

Innovation and Continuous Improvement

Continuous annual review and update of the Community Development Grants Program in line with best practice. The recommendation to add weighting to diversity and inclusion, plus the addition of specific funding criteria relating to our First Nations people are examples of continuous improvement and prioritise the strategies in the Council Plan.

The recommendation to establish a separate Youth Funding Stream is a new innovation.

Collaboration

Not applicable

Financial Implications

There are no direct financial implications relating to the changes to the Community Development Grants Policy.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

Community Development Grants Policy funding priorities align directly with the 2021-2025 Council Plan and Health and Wellbeing Plan.

Risk Implications

Not applicable

Conclusion

A review of the Community Development Grants Policy is undertaken annually. Some changes have been recommended to the Community Development Grants Policy.

9.6 QUARTERLY COMMUNITY ENGAGEMENT UPDATE

Author's Name:	Martin Bride	Director:	Kerrie Bell (Acting)
Author's Title:	Community Facilitator	Directorate:	Corporate Services
Department:	Community Relations and Advocacy Team	File Number:	F06/A23/000001

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Engagement Details (**Appendix 9.6A**)

Purpose

To receive and note an update on the Community Engagement undertaken in the past 3 months, since October 2021 and the proposed activities for the next 9 months.

Summary

- Council had 19 community engagements partially or completely undertaken during the quarter
- 2608 responses have been received across all of these activities
- 13 Projects involving engagement are still ongoing as at the end of this quarter
- 8 Additional engagements are currently planned to take place in the coming 9 month period

Recommendation

That Council, receive and note the Quarterly Community Engagement report and summary of activities to date.

REPORT

Background

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

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

IAP2 Spectrum of Public Participation



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

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

© IAP2 International Federation 2018. All rights reserved. 20181112_v1

Discussion

A. Highlight for the Quarter – Waste and Recycling changes initial survey

Council is planning for additional recycling services for urban and rural households across the municipality which will divert thousands of tonnes of waste from landfill each year.

Under the State Government's Circular Economy Policy, released in February 2020, all Victorian councils must introduce Food and Garden Organics (FOGO) collection for all urban households by 2030, and separate glass recycling collection by 2027. A four-bin waste system will be introduced across the State.

To appreciate the communities understanding and expectations of waste services, we conducted a survey asking questions about recycling, green waste, service levels and cost. We received in excess of 1000 responses and are currently preparing a detailed engagement report for Council. This is the first part of the extensive community engagement planned for this project.

The key concerns raised in the free text responses were: fortnightly waste and organic services were not sufficient and a weekly service was preferred; smell and hygiene were a concern with less frequent services; cost of service; and bin storage.

The survey results confirmed the need to provide additional information and education on the environmental benefits of the changed service and the analysis of the quantitative questions will provide further useful insight.

B. General Statistics from all engagements:

Summary information is provided in **Appendix 9.6A**, on all engagement currently finished, underway or planned for the previous quarter and the next nine months. The following summary statistics are provided for those engagement activities:

Sum of No of Recorded Engagements				
	Inform	Consult	Involve	Grand Total
Underway				
Council Initiative				
Bike and Walking Paths	50			50
Creative Horsham Plan		602		602
Natimuk Economic and Social Plan		2		2
Horsham CAD Revitalisation Project		15		15
Horsham North Local Area Plan		0		0
City Entrance Signage				
Infrastructure				
Rural Road Network Plan		65		65
Land Use Planning				
Horsham South Structure Plan			73	73
Wimmera Regional multi-sport precinct feasibility s		80		80
Recreation & Openspace				
Haven Precinct Planning		25		25
Skate Park Precinct Planning		120		120
Sunnyside Park Precinct Planning		6		6
Legislated/ Admin				
Waste- Four Bins	1,029			1,029
Underway Total	1,079	915	73	2,067
Finished				
Council Initiative				
Council Committees review		150		150
Greening Greater Horsham	A	129		129
Legislated/ Admin				
Asset Plan		53		53
Council Plan		103		103
Health & Wellbeing Plan		53		53
Longterm Financial Plan		53		53
Finished Total	279	262		541
Not yet started				
Council Initiative				
Implementation of Parking Management Plan				
Aquatic Centre Accessible Change Room				
Public Place Recycling Plan				
Recreation & Openspace				
Dudley Cornell Park				
Legislated/ Admin				
Domestic Animal Management Plan				
Annual Action Plan				
Budget 2022-2023				
Council Plan				
Alternative Truck route				
Not yet started Total				
Grand Total	1,358	1,177	73	2,608

C. Approximate Timelines for Engagement Activities underway or planned:

The following GANTT Chart summarises all of the planned engagement activities for the previous quarter and the next nine months (October 2021 – October 2022). All attempts are made to spread these activities out across the year and to avoid important times of the year such as Christmas holiday periods and any specific activities that may impact on a particular sector who are key stakeholders in the engagement e.g. harvest and sowing period for the farm sector. Although this is often challenging as many engagements are driven by legislated requirements that set the specific timeframes and need to consider many operational requirements as well.

Activity Weeks ----->	Start Date	End Date	Days	Oct-21				Nov-21				Dec-21				Jan-22				Feb-22				Mar-22				Apr-22				May-22				Jun-22				Jul-22				Aug-22				Sep-22				Oct-22			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Horsham South Structure Plan	01-Nov-21	30-Nov-21	29					Consult																																															
Haven Precinct Planning	12-Apr-21	27-Nov-21	229									Community Reference Group - Collaborate				General Community - Consult + Inform																																							
Skate Park Precinct Planning	24-Aug-21	25-Dec-21	123									Community Reference Group - Collaborate				General Community - Consult + Inform																																							
Sunnyside Park Precinct Planning	01-Jun-21	01-Feb-22	245									Community Reference Group - Collaborate				General Community - Consult + Inform																																							
Greening Horsham Municipal Tree	08-Oct-21	19-Nov-21	42					General Community - Consult +																																															
Creative Horsham Plan	28-Feb-21	28-May-22	454																																																				
Bike and Walking Paths	31-Jul-21	31-Oct-21	92									Engagement Plan to be finalised																																											
Waste- Four Bins	01-Jan-22	01-Jan-23	365									Engagement Plan to be finalised																																											
Road Management Plan	02-Aug-21	10-Sep-21	39									Engagement Plan to be finalised																																											
Natimuk Economic and Social Plan	30-Jul-21	30-Apr-22	274									Consult and Collaborate				Engagement Plan to be finalised																																							
Horsham CAD Revitalisation Project	02-Aug-21	04-Apr-22	245					Community Consult + Collaborate				Community Consult + Collaborate				Community Consult + Collaborate																																							
Budget 2022-23	01-May-22	27-Jun-22	57													Consult								Consult												Consult																			
Domestic Animal Management Plan	Yet to be determine																																																						
Public Place Recycling	Yet to be determine																																																						
City Entrance Signage	12-Sep-21	30-Jun-22	291					Inform				Inform				Inform																																							
Dudley Cornell	01-Feb-22	30-Nov-22	302																																																				
Horsham North Local Area Plan	01-Oct-21	29-Jul-22	301																																																				
Alternative Truck route	Yet to be determine																																																						
Annual Action	01-Mar-22	30-Mar-22	29									Consult																																											

Note: When there are multiple levels of engagement it is not possible to show all of that within this GANTT chart. The engagement depicted will be indicative of the highest level of engagement.

Options to Consider

Not applicable

Sustainability Implications

Nil

Community Engagement

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

The Wimmera Machinery Field Days scheduled to be held in early March 2022 will be an opportunity to provide face to face engagement with our community on many of the projects underway.

Innovation and Continuous Improvement

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

Collaboration

Not applicable

Financial Implications

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

Regional, State and National Plans and Policies

Local Government Act 2020 Part 3 Division 1 S.55 and 56

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme One – Community

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

Theme Five – Leadership

Build trust through meaningful community engagement and transparent decision making; and

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

Risk Implications

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

Conclusion

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

9.7 CONTRACT VP 275060 SUPPLY AND DELIVERY OF ONE (1) NEW MOTOR GRADER WITH OPTIONAL TRADE-IN

Author's Name:	Warren Kennedy, Krishna Shrestha, Raghdah Al-Ameri	Director:	John Martin
Author's Title:	Fleet Coordinator, Strategic Asset Manager, Assets Engineer	Directorate:	Infrastructure
Department:	Infrastructure	File Number:	VP275060

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

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

Purpose

To award Contract VP 275060 for the supply and delivery of a new John Deere 672GP AWD/6WD Motor Grader with a 4.26 metre blade, rippers, scarifiers and GPS, including trade-in of a John Deere 772GP 6WD Motor Grader.

Summary

- Council approved the award of the tender for supply of a new grader at its December 2021 meeting.
- Subsequent to that meeting, it was identified that the price submitted by the preferred tenderer did not include the provision of the GPS unit, although it had been reasonably inferred from the nature of the submission that it was included.
- The re-evaluation of tenders with this amended price has led to the same conclusion for the preferred tenderer, being RDO Equipment.
- This report has been updated to reflect the change in the overall cost of the recommended purchase.
- One of Council's graders, a John Deere 772GP 6WD, was purchased and delivered on February 2012 and has been used for 9,500 hours.
- Based on an assessment of fuel efficiency, maintenance costs, trade-in value and potential future major maintenance, it has been scheduled for replacement in the 2021-2022 financial year.
- The tender was advertised through the MAV Vendor Panel with four companies providing responses.
- The tender evaluation panel recommends replacement of the grader with a new John Deere 672GP AWD/6WD grader with a 14' blade (4.26 metre) rippers, scarifiers and GPS.
- The replacement is to be funded from the plant reserve within the 2021-2022 plant budget allocation.

Recommendation

That Council:

1. Set aside its decision from the 13 December 2021 meeting to award the tender for supply of a new grader to RDO Equipment at the nett changeover price of \$366,400 ex GST.
2. Accept the tender of RDO Equipment for supply and delivery of a new John Deere 672GP AWD/6WD Motor Grader with a 4.26m blade, rippers, GPS and scarifiers at a total cost of \$455,000 ex GST, representing a new grader purchase price of \$499,900 less trade in of \$133,500, plus a Topcon 3D GPS system priced at \$88,600.

REPORT

Background

Council's grader, a John Deere 772GP 6WD, was purchased and delivered on February 2012, has 9,500 engine hours of use, and is due for replacement. This replacement was included in the 2021-2022 plant replacement program. Delaying replacement of this plant could result in major component failures and increased maintenance costs and reduced fuel efficiency.

The tender was advertised through the MAV Vendor panel portal.

Discussion

A detailed tender evaluation is provided in the appendix to the confidential report on this subject. That appendix is an updated evaluation reflecting the corrected pricing. Key aspects of the report include:

Tender returns were received from the following three companies;

- RDO Equipment
- William Adam Pty Ltd
- Komatsu Australia

The evaluation found, in summary:

- Three companies submitted six different tenders for a motor grader.
- The evaluation of tenders was based on the criteria presented in the tender specification.
- Tenders were assessed on the basis of best value to Council, and conformance with required specifications rather than the cheapest price alone.
- Council's fleet team and maintenance team conducted a detailed assessment of the plant as part of the tender evaluation process.
- The four submissions by William Adams were based around two core grader products.
- Komatsu Australia submitted a tender for a product that was slightly lower in engine capacity. The wheel configuration of this plant didn't meet the preferred specification, being only tandem drive and not all wheel drive. The GPS proposed would need an additional \$40,000 to be suited to Council's needs compared to the listed price (to ensure a like-for-like comparison).

The tender of RDO Equipment for a new John Deere 672GP AWD/6WD Motor Grader with a 14' blade (4.26 metre) rippers, Topcon 3D GPS and scarifiers with trade-in has been assessed as the best value to Council due to its conformance with the tender specification, price, warranty provisions and least cost to Council over its whole of life.

Options to Consider

There are three tendered options to consider. However, the evaluation favoured the new John Deere 672GP AWD/6WD Motor Grader tendered by RDO Equipment.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

The GPS system proposed to be included with this grader will assist in construction of roads to comply with computer prepared designs, increasing the efficiency and quality of works.

Collaboration

This product is procured using MAV Vendor Panel, which is a state level collaboration.

Financial Implications

The recommended tender changeover value is priced at \$455,000, which is \$95,000 over the estimated budget. The over-expenditure on this item is being offset by savings from other plant purchases throughout the year. This includes a recent saving of \$61,200 in the procurement of a self-propelled smooth drum roller, and purchase of a medium truck with a saving of \$26,000 against its item.

While these two savings very nearly match the over-expenditure in the grader budget, overall program expenditure will continue to be tracked progressively, and if necessary, a delay in the replacement of another plant item will be proposed should there be a shortfall in the overall allocated budget for 2021-2022. As of early January, the year-to-date budget for the plant replacement program is approx. \$90,148 less than budget (underspent), out of \$1.3 M of committed expenditure.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2015 Council Plan

Theme 4 - Accessibility

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

This motor grader is required to deliver Council's road construction, general earth, gravel and shoulder grading programs in support of this strategy.

Risk Implications

All tenderers included risk assessments related to the use of the grader as part of the information submitted with their tenders.

Conclusion

The tender evaluation process has assessed that the preferred replacement of Motor Grader unit is a new John Deere 672GP AWD/6WD Motor Grader with a 14' blade (4.26 metre) rippers and scarifiers tendered by RDO Equipment.

9.8 PROCUREMENT OPERATIONS – PREPARATION OF OPERATING PROCEDURES AND SYSTEMS COUNCIL WORKS PROGRAM – DEPOT CONTRACT 11-022

Author's Name:	Robyn Evans	Director:	John Martin
Author's Title:	Operations Manager	Directorate:	Infrastructure
Department:	Operations	File Number:	11-022

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

Refer to the tender evaluation in the confidential report on this subject.

Purpose

To appoint a provider to deliver “Fit-for-Purpose Operating Procedures and Systems” for Council’s works program.

Summary

As the Operations Department constitutes approximately 40% of Council staff and approximately one-third of Council’s budget, and a significant component of Council’s most visible services, the potential clearly exists to create savings and improvements in these services.

A recent review of the Operations Department suggests efficiencies could be significantly achieved through productivity improvements, creating financial savings. The ongoing savings, from year two of implementation onwards, can be reinvested into improved services and/or savings on Council’s expenditure.

