

1. PURPOSE

This Policy outlines Council's guidelines for the live streaming, video recording and subsequent uploading online of council meetings.

2. INTRODUCTION

This Policy aims to improve accessibility and community participation in relation to decision making processes. It is envisaged that live streaming, recording and publishing Council Meetings on Council's website will provide more flexible and convenient access of Council debate and decisions to a wider audience.

Live streaming Council Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision making process. Also by providing flexibility in how people participate in Council Meetings creates a genuine opportunity and access for all.

3. SCOPE

This Policy applies to:

- Scheduled and Additional Meetings of Council, plus any other public forums or meetings as authorised by the Chief Executive Officer
- Councillors and Officers of Horsham Rural City Council
- Members of the public, both as visitors in the public gallery and as contributors to any public meeting held in the Council Chamber.

This policy does not extend to any confidential meetings closed to the public in accordance with Section 66 of the *Local Government Act 2020*.

4. PRINCIPLES

4.1 Meeting to be Streamed Live and Video Recorded

Scheduled and Additional Council Meetings held in the Council Chamber will be streamed live, video recorded, and subsequently available on, or via, Council's website at www.hrcc.vic.gov.au

Other Public Meetings / Forums held in the Council Chamber as authorised by the Chief Executive Officer (CEO) may also be live streamed and video recorded.

Confidential Council Meetings will not be live streamed or video recorded.

There may be situations where, due to technical difficulties a live stream may not be available. Whilst every effort will be made to ensure the live streaming and website are up and running smoothly, Council takes no responsibility for and cannot be held liable for, the live streaming or Council website being temporarily unavailable due to technical issues beyond its control.

Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

4.2 Production

The live streaming and video recording will be from a single fixed camera. There will be no panning or zooming. There will be no editing of the live stream and a copy of the video of the livestream will be retained in accordance with relevant information management provisions.

The live streaming and video recording will cease when:

- The Chairperson declares the public meeting closed
- Whenever the meeting is adjourned as allowed under the Local Law No 1 Governance 2016 and Governance Rules 2023.



Unless given permission by the Council, no other person may operate any audio or visual recording equipment at any Council Meeting.

4.3 Access to Archived Recordings

Ordinary and Unscheduled/Special Council Meetings that are streamed live will later be available on, or via, Council's website www.hrcc.vic.gov.au with public access available free of charge for at least a period of twelve months.

4.4 Notice to Public Gallery

At the commencement of each meeting, the Chair shall read a statement notifying those present that the meeting will be streamed live via Council's website and that the video recording will be made publicly available on Council's website.

Appropriate signage shall also be visibly displayed in the foyer of the Council Chamber, on Council's website and printed in the meeting agenda.

4.5 Reliance on the Audio and Visual Recording of Council Meetings

The formal written minutes are the only true and accurate record of the Council Meetings. The live streaming and video recording is not an official record of the meeting.

Council does not assume any responsibility for actions undertaken by parties in response to decisions made and communicated via the live streaming of a Council Meeting. The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision to a person directly affected by that decision. Council does not accept any responsibility or liability for any loss, damage, cost, or expense you might incur as a result of the viewing, use or reliance of information or statements provided in the live streaming and videorecording of Council meetings.

4.6 Identified Risks and Mitigation Action

Public Council meetings are an open forum of statements, questions and answers. Occasionally, comments could be made which may be regarded as offensive, defamatory, or contrary to law.

Local Government Council decision making, unlike State and Federal Government, does not afford Councillors the benefit of parliamentary privilege and hence, all associated laws apply. Councillors and Officers Liability Insurance will be maintained by Council to provide protection for Councillors and Officers against litigation arising from unintentional defamation, libel and slander.

It should be noted that no protection is afforded to the public for comments made during meetings, which are subsequently challenged in a court of law and determined to be defamatory or slanderous.

Whilst Council may not be liable for any defamatory comments made by an individual at a meeting, it may, however, be liable if it publishes that material; albeit inadvertently.

Accordingly, following any public council meeting the CEO has discretion to direct the removal of all or part of any video recording which is considered inappropriate to be published. Material considered as inappropriate may include, but is not limited to:

- Defamation
- Infringement of Copyright
- Breach of Privacy / Disclosure of Personal Information
- Offensive Behaviour including Discrimination
- Vilification or Inciting Hatred
- Confidential or Privileged Council Information

In making this determination, the CEO may seek independent legal advice. A copy of the original content will also be retained in accordance with relevant information management provisions.



4.7 Privacy and Defamation

The audio-visual recording equipment will be configured in a way which avoids coverage of the public gallery area and Council will endeavour to ensure images in this area are not streamed. However, Council expressly provides no assurances to this effect and by remaining in the public gallery area, it is assumed that consent has been given to the Council to broadcast images and audio recordings.

The opinions or statements made during the course of the meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. Council does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming and videorecording of the Council meetings.

Council does not accept any responsibility for the comments made or information provided during Council meetings and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

4.8 Copyright

The live streaming and video recording of Ordinary and Unscheduled/Special Council Meetings and any other public forums and meetings authorised by the CEO remain the property of Horsham Rural City Council and are protected by copyright. Access to live streams and recordings of meetings is provided for personal and non-commercial use. Video, images and audio must not be altered, reproduced or republished without the permission of the CEO. Copyright remains with Council. All commercial or media enquiries are to be directed through Council's Media and Communications Unit.

5. COMMUNICATION

This policy will be made available on Council's website and intranet. Staff will be made aware of this policy via staff meetings, staff newsletter and the intranet.

6. RESPONSIBILITY

Policy Owner: Manager Governance & Community Relations

This Policy will be reviewed every 3 years or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

7. DEFINITIONS

Definition	Meaning		
CEO	Chief Executive Officer, Horsham Rural City Council		
Chair	air Person presiding over the meeting; usually the Mayor		
Confidential Information	As defined in section 3(1) of the Local Government Act 2020 -		
Confidential Meeting	A Meeting of the Council which has been closed to members of the public under Section 66(2) Local Government Act 2020		
Council	Horsham Rural City Council		
Council Meeting	An Ordinary Meeting of the Council, held in accordance with sections 61 and 62 of the <i>Local Government Act 2020</i>		
Defamation	Intentional false communication which damages the reputation of another individual		
Live Streaming	Online streaming media simultaneously recorded and broadcast in real time to the viewer		
Privacy Breach	Unauthorised access to, or collection, use or disclosure of personal information in accordance with the <i>Privacy & Data Protection Act (VIC)</i> 2014		



Slander	Oral defamation, in which someone tells one or more persons and untruth about another which untruth will harm the reputation of the person defamed
Unscheduled/Special Meeting	A Unscheduled/Special Meeting of the Council is a meeting not fixed by Council but is held for specific purposes (e.g. urgent items). The meeting must be called in accordance with section 12 of the HRCC Governance Rules.
Video Recording	The recording of audio and images by an electronic device

8. SUPPORTING DOCUMENTS

Document	Location	
MAV insurance – Recording and Publishing Council Meetings	Internet	
Acknowledge reference to City of Wodonga Live Streaming, Wodonga.vic.gov.au		
Recording and Publishing of Council Meetings Policy		
Acknowledge reference to South Gippsland Live Streaming of Southgippsland.vic.gov.au		
Council Meetings Policy		

9. DOCUMENT CONTROL

Version	Approval Date	Approval By	Amendment	Review Date
Number				
1.0	13 December 2021	Council	New policy	12 December 2024
1.1	March 2023	n/a	New logo	12 December 2024
2.0	February 2025	Council	Minor administrative updates	February 2028

It is recognised that from time-to-time circumstances may change leading to the need for minor administrative changes to Council and Administrative Policies. Where an update does not materially alter a Policy, such a change may be made administratively, without the need for formal adoption by EMT or Council. Examples include a change to the name of a Council Department/Position Title, a change to the name of a Federal or State Government Department, and a minor update to legislation which does not have a material impact. However, all changes will be noted in the document control section and version number updated.



1. PURPOSE

The purpose of the Youth Council is to:

- Provide a mechanism for young people to oversee the implementation of the Youth Strategy
- Represent and promote the voice of young people in the region
- Provide a platform for young people to advocate on priorities that are important to
- Advise the Horsham Rural City Council on current and emerging issues affecting young people
- Provide opportunities for young people to influence youth- focused programs and projects delivered by the Horsham Rural City
- Identify services gaps and opportunities for improved cooperation, coordination, and partnerships that will improve outcomes for young people
- Provide opportunities for young people to have a say in the future use of Pynsent St building The Station
- Build a sense of civic pride about young people in the community
- Provide opportunities for young people to be engaged in civic activities and events
- Include young people from diverse backgrounds in decision-making processes
- Strengthen professional development opportunities for young people
- Develop young people's confidence and leadership skills
- Provide input to the awarding of Horsham Rural City Council's Community Grants Youth Stream

2. INTRODUCTION

The Horsham Rural City Youth Council is an advisory and advocacy committee whose role is to represent the voice of young people aged twelve (12) to twenty five (25) who live, work and study in the Rural City of Horsham. Horsham Rural City Youth Council is an important mechanism for consultation, advice and feedback to young people, the Horsham Rural City Council and Council staff on implementation and review of the Horsham Youth Strategy and broader policy and strategy development.

3. MEMBERSHIP

The Horsham Rural City Youth Council will comprise a minimum of ten (10) and a maximum of twenty (20) who live, work or study within the Horsham Rural City. Members must be aged between twelve (12) and twenty five (25) years, and a majority must reside within the Horsham Rural City.

- Membership will be determined via a selection process, including a Horsham Rural City Youth Council application form answering all provided questions and an interview.
- Applications for the Youth Council can be submitted when the applicant is eleven (11) years of age, and are open to persons up to twenty three (23) years. This will allow for the young people to finish their term before the age of twenty five (25) years.

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Members aged eighteen (18) and above are required to hold a valid Working with Children Check (minimum volunteer level).

Parental consent will be required for members of the Youth Council under the age of eighteen (18). A consent form will be distributed to successful applicants.

It is expected that the membership will provide broad representation with consideration given to, but not limited to:

- Gender
- Disability
- Geographical Location
- Education (students enrolled in secondary education/TAFE/ University)
- · Individuals employed or unemployed
- · Individuals from culturally and linguistically diverse background

Applicants are selected according to the following selection criteria:

- · Their ability to constructively participate in an advisory capacity
- The ability to represent a broad range of views that reflect the diversity of the Horsham community
- A strong understanding of the local community and its social, environmental and economic influences on young people
- Good knowledge and understanding of the local issues that are relevant to young people
- A willingness to contribute positively to meetings in a fair an unbiased manner
- The ability to look beyond personal interests for the benefit of the community
- The ability and willingness to encourage participation from the community
- The capacity to commit to the Youth Council and its expectations for the duration of the Youth Council term
- A willingness to celebrate the success and achievements of young people in Horsham

Applications will be open on the 1st of June Early January and close on the 30th of June 28th of February every two (2) years.

4. ROLES AND RESPONSIBILITIES

Each Youth Council term will be for a period of two (2) years from the date of commencement. Youth Councillors reserve the right to reconsider their role on Youth Council each year according to work, study or personal commitments.

Of the maximum twenty (20) Youth Council representatives there will be one (1) Chairperson and one (1) Minute Taker nominated for each meeting.

This will be done on a rotational basis allowing for skill development and participation of all members.



If a youth representative is unable to complete their appointment and resigns from their position on the Horsham Youth Council, the position may be filled for the remainder of the term by a suitable candidate sought from the most recent selection process.

If there are no suitable candidates, the position will remain vacant for the remainder of the term.

The Youth Council will have the ability to form working groups that may focus on specific events, projects or activities during their term of office.

5. OPERATING PROCEDURES

5.1 Meetings Quorum

The quorum for a Youth Council meeting must be at least a majority (half plus one [1]) of the members of the Youth Council. For a Youth Council comprising of all twenty (20) Youth Councillors, the quorum will be eleven (11).

If a quorum is not present within thirty (30) minutes after the scheduled start time of a Youth Council meeting, the Youth Council will not be able to make any formal recommendations. The notes from this meeting can be ratified at the next meeting, provided a quorum is present at that meeting.

5.2 Meeting Procedures

Meetings will be guided by Council's Meeting Procedure wherever practical and applicable.

- A minimum of six (6) meetings are to be held annually.
- Failure to attend meetings on three (3) consecutive occasions by a Youth Council member (unless otherwise negotiated) will result in the automatic loss of membership to the Youth Council.
- If a Youth Councillor is unable to attend a meeting in person, they will be given an option to attend the meeting via telecommunications.

5.3 Confidentiality

In the course of their duties Youth Councillors will receive information they are required to treat as confidential. This may be information that is either commercially sensitive or is personal to a particular individual or organisation. Youth Councillors must not breach any confidentiality protocols or understandings when communicating with the media or in a public forum.

It is intended that the Youth Council will be a forum for discussing proposed policies and actions that may impact the Rural City of Horsham. Youth Councillors will be provided with information that is not always available in the public realm. It is critical that Youth Councillors are seen as a group that can be trusted with confidential information.



All Youth Council members will be required to sign the HRCC Code of Conduct.

5.4 Conflict of Interest

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as they arise. Youth Councillors must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of Youth Council.

Any matter deemed by a member to represent a Conflict of Interest must be reported to the Youth Council and the Youth Services Planning and Engagement Officer either prior to a meeting or before the specific item is discussed, and managed in line with the Act and any relevant Council policies or guidelines.

5.5 Resolution of Grievances

In the event that a conflict occurs between Youth Council members, the Youth Council will work with the Youth Services Planning and Engagement Officer to resolve it.

If a Youth Council member has a grievance or concern, it should be raised with the Horsham Rural City Youth Services Planning and Engagement Officer.

In the event that a conflict occurs between Youth Council members and the Youth Services Planning and Engagement Officer, it should be raised with the Horsham Rural City Youth and Early Years Co-ordinator.

All conflicts will be addressed and resolved in accordance with the code of conduct and principles of natural justice.

5.6 Media and Social Media

All communications with the media will be conducted under the guidance of, and with the support of the Community Relations and Advocacy Team (CRAT) at the Horsham Rural City Council.

Media statements/releases on behalf of the Horsham Youth Council will be coordinated by the Youth Services Planning and Engagement Officer and issued through the CRAT.

Youth Councillors directly approached by media outlets will, in the first instance, redirect enquiries to the CRAT and /or the Youth Services Planning and Engagement Officer. Youth Councillors are to seek authorisation before making media statements. This will be done in consultation with the CRAT and the Youth Services Planning and Engagement Officer.

5.7 Horsham Rural City Staff Support

The Horsham Rural City Youth and Early Years team will provide secretariat support to the Youth Council, assisting with the preparation and development of documents.



Further to this, Youth and Early Years-staff will assist with policy research and development, event planning and other duties.

Any support required to enable full participation on the Youth Council will be provided by the Horsham Rural City. This includes:

- Support for accessing information, eg. minutes, agenda and documents in easy English, large print, braille, interpreter and translation services, electronic and hard copy options.
- Direct skill development, eg. meeting skills, participation skills, effective communication skills and public speaking.

The structure and processes of the meetings will be designed to ensure the voices of all youth councillors are heard. Youth Councillors will be provided with name badges.

5.8 Horsham Rural City council

Horsham Rural City Councillors will be invited to meet with the Youth Council at the beginning of each Youth Council term and invited to participate in the Youth Councillors' induction and orientation training sessions where appropriate.

Horsham Rural City Councillors may be invited to, or request to attend Youth Council Meetings, or by the agreement of both parties, hold a joint sitting of Council and the Youth Council.

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6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Youth Council will be reviewed at least every four years, or as required.

7. COMMUNICATION

The Youth Council Terms of Reference will be communicated to the Youth Council via an electronic copy distributed on email and a hard copy will also be provided.

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Policy Owner: Director Community and Place

9. DOCUMENT CONTROL

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Policy Owner: Director Community and Place

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Youth

Grants Program

2024/2025

Funding Guidelines



Youth grants for our community

Horsham Rural City Council (HRCC) Youth Grants allocate funding to non-for-profit groups for activities or projects that benefit young people who live, work or study in the Horsham municipality.

Funding guidelines

GENERAL INFORMATION

This is a small grants program with grant allocations for the Youth stream ranging between \$200 and \$2,500.

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

For more information, please contact the Youth Services Planning Engagement Officer on 5382 9531 or email horsham.youth@hrcc.vic.gov.au.

GRANT TIMING

Applications for Youth grants are open all-year-round or until funding is exhausted.

Applications will be assessed four times per year in September, December, March and June

Successful projects must be completed within twelve months of the grant notification date.

What types of projects can be funded?

- Activities that encourage young people to take on leadership roles in their community.
- Youth-led activities with a focus on co-design and consultation.
- Recognition of the skills and abilities of young people in the community.
- Activities that increase positive engagement between community and young people.
- Improve skills, opportunities, and outcomes for young people.
- Encourage positive behaviours and minimise risk factors affecting young people.

- Promote the valuable contribution that young people make to the community.
- Opportunities for training, education, and development for young people within their community.
- Provide more opportunities for young people to engage in climate change action and implement environmental sustainability practices.
- You may think of another type of project that will benefit young people in our municipality.

Need further support? - We are here to help!

Please discuss your project/idea with staff from Council's Youth team establish the requirements and eligibility of your project.

Phone 53829531 or email horsham.youth@hrcc.vic.gov.au

Maybe you have an idea that just needs a bit of work. Get in touch and we might even be able to team you up with a someone that is able to mentor you and help take your idea and make it a viable, exciting opportunity!

WHO CAN APPLY?

✓ Applicants must be between 10 to 24 years of age

or

the application must be for the sole benefit of young people between 10 to 24 years of age that live, work or study in the Horsham municipality.

- ✓ Be auspiced by an incorporated notfor-profit community organisation.
- Have public liability insurance covering your proposed project.

WHO CANNOT APPLY?

- An individual without an auspice organisation
- A private organisation or for-profit organisation.
- Activities that are designed to generate income for the applicant.
- Applications that benefit only one person
- Applicants who have a prior Youth grant that has not been completed or acquitted yet.
- You have already commenced and spent money on the project.
 Eligible project expenditure can only commence after the Application Assessment date.
- Your project is the responsibility of other sector/s of government.
- Your project is seeking funding for a religious activity that may exclude some members of our community.
- Your project is a clear duplication of an existing project.

OTHER INFORMATION

- 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 event.
- Council may only allocate part funding for the event.
- Your event budget does not have to balance, we want to understand your event and if you plan to make a surplus, a loss or a break-even result.
- Applications deemed to not meet full requirements may be contacted by the HRCC Youth team for assistance – we want to give you the best chance to get your application across the line.

ASSESSMENT PROCESS

Each application for a Youth Grant will be assessed by the Youth Team, with input from the Youth Council. All grants will be approved by the Director Communities & Place, giving consideration to:

- How well the project supports the Youth Strategy.
- Value for investment considering the number of young people the project will benefit.
- How well the project supports diversity, inclusion, and accessibility.
- The level of contribution (cash/in-kind) by the applicant organisation.
- The extent of previous event assistance provided by Council.

Submitting an Application

The application form must be completed online at: hrcc.vic.gov.au/communitygrants

If you require assistance to complete the on-line form, our Youth Team can assist, please contact Customer Service to make an appointment by calling 53829777.

Grant payment and reporting back

Payment of grants will be made upon completion of projects. Organisations must:

- Lodge an on-line <u>Completion Report</u>.
- Attach invoices or evidence of project payments.
- Attach invoice from your organisation to Council requesting grant payment.

WANT TO KNOW MORE?

For more information, please contact the Youth Services Planning Engagement Officer on 5382 9531 or email horsham.youth@hrcc.vic.gov.au.

Handy tip:
Try to include a
cash and/or inkind contribution
to your project

Handy tip: Chat to the Youth Team before submitting your application



HORSHAM YOUTH STRATEGY

AUGUST 2018



CONTENTS

Message from the Mayor	3
Introduction	4
Background	7
Young people in Horsham municipality	9
How we engaged	13
Key findings	15
The Strategy	18
Keeping track of change	23
Appendix 1: Services Map	24

Acknowledgement of Country

The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagalk, Jaadwa and Jadawadjali people.

We recognise the important and ongoing place that all Indigenous people hold in our community.

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

Accessibility

If you would like to receive this publication in another format, please contact reception at the Civic Centre Municipal Office on telephone (03) 5382 9777 or email council@hrcc.vic.gov.au.

If you require an interpreter service, please contact the Translating and Interpreter Service (TIS National) on 131 450 and ask them to contact Horsham Rural City Council Reception on telephone (03) 5382 9777. Our business hours are 8.30am to 5.00pm Monday to Friday.

Thank you

This Strategy has been prepared by Cred Consulting and Horsham Rural City Council.

The Strategy was developed through engagement with local young people, community services and schools.

Horsham Rural City Council and Cred Consulting would like to thank all local young people, local high schools, community service providers, parents and carers, and community members who contributed their time and insights into the development of this Youth Strategy. The Project Control Group and Council staff who have contributed to the development of this Strategy are also acknowledged.

Horsham Rural City Council

Civic Centre Municipal Office 18 Roberts Avenue (PO Box 511) Horsham Vic 3402

P: (03) 5382 9777 F: (03) 5382 1111

E: council@hrcc.vic.gov.au W: www.hrcc.vic.gov.au

MESSAGE FROM THE MAYOR



I am proud to present the Horsham Rural City Council Youth Strategy.

This important document contains Council's strategic directions for the delivery of contemporary youth services that meet the needs of our diverse regional city population.

Young people are our future. Listening and acting on what they have to say is crucial to the success of this strategy and making Horsham municipality a more youth-friendly place to live, work, study and play. Our young people have told us they are proud to live in Horsham municipality. We need to foster this sense of pride in our community.

Some of the issues identified are difficult, such as concerns around alcohol and drug abuse and use, bullying, mental and physical health and high rates of teenage pregnancy, but there are also many positives we can build on together. There is the Wimmera River, open spaces and a strong sense of community and feeling safe.

There will be changes. Changes in the way we deliver Council services, changes in how we engage with young people and changes to our advocacy platform. These changes are necessary for Horsham municipality to continue to grow and evolve as a vibrant, inclusive and youth-friendly community.

Thank you to the young people, parents, carers, services, schools, Council staff and my fellow Councillors, who provided valuable insight and knowledge into the development of the Youth Strategy.

On behalf of the Horsham Rural City Council, we look forward to working with you to implement this important strategy in our community.

Cr Pam Clarke

Mayor, Horsham Rural City Council

INTRODUCTION

WHAT IS A YOUTH STRATEGY AND WHY HAVE ONE?

Young people aged 10 to 25 years are an important asset to our community, making up around 19% of our population. The Horsham Youth Strategy is Horsham Rural City Council's (Council's) plan to empower and engage young people in Horsham municipality over the next 10 years and provides the strategic directions for the delivery of contemporary youth services that meet the needs of a diverse regional city population. It outlines a vision for Council to work alongside services, schools, young people and the community and to guide Council in engaging and empowering young people in decision making.

HOW THE STRATEGY WAS DEVELOPED

This strategy was developed through engagement and collaboration with local young people, Council staff, services, schools, parents and carers, and the community. A Project Control Group with representatives from Council, Council staff, and local services coordinated the process.

Background research included:

- Horsham Rural City Council youth profile and demographics
- Review of national, state and Council plans and policies relating to young people
- Review of Council's current youth services delivery and comparison with neighbouring councils
- Audit and mapping of current services that are available to young people in Horsham municipality, and comparison with other Victorian councils, and
- Review of best practice youth service delivery and youth engagement.



Participants at the workshop with young people

CALL TO ACTION

This strategy is a high level, 10 year document developed with four objectives:

- Provide Council with a service delivery map of the current services that are available to young people in Horsham and surrounds
- Identify opportunities for young people to be empowered to make decisions on service delivery that suits their needs
- Increase meaningful engagement opportunities for young people with Council, and
- Provide Council with contemporary and future facing models for youth service delivery that reflects the needs of a diverse regional city population. These models must take into consideration equity and access.

The strategy is also responsive to the emerging priorities of our young people. Community engagement highlighted two key priorities as important concerns for young people and the community and a call to action for Council and services. These are:

- Alcohol and other drug use and abuse, and
- Bullying.



HORSHAM RURAL CITY COUNCIL MUNICIPALITY

This strategy applies to the whole of the Horsham Rural City Council municipality, including Horsham Township and rural

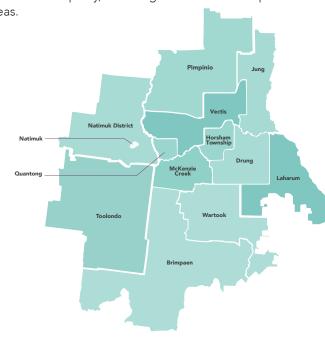


Figure 1 - Horsham Rural City Council municipality





Horsham Rural City Council's rural and urban areas

YOUTH-FRIENDLY CITIES

This strategy is based on a rights-based, youth-friendly city framework.

Youth-friendly cities are committed to improving the lives of young people by realising their rights as articulated in the UN Convention on the Rights of the Child.

In practice, a youth-friendly city is a city in which the voices, needs, priorities and rights of young people are an integral part of public policies, programs and decisions. It is a city where young people:

Youth-friendly city frameworks identify engagement with young people as a central activity in creating youth-friendly cities. Where young people are active agents and their voices and opinions influence decision making processes.

Are protected from exploitation, violence and abuse

Have a good start in life and grow up healthy and cared for Experience
quality, inclusive
and participatory
education and skills
development

Have access to quality social services

Have a fair chance in life regardless of their ethnic origin, sexuality, religion, income, gender or ability UNITED NATIONS
YOUTH-FRIENDLY
CITY FRAMEWORK

Participate in family, cultural, city/community and social life

Live in a safe, secure and clean environment with access to green spaces

Meet friends and have places to enjoy themselves Express their opinions and influence decisions that affect them

BACKGROUND

GOVERNMENT FOCUS AREAS FOR YOUNG PEOPLE

The Australian and Victorian Government have key policy and funding initiatives that influence outcomes for young people in Horsham.

Nationally, there is a focus on mental health through the headspace centres.

At the State Government level there is a focus on:

- Youth engagement, education, and health and wellbeing
- Empowering young people to input into government services, policies and programs through innovative youth engagement programs, and
- Programs and services for young people in regional and rural areas, including through funding initiatives relating to engagement, crime prevention, alcohol and other drug use and abuse, health and wellbeing, work readiness, recreation and youth week.

Council has existing community and strategic planning that influence outcomes for young people, including:

- Attracting and retaining young people in the municipality through economic development activities
- Engaging with and considering the needs and interests of all people in decision making, including young people, and
- Protecting, improving and promoting the health and wellbeing of young people, particularly in the areas of mental health, preventing family violence, improving sexual and reproductive health and strengthening education and economic development.

WHAT DOES COUNCIL DO NOW?

Across all its departments, Council delivers (either directly or indirectly) services and programs, facilities, infrastructure and advocacy that support outcomes for young people. Council is also an employer of young people, and provides work experience and volunteering opportunities.

- Infrastructure includes bridges, bike paths, streets and street furniture, CCTV and lighting, and free WiFi in the town centre.
- Council's advocacy work includes work around homelessness, telecommunications infrastructure improvements, transport, domestic violence and alcohol and other drugs.
- Facilities include sports and recreation facilities, skate parks, pools, libraries, parks, Horsham Town Hall, and playgrounds.
- Services and programs include maternal health support, programming at Horsham Town Hall, arts programs, homework clubs and learner driver programs.

Council's Community Services department also has a specific role in delivering services for young people including:

- Council's Youth C.A.N. program which seeks to influence norms around parental supply of alcohol to teenagers,
- Under the "Nexus" brand, Council owns and maintains a youth centre building and contracts Grampians Community Health to deliver generalist youth services for Horsham's young people. These services include youth groups (FReeZA and Young G), recreational events, art programs, youth workshops and hospitality training, volunteering opportunities, and traineeships.

Figure 2 compares Council's youth service model with neighbouring councils.

WHAT ARE NEIGHBOURING COUNCILS DOING FOR YOUNG PEOPLE?

