

MINUTES

**Annual meeting - Community Halls Asset Committee of Management
Thursday 23 November 2023 from 1.00 – 4.00 pm
Reception area, Civic Centre, Roberts Ave, Horsham**

Present

Susan Hogan	Hamilton Lamb Memorial Hall
Judy Berendsen	Laharum Hall
Clare Dunn	Mitre Hall
Tracey Skinner	Natimuk Soldiers' Memorial Hall
Keiran Loughran	Natimuk Community Centre (NC2)
Caryn Pietsch	Sailors' Home Hall
Luke Rees	Telangatuk East Hall
Jenny Green	Dadswell's Bridge Hall (for Jacqueline Ridler)
Keith Fisher	Taylor's Lake Hall (for Susan Flanagan)
Mandy Kirsopp	Horsham Rural City Council
Gavin Howard	Horsham Rural City Council

Apologies

Jacqueline Ridler	Dadswell's Bridge Hall (representative in attendance)
Susan Flanagan	Taylor's Lake Hall (representative in attendance)

Not Present

David Arnott	Jung Hall
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1. Welcome

2. Conflict of Interest

No conflicts of interest were declared.

3. Confirmation of Minutes

MOTION

That the Minutes of the annual meeting held Wednesday 23 November 2022 are a true and accurate record of the meeting.

Moved: Caryn Pietsch

Seconded: Tracey Skinner

CARRIED

4. Business Arising

- 4.1** Asbestos information provided to halls
Chris Flood, Building Maintenance to investigate

Response: All asbestos information packs have been delivered to halls. The asbestos packs –reports and posters- are in a light green/purple folder. Reports are updated on a regular basis and revised reports will be provided in the next 12-18 months.

Identified that some halls have not received their information packs, even though they have been delivered. It was noted that committees appreciate receiving paper copies of the documents but as a back up have requested that information also be provided by email.

4.2 Notification of works

Council will notify halls of planned maintenance to avoid conflicting of scheduled events

Response: Although every attempt is made to notify committees of potential works, this is not always possible. The volume of works occurring and the flexibility required of working with contractors, results in changes to scheduling occurring, sometimes with very short notice.

4.3 Cleaning of toilets

MOTION

The Committee requests that Mitre Hall and Telangatuk East Halls be cleaned by contract cleaners coordinated by Horsham Rural City Council.

Response: External toilets, accessible to the general public at Sailors Home, Telangatuk East, Laharum and Mitre Halls are now being cleaned under contract, managed by HRCC.

MOTION

That the Halls' Committee express its appreciation for the support provided for maintenance of community facilities and assistance with cleaning of the external toilets.

Moved: Judy Berendsen

Seconded: Kieran Loughran

CARRIED

4.4 Defibrillators

To be purchased by individual committees

Response: At this stage, there is no budget for the purchase of Defibrillators and individual committees are encouraged to purchase Defibrillators, (often via community grants).

If Defibrillators are placed on an external wall and accessible to the community, HRCC will assume responsibility for replacement of batteries and pads. The Facilities' team can advise regarding common types of defibrillators.

It was agreed that defibrillators at the Hamilton Lamb Memorial, Telangatuk East and Laharum Halls will be moved outside each Hall and this will occur via committees lodging a Service Request.

4.5 Essential Safety Measures

Notification post inspection in the form of a calling card – or a sign-in sheet at each hall.

Response: Unfortunately, this is not practical because contractors manage workloads according to their own schedules. Inspections generally involve actions that do not impact on the operation of the facility.

4.6 Community Grants

Prior to submitting an application, landowner consent may be required.

Response: HRCC Community Grants will be available again in 2024. Please consult with the Facilities team if considering material projects within delegated responsibilities. Any changes to the building or surrounds will require landowner consent. Funding for events or equipment owned by the committee will not require landowner consent.

4.7 Conditions of Hire

Dale Schmid will update the Application for hire / casual use of a community hall.

Response: Completed and copies circulated to committees.

4.8 King's portrait

Brett Ellis to investigate supply of new photos

Response: The Queen's portrait to remain in place until a replacement has been provided.

Protocols must be followed regarding removal and installation of the image.

There should be action or change re: the display of the Queen's portrait until advised by HRCC.

5. General Business

5.1 Project Updates

5.1.1 Community Facilities Plan

The provision of community facilities across the municipality is being reviewed. This is to ensure we have a strategic framework to increase usage of facilities, to ensure facilities are fit-for-purpose (accessible, safe, meet contemporary facility expectations) and that maintenance levels are appropriate for the building.

More information will be provided when the formal stage of the project commences.

5.1.2 Play Spaces Strategy

To ensure play spaces provide the best opportunities for creative and social play, are equitably distributed across townships and the municipality and renewal and upgrades can be prioritised and managed, a Play Spaces Strategy is being developed.

The first stage of the project (information gathering and community input) has occurred and the project is now exploring options regarding location and the level of service (type of play activity being provided).

It is expected that a draft strategy will be available for feedback in the first half of 2024.

5.2 Matters raised by representatives

5.2.1 Sailors' Home Hall Event notification

Recently held a 100 year celebration of the hall and sought assistance from HRCC via the Events Notification form. Found the risk-assessment section of the form difficult to complete and recommending the risk assessment component be reviewed for ease of use.

Also experienced difficulties satisfying the insurance requirements of holding an event.

Actions:

- a) ROSP will provide feedback re: the risk-assessment section of the form to the Events team*
- b) ROSP will clarify process re: insurance of events.*

Until further information is provided, representatives are advised to:

1. Contact the Tourism and Business Development Officer for assistance when completing the Events Notification form (and)
2. Contact the Risk and HR finance officer for enquiries re: insurance of events that are not 'business as usual' activities of the hall.

5.2.2 Sailors' Home Hall – toilets

Recently had an issue with water to toilets not being available (water supply had run out).

Action:

Facility maintenance team aware of the issue and investigating options to prevent this from happening again.

5.2.3 Hamilton Lamb Memorial Hall

Requesting a designated area for emergency vehicles to be able to access the Hall. Suggest the area near the entrance to the ramp.

Action:

A service Request will be lodged so the request can be considered.

5.2.4 Dadswell's Bridge Hall

Questioned who is responsible for cleaning outside walls of the hall.

Action:

The Instrument of Delegation identifies that Committees are responsible for cleaning external walls.

However Committee members are not required to undertake works involving being on ladders. The Committee will liaise with the Facility Maintenance team to undertake this work.

6. Reports – All

Reports were tabled by each of the representatives. Some highlights include:

Dadswell's Bridge Hall – A number of events have been held at the hall – Australian Day celebrations, Film nights, Landcare dinner. The annual Christmas party is being planned. A number of young families have moved to the area.

Hamilton Lamb Memorial Hall – Have retained regular groups hiring the hall, purchased new stage curtains/blinds, (HRCC Community grant) have had the piano tuned, and renewed a historic memorial. Tai-chi classes have commenced at the hall and is looking to grow.

Laharum Hall – Have been holding monthly Friday night meals that have been well attended. Have provided a varying menu that has been well received. Has recently held a Seniors' festival, the installation of a commemorative plaque recognising the site of the Laharum church and an event to celebrate 70 years of the hall.

Mitre Hall – Having the public toilets cleaned by HRCC cleaners has been a wonderful change. The hall is being hired for events and the committee recently received a generous community.

Natimuk Soldiers' Memorial Hall – Is now receiving regular bookings through ACT Natimuk, including a weekly circus jam. Received a community grant and has been able to upgrade audio-visual equipment at the hall.

NC2 – Have been running playgroup sessions at the Centre. The space is being used by local businesses and this is bringing more people into the facility.

Sailors Home Hall – Recently held a very successful centenary celebration. The event was well attended (approximately 200 people attended).

Taylor's Lake Hall – Has three new committee members, has begun holding concerts at the hall – for fund-raising and community connection. A story has been published about the hall, and the value of halls in the community.

Telangatuk East Hall - Appreciate the cleaning of the public toilets. This has been a significant relief for the volunteer committee. Tennis is active at Telangatuk

7. Fees and Charges

MOTION

The Community Halls' Committee of Management recommends:

1. The adoption of the suggested range of fees and charges for use of Community Halls for the 2024 year:

Bond	\$100 - \$700
Hourly rate	\$10 - \$50
Half day hire	\$25 - \$100
Full day hire	\$25 - \$150
Commercial activities – full day hire (large organisations)	\$200 - \$500

1. And that each Hall sub-committee has the discretion to waive the bond or hire fee for specified community events.
2. And that, hall hire fees if approved by a Motion from the sub-committee (ie: individual hall) might be waived for the following events:
 - Fund-raising for health groups or health-related equipment
 - Health and well-being activities and fund-raising (physical, mental health)
 - Emergency Service events and meetings (eg: CFA, SES) or when the hall is used as an Emergency Recovery Centre.