Opportunities for HRCC through the Efficiencies project include:

- Improved services,
- Improved alignment of day-to-day services to the Council Plan,
- Integration of current HRCC systems, (Assetic, Reflect etc)
- Investigating options to uptake new technologies,
- Reinvestment of savings for further improved services, improved delivery and further efficiencies,
- Review of processes to reduce any obsolete or un-necessary administrative processes.

A public tender process was undertaken, which identified Field Force 4 as the preferred company to undertake this next stage of the Efficiencies project.

Recommendation

That Council approve the appointment of Field Force 4 for the Efficiencies Fix project, *Fit-for-Purpose Operating Procedures and Systems for Council’s Works Program*, Contract 21-011 for a lump sum payment of \$370,000 ex GST.

REPORT

Background

From October 2020 Operations staff commenced formal identification of inefficiencies in their working environment, supporting systems and services.

A procurement process for an external review was instigated in December 2020 with an appointment of the successful provider, Field Force 4, appointed in February 2021.

Following an organisational wide review, a status report with recommendations for the next steps was provided. A report on the assessed status of Council's operations was presented in mid-2021 in the areas of:

- Processes
- People
- Systems, and
- Data.

The assessed status highlighted shortcomings but also potential savings through realising efficiencies.

The efficiencies realised through a variety of interventions could be reinvested in Council through:

- Increased services
- Reduced costs, and/or
- Investment in Council's future service delivery improvements.

The business case identified the investment to realise that efficiencies could be made from the savings themselves. A briefing report on this was presented to Council in May 2021.

Discussion

The outcomes from the earlier assessment by Field Force 4 were used as the basis of preparing a request for tender for delivery of the implementation phase of the Efficiencies project.

The request for tender was advertised via Council's normal processes, with four submissions being received. Details of the evaluation process are provided in the confidential report on this subject. In summary:

- The evaluation panel assessed the Field Force 4 tender as the most appropriate for Operations' aspirations for improved efficiencies. The Field Force 4 outcome is more aligned with Council's short-term and long-term direction. Field Force 4 provided quantifiable, projected savings.
- An optional element of the Field Force 4 scope is the inclusion of a range of ongoing support processes and systems. The merit of these will be assessed as the implementation phase progresses.
- The methodology employed by Field Force 4 has been successfully implemented at a number of other Councils and utilities, although all had slightly different requirements from Horsham's brief.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

The outcomes of this project will deliver innovation and continuous improvement in Council's Operations processes.

Collaboration

Collaboration across many parts of Council will be essential to maximise the benefits of the Efficiencies project.

Financial Implications

The cost of the preferred tender is \$370,000 ex-GST.

This contract will be primarily funded from W7830 – Business Efficiency Improvements, for which \$160,000 is available in the 2021-2022 budget. Funding for this program is sourced from savings from the recently implemented fuel supply contract, from which \$80,000 per year is identified in the Plant Replacement Reserve to fund business efficiency processes, such as this project.

The balance of the contract costs will be funded through the savings that will be delivered through this project, and which are expected to start to commence during the 2022-2023 financial year.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Strategy 3. High organisational standards focussing on continuous improvement

This project aims to address that strategy.

Risk Implications

The main risk of the project is not achieving the full extent of the targeted efficiencies. This is mitigated through:

- A Project Control Group including members of key non-Operations areas of Council
- A dedicated project manager, and
- Thorough substantiation of the tenderers proven capacity to delivery.

Conclusion

The appointment of Field Force 4 will benefit the Council in several ways, including realising efficiencies in a key area of Council, i.e. the Operations Department.

The services provided by the Operations Department, including road maintenance, parks and gardens and kerbside waste, are visible and valued by community. Notwithstanding, community expects quality services to represent value for money.

This appointment will enable continued improvement and realisation of efficiencies to support improved services and the improved ability to account back to the community.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Robyn Gulline, Mayor

- 14 December 2021 - ABC Wimmera radio interview (phone)
- 14 December 2021 – Audit and Risk Committee (virtual)
- 14 December 2021 – WDA AGM
- 15 December 2021 - Tour of St Brigid’s College
- 15 December 2021 - 3WM radio interview
- 16 December 2021 - WDA Ltd Board meeting (virtual)
- 16 December 2021 - Regional Cities Victoria (RCV) AGM in Shepparton with CEO
- 23 December 2021 - Depot Christmas Lunch
- 24 December 2021 - Triple H radio interview (phone)
- 7 January 2022 - Inter-regional Tennis Championship
- 9 January 2022 - Inter-regional Tennis Championship
- 10 January 2022 - WDA Ltd Board meeting (virtual)
- 14 January 2022 – met with David Clark, MAV President
- 17 January 2022 - Met Minister for Agriculture and Northern Australia, Hon David Littleproud, MLA and Dr Anne Webster, MLA with CEO re WIFT

Cr David Bowe

- 16 December 2021 - The Station Sneak Peek (Formally ‘Nexus Youth Centre’)
- 8 January 2022 – Tennis Victoria 66th Country Inter-Regional Championship – Horsham Lawn Tennis Club (attended in the morning)
- 17 January 2022 – Council Briefing Meeting – online via zoom

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on Monday 17 January 2022
- CEO Performance Review held on Wednesday 19 January 2022
- Flood Amendment Conflict of Interest Meeting held on Wednesday 19 January 2022

Refer to **Appendix “13.1A”**

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

Nil

Recommendation

That Council receive and note agenda items:

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

14. NOTICE OF MOTION

Sawyer Park City Oval Concept Plan

Stage 2 of the Horsham City to River Masterplan

Introduction

The City Oval has been part of Horsham sporting and community life since the beginning of the 20th Century, with the existing timber framed grandstand built in 1928. The various buildings and facilities have been developed over the intervening years and cater for a range of activities including band practice, children's playground and picnic area, netball, cricket and football, as well as community activities, the Men's Shed and until recently the Grampians Values Information Centre.

This project is the second stage of the City to River Masterplan adopted by Council in 2019, a long-term plan which aims to enhance and revitalise the Wimmera Riverfront, Showgrounds Precinct and Central Activity District of Horsham over the next 20 years, making Horsham a more attractive place to live, work, visit and invest.

Lead Consultants, working in collaboration with Horsham Rural City Council Project Manager, the project Community Reference Group and Task Engineers (Traffic and Road Safety), have developed an agreed Concept Plan for the City Oval and Sawyer Park to create an integrated network of public recreational facilities and open spaces linking to the Wimmera Riverfront. The objective of this Concept Plan is to provide a vision for the City Oval and Sawyer Park to be a key stakeholder in the precinct. Having gained endorsement from the Community Reference Group, HRC is now requesting public feedback on the proposed Concept Plan.

Upgrades to sporting and other facilities

Throughout the City Oval precinct multiple measures are proposed to make the precinct more accessible and to facilitate increased participation in sports across a range of codes. Facilities including change rooms and toilets, community meeting and gathering facilities, social spaces, ladders / corners, storage and plant rooms, umpires rooms and first aid will be accommodated in accordance with Sporting Association Facility Standards and guidelines for local and regional sporting events.

(AFL / Netball Association Guidelines and Accessibility Standards)

City Oval

The playing surface will be widened on the short (south and east) axis to enlarge the playing area for both code football AFL matches. A new drain and perimeter fences (to oval) will be replaced to replace existing drainage together with a new broadcast and 1 meter keepers bases, integrated into the new buildings.

Fencing to the perimeter of the City Oval will be maintained and upgraded to secure the site for licensed events and matchdays. Entrances to the site will be reconfigured to provide generous openings at all other times to welcome public access through the precinct. A system of retractable gates will enable easy closure of these entrances for ticketed events.

Additional covered viewing areas are proposed, including a new grandstand and walkways access and roofed area.

Grandstand

Following assessment of its heritage value and lining accessibility concerns, the Grandstand will be replaced and HRC will investigate interpretive measures to ensure the historical social aspects of the grandstand valued by the community are recognised. Research and oral history from stories and memories associated with the building, together with physical elements from the structure will be meaningfully and respectfully, integrated and integrated into the new development.

Maintenance area and storage

Risks and Gardens maintenance storage, Grounds Keeper Store and access around the site is provided in a new Maintenance area under the new Grandstand located on Baker Street. Various upgrades to the oval stand's seating, lighting, drainage and access to the playing field - are also proposed.

Community Facility

Replacing the existing football club building, the Community Facility will support a wide range of gatherings. The facility will have the potential to cater for a wide variety of groups and will provide greater access to the precinct for members of the community.

Several community groups are currently located on the site and have been contacted to consider appropriate relocation to alternate and walkable sites.

- Horsham Football and Netball Club - to stay in the precinct
- Crick Vics - to stay in the precinct
- Men's Shed - working with them to secure a new location
- Horsham Pipe Band - looking to find a more suitable location
- Horsham Brass Band - looking to find a more suitable location
- AFL Wimmera - looking to keep in the precinct
- Wimmera Live Steam and Model - remain in current location
- St Johns - they are looking for alternate locations

Objectives

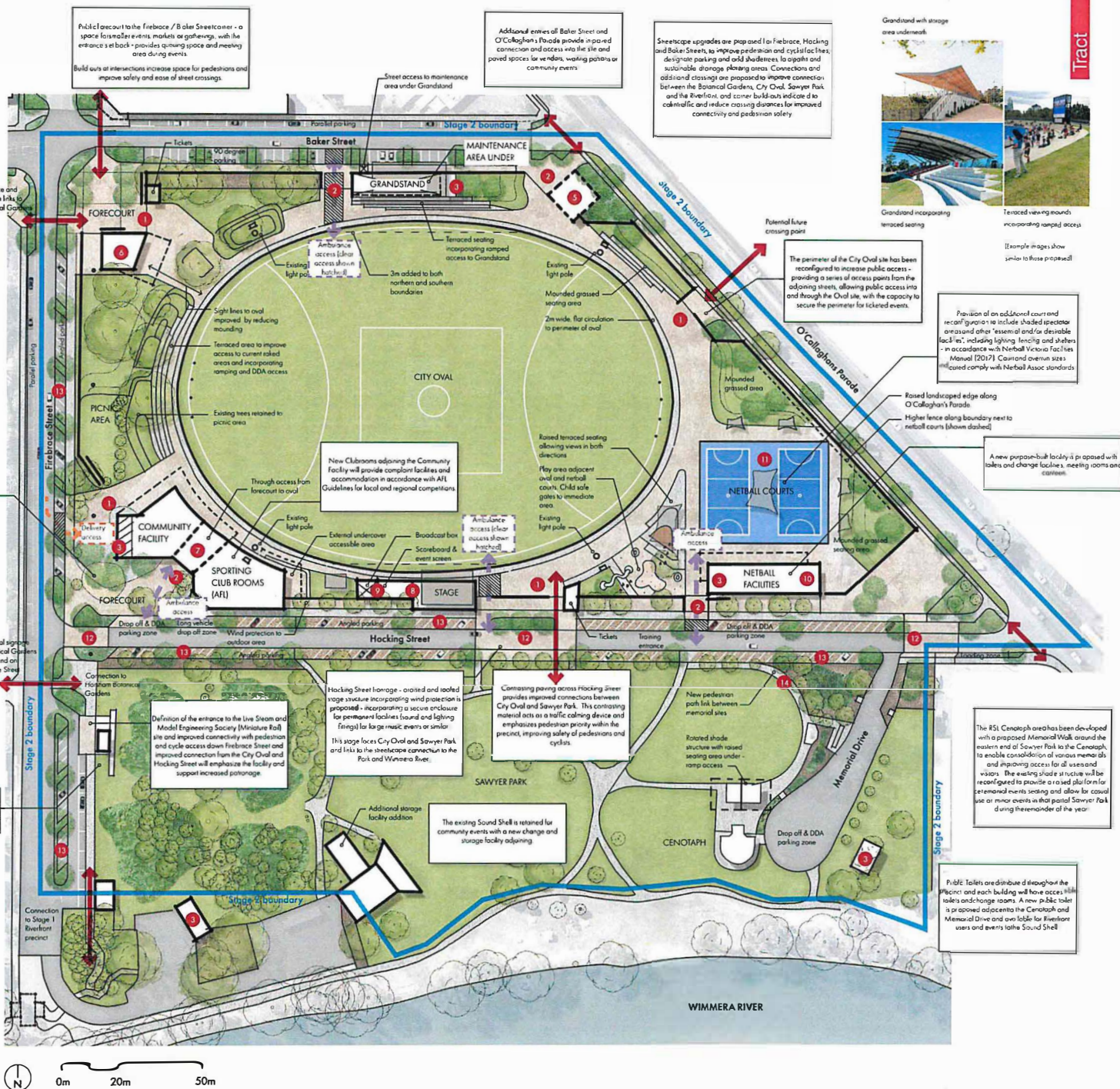
- Maintain the current sporting role of the precinct and upgrade City Oval as a premier sporting venue
- Enhance public amenity and access with improvements to the public realm thereby encouraging passive recreation and an increased diversity of users
- Develop safer pedestrian connections throughout the whole precinct including Sawyer Park, Horsham Botanical Gardens and the Riverfront
- Provide safe and generous pedestrian and cycle routes through the Central Activity District and Sawyer Park City Oval
- Improve the capacity of Sawyer Park as an events space and supplement this with additional events infrastructure of City Oval
- Recognise significance of the Cenotaph and RSL Memorial Drive and improve access and facilities
- Acknowledge the role of the Wimmera Live Steam and Model Engineering Society and improve access and integration into the precinct

Legend

- Primary entry into City Oval precinct
- Secondary entry into City Oval precinct
- Public toilet - access varies by location
- New Grandstand with maintenance area under
- Existing building refurbished with new use
- Food & beverage area - undercover
- Community facility & sporting clubrooms
- Stage with shelter over & associated event storage
- Broadcast box
- Netball clubrooms
- Netball courts
- Contiguous pavement & crossing point
- 45 degree angled parking
- Memorial walk path link

This Concept Plan is exhibited for Public Consultation and feedback from the community. This presentation illustrates the preferred and agreed Concept Plan for the redevelopment of Sawyer Park and City Oval, capturing the vision and objectives expressed by various parties through this process.