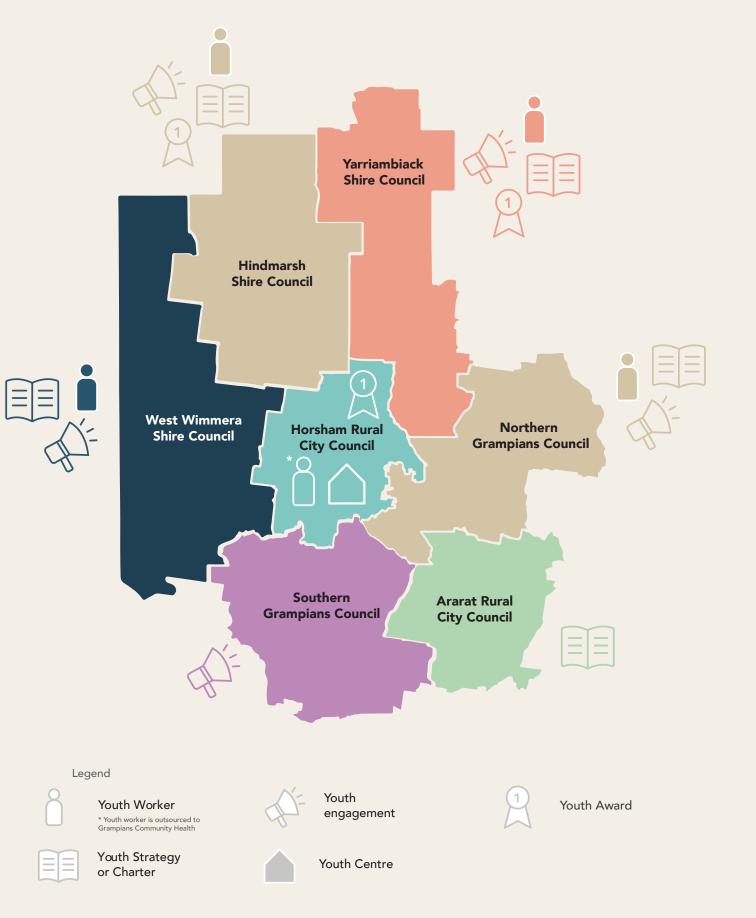


Figure 2 - Neighbouring councils' engagement with young people

YOUNG PEOPLE IN HORSHAM

HOW MANY YOUNG PEOPLE LIVE IN HORSHAM MUNICIPALITY?

There are 3,725 young people aged 10 to 25 years living in Horsham municipality (or 18.9% of Horsham municipality's population). This includes:

- 3,231 young people aged 12 to 25 years, and
- 494 people in the transition age group, aged 10 to 11

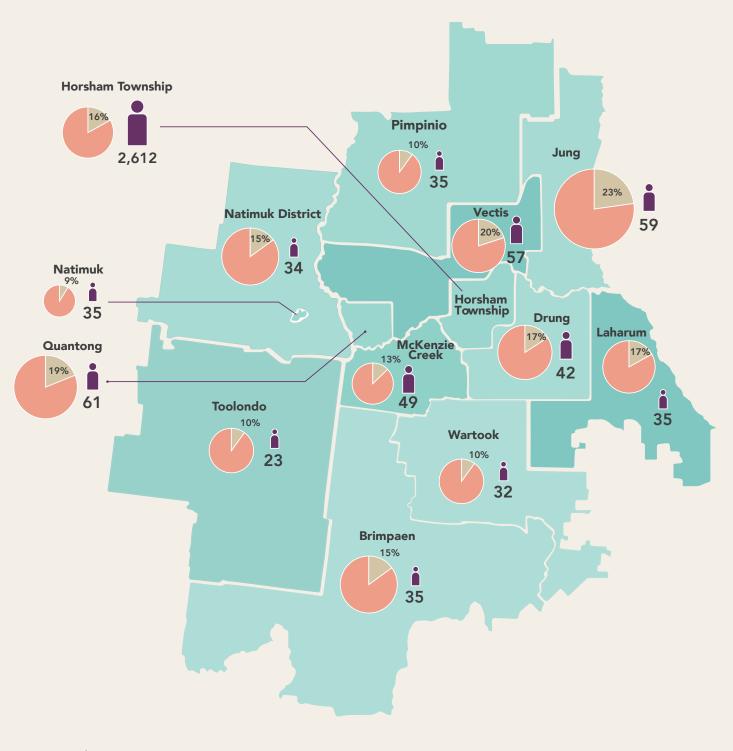
DEMOGRAPHIC SNAPSHOT

Horsham municipality's young people are a diverse group, with many different interests, backgrounds, lifestyles, plans and needs. According to 2016 census data:

- 30% of Horsham municipality's young people aged 12 to 24 live in rural towns and areas
- 27% of Horsham municipality's young people aged 12 to 24 are volunteers, higher than the Victorian average
- Young people make up a large part of the Aboriginal and Torres Strait Islander community: 27% of local Aboriginal and Torres Strait Islander people are young people aged 12 to 25
- Some young people live with disability, with at least 3% of young people aged 10 to 25 needing assistance with core activities
- There are increasing numbers of young people from culturally diverse backgrounds and young people who speak a language other than English at home, and
- Some young people identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex (Youth Survey 2018).



WHERE DO YOUNG PEOPLE LIVE?



Legend



Proportion of area's population aged 12 to 24*



Number of young people aged 12 - 24*

Figure 3 - Distribution of young people in the Horsham area

A SPECTRUM OF INTERESTS AND PRIORITIES

Young people across the 10 to 25 year age group have a spectrum of interests and priorities across life stages from primary school to young adulthood. They have changing needs and aspirations, and experience different levels of access to resources and services. Recognising and responding to these varying needs is key in developing appropriate and meaningful community engagement and services for Horsham municipality's young people.

TABLE 2 - SPECTRUM OF INTERESTS AND PRIORITIES

AGE GROUP	LIFE STAGE	POPULATION (2016 CENSUS)	INTERESTS AND PRIORITIES
10-11	Primary education / Transition	494 people	 This age group is straddling childhood and adolescence. Friendships are starting to become more important and complex, but peer pressure may also be stronger. There is a focus on the transition to secondary school. In this age group, people may participate in organised extra-curricular activities. Key priorities for the Youth Strategy are: Bullying Alcohol and other drug use and abuse Education Youth-friendly public places and spaces, and Feeling safe in public places. In this age group, people find out information through Instagram, school, parents and carers, Snapchat and Facebook.
12-17	Secondary education	1,413 people	 Young people this age are experiencing increasing independence from parents, and exploring their identity as a young adult. Some young people in this age group will be learning to drive and starting their first relationships. While organised extra-curricular activities remain popular for ages 12-15, after age 15 young people may be leaving organised extra-curricular activities such as sport. Young people may be starting casual work, with 44% of young people in Horsham municipality aged 15 to 17 working. Secondary school is a focus, with 1,224 secondary school students in Horsham municipality. Top priorities for the Youth Strategy are: Alcohol and other drug use and abuse Bullying Mental, physical and sexual health Things for young people to do, and Youth-friendly places and spaces. Young people this age group want to find out information through Facebook, school, Instagram, Snapchat, and the local papers.
18-25	Tertiary education and young workers	1,818 people	 Career paths are a priority, with 70% of young people 18-25 working. Tertiary education is a focus, with 551 TAFE or university students in Horsham municipality. Census data shows many young people this age are moving to Ballarat, Geelong and Melbourne— this reflects general trends in Australia where rural areas lose young people to cities with more tertiary education and employment opportunities. Top priorities for the Youth Strategy are: Alcohol and other drug use and abuse Things for young people to do Employment Bullying, and Mental, physical and sexual health. People find out information through Facebook, Instagram, school, Snapchat and local and community groups.

HORSHAM'S YOUNG PEOPLE HAVE MANY STRENGTHS AND ASSETS

Local services, schools, Councillors, Council staff, community members and young people identified the strengths and assets that young people contribute to the Horsham Rural City Council community.

- Young people are students, studying at local primary and high schools, VCAL, Longerenong College and Federation University.
- Young people are workers. Many local young people work casually while at school, and most work part time or full time when they leave school. They work in retail, food services, health care and social assistance; as well as in family businesses and farms.
- Young people are highly engaged in their community. More young people are volunteers in Horsham municipality than the Victorian average. Young people contribute their time and talents to creative and performing arts organisations and events.
- Young people are highly involved in sports and recreation and are leaders in local clubs and organisations, many going on to play at an elite level.
- Young people bring creativity, vibrancy and new perspectives to the community. They are optimistic and open-minded.
- Young people make up a large proportion of the Aboriginal and Torres Strait Islander population in Horsham municipality.
- Young people are resilient through adversity. They are adaptable to change and support each other. Young people are welcoming and accepting of diversity and change.

BUT THEY ALSO FACE SOME CHALLENGES

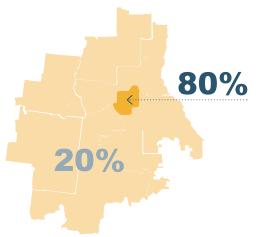
While Horsham municipality's young people have many strengths, they also face a number of challenges:

- Some areas of Horsham municipality have concentrations of disadvantage, in particular parts of Horsham North affecting young people across all age groups 10 to 25
- There are high rates of teenage pregnancy. Horsham municipality has the third highest teenage birth rate in
- Horsham municipality has high rates of sexually transmitted infections, particularly among young people aged 15 to 24 years.
- Horsham municipality has the third highest rate of bullying in Victoria. This is particularly an issue for young people aged 10 to 17 years.
- While young people said that they find Horsham municipality a safe place to live, some young people, particularly young women, identified feeling safer in public places and at home as an important priority.
- Young people in Horsham municipality are much more likely to witness or be a victim of domestic violence, with family violence incidents occurring at twice the rate of Regional Victoria.
- There are high rates of young offenders in Horsham municipality. Youth crime is linked to disengagement from school, mental health issues, experiencing violence or abuse, low income levels and poor family support networks.
- Some young people have unstable living situations, and may be homeless, couch surfing or living in an unsafe situation. In particular, there are no crisis accommodation beds for young people under 18.
- There are limited local and regional public transport options. Young people without access to a car face significant transport barriers which can affect work and employment opportunities.
- Some young people live in households without broadband internet connections, which can limit their access to education, employment, social connections and digital services.
- There are limited career paths and tertiary education options available for young people in Horsham municipality. Many young people aged 18 to 24 leave for Ballarat, Geelong and Melbourne seeking education and employment opportunities.
- While there are services for young people in Horsham, many are not open after hours or on weekends, or in locations that are ideal for young people.
- While young people are valued by the community, some young people such as LGBTQI young people and young people from disadvantaged backgrounds face judgement and negative perceptions.

HOW WE ENGAGED

WHO PARTICIPATED?

Community engagement for the Youth Strategy took place between April and May 2018.



80% of participants live in Horsham and 20% live in surrounding areas (including Haven, Natimuk, Quantong and Toolondo).



Over 325 young people, community members, services, Council staff and Councillors contributed to the conversation.





The two most popular methods of information delivery were face to face conversations in public places and sponsored Facebook posts.



The highest number of participants were aged between 12 and 17 years.









Participants at the workshop with young people

HOW DID THEY PARTICIPATE?

Community members helped shape the Youth Strategy in various ways.



280

280 people did the online survey (200 young people and 80 community members)



100 people spoke to us at **pop ups** and intercept surveys



264 people visited the project website



14 services participated in interviews



7 Councillors participated in interviews



21 services did the services survey



26 people attended the youth workshop



25 Council staff attended a workshop



#Horshamyouth - 33 photos and 3 videos were posted on Instagram



participated in focus groups

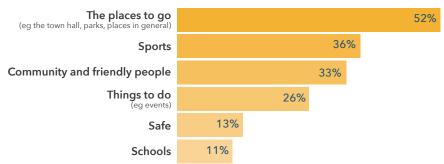


16 services attended the services workshop

KEY FINDINGS

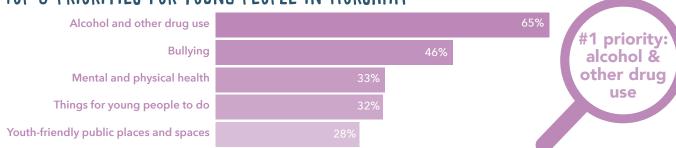
These are the top priorities for the Youth Strategy as identified by young people in the online survey.

WHAT YOUNG PEOPLE LOVE ABOUT HORSHAM

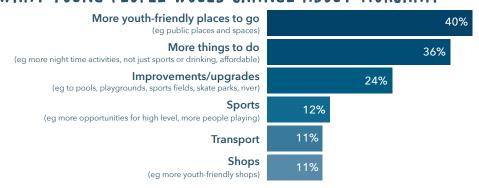




TOP 5 PRIORITIES FOR YOUNG PEOPLE IN HORSHAM



WHAT YOUNG PEOPLE WOULD CHANGE ABOUT HORSHAM





WHERE YOUNG PEOPLE HANG OUT



river

at home/ friends houses



the Plaza





16% parks

sports

HOW YOUNG PEOPLE WOULD LIKE TO BE ENGAGED

YOUTH COUNCIL (formal) TAKE ENGAGEMENT TO US (co-design projects and programs) **SOCIAL MEDIA** (communication)



WHAT SERVICES SAID

21 services participated in the development of the Youth Strategy through surveys, interviews, the Project Control Group and a services workshop.

Priority areas for the Youth Strategy, identified by services across engagement types, were:

- Improving engagement with young people, and inclusive engagement
- Alcohol and other drug use and abuse; changing the drinking culture
- Mental health
- Things to do, and safe public places for young people to go
- Improving transport connections both within and out of the area
- Providing better employment and education opportunities to retain young people in the area
- Domestic violence
- Homelessness, and
- Bullying and building resilience.

Services identified a need for improved collaboration to deliver coordinated outcomes for young people. The main service gaps and opportunities identified by services included:

- Outreach service delivery including through online channels (eg skype, social media, websites)
- Local and regional transport services
- Sexual and reproductive health services
- Crisis beds for young people under 18, and
- Programs, services and activities for young people including out of hours programs.

Services identified improved engagement with young people as a priority and identified that future youth engagement models for Council could include a Youth Forum or Youth Council, or integrating consultation with young people in Council's existing strategic planning. Priorities for engagement were that it is inclusive, accessible and representative of all young people, that it includes outreach engagement 'on the streets,' and that there is accountability from Council to young people. Young people should also be involved in all of Council's engagement with the community including other committees, strategic planning and consultation.



THE STRATEGY

VISION:

Horsham municipality will be a youth-friendly rural city, with engaged and empowered young people who have access to the services and opportunities they need for a healthy, safe and happy life.

OBJECTIVES:

OBJECTIVE 1.

Address service gaps as identified through service mapping of current services available to young people in Horsham municipality and surrounds.

OBJECTIVE 3.

Identify and develop opportunities for youth-friendly places in Horsham municipality.

OBJECTIVE 2.

Identify opportunities for young people to be empowered to make decisions on service delivery that suits their needs and increase meaningful engagement opportunities for young people with Council.

OBJECTIVE 4.

Provide Council with contemporary and future facing models for youth service delivery that reflect the needs of a diverse regional city population and take into consideration equity and access.

OBJECTIVE 1.

ADDRESS SERVICE GAPS AS IDENTIFIED THROUGH SERVICE MAPPING OF CURRENT SERVICES AVAILABLE TO YOUNG PEOPLE IN HORSHAM MUNICIPALITY AND SURROUNDS.

Youth-friendly cities are places where young people can be healthy and cared for, have access to quality social services, education and skills development, and a fair chance in life regardless of their background.

While young people in Horsham have many strengths, community engagement and background research identified a number of challenges facing young people and emerging priorities for the Youth Strategy to address.

Service mapping of current services available to young people in Horsham and surrounds, and comparison to neighbouring and similar councils, also identified some service gaps. These emerging priorities and gaps will change over time as Horsham municipality's community and young people change.

STRA	STRATEGY		AGE GROUP		
JIKH		10 TO 12	12 TO 17	18 TO 25	
1.1	Maintain a comprehensive map of services available to young people in Horsham municipality and surrounds and promote to young people online and in hard copy at services and schools. Monitor ongoing and changing service gaps over time. A current services map is provided at Appendix 1.	X	X	X	
1.2	Address identified service gaps through advocacy and partnership including as identified in strategies 1.3 to 1.9.	X	X	X	
1.3	Advocate for a local sexual health service specific to young people, emphasising ease of access and confidentiality, and including providing condom vending machines in public bathrooms.		X	X	
1.4	Advocate for increased provision of higher education programs in Horsham municipality, including additional courses at Federation University.			X	
1.5	Continue to advocate for a more frequent timetable of train services to/from Melbourne and Adelaide.		X	X	
1.6	As part of Council's advocacy program, continue to advocate for improved broadband and telecommunications services: To support young people who live in households without broadband connections and in rural areas To enable services to deliver digital outreach services (eg skype consultations), and To enable people to access study and work opportunities such as online courses.		X	×	
1.7	Advocate for crisis housing beds for young people under 18 years old in Horsham municipality.		X		
1.8	Continue economic development actions to promote Horsham municipality as a great place to live and work.			X	
1.9	Continue to offer employment, volunteering opportunities, mentoring, traineeships and apprenticeships to young people at Council including in partnership with local services.		X	X	

OBJECTIVE 2.

IDENTIFY OPPORTUNITIES FOR YOUNG PEOPLE TO BE EMPOWERED TO MAKE DECISIONS ON SERVICE DELIVERY THAT SUITS THEIR NEEDS AND INCREASE MEANINGFUL ENGAGEMENT OPPORTUNITIES FOR YOUNG PEOPLE WITH COUNCIL.

Young people are experts in their own lives, and care about their communities. They bring creativity, optimism and new ideas. In a youth-friendly city, young people are active agents; their voices and opinions influence decision making processes. Involving young people in decision making is important from a social justice perspective, and to create effective policy, programs and places. The Victorian Government and Council have a focus on engaging with and considering the needs and interests of all people in decision making, including young people.

In community engagement for this Strategy, young people and services wanted to see more involvement of young people in Council and community decision making. Young people and services want to see engagement that is ongoing, provides leadership opportunities, is inclusive, accessible, and representative of all young people, and includes outreach activities.

Community engagement should recognise that young people are a diverse group including different genders, sexualities, Aboriginal and Torres Strait Islander young people, people with disability, young parents, workers, students, low income young people and young people living in rural areas.

Best practice models of youth engagement include ongoing formal engagement such as youth councils; working with young people throughout a project in a co-design process; and empowering young people to make decisions. It is important that models include accountability from Council to listen and respond to young people's input.

STRATEGY		AGE GROUP		
		10 TO 12	12 TO 17	18 TO 25
2.1	Establish a representative group of young people to respond to and advocate for issues relevant to young people, and support Council's engagement with young people including outreach and social media engagement. The Terms of Reference for the group could include that it:		X	X
	Is made up of young people aged 12 to 25, who reflect the diversity of young people in Horsham municipality			
	Meets on a regular basis, with a Councillor present			
	Has a focus on outreach and digital engagement, to represent all young people in Horsham municipality			
	Delivers grassroots projects to deliver on emerging priorities, and advocate to Council on priorities for young people, and			
	Provides directions on Council's Community Engagement Strategy and activities.			
2.2	Establish an annual Youth Forum where young people's ideas and issues can be heard, and they can provide feedback to Council staff on projects relating to them. The Youth Forum should ensure that Council, schools and local services have an understanding of emerging priorities for local young people.	X	X	X
2.3	Include targeted engagement with young people for all major Council projects, including engagement across the IAP2 spectrum. Engagement activities should consider different ways to engage with young people across the age spectrum ie. 10 to 11 years, 12 to 17 years, and 18 to 24 years. Council should report back to the community on how engagement with young people has informed decision making.	X	X	X

OBJECTIVE 3.

IDENTIFY AND DEVELOP OPPORTUNITIES FOR YOUTH-FRIENDLY PLACES IN HORSHAM MUNICIPALITY

Young people, like all community members, have a right to public space. Participation in community life, living in a safe environment, and having places to meet with friends and socialise are all part of a youth-friendly city. Council provides many facilities and spaces that young people use, such as the riverfront, skate parks, parks, streets, the Nexus building and the Horsham Town Hall – and the places to go and things to do in the Horsham area are some of the things that young people like best about living here.

However, young people and services identified that more youth-friendly places, and things for young people to do, are needed in the area. In particular, affordable places and activities for young people aged 15 and older, Aboriginal and Torres Strait Islander young people, and young people who are not involved in sport. There is a need for public spaces that are welcoming to young people where they can spend time in positive but unstructured activities, and a need for after hours recreation activities.

Best practice models include empowering young people to design places, services and activities; reflecting the diverse needs of young people, and offering flexible hours and out of hours activities and services.

STRATEGY		10 TO 12	AGE GROUP 12 12 TO 17 18 TO 25	
3.1	Co-design with young people youth-friendly public spaces in Horsham Town Centre and in our rural towns that address a range of age specific needs. Including spaces and facilities such as seating and spaces to hang out with friends, affordable cafes, multipurpose courts, play/parkour equipment, interactive and colourful public art, table tennis/games, food trucks, and spaces for events.	X	X	X
3.2	Co-design with young people youth-friendly public spaces on the Wimmera River foreshore. Including spaces and facilities such as seating and spaces to hang out with friends, affordable cafes, multi-purpose courts, play/parkour equipment, interactive and colourful public art, table tennis/games, food trucks, and spaces for events.	X	X	X
3.3	Continue to create safe public places through lighting and Crime Prevention Through Environmental Design principles, with a particular focus on creating safe places for young women.	X	X	X

OBJECTIVE 4.

PROVIDE COUNCIL WITH CONTEMPORARY AND FUTURE FACING MODELS FOR YOUTH SERVICE DELIVERY THAT REFLECT THE NEEDS OF A DIVERSE REGIONAL CITY POPULATION AND TAKE INTO CONSIDERATION EQUITY AND ACCESS.

Council has a role to play in delivering, facilitating, funding, partnering and advocating for youth services. Council is a generalist service and is well positioned to coordinate and advocate for youth services and build community capacity. Neighbouring councils have different youth service delivery models, some of which include an internal role working with young people.

Key trends in best practice youth service delivery include a move away from centre-based youth services to programs and services delivered in a range of locations and formats across local areas through outreach models. This also supports collective impact outcomes, which focus on collaboration between existing services to minimise duplication and promote collaborative ventures, including co-location and pooling of resources.

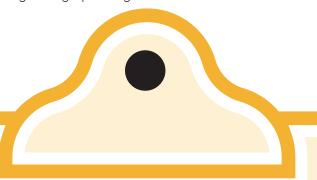
STRATEGY			AGE GROUP		
SIKH		10 TO 12	12 TO 17	18 TO 25	
4.1	Transition away from a centre-based youth services model to an outreach and collective impact model through strategies 4.1a, 4.1b, and 4.1c.	X	X	X	
4.1a	Resource an internal role within Council with a particular focus on young people, with coordination, partnership, and advocacy roles including:		X	X	
	 Maintain and monitor the comprehensive service map Establish communication channels that are relevant to young people Continue to support ongoing programs eg Freeza and Young G Coordinate data sharing between services, schools and Council Coordinate local services and schools under a collective impact model to deliver on emerging priorities for young people (particularly alcohol and other drug use; bullying; mental and physical health; things to do for young people; and youth-friendly public places and spaces) Coordinate the representative group of young people and Youth Forum and support engagement with young people across Council's projects Coordinate Youth Week with the representative group of young people Partner with services and schools to promote a positive perception of young people including supporting services and schools to promote good news stories about local young people in local media Apply for external grants and funding to support Council and partners to deliver on emerging priorities and identified service gaps, and Advocate to address service gaps as identified by service mapping, including at a regional level. 				
4.1b	With Engage funding, in a range of locations across the Horsham municipality, auspice/partner with local services and schools to deliver affordable and free generalist recreation activities, events and programs for young people with a focus on after hours activities (eg Friday and Saturday nights).		X	X	
4.1c	Review the future role of the building at 16 Pynsent St, Horsham (currently Nexus) as a multipurpose space accessible to the community to deliver programs and services including for young people and out of hours services.		X	X	
4.2	Introduce a youth stream of Council's Community Development Grants Program to provide funding to support projects, activities and programs that support the emerging priorities of the Youth Strategy. Consider including selection of winning projects as part of the Youth Forum activities.		X	X	

KEEPING TRACK OF CHANGE

It's important to report back to the community on the Youth Strategy's progress, and to keep track of how activities completed as part of this Strategy make a difference in young people's lives.

Council staff will report to a representative group of young people every six months on the Youth Strategy's progress, including what actions have been completed and are underway. The group of young people will then feedback to Council their evaluation of the Youth Strategy's progress.

Council will monitor health and wellbeing indicators for young people and share findings with local services and the community to understand how Horsham's young people are doing, improvements in key areas, and any emerging issues. Indicators are based on available data collected regularly by government agencies, and where relevant are aligned with evaluation indicators in Council's existing strategic planning.



Census data

- Reduced proportion of disengaged young people
- Increased proportion of young people in tertiary education
- Decreased number of young people aged 18 to 24 leaving the Wimmera area
- Increased range of occupations for young people aged 15 to 25

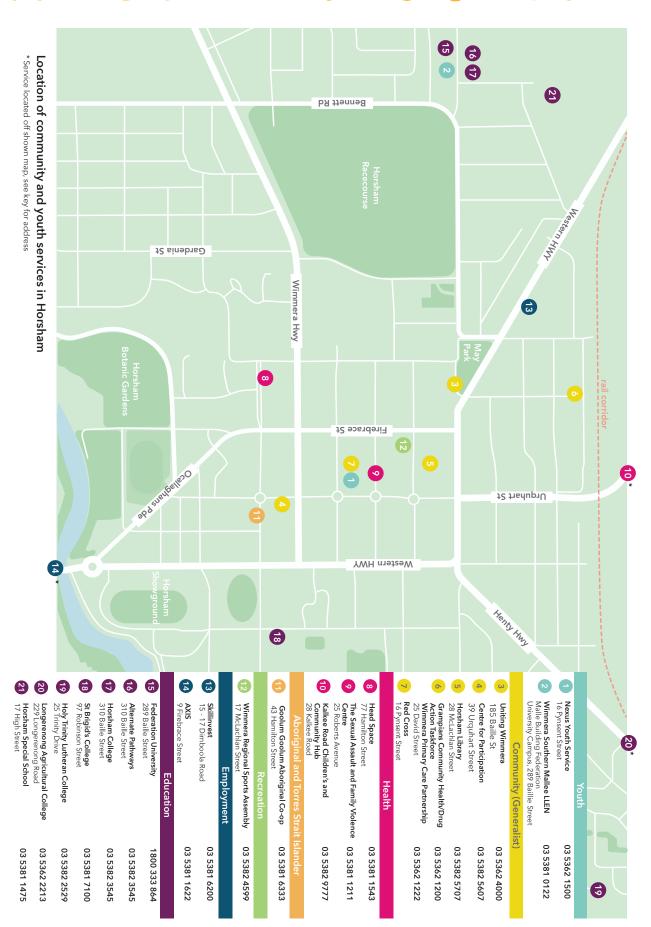
Vic Health data

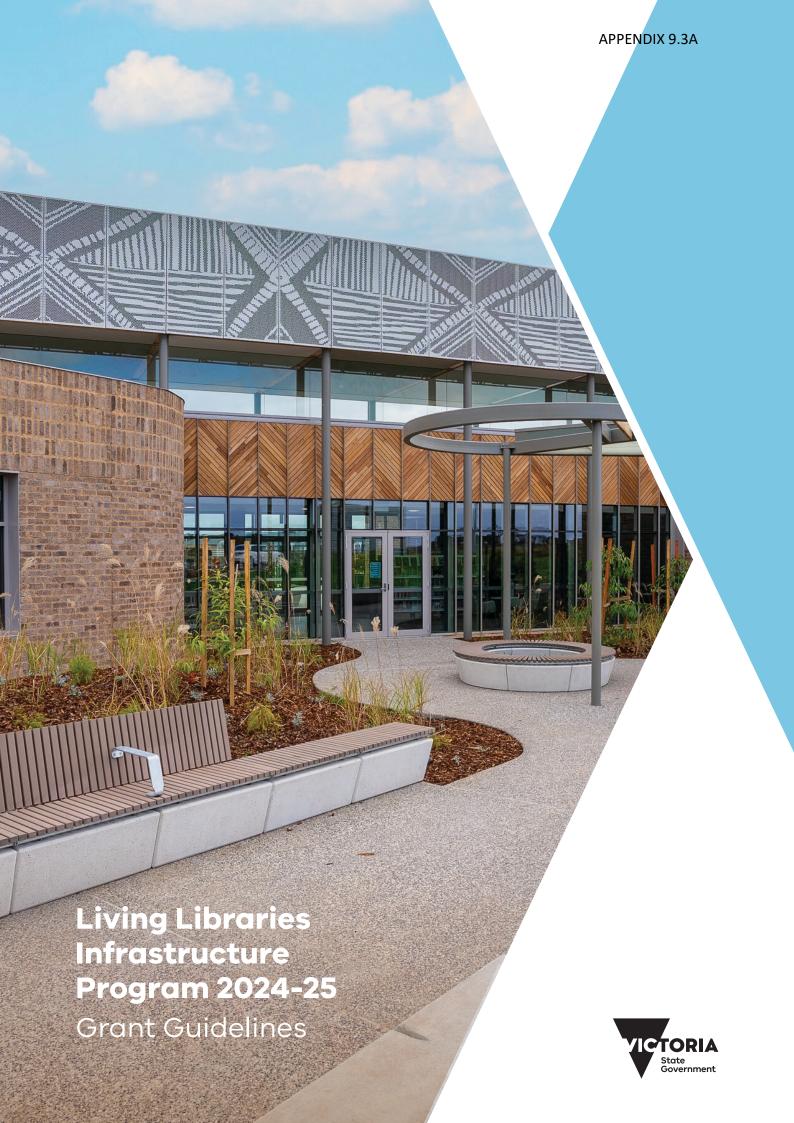
- Decreased proportion of young people who are bullied
- Decreased rate of babies/1,000 born to young mothers
- Decreased treatment episodes of care rates for alcohol for 0-14 yrs and 15-24 yrs age groups

VicPol data

- Decreased number of family violence incidents
- Decreased number of young people on community-based supervision orders.