Moved: Clare Dunn

Seconded: Keith Fischer

CARRIED

8. Next Meeting

The next meeting will be held November 2024.
(Date and time to be confirmed)

9. Meeting Close

The meeting was closed at 4:05pm

MINUTES

**Annual meeting - Community Halls Asset Committee of Management
Wednesday 20 November 2024 from 1.30 – 3.30pm
Reception area, Civic Centre, Roberts Ave, Horsham**

Present

Jacqueline Ridler	Dadswell's Bridge Hall
Susan Hogan	Hamilton Lamb Memorial Hall
Judy Berendsen	Laharum Hall
Tracey Skinner	Natimuk Soldiers' Memorial Hall
Keiran Loughran	Natimuk Community Centre (NC2)
Caryn Pietsch	Sailors' Home Hall
Keith Fisher	Taylor's Lake Hall (for Susan Flanagan)
Susan Flanagan	Taylor's Lake Hall
Luke Rees	Telangatuk East Hall
Mandy Kirsopp	Horsham Rural City Council
Gavin Howard	Horsham Rural City Council

Apologies

Clare Dunn	Mitre Hall
David Arnott	Jung Hall

1. Welcome

2. Conflict of Interest

No conflicts of interest were declared.

3. Confirmation of Minutes

MOTION

That the Minutes of the annual meeting held Thursday 23 November 2023 are a true and accurate record of the meeting.

Moved: Judy Berendsen

Seconded: Tracey Skinner

CARRIED

4. Business Arising

4.1 Asbestos information provided to halls

Hard copy information re: asbestos has been provided to each of the Hall committees. At this stage, electronic information (ie: information via emails) has not been provided.

This is requested so Committees can more effectively manage information, particularly when committee members change and information may not be effectively transferred between years and people.

Recommended that Hall committees create individual hall email accounts (eg: hallname@gmail.com)

4.2 Relocation of defibrillators

Defibrillators have been relocated from inside the halls to an outside location at Hamilton Lamb Memorial hall, Laharum Hall and Telagantuk East Hall.

No theft or vandalism of the defibrillators has been reported.

4.3 Updates Community Facilities' Strategy and Play Spaces Strategy

Drafts of both documents have been completed and subject to approval from Council will be released for community feedback early in 2025.

The draft Play Spaces Strategy was created after extensive community input (400+ responses) and the Community Facilities Strategy is designed to ensure public facilities meet the changing needs of our community throughout the municipality.

Action

Mandy Kirsopp to notify committee members when Strategies are released for community feedback.

4.4 Emergency vehicle parking at Hamilton Lamb Memorial Hall

Not yet actioned.

Action

Susan Hogan to lodge a Service Request so a designated parking bay can be located/identified at the end of the access ramp at the hall.

4.5 Conditions of Hire

The Conditions of Hire are updated each year. A copy of the updated Conditions has been emailed to members. Changed Conditions include updated information regarding permitted hours of amplified music levels at community functions.

4.6 King's portrait

Halls are required to display portrait of the reigning monarch. The King's portrait has still not been provided to the Community halls.

Action

Mandy Kirsopp to make enquiries re: possible timeline for distribution of the portrait and to seek clarification re: whether portrait of Queen Elizabeth can be retained by the committees.

5. General Business

5.1 Facilities Updates

Chris Flood provided updates to hall representatives:

- Keith Fischer (Taylor's Lake Hall): Dishwasher and range hood purchased, awaiting installation.
- Judy Berendsen (Laharum Hall): Tiny Towns grant received for acoustic ceiling and split system.

- Susan Hogan (Hamilton Lamb Memorial Hall): New stove ordered; floor levelling quote underway.
- Tracey Skinner (Natimuk Soldiers' Memorial Hall): Painting and carpeting done; heater installations and LED upgrades pending.
- Caryn Pietsch (Sailors' Home Hall): Water issues being addressed in future budgets.
- Jacqueline Ridler (Dadswell's Bridge Hall): LED upgrades complete; painting scheduled under Tidy Towns initiative.
- Luke Rees (Telangatuk East Hall): New windows installed; grant for painting submitted. Toilets await official opening.
- Keiran Loughran (Natimuk Community Centre): Painting scheduled for next year.

5.2 ATO reporting requirements

Belinda Johnson, HRCC Chief Financial Officer and Karen Maybery, HRCC Coordinator, General Accounting provided the following advice:

- Halls do not remit GST as unincorporated entities and should use a Statement by Supplier form instead of an ABN.
- Options:
 - Keep ABN and responsibility for annual reporting requirements (Treasurer's responsibility).
 - Relinquish the ABN and avoid reporting requirements but face potential grant application restrictions with some agencies (not HRCC).

6. Reports – All

Reports were tabled by each of the representatives. Some highlights include:

- **Caryn Pietsch (Sailors' Home Hall):** Hall will feature in an *R.M. Williams* calendar.
- **Tracey Skinner (Natimuk Soldiers' Memorial Hall):** Green room upgrade complete; the hall featured in Natimuk Art Trail.
- **Susan Flanagan (Taylor's Lake Hall):** Hosted concerts and weddings at the hall but facing some competition with the HTH.
- **Jacqueline Ridler (Dadswell's Bridge Hall):** Worked with Blaze-Aid post-bushfires.
- **Keiran Loughran (Natimuk Community Centre):** Playgroup and women's coffee group use hall.
- **Luke Rees (Telangatuk East Hall):** New toilets took some time to be completed but are now available for general use.

7. Fees and Charges
MOTION

The Community Halls' Committee of Management recommends:

1. The adoption of the suggested range of fees for use of Community Halls for the 2025-26 financial year:

Bond	\$100 - \$700
Hourly rate	\$10 - \$50
Half day hire	\$25 - \$100
Full day hire	\$25 - \$150
Commercial activities – full day hire (large organisations)	\$200 - \$500

1. And that each Hall sub-committee has the discretion to waive the bond or hire fee for specified community events.
2. And that, hall hire fees if approved by a Motion from the sub-committee (ie: individual hall) might be waived for the following events:
 - Fund-raising for health groups or health-related equipment
 - Health and well-being activities and fund-raising (physical, mental health)
 - Emergency Service events and meetings (eg: CFA, SES) or when the hall is used as an Emergency Recovery Centre.

Moved: Jacqueline Ridler

Seconded: Susan Flanagan

CARRIED

8. Next Meeting

The next meeting will be held November 2025.
(Date and time to be confirmed)

9. Meeting Close

The meeting was closed at 3.45pm

Safe Local Roads and Streets Program

Factsheet

The \$200 million Safe Local Roads and Streets Program will support councils to plan for, and invest in, strategic infrastructure improvements that will make our local roads safer.

About the Program

The Safe Local Roads and Streets Program recognises the barriers councils face when delivering road safety improvements. That's why the Program is supporting councils to build capacity and capability to deliver safer local roads.

From **July 2023 to June 2027**, we'll work with all Victorian councils to plan, design and deliver safety improvements on the highest risk local roads, intersections and precincts. Each council will be allocated up to \$2 million to deliver prioritised road safety projects, through a non-competitive process.

An additional \$10 million will be invested in developing the frameworks, tools and local capacity to support councils to sustainably implement Safe System aligned improvements.

What we're doing

The Safe Local Roads and Streets Program will be delivered over seven rounds of engagement with councils.

The first round began in mid-2023 and saw us work with eleven councils to understand their needs and begin planning and project development.

From early 2024 to mid-2025 we will start to work with all remaining Victorian councils. A full timeline of these engagement rounds is provided on the following page.

We've established the Safe Local Roads and Streets Program Reference Group to help develop the planning framework, investment guidelines, tools and resources that will support councils throughout the Program.

Members of the Reference Group were selected via an expression of interest process in 2023 and include representatives from 15 councils and the Municipal Association of Victoria.

Why we're improving safety on local roads

The Victorian Government is committed to reducing road trauma, with a target to halve deaths on our roads by 2030 and put us on a strong path to eliminate all road deaths by 2050.

We all have a part to play in achieving these targets.

Councils manage 87 per cent of Victoria's road network. A significant proportion of road trauma occurs on these roads, accounting for some 40 per cent of serious injury, and 41 per cent of claims of life costs made to the Transport Accident Commission (TAC).

The Safe Local Roads and Streets Program acknowledges that councils have different capabilities and capacities to plan and deliver road safety improvements, with access to funding a particular barrier to implementing change.

By working with councils to build their capacity to plan, fund and deliver their priority projects, the Program takes a collaborative approach to reducing road trauma and improving road safety outcomes for all Victorians.

Safe Local Roads and Streets Program timeline

FY	2023-24				2024-25				2025-26				2026-27																																	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4																														
Round	No. of Lots																																													
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J										
1*	11			Work shop			Project Development						Project Delivery																																	
2	11						Work shop						Project Development						Project Delivery																											
3	11												Work shop						Project Development						Project Delivery																					
4	12												Work shop						Project Development						Project Delivery																					
5	12												Work shop						Project Development						Project Delivery																					
6	11																		Work shop						Project Development						Project Delivery															
7	11																								Work shop						Project Development						Project Delivery									

*Round 1 has already commenced.

Key

- Workshop:** Initial workshops to be hosted over a two-month period
- Project Development:** Up to Six-month project development period
- Project Delivery:** Up to 18-month project delivery period

What's involved for Local Government

Councils will be advised of which round they will be invited to participate in.

The rounds begin with a kick-off period of approximately two months, during which a risk workshop will be held with each council. Councils will learn about road safety programs available in Victoria, discuss local road safety priorities, assess and analyse road safety risk on their network and begin to prioritise projects for potential funding.