Rev C - September 30, 2021



Tract



Grandstand with storage area underneath
Grandstand incorporating tiered seating
Tiered viewing mounds incorporating ramped access

[Sample images show similar to those proposed]

Provision of an educational court and recall garden to include shaded structure areas and other 'essential' and 'desirable facilities', including lighting, fencing and shelters - in accordance with Netball Victoria Facilities Manual (2017). Covered viewing areas will comply with Netball Assoc standards

Raised landscaped edge along O'Callaghan's Parade
Higher fence along boundary next to netball courts (shown dashed)

A new purpose-built facility is proposed with tables and charge facilities, meeting rooms and canteen

The perimeter of the City Oval site has been reconfigured to increase public access - providing a series of access points from the adjoining streets, allowing public access into and through the Oval site, with the capacity to secure the perimeter for ticketed events.

Additional covered viewing areas are proposed, including a new grandstand and walkways access and roofed area.

Hacking Street laneway - oriented and roofed stage structure incorporating wind protection is proposed - incorporating a secure enclosure for permanent facilities (sound and lighting fittings) for large music events or similar. This stage faces City Oval and Sawyer Park and links to the bicycle connection to the Park and Wimmera River.

Compassing paving across Hocking Street provides improved connections between City Oval and Sawyer Park. This contrasting material acts as a traffic calming device and emphasises pedestrian priority within the precinct, improving safety of pedestrians and cyclists.

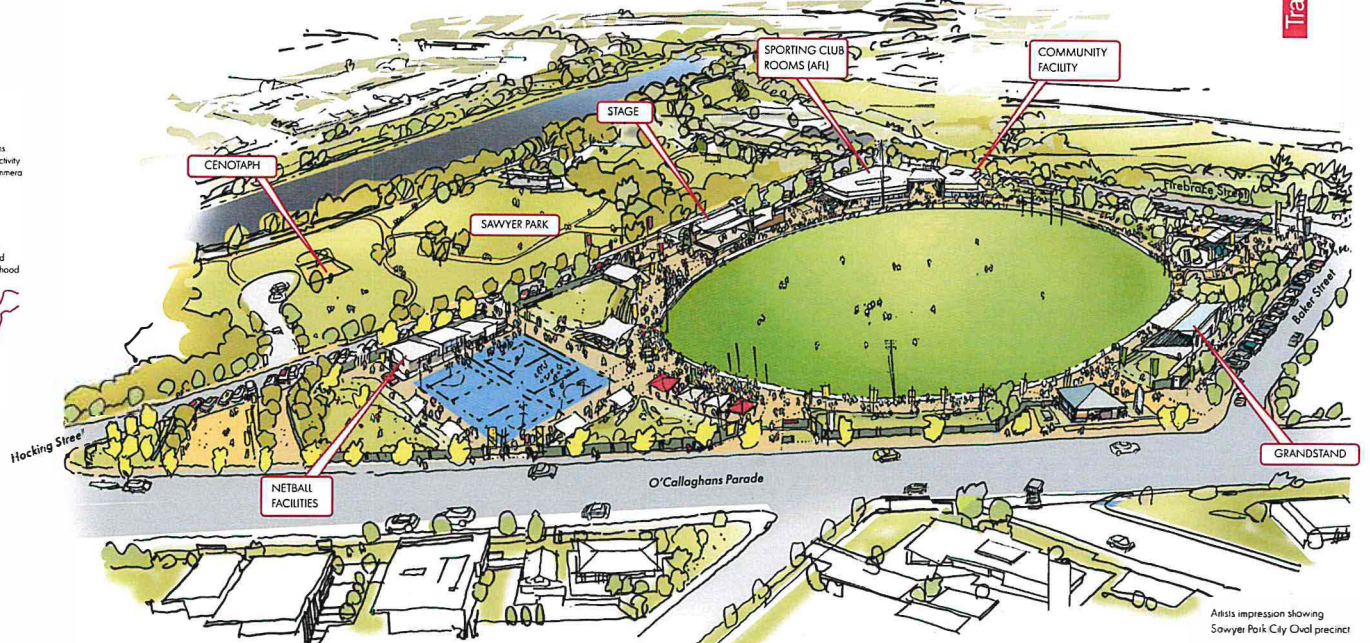
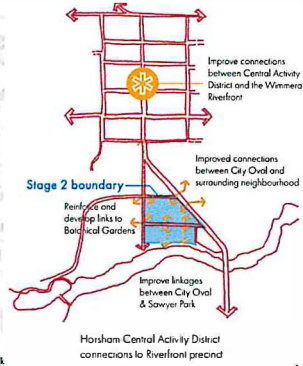
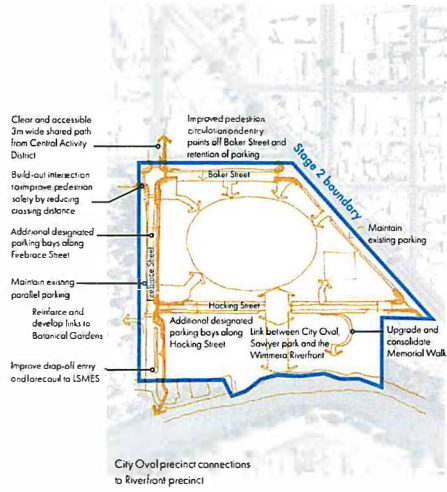
The existing Sound Shell is retained for community events with a new change and storage facility adjoining.

The RSL Cenotaph area has been developed with a proposed Memorial Walk around the eastern end of Sawyer Park to the Cenotaph, to enable consolidation of various memorials and improving access for all seasons and users. The existing shade structure will be reconfigured to provide a raised platform for memorial events seating and allow for casual use at minor events in that part of Sawyer Park during the remainder of the year.

Public Toilets are distributed throughout the precinct and each building will have access to toilets and change rooms. A new public toilet is proposed adjacent to the Cenotaph and Memorial Drive and available for five-year users and events (at the Sound Shell).

Sawyer Park City Oval Concept Plan

Stage 2 of the Horsham City to River Masterplan



Engagement with Community and stakeholders

Council established a Community Reference Group (CRG) in November 2020, with representatives from key stakeholders to guide and steer the development of the Concept Plan for Sawyer Park City Oval. Council representatives met with each of the CRG stakeholder groups and individual representatives to discuss needs and desires for the development, identify uses and problems and to capture preferences. The CRG has worked with Council and the consultant team (Hatch) to develop this Concept Plan which is now presented for public comment. Community Reference Group members include representatives from the following stakeholders and community groups:

Regional Ratepayers
Returned Services League
Horsham Rural City Band
Horsham Pipe Band
Community members (2 No)
Horsham District Football and Netball Association (2 No.)
Horsham Cricket Association
Horsham City Council Parks and Gardens
Events Users group
Wimmera Live Steam and Model Engineering Society

Reference Group aims

- Transform and vitalise the neighbourhood improvements that support liveability, active use and economic resilience
 - Promote the attractions of the precinct as a destination for the community and visitors – riverfront, gardens, open space, recreation and community facilities
 - Increase sustainability and attractiveness through improved water conservation, additional shade, improved accessibility and upgraded facilities
- HRCC has also undertaken a review of Sporting Facilities Demand across the City and region, and are working towards development of existing facilities to cater for ongoing needs and projects of sports, recreation and active lifestyle requirements into the future. This study identified the City Oval as the 'jewel in the crown' for Horsham and recommendations made to address issues and upgrade facilities, including:
- Improved public access to the City Oval throughout the year
 - Upgrade of all facilities to current standards and address needs of all User Groups
 - Addressing Grounds issues – access, orientation to weather, materials
 - Events attraction and management
 - Universal Access for all users to toilets, clubrooms and other facilities
 - Oval configuration and size to suit regional level sports events
 - Shaded spectator areas

Streetscape works

Each of the adjoining streets has been adjusted to better define pedestrian and vehicular areas and to provide improved facilities for pedestrian and cycle circulation around and through the precinct.

Intersection crossings have typically been narrowed with build-outs to improve safety and ease of pedestrian movement, as well as reducing the visual impact of roadside pavements areas.

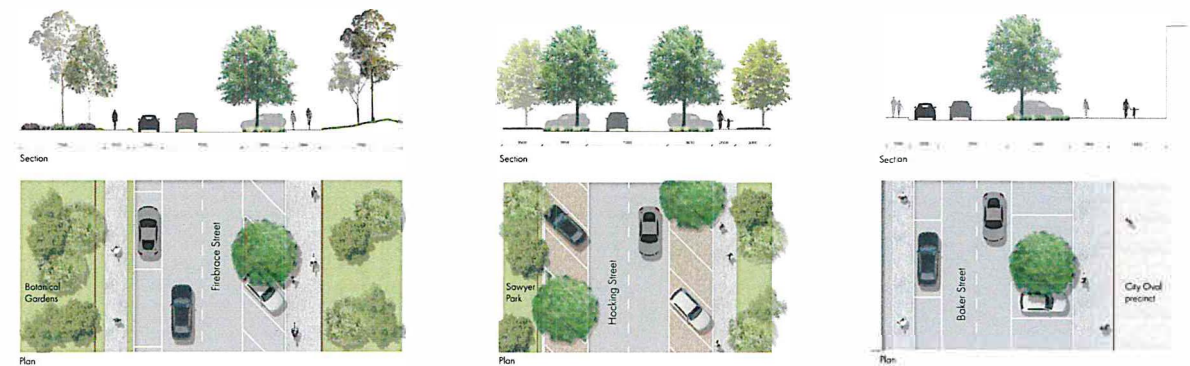
Two-way traffic is maintained on both adjacent streets and on-street parking designated to maximise capacity for on-street parking, especially during major events at City Oval, Sawyer Park, the Botanical Gardens or the Wimmera Riverfront. As a key location with proximity to all areas of the precinct, the Hocking Street layout has been re-evaluated to maximise on-street parking for two-way traffic and allow for parking on both sides during larger events. Parking verges are proposed as spray-seal to reduce the visual impact of sealed pavement and to allow for additional street tree planting for shade, amenity and natural cooling of the street.

Car parking will be clearly defined on each street to maximise the effective use of road reserve space while reducing road pavement. Intermittently spaced sustainable drainage planting areas and street tree planting between sections of parking bays is also proposed. This street layout will maximise the provision of car parking to cater for large events, while providing greenery and efficient stormwater drainage, shade trees and improved pedestrian and cyclist access.

A shared, 3m wide path for pedestrians and cyclists is proposed along Firebrace Street to the Riverfront, facilitating improved connection between the Central Activities District and the River – a key requirement under the agreed City to River Masterplan. This route is reinforced with shade tree planting that extends beyond the laneway of the Live Steam and Model Engineering Society (LSMES) entrance and parking area and connects with existing vegetation corridors along the Wimmera Riverfront.

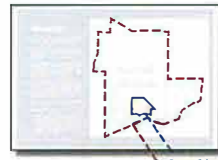
Parking and entry to the LSMEs facility has been reconfigured to provide a generous pedestrian drop-off area and entrance to the site, with a planting buffer and street separating it's parking from Firebrace Street and allowing a turn around area.

Street Cross-sections



Project Timeline

- 2018-2019:** City to River Masterplan developed by HRCC, Urban Enterprise and Tract. Public Comment sought and received on Masterplan.
- February-March 2021:** Community Reference Group (CRG) for Stage 2 convened. Development of initial concept plans.
- April-May 2021:** Stage 2 - Draft Concept Plans are progressed considering Community feedback from Masterplan and input from the CRG.
- June-July 2021:** Stage 2 - Draft Concept Plans completed and displayed for Community feedback in June. Feedback incorporated into final designs.





1. PURPOSE

The principles of conduct require Councillors to act honestly and to exercise reasonable care and diligence in performing their role. It is an offence for a Councillor to make improper use of their position. The purpose of this Policy is to provide guidance to Councillors standing as candidates in State or Federal elections to ensure they act with due diligence by separating their role as Councillor from their personal pursuits.

2. INTRODUCTION

This Policy enables:

- Council, Councillors, Candidates and Council Staff to understand the requirements and obligations of a Councillor running as a candidate in State or Federal elections.
- Council to demonstrate its commitment to openness and transparency by articulating requirements expected of Councillors running as candidates for other levels of government.
- Community confidence and public trust in Council to be maintained or improved.
- Council to address matters that are not explicitly captured in the *Local Government Act 2020* and, when followed will mitigate the likelihood of any breaches of the *Local Government Act 2020*.

3. SCOPE

This Policy applies to prospective and nominated Councillors running for office in State or Federal Parliament. It also applies to other Councillors and Council staff to ensure that the requirements of the Policy are followed.

4. PRINCIPLES

4.1.1 Principles of Conduct for Councillors as Candidates (Prospective and/or Nominated) in State or Federal Elections

Councillors are bound by the *Local Government Act 2020*, the Councillor Code of Conduct and other Council policies. It is the responsibility of Councillors as Prospective and/or Nominated Candidates at a State or Federal election to act in accordance with these laws and policies. Requirements that will assist Councillors include:

4.1.2 Advice to Chief Executive Officer (CEO) In Writing

A Councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a State or Federal election (a Prospective Candidate), should provide written advice to the CEO, as soon as practicable. The CEO is then to provide written advice to all Councillors.

4.1.3 Declaration to Council

A councillor who is a Prospective Candidate, should declare his/her intended candidacy at a meeting of the Council as soon as practicable after notifying the CEO pursuant to 4.1.1.

4.1.4 Leave of Absence Requested

A Councillor who nominates as a candidate for a State or Federal election (a Nominated Candidate), should apply for leave of absence from the Council. This leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election



(Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a Councillor who is on a leave of absence should not attend any type of meetings with Council or otherwise act as a Councillor.

4.1.5 Councillor / Staff Relationship Protocols Observed

Any councillor/staff relationship policies and protocols which the Council has in place should be observed by a Nominated Candidate and this should apply from their Nomination Date until the close of voting for the election.

4.1.6 Council to Approve Leave Application

The Council, upon receiving an application for a leave of absence from a Councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, should approve that application.

4.1.7 Differentiate Role of Councillor from Role as Candidate when making Public Comments

A Councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between his/her role as a State or Federal election candidate and role as a Councillor when making public comment.

4.1.8 Differentiate Role of Councillor from Role as Candidate

A Councillor who is a Prospective Candidate or a Nominated Candidate, should not use Council activities, including Council or committee meetings and Council-related external activities in relation to his/her candidacy.

4.1.9 Resignation from Council if Successfully Elected

Section 34(2)(a) of the *Local Government Act 2020* specifies that a person is not qualified to be a Councillor of a Council if the person is a member of the Parliament of Victoria or of the Parliament of the Commonwealth of Australia or of another State or Territory of the Commonwealth. Section 35(1)(a) states that a Councillor ceases to hold the office of Councillor and the office of the Councillor becomes vacant if the Councillor ceases to be qualified to be a Councillor. A Councillor must resign immediately if they are successful in a State or Federal election.