APPENDIX 1: SERVICES MAP





Cover image:

Truganina Community Centre supplied by Wyndham City



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1 Spring Street, Melbourne, Victoria 3000

Telephone 1300 366 356

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Department of Government Services October 2024

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To receive this publication in an accessible format, please contact the Victorian Government Contact Centre on 1300 366 356, using the National Relay Service 133 677 if required.

Available at Local Government Victoria's website:

https://www.localgovernment.vic.gov.au/public-libraries/public-library-programs/living-libraries-infrastructure-program

Acknowledgement

We acknowledge and respect the Traditional Owners of Country throughout Victoria, their ongoing connection to lands and waterways upon which we depend, and we pay respects to their culture and their Elders past, present, and future.

We acknowledge that Aboriginal self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous Peoples, and we are committed to working towards social, economic, and cultural equity for Aboriginal Victorians.

We acknowledge the diversity of Aboriginal Victorians, and we acknowledge all other people of Aboriginal and Torres Strait Islander descent living in Victoria.

Foreword



I am pleased to present the 2024-25 round of the *Living Libraries Infrastructure Program.*

Victorians have told us that libraries continue to be a valued local facility. Communities love their libraries, borrowing over 30 million collection items per year and accessing a wide range of services, from children's story time to cyber safe classes and help researching their family history.

Libraries have and will always offer a safe and inclusive space for everyone in the community and that means library facilities need to meet the needs of their visitors.

Through the Victorian Government's *Living Libraries Infrastructure Program* (LLIP), we're proud to offer funding to support library upgrades and services such as mobile library vans to reach every library user across our growing communities.

The Victorian Government has invested over \$49.3 million over the last nine years into 139 library infrastructure projects with a total project cost of \$348.8 million, supporting libraries in metropolitan, regional and rural Victoria and enriching their communities.

Please take the time to read through these guidelines and find out how your library could be eligible for a grant. I encourage you to think about how your project can support your community and create local employment opportunities, both during the construction phase and beyond.

I look forward to announcing the successful projects.

The Hon Melissa Horne

Minister for Local Government

Selm dore

Contents

What is the Living Libraries Infrastructure Program?	5
Why is the Victorian Government funding this program?	5
Who can apply for funding?	5
What types of projects will be funded?	6
Minor works	6
Major works	6
What will not be funded?	6
What are the funding details?	7
Assessment criteria	8
What supporting documentation needs to be provided?	9
What are the conditions of funding?	9
What are the monitoring and reporting requirements?	10
Local Jobs First Policy	10
Acknowledgement and Publicity Requirements	10
Capital Works Signage Requirements	10
How to apply	11
Program Timeline	11
Frequently Asked Questions	11
Is funding available for shelving and library furniture?	11
Is funding available for staff amenities?	11
Which components of a mobile library will the LLIP fund?	11
What documentation is required if a Regional Library Corporation, Myli, Connected Libraries or Your Library applies for a minor grant for a static library?	11

Living Libraries Infrastructure Program 2024-25

What is the Living Libraries Infrastructure Program?

The 2024-25 round of the *Living Libraries Infrastructure Program* (LLIP) is a \$4 million funding round which will enable councils, regional library corporations, Vision Australia (Victoria), Your Library, Connected Libraries and My Community Library (Myli) to deliver new or renewed library infrastructure for their communities.

The program supports the provision of library facilities that meet the needs of communities and, in doing so, enhances the role of libraries in strengthening communities and encouraging opportunities for community participation.

Funding is provided to support projects that deliver and demonstrate benefits for the community and/or aim to improve engagement and access to learning opportunities.

To achieve this, projects must:

- be accessible and meet appropriate standards for people of all abilities
- demonstrate flexibility in meeting the long-term needs of the community
- provide space to increase access to learning opportunities and programs
- incorporate principles of environmental sustainability design, such as the use of recycled/renewable materials, and improved energy and water efficiency.

Why is the Victorian Government funding this program?

The Victorian Government recognises the important role of public libraries in fostering lifelong learning, facilitating access to information - both print and digital, and providing a safe, supported community space for local people to engage in a wide range of activities. Libraries provide free public access to information and technology, literacy support, and training and skills development that engage communities and enrich community life.

Who can apply for funding?

Victorian councils, regional library corporations, Vision Australia (Victoria), Your Library, Connected Libraries and Myli are eligible to apply for funding.

Councils, regional library corporations, Vision Australia (Victoria), Your Library, Connected Libraries and Myli that have not previously received funding through the Living Libraries Infrastructure Program or have received limited funding from the program are strongly encouraged to apply.

Regional library corporations, Your Library, Connected Libraries and Myli may submit an application relating directly to mobile library services, or on behalf of a council under the minor works category for static libraries. (Refer FAQs).

Applicants **must** consult the LLIP team by 1 March 2025 on 0434 780 150 to discuss their project proposal prior to submission. Project proposals that have not been discussed will not be considered.

The LLIP website can be found at:

Local Government Victoria - Living Libraries Infrastructure Program

What types of projects will be funded?

Funding is available through two categories: minor works, and major works. One application per category can be submitted in the 2024-25 funding round.

	Grant Available*	
Minor	\$10,000 – \$200,000	
Major	\$200,001 – \$1,000,000	

^{*} dependent on funding co-contributions as outlined in Table 1

All applications must clearly articulate the exact elements of the project that the LLIP funding will be used for.

Minor works

Projects eligible under the minor works category will generally be cosmetic in nature, but may include small remodeling elements or upgrades of a mobile library service.

The total project cost for minor works must not exceed \$400,000.

Funding from the LLIP of between \$10,000 and \$200,000 can be used to:

- deliver creative, innovative spaces that support different programming and learning activities
- improve facilities for communities to ensure equitable access to library services across Victoria
- remodel or refurbish an existing facility to improve the facility for community use, accessibility and program deliverability. This may also include mobile libraries and the purchase of a mobile van including fitout (Refer to FAQs)
- upgrade permanent fixtures and fittings critical to the efficient, effective and flexible delivery of library services.

Works must commence within 6 months from the grant being announced, and construction must be completed within 12 months of commencement.

Major works

Projects eligible for the major works category are likely to include significant structural changes to existing facilities or the construction of new, multipurpose library facilities or a library component within a multi-use facility. This may also include significant investment in a mobile library service.

Funding of between \$200,001 and \$1,000,000 can be used to:

- renovate or extend an existing facility, or construct a new facility to provide or replace a public library
- incorporate a new library facility in an existing community facility
- implement or continue to deliver a library service through alternative delivery models.

Works must commence within 18 months from the grant being announced, and construction must be completed within 3 years of commencement

What will not be funded?

- Projects that have already commenced construction prior to funding agreements being executed
- Freestanding IT equipment and electronic resources
- Materials such as books for collections and magazines
- Shelving or library furniture as a standalone project (Refer to FAQs).
- Funding from LLIP cannot be used for nonpublic areas (e.g. exclusive staff amenities, work rooms, offices etc.) (Refer to FAQs)
- Purchase of land or established buildings
- Ongoing or routine maintenance activities
- Duplication of services already in operation
- Repair of facilities where the damage can be or should have been covered by insurance
- Purchase of a mobile library van that does not include the cost of a fit-out and does not take into consideration OH&S practices e.g. hydraulic lift, trolleys on wheels etc.



What are the funding details?

Table 1 outlines the required funding contribution from councils.

Council contributions must meet the ratio requirements in the table below. Additional funding may be sourced from the Commonwealth and other state government programs, however these will not be considered as part of council's funding contribution.

In-kind contributions of up to 25 per cent can be considered towards the total council

contribution. In-kind contributions cannot be aspects of the project that are an actual cost to council. This includes any project management costs associated with the delivery of the project or ongoing costs of operation. In-kind contributions that can be considered are the re-purposing of equipment that is included in council's asset register, donation of materials, or volunteer time that is directly related to the project.

Where there are multiple sources of funding, the application must clearly articulate what the LLIP funding will deliver.

Table 1: Co-contributions required

Area	Ratio	Council
Libraries for metropolitan councils	LLIP \$1 : \$1 Local	Banyule, Bayside, Boroondara, Brimbank, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Merri-bek, Monash, Moonee Valley, Port Phillip, Stonnington, Vision Australia (Victoria), Whitehorse, Yarra
Libraries for interface councils	LLIP \$1.5 : \$1 Local	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham, Yarra Ranges
Libraries for regional cities	LLIP \$2 : \$1 Local	Ballarat, Bendigo, Geelong, Horsham, Latrobe, Mildura, Shepparton, Wangaratta, Warrnambool, Wodonga
Libraries for regional and rural councils	LLIP \$3 : \$1 Local	Bass Coast, Baw Baw, Campaspe, Colac Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, South Gippsland, Southern Grampians, Surf Coast, Swan Hill, Wellington
Libraries for small rural councils	No contribution required	Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, Towong, West Wimmera, Yarriambiack

^{**} Note: Regional Library Corporations, Your Library, Connected Libraries and Myli are required to meet the appropriate council's co-contribution requirements (where applicable) if applying for a minor grant for static libraries. For mobile libraries where the services are provided across multiple LGA's, the funding co-contribution will be applied to the lowest ratio.

Assessment criteria

Applications will be assessed against the criteria set out below. Percentage weightings are provided as a guide to the relative importance of different criteria in the assessment process. The same criteria will be applied across both minor and major funding streams, however, the level of detail provided in the application should be commensurate with the value of the project, i.e. applications for projects seeking funding of \$1,000,000

through the major funding stream should be detailed and well developed whereas a small renovation of an existing facility seeking less than \$200,000 should provide enough detail to describe the project and its benefits.

Confirmation of other funding sources and funding from previous LLIP rounds will be taken into consideration during the assessment process. If applications for other funding sources are unsuccessful, applicants must identify how the shortfall will be funded.

Why? (30%)

Applications will be required to demonstrate the extent to which the project addresses an identified need in the community by:

- Clearly identifying why the project is a priority
- Demonstrating why the project is important to the community
- Demonstrating how the project will provide increased access to learning opportunities and programs.

Who? (30%)

Applications must clearly demonstrate the extent to which the project will deliver benefits to the local community and must:

- Identify the communities that will directly benefit from the project
- Articulate current library user statistics that support the project, including changes in use and/or need
- Identify the benefits that the project will deliver for library users
- Identify who else is involved in the planning/design or implementation of the project, including an outline of their roles and contributions and, where applicable, details of shared use agreements.

What? (25%)

Applications must clearly articulate or demonstrate:

- · What the LLIP funding will be used for
- Details of the overall project and what will be delivered
- What services will change as a result of the project.

How? (15%)

Applications must demonstrate:

- A sound approach to deliver the project, providing realistic timeframes for delivery and demonstrate the project represents value for money
- Capacity to implement the project, including details of specific resource allocations (staff, time and funding) to deliver the project on time and within budget
- Capacity to financially support the ongoing library operations and the ability to service the community within the opening hours specified in the application
- Council's performance in delivering previously funded state government projects.



What supporting documentation needs to be provided?

Supporting documents can be submitted through the online grants system, provided the file size does not exceed 5MB.

Supporting documents that are relevant to the project are:

Minor Works	Major Works	
Mandatory	Mandatory	
Project plan and project budget	Project plan and project budget	
Relevant costings/ supplier quotations (less than 3 months old)	Relevant QS documents (less than 6 months old) for projects over \$1 million where appropriate	
Concept designs and/or detailed floor plans	Concept designs and/ or detailed floor plans	
Council resolution or letter from CEO confirming committed funding and commitment to the project	Council resolution or letter from CEO confirming committed funding and commitment to the project	
	Evidence of community consultation undertaken	
Desirable	Desirable	
Confirmation of other funding sources where appropriate	Confirmation of other funding sources where appropriate	
Applicable permits if available	Applicable permits if available	
Evidence of community consultation undertaken	Relevant strategic/ infrastructure plans the project aligns to	
Relevant strategic/ infrastructure plans the project aligns to		

What are the conditions of funding?

Successful applicants must enter into a funding agreement with Department of Government Services (DGS). Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions.

Applicants should review the Victorian Common Funding Agreement standard terms and conditions before applying.

No funding will be released until the Department and the applicant have executed the funding agreement.

DGS reserves the right to withhold payments in cases where evidence has been provided but DGS deems that there are concerns relating to the delivery of the project. In this instance, DGS will release funding when appropriate actions have been taken to ensure the funded project is being delivered within the agreed timeframes.

In the event of a project being delivered for less than the budget stated in the funding agreement, two alternatives will be available to councils:

- return the unspent funds on a pro rata basis
- opportunity to put forward a case to have any unspent funds used to expand the scope of the underspent project.

Any reallocation request to Local Government Victoria must include information about why there was an underspend on a LLIP project and how increasing the scope of the underspent project will further benefit the community.

Local Government Victoria will use this information in making recommendations to the Minister for Local Government on the reallocation of any unspent funding.

What are the monitoring and reporting requirements?

Funded recipients are required to comply with project monitoring and reporting requirements outlined in the funding agreement. This includes participating in project and program evaluation activities implemented by DGS.

An outcomes report is required to be completed 12 months post construction. This will need to include information and data about:

- increased usability
- increased activities and programs
- visitation rates
- new initiatives that have been implemented as a direct result of funding from the LLIP.

Funded recipients are responsible for project delivery, including any project cost overruns should they occur. Funded recipients must take full responsibility for the cost of ongoing operation and maintenance of facilities through their asset management processes.

In cases where a project is delayed for an unreasonable length of time, where substantive changes of scope are made after funding has been approved, or where a project fails to be delivered, DGS reserves the right to cancel the grant and recoup any funds that have already been provided.

Local Jobs First Policy

The Local Jobs First Policy (LJF Policy) issued under the Local Jobs First Act 2003 supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development. The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

- \$3 million or more in metropolitan Melbourne, and
- \$1 million or more in regional Victoria.

Projects in regional Victoria funded through the Living Libraries Infrastructure Program must comply with the Local Jobs First Policy.

Further information regarding the requirements can be found at:

https://localjobsfirst.vic.gov.au

Acknowledgement and Publicity Requirements

Successful applicants must acknowledge the Victorian Government's support through the LLIP. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material. Successful applicants must liaise with the LLIP team to coordinate any public events or announcements related to the project.

Plaque proofs **MUST** be submitted to the LLIP team for approval before being displayed at any public event. This includes signage for mobile library vans and must contain the Victorian Government logo.

Successful applicants may be required to provide information on activity outcomes for use in program evaluation or in the Department's communication material.

Capital Works Signage Requirements

Successful applicants need to acknowledge the State Government's support for the project through appropriate signage consistent with the Victorian Government's Capital Works Signage Requirements (available at https://www.vic.gov.au/capital-works-signage-guidelines) or as otherwise specified by DGS.

How to apply

Applicants must consult the LLIP team on 0434 780 150 by 1 March 2025 to discuss their project proposal prior to submission. Project proposals that have not been discussed will not be considered.

To submit an application for minor and major works, please visit:

Local Government Victoria - Living Libraries Infrastructure Program

Hard copy or emailed applications will **not** be accepted.

Program Timeline

Applications open

3 February 2025

Applications close

14 March 2025 at 2.00pm

Assessment & decision making

April 2025

Announcements

From May 2025

Funding Agreements Executed

By June 2025

Is funding available for staff amenities?

Staff amenities will not be eligible for funding. To be eligible, amenities must be available and accessible for community use e.g. kitchenette, toilets etc.

Which components of a mobile library will the LLIP fund?

The components of a mobile library eligible for funding must be integral to the functionality and deliverability of a mobile library service, and can include power supply infrastructure and necessary communications equipment, such as antennas.

The LLIP will only fund the purchase of a mobile library van if it includes a fit-out incorporating OH&S practices, e.g. hydraulic lift, trolleys on wheels etc.

Equipment such as PCs and iPads remain ineligible.

What documentation is required if a Regional Library Corporation, Your Library or Myli applies for a minor grant for a static library?

A letter from the relevant council's CEO is mandatory and **must** demonstrate support for the project and meet the co-contribution ratio as per the co-contribution table.

Frequently Asked Questions

Is funding available for shelving and library furniture?

Funding for shelving and library furniture is not eligible as a standalone project as the primary purpose of this program is to support the upgrading of library buildings and mobile library facilities.

However, if new shelving or library furniture is to be provided as part of a broader project, and it can be demonstrated that the project supports innovation and increased flexibility and deliverability of programs and activities, the application will be considered. A maximum of 30 percent of the total project cost can contribute to the cost of shelving and/or library furniture.



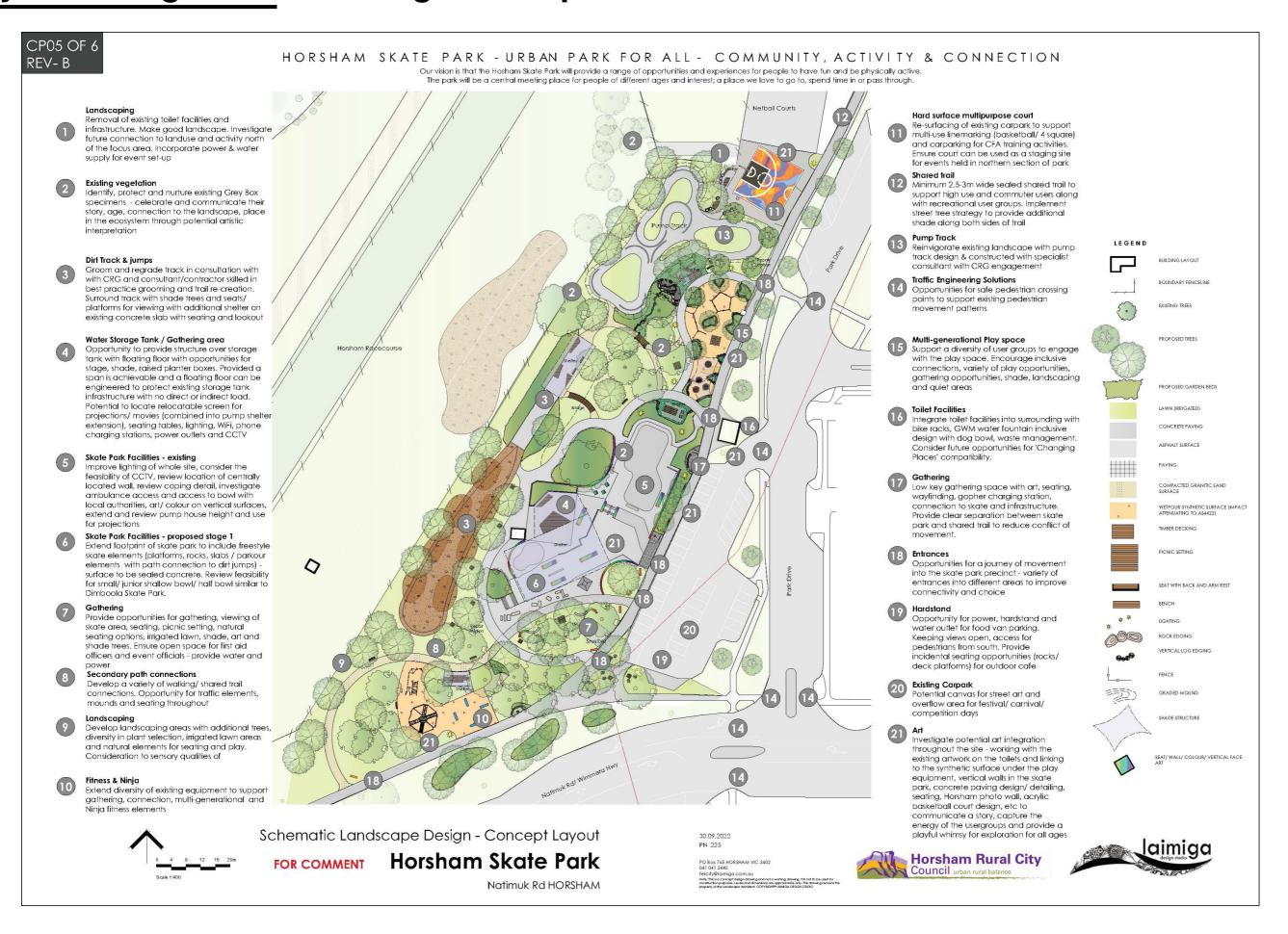


Horsham Skatepark Precinct





Project Background: Existing Masterplan

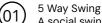


Site Concept Design - 3D Visualisation Plan



KEY ELEMENTS

APPENDIX 9.4A



A social swing accommodating a range of users, with access to 2 swing bays via soft fall rubber for those with mobility devices

Accessible Spinner Set in soft fall rubber with colourdul patterning, with a flush entry point for wheelchair users

Set in soft fall rubber with colourful patterning

Climbing Bars Active play and fitness combination unit, including monkey bars, hang tough bars and net climber

Log & Rock Edge Nature play log and rock edge retaining garden bed and creating barrier between SUP and playspace

Shared User Path Retain existing SUP

Main Social Zone Picnic and BBQ spaces with shelter, wheelchair accessible picnic tables, bench seats and accessible BBQs

Bike Racks Centrally located off SUP

Outdoor Shower & Drink Fountain As requested by existing skate park user group, to help cool off after being active in skatepark & BMX

Pump Track Social Zone Shelter with 2 x bench seats

Pump Track - Intermediate/Advanced Level Featuring larger pump bump/roller elements, berms, jumps and transfers suitable for intermediate/advanced riders to generate speed, learn jumps/transfers and improve their skills further

Pump Track - Beginner Level Featuring smaller pump bump/roller elements and berms for beginner level riders to learn, and more experienced riders to improve their skills

Learn to Ride - Existing Underground Water Tank Resurfacing over existing underground water tank to create fun patterning for all ages, genders and abilities to 'learn to ride/roll'

New Access Stairs to Existing Skate Bowl Easy access from carpark up to skate bowl

Skatepark & new Social Zone New mini ramp for beginner use. Includes Shelter with 2 x bench seats, providing space for all users and abilities to rest and socialise

Multi-Sports Court 3:3 basketball half court, pickle ball court, 4 square, hopscotch and circle target line markings for multi users to enjoy. Colourful patterned surface provides additional play opportunities and sensory

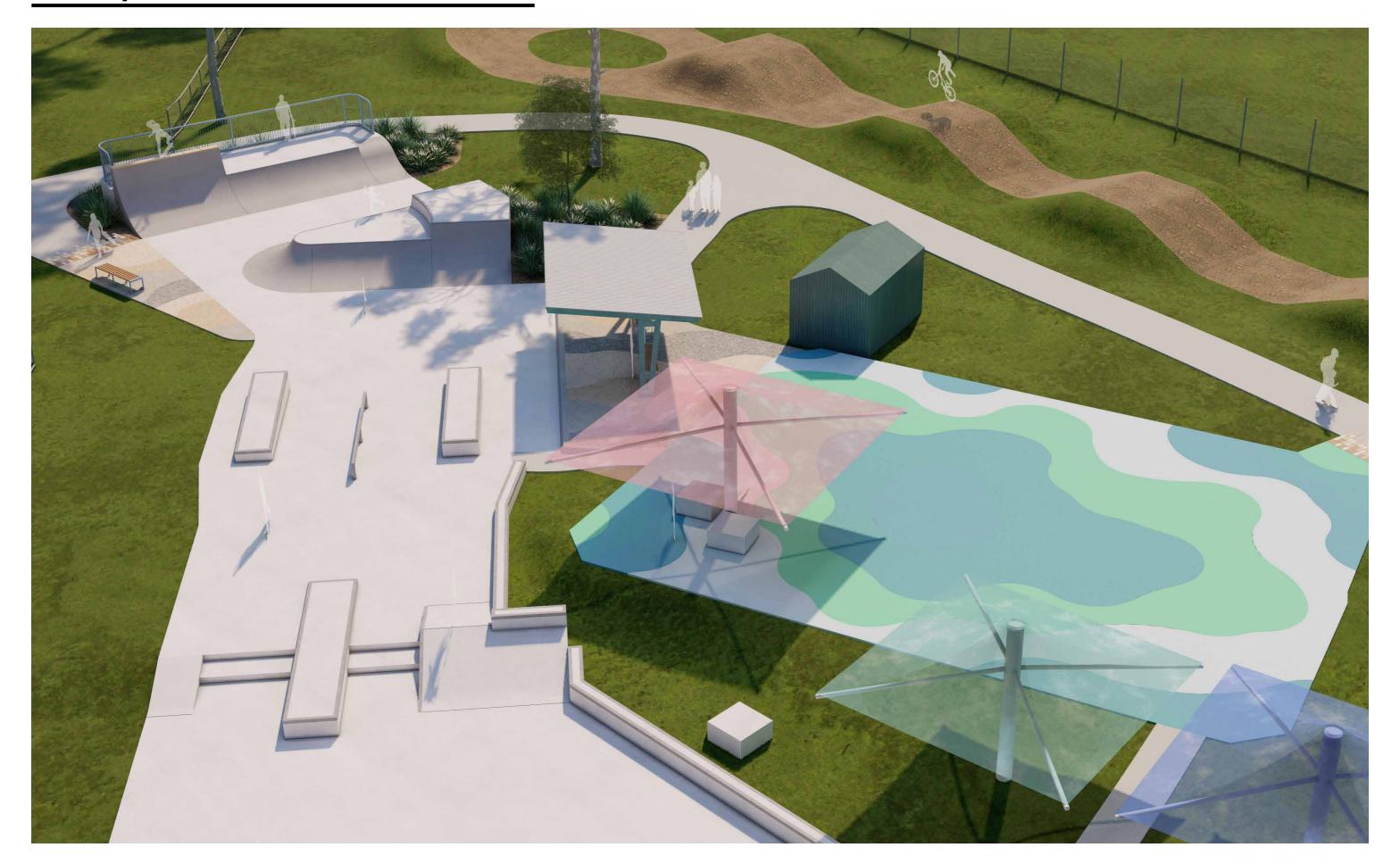
Garden Beds Substantial buffer planting between multi-sports court and SUP, reducing risk of ball interference with cyclists, runners & walkers and breaking up extent of hardscape with some soft landscaping

Multi-Sports Court Social Zone Shelter with 2 x bench seats

Site Concept Overview - 3D Visualisation



Skatepark & 'Learn-to-Ride/Roll' - 3D Visualisation



Skatepark - 3D Visualisation



Skatepark - 3D Visualisation



Skatepark - 3D Visualisation



Playspace Aerial - 3D Visualisation



Playspace & Main Social Zone Overview - 3D Visualisation



Playspace: 5 Way Swing, Spinner & Main Social Zone - 3D Visualisation



Playspace: Trampoline, 5 Way Swing, Rock/Log Play Edge - 3D Visualisation



Playspace: Climbing Bars, Bike Racks & Outdoor Shower/Drink Fountain - 3D Visualisation



Multi Sports Court Aerial - 3D Visualisation



Multi Sports Court: Pickle Ball Court, Basketball Court & Other Linemarkings - 3D Visualisation



Multi Sports Court: Buffer Planting to SUP, Social Zone, Various Linemarkings – 3D Visualisation