Six-months of project development will see councils refine and finalise a project or pipeline of projects to be funded through the Program.

This is followed by an 18-month period for project delivery.

A Safe System approach

The Safe Local Roads and Streets Program is designed to integrate local priorities with a Safe System approach.

A Safe System approach requires roads to be designed and managed so that death and serious injury are avoidable. It acknowledges that the road environment plays a vital role in preventing serious crashes and to reduce the severity of crashes when they happen.

The Safe System recognises that humans make mistakes and our bodies are vulnerable in the event of a crash. That's why we need to build more forgiving roads so that when a mistake does happen, it doesn't cost a life.

Which treatments are eligible

All treatments funded through the Program must take a Safe System approach and will be considered according to their suitability for the road environment.

The Safe Local Roads and Street Program will target improving safety at low speed and mixed-use roads and streets, intersections and high speed local roads.

Further questions

For any further enquiries about the Program, get in touch with Road Safety Victoria at the Department of Transport and Planning via roadsafetyvictoria@roads.vic.gov.au.

Need more information?

Find out more about the government's initiatives at dtp.vic.gov.au



Safer Local Roads and Streets Program



Summary

- About Program
- Program Timeline
- Council Responsibilities
- List of Proposed Projects



About Program

Program
Timeline

Council
Responsibilities

List of Projects

About Program

||| Victoria's Road Safety Partnership

- *The Partnership is led and governed by Road Safety Victoria, a part of the Department of Transport and Planning (DTP).*
- *TAC and DTP will run the program collaboratively. TAC will invest \$210 million over 4 years to support Local Government to plan, design and deliver Safe System infrastructure projects.*

||| Program Funding

- *\$2 million allocated to every Local Government in Victoria.*
- *Additional funds available for high merit, high benefit or innovative projects (above LG's \$2 million allocation)*
- *If expecting project savings, these can be reinvested into other projects (if it does not exceed LG's \$2 million allocation)*
- *Project development support is provided and SMEC is engaged as development consultant.*
- *The cost of engaging the consultant will form part of the project's overall estimated budget.*

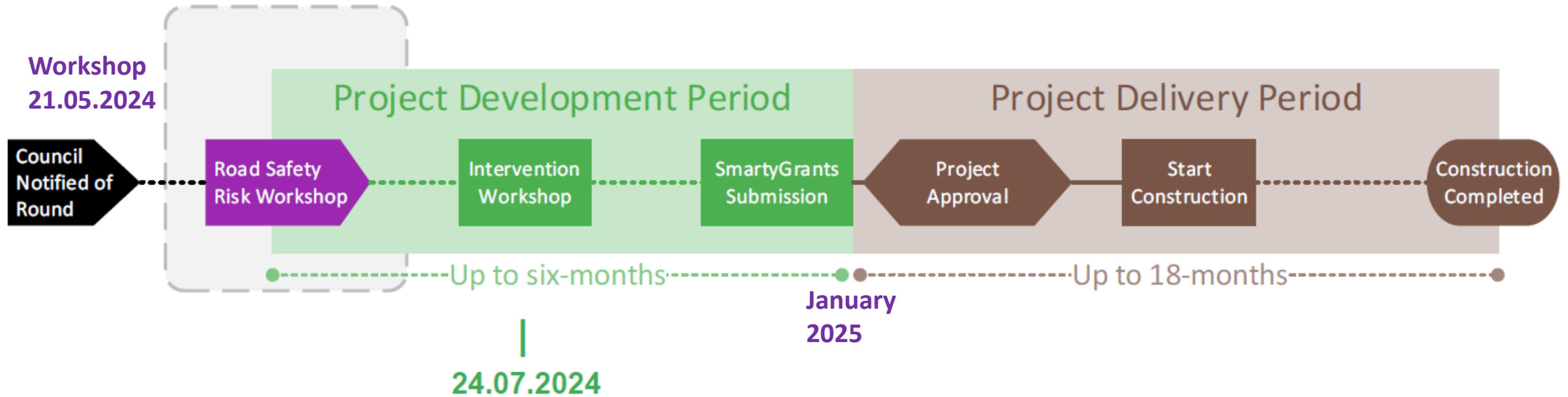
About Program

Program
Timeline

Council
Responsibilities

List of Projects

Program Timeline



Council Responsibilities

Council is to be involved in making key decisions and be available throughout the development process, such as:

- Providing supporting information where required
- Selection of projects
- Review of scope, costs, and designs
- Applying for permits or service relocation
- Council's endorsement of projects

About Program

Program
Timeline

Council
Responsibilities

List of Projects



List of Projects

Project 1	O'Callaghans Parade/Urquhart Street/Bolton Street: Double Roundabout & (south side) Shared Use Path	\$ 848,000
Project 2	Albert St, Bowden St & Railway Ave, Horsham: Speed Treatments	\$ 116,100
Project 3	Noradjuha-Tooan East Road, Noradjuha: Culvert protection	\$ 152,438
Project 4	Three Bridges Road, Horsham: Speed Reduction & Curve Treatments	\$ 450,400
Project 5	Elmes Street, Natimuk: Pedestrian Bridge over Creek	\$ 136,137
Project 6	Bennett Road, Horsham – Shared Use Path on east side	\$ 194,359
Project 7	Wimmera Highway / Natimuk Road – On-road Bicycle Lane	\$ 144,887
Total Estimated Investment (TEI)		\$ 2,042,321

*In addition to the total estimates, Consultant's Fee to be distributed among the listed projects (approx. 60k).

**Co-contribution of approx 100k by Council for upgrade works under various projects.

About Program

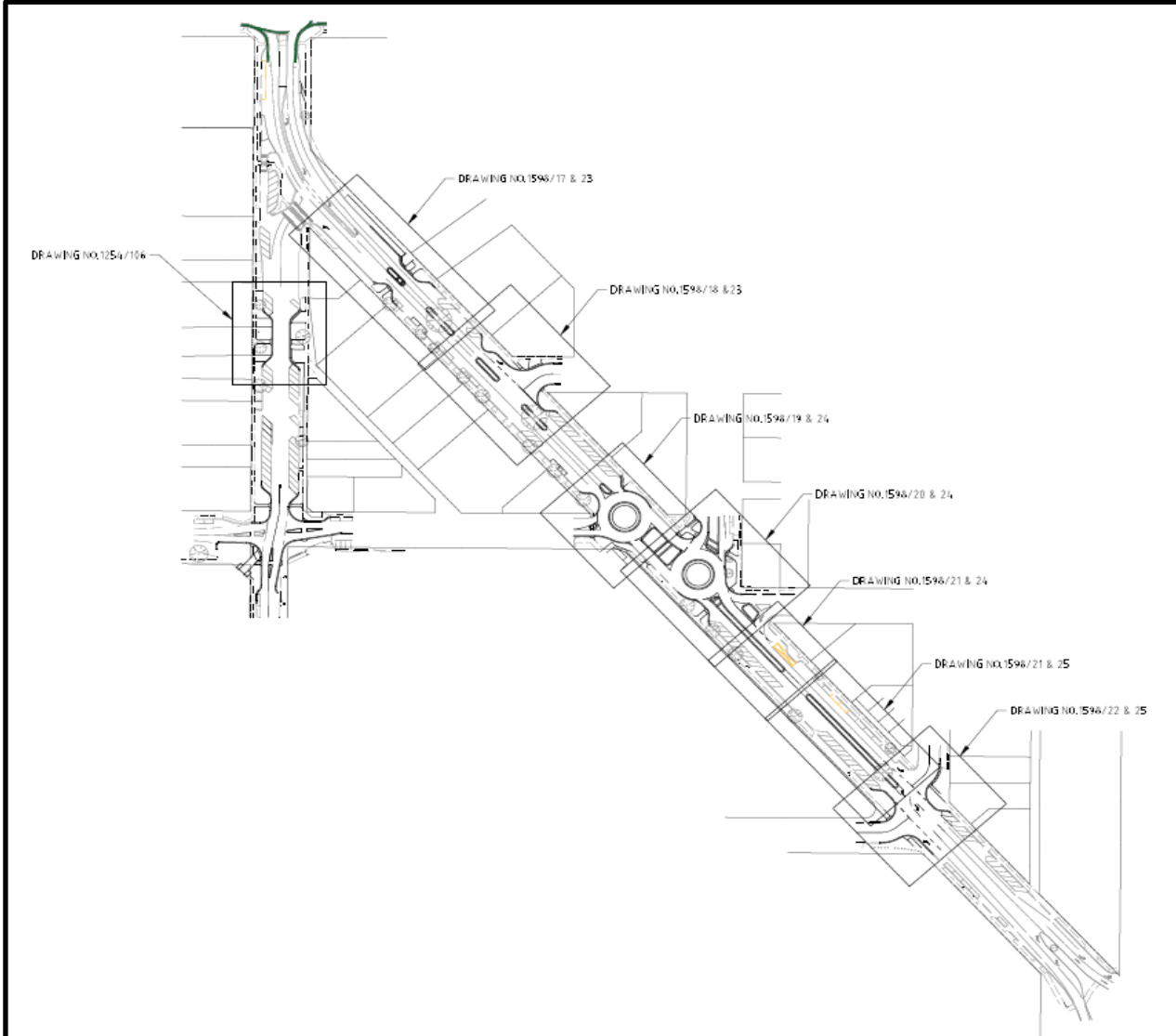
Program
Timeline

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List of Projects

Project 1 – O’Callaghans Parade – Double Roundabout & (south side) Shared Use Path