4.1.10 Legal Advice is at the Discretion of the Councillor

It may be prudent for a Councillor to seek their own legal advice, at their cost, in regard to the various issues associated with running as a candidate whilst still a Councillor.

4.1.11 Avoidance of Conflict of Interests

To avoid a general, or material Conflict of Interest, a candidate needs to be mindful to declare conflicts of interest that may pertain to their conflicting role as a candidate.

4.1.12 Take Leave of Absence Immediately after Nominating

A Councillor, having nominated, should immediately commence their leave of absence as a Councillor and not act in their role as a Councillor until the end of the election.



4.2 Prevention of Misuse of Position and/or Resources

- 4.2.1** Councillors will ensure due propriety is observed to ensure Council resources are not used or construed as being related to a candidate's election campaign. If in doubt advice is to be sought from Council's CEO as to the nature of the usage.
- 4.2.2** Council resources, including vehicles, offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business and will not be used in connection with any election matter. Similarly, Council funded telephones and e-mail addresses are not to be used by Councillors as contact points in their election campaign material.
- 4.2.3** Reimbursement of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal (required) Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- 4.2.4** Council logos, letterheads, or other Horsham Rural City Council branding must not be used or linked in any way to a candidate's election campaign.
- 4.2.5** Media attention or marketing campaign opportunities are not to be sought through participation in Council activities, meetings, events or network meetings, in support of an election campaign.

5. COMMUNICATION

Council's website, Intranet, Councillor Induction Program

6. RESPONSIBILITY

Policy Owner: Chief Executive Officer

7. DEFINITIONS

Term	Meaning
Council	Horsham Rural City Council
Councillor	An elected member of the Council as defined by the <i>Local Government Act 2020</i> (the Act)
Chief Executive Officer (CEO)	The Chief Executive Officer appointed by Council as defined by the <i>Local Government Act 2020</i> (the Act)
Mayor	The Mayor elected by Council and/or Councillor(s) as defined in the <i>Local Government Act 2020</i> (the Act)

Councillor Standing as a State or Federal Candidate Policy



Prospective Candidate	A Councillor who has not yet nominated to be a candidate for a State or Federal election, but who for all intents and purposes is planning to become a nominated candidate
Nominated Candidate	A Councillor who has officially nominated to run in a State or Federal election, once nominations commence a few weeks prior to the election

8. SUPPORTING DOCUMENTS

Document	Location
<i>Local Government Act 2020</i>	Internet
Councillor Code of Conduct	Intranet
Governance Rules	Intranet
Council Expenses Policy	Intranet
MAV Policy Position – Candidates of Councillors State or Federal Elections	Internet
VLGA Councillor Development Series - Councillors as Candidates in State or Federal Elections	

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	Date approved	Council	<ul style="list-style-type: none"> New Policy 	Review date to be added by Governance Unit

Guidelines

Councillors standing for State or Federal Elections

With upcoming state and federal elections forecast in or before 2022, the MAV recommends councils and councillors familiarise themselves with the relevant laws and review applicable election content in councillor codes of conduct and other related council policies.

Local government experience provides for a recognised track record on which to stand for state or federal elections. As a prospective or nominating candidate, a councillor needs to ensure they continue to act with integrity, avoid potential conflicts of interests and the perception of misuse of their position and council resources.

LOCAL GOVERNMENT ACT 2020

Councillors are elected to perform their duties in a lawful manner and must comply with relevant provisions of the *Local Government Act 2020 (the Act)* including the standards of councillor conduct which are prescribed in regulation 12 of the *Local Government (Governance and Integrity) Regulations 2020*. When considering standing for Federal or State Parliament, it is recommended councillors consider these duties and requirements under the Act, including standards of conduct and potential conflicts of interest.

These standards of conduct require councillors to do everything reasonably necessary to ensure they perform the role effectively and responsibly including by ensuring they are fit to conscientiously perform the role of a councillor when acting in that capacity or purporting to act in that capacity and must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

Councillors must comply with the conflict of interest provisions outlined in sections 126 to 136 of the Act as well as the *Local Government (Governance and Integrity) Regulations 2020*. Managing conflicts of interest is about ensuring the integrity and transparency of decision making. Councillors nominating for Federal or State Parliament must ensure their private interests as a nominee do not affect their public duties and they do not use their position as councillor for personal benefit. Councillors must disclose any conflicting interests and not participate in decision making processes on matters where they have a conflict of interest.

The Act also provides it is an offence if a councillor intentionally misuses their position to gain or attempt to gain an advantage for themselves or for any other person, including by using public funds or resources in a manner that is improper or unauthorised.

Section 34(2)(a) of the Act specifies a person is not qualified to be councillor and ceases to hold the office, if they are member of either the Victorian Parliament, the Commonwealth Parliament, or of another State or Territory of the Commonwealth Parliament. Therefore, a councillor must resign immediately if they are successful in a State or Federal election.

Guidelines

COMMONWEALTH AND STATE CONSTITUTIONAL LAW

A councillor considering standing for federal or state elections should familiarise themselves with relevant constitutional laws - the *Commonwealth of Australia Constitution Act* (the Australian Constitution), for Federal elections, and the *Constitution Act 1975* (the Victorian Constitution), for Victorian elections.

If a councillor intends to nominate for election to Federal or State Parliament, the MAV recommends they seek independent legal advice in regards to the various issues associated with running as a candidate whilst still a councillor.

Federal Parliament eligibility

Under section 44(iv) of the Australian Constitution, a person who holds any office of profit under the Crown, or any pension payable during the pleasure of the Crown out of any of the revenues of the Commonwealth shall be disqualified from nominating as a candidate or sitting in Parliament.

It is not considered that the position of councillor will fall within the category of holding 'any office of profit under the Crown' under s44(iv) of the Constitution. In 2018 the High Court unanimously held that a Tasmanian councillor and mayor was not incapable of being chosen or of sitting as a Senator of Federal Parliament by reason of section 44(iv).

In addition, section 327(3) of *The Commonwealth Electoral Act 1918* provides any State legislation that discriminates against a councillor on the ground that the councillor has been, or is to be, nominated or declared as a candidate for the House of Representatives or the Senate has no effect. This section reflects the intention of the Federal Parliament, as outlined in the Minister's second reading speech for the *Commonwealth Electoral Amendment (Members of Local Government Bodies) Act 2003* as being 'to ensure that eligible members of a local government body do not suffer any penalty arising from their decision to stand as a candidate for election to either the Senate or the House of Representatives'.

State Parliament eligibility

Under section 49 of the Victorian Constitution, a person who holds any office or place of profit under the Crown (whether in right of Victoria or any other capacity), or is in any manner employed in the public service of Victoria or of the Commonwealth for salary wages fees or emolument may stand for election to the Victorian Parliament provided they resign from that position if elected to the Parliament. Otherwise, the person's election may be null and void. Accordingly, once a councillor is elected to Victorian Parliament they must resign from council.

Guidelines

MAV GUIDELINES

The MAV recommends councils, at a minimum, adopt the following Guidelines as part of their Councillor Code of Conduct developed under section 139 of the Act or to supplement that Code.

1. A councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a state or federal election (a Prospective Candidate), should provide written advice to the CEO, as soon as practicable, who should then provide written advice to all councillors.
2. A councillor who is a Prospective Candidate, should declare their intended candidacy at a meeting of the council as soon as practicable after notifying the CEO pursuant to Guideline 1.
3. A councillor who nominates as a candidate for a State or Federal election (a Nominated Candidate), should apply for leave of absence from the council and this leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a councillor who is on a leave of absence should not attend meetings of the council or otherwise act as a councillor.
4. Any councillor / staff relationship protocol which the council has in place in respect of the election period prior to a council election, should be observed by a Nominated Candidate and this should apply from their Nomination Date until the close of voting for the election.
5. A council, upon receiving an application for a leave of absence from a councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, should consider this as a reasonable request and approve that application.
6. A councillor who is a Prospective Candidate or a Nominated Candidate should take care to declare conflicts of interest that may pertain to their conflicting role as a candidate.
7. A councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between their role as a state or federal election candidate and role as a councillor when making public comment.
8. A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council resources, including council staff, equipment and facilities in relation to their candidacy.
9. A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council activities, including council meetings, events, network meetings and council-related external activities in relation to their candidacy.
10. A councillor must resign immediately if they are successful in a state or federal election.

Guidelines

The distinction between Prospective Candidate and Nominated Candidate

These Guidelines draw a distinction between Prospective Candidates and Nominated Candidates because, as with council elections, candidates for state and federal elections only become actual nominated candidates a few weeks prior to the relevant election date. Accordingly, these Guidelines recommend different treatment for Prospective Candidates and Nominated Candidates on the basis that some requirements are recommended as appropriate for Nominated Candidates during a formal election period which are not considered to be necessary prior to the formal election period.

Further Information:

For further information see:

- Parliament of Australia website (www.aph.gov.au)
- Australian Electoral Commission website (www.aec.gov.au/)
- Victorian Parliament website (www.parliament.vic.gov.au/)
- Victorian Electoral Commission website (www.vec.vic.gov.au/)

DISCLAIMER: This document was updated on 3 November 2021. The information is guidance only and does not constitute legal advice. The MAV recommends independent legal advice is obtained regarding the various issues associated with running as a candidate whilst still a Councillor.



MINUTES OF AUDIT & RISK COMMITTEE MEETING

Thursday 18 November 2021

Held online via Microsoft Teams

Meeting commenced at 12.30pm

File Ref: F18/A13/000001

1. PRESENT

Committee Members:

Mr Richard Trigg (Chair)

Mr Vito Giudice (departed 1:31pm)

Mr Mark Knights

Cr Robyn Gulline

Cr Ian Ross

Also in Attendance (ex-officio):

Mr Sunil Bhalla, Chief Executive Officer

Mr Graeme Harrison, Director Corporate Services

Mrs Heather Proctor, Manager Finance

Ms Diana McDonald, Acting Manager Governance and Information

Ms Kathie Teasdale, RSD Audit

Mr Martin Thompson, Crowe

Additional Council Officer Attendee:

Mr Rehan Majeed, Waste and Sustainability Officer, (in attendance for agenda item 6.2)

Mr John Martin, Director Infrastructure, (in attendance for agenda item 6.2)

Mr Robert Letts, Business Partner, Risk & HR (in attendance for agenda items 10)

Mr Cameron Gerlach, Co-ordinator Information Technology (in attendance for agenda item 12.2)

Ms Faith Hardman (Minutes)

2. WELCOME

Richard Trigg, Committee Chair, welcomed everyone to the meeting. Welcomed new external auditor Martin Thompson.

3. APOLOGIES

Nil

4. CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

Moved Mark Knights, seconded Vito Giudice that the minutes of the Audit and Risk Committee meeting held on 17 September 2021 be confirmed as an accurate record of the meeting.

CARRIED

The meeting agreed to discuss items 14.1, 14.2 and section 10 prior to moving to section 6.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Council approved the Reappointment of Richard Trigg for another three year term.

6.2 Zero Net Emissions Plan Report

There are eight proposed projects and three initiatives. These range from solar installations, fleet efficiencies to LED street lighting. Grant funding is sought where possible to increase funding with most projects having their own inherent return. The next twelve months vehicle replacement program will be undertaken.

The Committee raised risks relating to the Zero Net Emissions Plan, John Martin indicated that each individual project and initiative is assessed for risk.

Moved Robyn Gulline seconded Vito Giudice that the Zero Net Emission report be accepted.

CARRIED

7. SCHEDULED ITEMS

7.1 Compliance and Legislation

7.1.1 Noted - Final Management Letter and Closing Report 2021

The Committee requested that separate agenda items be added to address the two outstanding external audit items.

ACTION: Individual agenda items to be added for the outstanding external audit items moving forward.

7.2 Reporting

7.2.1 Noted - Annual Report 2021

7.2.1 The Quarterly Performance Report, including the Finance and Performance Report for the period 1st July to 30th September 2021 was tabled for information.

Moved Vito Giudice, seconded Mark Knights that the Audit and Risk Committee receive and note agenda items 7.1 and 7.2

CARRIED

8. AUDIT REPORTS

8.1 Project Scope – Human Resources

Kathie Teasdale presented. Scope is soon to be reviewed by management.

8.2 RSD Project Scope – Service and Business Planning

Kathie Teasdale noted the value in this project scope for the organisation.

8.3 Council's Internal Audit Actions Report

It was noted that 10 actions were completed for the quarter and a number with the Community Vision, Asset Plan and Long-Term Financial Plan being finalised this quarter. There are now 22 actions (50%) overdue from a total of 44 outstanding, compared to 23 overdue last quarter.

The Committee proposed the reduction of items being addressed in the Audit Actions Report. Noted it would be useful prioritising what is directly related to Horsham and further suggested separating into the categories “external audit”, “Internal audit” and “other reports” – for items that may be useful for guidance to Horsham.

ACTION: Review the current audit action items and prioritise those of specific relevance to Horsham.

ACTION: Restructure the report into the following categories: internal, external and additional reports.

8.4 HRCC Response to the Local Government Inspectorate: Personal Interests Returns – Encouraging disclosure and increasing transparency report.

The Committee encouraged getting guidance from the relevant peak body about whose responsibility it is to complete Personal Interest Returns and being specific about whose role it is.

8.5 Governance

8.5.1 Relevant policies and procedures presented for information of the Committee.

Moved Robyn Gulline, seconded Mark Knights that the Audit and Risk Committee receive and note agenda items 8.1, 8.2, 8.3, 8.4 and 8.5.

CARRIED

9. CEO UPDATE

Sunil Bhalla, CEO discussed the following:

- Strategic Planning - Asset Plan and Long-Term Financial Plan
- Gender Equality Action Plan, Workforce Plan
- Workforce shortages
- Advisory Committee structure review
- COVID 19 update

10. RISK MANAGEMENT

10.1 Business Continuity Policy (Draft) – Draft reviewed.

ACTION: Review the policy templates and ensure are consistent with reference to Business Continuity Planning and roles and responsibilities.

10.2 Fraud and Corruption Control Procedure (Draft) – Draft reviewed.

The Committee suggested review in light of the change to disclosures and public interest disclosures.

The Committee recommended to insert links so associated policies and procedures are easy to find. Further steps to be included relating to the process. Suggested that the concepts of natural justice and procedural fairness be included.