Pump Track, Playspace & Multi Sports Court Aerial - 3D Visualisation



Pump Track: Beginner Track - 3D Visualisation



Pump Track: Intermediate/Advanced Track-3D Visualisation



Pump Track: Intermediate/Advanced Track-3D Visualisation



Precedent Images







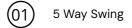


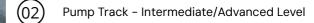












(03) Multi-Sports Court

04 Climbing Bars

(05) Learn to Ride/Roll

06 Mini Ramp

Pump Track - Beginner Level

08 Accessible Trampoline

Accessible Carousel



Horsham Skatepark Precinct

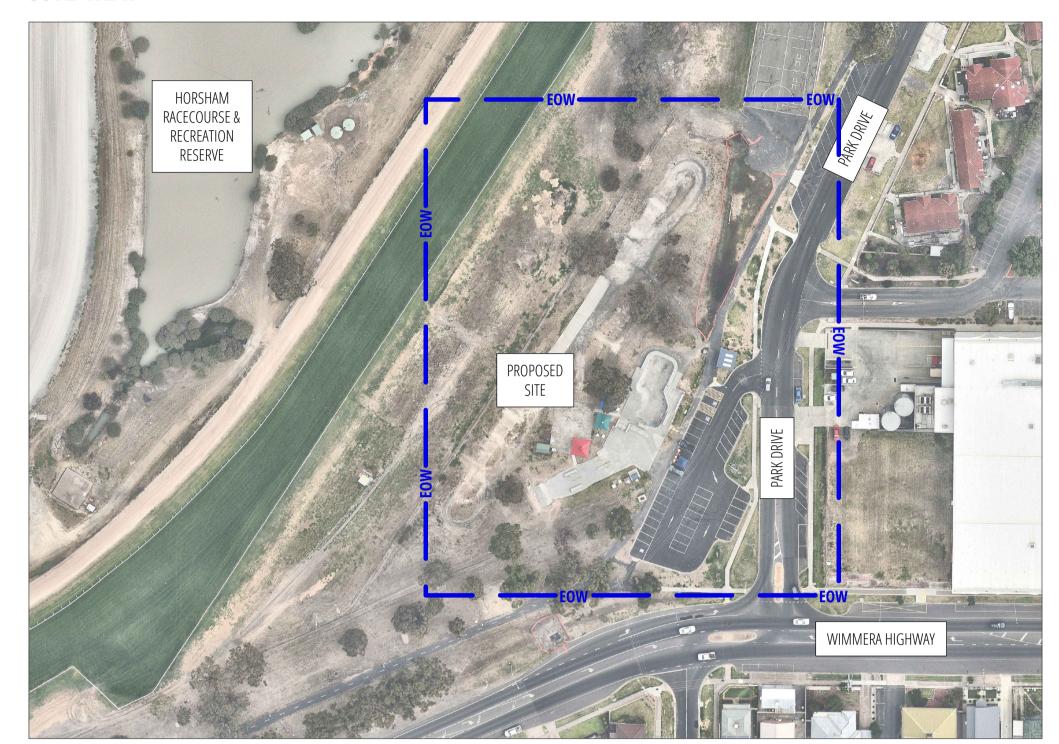




CENTRAL PARK COMMUNITY PLAY SPACE OVERVIEW

WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400

SITE MAP



3D VISUALISATION



DRAWING INDEX

OVERVIEW	
DRAWING NUMBER	DRAWING TITLE
23310_L000_O	TITLE PAGE & DRAWING INDEX
23310_L001_O	NOTES & LEGENDS
23310_L002_O	EXISTING CONDITIONS PLAN
23310_L003_O	DEMOLITION PLAN
23310_L004_0	SITE CONTEXT PLAN
23310_L005_O	SERVICES & DRAINAGE PLAN
23310_L006_O	PLANTING PLAN 1
23310_L007_O	PLANTING PLAN 2
23310_L008_O	PLANTING PLAN 3
23310_L009_0	SAMPLE PANEL PLAN

PATH NETWORK	
DRAWING NUMBER	DRAWING TITLE
23310_L100_PN	TITLE PAGE & DRAWING INDEX
23310_L101_PN	SITE CONTEXT PLAN
23310_L102_PN	SITE PLAN 1
23310_L103_PN	SITE PLAN 2
23310_L104_PN	SITE PLAN 3
23310_L105_PN	PATH SETOUT PLAN 1
23310_L106_PN	PATH SETOUT PLAN 2
23310_L107_PN	PATH SETOUT PLAN 3
23310_L108_PN	PATH DIMENSIONS PLAN 1
23310_L109_PN	PATH DIMENSIONS PLAN 2
23310_L110_PN	PATH DIMENSIONS PLAN 3
23310_L111_PN	LEVELS & GRADING PLAN 1
23310_L112_PN	LEVELS & GRADING PLAN 2
23310_L113_PN	LEVELS & GRADING PLAN 3
23310_L114_PN	JOINTS & SAWCUTS PLAN 1
23310_L115_PN	JOINTS & SAWCUTS PLAN 2
23310_L116_PN	JOINTS & SAWCUTS PLAN 3
23310_L117_PN	SURFACES PLAN 1
23310_L118_PN	SURFACES PLAN 2
23310_L119_PN	SURFACES PLAN 3
23310_L120_PN	SOCIAL AREA SETOUT PLAN 1
23310_L121_PN	SOCIAL AREA SETOUT PLAN 2

SKATEPARK		
DRAWING NUMBER	DRAWING TITLE	
23310_L200_SK	TITLE PAGE, DRAWING INDEX	
23310_L201_SK	SITE PLAN	
23310_L202_SK	DIMENSION PLAN	
23310_L203_SK	LEVELS & GRADING PLAN	
23310_L204_SK	STEELWORK PLAN	
23310_L205_SK	SECTION KEY PLAN	
23310_L206_SK	JOINTS & SAWCUT PLAN	
23310_L207_SK	SURFACES PLAN	
23310_L208_SK	APPLIED FINISHES PLAN	
23310_L209_SK	SECTIONS	

DRAWING TITLE

SITE SETOUT PLAN

PATTERN SETOUT PLAN

PATTERN DIMENSION PLAN

SITE PLAN

TITLE PAGE & DRAWING INDEX

PLAYSPACE

23310_L300_PS

23310_L301_PS

23310_L302_PS

23310_L303_PS

23310_L304_PS

23310_L305_PS

DRAWING NUMBER

23310_L306_PS	LEVELS & GRADING PLAN	
23310_L307_PS	SURFACES PLAN	
MULTI-SPORT COURT		
DRAWING NUMBER	DRAWING TITLE	
23310_L400_MS	TITLE PAGE & DRAWING INDEX	
23310_L401_MS	SITE PLAN	
23310_L402_MS	SITE SETOUT PLAN	
23310_L403_MS	PATTERN SETOUT PLAN	
23310_L404_MS	DIMENSION PLAN	
23310_L405_MS	PATTERN DIMENSION PLAN	
23310_L406_MS	LEVELS & GRADING PLAN	
23310_L407_MS	JOINTS & SAWCUTS PLAN	
23310_L408_MS	SURFACES PLAN	
23310_L409_MS	APPLIED FINISHES PLAN	
23310_L410_MS	LINEMARKING PLAN	
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PUMP TRACK				
DRAWING NUMBER	DRAWING TITLE			
23310_L500_PT	TITLE PAGE & DRAWING INDEX			
23310_L501_PT	SITE PLAN			
23310_L502_PT	LEVELS & GRADING PLAN			
23310_L503_PT	SECTION KEY PLAN			
23310_L504_PT	SECTIONS			

BEWARE OF UNDERGROUND SERVICES.

THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WOR REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS

THIS DRAWING AND DESIGN IS SUBJECT TO COPYRIGHT AND MAY NOT BE



0_L602	TYPICAL SURFACE DETAILS	
0_L603	FURNITURE DETAILS	
0_L604	PLANTING & PLAY DETAILS	
0_L605	SKATE DETAILS	
0_L606	PUMP TRACK DETAILS	

DRAWING TITLE

DRAINAGE DETAILS

TITLE PAGE & DRAWING INDEX

DETAILS

23310_L600

23310_L601

TD 07 02 2025 - TENDER READY FOR FUNDING REV. DESCRIPTION **SCALE BAR NORTH ARROW** NOT TO SCALE

SUITE 14 -150 CHESTNUT STREET

HORSHAM RURAL CITY COUNCIL CIVIC CENTRE, 18 ROBERTS AVENUE HORSHAM, VIC, 3402

PROJECT TITLE

CENTRAL PARK COMMUNITY PLAY SPACE

PROJECT ADDRESS

WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400

DRAWN TD **CHECKED** JG **DATE** FEB 2025 PROJECT No. 23310 CLIENT REF

DRAWING No. & TITLE 23310_L000_O - TITLE PAGE & DRAWING

BEWARE OF UNDERGROUND SERVICES.

THE LOCATIONS OF LINDERGROUND SERVICES ARE INDICATIVE ONLY THEIR EXACT POSITION SHOULD BE PROVEN ON SITE

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK.

REPORT ALL DISCREPANCIES TO SUPERINTENDENT PRIOR TO CONSTRUCTION.

FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS

THIS DRAWING AND DESIGN IS SUBJECT TO COPYRIGHT AND MAY NOT BE

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NOTES - TO BE UPDATED FOLLOWING ENGINEER REVIEW

DWG FILE CAN BE SUPPLIED FOR SETOUT **PURPOSES**

BASE DATA NOTE:

THE CONTRACTOR IS TO CONFIRM LOCATION OF ALL SERVICES PRIOR TO BEGINNING ANY EXCAVATION WORK ON SITE. BASE DATA HAS BEEN EXTRAPOLATED FROM COUNCIL DRAWINGS AND SITE PHOTOS. CONTRACTOR TO RAISE ANY CONCERNS WITH SUPERINTENDENT.

ELECTRICAL, GAS AND WATER LINES ARE NOT ACCURATELY MARKED ON THE DRAWING FILES.

CONTRACTOR TO CONFIRM ALL LOCATIONS PRIOR TO WORKS.

DEMOLITION NOTES:

PRIOR TO ANY ONSITE WORKS CONTRACTOR TO PREPARE AND SUBMIT A DILAPIDATION REPORT FOR APPROVAL TO PROCEED.

THE CONTRACTOR SHALL NOMINATE VEHICLE ACCESS POINTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

CONTRACTOR TO PROVE ALL UNDERGROUND SERVICES PRIOR TO WORKS COMMENCING. UNDERGROUND SERVICES MUST NOT BE DISTURBED. THE CONTRACTOR IS REQUIRED TO NOTIFY THE SUPERINTENDENT PRIOR TO CONSTRUCTION IF THEY HAVE CONCERNS ABOUT THE DEPTH, POSITION OR CONDITION OF THESE SERVICES.

THE CONTRACTOR MUST ENSURE ALL WORKS COMPLY WITH THE REQUIREMENTS DETAILED IN THE DRAWING SET AND SPECIFICATION.

ANY BUILDINGS, WALLS, OVERHEAD STRUCTURES, DOWN PIPES, POSTS, ROADS, PATHS, CURBING LAWN AREAS, TREES OR GARDEN BEDS ON SITE NOT INCLUDED IN SCOPE OF WORKS SHALL BE RETAINED, AND MUST BE RESTORED TO ORIGINA CONDITION BY CONTRACTOR IF DAMAGED OR REPLACED LIKE FOR LIKE BY CONTRACTOR IF DAMAGED (INCL. KERBS AND ROADS).

ANY CONCRETE FOOTINGS UNDER FURNITURE ITEMISED FOR REMOVAL MUST BE ALSO FULLY REMOVED.

WHEREVER AN ITEM IS TO BE 'DEMOLISHED & REMOVED' BY THE CONTRACTOR AS PART OF THE WORKS, ASSOCIATED CONCRETE PAD MUST ALSO BE REMOVED. THE CONTRACTOR SHOULD VERIFY THE EXTENT OF WORKS ON SITE.

THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL UNWANTED MATERIAL. STOCKPILED MATERIAL IN DESIGNATED AREA ONLY.

WORK NEAR SERVICES NOTES:

CONTRACTOR TO LOCATE ALL SERVICES LOCATED ON SITE PRIOR TO COMMENCEMENT OF WORKS AND ENSURE THEIR RETENTION AND PROTECTION THROUGHOUT CONSTRUCTION. IF THERE ARE ANY DISCREPANCIES OR LACK OF CLARITY, THE CONTRACTOR MUST CONTACT THE DESIGNER FOR WRITTEN CLARITY AND DIRECTION IN WRITING PRIOR TO WORKS COMMENCING/CONTINUING.

SAWCUT & CONSTRUCTION JOINT NOTES:

ALL CONSTRUCTION JOINTS AND SAWCUTS ARE TO BE SETOUT FOR APPROVAL PRIOR TO INSTALLATION.

SETOUT AT INTERVALS AND ANGLES AS PER DRAWINGS, ALSO REFER SPECIFICATIONS.

MEMBRANE NOTES:

PROVIDE A 0.2UM POLYTHENE MEMBRANE BETWEEN GRANULAR BASE AND CONCRETE SKATE AND MULTI USE PAVEMENTS AND BELOW SOFTFALL MULCH AND SOFTFALL SAND PLAY AREAS. WHERE PRACTICAL THE MEMBRANE SHALL EXTEND A MINIMUM 1000, BUT NOT LESS THAN 300 PAST THE EDGE OF THE CONCRETE PAVEMENTS. ENSURE THE MEMBRANE IS GRADED AWAY FROM THE PAVEMENT OR TO SUBSURFACE DRAINAGE POINTS LOCATED IN THE BASE OF SOFTFALL MULCH AND SAND PLAY AREAS. PROVIDE A MINIMUM UNSEALED 200MM LAP BETWEEN MEMBRANE SHEETS.

WORK NEAR TREES:

ESTABLISH TREE PROTECTION ZONES (TPZ) AROUND ALL EXISTING TREES TO BE RETAINED PRIOR TO COMMENCEMENT OF WORKS IN ACCORDANCE WITH AS4970. REFER SPECIFICATION.

ENSURE NO SOIL COMPACTION OCCURS WITHIN THE ROOT ZONES OF EXISTING TREES. FENCE OFF ROOT ZONES PRIOR TO COMMENCEMENT.

DEMOLITION OF ANY STRUCTURES ADJACENT TO ANY TREES TO BE RETAINED SHALL BE UNDERTAKEN IN A MANNER THAT DOES NOT IMPACT ON ANY ADJACENT TREE CANOPIES AND/OR ROOT ZONE AREA.

THERE SHALL BE NO EXCAVATION OR LEVEL CHANGES WITHIN TREE PROTECTION ZONES OF ANY OF THE TREES TO BE RETAINED.

ANY ROOTS THAT ARE FOUND MUST BE REPORTED TO THE SUPERINTENDENT FOR INSPECTION PRIOR TO CARRYING OUT ANY OTHER WORK. ROOTS WHICH ARE TO BE AFFECTED BY THE LINE OF THE PROPOSED WORK SHALL BE CLEAN CUT, CLEAR OF THE WORK BEFORE MACHINE EXCAVATION COMMENCES. WITH A SHARP SAW FOR THIS PURPOSE.

STOCKPILED ROCKS AND TRANSPORTATION OF ROCKS SHALL OCCUR OUTSIDE THE TREE PROTECTION ZONE OF ANY RETAINED TREE

TPZ NOTES:

CARE TO BE TAKEN WHEN WORKING AROUND

TREE PROTECTION ZONES ARE SHOWN AS INDICATIVE ONLY.

CAREFUL HAND EXCAVATION IS REQUIRED IN THE TREE PROTECTION ZONE OF TREES LOCATED IN THE SUBIECT AREA.

SITE SUB-BASE PREPARATION NOTES:

STRIP TOP SOIL AND ROOT ZONE MATERIAL (AROUND 100-200mm) AS MARKED AND STOCKPILE FOR REUSE FOR LANDSCAPING PURPOSES OR DISPOSED.

EXPOSED BASE SHOULD BE COMPACTED USING A PAD FOOT ROLLER TO REMOVE OR ENSURE THERE ARE NO SOFT SPOTS. ANY AREAS OF UNSUITABLE MATERIAL (SILT, ORGANICS, SATURATED MATERIAL) OR AREAS THAT DO NOT IMPROVE UNDER COMPACTION SHOULD BE EXCAVATED AND REPLACED WITH SUITABLY COMPACTED MATERIAL

THE PREPARED BASE SHOULD BE INSPECTED BY SUITABLY QUALIFIED PERSONNEL AND PROOF ROLLED WITH A FULLY LADEN TRUCK (WATER TRUCK OR DUMP TRUCK). A SUCCESSFUL PROOF ROLL IS WHERE THERE IS NO VISIBLE DEFORMATION OR SPRINGING OF THE SURFACE.

AREAS THAT FAIL THE PROOF ROLL SHALL EITHER BE COMPACTED UNTIL SATISFACTORY OR EXCAVATED AND REPLACED WITH SUITABLY COMPACTED MATERIAL.

IF FILL IS REQUIRED TO BRING THE BASE UP TO DESIGN LEVELS, SUITABLE MATERIAL SHALL BE PLACED IN LAYERS NO GREATER THAN 200mm AND COMPACTED TO A MINIMUM DENSITY RATIO OF 98% STANDARD (AS1289 5.1.1, 5.4.1 OR 5.7.1).

REFER ALSO GEOTECHNICAL REPORT.

GRANULAR BASE NOTES:

PROVIDE A MINIMUM 50 FCR GRANITIC SAND OR QUARRY DUST BASE BELOW CONCRETE SKATE PARK, MUTLI USE AND FOOTPATH PAVEMENTS, AND COMPACT TO A MINIMUM STANDARD COMPACTION OF 95%.

SUB BASE (SKATE AND MULTI USE **PAVEMENTS) NOTES:**

A MINIMUM 100 IMPORTED CLASS 3 ROAD BASE SHALL BE PLACED BELOW CONCRETE SKATE AND MUTLI USE PAVEMENTS. SUBBASE SHALL EXTEND A MINIMUM 300 PAST THE EDGE OF CONCRETE PAVEMENTS. SUBBASE SHALL BE COMPACTED TO A MINIMUM 95% STANDARD COMPACTION. THE SUBBASE SHALL BE SMOOTH AND FREE DRAINING.

EARTHWORK NOTES:

THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE GEOTECHNICAL REPORT PREPARED BY PM DESIGN GROUP, REPORT NUMBER 17681SI. THE CONTRACTOR SHALL ALLOW SITE INSPECTION AND TESTING REPORTS BY INLANDGEO OR A NATA APPROVED CONTRACTOR TO UNDERTAKE LEVEL 2 INSPECTION AND TESTING.

AS NOTED IN THE GEOTECHNICAL REPORT THE SITE HAS BEEN FILLED TO VARYING DEPTHS ACROSS THE SITE. THE DEPTH AND QUALITY OF THE FILL ACROSS THE SITE IS VARIABLE AND ITS SUITABILITY FOR PAVEMENT SUPPORT WILL ONLY BE APPARENT ONCE THE SITE IS STRIPPED, COMPACTED AND PROOF ROLLED. IF SITE WORKS UNCOVER LOOSE FILL, SIGNIFICANTLY DIFFERENT OR UNUSUAL GROUND CONDITIONS (LOOSE OR WET SOILS OR SOILS OF A DIFFERENT COLOUR OR TEXTURE TO THOSE DESCRIBED IN THE SOIL BORE LOG REPORT) PM DESIGN GROUP SHALL BE CONTACTED FOR FURHTER DIRECTION IN CONSULTATION WITH PLAYCE ENGINEERS.

GRADING NOTES:

LICENSED SURVEYOR TO ESTABLISH SET OUT POINT ON SITE PRIOR TO THE COMMENCEMENT OF WORKS. THIS MUST BE PROTECTED AND RETAINED THROUGHOUT DURATION OF CONSTRUCTION.

CONTRACTOR TO ENSURE SMOOTH, CONSISTENT BETWEEN EXISTING AND PROPOSED LEVELS, PROVIDING LOCALISED HIGH POINTS AND GRADING WHERE NECESSARY TO ENSURE FREE DRAINAGE TO ASSOCIATED GARDEN BEDS AND GUTTERS AS REQUIRED.

SETOUT, LEVELS AND GRADING PLANS TO BE READ IN CONJUNCTION. IF ANY DISCREPANCY OR LACK OF CLARITY, THE CONTRACTOR MUST CONTACT THE DESIGNER FOR WRITTEN CLARITY AND DIRECTION IN WRITING PRIOR TO WORKS COMMENCING/CONTINUING.

CONTRACTOR TO CHECK ALL DIMENSIONS AS SHOWN. ANY DISCREPANCIES OR LACK OF CLARITY SHALL BE INDICATED BY CONTRACTOR TO SUPERINTENDENT FOR APPROVAL IN WRITING PRIOR TO WORKS COMMENCING/CONTINUING.

SETOUT NOTES:

SETOUT, LEVELS AND GRADING PLANS TO BE READ IN CONJUNCTION SO IF THERE ARE ANY DISCREPANCIES OR LACK OF CLARITY, THE CONTRACTOR MUST CONTACT THE DESIGNER FOR WRITTEN CLARITY AND DIRECTION IN WRITING

PRIOR TO WORKS COMMENCING/CONTINUING. CONTRACTOR TO CROSS REFERENCE DIMENSION PLANS WITH SECTIONS AND SITE PLAN.

CONTRACTOR TO SETOUT ALL ELEMENTS AS SHOWN ON THE DRAWINGS. ALL ITEMS SHALL BE MARKED ON SITE FOR APPROVAL BY SUPERINTENDENT PRIOR TO WORKS COMMENCING.

CONTRACTOR TO LIAISE WITH SHELTER MANUFACTURER/INSTALLER TO ENSURE CORRECT ALIGNMENT AND INSTALLATION OF SHELTER.

STEEL REINFORCEMENT & JOINTS NOTES:

CONTRACTOR TO REFER AND REFERENCE STEEL DETAILS WHEN CHECKING THESE DRAWINGS TO CONFIRM POSITIONING OF REINFORCEMENT. CONTACT SUPERINTENDENT'S REPRESENTATIVE FOR CLARIFICATION IN WRITING PRIOR TO WORKS COMMENCING/CONTINUING.

MARK ALL STEEL REINFORCEMENT LOCATIONS (ON FORM WORK OR SIMILAR) PRIOR TO CONCRETE POUR TO ENSURE ACCURATE POSITIONING OF SAW CUTS AS APPLICABLE.

COPING SETOUT NOTES:

ALL MEASUREMENTS ARE TAKEN FROM THE CENTERLINE OF COPING (CHS). REFER ALSO DETAILS & SPEC.

ALL EXPOSED STEELWORK SHALL BE HOT DIPPED GALVANISED OR APPROVED EOUIVALENT.

CONTRACTOR TO CHECK ALL DIMENSIONS & CROSS REFERENCE WITH ALL OTHER PLANS AND IF UNCLEAR, CONTACT SUPERINTENDANT IN WRITING FOR FORMAL CLARIFICATION PRIOR TO WORKS COMMENCING/CONTINUING.

PROPRIETARY & BESPOKE FURNITURE **ELEMENTS NOTES**

ALL PROPRIETARY FURNITURE AND CUSTOM FURNITURE ITEMS ARE SHOWN INDICATIVELY FOR CONTEXT ONLY.

THE CONTRACTOR IS TO SEEK MANUFACTURER'S OWN DRAWINGS AND SHOP DRAWINGS OF CUSTOM FURNITURE ELEMENTS. THEY WILL TAKE PRECEDENCE TO ANY PLAYCE DRAWINGS SHOWN.

IF THERE ARE DISCREPANCIES SEEK CLARIFICATION IN WRITING FROM SUPERINTENDENT PRIOR TO INSTALL.

SHOP DRAWINGS WILL REQUIRE INDEPENDENT STRUCTURAL ENGINEERING CERTIFICATION IN WRITING FOR APPROVAL BY SUPERINTENDENT PRIOR TO FABRICATION.

ALL PROPRIETARY / CUSTOM FURNITURE REQUIRES

WRITING PRIOR TO SPACE OPENING. ALL INSTALLATION TO BE ACCORDING TO MANUFACTURER'S RECOMMENDATIONS. REFER

ALSO SPECIFICATION.

STRUCTURAL ENGINEERING CERTIFICATION IN

PROPRIETARY & BESPOKE PLAY / PARKOUR **ELEMENTS NOTES**

ALL PROPRIETARY AND CUSTOM / BESPOKE PLAY ITEMS ARE SHOWN INDICATIVELY FOR CONTEXT ONLY.

THE CONTRACTOR IS TO SEEK MANUFACTURER'S OWN DRAWINGS AND SHOP DRAWINGS FOR CUSTOM ELEMENTS. THEY WILL TAKE PRECEDENCE TO ANY PLAYCE DRAWINGS SHOWN.

IF THERE ARE DISCREPANCIES SEEK CLARIFICATION IN WRITING FROM SUPERINTENDENT PRIOR TO INSTALL.

SHOP DRAWINGS WILL REQUIRE INDEPENDENT PLAY AUDIT REVIEW AND APPROVAL TO AUSTRALIAN PLAY STANDARDS AND STRUCTURAI ENGINEERING CERTIFICATION IN WRITING FOR APPROVAL BY SUPERINTENDENT PRIOR TO FABRICATION.

ALL PROPRIETARY AND BESPOKE PLAY / PARKOUR **EQUIPMENT REQUIRES INDEPENDENT PLAY AUDIT** APPROVAL TO MEET AUSTRALIAN PLAY AND / OR PARKOUR STANDARDS AND STRUCTURAL ENGINEERING CERTIFICATION IN WRITING PRIOR TO SPACE OPENING.

ALL INSTALLATION TO BE ACCORDING TO MANUFACTURER'S RECOMMENDATIONS. REFER ALSO SPECIFICATION.

SUB-BASE PREPARATION NOTES:

THE CONTRACTOR SHALL ALLOW TO STRIP THE SITE NOMINALLY 200 OR AS REQUIRED TO ACHIEVE SUB-GRADE SURFACE LEVELS OR THE REMOVAL OF RUBBISH OR POORLY COMPACTED FILL. SITE STRIP AND SUBGRADE PREPARATION SHALL EXTEND A MINIMUM 0.3M PAST THE EDGE OF PROPOSED SKATE PARK AND MUTLI -USE PAVEMENTS, RETAINING WALLS AND TO THE TOE OF ENGINEERED FILL BATTERS. THE SUB-GRADE SHALL BE FREE OF GRASS, ROOT MATTER, MULCH AND THE LIKE.

COMPACTION SHALL EXTEND A MINIMUM 0.1 PAST THE EDGE OF FOOTPATH PAVEMENTS UNLESS NOTED OTHERWISE. COMPACT THE SUBGRADE WITH A MINIMUM 12T VIBRATING OR PLATE COMPACTOR. PROOF ROLL THE SUBGRADE IN PRESENCE OF THE SITE SUPERVISOR AND GEOTECHNICAL CONSULTANT WITH A 12T DEAD WEIGHT. SOFT SPOTS BELOW PROPOSED CONCRETE PAVEMENTS SHALL BE REMOVED AND RE-COMPACTED WITH LEVELLING

FOOTPATHS: SITE STRIP AND SUBGRADE

WHERE REQUIRED LEVELLING FILL SHALL BE PLACED IN MAXIMUM 150 THICK LAYERS AND COMPACTED WITH A MINIMUM 12T VIBRATING ROLLER. LEVELLING FILL SHALL BE LOW PLASTICITY CLAY FILL OR CLASS 3 ROAD BASE. THE SUB-GRADE SHALL BE SMOOTH AND FREE DRAINING. ENGINEERED FILL BATTERS SHALL BE PLACED ON THE STRIPPED AND COMPACTED SUBGRADE AS DETAILED ABOVE. BATTER SLOPE SHALL BE NOT GREATER THAN TWO HORIZONTAL TO ONE VERTICAL 2H:1V AND PLACED AND COMPACTED INACCORDANCE WITH THE LEVELLING FILL DETAILS

ABOVE.

GENERAL DRAINAGE NOTES:

. ALL STORMWATER DRAINAGE PIPES SHALL BE TO AS 3500.

2. ALL AG. DRAINS SHALL BE UPVC SLOTTED

DRAINAGE NOTES:

DRAINS AND BE LOCATED AT THE REAR OF ALL KERBS, BEHIND ALL RETAINING WALLS, PERIMETER OF ALL BUILDINGS AND PAVING. 3. ALL PIPES LOCATED BENEATH VEHICULAR PAVEMENTS SHALL BE BACKFILLED WITH 20MM FCR CLASS 2. 4. ALL STORMWATER DRAINS OF DIAMETER

GREATER THAN 300MM SHALL BE REINFORCED CONCRETE RUBBER RINGED JOINT. 5. UPVC CAN BE USED FOR ALL STORMWATER DRAINS LESS THAN 300MM AND NOT LOCATED BENEATH ROAD PAVEMENT 6. ALL DRAINS SHALL BE LAID IN STRAIGHT ALIGNMENTS FROM PIT TO PIT. 7. ALL WORKS ASSOCIATED WITH THE COUNCIL DRAIN SHALL BE CARRIED OUT IN STRICT ACCORDANCE WITH THE 'LOCAL COUNCIL'. WORKS SHALL NOT COMMENCE WITHOUT THE CONTRACTOR MAKING CONTACT WITH THE

RELEVANT PERSONS WITHIN THE COUNCIL. 8. ALTERATIONS TO COUNCIL PITS AND DRAINS SHALL BE IN STRICT ACCORDANCE WITH THE RELEVANT AUTHORITY. 9. CONTRACTOR SHALL ENGAGE A QUALIFIED ENGINEER TO DESIGN AND DOCUMENT ALL

COUNCIL DRAINS TO OBTAIN APPROVAL. 10. PITS SHALL BE CONSTRUCTED IN-SITU AND PRE-CAST PITS SHALL NOT BE USED. 11. ALL PIT COVERS LOCATED IN PAVED AREAS SHALL BE CLASS D UNLESS NOTED OTHERWISE. ALL OTHER AREAS SHALL BE CLASS B TYPE COVERS. ALL PIT COVERS SHALL INCLUDE MANUFACTURERS FRAMES AND SHALL BE INSTALLED IN ACCORDANCE WITH THEIR REQUIREMENTS OR AS DETAILED FOR SKATEPARK LOCATIONS.