Proposed Upgrade



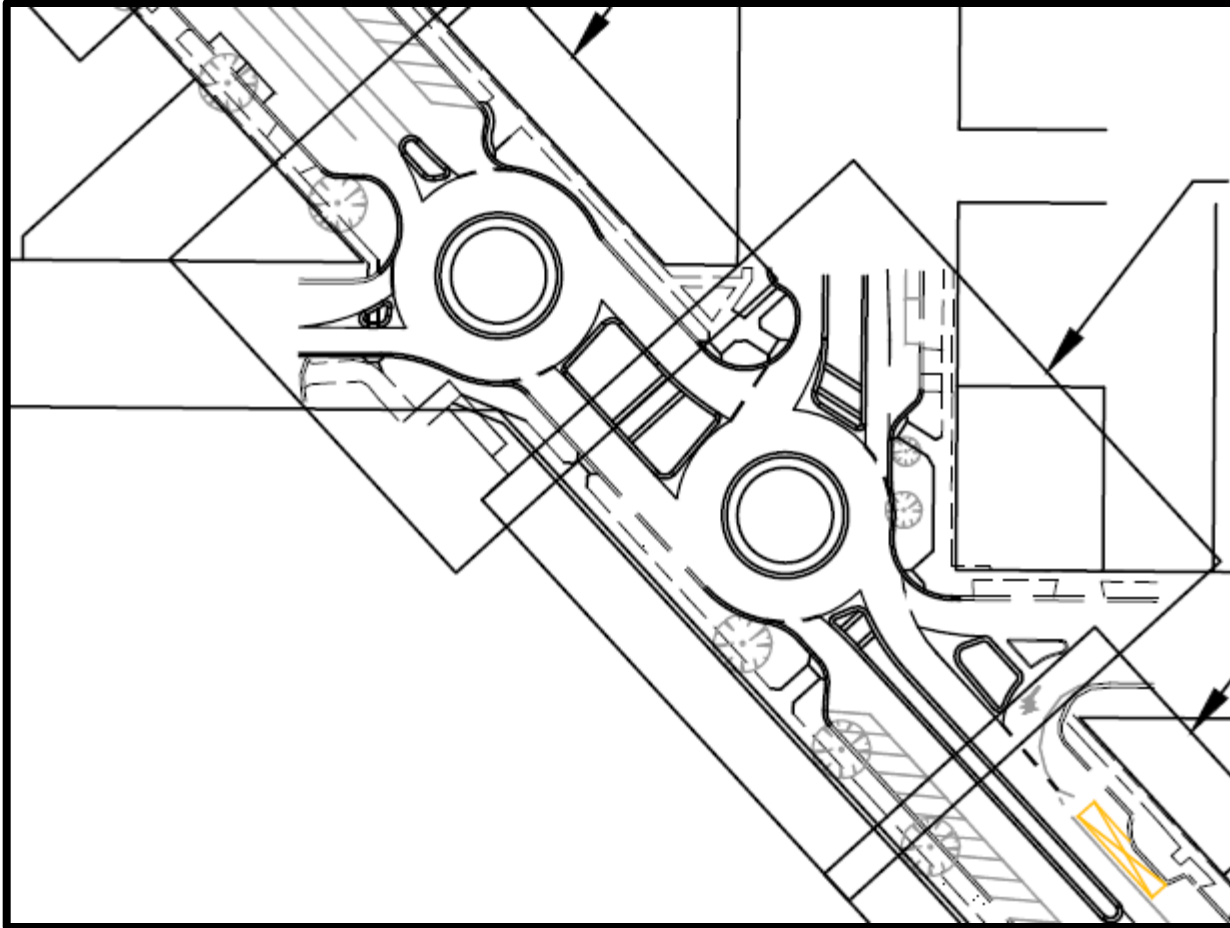
Description:

Due to the closely spaced intersections of Urquhart St and Baker St with O’Callaghans Parade, there are many potential conflict points, and limited opportunities for safe crossing for pedestrians. Council has suggested to develop double roundabout as a part of ‘City to River’ project to create a safe and welcoming environment along this important link into town.

The scope also provides for a shared path, being a 2.5 m wide footpath on the south side of O’Callaghans Pde from McPherson St to Urquhart St

Project 1 – O’Callaghans Parade – Double Roundabout & (south side) Shared Use Path

Double Roundabout



Estimated Cost	\$ 848,000
Status as per TAC	Approved and design finalised.

Project 2 – Albert St, Bowden St & Railway Av Speed Treatments



Description:

A. Albert Street: north of Gerlach Street.

This location was identified by the local community due to pedestrian crossing safety concerns getting to/from the primary school. It is a 40km/h zone, and this crossing point is an existing crossing point.

B. Bowden Street: near the bend

This location has been repeatedly requested for traffic calming by the local residents, who reported high traffic speeds and unsafe driver behaviour.

C. Railway Avenue: at the west end

This location has been requested for LATM treatment by the local community, who report high traffic speeds.

Estimated Cost	\$ 116,100
Status as per TAC	Approved. Albert St design finalised. Pin down speed humps to be installed for Bowden St and Railway Av.

Project 3 – Noradjuha-Tooan East Road Culvert Protection



Description:
 This is a Rural road with default 100km/h speed limit and Narrow 3.5-4m wide pavement width. This location was identified as part of the Rural Road Network Plan. Council has \$890k to widen the road in current financial year 2024-25 (HVSPP funded).

 This additional proposed solution for this road is to install guardrails at two culverts.

Estimated Cost	\$ 152,438 (50:50 co-contribution)
Status as per TAC	Approved.

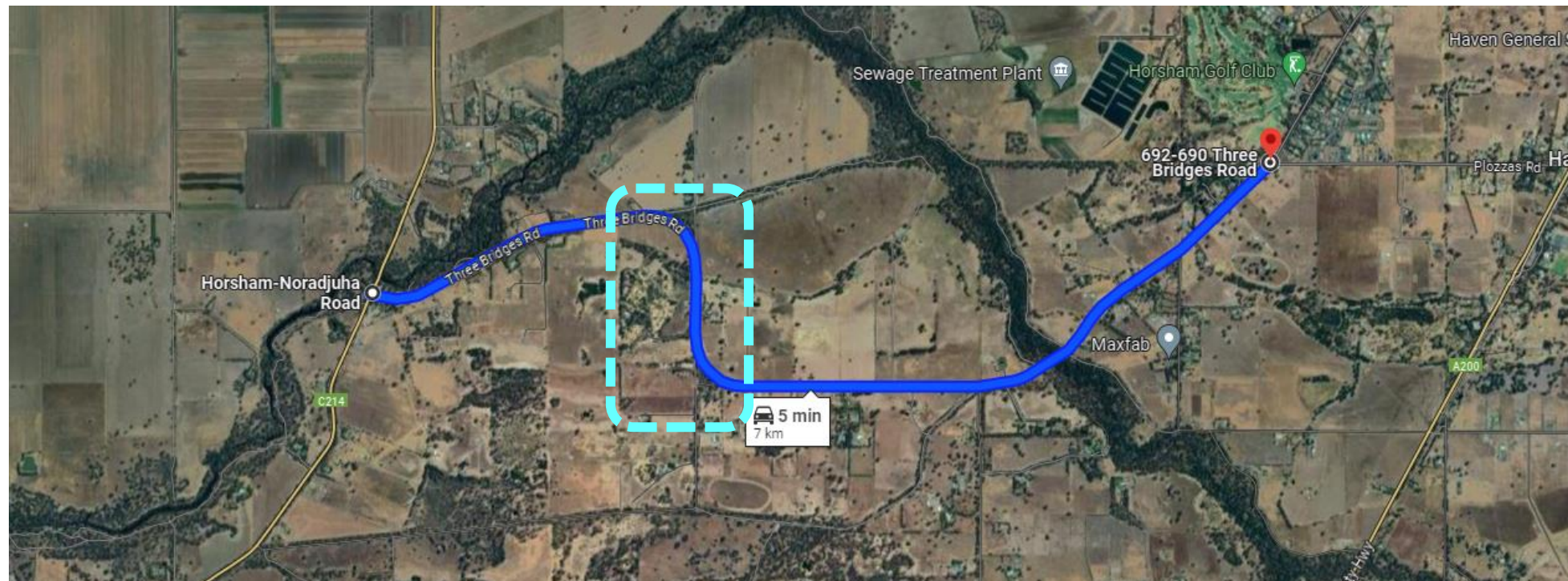
Project 4 – Three Bridges Road Speed Reduction & Curve Treatments

Description:

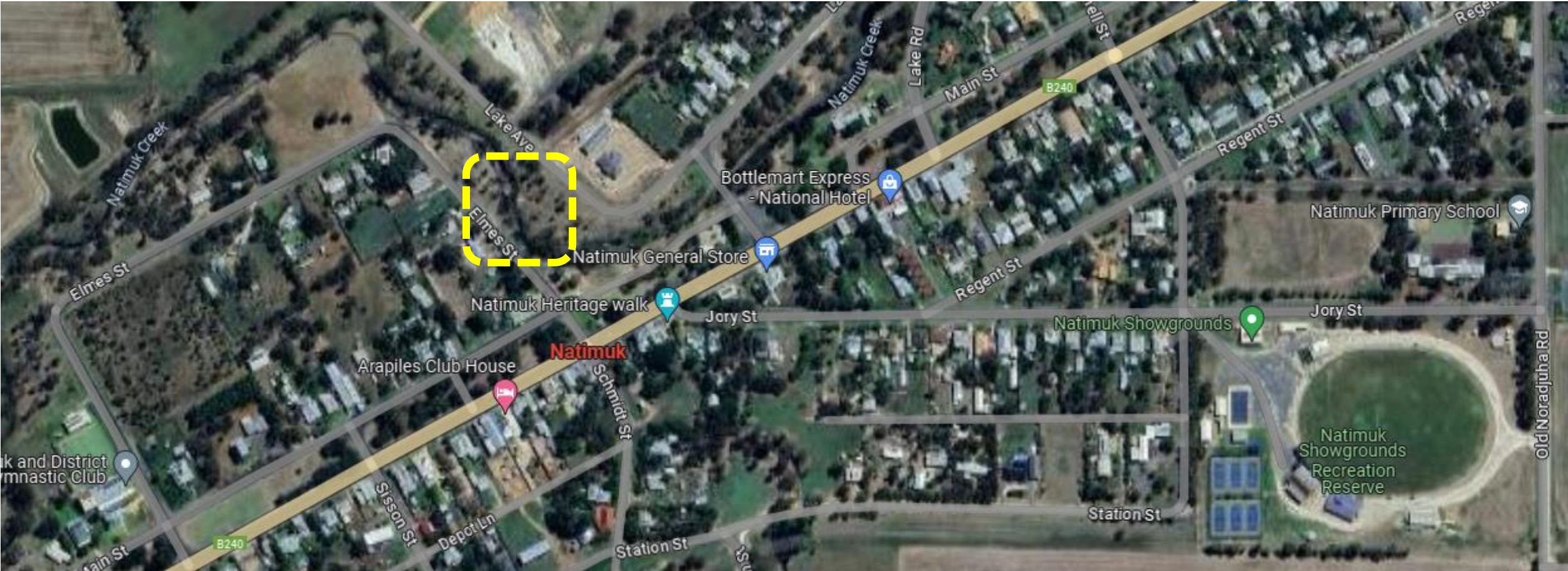
This is a Rural road with default 100 km/h speed limit. Two significant bends are identified as hazards, especially given the use by this section of road by heavy vehicles to access the Golf Course Rd industrial area.

Proposed to improve delineation along the length of the road, including signage and linemarking, and guardrail as appropriate. Reduction of speed limit to 80 km/h is proposed.

Estimated Cost	\$ 450,400
Status as per TAC	Approved. Design developed by consultant.



Project 5 – Elmes Street to Lake Avenue, Natimuk: Pedestrian Bridge Over Creek



Description:

There is no pedestrian connection between the west and east sides of Natimuk Creek, other than to use Lake Avenue bridge, where pedestrians must mix with vehicular traffic. The local community has requested a pedestrian bridge across Natimuk Creek, to enable safe crossing, away from vehicular traffic.

Project 5 – Elmes Street to Lake Avenue, Natimuk: Pedestrian Bridge Over Creek

Current Path as used by residents



Proposed Upgrade



Estimated Cost	\$ 136,137
Status as per TAC	Approved. Quotes received from different vendors for the works.

Project 6 – Bennett Road – Separated Bicycle Lanes

Proposed Site Location



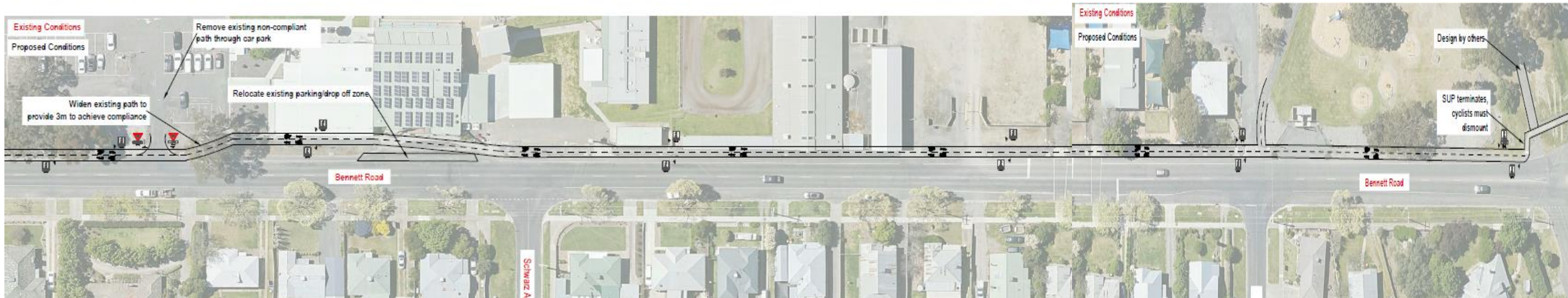
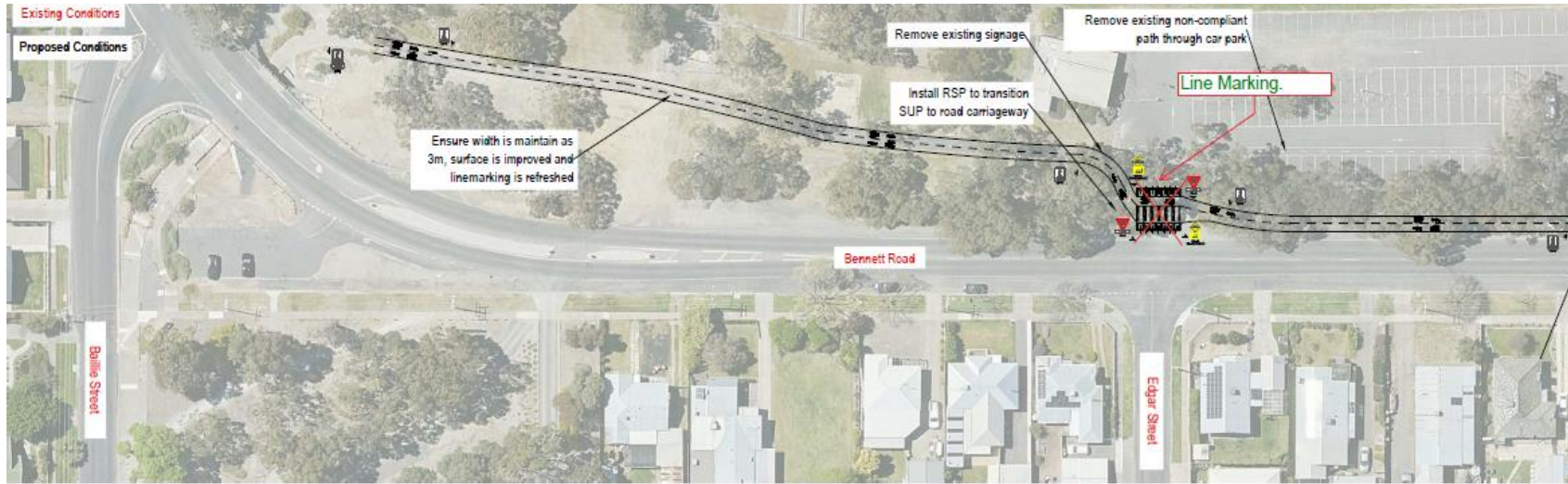
Description:

Due to the poor condition and discontinuities in the bike path at Bennett Rd towards the North of Natimuk Road, Council has proposed the development of the bike path at this stretch of road.

Estimated Cost	\$ 194,359
Status as per TAC	Approved. Design finalised. Co-contribution of \$9000 from Council.