Question raised if there is a power for the Audit and Risk Committee to investigate. Audit and Risk Committee Charter contains the power to recommend investigation and monitor, not to investigate.

ACTION: procedure requires the following inclusions before again being presented to the Audit and Risk Committee:

- Natural Justice
- Procedural Fairness
- More detail in the process
- Presence of support persons
- Being advised of allegations and findings

10.3 Fraud and Corruption Control Policy (Draft) – As above

10.4 Agenda Risk Management Committee November - Report accepted as given. Changes to the policy greater than anticipated and currently working with the managers. Vaccination status and return to workplace has taken precedence.

ACTION: At item 4.1.4 – Relevant codes of conducts – suggested “councillor” needs to be listed there too.

Moved Ian Ross, seconded Vito Giudice that the Committee receive and note the reports and drafts contained in items 10.1, 10.2, 10.3 and 10.4

CARRIED

11. CORRESPONDENCE

Nil

12. ONGOING MONITORING

12.1 Rural Councils Corporate Collaboration (RCCC) Project Update

The four member Councils are currently close to making in a decision in relation to procurement. Once a decision is made, approval will be sought from Local Government Victoria with implementation planned to commence in early 2022.

12.2 Co-ordinator Information Technology on Council’s ICT Disaster Recovery Plan and associated processes – report noted. Processes allow risks to be mitigated simply. Backup procedure needs updating. Council currently goes beyond what is stated in the policy. Backups to tape are maintained plus a tertiary location. These cannot be changed as physical barriers exist and they are off site.

Committee asked has the IT disaster recovery plan been tested. Certain scenarios have been tested. But not the full setting.

ACTION: Send scenarios and their outcomes to Audit and Risk Committee as they are tested.

13. FOR INFORMATION ONLY

13.1 2021-2025 Council Plan (Adopted 23 August 2021) – well done to all involved in the production of the Council Plan

14. GENERAL BUSINESS

14.1 Audit and Risk Committee Annual Self-Assessment Report – The Chair advised that with the meetings approval, this item would be analysed and discussed at a separate virtual meeting for Committee members only.

14.2 Annual Election of the Chair – The CEO took the chair and called for nominations. Richard Trigg was nominated by Vito Giudice and seconded by Mark Knights. As there were no other nominations, The CEO declared Richard Trigg duly elected as chair for a further 12 months. Richard Trigg then resumed the chair.

14.3 Membership Renewal (Councillor Members – following Statutory Meeting) – councillor members of the committee will be determined by the Council following the Statutory Meeting.

14.4 Meeting program for the Audit and Risk Committee for 2022 is as follows:

- 17 March 2022
- 9 June 2022
- 22 September 2022
- 17 November 2022

The Chair noted if there is a particular need of members of the committee, the committee member should provide the Chair with the items to be reported and placed on the agenda.

15. NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on 17 March 2022 in the Council Chamber, Civic Centre, Horsham, (commencing at 12noon closed meeting) 12.30 main meeting.

16. CLOSE

The meeting closed at 2:06 pm

GRAEME HARRISON
Director Corporate Services

Minutes signed as correct: (Chair)
Mr Richard Trigg
Date:

Community Development Grants



1. PURPOSE

Horsham Rural City Council (HRCC) Community Development Grants Program helps groups in the Horsham and district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's Community Development Grants Program.

2. INTRODUCTION

The HRCC Community Development Grants Program is an annual funding program that allocates grants to local not-for-profit organisations, groups and associations every year.

This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information.

3. SCOPE

This policy is applicable to all community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. PRINCIPLES

The HRCC Community Development Grants program is an annual funding program allocated as part of Council's yearly budget process to not-for-profit community organisations.

4.1 Funding Priorities

The Community Development Grants Program ~~is linked to aligns with~~ the key priorities of the current Council Plan, ~~and Health and Wellbeing Plan~~, Youth Strategy, Community Inclusion Plan and Age Friendly Communities Implementation Plan. Accordingly, successful applications should support one or more of the following key funding priorities:

- ~~Community and cultural development~~
- ~~Sustaining the economy~~
- ~~Asset management~~
- ~~Good governance~~
- ~~Natural and built environment~~
- ~~Healthy eating and active living~~
- ~~Reduce alcohol and drug use~~
- ~~Improve mental health~~
- ~~Education and economic development~~
- ~~Preventing family violence~~
- ~~Improving family health~~
- ~~Improving early years outcomes~~
- ~~Community inclusion/diversity~~
- ~~Youth~~
- ~~Age Friendly Communities Implementation Plan.~~

Community Development Grants



- Values and respects the culture of our ~~traditional~~First Nation owners
- ImprovesSupport ~~Aboriginal~~First Nation peoples health and wellbeing
- Provision of accessible, inclusive, safe and welcoming spaces
- Supports Tourism and Events
- Addresses family violence, alcohol and other drugs, tobacco and gambling harm
- Supports gender equity
- Improves mental health and social connection
- Encourage participation and diversity in sports, events, arts and culture
- Supports child and youth initiatives
- Supports social inclusion and positive ageing for older people
- Encourages innovation and new technologies in our community
- Supports adaptation to reduced emissions and climate change
- Supports protection and conservation of our natural environment
- Other (provide details)

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

An application may also be lodged for any project that may not fit the key funding priorities but is linked to other Council plans or strategies or has a community focus.

Council may, for a particular year, add or change key funding priorities.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000. Council may consider a larger staged project over a number of years for an application in excess of \$10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Total funds made available, for a particular financial year, will be a decision of Council within the annual budget process.

4.2 Eligibility

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for a Community Development Grant.

The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

Who cannot apply and what projects are ineligible for funding?

- Individuals
- Those seeking funding for a commercial business

Community Development Grants



- Those groups who have not expended or reported back on a community grant allocation from a previous financial year
- Funding for organisational operating costs, for example, wages and utilities
- Projects that are the responsibility of other sectors of government
- Projects that are a clear duplication of other services
- Projects that have already commenced
- Projects that require ongoing funding from Council
- Projects seeking funding for religious assets
- Applications that are received after the closing date.

Projects are to commence after 1 July and be completed by 30 June of the following year.

4.3 Application Process

Eligible groups must apply by the due date and using the form supplied on the HRCC Council website: Guidelines and Templates for Community Development Grants <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>

All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000
- A copy of any permits required for the project i.e. planning/building
- Land owner consent for all building and external works on Crown Land
- Endorsement of all groups/organisations who will use or benefit from the project.

4.4 Assessment Criteria

Applications will be assessed using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- Projects that specifically support diversity and inclusion
- How well the project supports Council's funding priorities
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects.

4.5 Assessment Process

- All applications are received by the Records Department and saved electronically
- The community Community Grants team Team prepares a grants summary which ranks applications in accordance with the assessment criteria

Community Development Grants



- All the applications relating to building or external works on Crown Land or Council Owned Land are to be reviewed by the Co-ordinator of Recreation and Open Space Planning and the Co-ordinator Facilities Management.
- Initial assessment panel consisting of:
 - Co-ordinator Community Relations and Advocacy
 - One representative from Corporate Services - Finance Manager (or delegate)
 - One Two representatives from Infrastructure – Co-ordinator Projects Office and Manager Operations (or delegate)
 - One Three representatives from Communities and Place – Managers (or delegates) of Investment Attraction and Place, Community Services and Safety and Arts Culture and Recreation
 - Administration support for the assessment panel to be provided by the Community Grants Team
- The initial assessment panel makes recommendations to the Executive Management Team
- Executive Management Team endorses final grants list
- Final adoption by Council as part of the yearly budget process.

Formatted: Left

Formatted: Indent: Left: 0.63 cm, No bullets or numbering

Council may only allocate part funding for a project rather than the full amount requested in the application. A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.

HRCC assistance should be acknowledged on any promotional material or media coverage relating to the successful project.

4.6 Timelines

Timelines are established by the Finance Manager in December each year to fit in with the budget process for the following year. General guideline for timelines is as follows:

- | | |
|------------------------|-----------------|
| • Applications open | End of January |
| • Applications close | End of February |
| • Council Adoption | End of April |
| • Advice to applicants | End of May |

4.7 Grant Payment

In general, grants will be paid in October of each year, however, the payment date may be varied in justifiable circumstances, upon written request to Council.

Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation. These invoices and payments must coincide with the grant financial year.

4.8 Grant Reporting

Successful applicants are required to complete a Community Development Grants Project Report upon completion of the project.

The template for the Project Report can be downloaded on the HRCC website at:

<https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>

Community Development Grants



5. COMMUNICATION

The Community Development Grants program has a dedicated page on the HRCC website at: <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>.

The Guidelines and Application Forms are forwarded to all applicants from the previous year.

The Community Development Grants Program is promoted during February each year in local media, co-ordinated by the Media and Communications Officer. Community information sessions are co-ordinated by the community grants team in February each year.

6. RESPONSIBILITY

Policy Owner: Co-ordinator Community Relations and Advocacy

7. DEFINITIONS

Nil

8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy (C04/025)	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	<ul style="list-style-type: none"> New Policy 	
02	February 2017	Council	<ul style="list-style-type: none"> Disability Access Criteria Revised notification month Inclusion of project ranking Inclusion of Grants Information Session 	
03	19 March 2017	Council	<ul style="list-style-type: none"> Changes to funding categories 	
04	N/A	N/A	<ul style="list-style-type: none"> Change in Departmental titles only 	
05	16 Dec 2019	Council	<ul style="list-style-type: none"> Addition of Youth category References to new strategies and plans Removal of S86 reference Copy of any permits required for 	

Community Development Grants



Horsham Rural City
Council urban rural balance

			<ul style="list-style-type: none"> project Projects that require ongoing funding from Council Projects seeking funding for religious assets 	
06	14 December 2020	Council	<ul style="list-style-type: none"> A number of minor changes to reflect organisational changes Assessment criteria – extent of previous assistance, shortened to be more readable 	14 December 2020 December 2021
<u>07</u>	<u>24 January 2022</u>	<u>Council</u>	<ul style="list-style-type: none"> <u>Assessment Criteria – changes to reflect the new Council Plan and Health & Wellbeing Plan</u> <u>Project Assessment Team</u> <u>Crown Land Assessment Requirements</u> 	<u>December 2022</u>

1. PURPOSE

Horsham Rural City Council (HRCC) Community Development Grants Program helps groups in the Horsham and district community to improve community facilities and work together for more engaged and healthy communities.

This policy provides the framework for the delivery of Council's Community Development Grants Program.

2. INTRODUCTION

The HRCC Community Development Grants Program is an annual funding program that allocates grants to local not-for-profit organisations, groups and associations every year.

This policy outlines the funding priorities, eligibility, application requirements, assessment criteria, grant approval and payment processes, timelines and reporting process, and general information.

3. SCOPE

This policy is applicable to all community not-for-profit groups who operate in or provide activities for the benefit of the residents of Horsham Rural City Council.

4. PRINCIPLES

The HRCC Community Development Grants program is an annual funding program allocated as part of Council's yearly budget process to not-for-profit community organisations.

4.1 Funding Priorities

The Community Development Grants Program aligns with the key priorities of the current Council Plan , Youth Strategy, Community Inclusion Plan and Age Friendly Communities Implementation Plan. Accordingly, successful applications should support one or more of the following key funding priorities:

- Values and respects the culture of our First Nation owners
- Support First Nation peoples health and wellbeing
- Provision of accessible, inclusive, safe and welcoming spaces
- Supports Tourism and Events
- Addresses family violence, alcohol and other drugs, tobacco and gambling harm
- Supports gender equity
- Improves mental health and social connection
- Encourage participation and diversity in sports, events, arts and culture
- Supports child and youth initiatives
- Supports social inclusion and positive ageing for older people
- Encourages innovation and new technologies in our community
- Supports adaptation to reduced emissions and climate change

- Supports protection and conservation of our natural environment
- Other (provide details)

An application may also be lodged for any project that may not fit the key funding priorities but is linked to other Council plans or strategies or has a community focus.

Council may, for a particular year, add or change key funding priorities.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000. Council may consider a larger staged project over a number of years for an application in excess of \$10,000.

Projects which have a significant cash and/or in-kind contribution by the applicant organisation are encouraged.

Total funds made available, for a particular financial year, will be a decision of Council within the annual budget process.

4.2 Eligibility

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for a Community Development Grant.

The project must be delivered within the Horsham municipality and include direct benefits for residents of the municipality.

Who cannot apply and what projects are ineligible for funding?

- Individuals
- Those seeking funding for a commercial business
- Those groups who have not expended or reported back on a community grant allocation from a previous financial year
- Funding for organisational operating costs, for example, wages and utilities
- Projects that are the responsibility of other sectors of government
- Projects that are a clear duplication of other services
- Projects that have already commenced
- Projects that require ongoing funding from Council
- Projects seeking funding for religious assets
- Applications that are received after the closing date.

Projects are to commence after 1 July and be completed by 30 June of the following year.

4.3 Application Process

Eligible groups must apply by the due date and using the form supplied on the HRCC Council website: Guidelines and Templates for Community Development Grants <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>


All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000
- A copy of any permits required for the project i.e. planning/building
- Land owner consent for all building and external works on Crown Land
- Endorsement of all groups/organisations who will use or benefit from the project.

4.4 Assessment Criteria

Applications will be assessed using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council
- The spread of grants across community, cultural and sporting areas (including geographic spread)
- Projects that specifically support diversity and inclusion
- How well the project supports Council's funding priorities
- Value for money – considering membership and number of users to benefit from the project
- Council may determine that one or more significant projects may have preference over several smaller projects.

4.5 Assessment Process

- All applications are received by the Records Department and saved electronically
- The Community Grants Team prepares a grants summary which ranks applications in accordance with the assessment criteria
- All the applications relating to building or external works on Crown Land or Council Owned Land are to be reviewed by the Co-ordinator of Recreation and Open Space Planning and the Co-ordinator Facilities Management.
- Initial assessment panel consisting of:
 - One representative from Corporate Services - Finance Manager (or delegate)
 - Two representatives from Infrastructure – Co-ordinator Projects Office and Manager Operations(or delegate)
 - Three representatives from Communities and Place – Managers (or delegates) of Investment Attraction and Place, Community Services and Safety and Arts Culture and Recreation

Administration support for the assessment panel to be provided by the Community Grants Team
- The initial assessment panel makes recommendations to the Executive Management Team
- Executive Management Team endorses final grants list
- Final adoption by Council as part of the yearly budget process.