12. ALL PITS LOCATED IN ASPHALT PAVEMENT SHALL INCLUDE CONCRETE APRON SURROUND AROUND PIT COVERS. 13. ALL FLOOR GRATES AND SPOON DRAIN OUTLETS SHALL BE 'MAG' AND HAVE A MINIMUM

OF 100MM OUTLET. 14. ALL DOWNPIPES SHALL BE AS NOMINATED. 15. FOR EXTENT OF DOWNPIPES AND LOCATIONS CONTRACTOR SHALL REFER TO THE SHELTER MANUFACTURE OR AS DETAILED IN DESIGN DRAWINGS.

16. ALL GRATED TRENCHES LOCATED IN PEDESTRIAN TRAFFIC SHALL BE ACO 'STAINLESS STEEL 'HEELGUARD' OR APPROVED SIMILAR. ALL AREAS ACCESSIBLE BY VEHICLES OR HEAVY LOADS SHALL BE GALVANISED CAST IRON COVERS AND INCORPORATE DISABLED PROOF OPENINGS. 17. ALL GRATED TRENCHES SHALL BE 'ACO' POLYCRETE OR APPROVED SIMILAR.

18. ALL SURFACES SHALL GRADE AT MINIMUM OF 1:80 AWAY FROM THE BUILDING. 19. FOR EXTENT OF PAVEMENT REFER TO DESIGN DRAWINGS.

20. FOR EXTENT OF PLINTHS, PAVEMENT REINSTATEMENT WORKS AND COORDINATION WITH OTHER INGROUND SERVICES REFER TO ALL OTHER SERVICES DOCUMENTATION. 21. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE STRUCTURAL AND HYDRAULICS SPECIFICATIONS. 22. ALL CONCRETE PAVING SHALL HAVE CONSTRUCTION JOINTS & SAW CUT JOINTS AT 1200 MAX. SPACING EACH WAY. VEHICULAR CONCRETE SHALL HAVE SAW CUT JOINTS AT 2400 MAX. SPACING EACH WAY.

DRAINAGE PIPES ABOVE 300MM DIA. TO BE MINIMUM OF CLASS 2 REINFORCED CONCRETE (RUBBER RING JOINTED). DRAINAGE PIPES UP TO 300 DIA. TO BE SEWER PIPES QUALITY UPVC (RUBBER RING JOINTED) SN8 OR HIGHER. CLASS 2 FCR BACKFILL SHALL BEINSTALLED TO PIPES UNDER ROAD AND SKATE PAVEMENTS AND BUILDING SLABS. TRENCHES IN LANDSCAPE AREAS CAN BE BACKFILLED WITH SELECTED COMPACTED CLAY FILL INSTALLATION/MAINTENANCE TO MINIMISE SHRINK-SWELL MOVEMENTS, THE FOLLOWING MEASURES SHALL BE APPLIED;

SLOPING AREAS IMMEDIATELY ADJACENT TO STRUCTURES TO SHED WATER AWAY FROM FOUNDATIONS AT 1:80 AS PER THE BUILDING CODES.

NOT ALLOWING WATER TO POND ADJACENT TO, OR AROUND FOUNDATIONS. SEALING ALL POTENTIAL SOURCES OF LEAKAGE INTO THE SUB-SOIL INCLUDING JOINTS IN PAVEMENTS, BETWEEN BUILDING

WALLS & ADJACENT PAVED AREAS, ETC. SERVICES SHOULD NOT BE LOCATED CLOSER THAN ABOUT 1.0M TO BUILDINGS EXCEPT WHERE THEY HAVE TO PASS/ENTER THE STRUCTURE. WHICH THEY SHOULD DO AT RIGHT ANGLES. ADDITIONALLY, A CLAY PLUG SHOULD BE CONSTRUCTED BY HAND TAMPING A MOIST (BUT NOT WET) CLAY PLUG AROUND SERVICES FOR A DISTANCE OF 1.0M ALONG THE TRENCH WHERE THE SERVICES ENTER THE BUILDING. IF POSSIBLE SERVICE TRENCHES SHOULD BE DESIGNED TO SLOPE & HENCE DRAIN AWAY FROM BUILDINGS. FURTHER GUIDANCE ON SITE MAINTENANCE REQUIREMENTS & FOUNDATION PERFORMANCE ARE DETAILED IN APPENDIX B OF AS2870 & THE PROPERTY OWNER MUST BE MADE AWARE OF HIS RESPONSIBILITIES UNDER THIS STANDARD. IN PARTICULAR ROUTINE MAINTENANCE OF JOINT SEALS & CHECKS TO ENSURE THAT SERVICES ARE

NOT LEAKING ARE REQUIRED. EXISTING PIPES ALL EXISTING PIPES THROUGH EXISTING LANDSCAPE AREAS THAT WILL NOW BE BENEATH NEW ROAD AND SKATE PAKR PAVEMENTS SHALL HAVE THE EXISTING BACKFILL REMOVED AND REPLACED WITH A CRUSHED ROCK BACKFILL COMPACTED TO 98% STANDARD.

DRAINAGE PITS TO BE CAST IN-SITU CONCRETE PITS AS DETAILED OR APPROVED PRECAST CONCRETE COMPLYING WITH AUSTRALIAN STANDARDS.

DOWNPIPES REFER TO ARCHITECTURAL/HYDRAULIC DRAWINGS FOR DOWNPIPE DETAILS. ALL IN-GROUND DOWNPIPE CONNECTIONS ARE TO BE 150Ø UPVC UNLESS SHOWN OTHERWISE. DOWNPIPE CONNECTIONS TO THE MAIN STORMWATER DRAINAGE SHALL BE VIA A 45° OBLIQUE JUNCTION OR BANDAGE JOINT AS DETAILED OR DIRECT TO A STORMWATER PIT. SUSPENDED DOWNPIPE CONNECTIONS WITHIN THE BUILDING ARE TO BE SUPPORTED WITH APPROVED HANGERS AT 1.2M CENTRES. THE ALIGNMENT OF SUSPENDED DRAINS IS SCHEMATIC ONLY. THE FINAL ALIGNMENT IS TO COMPLY WITH THE ARCHITECTURAL PLANS.

SUB-SOIL 100MM DIA. UPVC AG DRAINS WITH 20MM N.S. SCREENINGS BACKFILL SHALL BE INSTALLED BEHIND ALL KERBING UNLESS OTHERWISE NOTED AT MINIMUM GRADE OF 1:250. SETOUT PIT LOCATIONS AND PIPE INVERT LEVELS

ARE AS SPECIFIED ON THE PROJECT DRAWINGS. **EXISTING SITE LEGEND**

EXISTING LAWN EXISTING GARDEN BED REFER TO DETAILS & SPECIFICATION — TOE — EXISTING TOE OF BANK SOFTFALL LEGEND — TOP — EXISTING TOP OF BANK **EXISTING HARDWORKS** ——FE — EXISTING FENCE REFER TO DETAILS & SPECIFICATION **EXISTING FEATURE EXISTING FURNITURE**

EXISTING SHELTER

EXISTING TREE → CARE IS TO BE TAKEN WHEN WORKING NEAR TREES, REFER SPECIFICATION.

EXISTING BUILDING

EXTENT OF WORKS LEGEND

EXTENT OF WORKS LINE

EXISTING SERVICES LEGEND — D — EXISTING DRAINAGE LINE

EXISTING DRAINAGE SERVICES — W — EXISTING WATER LINE

— F — EXISTING ELECTRICITY LINE **EXISTING ELECTRICITY SERVICES**

— COM — EXISTING COMMUNICATION LINE

EXISTING COMMUNICATION SERVICES — GAS — EXISTING GAS LINE

EXISTING GAS SERVICES —— /R —— EXISTING IRRIGATION LINE

EXISTING IRRIGATION SERVICES

CONTOUR LEGEND

EXISTING CONTOUR - MINOR AT 250mm INTERVALS

— S — EXISTING SEWER LINE

EXISTING CONTOUR - MAIOR AT 1000mm INTERVALS

TIMBERWORK LEGEND

HORIZONTAL LOG REFER TO DETAILS & SPECIFICATION

> **VERTICAL LOG** REFER TO DETAILS & SPECIFICATION

ROCKWORK LEGEND



SERVICES LEGEND

150Ø UPVC PIPE REFER TO DETAILS & SPECIFICATION

100Ø SLOTTED AG. DRAINAGE LINE REFER TO DETAILS & SPECIFICATION INSPECTION OPENING

REFER TO DETAILS & SPECIFICATION **BURIED JUNCTION PIT**

VEGETATION LEGEND HYDROSEED LAWN REFER TO DETAILS & SPECIFICATION

REFER TO DETAILS & SPECIFICATION

GARDEN BED PLANTING REFER TO DETAILS & SPECIFICATION



+ N REFER PLANTING SCHEDULE, DETAILS & SPECIFICATION



SHRUB REFER PLANTING SCHEDULE, **DETAILS & SPECIFICATION**

REFER TO DETAILS & SPECIFICATION REFER TO DETAILS & SPECIFICATION

SOFTFALL MULCH REFER TO DETAILS & SPECIFICATION **SOFTFALL RUBBER**

PAVING LEGEND

CONCRETE PAVEMENT REFER TO DETAILS & SPECIFICATION PLEXIPAVE PAVEMENT REFER TO DETAILS & SPECIFICATION

FURNITURE LEGEND

REFER TO DETAILS & SPECIFICATION PICNIC TABLE

> REFER TO DETAILS & SPECIFICATION BIKE RACK REFER TO DETAILS & SPECIFICATION

REFER TO DETAILS & SPECIFICATION

| | | SHELTER REFER TO DETAILS & SPECIFICATION

SKATEPARK LEGEND

CONCRETE PAVEMENT REFER TO DETAILS & SPECIFICATION **CONCRETE FLAT BANK** REFER TO DETAILS & SPECIFICATION

CONCRETE TRANSITION REFER TO DETAILS & SPECIFICATION CONCRETE ROLL-OVER REFER TO DETAILS & SPECIFICATION

CONCRETE BLEND ZONE REFER TO DETAILS & SPECIFICATION **CONCRETE BLOCK / WALL** REFER TO DETAILS & SPECIFICATION

REFER TO DETAILS & SPECIFICATION **TANGENT LINE** CHANGE OF TANGENCY OR PROFILE, SEE SECTIONS

TOP OF FLAT BANK

STEEL - PLATE COPING REFER TO DETAILS & SPECIFICATION

STEEL - CIRCULAR COPING REFER TO DETAILS & SPECIFICATION STEEL - RAIL

STEEL - BOX COPING

REFER TO DETAILS & SPECIFICATION

REFER TO SECTIONS, DETAILS & SPECIFICATIONS **GRANITE POOL COPING** REFER TO DETAILS & SPECIFICATION

REFER TO DETAILS & SPECIFICATION SKATEPARK BALUSTRADE

REFER TO SECTIONS, DETAILS & SPECIFICATIONS

PUMP TRACK LEGEND

BITUMEN PAVEMENT REFER TO DETAILS & SPECIFICATION **BITUMEN FLAT BANK** REFER TO DETAILS & SPECIFICATION

BITUMEN TRANSITION REFER TO DETAILS & SPECIFICATION

BITUMEN ROLL-OVER REFER TO DETAILS & SPECIFICATION **BITUMEN BLEND ZONE**

REFER TO DETAILS & SPECIFICATION **TOP OF FLAT BANK / TRANSITION** REFER TO DETAILS & SPECIFICATION

CHANGE OF TANGENCY OR PROFILE, SEE SECTIONS

REFER TO DETAILS & SPECIFICATION

REFER TO DETAILS & SPECIFICATION

LINE MARKING

PLAYSPACE LEGEND

PLAYSPACE EQUIPMENT REFER TO SCHEDULE, DETAILS & SPECIFICATION FALL ZONE

SPORT COURT LEGEND

SPORT COURT EQUIPMENT REFER TO SCHEDULE, DETAILS & SPECIFICATION LINE MARKING REFER TO DETAILS & SPECIFICATION

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23310_L001_O - NOTES & LEGENDS

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N/A

P: 03 9429 8000

OVERVIEW

SUITE 14 -150 CHESTNUT STREET

HORSHAM, VIC, 3402 PROJECT TITLE

PROJECT ADDRESS WIMMERA HIGHWAY & PARK DRIVE

HORSHAM, VIC, 3400 **CHECKED** JG **DATE** FEB 2025 DRAWN TD **PROJECT No.** 23310 **CLIENT REF DRAWING No. & TITLE**



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EXISTING CONDITIONS PLAN LEGEND

EXTENT OF WORKS LINE

EXISTING CONDITIONS PLAN NOTES

- EXISTING SITE INFORMATION SHOWN IS BASED ON TEMPLATE SURVEY, DATED, SUPPLIED BY.

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- REFER ALSO LEGENDS PAGE 23310_L001.

INITIAL DATE REV. DESCRIPTION SCALE BAR 0m 1m 2m 3m SCALE 1:100 @ A1 SUITE 14 -150 CHESTNUT STREET CREMORNE VIC 3121 P: 03 9429 8000 E: enquiries@playce.com

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PROJECT TITLE

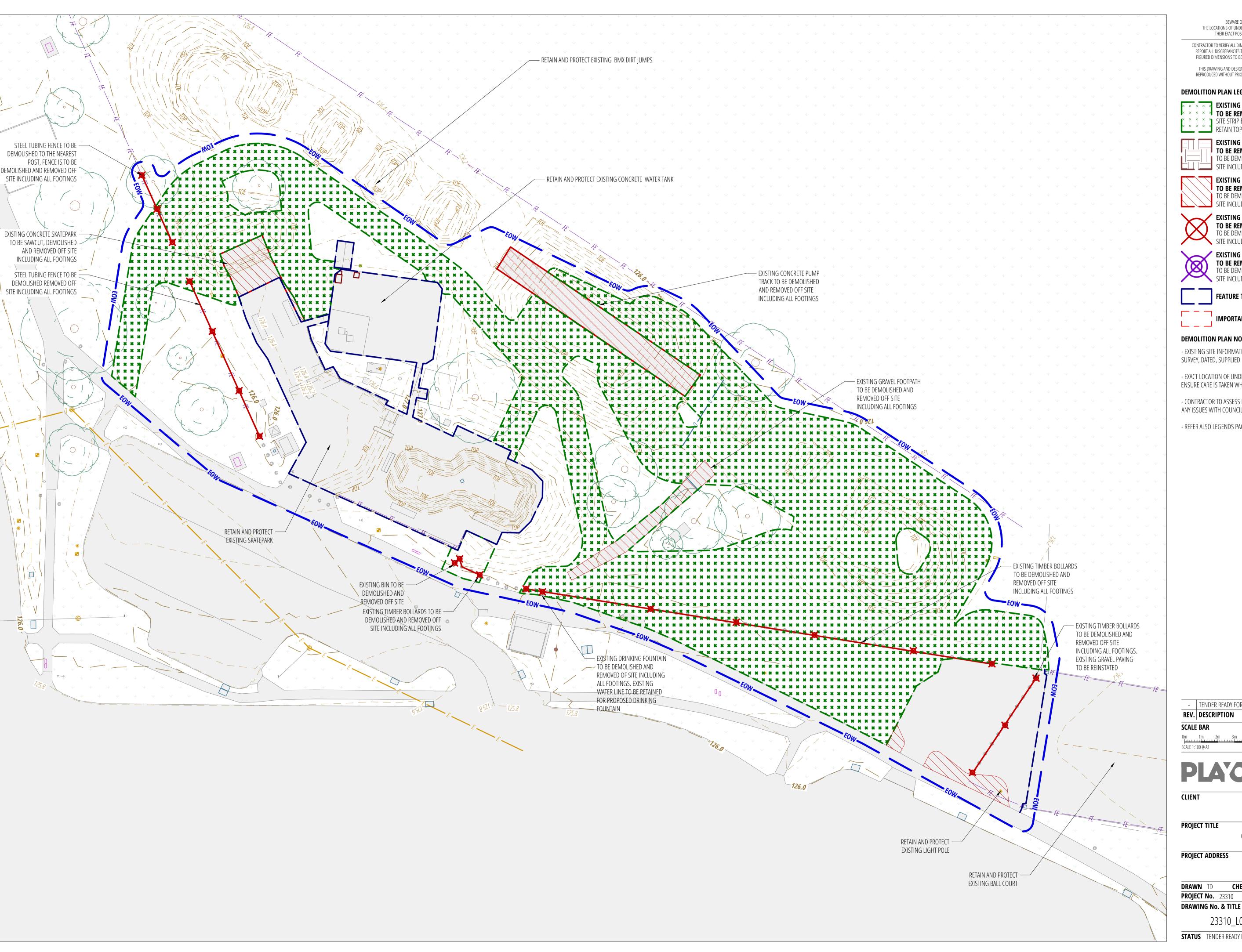
CENTRAL PARK COMMUNITY PLAY SPACE OVERVIEW

PROJECT ADDRESS

WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400 DATE FEB 2025

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DRAWING No. & TITLE
23310_L002_O - EXISTING CONDITIONS



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DEMOLITION PLAN LEGEND

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FEATURE TO BE PROTECTED



IMPORTANT NOTE

DEMOLITION PLAN NOTES

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OVERVIEW

SUITE 14 -150 CHESTNUT STREET

CIVIC CENTRE, 18 ROBERTS AVENUE

HORSHAM, VIC, 3402 PROJECT TITLE CENTRAL PARK COMMUNITY PLAY SPACE

PROJECT ADDRESS WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400

CHECKED JG DRAWN TD **DATE** FEB 2025 PROJECT No. 23310 CLIENT REF

23310_L003_O - DEMOLITION PLAN

EXISTING DIRT JUMPS SERIES 23310_L200 FOR SKATEPARK PLANS REFER TO DRAWING SERIES 23310_L100 FOR PATH NETWORK PLANS EXISTING SKATEPARK REFER TO DRAWING SERIES 23310_L500 FOR PUMP TRACK PLANS EXISTING SKATEPARK PLAYSPACE PLANS REFER TO DRAWING SERIES 23310_L400 FOR MULTI-SPORTS COURT PLANS

WARNING BEWARE OF UNDERGROUND SERVICES. THE LOCATIONS OF UNDERGROUND SERVICES ARE INDICATIVE ONLY. THEIR EXACT POSITION SHOULD BE PROVEN ON SITE.

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SITE PLAN NOTES

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PLACE

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HORSHAM, VIC, 3402

OVERVIEW

PROJECT TITLE

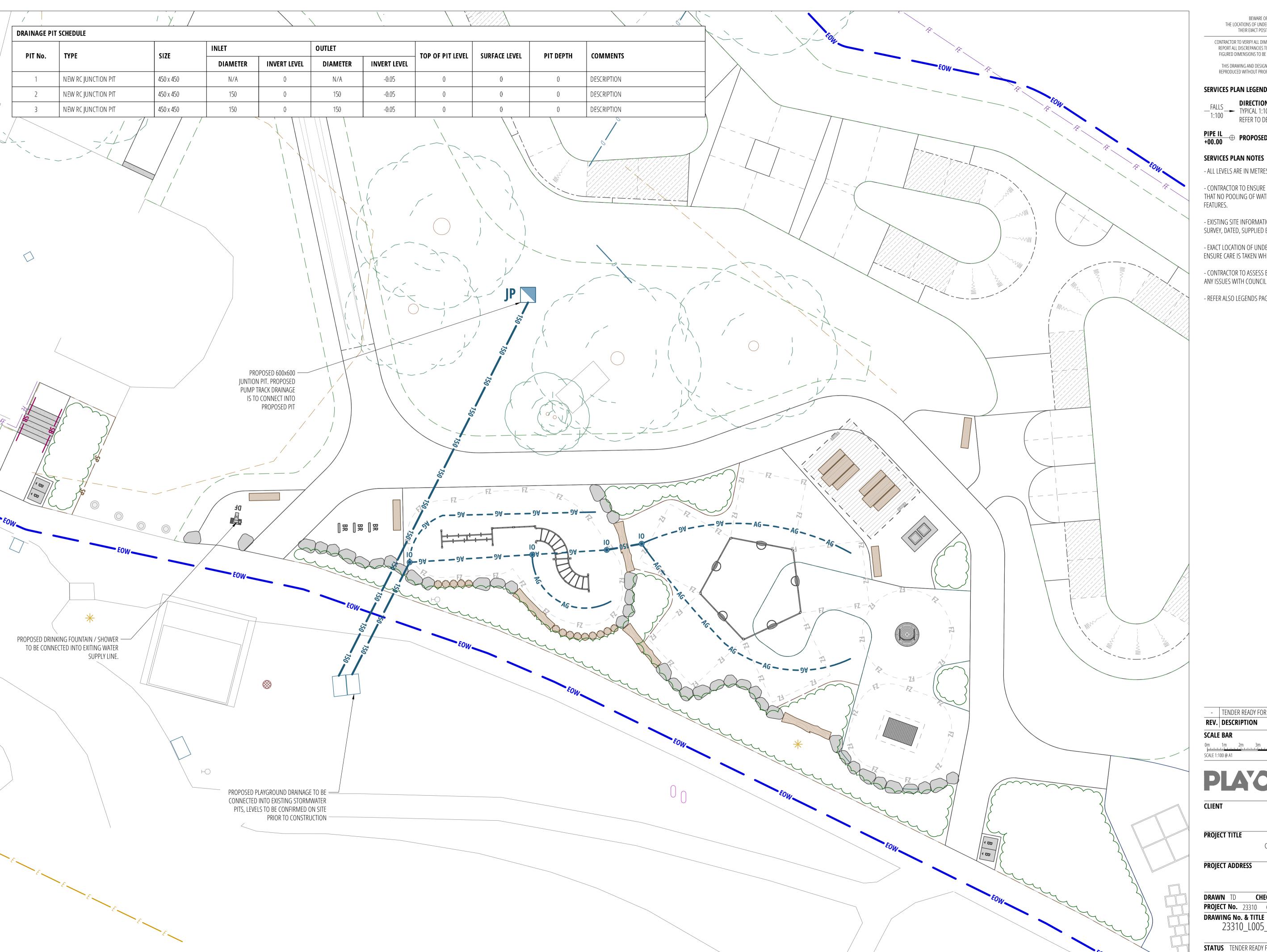
CENTRAL PARK COMMUNITY PLAY SPACE

PROJECT ADDRESS

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23310_L004_O - SITE CONTEXT PLAN



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SERVICES PLAN LEGEND

PALLS
1:100

DIRECTION & GRADIENT OF FALL
TYPICAL 1:100 UNLESS OTHERWISE SPECIFIED.

DEFENTO DETAILS A SESSIONER. REFER TO DETAILS & SPECIFICATIONS

PIPE IL +00.00 PROPOSED INVERT LEVEL

SERVICES PLAN NOTES

- ALL LEVELS ARE IN METRES, UNLESS STATED OTHERWISE.

- CONTRACTOR TO ENSURE POSITIVE DRAINAGE OF ALL AREAS AND THAT NO POOLING OF WATER OCCURS ON SURFACES OR AGAINST FEATURES.

- EXISTING SITE INFORMATION SHOWN IS BASED ON TEMPLATE SURVEY, DATED, SUPPLIED BY.

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HORSHAM, VIC, 3402

PROJECT TITLE

CENTRAL PARK COMMUNITY PLAY SPACE OVERVIEW

PROJECT ADDRESS

WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400

DRAWN TD **CHECKED** JG DATE FEB 2025 PROJECT No. 23310 CLIENT REF

DRAWING No. & TITLE
23310_L005_O - SERVICES & DRAINAGE

	`\	PLANTING SO	CHEDUIF						
		CODE	BOTANICAL NAME	COMMON NAME	SIZE AT MATURITY, H x W (m)	POT SIZE	QTY PER M2	%	QUANTITY
		GROUND CO							
		BS	Banksia spinulosa 'Birthday Candles'	Banksia Birthday Candles	0.5 x 1	150mm	AS SHOWN	N/A	40
		CR	Correa reflexa var. nummularia	Round Leaf Correa	0.3 x 1	150mm	AS SHOWN	N/A	33
		DD	Dampiera diversifolia	Blue Dampiera	0.4 x 1	150mm	AS SHOWN	N/A	55
		MP	Myoporum parvifolium	Creeping Boobialla	0.3 x 2	150mm	AS SHOWN	N/A	38
		ХВ	Xerochrysum bracteatum 'Sophie's Delight'	Everlasting Daisy	0.4 x 0.5	150mm	AS SHOWN	N/A	108
	T.			-1			5	SUB TOTAL PLANTS	274
		GRASSES							
		LC	Lomandra confertifolia rubiginosa 'Misi	t' Mat Rush 'Mist'	0.6 x 0.6	150mm	AS SHOWN	N/A	45
		PA	Pennisetum alopecuroides 'Nafray'	Swamp Fountain Grass	0.7 x 0.8	150mm	AS SHOWN	N/A	59
		PL	Poa labillardieri ' Eskdale'	Tussock Grass	1 x 0.5	150mm	AS SHOWN	N/A	54
		PERENNIALS		DEN BED MIX (PUMPS TRACK) TO BE ACC	COUNTED FOR IN TOTAL GRASSES QUANTITIES			SUB TOTAL PLANTS	158
		CH-A	Chrysocephalum apiculatum	Desert Flame	0.3 x 0.5	150mm	AS SHOWN	N/A	85
FOW		DL	Dianella longifolia var. grandis	Blue Flax Lily	06. x 1	150mm	AS SHOWN	N/A	34
Ξ		HI	Helichrysum italicum	Curry Plant	1x1	150mm	AS SHOWN	N/A	42
		LP	Limonium perezii	Sea Lavender	0.6 x 0.4	150mm	AS SHOWN	N/A	143
H V V	FOW		*NOTE: GARDE	EN BED MIX (PUMPS TRACK) TO BE ACCO	UNITED FOR IN TOTAL PERENNIALS QUANTITIES		2	SUB TOTAL PLANTS	304
	ψ Ψ	SHRUBS	Correa alba	White Correa	1.5 x 1.5	150mm	VC CHUIVINI	NI / A	0
EOM Mos		CO-A EN	Correa alba Eremophila nivea	Emu Bush	1.5 x 1.5 2 x 2	150mm 150mm	AS SHOWN AS SHOWN	N/A N/A	4
		WG	Westringia glabra	Violet Westringia	1.2 x 1.5	150mm	AS SHOWN	N/A	12
	The state of the s				COUNTED FOR IN TOTAL SHRUB QUANTITIES	TE 1		SUB TOTAL PLANTS	25
	·ow	TREES							
		BM	Banksia marginata	Silver Banksia	5×4	45L	AS SHOWN	N/A	4
		СС	Corymbia citriodora 'Scentuous'	Dwarf Lemon Scented Gum	7 x 5	45L	AS SHOWN	N/A	1
		EM	Eucalyptus melliodora	Yellow Box	15 x 10	45L	AS SHOWN	N/A	1
		EO	Eucalyptus orbifolia	Round Leaf Mallee	8 x 6	45L	AS SHOWN	N/A	3
		EP EP	Eucalyptus pulverulenta 'Baby Blue'	_		45L	AS SHOWN	N/A	7
ds —— ds —— ds		GM	Grevillea 'Moonlight'	Moonlight Grevillea	5 x 4	45L	AS SHOWN	N/A	4
j militaria de la companya della companya della companya de la companya della com								TOTAL TREES	20
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PLANTING PLAN LEGEND

— AA (1) TREE / PLANT SPECIES & QUANTITY
REFER TO PLANTING SCHEDULE, DETAILS
& SPECIFICATION

PLANTING PLAN NOTES

ALL TREES TO BE MIN. 1.5m FROM ALL EDGES & HARD SURFACES.

HYDROSEED MIX AND TIME OF SOWING TO BE CONFIRMED ITH COUNCIL.

DWG CAD FILE CAN BE SUPPLIED FOR SETOUT.

REFER ALSO LEGENDS PAGE 23310_L001.

TENDER READY FOR FUNDING

TD 07 02 2025

INITIAL DATE

NORTH ARROW

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CIVIC CENTRE, 18 ROBERTS AVENUE HORSHAM, VIC, 3402

PROJECT TITLE

CENTRAL PARK COMMUNITY PLAY SPACE OVERVIEW

WIMMERA HIGHWAY & PARK DRIVE HORSHAM, VIC, 3400

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23310_L006_O - PLANTING PLAN 1



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PLANTING PLAN LEGEND

TREE / PLANT SPECIES & QUANTITY
REFER TO PLANTING SCHEDULE, DETAILS
& SPECIFICATION

PLANTING PLAN NOTES

- ALL TREES TO BE MIN. 1.5m FROM ALL EDGES & HARD SURFACES.