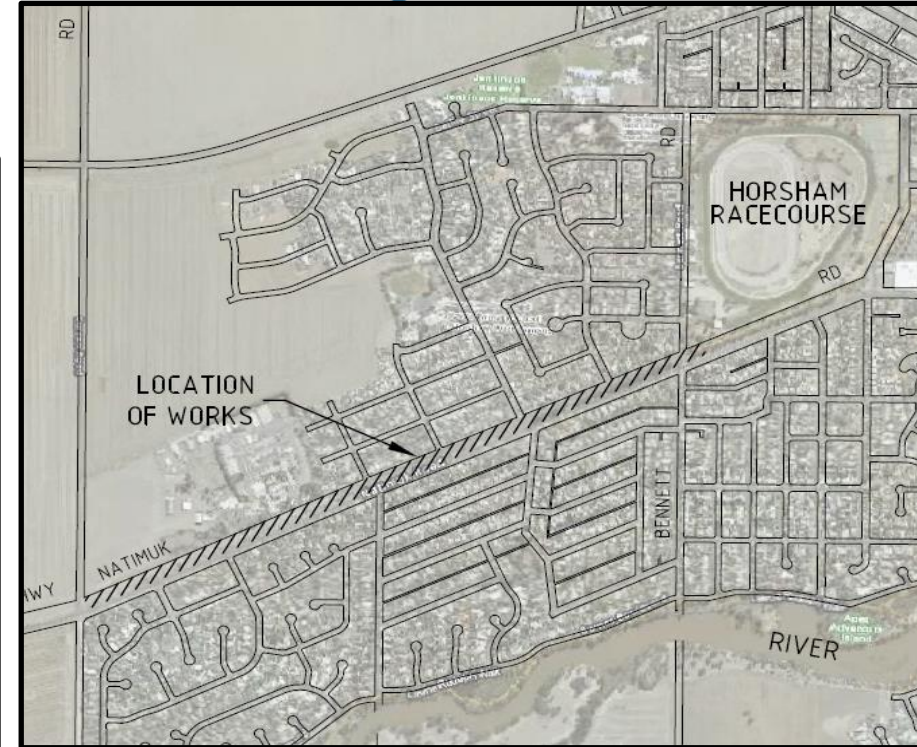
Project 6 – Bennett Road – Separated Bicycle Lanes

Proposed Updates/Treatments

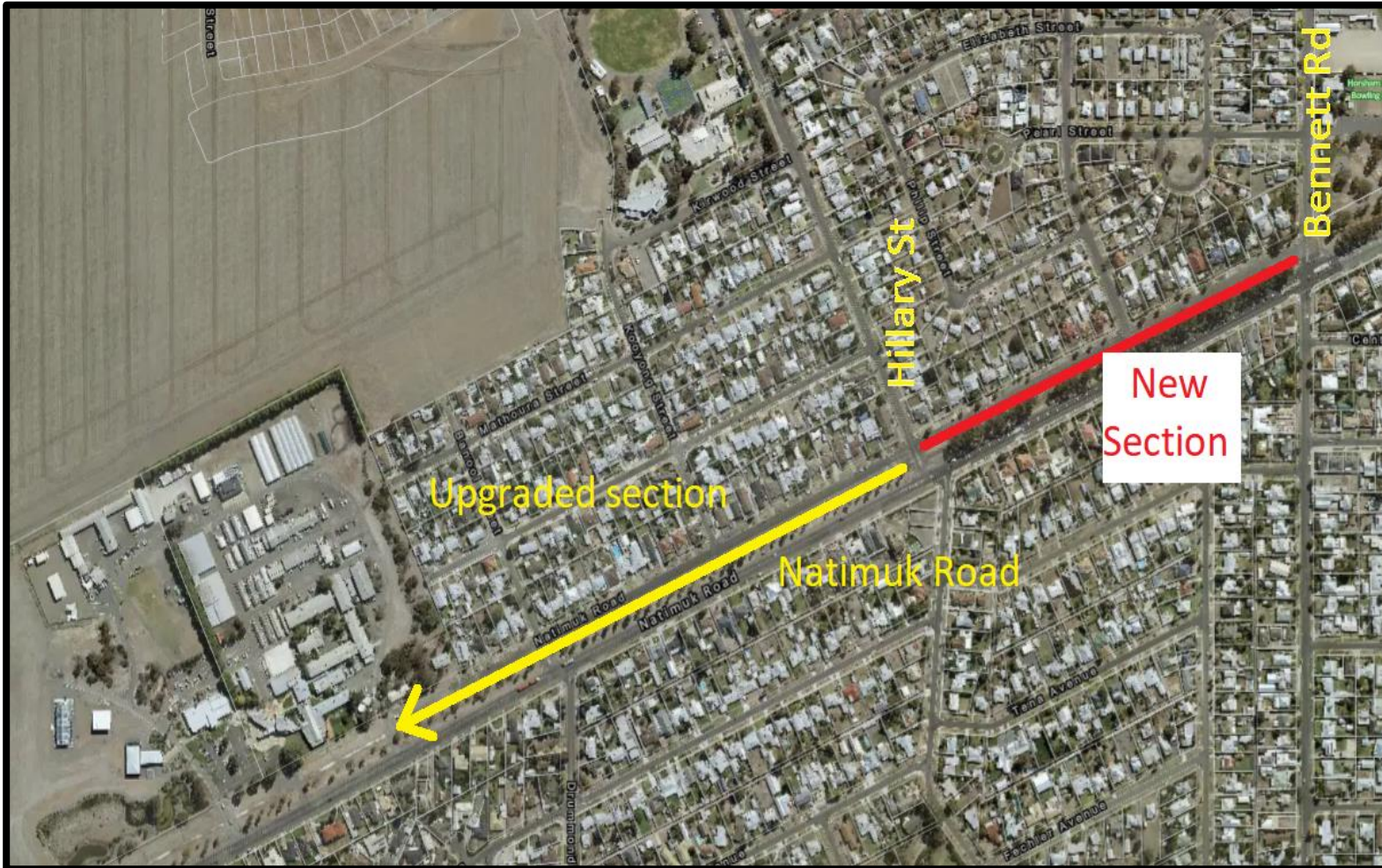


Project 7 – Natimuk Rd - On-road Bicycle Lane

Extent of works shown below – detailed plans developed and approved. Works involve upgrade to existing bike path (between Curran Rd and Hillary St) and creation of safe bicycle lane adjacent to service road in remaining areas (between Hillary St and Bennett Rd).



Estimated Cost	\$ 144,887
Status as per TAC	Approved. Design finalised. Co-contribution of \$17,450 from Council.





Thank you

AUDIT & RISK COMMITTEE CHARTER

AUDIT & RISK COMMITTEE CHARTER

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1. PURPOSE OF CHARTER

The Horsham Rural City Council has established an Audit and Risk Committee (the Committee) pursuant to section 53 of the *Local Government Act 2020* (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee is appointed by the Council as an advisory Committee to oversee and monitor:

- Meeting with External and Internal Auditors and Management to foster an ethical and accountable environment
- Issues relevant to the integrity of the Council's financial reporting framework, as well as
- Internal control frameworks, compliance and internal audit activity, frameworks and policies

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of Management.

2. AUTHORITY

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment.
- Approve internal and external audit plans including internal audit plans with an outlook of greater than one year
- Provide advice and make recommendations to Council on matters within its areas of responsibility
- Retain counsel of relevant independent experts where it considers that is necessary to execute its responsibilities, subject to prior agreement with the Chief Executive Officer
- Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's request) and external parties.
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

3. COMMITTEE'S DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee include:

3.1 Financial and Performance Reporting

- 3.1.1 At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof.
- 3.1.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators.
- 3.1.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position.
- 3.1.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved.
- 3.1.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and
- 3.1.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

3.2 External Audit

- 3.2.1 Be briefed at least annually by the external auditor and approve the proposed external audit scope and plan.
- 3.2.2 Discuss and review with the External Auditor any audit issues, including all significant Management Letter items and the potential impact of those items on Council's system of internal control.
- 3.2.3 Ensure significant findings and recommendations made by the external auditor and management's responses are received, discussed and appropriately actioned by management in a timely manner.
- 3.2.4 Review on an annual basis the performance of the External Auditor and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views.
- 3.2.5 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's response to them.
- 3.2.6 Meet with the external auditor at least annually in the absence of management.

3.3 System of Internal Control

- 3.3.1 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period.
- 3.3.2 Ensure that key policies, procedures, systems and controls are reviewed regularly and updated where required.
- 3.3.3 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile
- 3.3.4 Ensure that a programme is in place to test compliance with systems and controls
- 3.3.5 Assess whether the control environment is consistent with Council's Governance Principles

3.4 Internal Audit

- 3.4.1 Review and approve the three-year Internal Audit Plan, Annual Internal Audit Plan and any

significant changes to them.

- 3.4.2 Review progress on delivery of annual internal audit plan.
- 3.4.3 Review and approve the proposed scopes for each review in the annual internal audit plan
- 3.4.4 Review reports on internal audit reviews including recommendations for improvement arising from those reviews and monitor the implementation of recommendations by management.
- 3.4.5 Meet with the Internal Auditor at least annually in the absence of management.
- 3.4.6 Monitor action by Management on internal audit findings and recommendations.
- 3.4.7 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work.
- 3.4.8 Ensure that the Committee is aware of and appropriately represented with regards to any proposed changes to the appointment of the internal audit services provider, including being appropriately briefed on the need for any proposed change.
- 3.4.9 Recommend to Council if necessary, the termination of the internal audit contractor.
- 3.4.10 Ensure that a representative of the Committee with voting rights is on the Tender Evaluation Panel for Internal Auditor
- 3.4.11 The Director of Corporate Services shall serve as the Chair of the Tender Evaluation Panel

3.5 Risk Management

- 3.5.1 Review annually the effectiveness of Council's risk management framework
- 3.5.2 Review Council's risk appetite statement and the degree of alignment with Council's risk profile
- 3.5.3 Review Council's risk profile and the changes occurring in the profile from meeting to meeting
- 3.5.4 Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans
- 3.5.5 Review the insurance programme annually prior to renewal
- 3.5.6 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

3.6 Compliance Management

- 3.6.1 Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of managements follow up of any instances on non-compliance.
- 3.6.2 Review the process for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code.
- 3.6.3 Obtain briefings on any significant compliance matters
- 3.6.4 Keep informed of findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies) such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc and monitor Council's responses to the findings.