Council may only allocate part funding for a project rather than the full amount requested in the application. A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.



Nil

8. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Grants Program – Funding Guidelines	Internet
HRCC Community Grants Program – Application template	Internet
HRCC Community Donations Policy (C04/025)	Internet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	<ul style="list-style-type: none"> New Policy 	
02	February 2017	Council	<ul style="list-style-type: none"> Disability Access Criteria Revised notification month Inclusion of project ranking Inclusion of Grants Information Session 	
03	19 March 2017	Council	<ul style="list-style-type: none"> Changes to funding categories 	
04	N/A	N/A	<ul style="list-style-type: none"> Change in Departmental titles only 	
05	16 Dec 2019	Council	<ul style="list-style-type: none"> Addition of Youth category References to new strategies and plans Removal of S86 reference Copy of any permits required for project Projects that require ongoing funding from Council Projects seeking funding for religious assets 	
06	14 December 2020	Council	<ul style="list-style-type: none"> A number of minor changes to reflect organisational changes Assessment criteria – extent of previous assistance, shortened to be more readable 	December 2021
07	24 January 2022	Council	<ul style="list-style-type: none"> Assessment Criteria – changes to reflect the new Council Plan Project Assessment Team Crown Land Assessment Requirements 	December 2022



Community Development Grants Program 2022/23

FUNDING GUIDELINES



Building our community

Horsham Rural City Council (HRCC) Community Development Grants Program helps not-for-profit groups in the municipality to improve facilities and work together for more engaged and healthy communities.

Funding guidelines

GENERAL INFORMATION

The HRCC Community Development Grants Program allocates funding to local not-for-profit organisations and groups every year.

The maximum allocation per organisation is \$10,000 although the majority of successful applications range between \$500 and \$5,000.

Projects which have a cash and/or inkind contribution by the applicant organisation are encouraged.

Grant funding is for the 2022-2023 financial year.

Applications close on 1 March 2022 for projects that are to commence after 1 July 2022 and be completed by 30 June 2023.

For more information, please contact Council's Community Grants Team on 5382 9777 or visit hrcc.vic.gov.au

GRANT PRIORITIES

The Community Development Grants Program aligns with key priorities of the current Council Plan, Youth Strategy, Community Inclusion Plan, Innovate Reconciliation Action Plan and Age Friendly Communities Implementation Plan.

Community groups must identify which priorities are relevant to their proposed project in the grant application form (more than one priority area might apply).

For further detail about these priorities, refer to the following Council webpages:

[HRCC Council Plan](#)

[Community Inclusion Plan](#)

[Innovate Reconciliation Action Plan](#)

[Youth Strategy](#)

[Age Friendly Communities Implementation Plan](#)

Handy tip:
identify as many
grant priorities as
possible in your
application



KEY FUNDING PRIORITIES

Successful applications should support one or more of the following key funding priorities:

- Values and respects the culture of First Nations peoples
- Supports First Nations peoples health and wellbeing
- Provision of accessible, inclusive, safe and welcoming spaces
- Supports tourism and events
- Addresses family violence, alcohol and other drugs, tobacco and gambling harm
- Supports gender equality
- Improves mental health and social connection
- Encourages participation and diversity in sports, events, arts and culture
- Child and youth initiatives
- Supports social inclusion and positive ageing for older people
- Encourages innovation and new technologies in our community
- Supports adaptation to climate change and reduced emissions
- Supports protection and conservation of our natural environment
- Other (provide details)

Handy tip:
if you are asking for a single expenditure item over \$1,000, make sure to get a quote

Handy tip:
have a chat to the community grants team before submitting your application



Details of the program

WHO CAN APPLY?

The following criteria need to be met to be eligible for a community development grant:

- ✓ Be a not-for-profit group
- ✓ The project has the endorsement of the applicant organisation and all other user groups
- ✓ Be incorporated or have an auspicing body if the application is for a grant of more than \$1000
- ✓ Include direct benefits to residents of HRCC
- ✓ Be a group based within HRCC with the project being delivered within the municipality

ALL APPLICATIONS SHOULD INCLUDE:

- Details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project (use a rate of \$25 per hour to work out this budget figure)
- A quote for all goods and services over \$1,000
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of more than \$5,000
- Endorsement of all groups who will use or benefit from the project, including any auspice group
- Projects that involve building or external works on Crown Land must include a letter of approval from the Crown Land Manager and DEWLP.

WHO CANNOT APPLY?

- ✗ You are an individual or seeking funding for the operation of a commercial business
- ✗ Funds are required for organisational operating costs, e.g. wages and utilities
- ✗ You are a group who has not expended or reported back on a grant allocation from a previous financial year
- ✗ You have already commenced and spent money on the project. Projects are to commence after 1 July 2022 and be completed by 30 June 2023
- ✗ Projects that require ongoing funding from Council
- ✗ Your application is received after the closing date
- ✗ Your project is the responsibility of other sector/s of government
- ✗ Your project is seeking funding for religious assets
- ✗ Projects that are a clear duplication of an existing service

OTHER KEY ISSUES

- All planning, building permits and any other authorisations including public liability insurance remain the responsibility of the applicant organisation and must be received by the relevant authorities prior to starting the project
- An offer of a grant by Council does not mean any ongoing funding commitment or obligation by Council
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the project
- Council may only allocate part funding for the project
- Crown Land approval must be obtained for relevant projects

**Handy tip:
make sure
you check if you
need Crown Land
Manager and
DEWLP approval**



ASSESSMENT CRITERIA

Applications will be assessed by Council using the following criteria:

- The level of contribution to the project by the applicant
- The extent of previous assistance provided by Council
- How well the project supports Council's priorities
- Value for money – considering membership and number of users to benefit from the project
- How well the project specifically supports diversity and inclusion

**Handy tip:
try to include a
cash and/or in-kind
contribution to your
project**

NOTIFICATION OF OUTCOME

Applicants will be notified of the outcome of their application in May 2022.

PAYMENT OF GRANT FUNDING

In general grants will be paid in October of each year, but the payment date may be varied in justifiable circumstances, upon written request to Council.

Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation.

These invoices and payments must coincide with the grant period from **1 July 2022 to 30 June 2023**.

REPORTING BACK

Successful applicants are required to complete a Community Grants Project Report upon completion of the project. The Project Report can be completed on line at <http://bit.ly/HRCCcommunitygrants>

Submitting an Application

The application form can be completed online at:

<http://bit.ly/HRCCcommunitygrants>

(preferred method)

A paper or WORD copy of the application form can be obtained:

- by email council@hrcc.vic.gov.au
- at Council Reception
- by calling the Community Grants Team on 5382 9777

Paper copies should be scanned and:

- emailed to council@hrcc.vic.gov.au
- or posted to
**Community Development Grants Program Horsham
Rural City Council, PO Box 511, Horsham, 3402**
- or hand delivered to the Civic Centre (marked
Community Development Grants Program)

WANT TO KNOW MORE?

For more information, please contact the Community Grants Team on 5382 9777



2022 Community Development Grants Program – APPLICATION

APPLICATIONS CLOSE – 1 March 2022

Horsham Rural City Council advises all applicants to:

- Read the Grant Guidelines before you complete this Application Form.
- **Ensure that your application is lodged on-line by 5.00pm on the closing date (late applications will not be accepted).** Paper based applications can be lodged at Horsham Rural City Council Offices or by e-mail to council@hrcc.vic.gov.au
- Use the Check List on this Application Form to ensure all required documentation is provided.
- If you have any questions regarding the application form or if you would like to receive this form in an accessible format such as large print, please contact the Community Grants Team on 53829777

1. APPLICANT DETAILS

Name of the Club/Group/Organisation undertaking the project:	
Postal address of the organisation undertaking the project:	
Contact person for the Club/Group/Organisation: Business hours phone number E-mail Address	
Name of the auspice*Not-for Profit Community Organisation managing the project (if applicable): <i>*Required if your organisation is not incorporated and your application is for >\$1000</i>	
Postal address of the auspice organisation managing the project (if applicable):	
Australian Business Number (ABN) of the applicant organisation (or auspice if applicable): If you do not have an ABN - You need to complete a 'Statement by Supplier' form and submit it with your application. Form available from the ATO http://www.ato.gov.au/ . <i>Note: Failure to provide either an ABN or statement by supplier will result in Council being obliged to withhold 46.5% of any grant allocation.</i>	Statement by supplier attached to application: Yes <input type="checkbox"/> No <input type="checkbox"/>
Please identify your GST Tax status:	Registered for GST <input type="checkbox"/>
	Not Registered for GST <input type="checkbox"/>

2. PROJECT DETAILS

Title of the project/event/activity:	
Which of the following key funding priorities does your project support (select all that apply):	
<input type="checkbox"/> Values and respects the culture of First Nations peoples <input type="checkbox"/> Supports First Nations peoples health and wellbeing <input type="checkbox"/> Provision of accessible, inclusive, safe and welcoming spaces <input type="checkbox"/> Supports tourism and events <input type="checkbox"/> Addresses family violence, alcohol and other drugs, tobacco and gambling harm <input type="checkbox"/> Supports gender equity <input type="checkbox"/> Improves mental health and social connection <input type="checkbox"/> Encourages participation and diversity in sports, events, arts and culture <input type="checkbox"/> Supports child and youth initiatives <input type="checkbox"/> Supports social inclusion and positive ageing for older people <input type="checkbox"/> Encourages innovation and new technologies in our community <input type="checkbox"/> Supports adaptation to reduced emissions and climate change <input type="checkbox"/> Supports protection and conservation of our natural environment <input type="checkbox"/> Other <i>(Please list)</i>	
Does your project specifically support diversity and inclusion?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Tell us how your project specifically supports diversity and inclusion?	
Location of the Project/Event/Activity:	
Does your project involve building or external works on Crown Land?	
<input type="checkbox"/> Yes, you must attach land owner consent to your application <input type="checkbox"/> No	
Estimated Commencement date: <i>(must be after 1 July, 2022)</i>	
Estimated Completion date: <i>(must be before 30 June, 2023)</i>	

Estimated number of people benefiting from the project:	
Estimated age groups involved in the project:	
Please provide a brief description of your proposed project/event/activity:	
Why do you want to do this project?	
What will this project achieve?	

3. PROJECT FUNDING

What is the Grant amount requested from Council? <i>Must equal (A) total</i>	\$
What are you going to spend the Council Grant amount on? <i>List all expenditure items. Quotations must be provided for each expenditure item greater than \$1,000</i>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<i>(add additional rows as required)</i>	\$
Total Council Grant expenditure (A)	\$
What cash is your organisation contributing to the project? <i>Must equal (B) total</i>	\$
What are you going to spend your organisation cash contribution on? <i>List all expenditure items</i>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<i>(add additional rows as required)</i>	\$
Total Organisation expenditure (B)	\$
What in-kind support is your organisation contributing to the project? <i>i.e. voluntary labour (@\$25 per hour), donated materials (at retail value) Must equal (c) total.</i>	
	\$
	\$
	\$
	\$
	\$
	\$
<i>(add additional rows as required)</i>	\$
Total value of In-kind support (C)	\$
TOTAL PROJECT VALUE (A) + (B) + (C)	\$

The amount requested in this application may be reduced. Should the grant amount be reduced, please indicate the minimum amount of grant that would allow the project or part of the project to proceed.
\$.....

4. IF GROUP CASH CONTRIBUTION IS >\$5,000, PLEASE ATTACHED COPY OF LATEST AUDITED FINANCIAL STATEMENTS

5. AUTHORISATION/FUNDING AGREEMENT

I affirm, on behalf of *(insert name of your organisation)* that:

- I have read the guidelines;
- the project is based in the Horsham municipality;
- all details supplied in this application and attachments are true and correct to the best of my knowledge;
- the application form has been submitted with the authorisation of the applicant organisation and any auspice organisation (if required)
- the application is endorsed by all other user groups of the facility or groups that will directly benefit from the project; and
- necessary taxation document and quotations have been provided.

If this application is successful, our group agrees to submit a *Community Grant Project Completion Report*.

Payment of grant will be deposited into the following Bank Account:

BSB No: _____ Account No: _____

Name of Bank Account: _____

Signature: _____ Write Name: _____

CHAIRPERSON/PRESIDENT

Date: _____

IMPORTANT: CHECKLIST FOR APPLICANTS

Please ensure that the following details are included in your application. [Your application may be deemed ineligible without the key details listed below.](#)

- **Is your project/event/activity based in the Horsham municipality?**
- **Have you discussed your application with all key stakeholders?**
- **Have you provided all contact details?**
- **Have you completed all sections of the Project application?**
- **Have you attached quote/s for each expenditure item > \$1,000?**
- **Have you attached a copy of your latest annual financial report (if needed)?**
- **Have you signed the Authorisation/Funding Agreement?**
- **Have you provided all the necessary taxation documentation eg ABN, statement by supplier (if needed)?**
- **Have you obtained planning or building permits required for your project? (please attach)**
- **Have you attached land owner consent (if needed)**
- **For Email Applications only: Have you attached relevant attachments to the email**

(End of Application)