- HYDROSEED MIX AND TIME OF SOWING TO BE CONFIRMED WITH COUNCIL.

- .DWG CAD FILE CAN BE SUPPLIED FOR SETOUT.

- REFER ALSO LEGENDS PAGE 23310_L001.

TENDER READY FOR FUNDING

REV. DESCRIPTION

INITIAL

SCALE BAR

Om 1m 2m 3m 5m

SCALE 1:100 @ A1

SCALE 1:100 @ A1

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PROJECT ADDRESS

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23310_L007_0 - PLANTING PLAN 2



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PLANTING PLAN LEGEND

TREE / PLANT SPECIES & QUANTITY
REFER TO PLANTING SCHEDULE, DETAILS
& SPECIFICATION

PLANTING PLAN NOTES

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- HYDROSEED MIX AND TIME OF SOWING TO BE CONFIRMED WITH COUNCIL.

- .DWG CAD FILE CAN BE SUPPLIED FOR SETOUT.

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PROJECT TITLE

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PROJECT ADDRESS

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23310_L008_O - PLANTING PLAN 3



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SAMPLE PANEL PLAN LEGEND



SAMPLE PANEL PLAN NOTES

- SUBMIT SAMPLES OF EACH PAVER OR GRAVEL TYPE AND OTHER ACCESSORIES FOR APPROVALS.

- CONSTRUCT SAMPLE PANELS NOT LESS THAN 4m² FOR EACH PAVING TYPE FOR APPROVAL BEFORE COMMENCING WITH REMAINDER. APPROVED SAMPLE MAY BE INCLUDED IN THE COMPLETED WORK.

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PROJECT TITLE

CENTRAL PARK COMMUNITY PLAY SPACE OVERVIEW

WIMMERA HIGHWAY & PARK DRIVE

HORSHAM, VIC, 3400 DRAWN TD CHECKED JG DATE FEB 2025 PROJECT No. 23310 CLIENT REF

DRAWING No. & TITLE

23310_L009_O - SAMPLE PANEL PLAN

Community Engagement Report

HORSHAM YOUTH PARK ENTERPRISE (HYPE) Known as: HORSHAM SKATE PARK -

DEVELOPMENT OF CONCEPT PLAN

DECEMBER 2022

PURPOSE OF ENGAGEMENT REPORT	3
BACKGROUND	3
FOCUS AREA	4
PUBLIC PARTICIPATION GOAL	4
IAP2 LEVEL	4
OUR PROMISE	4
ESTABLISHMENT OF COMMUNITY REFERENCE GROUP	4
VISION ESTABLISHED BY THE CRG	5
PROJECT TIMELINE	5
ENGAGEMENT TOOLS	5
WHAT FEEDBACK WAS RECEIVED?	6
HOW WAS THE FEEDBACK MANAGED?	6
WHAT DID PEOPLE LIKE MOST ABOUT THE DRAFT PLAN	7
WHAT PARTS OF THE DRAFT PLAN DID PEOPLE WANT CHANGED / ADDED?	7
HOW WAS THE FEEDBACK EVALUATED?	
HOW DID THE FEEDBACK INFLUENCE THE FINAL DESIGN?	7
WHAT ARE THE NEXT STEPS IN THE ENGAGEMENT PROCESS?	8
WHAT IS THE ROLE OF THE CRG?	8

PURPOSE OF ENGAGEMENT REPORT

This report summarises the engagement process undertaken and feedback received in the development of the draft concept plan for upgrades to Horsham Youth Park Enterprise (HYPE) known locally as the Horsham Skate Park.

BACKGROUND

The Skate Park was opened 4 May 2013 and provided an alternative skate board facility to the skate bowl located along Eastgate Drive.

The park is a site of regular activity by people using scooters, skate boards and bikes. The depth and design of the concrete bowl at the skate park limit usage for novice/learner skaters. Currently, the popularity of skate boarding in Horsham has declined and the area is used by people using scooters.

The Skate Park is classified as a regional park (HRCC 2019 Open Space Strategy) but an audit of the park identified a gap in the provision of essential infrastructure:

- accessible toilet facilities (since addressed)
- Open areas for informal play, natural play, irrigated grass, landscaping
- Accessible equipment, pathways, Universal Design
- Structured shade / shelter, picnic tables, BBQs
- Signage wayfinding and history, public art

The dirt jumps have not been regularly maintained.

A Gender Impact Assessment, (GIA) required under the Gender Equity Act 2020, identified that the main demographic currently using the park are males aged 4-30 years and that design changes are required to make the park inclusive and accessible to a broader range of people.

There are perceived safety issues (associated with the limited demographic and perception of territory) at the skate park and vandalism is occurring at the site.

A review of the current usage of the park and identification of opportunities to improve the park resulted in the establishment of a Community Reference Group (CRG) and the development of a concept plan for upgrades to the park.

FOCUS AREA



The focus area is shown (left).

The area is bounded by Natimuk Rd (south) and Park Drive (east).

The site is on Crown land, with Horsham Rural City Council (HRCC) being the Committee of Management for the site.

Crown land to the west of the park is licensed to the Horsham and District Racing Club.

An underground water tank and pump shed (circled in yellow) are located in the middle of the skate park concrete area.

An observation tower (circled in yellow) identifies the potential location of a relocated western fence

PUBLIC PARTICIPATION GOAL

The goal of the community consultation was to:

 Obtain feedback regarding the draft concept plan to ensure the plan satisfied both a community vision for the Park and the needs of the broader community.

IAP2 LEVEL

Community – Consult Community Reference Group – Collaborate

OUR PROMISE

To the community - We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced the decision.

To the CRG - 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.

ESTABLISHMENT OF COMMUNITY REFERENCE GROUP

A Community Reference Group (CRG) was formed in August 2021.

The CRG is comprised of the following members:

• Skaters and people who use scooters at the Park (x2)

- Bike riders (Dirt jumps and concrete area) (x2)
- Senior adults (x1)
- Disability sector (x1)
- Community (1)
- HRCC Youth Council (x1)

Two HRCC officers from the Recreation and Open Space Planning (ROSP) team attended CRG meetings.

The CRG met regularly from August 2021 until September 2022.

Meetings were held in person at the Park Drive netball and CFA facility and at the Civic Centre, Roberts Avenue, Horsham.

Meetings were generally of a 1.5 hour duration.

VISION ESTABLISHED BY THE CRG

Our vision is that the Horsham Skate Park will provide a range of opportunities and experiences for people to have fun and be physically active.

The Park will be a central meeting place for people of different ages, abilities and interests; a place we love to go to, spend time in or pass through.

PROJECT TIMELINE

August 2021	Project commenced with the formation of the CRG

August – November 2021 Project planning with CRG (Includes stakeholder consultation

undertaken by HRCC officers)

June 2022 CRG endorsement of draft concept plan

July 2022 Report to Council seeking approval to release the draft concept plan

for community feedback

July – August 2022 Community engagement

August 2022 Feedback grouped and themed

August 2022 Community feedback reviewed by CRG and amendments made

August 2022 Amended plan endorsed by CRG

August 2022 Amended plan presented to the community via HRCC webpage

February 2023 Plan presented to Council for adoption

ENGAGEMENT TOOLS

A combination of passive and interactive engagement tools were used.

Passive: Weekly print media (local newspapers), HRCC webpage, HRCC e-newsletter, HRCC Facebook posts, HRCC Active e-newsletter, Core flute displayed at the Skate Park and in the reception area of the Civic Centre. Printed surveys were also available at the Civic Centre.

Interactive: Attendance at Horsham Plaza, (x2) Skate Park - BBQ and on-site meetings (x5) Horsham College (x4) Haven market, and targeted stakeholder meetings.

Note: The process of collecting community input commenced before the CRG was established and continued throughout the development of the concept plan. Initial community input (from the HRCC Youth Council, Skate Park users and others) provided a framework for design elements to be considered by the CRG.

Targeted stakeholder meetings were held with:

- Wimmera Catchment Management Authority
- Older Adults' Advisory Committee
- Wimmera Health Care Group
- Country Fire Authority
- Victorian Police
- Community Inclusion
- Church of Christ seniors' group
- Horsham and District Racing Club
- Harness Racing Club
- HRCC Youth Council (3 meetings)
- HRCC Youth Group new arrivals
- Goolum Goolum Aboriginal Cooperative
- HRCC Parks and Gardens' staff
- HRCC Asset team
- Strategic Planning Coordinator HRCC
- Parks and Gardens' (Acting) Coordinator HRCC

Feedback from groups was captured in different ways: completion of individual surveys, feedback from a group collected as a single survey response, and in a number of cases, people chose to receive the information, make verbal comments but not complete a survey. Comments were captured as survey responses, entered by ROSP officers.

Notes were taken at each stakeholder meeting.

WHAT FEEDBACK WAS RECEIVED?

Four hundred and thirty-eight (438) survey responses were received. The actual number of responses is higher (see comment above re: grouped responses).

Many people (201) chose to complete paper-based surveys and 236 people opted to complete surveys on-line, either via the HRCC webpage or via a QR code directing them to the survey on the HRCC webpage.

The draft plan for upgrades to the park was overwhelmingly supported with only three negative comments. Two comments supported the detail of the plan but wanted changes to happen immediately and a third respondent questioned the value of improving the park.

HOW WAS THE FEEDBACK MANAGED?

Survey data was collected via Microsoft Forms with a summary of short form (closed questions) attached to this report.

Feedback (open questions generating long-form comments were collected via both the electronic survey and the printed surveys) and was transferred to a spreadsheet and then grouped according to themes that emerged in frequency (Example: shade, seating, play elements).

All original survey documents, both paper-based and electronic, have been filed on the HRCC data management system.

WHAT DID PEOPLE LIKE MOST ABOUT THE DRAFT PLAN

People confirmed the importance of:

- Trees, shade, shelter from wind and rain and different types of seating throughout the area
- Play and activity equipment that is appropriate for a variety of ages and abilities with a request that different types of activities be provided in the park
- Placement of seating to enable supervision of activities
- Provision of amenities such as BBQs and gathering areas, with drinking fountains across the park
- Ensuring connected pathways for movement to and through the park
- Upgrading existing facilities skate park (bowl) and dirt jumps
- Creation of learner activities jumps, skate bowl
- Integration of art throughout the park and colour on vertical surfaces
- Nature-based play that is accessible to people of different ages and abilities
- Careful selection and placement of plants and landscaping and grassed areas.

WHAT PARTS OF THE DRAFT PLAN DID PEOPLE WANT CHANGED / ADDED?

- Provision of more shade and seating options throughout the park
- Provision of supporting infrastructure an outside shower, wifi and phone charging points, repair station for tyres, storage cupboard for cleaning the skate bowl

HOW WAS THE FEEDBACK EVALUATED?

Feedback was considered against three forms of criteria, including the:

- 1. Vision developed by the CRG
- 2. Victorian Urban Design guidelines
- 3. Open Space Strategy (HRCC)

HOW DID THE FEEDBACK INFLUENCE THE FINAL DESIGN?

Feedback that was consistent with the evaluation criteria was included in the amended concept plan.

In most cases, feedback reinforced existing elements of the draft plan and was 'Noted' by the CRG; or additional notes were added in the explanatory sections of the concept plan for inclusion when detailed design occurs.

Feedback specifically incorporated into the revised concept plan included:

- Additional seating and shade options throughout, including the addition of a second shade structure over the concreted area
- Inclusion of an outdoor shower and nature play area

Following the evaluation process, the draft plan was amended, endorsed by the CRG and placed on the HRCC website for a four week period. A description of the feedback process and themes identified by the community was also placed on the HRCC website.

No additional feedback was received during the four week display.

WHAT ARE THE NEXT STEPS IN THE ENGAGEMENT PROCESS?

The engagement process for this stage of the project is complete.

When detailed construction drawings are developed they will be shared via the HRCC webpage.

WHAT IS THE CURRENT ROLE OF THE CRG?

The role of the CRG for this stage of the project will be completed when the concept plan has been presented to Council at a Council Briefing.

The CRG will be notified of Council's decision regarding the recommendation to endorse the concept plan for upgrades to the park.

The CRG has worked collaboratively throughout the project to understand site constraints, work within the defined scope of the project and identify design elements consistent with a shared vision for improvements to the community.

The commitment of members of the CRG is greatly appreciated and the model confirms the value of working closely with the community when undertaking complex community asset planning.

Mandy Kirsopp January 2023



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders,

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 1 of 1

VOLUME 12434 FOLIO 534

Security no : 124120752370B Produced 18/12/2024 09:59 AM

LAND DESCRIPTION

Lot S3 on Plan of Subdivision 848949A.
PARENT TITLE Volume 12396 Folio 381
Created by instrument PS848949A Stage 2 02/11/2022

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
HORSHAM RURAL CITY COUNCIL of 18 ROBERTS AVENUE HORSHAM VIC 3400
PS848949A Stage 2 02/11/2022

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS848949A FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: FREIGHT TERMINAL ROAD DOOEN VIC 3401

ADMINISTRATIVE NOTICES

NTL

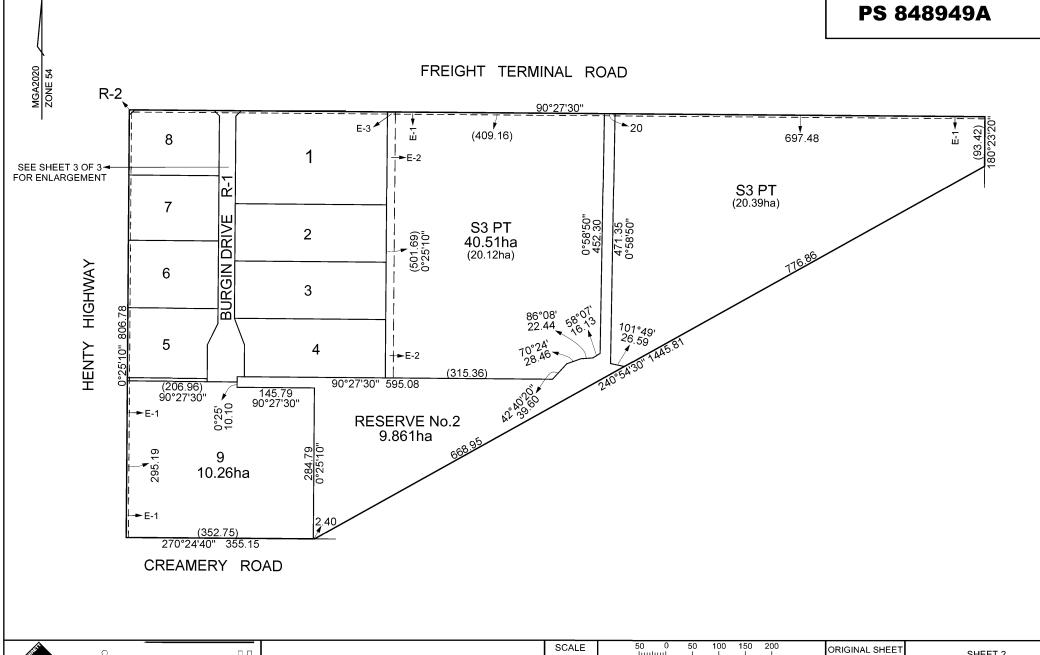
eCT Control 20614X POWER & BENNETT Effective from 02/11/2022

DOCUMENT END

Title 12434/534 Page 1 of 1

APPENDIX 9.5A PLAN OF SUBDIVISION **EDITION** 2 PS 848949A Council Name: Horsham Rural City Council This plan is certified under section 6 of the Subdivision Act 1986 CF. Public Open Space A requirement for public open space under section and has not been made Digitally signed by: LOCATION OF LAND **DOOEN** PARISH: TOWNSHIP: SECTION: CROWN ALLOTMENT: 63 (PART) CROWN PORTION: VOL 11642 FOL 359 TITLE REFERENCE: Digitally signed by: Joel Hastings for Housean Rural City Council on 20/07/2021 Statement of Compliance issued 21/94/2022 LAST PLAN REFERENCE: TP857523X (LOT 3) POSTAL ADDRESS: **HENTY HIGHWAY** (At time of subdivision) DOOEN VIC 3401 MGA94 Co-ordinates E 613220 (of approx. centre Zone: 54 of land in plan) N 5943360 GDA94 VESTING OF ROADS AND/ OR RESERVES **NOTATIONS IDENTIFIER** COUNCIL/BODY/PERSON LOT S3 IS IN 2 PARTS R-1 HORSHAM RURAL CITY COUNCIL HORSHAM RURAL CITY COUNCIL R-2 RESERVE No. 1 HORSHAM RURAL CITY COUNCIL RESERVE No. 2 HORSHAM RURAL CITY COUNCIL **NOTATIONS DEPTH LIMITATION** DOES NOT APPLY SURVEY: This plan is based on survey To be completed where applicable. This survey has been connected to permanent marks no(s) In Proclaimed Survey Area No. STAGING: This is a staged subdivision. Planning Permit No. PA2100180 EASEMENT INFORMATION LEGEND: A-Appurtenant Easement R-Encumbering Easement (Road) E-Encumbering Easement Width Fasement Purpose Origin Land Benefited/In Favour Of (Metres) Reference E-1, E-3 PIPELINE OR THIS PLAN GRAMPIANS WIMMERA MALLEE WATER CORPORTATION 4m **ANCILLARY PURPOSES** SEC 136 WATER ACT 1989 DRAINAGE THIS PLAN HORSHAM RURAL CITY COUNCIL E-2. E-3 15 **ORIGINAL SHEET** SHEET 1 OF 3 SURVEYORS FILE REF: F8452 SIZE: A3 Digitally signed by: Andrew Merrett, Licensed Surveyor, THIS IS A LAND USE VICTORIA Surveyor's Plan Version (2), 18/06/2021, SPEAR Ref: S173675C **COMPILED PLAN** M: PO BOX 1172 SWAN HILL 3585 P: (03) 5032 3685 FOR DETAILS SEE MODIFICATION TABLE HEREIN E: pmash@pricemerrett.com.au F: (03) 5032 2472







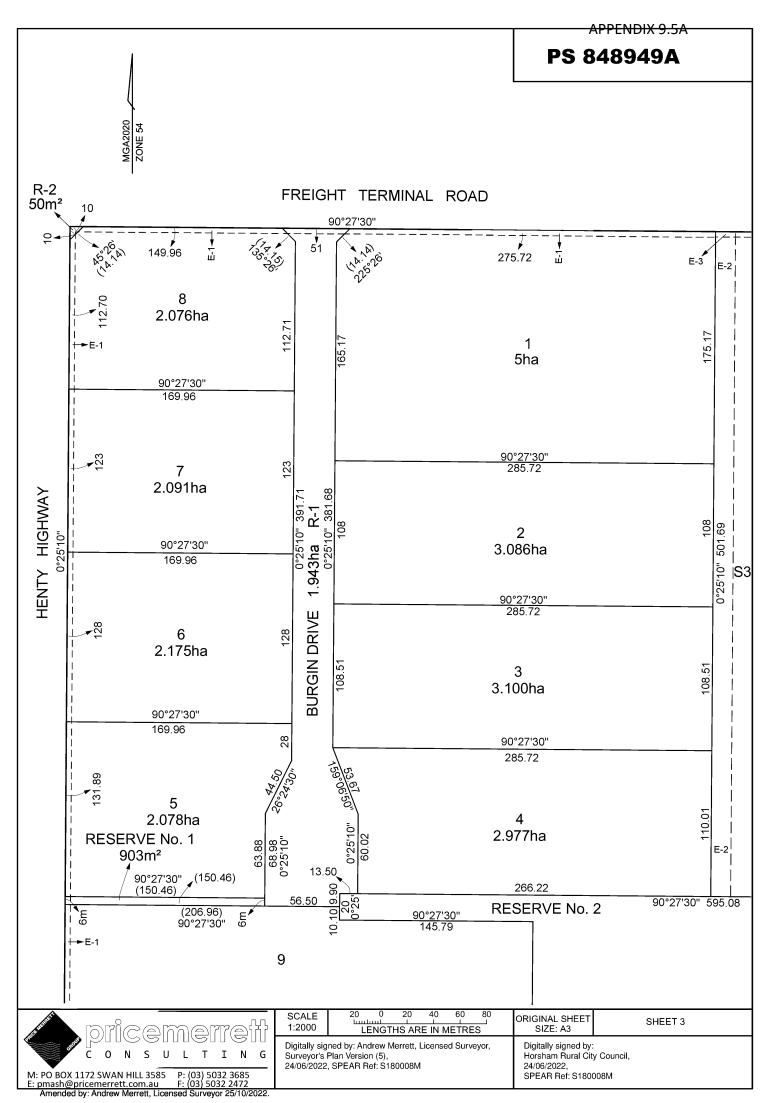
LENGTHS ARE IN METRES 1:5000

SIZE: A3

SHEET 2

Digitally signed by: Andrew Merrett, Licensed Surveyor, Surveyor's Plan Version (5), 24/06/2022, SPEAR Ref; \$180008M

Digitally signed by: Horsham Rural City Council, 24/06/2022, SPEAR Ref: S180008M



APPENDIX 9.5A

MODIFICATION TABLE

RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN

PLAN NUMBER PS848949A

MASTER PLAN (STAGE 1) REGISTERED DATE 22/08/2022 TIME 9:29 am

WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED. NO FURTHER AMENDMENTS ARE TO BE MADE TO THE ORIGINAL DOCUMENT OF THE REGISTER.

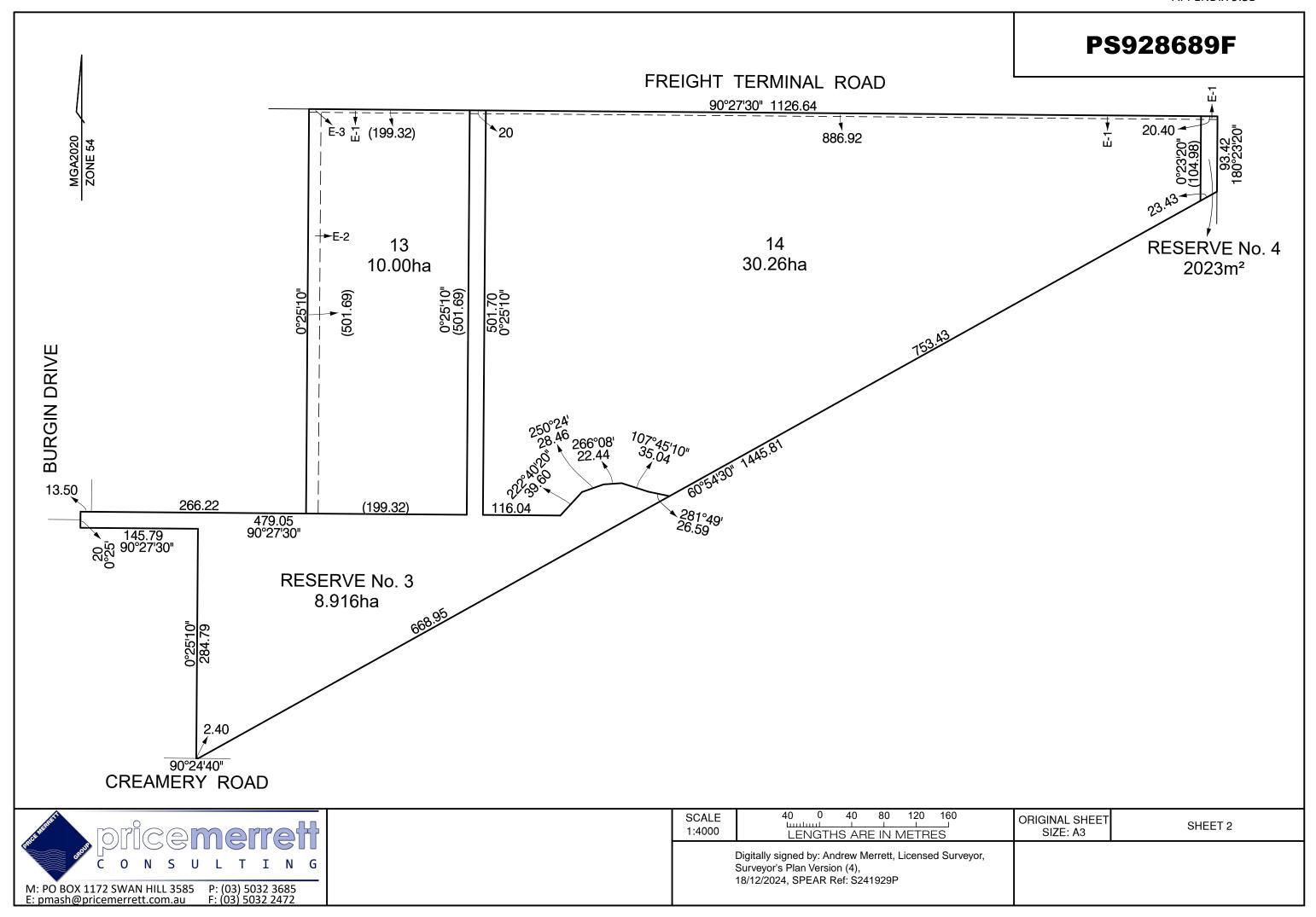
LINDINLINIO AIRL 10	DE WINDE TO THE ONIONAL DO	JOINEIVI OI III	L INLOID	1 - 1 \	
LAND/PARCEL IDENTIFIER CREATED	MODIFICATION	DEALING NUMBER	DATE	EDITION NUMBER	ASSISTANT REGISTRAR OF TITLES
LOTS 2 to 9, R1,R2, RESERVE NO.1 & NO.2	STAGE PLAN	PS848949A/S2	02/11/22	2	JK
	LAND/PARCEL IDENTIFIER CREATED	LAND/PARCEL MODIFICATION CREATED	LAND/PARCEL MODIFICATION DEALING NUMBER	LAND/PARCEL MODIFICATION DEALING NUMBER DATE	

PLAN OF SUBDIVISION EDITION 1 PS928689F Council Name: Horsham Rural City Council LOCATION OF LAND SPEAR Reference Number: S241929P **DOOEN** PARISH: TOWNSHIP: **SECTION: CROWN ALLOTMENT:** 63 (PART) **CROWN PORTION:** TITLE REFERENCE: VOL 12434 FOL 534 VOL 12434 FOL 538 LAST PLAN REFERENCE: PS848949A (LOT S3 & RESERVE No.2) FREIGHT TERMINAL ROAD POSTAL ADDRESS: (At time of subdivision) **DOOEN VIC 3401** MGA2020 Co-ordinates E 613670 (of approx. centre Zone: 54 of land in plan) N 5943470 GDA2020 VESTING OF ROADS AND/OR RESERVES **NOTATIONS IDENTIFIER** COUNCIL/BODY/PERSON PURPOSE OF THE PLAN: **RESERVE No 3** HORSHAM RURAL CITY COUNCIL REMOVE THE RESERVE STATUS FROM RESERVE No. 2 ON PS848949A THROUGH SECTION 24 OF THE SUBDIVISION ACT **RESERVE No 4** HORSHAM RURAL CITY COUNCIL RE-SUBDIVIDE LOTS S3 AND RESERVE No. 2 ON PS848949A **NOTATIONS DEPTH LIMITATION DOES NOT APPLY** SURVEY: This plan is based on survey. To be completed where applicable. This survey has been connected to permanent marks no(s) In Proclaimed Survey Area No. STAGING: This is not a staged subdivision. Planning Permit No. **EASEMENT INFORMATION** LEGEND: A-Appurtenant Easement E-Encumbering Easement R-Encumbering Easement (Road) Easement Width Purpose Origin Land Benefited/In Favour Of (Metres) Reference PIPELINE OR E-1, E-3 PS848949A GRAMPIANS WIMMERA MALLEE WATER CORPORATION **ANCILLARY PURPOSES** SEC 136 WATER ACT 1989

E-2, E-3	DRAINAGE	15	PS848949A	HORSHAM RURAL CITY	COUNCIL	
Real Property and the P	price mer		SURVEYORS FILE REF	: F8452	ORIGINAL SHEET SIZE: A3	SHEET 1 OF 2
Partie Route			Digitally signed by: Andrew	Merrett, Licensed Surveyor,		

Surveyor's Plan Version (4), 18/12/2024, SPEAR Ref: S241929P

M: PO BOX 1172 SWAN HILL 3585	P: (03) 5032 3685
E: pmash@pricemerrett.com.au	F: (03) 5032 2472





Our Reference: F20/A02/000003: GH:kn

Your Reference:

Contact Name: Graeme Harrison

28 February 2014

Mr Colin Morrison Executive Officer Victoria Grants Commission GPO Box 2392V MELBOURNE Vic 3001

Dear Colin

Submission regarding the methodology used in allocating annual financial assistance grants Cost modifiers relating to road sub-grades

Please find attached information from the Horsham Rural City Council with respect to your call for submissions on the Victorian Grants Commissions annual financial assistance grants.