3.7 Fraud Prevention System and Controls (Ethical Behaviour)

- 3.7.1 Review Council's Fraud Prevention policies and controls including the Fraud Framework and awareness programmes and where appropriate provide advice on fraud prevention systems and controls
- 3.7.2 Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event.
- 3.7.3 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies

3.8 Matters Referred to the Committee by Council

- 3.8.1 The Committee will address issues brought to its attention, including responding to requests from Council for advice.

4. COMMITTEE OPERATIONS

4.1 Meetings

- 4.1.1 The Committee shall meet as required, but at least quarterly, each year.
- 4.1.2 The Chief Executive Officer and Internal Auditor should attend all meetings, except when the Committee chooses to meet in camera.
- 4.1.3 Other members of Council or Council staff may be invited to attend at the discretion of the Committee and Chief Executive Officer to advise and provide information when required.
- 4.1.4 Representatives of the External Auditor will attend a meeting to consider the draft annual financial report and results of the external audit and may be invited to attend other meetings at the discretion of the Committee.
- 4.1.5 A schedule of meetings will be developed and agreed by members. As an indicative guide, meetings will be arranged to coincide with relevant Council reporting deadlines.
- 4.1.6 Additional meetings shall be convened at the discretion of the Chair or at the written request of any two members of the Committee; the Internal Auditor; or the External Auditor.
- 4.1.7 The agenda and supporting documentation will be circulated to members of the Committee at least one (1) week in advance or each meeting.
- 4.1.8 Minutes will be prepared within one (1) week of the meeting for approval by the Chair and shall be distributed to Committee members within two (2) weeks of the meeting. Any items designated as "Confidential" by the Committee (which must only be on the basis that the item is considered to be confidential pursuant to the Local Government Act 2020) will be noted in separate Confidential Minutes of the Committee.
- 4.1.9 The Chair will sign the minutes following confirmation of the minutes at a subsequent meeting.
- 4.1.10 The unconfirmed minutes will be reported to the Council within two months of the Committee meeting, with any Confidential Minutes reported to a Confidential Council meeting.
- 4.1.11 The Corporate Services Directorate shall provide secretarial and administrative support to the Committee.

4.2 Reporting

- 4.2.1 The Committee may report to Council on any matters of significance as determined by the Committee.
- 4.2.2 The Committee Chair must provide a biannual report to the Chief Executive Officer which:
- 4.2.3 Summarises the activities of the Committee during the past six (6) months.
- 4.2.4 Provides any findings and recommendations in relation to the functions of the Committee; and
- 4.2.5 Requests that the Chief Executive Officer table this report at the next Council meeting.
- 4.2.6 The Chair is entitled to attend any Council Briefings meeting at any other time to bring any particular matters to the attention of Councillors which the Chair or Committee sees fit. Such meetings may be held with or without management present at the determination of the Chair following consultation with the Mayor. The Committee Charter and details of its members will be published on Council's website.
- 4.2.7 Council's Annual Report will contain information on the composition of the Committee, the number

of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of work completed by the Internal and External Auditors during the year.

4.3 Performance Evaluation

- 4.3.1 Using a self-assessment tool the Committee will undertake an annual assessment of its performance against the Audit and Risk Committee Charter. Outcomes of the evaluation process will be reported to Council through the Chief Executive Officer, including any recommendations for improvement.

5. COMMITTEE GOVERNANCE

5.1 Membership

The Committee will be comprised of five members:

- One (1) independent Chair; and
- Two (2) independent members; and
- Two (2) Councillors (one of whom is the Mayor)

All members will have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

The following requirements will apply to members and the appointment thereof:

- 5.1.1 Council will appoint Committee members
- 5.1.2 A quorum of any meeting will be at least two independent members (which may include the Chair) and at least one Councillor member;
- 5.1.3 Committee members can attend the meeting via dial-in or video conference, and will be included as part of the quorum; and
- 5.1.4 The Chair will be an independent member of the Committee and will have a casting vote on occasions where there is an equal tally of votes on a matter. In the absence of the appointed Chair from a meeting, the Committee will appoint an Acting Chair from the independent members present.

5.2 Terms of Appointment

- 5.2.1 New independent member appointments will be publicly advertised in the local newspapers, Council's website, online 'Directorships Opportunities' listing provided by the Australian Institute of Company Directors and other channels.
- 5.2.2 Recruitment and Selection process for appointment to the Committee will consist of:
- a) In the case of the Councillor members:
Appointment and selection by the Council annually
 - b) In the case of the Committee Chair:
Appointment by the Council on recommendation of the Committee annually
 - c) In the case of the Independent members:
A selection panel will be formed comprising the Chair and two Councillor representatives and will make a recommendation to the Council on a suitable candidate to be appointed. If the vacancy is the Chair, then another independent member will serve on the selection panel.
- 5.2.3 Applications for membership will be assessed against appropriate criteria.
The criteria will fall within the areas of:
- a) Level and breadth of senior business, management, finance and accounting and/or audit experience and qualifications.

- b) Level of familiarity with Local Government operations, including financial reporting, auditing requirements, risk management, business ethics and corporate governance; and
 - c) Previous Audit and / or Risk Committee experience.
- 5.2.4 Independent members should also have the ability to provide Councillors, the Chief Executive Officer and Council's administration with well-rounded and professional advice concerning the adequacy of Council's administrative, operational, financial and accounting systems and controls, performance reporting regimes, and risk management processes.
- 5.2.5 Independent members shall be appointed for a term of up to three years. At the conclusion of their first term, existing members will be eligible to apply to be re-appointed with acceptance at the discretion of Council.
- 5.2.6 A person can only serve in the positions of independent member or Chair for a maximum of six consecutive years / two terms.
- 5.2.7 A person who has been an independent member for up to six years is eligible to serve as Chair providing that the total length of combined continued service in both roles does not exceed nine years / three terms.
- 5.2.8 The terms of each member should be arranged so that there is an orderly rotation of membership and avoidance of more than one member retiring at the same time.
- 5.2.9 In the event of an independent member resigning / retiring before the expiry of their term, the vacancy will be filled at the discretion of the Council. Further, should the resignation / retirement of two or three of the independent members coincide, the Council may extend one members' term by one year to ensure continuity.
- 5.2.10 If the Council proposes to remove a member of the Committee, it must give written notice to the members of its intention to do so and provide that member with the opportunity to be heard at a Council meeting.
- 5.2.11 Remuneration will be paid to each independent member of the Committee as determined by Council. Annual increases in the remuneration of Committee members will be limited to increases in the Consumer Price Index (CPI All Groups Melbourne) and adjusted annually on 1 July.
- 5.2.12 Members of the Audit and Risk Committee who intend to take extended leave are required to submit a written notice of their absence. This notice should be provided well in advance to ensure that appropriate arrangements can be made.
- 5.2.13 The Committee may from time to time ask the Chief Executive Officer for a Subject Matter Expert (SME) to attend a meeting. Any Councillors may attend meetings in an "ex officio" capacity.

5.3 Conduct

Members of the Committee are required to comply with the following Sections from the *Local Government Act 2020*: Sections, 123, 125 and Part 6 Division 2: Sections 126-131, among other things the following requirements:

- 5.3.1 Submit six monthly Interest Returns on the form specified by Council, noting this is in accordance with good governance practices rather than a legislative requirement under the Act
- 5.3.2 Declare and manage any conflicts of interest which arise in accordance with the Act;
- 5.3.3 Not misuse their position on the Committee for personal benefit or to the detriment of Horsham Rural City Council; and
- 5.3.4 Not disclose confidential information obtained through their role on the Committee.

Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as and when they may arise.

Members of the Committee must also be fully aware of the statutory definitions of general and material conflicts of interest as set out in Part 6 Division 2 of the Act.

Failure to comply with the provisions of the Act with regard to conflicts of interest may result in prosecution and the member's appointment being terminated by the Council.

5.4 Review of Committee Charter

5.4.1 The Committee will review the Charter on a biennial basis, or as required following relevant changes to the Act or other related Acts & Regulations and recommend any changes to Council for approval.

This Audit and Risk Committee Charter was endorsed by the Audit and Risk Committee on 5 December 2024 and adopted by Horsham Rural City Council at its meeting on **[insert date]**. The next review date will be **[insert date]**.