Community Engagement GANTT Chart 5.1.2022 Engagement Details

Ref #	Project name	Project Summary	Status	Start Date	End Date	Days	Est. Date to Council	IAP2 Level (Gen. Community)	IAP2 Level (Specific Group)	Public Participation Goal	Promise to the Public	Budget/Resources	Activities	No of Recorded Engagements
1	Community Vision	Development of the Community Vision for the Horsham Municipality for the next 20 years.	Finished	25-Jan-21	04-Jul-21	160	23-Aug-21	Consult	Empowerment (Community Panel)	Council will place the final decision making in the hands of the community panel after input and consideration from the broader community	Council will implement the Vision that the Community decides.	\$75,000-\$100,000 including consultants fee	Online Survey, Community Conversations, Community Panel, Submissions via print postcard and printable pages, Submissions via telephone directly to consultants and Displays with postcards and return boxes at YMCA, HRCC, Horsham Regional Library Corporation	956
2	Council Plan	Development of Council Plan, Asset Plan & Long-term Financial Plan using deliberative engagement processes utilising the panel as recruited for the Community Vision.	Finished	25-Jan-21	27-Oct-21	275	27-Oct-21	Consult	Collaborate (Community Panel)	Council will partner with the community panel in the development of the Plans and involve the broader community to ensure that their concerns and aspirations are understood and considered.	Council will work to incorporate the advice and recommendations of the Community panel in to the final Council Plan, Asset Plan & Long term Financial Plan.	Included with Vision	Online Survey, Community Conversations, Community Panel, Submissions via print postcard and printable pages, Submissions via telephone directly to consultants and Displays with postcards and return boxes at YMCA, HRCC, Horsham Regional Library Corporation	103
3	Health & Wellbeing Plan	Development of Council Plan, Asset Plan & Long-term Financial Plan using deliberative engagement processes utilising the panel as recruited for the Community Vision.	Finished	25-Jan-21	27-Oct-21	275	27-Oct-21	Consult	Collaborate (Community Panel)	Council will partner with the community panel in the development of the Plans and involve the broader community to ensure that their concerns and aspirations are understood and considered.	Council will work to incorporate the advice and recommendations of the Community panel in to the final Council Plan, Asset Plan & Long term Financial Plan.	Included with Vision	Online Survey, Community Conversations, Community Panel, Submissions via print postcard and printable pages, Submissions via telephone directly to consultants and Displays with postcards and return boxes at YMCA, HRCC, Horsham Regional Library Corporation	53
4	Asset Plan	Development of Council Plan, Asset Plan & Long-term Financial Plan using deliberative engagement processes utilising the panel as recruited for the Community Vision.	finished	01-Apr-21	27-Oct-21	209	27-Oct-21	Consult	Collaborate (Community Panel)	Council will partner with the community panel in the development of the Plans and involve the broader community to ensure that their concerns and aspirations are understood and considered.	Council will work to incorporate the advice and recommendations of the Community panel in to the final Council Plan, Asset Plan & Long term Financial Plan.	\$18,000 Consultant	Online Survey, Community Conversations, Community Panel, Submissions via print postcard and printable pages, Submissions via telephone directly to consultants and Displays with postcards and return boxes at YMCA, HRCC, Horsham Regional Library Corporation	53
5	Longterm Financial Plan	Development of Council Plan, Asset Plan & Long-term Financial Plan using deliberative engagement processes utilising the panel as recruited for the Community Vision.	finished	20-Jun-21	27-Oct-21	129	27-Oct-21	Consult	Collaborate (Community Panel)	Council will partner with the community panel in the development of the Plans and involve the broader community to ensure that their concerns and aspirations are understood and considered.	Council will work to incorporate the advice and recommendations of the Community panel in to the final Council Plan, Asset Plan & Long term Financial Plan.	Included with Vision	Online Survey, Community Conversations, Community Panel, Submissions via print postcard and printable pages, Submissions via telephone directly to consultants and Displays with postcards and return boxes at YMCA, HRCC, Horsham Regional Library Corporation	53
6	Rural Road Network Plan	Undertake a review of the rural roads to develop a plan to better manage the network. The review aims to: <ul style="list-style-type: none"> Identify important freight connections in the municipality's rural areas Establish a priority farm machinery network, to manage the passage of agricultural implements with reduced potential for conflict with main traffic routes Improve road safety across the rural road network Rationalise the road network where appropriate. 	Underway	08-Apr-21	12-Oct-21	187	TBC	Consult	Collaborate (Community Reference Committee)	Council will partner with the community reference committee in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference committee to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	\$50,000 Consultant	Community reference group Upcoming Activities - Draft plan available for comment at Civic Centre and to download - Submissions via online form, email and in writing	65
7	Parking Management Plan	The scope of this project is to review time restrictions across the business district and their locations as well as the locations of all types of parking including disability (DDA), short-term, long-term, loading bays, taxi ranks and long vehicle parking.	Finished	23-Mar-21	02-May-21	40	28-Jun-21	Consult	Collaborate (Community Reference Committee)	Council will partner with the community reference committee in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference committee to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Internal resources and Consultant	CRC meetings, Display in foyer, Pop-up display in Plaza or other central location, Maps and management plan available at Civic Centre and to download from Council website, Submissions via online form, email or in writing, Interactive map online	32

Community Engagement GANTT Chart 5.1.2022 Engagement Details

Ref #	Project name	Project Summary	Status	Start Date	End Date	Days	Est. Date to Council	IAP2 Level (Gen. Community)	IAP2 Level (Specific Group)	Public Participation Goal	Promise to the Public	Budget/Resources	Activities	No of Recorded Engagements
8	Horsham South Structure Plan	Horsham South has been experiencing unplanned and uncoordinated development. As a result this has placed pressure on services and infrastructure, created land use conflicts and affected the character of the area. For Horsham South a Structure Plan is needed to ensure that the area develops in a coordinated way. This project is ongoing and over the last 2 years. Stage 2 will involve another two rounds of engagement. The community will be first engaged upon completion of a draft Future Urban Structure Plan, aiming towards Nov 2021. We are about to appoint a consultant to commence stage 2.	Underway	01-Jul-21	30-Jun-22	364	27-Jun-22	Involve		To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	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.	Internal resources and Consultant	Workshops, one on one interviews, pop ups, on line survey	73
9	Councillor and mayoral allowances	To review and determine the level of Mayoral and Councillor Allowances.	Finished	28-Jan-21	03-Mar-21	34	TBC	Consult		To obtain public feedback from the broader community on analysis, alternatives and/or decisions	We will keep the community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	Existing Internal Resources	Online engagement form for community feedback and submissions. Opportunity was advertised in public notices in newspaper.	24
10	Pop up parks and parklets	A temporary park has been installed in Roberts Avenue, providing an urban oasis for residents and visitors. The pop-up park features natural lawn, flower boxes and fixed seating made from recycled materials. The public are invited to provide feedback and suggestions for other potential sites and further activations	Finished	01-Dec-20	30-Jun-21	211	23-Aug-21	Consult		To obtain public feedback from the broader community on analysis, alternatives and/or decisions	We will keep the community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	Existing Internal Resources	Survey QR code pop-up park location in Roberts Ave Display at Health & Wellbeing Expo held from 24 June - 29 June	148
11	City Oval and Sawyer Park Precinct	Horsham Rural City Council is planning for the long term future of the Wimmera River Precinct and Central Activity District. The aim is to transform and revitalise the area to make it a more attractive place to live, work, visit and invest in. As a part of this, plans are being developed for the City Oval/Sawyer Park precinct. This will include how this area fits with adjacent precincts.	Finished	11-Jun-21	23-Jul-21	42	01-Nov-21	Consult	Collaborate (Community Reference Group)	Council will partner with the community reference group in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference group to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Existing Internal Resources	Consultation is well underway with the first draft submitted to the group for discussion on 25 March. A number of small group sessions were held then a group meeting again on 8 April to finalise and agree on feedback that will be passed on to Tract to draft the next version. Community Reference Group moved to take version 3 out to public consultation May 6, Council briefing June 7, then community consultation started 11 June.	Still to occur
12	Hamilton St Pedestrian Bridge	Construction of a 2.5 m wide steel arch bridge across Wimmera River between Hamilton Street and Waterlink Esplanade for pedestrians and cyclists. Landscaping works and development of walking and cycling paths to connect the bridge with Hamilton Street and Waterlink Esplanade, including lighting.	Finished	11-Jan-21	08-Feb-21	28	17-May-21	Inform		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	We will keep you informed	Existing Internal Resources	Information released to the public for comment, also visited neighbouring properties. A proposed landscape plan send out and letter to inform of proposed bridge design	198
13	Community Engagement Policy	Create a Community Engagement Policy that complies with the LG Act 2020 and meets the needs of the community and HRCC	Finished	15-Dec-20	25-Jan-21	41	14-Dec-20	Consult		To obtain public feedback on analysis, alternatives and/or decisions.	We will listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft policy.	Existing Internal Resources	Draft policy available for comment at Civic Centre and to download, Submissions via online form, email and in writing	9
14	Sunnyside Park Precinct Planning	Developing a community endorsed precinct plan for Sunnyside. The bulk of engagement will be with a Community Reference Group to develop a draft plan which will then go to the broader community for consultation.	Underway	01-Jun-21	01-Feb-22	245	13-Feb-22	Consult	Collaborate (CRG)	Council will partner with the community reference group in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference group to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Existing Internal Resources	9 Workshops with CRG, Stakeholder interviews, 1 Month of broader consultation in July, (activities will be developed with CRG to include: Surveys, pop-ups)	6

Community Engagement GANTT Chart 5.1.2022 Engagement Details

Ref #	Project name	Project Summary	Status	Start Date	End Date	Days	Est. Date to Council	IAP2 Level (Gen. Community)	IAP2 Level (Specific Group)	Public Participation Goal	Promise to the Public	Budget/Resources	Activities	No of Recorded Engagements
15	Haven Precinct Planning	Developing a community endorsed precinct plan for Haven. Will involve deliberative workshops with a CRG (similar to C2R but at a far smaller scale).	Underway	12-Apr-21	02-Jan-22	265	13-Feb-22	Consult	Collaborate (CRG)	Council will partner with the community reference group in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference group to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Existing Internal Resources	12 Workshops with CRG, Stakeholder interviews, 1 Month of broader consultation in July, (activities will be developed with CRG to include: Surveys, pop-ups)	25
16	Skate Park Precinct Planning	Developing a community endorsed precinct plan for the Skate Park. Will involve deliberative workshops with a CRG (similar to C2R but at a far smaller scale). Will involve some preliminary work such as the toilet block and basketball hoop. This will happen ahead of planning proper but has been considered in existing uses.	Underway	24-May-21	25-Dec-21	215	10-Feb-22	Consult	Collaborate (CRG)	Council will partner with the community reference group in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference group to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Existing Internal Resources	3 preliminary pop-ups to engage on Toilet block art and existing use, 7 Workshops with CRG, Stakeholder interviews, 1 Month of broader consultation in July, (activities will be developed with CRG to include: Surveys, pop-ups)	120
17	Budget 2021-2022 and Revenue/Rating Plan	Council each year engages with the community on its Annual Budget at the final stages of the budget development process. The engagement seeks to predominantly inform the community on the key matters within the budget but also to seek feedback on any specific aspects of the budget documentation.	Finished	27-Apr-21	04-Jun-21	38	28-Jun-21	Consult		To obtain public feedback on analysis, alternatives and/or decisions.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	Existing Internal Resources	Community group meetings, surveys, Facebook, Website, councillor listening posts, Our Say engagement tools	25
18	Council Committees review	Changes to the Local Government Act require Council to review its Committees to bring them into compliance with the act.	Finished	01-Aug-21	31-Oct-21	91	TBC	Inform	Involve (Committee Members)	Information will be provided so the public can understand why the committee structures are changing	Public will be informed about the outcome of the review. Currently conducting Committee Review Meetings with all Committee's who wish to attend to discuss proposed changes. (DMc 29.09.21)	\$7,500	Audit of activities and individual discussion with each community group.	150
19	Creative Horsham Plan	The Arts & Culture Plan/Creative Horsham is integral to supporting the goal of Council to develop Horsham and the municipality as a diverse, inclusive and vibrant community. The Creative Horsham Project will identify key strategic directions for Council's involvement and investment in Arts and Cultural activities and assets over the next 3 years linking it across other Council Plans.	Underway	28-Feb-21	28-May-22	454	12-Mar-22	Consult	Involve (Committee Members)	Gain insights into community priorities in relation to the Community Vision through Arts and culture and the 5 emerging themes of the Creative Horsham Plan: Participateion, Destination, Venues, Communication & Partnerships	Council and the consultants (Regional Arts Victoria) will work to incorporate the advice and recommendations of the PCG into the final Plan. We will keep the wider community informed and acknowledge any concerns and aspirations during the development of the plan.	\$20,000	Key Stakeholders Meetings, PCG meetings which consists of a wide representation of community members, survey, Public art walk, 5 day input through the community expo, Meeting with the Consultants and the PCG, preparation of a datapack. consultant led 1:1 interviews with individuals, PCG and Council Staff. RAV Creative Industries survey Destination Horsham Survey, Community Conversations with industry peers around themes with additional internal and external consultation targeting specific groups,	602
20	Greening Greater Horsham A Municipal Tree Strategy	The Tree Strategy identifies five key objectives to improve the community's relationship with Trees and understanding their range of positive impacts. These objectives range from increasing tree canopy and diversity across public land in the Horsham Township, to engaging and educating of the value of trees to encourage better stewardship and valuing of trees.	Finished	01-Apr-21	10-Nov-21	223	10-Nov-21	Inform	Involve (Stakeholders)	Two stages of engagement, one being with stakeholders, the other with the general public. 1) Engagement with key stakeholder to strengthen partnerships and implentation. These internal and external stakeholders are key to the success of the strategy and hence their voices will be reflected in the strategy. 2) The Community will be ask to comment and inform potential edits to the Strategy once the Draft Strategy has been endorsed by Council.	Key stakeholder perspectives will be heard and considered in the development of the strategy. The community will have 6 weeks to review and comment on the draft strategy before endorsement by Council.	Contract Staff Position engaged	Also strong component of IAP2 Consult engagement. Key stakeholder meetings facilitated by Council with the Tree Consultants. General public engaged through the expo and through a variety of media and in-person pop-ups once the strategy was endorsed by Council to go out to the publico. Communcations Plan attached as an appendix to the draft Strategy sent the Councillors. This Plan outlines a 6 week program on face to face and online engagement to raise awareness and allow for feedback.	129