The two documents attached have previously been submitted to the Grants Commission in August 2012. The first is a report by our Director of Technical Services, John Martin, and to support that is a copy of a report commissioned by council and completed by Mr Peter Moloney.

Whilst we appreciate that changes were made to the roads cost modifiers for the 2013-14 grant, these changes did not pick up on the issue that we have raised around poor sub-grades. The current calculation of the sub-grade factor does not pick up on an alternative measure of using degradation curves as developed by Mr Peter Moloney (see Page 12 of his report to our Council.)

Mr Moloney's calculations indicate that roads in our municipality, and others across the Wimmera, are experiencing a road life of only about 40 years. Across the state the average is closer to 80-100 years. The result of this shortened life is that Council spends in the order of \$4.7 M per year on road renewals, which is about \$2.3 M per year more than an equivalent Council which has average subgrades.

It is also worth noting that Mr Moloney's report indicates that Horsham Rural City Council has been making a diligent effort to improve the overall condition of its road network, but that this effort has not been rewarded owing to the impact of the 2011 floods which damaged both the visible surfaces of road and the hidden sub-grades. This damage is anticipated to leave a further cost legacy to Council in the years ahead.

Thank you for the opportunity to submit this information for your further consideration.

Yours sincerely

Peter Brown Chief Executive

Encl

Submission to Victorian Grants Commission Local Roads Grants Formula August 2012

Summary

A significant body of work on road conditions across Victoria has highlighted that road sub-grades play a critical factor in influencing the effective lives of roads.

The cost modifiers currently used in the Local Roads Grants formula already provide an allowance for variations in sub-grades, based on mapping of soil classifications. The indices for this cost modifier recognise that much of western Victoria and some other areas incur higher road costs as a result of these poor sub-grades.

This submission proposes that the magnitude of the effect of poor sub-grades is far greater than the range currently employed as a cost modifier in the grants formula. The current range is 0.95 to 1.10, i.e. an effective variation of 15%.

Empirical evidence indicates that the range in effective lives of roads could vary between 40 years and 180 years — an effective variation of 450%, having a proportionate impact on the cost of road maintenance and renewal. This range of asset life should be applied to the Local Roads Grants formula.

Background

Horsham Rural City Council (HRCC) recently received its fifth report on the condition of its road and related assets. This series of reports now spans a period of 13 years, with each report involving the sampling of in excess of 2000 road segments in a road network of about 3300 km.

The condition assessments and reports were prepared by Peter Moloney of Moloney Asset Management Services. Mr Moloney provides similar services for 49 other LGAs across Victoria, hence can be considered to have a high level of expertise in both road asset conditions generally and their relative condition across the State.

Collectively, his work represents a robust dataset for analysis.

In his latest report to HRCC, Mr Moloney stated (on p5):

In undertaking this work for many councils over the last 17-years one fact has clearly emerged. Those councils within the state that are on poor subgrades really do have a severe disadvantage that needs to be addressed through the Government funding system.

The condition assessments performed by Mr Moloney allow degradation curves to be developed for classes of road assets. These curves map the condition of roads between inspections, allowing projections of renewal costs to be developed, and importantly determination of the effective (serviceable) life of the assets.

Horsham Rural City Council, and other municipalities in the Wimmera Region incur higher costs as a result of these poor sub-grades. For Horsham Rural City Council, this additional expenditure is

estimated to be about \$2.3 M per year on road renewals. This is based on the assumption that extending the useful life of roads from 40 to 80 years would halve the renewal cost, which is currently \$4.7 M per year.

Victoria-Wide Perspective

The reports available to HRCC provide information about roads within the municipality. Mr Moloney has provided anonymous information (i.e. the individual Councils are not identified) that indicates the range of asset lives experienced across the state. As indicated earlier, there is a vast range in the life of road assets across the state, possibly between 40 and 180 years.

Information based on reports of actual asset conditions over a period of ten years or more represents a valuable supplement to the existing information on sub-grades based on soil maps.

The information provided by Mr Moloney for HRCC can also be developed for other municipalities that currently use his services. This set of data would provide a consistent basis of asset life information, which could be correlated against the soil map information to extrapolate to other areas.

Recommendations

- 1. The Victorian Grants Commission undertake a review of the impact of poor sub-grades on the effective life of road assets, and hence the relevant cost modifiers relating to road sub-grades.
- 2. The data collected by Mr Moloney of Moloney Asset Management Services be used to assist the Commission in its review.

John Martin

Director Technical Services

Victoria Grants Commission

Department of Transport,
Planning and Local Infrastructure
Level 7, 1 Spring Street

GPO Box 2392 Melbourne Victoria 3001 Telephone (03) 9208 3631 Facsimile (03) 9208 3118

Mr Peter Brown Chief Executive Officer Horsham Rural City Council PO Box 511 HORSHAM VIC 3402

SCANNED 2.2 APR 2014 F20[A02[000003 55]
22 APR 7514

14/00

COPES CE, HP, JM, 644

Dear Mr Brown

SUBMISSION TO THE VICTORIA GRANTS COMMISSION

Thank you for your submission to the Victoria Grants Commission regarding the allocation of financial assistance grants for 2014-15.

The Commission considered all submissions received in detail at its meeting of 19 March 2014.

In relation to the submission provided by Horsham Rural City Council, the Commission noted Council's continued concerns over the application of the sub-grade cost modifier, specifically its limitations in identifying the rate of degradation of the road network due to poor soil types.

As you have noted, the Commission has made a number of significant changes to its model in the past year, including updating the sub-grade cost modifier to align each council's local road network with Australian Standards soil classifications. We believe that this represents a considerable improvement compared to the previous methods employed, and are confident that it is also more robust and equitable.

The Commission has also considered Council's recommendation to utilise the work of Moloney Asset Management Systems (MAMS), specifically their asset degradation curves, in its calculation of the sub-grade cost modifiers.

The Commission appreciates your providing us with this information, but does not consider the data available to be universal enough in its application to utilise for all councils in Victoria. In addition, having just recently moved to a comprehensive and new data source for sub-grade conditions, the Commission is reluctant to make a further change at this time.

The Commission has also noted your Council's concerns over the range employed for the sub-grade cost modifier, of between 0.95 and 1.10. While the Commission has no plans to make significant alterations to its local roads model for 2014-15, it will continue to review and refine these ranges, and the model more broadly, as a matter of course.



The Commission appreciates your submission and interest in the grant allocation process. All submissions received have been placed on the Commission's website, which is accessible at www.dpcd.vic.gov.au/localgovernment/victoria-grants-commission.

If you have any queries in relation to the matters raised in this letter, please contact the Commission's Executive Officer, Mr Colin Morrison, on (03) 9208 3032.

Yours sincerely

John Watson

Chairperson Victoria Grants Commission

1614/2014

Final: May 2006

VICTORIA GRANTS COMMISSION

Local Roads Grants Model:

Cost Modifier 4: Sub-Grade

Objective:

The sub-grades cost modifier recognises that the performance life of road pavements is affected by seasonal swelling and shrinkage of the sub-grade, which accelerates the deterioration of the pavement and adds to asset preservation costs. In Victoria, this is a particular issue in areas with expansive clay sub-grades, which occur predominantly in the western suburbs of Melbourne and western Victoria.

Applied to:

The sub-grades cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The sub-grades cost factor (see example of calculation below) is combined with the cost factors for the other four cost modifiers by being multiplied together to produce an overall cost factor.

Source Data:

Expansive Soils Map of Victoria – Vic Roads 1999

The proportion of each municipality comprising expansive clay sub-grades is estimated by the Commission based on a soil classification map provided by VicRoads. VicRoads has identified all soils types that have the potential for expansion due to changes in moisture content. The reactive sub-grade soils are:

- Cracking clay soils (CC10-13, basaltic)
- Cracking clay soils (CC1-5, CC8-9, 12, Ka1-3, KE1-4)
- Hard setting loamy soils with brown or mottled brown clayey subsoils (Ra1-2, Rb1, Rf1, Basaltic)
- Hard setting loamy soils with mottled dark clayey subsoils (HH1-2, Basaltic)
- Hard setting loamy soils with mottled yellow clayey subsoils (Ta4, Tb19, Va2,9, Basaltic)
- Hard setting loamy soils with red clayey subsoils (Oa2-3, Basaltic)
- Friable loamy soils (G1, Rg1, Basaltic)
- Friable (highly structured) porous earths (GG1,Mg2,5,7,17,M11, Basaltic)
- Sandy soils with mottled yellow clayey subsoils (Wa8, X1, 4, 5, Ya4, 15, 19)

Index Construction:

A soil classification map produced by VicRoads was overlaid with the LGA boundaries. After a visual inspection of the map the proportion of expansive sub-grade soils for each municipality was determined.

These values are then spread across a range from 0.95 to 1.10. The council with the highest proportion of the municipality of reactive sub-grades is allocated the maximum value of 1.10 and the councils with no reactive sub-grade soils are allocated the minimum value of 0.95.

The cost modifier factors for sub-grade range from 0.80 to 1.20, 0.80 reflecting good sub-grade and 1.20 reflecting reactive sub-grade. This range was determined during a review of the cost modifier factors by ARRB Transport Research Ltd in early 2003 and printed in Table 3 of the final report. This range applies to all the traffic volume categories, except for natural surface where it is not applicable.

Example: Alpine Shire Council

Calculation of Primary Index (Cost Factor) for the Sub-grade Cost Modifier

For kerbed roads with less than 500 vehicles per day

Alpine's proportion of municipality area with reactive sub-grade (PRS)

0%

Range of Index Nos. for

sub-grade cost modifier 0.95 - 1.10=

Cost factor for sub-grade (1.10-0.95)/(95-0)*(0-0)+0.95for Alpine

0.15/0 + 0.95

0.95

Local Roads Grants Model – Cost Modifiers

Freight Intensive Industries

Objective

The freight intensive industries cost modifier recognises local roads in some municipalities carry relatively high volumes of heavy vehicles compared to others, which impacts on the cost of asset preservation.

Applied to

The freight intensive industries cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The freight cost modifier is combined with the other four cost modifiers by being multiplied together in the roads model to produce an overall cost modifier.

Source data

 Australian Bureau of Statistics, Census 2021 of Population and Housing, Local Government Area, (Place of Work) Employment by Industry, downloaded by ABS TableBuilder March 2023.

Industry categories used:

Agriculture, Forestry and Fishing Electricity, Gas, Water and Waste Services Mining Manufacturing Transport Postal and Warehousing Wholesale Trade

Index Construction

The freight intensive industries index has been constructed by identifying, of the 17 ABS industry classifications, those six that are assessed as being more freight-intensive.

For each municipality, an index of total employment in the above industries relative to the total resident population within the municipality is derived.

These values are spread across a range from 0.95 to 1.10.

The index infers that those municipalities with greater levels of employment in the freight-intensive industries will see relatively higher levels of freight carriage on their local roads network, leading to more rapid road surface deterioration and relatively higher road maintenance costs.

Local Roads Grants Model – Cost Modifiers

2 Climate

Objective

The climate cost modifier recognises that certain climatic conditions have an adverse impact on road durability and increase the costs of asset preservation to affected councils.

Applied to

The climate cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The climate cost modifier is combined with the other four cost modifiers by being multiplied together in the roads model to produce an overall cost modifier.

Source data

 GHD Pty Ltd, "Report for GIS Mapping of Local Roads and Cost Modifiers, Methodology of Determining Road Management Authorities and Cost Modifiers", August 2011.

GHD has provided summaries of road types, maps and datasets for all councils, based on Soil Rating, Climate Zones, quarry distances and road owners.

Data sources used by GHD:

• VicRoads Roads and VicMap - LGA Boundaries and roads

Maps source:

• VicMap (2010), DSE; VicMap Roads dataset modified by GHD.

Index Construction

The climate index has been constructed by identifying the lengths of urban and rural roads that fall within the five climatic zones utilised by Standards Australia, to produce an average climate rating for both rural and urban roads each municipality.

Urban roads index values are spread across a range from 0.95 to 1.10. Rural roads index values are spread across a range from 0.75 to 1.25, reflecting the relatively greater influence of climate conditions on rural roads.

The road lengths of municipalities with the highest proportion of adverse climate conditions are allocated the maximum value of 1.10 (urban) or 1.25 (rural).

The road lengths with the most favourable climate conditions are allocated the minimum value of 0.95 (urban) or 0.75 (rural).

Local Roads Grants Model – Cost Modifiers

3 Materials Availability

Objective

The materials availability cost modifier recognises that the cost of maintaining local roads can be impacted by the local availability of suitable pavement materials.

Applied to

The materials availability cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The materials availability cost modifier is combined with the other four cost modifiers by being multiplied together in the roads model to produce an overall cost modifier.

Source data

 GHD Pty Ltd, "Report for GIS Mapping of Local Roads and Cost Modifiers, Methodology of Determining Road Management Authorities and Cost Modifiers", August 2011.

GHD has provided summaries of road types, maps and datasets for all councils, based on Soil Rating, Climate Zones, quarry distances and road owners.

Data sources used by GHD:

• VicRoads Roads and VicMap - LGA Boundaries and roads

Maps source:

VicMap (2010), DSE; VicMap Roads dataset modified by GHD

Index Construction

The materials availability index is constructed by determining the distance between the nearest quarry location and the council headquarters.

These distances are spread across a range from 0.95 to 1.05, with the council with the least accessibility to hard rock quarries being allocated the maximum value of 1.05, and councils with the greatest access 0.95.

All metropolitan councils (excluding interface councils) have had their index set at the minimum 0.95, reflecting the availability of materials from a variety of sources.

Local Roads Grants Model – Cost Modifiers

4 Sub-Grade

Objective

The sub-grades cost modifier recognises that the performance life of road pavements is affected by seasonal swelling and shrinkage of the sub-grade, which accelerates the deterioration of the pavement and adds to asset preservation costs. In Victoria, this is a particular issue in areas with expansive clay sub-grades, which occur predominantly in the western suburbs of Melbourne and western Victoria.

Applied to

The sub-grades cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The sub-grades cost modifier is combined with the other four cost modifiers by being multiplied together to produce an overall cost modifier.

Source data

 GHD Pty Ltd, "Report for GIS Mapping of Local Roads and Cost Modifiers, Methodology of Determining Road Management Authorities and Cost Modifiers", August 2011.

GHD has provided summaries of road types, maps and datasets for all councils, based on Soil Rating, Climate Zones, quarry distances and road owners.

Data sources used by GHD:

- VicRoads Roads and VicMap LGA Boundaries and roads Maps source:
 - VicMap (2010), DSE; VicMap Roads dataset modified by GHD

Index Construction

The sub-grade index has been constructed by calculating the total number of kilometres of urban and rural local roads in each municipality in each of the eight sub-grade categories (based on GHD mapping).

From this information, an average sub-grade rating has been produced for each municipality for both urban roads and rural roads, and an index is produced ranging from 0.0 to 5.0 for each road type, which is then converted into an index range from 0.95 to 1.10.

Soil reactivity is a measure of how much the soil expands or contracts due to changes in the soil moisture content. Reactive soils expand upon increases in moisture content and contract as they dry out. The greater the volume change of the soil, the higher the reactivity of the soil is. It is theorised that for higher reactivity soils, associated road maintenance costs will be higher due to the damage caused to the paved surface due to movement.

E	(x5.0)	Extreme reactive clay or silt sites, which can experience extreme ground movement from moisture changes
H-E	(x5.0)	
M-E	(x4.0)	
Н	(x3.3)	High reactive clay or silt sites, which can experience high ground movement from moisture changes
M-H	(x2.5)	
М	(x2.0)	Moderately reactive clay or silt sites, which can experience moderate round movement from moisture changes
S-M	(x1.7)	Ŭ

Local Roads Grants Model – Cost Modifiers

5 Strategic Routes

Objective

The strategic routes cost modifier recognises that certain local roads must be maintained to a higher standard than would be normally be the case because of certain characteristics or functions they perform.

Applied to

The strategic routes cost modifier is applied to all road categories.

Local roads that are tram or bus routes are considered to be strategic routes.

Bus routes include both normal scheduled public transport routes and special school-only routes on local roads in both urban and rural areas.

For rural roads carrying less than 100 vehicles a day (other than natural surface roads), the following roads are also deemed to be strategic routes:

- roads carrying at least 10 trucks a day (on average);
- roads with average grades exceeding 6 per cent, carrying at least 50 vehicles a day on average; and
- roads carrying at least 50 vehicles a day on average in a drip or flood irrigated horticultural or agricultural areas.

The strategic routes cost modifier is applied to the average annual preservation costs for each traffic volume range for each council to reflect the level of need of the council relative to others. The strategic routes cost modifier is combined with the other four cost modifiers by being multiplied together to produce an overall cost modifier.

Source data

• Victorian Local Government Grants Commission – Accounting & General Information Questionnaire completed by councils annually.

Index Construction

For each traffic volume category in the annual data return, councils report on the number of kilometres of strategic routes within their municipalities, which is converted into proportions of the total local road lengths for the purposes of the local roads grants model.

A cost modifier for the strategic routes cost modifier is calculated using the equations in Table B.4 of the final report on the "Review of Distribution Arrangements for Local Roads Funding in Victoria (July 1999)" and the cost modifier in Table 3 (a revised version of Table 7.1 in the July 1999 report) of a report prepared by ARRB Transport Research Ltd during its review of the asset preservation costs in early 2003. The Asset Preservation Costs were reviewed in 2014.



SUBMISSION

TO: Victorian Local Governments Grant Commission

DATE: 24 February 2025

SUBJECT: Variation to the Local Roads Grant Cost Modifier – Sub-Grades

Introduction

Horsham Rural City Council has previously made submissions (in 2012 and 2014) in relation to the poor sub-grades in this municipality, and the related Cost Modifier in the Local Roads Grant formulae.

Information from the earlier submissions is again included for reference, as it remains relevant to this new submission, please refer to the attachment.

Council notes that in its response to our 2014 submission, the Commission advised that changes had been made to the formula for the sub-grade cost modifier. This submission seeks to highlight a correlation between the current formula and a key premise of Council's earlier submission as a basis for reviewing the range of the cost modifier. That is, Council contends that the range of 0.95 – 1.10 for the cost modifier is not an adequate representation of the costs of road maintenance and renewal incurred by Councils.

Background Information

In its earlier submissions to the Commission, Council provided the following information, in summary:

- The serviceable life of sealed roads in Horsham Rural City was assessed to be around 40 years.
- In comparison, the lives of roads in some other municipalities are estimated to be up to 180 years.
- This range reflects a variation in lives of 450%, which is proportionate to the variation in whole-of-life costs of maintaining and renewing road assets.
- In contrast, the range in the cost modifier for sub-grade used by the Commission is 0.95 1.10, representing a range of only 15%.
- Therefore, this range of cost modifiers is not reflective of the range of maintenance and renewal costs of roads across the state, based on sub-grade conditions.

This information was supported both by reports by Mr Peter Moloney and his participation in a presentation to the Commission on this matter at that time. Horsham and about 40 other Councils used the services of Moloney Asset Management Systems to assess the condition and investment requirements to maintain roads and related assets. Hence, this information is regarded as a credible representation of the variation in the lives of roads across the State.

As Horsham Rural City Council now uses alternative methods for assessing road condition and renewal requirements, we no longer have information that compares our road lives with other parts of the state. However, there has been no change in the geology of our road formations, and the deterioration of our roads continues to follow historic degradation profiles.

Council noted in the Commission's 2014 response to our submission at that time, that the Commission had modified its method for calculating the sub-grade cost modifier. The 2024-25 formula for the subgrade cost modifier includes the following information relating to the soil geology:

E	(x5.0)	Extreme reactive clay or silt sites, which can experience extreme ground movement from moisture changes
H-E	(x5.0)	
M-E	(x4.0)	
Н	(x3.3)	High reactive clay or silt sites, which can experience high ground movement from moisture changes
M-H	(x2.5)	
M	(x2.0)	Moderately reactive clay or silt sites, which can experience moderate round movement from moisture changes
S-M	(x1.7)	-

Geotechnical assessments conducted by Horsham for many projects consistently yield results that demonstrate that soils in our area are classified as highly to extremely reactive. Given this, Council seeks to highlight the alignment of the indices in the table above (x4.0 or x5.0) with Council's previous information relating to the range of road lives from Council's earlier submission, i.e. 450%.

This information appears to reinforce the position previously asserted by Council, that is, that the range in the sub-grade cost modifier of 0.95 to 1.10 is not reflective of the range in cost exposure Councils experience based on varying sub-grades.

In our earlier submission, Council indicated that our costs for road maintenance and renewal are estimated to be twice the average of other Councils.

On the basis of the above information, it would seem that the cost modifier for sub-grade would be more representative of the variation in geology across the state it was to range between 0.5 and 2.0.

Recommendation

Horsham Rural City Council recommends to the Victorian Local Government Grants Commission that it review its cost modifier for sub-grades for the Local Roads component of the Financial Assistance Grants to be in the range of 0.5 to 2.0 to more appropriately reflect the variation in road sub-grade conditions across the state.

John Martin

Director Infrastructure

THIS ATTCHMENT IS A REPRINT OF A REPORT PROVIDED TO THE 14 JUNE 2024 COUNCIL BRIEFING

CBD Pedestrian Safety – RRV Funding

Purpose

To provide an update on potential works for improved pedestrian safety in the CBD, funded by RRV.

Summary

- An earlier proposal to install raised "wombat" pedestrian crossings on all legs of four roundabouts in the CBD has been reviewed.
- An alternative group of sites has been proposed, taking into account earlier feedback, in particular concerning the potential impact on retail trade.
- The sites proposed include several sites identified in the CBD Streetscape draft report.

Recommendation

For discussion.

REPORT

Background

Previously, four CBD roundabouts were proposed to have wombat crossings installed on each leg, providing pedestrian priority, aimed at enhancing safety for pedestrians in the CBD. Feedback on those proposals raised the concern about impact on retail trade during a critical period of recovery from the impacts of Covid.

Discussion

Seven sites have been identified as having potential for safety improvements, while limiting impact on retail trade. RRV has tacitly agreed that these sites are suitable from a pedestrian safety perspective, and has asked for costings and designs to be advanced.

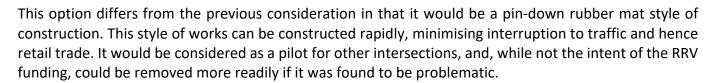
These are (as numbered in the diagram):

- 1 McLachlan / Firebrace roundabout pinned rubber wombat crossings.
- 2 Firebrace St between McLachlan and Roberts Ave mid-block raised crossing.
- 3 Roberts Place existing pedestrian crossing upgrade.
- 4 Pynsent St pedestrian crossing in front of town hall.
- 5 Wilson St median island.
- 6 Darlot St at Gleed St raised crossing.
- 7 O'Callaghans / Firebrace raised crossings.

These are discussed in the options section below.

Options to Consider

1. McLachlan St / Firebrace St roundabout.



2. Firebrace St between McLachlan and Roberts Ave – mid-block raised crossing.

The CBD Streetscape Plan identifies the benefits of mid-block raised crossings. This location has been chosen as it has a lesser impact on parking spaces. Still, 2-3 spaces would be lost on either side of the road to accommodate the works. Refer the attached concept plan.

3. Roberts Place existing pedestrian crossing

There have been comments previously that the height of this crossing is too low, and hence it has been suggested to RRV that this crossing be upgraded. Detailed consideration of this site shows that the existing pedestrian access is level, and this is a key desired outcome, so it may not be suitable to raise the level of the crossing. The proximity of the traffic signals at Firebrace St lessens the risk of speeding vehicles at this site. The design is still being finalised. (Subsequently it was decided not to upgrade this site)

4. Pynsent St – Town Hall pedestrian crossing

The proposal is a raised pedestrian crossing. The initial concept shows this on the east side of Ward St, however this may be swapped to the west side of Ward St due to the potential risk of vehicles turning left out of Ward St not giving way, i.e. looking right and not left as they enter Pynsent St.

5. Wilson St - median island



A pedestrian refuge is proposed in front of the Town Hall to assist in crossing Wilson St. As Wilson St is an RRV road, it is not initially proposed that this would include a formal pedestrian crossing. The exact siting of this is still being resolved, to minimise impacts on parking and access to laneways and the off-street car park on the south side of Wilson St.

6. Darlot St – crossing at Gleed St.

This is a proposal from the CBD Streetscape Plan, as shown in the diagram below. The exact alignment needs to be reviewed from that shown in the image – refer the attached plan.



7. Firebrace St / O'Callaghans Parade

This is also a proposal from the CBD Streetscape Plan, as shown in the diagram below. This site would facilitate an enhanced connection from the CBD to the river frontage.



Looking north along Firebrace St. Three separate crossings shown. Subsequently the crossing of O'Callaghans Parade was excluded from this site.

Sustainability Implications

Nil

Community Engagement

This current group of sites has been developed based on responses to the earlier proposals and the engagement on the CAD Streetscape Plan

Innovation and Continuous Improvement

Nil

Collaboration

RRV has been highly cooperative both in relation to funding for these potential works, and in allowing a review of the initial site proposals.

Financial Implications

The estimated cost of these works is approximately \$400,000, although the final scope has not been determined for some sites. These works would be fully funded by a Federal Government grant through RRV.

Regional, State and National Plans and Policies

The source of funding relates to a Federal program to enhance road safety, prioritising pedestrian safety. **Council Plans, Strategies and Policies**

The CBD Streetscape Plan has helped to inform some of the sites identified for these works.

Risk Implications

The review of sites has aimed to significantly reduce the risk of impacts on retail trade.

The funding has a tight timeline for construction.

Conclusion

Comment is sought on a proposed new group of sites to utilise funding offered by RRV to enhance pedestrian safety in Horsham's CBD.

THIS ATTACHMENT IS A REPORT PREPARED IN SEPTEMBER 2024 BUT NOT PRESENTED TO COUNCIL AT THE TIME DUE TO CARETAKER CONVENTION

Purpose

To present feedback to Council about the community's perceptions of pedestrian safety treatments installed around the Horsham CBD area.

Summary

- Council became eligible for grant funding from the Federal and State Governments administered through Regional Roads Victoria for road safety works in 2021.
- A series of options were workshopped with Councillors, leading to a decision to proceed with works at six sites to improve pedestrian safety in Horsham's CBD.
- Two of the sites were proposed to be constructed in a temporary pin-down manner, so that they would be more readily removable should a subsequent assessment trigger this.
- Delays with contractor and materials availability led to the works being installed over a prolonged period, with implementation of wombat crossings at the Firebrace St / McLachlan St roundabout being the last works to be implemented, in June 2024.
- A series of complaints about the Firebrace St / McLachlan St roundabout works led to the wombat
 crossings being replaced with zebra crossings, with speed humps in advance of the intersection,
 to address the issues raised at that stage.
- These updated works were completed on 25 August 2024.
- When these works were updated community feedback was sought on all of the crossings to gauge the community's early perception of the works.
- This feedback is discussed in the report.

Recommendation

That Council:

- 1. Note the preliminary feedback received
- 2. Communicate the summary outcomes of this initial feedback
- 3. Consider this feedback in relation to determining the future of the temporary, pin-down works.

REPORT

Background

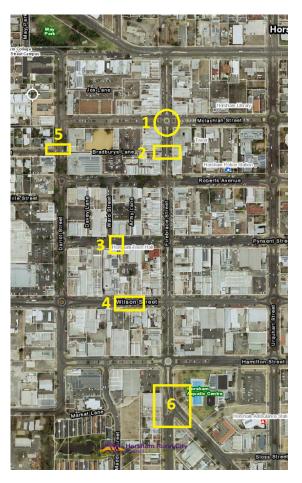
A decision to proceed with pedestrian safety works was made at Council's June 2022 meeting at the following sites (as numbered in the diagram):

Meeting Date: [Meeting Date] Page 1

- 1 McLachlan / Firebrace roundabout pinned rubber wombat crossings
- 2 Firebrace Street between McLachlan and Roberts Ave mid-block crossing with speed cushions before the crossing.
- 3 Pynsent Street pedestrian crossing in front of Town Hall
- 4 Wilson Street refuge island
- 5 Darlot Street at Gleed Street raised crossing
- 6 O'Callaghans / Firebrace raised crossings.

Four of these sites were constructed as permanent works, but two sites, (numbers 1 and 2), were constructed with pinned down rubber cushions, so that they could be more readily removed subject to community feedback.

These works were fully funded by Federal and State Government grant funding.



Discussion

As outlined in the summary, these works were installed over an extended period. The last works to be completed were those at the Firebace St / McLachlan St roundabout, which were completed on 23 June 2024.

These works immediately attracted a high level of complaints. The complaints primarily related to the impact on wheelchairs and mobility vehicles of having to travel down the ramp from the footpath to the kerb, then up and down the wombat crossing and again on the other side of the road. The raised wombat crossing was found to be unsuitable for these mobility aids.

Following consultation with Council's CBD reference group and the Disability Advisory Committee, the configuration of the pedestrian crossings was changed so that they comprised flat zebra style crossing from kerb to kerb, with a speed hump for cars on the approaches to the crossings only. These changes were completed on 25 August 2024.

Subsequently, an online survey was developed to give the community the chance to provide comments about all of the new crossing works. Details of the survey are discussed below.

Community Engagement

An online survey about the pedestrian safety works went live on Council's website on 5 September 2024, with initial promotion of it from the following day. Restrictions on consultation during the election period mean that the survey closed on 16 September 2024, at 3 pm. As a result this survey is considered

preliminary, both due to the duration the survey was available and the limited time that people have had to get used to the recent changes to the Firebrace St / McLachlan St intersection works.

A total of 120 responses were received to the survey. This report presents a summary of the results from those surveys.

The survey provided the opportunity for people to respond both as a driver and as a pedestrian, and in relation to all six sites. The survey also sought to identify the level of usage that people make of the various sites, and whether they have any mobility limitations, aiming to gain further insight into the suitability of the modifications for different groups. The survey contained set questions with yes / no or options for answers, as well as the ability to provide individual comments on most questions. A summary report on the feedback is included as an attachment to this report (Attachment 2a)

Key feedback from the survey is as follows:

- 8.4% of the respondents indicate they have mobility constraints
- 40.8% indicate they use the crossings as pedestrians more than once a week
- 21.7% indicate they never use the crossings as a pedestrian
- 88.3% indicate they use the crossings as drivers more than once a week
- 3.3% indicate they never use the crossings as a driver
- Only 11.7% indicate they believe the crossings have made the CBD safer / easier to move around
- 67.5% indicate the crossings have delayed their driving by more than a minute
- 62.5% indicate that none of the crossings has been successful
- Of the remainder of these responses, the Pynsent St (14.2%) and Firebrace St mid-block (8.3%) crossings are considered the most successful.
- The Firebrace St / McLachlan St roundabout (50.8%) and the Firebrace St mid-block (36.7%) crossings are considered the most un-successful.

An extract of key issues raised in the individual comments includes the following:

- The humps (wombat crossings) were considered slippery or cause tripping issues
- Many cars are not stopping to give way to pedestrians, creating uncertainty for pedestrians
- The crossings bank traffic up too far
- Availability of other nearby crossings (hence these additional crossings not needed)
- Loss of parking spaces
- Speed humps distract the drivers from looking for pedestrians
- The speed humps are too aggressive / steep
- The wombat crossings are unsuitable for prams / wheelchairs / mobility vehicles
- Much better since the change to a zebra crossing

Options to Consider

Refer to main report on Road Safety Works.

Sustainability Implications

Nil

Innovation and Continuous Improvement

The assessment of options will also consider learnings from other locations that have installed similar crossing infrastructure.

Collaboration

Nil

Financial Implications

The installation of these crossings was fully funded by Federal and State Government grants administered through Regional Roads Victoria.

Regional, State and National Plans and Policies

These works were part of a Federal program to enhance road safety, prioritising pedestrian safety.

Council Plans, Strategies and Policies

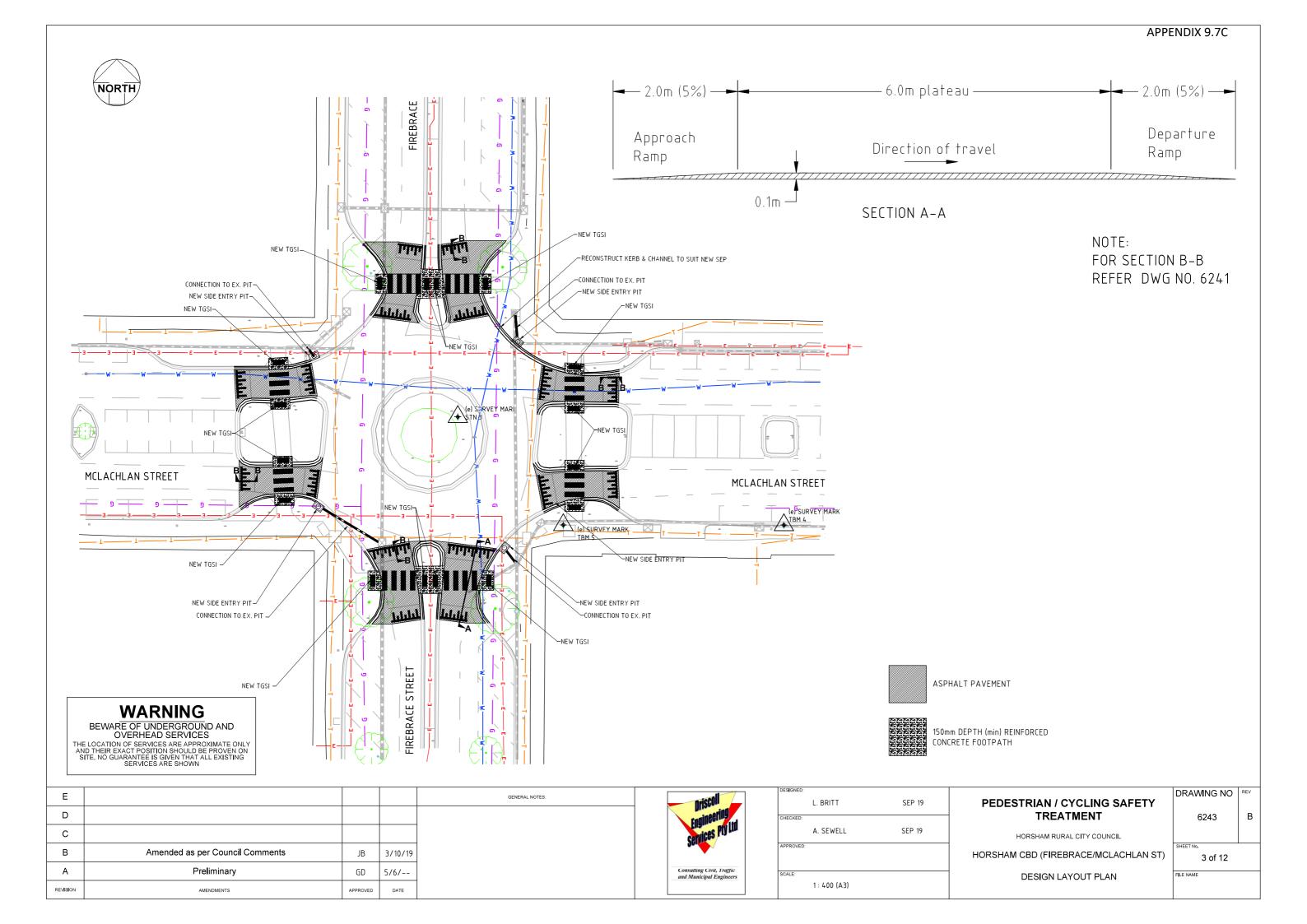
The crossing works relate to recommendations from the CBD Streetscape Plan and Horsham Urban Transport Strategy.

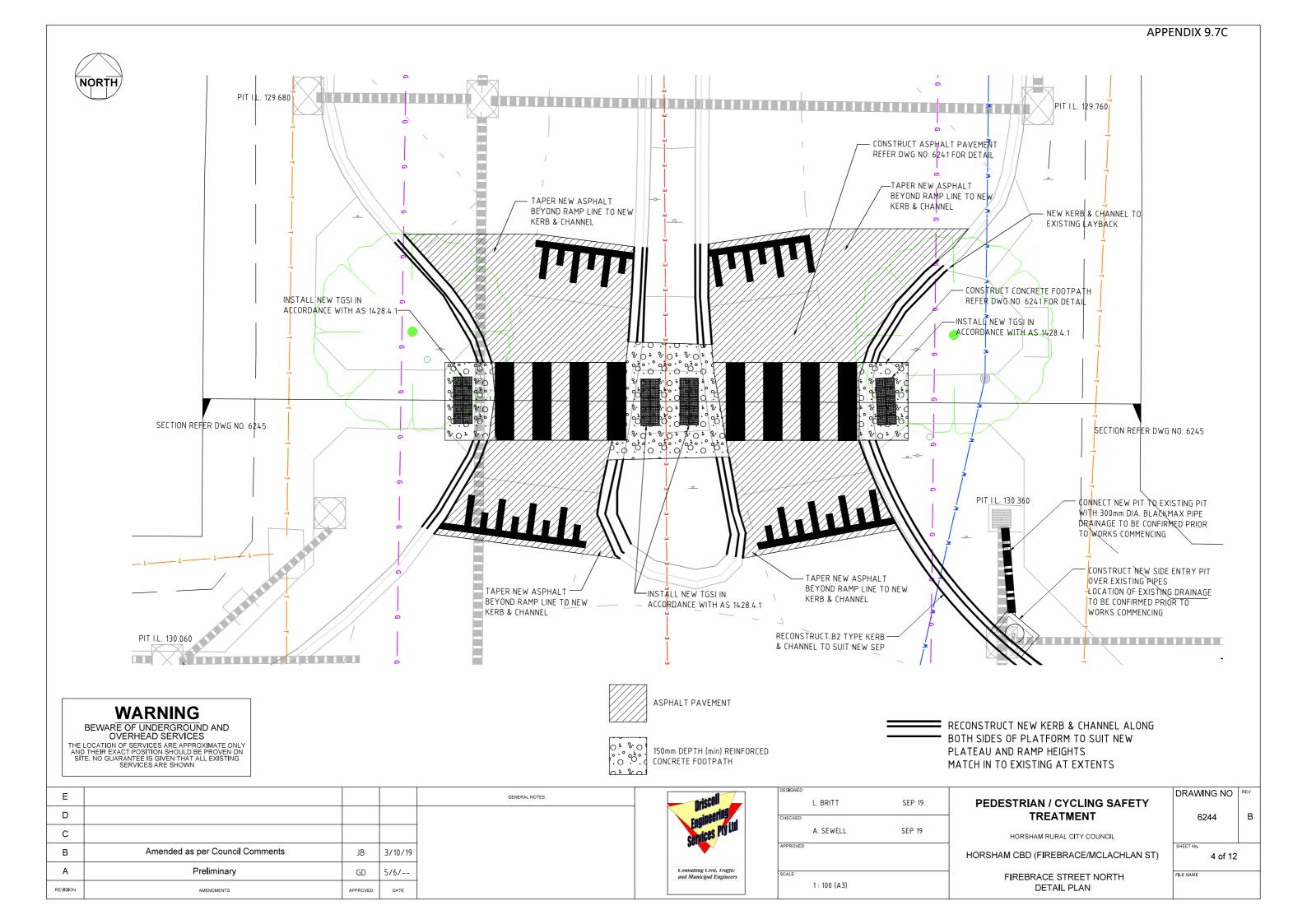
Risk Implications

Feedback from the community has identified a broad range of risks with the new works which will be reviewed aiming to improve pedestrian safety and vehicle movement.

Conclusion

Initial feedback from the community is not supportive of the wombat crossings at the Firebrace St / McLachlan St roundabout and to some extent the mid-block crossing in Firebrace St. A full report will be provided to the new Council, which will consider both the community feedback, and broader road safety research information.







HRCC Councillors 2024-2028 Ways of Working Charter

1. OUR CHARTER

This Charter outlines the agreed values, principles and behaviours that guide how the Horsham Rural City Councillors will conduct themselves throughout the 2024-2028 Council Term.

These values, principles and behaviours reflect our obligations outlined in the *Local Government Act 2020* while the Charter has been developed as a companion document to our Model Code of Councillor Conduct. It will be our 'Ways of Working'.

2. OUR VALUES

The following high-level values will guide our interactions within the Councillor Team, with council staff, the community and our stakeholders.

Horsham Councillors will:

- 1. Be respectful and genuine.
- 2. Do what we say we will do.
- 3. Be supportive and approachable.
- 4. Be connected to our community.
- 5. Be future-focused and optimistic.

3. OUR PRINCIPLES

Horsham Councillors commit to the following Principles

For our community:

Public Unity:

We will refrain from publicly criticising each other and promote a united front for the community. Councillors will not get involved in campaigns or other activity that will erode the trust of our community or each other.

• Positive Communication:

We will actively acknowledge and appreciate Council achievements to foster a positive atmosphere in our dealings with each other and our community.

Commitment to Continuous Improvement:

We will strive for excellence by seeking new knowledge, challenging preconceptions and implementing changes that enhance performance and results over time.

• Be open to feedback:

We will be receptive to constructive criticism and differing views without taking these personally; we will consider such feedback with an open mind and a willingness to change our views.

• Community-Centric Decisions:

We will make decisions based on merit and for the benefit of the whole community, irrespective of the popularity of those decisions.

Consistent Decision-Making:

We will ensure decisions align with previous decisions and commitments and avoid individual agendas.

• Financial Responsibility:

We will acknowledge finite resources, adhering to standard budget processes for funding decisions. We accept that the Council's resources are not infinite and funding decisions of projects and works in the final year follow the normal budget processes.

Active participation:

We will ensure that all Council reports and supporting documents are read to ensure all Councillors can actively and constructively participate in Council meetings and make informed decisions.

For our Councillor colleagues and staff:

Respect for Diversity:

We will recognise and respect the diversity of each Councillor and staff member, valuing their opinions, beliefs, values, age and life experiences.

Active and Open Listening:

We will strive to understand and consider the perspectives of our fellow Councillors.

We will listen to the staff and respect their opinions and advice.

• Respect other's time:

We will respect time pressures and keep to allocated speaking times to ensure all Councillors have an equal opportunity to be heard.

Empathy:

We acknowledge and appreciate the challenges our Councillor colleagues may face and commit to supporting each other.

Governance

We commit to modelling good governance by respecting and understanding the different roles between Councillors and staff.

Culture

We will strive to build a positive culture for the Councillors and all staff, working as one organisation for the community.

Understanding Pressures:

We will recognise the pressures faced by fellow Councillors when deliberating on Council matters.

Mindful Communication:

We will be mindful in our communication with each other by paying attention to modelling positive tone and body language, ensuring effective communication within the group.

We will seek support from the Mayor and CEO to ensure we explain Council decisions and convey our individual views respectfully and appropriately.

4. OUR BEHAVIOURS

In addition to the above leadership principles, HRCC Councillors commit to the following behaviours to ensure we are a responsive and respectful Councillor Team:

Support for the position of Mayor and CEO:

We commit to a culture of no surprises to ensure the Mayor and/or CEO are provided with advance notice of any areas of concern and use them (or their delegate) to mediate any concerns that may arise where appropriate.

• Respectful Public Debate:

Debating is an important and necessary part of our role but will be done respectfully whenever and wherever Councillors meet.

• Media Collaboration:

We will work to support the Mayor with media-related challenges and opportunities and respect media protocols when doing so.

Responsible Social Media Use:

We will use social media for information sharing and highlighting the Council's achievements. Councillors will not engage in abusive or other risky interactions on social media.

• Decision Acceptance:

Accept majority decisions promptly, seeking the Mayor's support if challenges arise before, during or after decisions are taken.

We will seek support from the Mayor and CEO to ensure we explain Council decisions and convey our individual views respectfully and appropriately.

Team Building:

Actively participate in regular socialising, team building and celebration activities.

Code of Conduct:

The Councillor Code of Conduct will be used in accordance with its intent and complaints will be managed by working closely with the Mayor and the CEO on strategies to manage disputes and minimise the likelihood of any formal complaints.

5. OUR COMMITMENT TO CONTINUOUS IMPROVEMENT AND ONGOING REVIEW

Horsham Councillors will:

- Commit to the principle of Continuous Improvement.
- Dedicate the time and energy to actively review and provide honest feedback to each other in a way that builds teamwork.
- Identify areas for improvement, training or further support needed by individual Councillors or the whole Council. The Mayor and/or CEO of the day will ensure that these are scheduled and provided, consistent with the obligations for good governance in the Local Government (Governance and Integrity) Act and Regulations 2024.
- Hold regular sessions and discussions with the CEO on feedback provided from the organisation and the Councillors on their respective performance, areas of concern or areas for improvement.

Cr Ian Ross	Cr Brian Klowss	Cr Cam McDonald
Cr Angie Munn	Cr Dean O'Loughlin	Cr Bec Sluggett

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS WEDNESDAY 29 JANUARY 2025 AT 5:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Steven Kingshott, Monitor; Joel Hastings, Coordinator Statutory Planning and Building Services; Grace Stewart – Senior Development Manager – OX2 (in person); Patrick McInerney – Construction Manager – OX2 (in person); David Moo – General Manager Asset Delivery – SEC (in person); Sharon Prince – Manager of Stakeholder Engagement and Communications – OX2 (online); Lisa Nicholls – Stakeholder and Community Engagement Manager – SEC (online); Catherine Way – Director of Development – OX2 (online)

APOLOGIES: Cr Cam McDonald, Kim Hargreaves, Director Corporate Services

- 1. WELCOME
- 2. ACKNOWLEDGEMENT OF COUNTRY
- 3. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

4. INTRODUCTIONS – COUNCILLORS AND VISITORS

5. PRESENTATION

5.1 Renewable Energy Development – Solar Park

5:30pm - 6:00pm

Attending:

In person:

Grace Stewart – Senior Development Manager – OX2 Patrick McInerney – Construction Manager – OX2 David Moo – General Manager Asset Delivery - SEC

Virtually:

Sharon Prince – Manager of Stakeholder Engagement and Communications – OX2 Lisa Nicholls -- Stakeholder and Community Engagement Manager – SEC Catherine Way – Director of Development – OX2

6. Q&A WITH COUNCILLORS

6:00pm - 6:30pm

7. CLOSE

The meeting closed at 7.26pm

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS MONDAY 3 FEBRUARY 2025 AT 5:32PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald,

Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director

Infrastructure; Steven Kingshott, Municipal Monitor (virtual attendance)

APOLOGIES: Nil

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Cr Sluggett declared a conflict for item 3.1

3. PRESENTATIONS

3.1 Aerodrome Master Plan (Appendix 3.1)

5:30pm - 6:15pm

Attending: Albert Stafford (Stafford Consulting – online),

Fiona Gormann & Annie Mintern (online)

Cr Sluggett left the room at 5.34pm and returned to the meeting at 6.19pm

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1 Review of Services - Waste App Appendix 4.1 6:15pm – 6:35pm

Attending: Luke Mitton & Phillippe Long (both in person)

4.2 Youth Council Terms of Reference (Appendix 4.2) 6:35pm – 6:50pm

Attending: Alicia Drew & Louise Kelly (both in person)

4.3 City Oval Redevelopment Funding (PowerPoint Presentation) 6:50pm – 7:10pm

Attending: Sue Sheridan (in person)

4.4 Wimmera Libraries Open Access Fit-out (Appendix 4.4) 7:10pm – 7:25pm

Attending: Sarah Weisner (in person)

4.5 Road Management Plan Review Process Appendix 4.5 7:25pm – 7:40pm

5. GENERAL DISCUSSION (Craig Niemann) 15mins

6. CLOSE

The meeting closed at 8.58pm

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS TUESDAY 4 FEBRUARY 2025 AT 5:29PM

ATTENDED: Cr Todd Wilson (Chairperson), Cr Brian Klowss, Cr Cam McDonald, Cr Angie Munn,

Cr Dean O'Loughlin, Cr Bec Sluggett, Craig Niemann, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and

Place; John Martin, Director Infrastructure; Steven Kingshott (Monitor)

APOLOGIES: Cr Ian Ross (Mayor)

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

3. PRESENTATIONS

3.1 Planning Induction Session – A-Z Planning

5:30pm - 7:30pm

Attending: Matthew Gilbertson (Glossop Town Planning) (*In person*) Fiona Gormann and Joel Hastings (*In person*)

Both Cr Sluggett and Cr McDonald left the room at 6.59pm (emergency alerts) Cr McDonald returned to the meeting briefly but left the meeting at 7.04pm and did not return. Cr Sluggett returned to the meeting at 7.06pm

4. CLOSE

The meeting closed at 8.03pm

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS ON 10 FEBRUARY 2025 AT 5:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald, Cr Angie Munn,

Cr Bec Sluggett, Cr Todd Wilson, Cr Dean O'Loughlin, Craig Niemann, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure, Steven

Kingshott, Monitor

APOLOGIES: Nil

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Kevin O'Brien – item 3.2 Steven Kingshott- item 4.4 Cr Sluggett – item 5.1

3. PRESENTATIONS

3.1 Regional Community Sports Infrastructure Fund (Appendix 3.1) 5:30pm – 6:00pm Attending: Carolynne Hamdorf & Mandy Kirsopp (in person)

3.2 Heritage Review & Adoption of Studies (Appendix 3.2)

6:00pm – 6:45pm

Attending: Natica Schmeder, Consultant (virtual attendance);

Fiona Gormann (virtual), Joel Hastings, Kirsten Miller (in person)

(Presentation included with meeting papers. Detailed background reports to be provided after the presentation)

Kevin O'Brien left the meeting at 6.15pm and returned to the meeting at 6.55pm

4. COUNCIL MEETING REPORTS FOR DISCUSSION

4.1	Livestreaming Policy (Appendix 4.1)	6:45pm – 6:50pm			
4.2	Public Interest Disclosure Procedure Update (Appendix 4.2)	6:50pm – 6:55pm			
4.3	Road Safety Works (Appendix 4.3)	6:55pm – 7:15pm			
4.4	Grants Commission – Roads Formula Submission (Appendix 4.4)	7:15pm – 7:25pm			
Steven Kingshott left the meeting at 7.30 pm and returned to the meeting at 7.35pm					
4.5	VCAT, Building & Planning Permit Reports (Appendix 4.5)	7:25pm – 7:30pm			
4.6	Lot 55 Horsham Railway Corridor (Appendix 4.6)	7:30pm - 7:50pm			

5. VERBAL REPORTS

5.1 Aerodrome Master Plan (Kevin)

7:50pm - 8:10pm

Cr Sluggett left the meeting at 7.54pm and returned to the meeting at 8.04pm

6. GENERAL DISCUSSION (Craig Niemann) 15mins

7. CLOSE

The meeting closed at 8.31pm

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY 12 FEBRUARY 2025 AT 5:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald,

Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer; Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; Steven Kingshott,

Monitor

APOLOGIES: John Martin, Director Infrastructure

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

3. PRESENTATIONS

3.1 Community Engagement in a Local Government Context 5:30pm – 7:00pm

Attending: Karina Dooley (online)

3.2 Project timelines 7.00pm – 7:30pm

Attending: Karina Dooley (online)

4. CLOSE

The meeting closed at 8:05pm

DINNER

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS ON MONDAY 17 FEBRUARY 2025 AT 5:30PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald,

Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer; Kevin O'Brien, Director Communities and Place;

John Martin, Director Infrastructure, Steven Kingshott, Monitor

APOLOGIES: Kim Hargreaves, Director Corporate Services

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

3. PRESENTATIONS

3.1 Assets Presentation including Bridge Load Limits (John) 5:30pm – 6:15pm

Attending: Krishna Shrestha, Belinda Johnson

3.2 Capex Projects (John) **6:15pm – 7:00pm**

Attending: Krishna Shrestha, Belinda Johnson

4. COUNCIL MEETING REPORTS FOR DISCUSSION

- 4.1 Dadswells Bridge Pedestrian Bridge Tender (Appendix 4.1) 7:00pm 7:10pm
- 4.2 Intention to Sell Land Wal Hub (Appendix 4.2) 7:10pm 7:30pm

5. GENERAL DISCUSSION (Craig Niemann) 15mins

- 5.1 Lot 55 VicTrack Land
- 5.2 HRLE committee representation
- 5.3 Emergency Services and Volunteers Fund

6. CLOSE

DINNER

The meeting closed at 8:30pm

MINUTES OF INFORMAL MEETINGS OF COUNCILLORS CEO RECRUITMENT – SHORTLISTING OF APPLICANTS HELD IN THE COUNCIL CHAMBERS AND ONLINE ON TUESDAY 18 FEBRUARY 2025 AT 4:00PM

ATTENDED: Cr Ian Ross (Mayor), Cr Brian Klowss, Cr Cam McDonald,

Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer; Steven Kingshott, Monitor; Nick Kelly (Gem Executive) (online),

Margaret Devlin (Centre for Organisation Development) (online).

APOLOGIES: Cr Angie Munn

1. WELCOME AND INTRODUCTION

2. DISCLOSURE OF CONFLICT OF INTEREST SEC 130 and 131, LOCAL GOVERNMENT ACT 2020 AND HORSHAM RURAL CITY COUNCIL GOVERNANCE RULES

Nil

3. SHORTLISTING OF CEO APPLICANTS (Nick Kelly)

Nick Kelly provided a summary of shortlisted applicants.

4. DISCUSSIONS

Councillors agreed on a shortlist of applicants for interview.

5. MEETING CLOSE

The meeting closed at 5.50pm



Minutes

Natimuk Economic & Social Plan Project Advisory Committee 5 February 2025 at 6pm

NC2

Attending:

Gary Rasmussen, Alex Williams, Fiona Gormann, Annie Mintern, Bill Lovel

Observing: Clinton Garwood

Apologies: Shaun Taylor

1. Welcome/Introductions

2. Disclosure of Conflict of Interest

Nil

3. Confirmation of Minutes from Previous Meeting

Moved: Bill Lovel Seconded: Alex Williams

4. Correspondence

5. Business arising from previous meeting

- **5.1.** Annie to follow up what is happening with the creek clean up
 - Waiting to hear back from DEECA
 - Follow up again with John
- **5.2.** Annie to invite Lisa from Parks to our next meeting
 - Lisa not involved until formal proposal
- **5.3.** Annie to ring Keith to confirm Jed's resignation done
- **5.4.** Annie to contact bus driver to confirm where he is stopping and follow up regarding signage error and tree trimming
 - Alex texted number, Annie to call driver
- **5.5.** Group to go through action list at a future meeting and work out exactly what has been done and provide an accurate percentage
 - Will do at April meeting
- **5.6.** Annie to contact Dave Brennan and Bernie Dunn to invite to a future meeting to address the issue of accessing water to the lake done
- 5.7. Annie to investigate heritage grants to upgrade the clocktower
 - Waiting for funding to open. Haven't checked for a while will investigate.
 - Nothing currently available
 - Might be able to get a different grant

6. Other Business

6.1. Committee Members

- Check terms of reference about committee being a Natimuk resident
- Check what level of involvement committee can have with selection Kevin

• Advertising online now and Bill to drop hard copies at the post office

6.2. Australia Day Debrief

Committee Feedback

- Good turn out
- Large area makes it look like there's not many people there but estimate there was around 250 people
- Lions Club served a free BBQ for tea as well which impacted food vans
- The event went for a bit too long
- Room and toilets weren't unlocked early enough
- Room wasn't cleaned

HRCC Staff Feedback

- Overall thought it was a great day that was supported by the community well
- Lower numbers early to mid-afternoon, potential for a twilight event next year to avoid high heat and shorten the event, might get a higher attendance for a shorter event
- Few tripping hazards, the steps onto the foreshore area will need an upgrade before next year
- Designated smoking area needed most people were considerate and moved away from the large crowd however there were a few instances where people were smoking next to families with babies etc
- Earlier bus trip times back to town it was quite difficult to get people to move on after the event finished and the bus trips were quite late, I think for future years these need to be strictly scheduled and communicated before the event
- The free barbecue and icy poles were a hit and the band were so good.
- Potentially a few more events like the thong throwing comp could have been good, from my vantage point this was a crowd pleaser and well attended
- More shade would be ideal as everyone congregated towards the trees
- The misters were a great idea
- Volunteers with vests on shouldn't be seen to be drinking at the event so just need to be mindful of this going forward.

Ideas for next year

- Hold the morning flag raising event at the Verge and hold a music event at the lake in evening
- Get a designated MC to coordinate the performers more efficiently
- Get a key from the foreshore committee to ensure all buildings are accessible from the beginning of the event
- Make sure rooms have been cleaned prior to the event
- Upgrade steps onto the foreshore area
- Create a designated smoking area
- Revisit bus timetable
- Think about having more activities like the thong throwing competition
- Look at providing more shade

6.3. Other

Infrastructure at sandpit area

- Annie to investigate potential options for seating at the sandpit for adults when watching their kids
- Fence along creek in same area to stop balls

Community Grants

- Opportunity for the Lake Foreshore Committee to apply for a community grant for works at the lake
- Annie to set up a meeting with Brenda, Rob and Kerry and check closing date for grants
- Arapiles Historical Society are also looking for grants but on a larger scale to build a museum

Footpaths

- Footpath upgrades and additional footpath are required particularly for vision impaired community members
- Near misses have been sited when residents are seen walking on the road
- Annie to investigate whether there is budget to improve existing footpaths and build more footpaths

7. Meeting Close 6:49pm

8. Next Meeting - 5 March 6pm at NC2