Community Engagement GANTT Chart 5.1.2022 Engagement Details

Ref #	Project name	Project Summary	Status	Start Date	End Date	Days	Est. Date to Council	IAP2 Level (Gen. Community)	IAP2 Level (Specific Group)	Public Participation Goal	Promise to the Public	Budget/Resources	Activities	No of Recorded Engagements
21	Bike and Walking Paths	A need for improved walking and cycling infrastructure has been identified by the community as a priority in multiple Council documents including the Health and Wellbeing Plan, Open Space Strategy, and Urban Transport Plan. This project will produce a Bicycle and Shared Path Plan for the development of new cycling infrastructure and the improvement of current cycling assets resulting in a well organised, connected, safe, accessible and efficient cycling network across the municipality.	Underway	31-Jul-21	30-Mar-22	242	18-Oct-21	Inform	Involve (Stakeholders)	Engagement in the development of the plan is expected to focus on key stakeholders such as VicRoads, internal units such as the Projects and assets team and a reference group of cyclists. The broader community will also be asked for input in the strategy through understanding barriers and enablers for current users as well as those that don't ride but may be interested in the future.	Community input into factors that help or hinder cycling and active transport around Horsham will be heard and reflected through the objectives and actions of the plan.	Existing Internal Resources	To be determined once a consultant is engaged. Could include activities such as stakeholder interviews and community surveys and pop-ups	50
22	Waste- Four Bins	Transition to a 4-bin kerbside waste and resource recovery service, in accordance with State Governments "Recycling Victoria - a circular economy" policy. This will mean a transition to different bin sizes and frequencies for existing services, the addition of a FOGO (food and garden organics) service, and a glass collection service.	Underway	01-Oct-21	01-Jan-23	457	14.2.2022	Inform		#1 - To inform the community of an updated baseline service model for kerbside services, and demonstrate how this aligns with state-wide changes in waste & resource recovery services. #2 - To work through potential ratepayer issues associated with the baseline service model, and reconcile these with suitable variations or concessions where appropriate.		\$48,000*	Activities are to be as per the developed communications and engagement plan outline for this project. The final communications plan is required to be conducted in accordance with guidance from State Government, which will be provided upon announcement of grant funding (see notes**).	1029
23	Road Management Plan	The Road Management Plan must be updated every four years. The Road Management Plan establishes the minimum maintenance standards Council aims to achieve in relation to its road network (rural and urban). This includes aspects like: The frequency of inspection of different classes of roads and footpaths; The level of defects at which an intervention is triggered; The response time for different types of defects.	underway	02-Aug-21	10-Sep-21	39	25.10.2021	Consult	Involve (Committee Members)	To obtain public feedback on analysis, alternatives and/or decisions.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals	Existing Internal Resources	Public display in Civic Centre foyer, digital and hard copy documents available to the public, submissions via digital and physical means	7
24	Natimuk Economic and Social Plan	The purpose of the Natimuk Economic and Social Plan is to examine the sustainability of Natimuk. The Natimuk community have ideas to promote their region and the Economic and Social Plan will be a tool to help them bring these ideas to action.	underway	31-Jul-21	30-Apr-22	273		Consult	Collaborate	Council will partner with the community reference group in the development of the project brief. A consultant will be contracted to consult with the broader community and collaborate with the community reference group to obtain public feedback on analysis, alternatives and the plan.	Council and the consultants will work to incorporate the advice and recommendations of the CRG into the final Plan. We will keep the wider community informed and acknowledge any concerns and aspirations during the development of the plan. We will seek feedback from the Natimuk community on drafts and proposals.	\$20,000	Initial targeted community engagement consultation to inform the project brief. Other activities to be identified by consultant.	2
25	Horsham CAD Revitalisation Project	The Horsham CAD Framework and Streetscape Plan project will identify opportunities to revitalise the Horsham CAD (Central Activities District) to attract new business activity and people to the town centre. This will be realised through a series of public realm, built form and streetscape interventions that will improve the visual amenity, design quality, vitality and function of the urban environment within the Horsham commercial core.	underway	02-Aug-21	04-Apr-22	245		Consult	Collaborate	Council will partner with the Project Control Group (including external stakeholders) in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	Council and the consultants will work to incorporate the advice, recommendations and feedback from the PCG and external stakeholders into the final Plan. We will collaborate with the wider community and seek feedback on drafts and proposals and keep them informed and acknowledge any concerns and aspirations during the development of the plan.	\$ 100,000.00	Drop-in sessions, virtual stakeholder sessions, online survey, Social Map, listening posts	15
26	Local Law No.3 Community Safety	Council's current Community Local Law will no longer be in effect from 20 December 2021. We must have a replacement Local Law in place by then. HRCC has undertaken a review of Community Local Law 2011. Local laws are the rules for safe and fair use of spaces and to manage things that might be a nuisance. Local laws are about noise, fire and smoke, alcohol in public places, how many pets we keep and how we share public places to name a few.	underway	19-Apr-21	03-Aug-21	106		Consult		To obtain public feedback on analysis, alternatives and/or decisions.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.		Submissions via form, email or in writing. Presence at the livability expo including specific information sessions	283
27	Implementation of Parking Management Plan	The scope of this project is to implement key findings from the Parking Management Plan including replacement of Meters, changing signage, new accessible parks	Not yet started											

Community Engagement GANTT Chart 5.1.2022 Engagement Details

Ref #	Project name	Project Summary	Status	Start Date	End Date	Days	Est. Date to Council	IAP2 Level (Gen. Community)	IAP2 Level (Specific Group)	Public Participation Goal	Promise to the Public	Budget/Resources	Activities	No of Recorded Engagements
28	Aquatic Centre Accessible Change Room	Details yet to be provided	Not yet started											
29	Public Place Recycling Plan	Details yet to be provided	Not yet started											
30	Horsham North Local Area Plan	It is proposed to create a Local Area Plan for Horsham North that will provide a vision, objectives, strategies and actions (through an implementation plan) that will address the planning and urban design issues in Horsham North to promote inclusion, accessibility, sustainability and connectedness for the community. (including the rail corridor)	Underway	01-Oct-21	29-Jul-22		July/Aug 22	Consult	Consult	Engage with the local community on the issues identified by the project and seek feedback on the issues and opportunities for Horsham North, having regard to previous community engagement and previous Council work. Highlight positive achievements by Council to demonstrate action and Council will partner with the Project Control Group (including external stakeholders) in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	Council will actively engage with the community and incorporate feedback into the Local Area Plan. The Plan will focus on real-world outcomes through the implementation plan.	Existing Internal Resources	Drop-in sessions at a venue in Horsham North plus Have Your Say page. Level of stakeholder engagement yet to be determined.	Yet to occur
31	Wimmera Regional multi-sport precinct feasibility study	Undertake a feasibility study re: a multi-sport precinct. This includes: demand assessment (what is the need? regional and local level facilities? What strategic planning at the SSA level supports this? Membership trends? Possible location(s), financial modelling, management options, funding options?)	Underway	01-Jun-21	01-May-22	334	01-May-22	Consult	Consult	Council will partner with the Project Control Group (including external stakeholders) in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	Council and the consultants will work to incorporate the advice, recommendations and feedback from the PCG and external stakeholders into the final Plan. We will collaborate with the wider community and seek feedback on drafts and proposals and keep them informed and acknowledge any concerns and aspirations during the development of the plan.	\$60,000	Interviews with SSAs and survey responses from local sporting clubs and schools. Follow up interviews with local clubs as required. Development of an IWG and a PCG comprised of SSAs. A local CRG will be developed towards the conclusion of the process. When draft options have been developed (SSAs and local clubs) and shared with Council, community consultation will occur via: webpage surveys, various drop-in	80
32	Alternative Truck route		Not yet started											
33	Domestic Animal Management Plan		Not yet started											
34	Annual Action Plan	Council intends to engage earlier this year on the Annual Budget through seeking comments from the Community around the Annual Action Plan this will often the community a greater opportunity to input on the annual budget in a meaningful and timely way	Not yet started	01-Mar-22	30-Mar-22	29	23-May-22	Consult		Council will seek input from the community on the Annual Action Plan and consider items proposed for the budget	Council will work to incorporate suggestions and proposals in to its Annual Action Plan and Budget	Existing Internal Resources	On-line budget proposal forms, website, social media, Wimmera machinery Field Days, press releases and displays	
35	Budget 2022-2023	Council each year engages with the community on its Annual Budget at the final stages of the budget development process. This year the engagement will be to largely inform the community on the outcomes of the budget development process which will be informed by earlier engagement through the Annual action plan.	Not yet started	27-Apr-22	04-Jun-22	38	28-Jun-22	Inform		To obtain public feedback and comments on the final budget document	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the drafts document.	Existing Internal Resources	Documents will be placed on public exhibition for comment.	
36	Dudley Cornell Park	Develop a community endorsed place-based plan for Dudley Cornell Park. The bulk of engagement will be with a Community Reference Group to develop a draft plan which will then go to the broader community for consultation. Planning will also incorporate findings associated with the Wimmera Regional Multi-sport precinct feasibility study.	Not yet started	01-Feb-22	30-Nov-22	302	28-Jun-22	Consult	Collaborate (CRG)	Council will partner with the community reference group in the development of the plan and consult the broader community to obtain public feedback on analysis, alternatives and the plan.	We will work together with the community reference group to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible and we will keep the broader community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on the draft plan.	Existing Internal Resources - staffing resources not yet confirmed	Workshops with CRG, Stakeholder interviews, 6 weeks of broader community consultation in July - Aug, (activities will be developed with CRG to include: Surveys, pop-ups)	
37	City Entrance Signage	Council has engaged a consultant to work with council to design a entrance sign and sculpture at Wimmera River	Underway	12-Sep-21	30-Jun-22	291	17-Jan-21	Inform		Information will be provided so the public can see the results of the works developed under Stage 1 City to River	We will keep you informed on progress of the signage	\$180,000	Council briefing 17 January	

INFORMAL MEETINGS OF COUNCILLORS**COUNCIL BUDGET BRIEFING HELD BY ZOOM
ON MONDAY 17 JANUARY 2022 AT 3.30PM**

Present: Cr R Gulline, Mayor, Cr D Bell, Cr D Bowe, Cr P Flynn (left at 7.15pm), Cr C Haenel, Cr L Power, Sunil Bhalla, Chief Executive Officer; Kerrie Bell, Acting Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Susan Surridge & Heather Proctor for Item 3.1; Sue Sheridan for Item 3.1 & 4; Stephanie Harder for Item 3.2; Martin Bride for Item 3.3 & 4; Fiona Gormann for Item 3.6.

Apologies: Graeme Harrison. Cr Ian Ross did not attend meeting.

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

Cr Robyn Gulline declared a Conflict of Interest at item 3.2 (Flood Amendment) and 3.8 (WIM Resource MOU)

Cr Di Bell stated that there are no maps for Item 3.2 (Flood Amendment) so was unsure whether she has a Conflict of Interest.

3. COUNCIL REPORTS FOR DISCUSSION**3.1 Funding Applications-City Oval/Sawyer Park**

Attending: Susan Surridge, Heather Proctor & Sue Sheridan

Susan Surridge and Heather Proctor explained the different scenarios for funding options dependent on the success of grant applications. Sue Sheridan and Kevin O'Brien provided an update on timelines of rehoming the community groups.

3.2 Flood Amendment - Proposed Conflicts

Attending: Stephanie Harder

Cr Robyn Gulline left the meeting for Item 3.2 due to a Conflict of Interest. Cr Les Power took the Chair.

Stephanie Harder presented the process for the flood amendment. The process for the amendment is that it will be put to the public for exhibition and submissions will be called for. Councillors will receive feedback from the submissions and Stephanie Harder will outline a proposal based on the submissions received. A map viewing session for Councillors will be arranged.

3.3 Community Engagement Qtrly Report

Attending: Martin Bride

Discussed

3.4 Community Donations Policy Annual Review

Discussed

3.5 Community Development Grants Annual Review and Update

Discussed

3.9 Audit Risk Committee Minutes & Chair Appointment

Discussed

Meeting adjourned for a break at 4.53pm

Meeting reconvened at 5.00pm

4. PRESENTATIONS

Department of Transport – Alternative Truck Route Plans and Roundabout Plans

Attending: Michael Bailey, Angela Daraxoglou, Sarah Henderson & Martin Bride

Michael Bailey, Angela Daraxoglou, Sarah Henderson from Department of Transport presented concept designs for the Horsham Junction roundabout and plans for the Horsham Alternative Truck Route feasibility study. There are no Department of Transport plans or funding for a Western Highway bypass.

Gateway Entrances Project – Presentation

Attending: Steve Jones (Heine Jones) and Sue Sheridan

Steve Jones from Heine Jones and Sue Sheridan delivered concepts and options for the Gateway Entrances Project.

Meeting adjourned for dinner at 6.11pm

Meeting reconvened at 6.30pm

3. COUNCIL REPORTS FOR DISCUSSION (Continued)

3.6 Investment Attraction and Growth Report

Attending: Fiona Gormann, Manager Investment Attraction & Growth

Discussed

3.7 Councillor Expenses Policy

Discussed

3.8 WIM Resource MOU

Cr Robyn Gulline left the meeting for Item 3.8 due to a Conflict of Interest. Cr David Bowe took the Chair.

Sunil reported on work under way with WIM Resource to develop MOU.

5. COUNCIL REPORTS FOR DISCUSSION

5.1 Draft Annual Action Plan

Draft Annual Action Plan presented for discussion

5.2 Ops Efficiency Tender (Confidential)

Report discussed

5.3 Consultancy Panel Tender (Confidential)

Report discussed

5.4 Grader Tender (Confidential)

Report discussed

5.5 Outdoor Activation Funding – 2nd Round

Reports discussed. A detailed report of Covid-19 activation funding to be prepared.

5.6 VCAT/Planning/Building Update

Report presented

5.7 Councillor Standing as a State or Federal Candidate Policy

Policy presented for discussion

5.8 Horsham Noradjuha Road Tender for works

Report presented

6. FOR INFORMATION ONLY

6.1 Outstanding Council Resolutions Action List

The Action List was presented.

7. GENERAL DISCUSSION

8. MEETING CLOSE

Meeting closed at 8.35pm

INFORMAL MEETINGS OF COUNCILLORS

**COUNCIL BRIEFING HELD VIRTUALLY (BY ZOOM)
ON WEDNESDAY 19 JANUARY 2022 AT 4.00PM**

Present: Cr D Bell, Cr C Haenel, Cr L Power, Cr I Ross; Kevin O’Brien, Director Communities & Place; Stephanie Harder, Co-ordinator Strategic Planning & Heritage

Apologies: Nil.

1. FLOOD AMENDMENT CONFLICT OF INTEREST

Kevin O’Brien and Stephanie Harder discussed conflict of interest matters in relation to the flood amendment.

2. CLOSE

Meeting closed at 4.52 pm

INFORMAL MEETINGS OF COUNCILLORS

CEO Employment and Remuneration Committee Meeting 1 held via Zoom on Wednesday 19 January 2022 commencing at 5.00pm.

Present: Cr R Gulline, Mayor, Cr D Bell, Cr D Bowe, Cr C Haenel, Cr L Power, Cr I Ross; Sunil Bhalla, Chief Executive Officer

Apologies: Cr P Flynn

1. Welcome

The Mayor welcome everyone to the meeting

2. Proposed meetings for the year

- a. January
- b. April
- c. July
- d. October

Discussed

3. CEO 6-month KPI update

Discussed

4. Review of CEO KPIs against new Council Plan

Item deferred

5. CLOSE

Meeting closed at 6.25pm