Appendix: Guidance to members

Committee Member Regulatory Obligations

LGA Section	LGA Requirement
Misuse of Position	
123(1)	A Committee member must not intentionally misuse their position to: <ol style="list-style-type: none"> a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ol style="list-style-type: none"> a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: <ol style="list-style-type: none"> a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fairminded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p><i>Please Note</i></p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p>	

No	Workplan Requirement	Charter reference	Timing	Sept	Dec	March	June
Financial and Performance Reporting		3.1					
1	Review significant accounting and reporting issues	3.1.1	Annual				
2	Review the details of asset revaluations as per HRCC Policy	-	Annual				
3	Review the draft unit justification report of the anticipated year end values of each asset class	-	Annual				
4	Review LGPRF changes	3.1.2	Annual				
5	Review annual financial report and annual performance statement including reasonableness of the valuation and fair value assessment outcomes and after balance date to determine if there are any changes to prior balance date review as per item #3	3.1.3	Annual				
6	Review outcomes of the external audit with management and the auditors and monitor any issues raised	3.1.4	Annual				
7	Recommend adoption of annual financial report and performance report	3.1.5	Annual				
8	Review management finance reports and performance statements	3.1.6	As needed				
External Audit		3.2					
9	Review and approve external audit scope and plan	3.2.1	Annual				
10	Discuss any audit issues encountered during the course of the audit	3.2.2	Annual				
11	Ensure that management responses to any audit findings are appropriate and timely	3.2.3	Quarterly				
12	Review performance of External Auditor	3.2.4	Annual				
13	Review other VAGO reports for impacts on Council	3.2.5	As needed				
14	Meet with external auditor in the absence of management	3.2.6	Annual				
System of Internal Control		3.3					
15	Review key policies (supported by the ICE Plan)	3.3.1 & 3.3.2	Quarterly				
16	Review significant changes to key systems and consider impacts of changes on Councils risk profile	3.3.3	Quarterly				
17	Ensure a program is in place to test compliance with systems and controls	3.3.4	Quarterly				
18	Assess whether the control environment is consistent with Council's Governing Principles	3.3.5	Annual				
Internal Audit		3.4					
19	Review and approve strategic & annual internal audit plans	3.4.1	As needed				
20	Review of status of delivery of annual internal audit plan	3.4.2	Annual				
21	Review scopes of proposed internal audit reviews	3.4.3	Annual				
22	Review reports on internal audit reviews	3.4.4	Annual				
23	Meet with internal auditor in the absence of management	3.4.5	Annual				
24	Review of progress by management on open audit recommendations	3.4.6	Annual				
25	Review effectiveness of the internal audit function	3.4.7	Annual				
26	Committee involvement in appointment of internal audit provider (& termination if necessary)	3.4.8, 3.4.9 & 3.4.10	As needed				
Risk Management		3.5					
27	Review the effectiveness of Council's risk management framework	3.5.1	Annual				
28	Review Council's risk appetite statement	3.5.2	Annual				
29	Review Council's risk profile and significant changes thereto	3.5.3	As needed				
30	Review of the Council's treatment plans for significant risks	3.5.4	Biannual				
31	Review Council's Insurance Program	3.5.5	Annual				
32	Review BCP framework and testing regime	3.5.6	Annual				
Compliance Management		3.6					
33	Review the systems and processes for monitoring compliance with legislation and regulations and management follow up of instances on non-compliance	3.6.1	Annual				
34	Review processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance	3.6.2	Annual				
35	Obtain briefings on any significant compliance matters	3.6.3	Quarterly				
36	Review report on Gifts, Benefits and Hospitality	3.6.3	Biannual				
37	Consider reports by regulatory and integrity agencies on investigations and relevance for Council	3.6.4	Quarterly				
Fraud Prevention System and Controls (Ethical behaviour)		3.7					
38	Review, Monitor and provide advice on Council's Fraud prevention policy & framework and awareness program	3.7.1	Annual				
39	Review reports on any instances of unethical behaviour, fraud and corruption	3.7.2	Quarterly				
40	Review actions taken to report any incidents of fraudulent or corrupt behaviour	3.7.3	Quarterly				
Meetings		4.1					
41	Establish number of meetings for forthcoming year	4.1.5	Annual				
42	Provide unconfirmed Minutes to council	4.1.10	Quarterly				
Reporting to Council		4.2. & 4.3					
43	Biannual report	4.2.2	Biannual				
44	Committee Self-assessment	4.3.1	Annual				
Committee		5.2					
45	Annual appointment of Chair by Council	5.2.2b	Annual				
Other Matters		5.4					
46	Review the Annual Work Program	-	Annual				
47	Review the Committee Charter	5.4.1	Biennial				
48	Committee appointment and induction	-	As needed				



AUDIT AND RISK COMMITTEE

BIANNUAL REPORT

For the Period 1 July 2024 to 30 December 2024

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1. PURPOSE OF THIS REPORT

To fulfil obligations under s54(5) of the *Local Government Act 2020* to prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.

2. BACKGROUND

A Council must establish an Audit and Risk Committee in order to comply with section 53(1) of the *Local Government Act 2020*. The Committee must include members who are Councillors of the Council plus a majority of members who are not Councillors but have expertise in financial management and risk as well as experience in public sector management (s53(3)).

Once established the Committee must prepare and approve an Audit and Risk Committee Charter (s54(1)) that specifies the functions and responsibilities of the Audit and Risk Committee as well as an annual work program (s54(3)).

In line with the requirements of the 2020 Act, Horsham Rural City Council's Audit and Risk Management Committee Charter established under the *Local Government Act 1989* was reviewed in 2020. The Council resolved to adopt the Audit and Risk Committee Charter 2020 in accordance with the requirements of the 2020 Act on 24 August 2020.

The charter adopted includes provision for review on a biennial basis, or as required following changes to the Act or other relevant legislation. An updated Charter was adopted by the Council in September 2022 and recommendations from the latest Charter review are included in this reporting period.

This report covers the Audit and Risk committee meetings held on 23 September and 5 December 2024 and fulfils the Committee's requirements to report to Council twice each year.

3. MEMBERSHIP

The Audit and Risk Committee comprises two appointed Councillors (one of whom is the Mayor) and three independent members with the relevant technical expertise and industry experience as nominated in the Act.

Members over the previous six months were:

- Mark Knights – Chair (Sept 2023-2024) and Independent member
- Marilyn Kearney – Independent member and Chair (Dec)
- Richard Trigg – Independent member
- Cr Robyn Gulline – Councillor representative/Mayor (Sept)¹
- Cr Penny Flynn – Councillor representative (Sept)²
- Cr Ian Ross – Councillor representative/Mayor (Dec)³
- Cr Angela Munn – Councillor representative (Dec)⁴

Ex-Officio Members:

- External Auditor - Crowe Australasia (Victorian Auditor General's agent)
- Horsham Rural City Council:
 - CEO – Craig Niemann (Dec)
 - Director Corporate Services – Kim Hargreaves

¹ Council term concluded 26 Oct 2024

² Council term concluded 26 Oct 2024

³ Re-elected to Council & elected as Mayor 21 Nov 2024

⁴ Elected to Council & sworn in 21 Nov 2024

Attendance Report Table

Two meetings were held between 1 July 2024 and 30 December 2024 with member attendance as follows:

Name	23 September 2024 Meeting		5 December 2024 Meeting	
	In Attendance	Online / In Person	In Attendance	Online / In Person
Mark Knights (Chair)	Yes	In person (Chair)	Yes	In person
Richard Trigg	Yes	Online	Yes	Online
Marilyn Kearney	Yes	Online	Yes	In person (Chair)
Cr Robyn Gulline	Yes	In person	N/A	N/A
Cr Penny Flynn	Yes	In person	N/A	N/A
Cr Ian Ross	N/A	N/A	Yes	In person
Cr Angela Munn	N/A	N/A	Yes	In person

4. KEY ACTIVITIES

The Annual Work Plan controls timely completion of all tasks required under legislation and good governance for the reporting period.

Work undertaken by the Committee during the reporting period included consideration of a wide range of reports demonstrating Council's commitment to continued improvement and monitoring of developments.

4.1. Summary of Activities

During the reporting period, the Audit and Risk Committee (ARC) has undertaken several key activities to ensure governance, transparency, and risk management align with Council's objectives. Major activities included:

a) Financial Oversight:

- Reviewed and recommended the draft 2023-2024 Annual Financial Report and Performance Statement for Council approval.
- Monitored quarterly financial and performance reports, providing critical feedback for continuous improvement.

b) Governance Enhancements:

- Updated the ARC Charter and Annual Work Plan to align with industry best practices and the *Local Government Act 2020*.
- Finalised a self-assessment survey process, refining metrics to improve the Committee's evaluation and effectiveness.

c) Risk and Audit Reviews:

- Evaluated internal audit actions across areas like IT General Controls, Asset Management, and Waste Management, ensuring progress against audit recommendations.
- Reviewed the Horsham Rural City Council's response to external risk reports, including the IBAC Operation Leo findings VAGO Report in to the results of 2022-23 Local Government Audits.

d) Policy and Procedure Review:

- Examined and endorsed policies, including the Investment Policy, Gifts, Benefits, and Hospitality Policy, to maintain integrity and public trust.
- Conducted biannual reporting on gifts and hospitality disclosures to promote transparency.

e) Risk and Compliance Monitoring:

- Addressed cybersecurity concerns, reviewing responses to the global CrowdStrike incident and confirming compliance with software licensing.
- Monitored updates on insurance claims and risk management strategies.

5. ITEMS OF INTEREST

5.1. INTERNAL AUDIT

RSD Audit: Horsham Rural City Council, IT General Controls (final)

This report represents the findings of the IT General Controls Internal Audit. The overall objective of the audit was to assess and evaluate the effectiveness and efficiency of internal controls embedded within Horsham Rural City Council's IT environment to determine whether audit objectives were addressed as per the Project Scope.

There are twelve recommendations which management has accepted:

- Two high risk
- Seven medium risk rating
- Three low risk rating

Audit Conclusion

RSD Audit review identified several positive aspects of the IT environment, including leadership by a sufficiently experienced IT lead capable of managing software and infrastructure. However, due to personnel changes and the Horsham Rural City Council's transition to a new strategic era, it is crucial to update governance documents to ensure their relevance and to implement best practice internal controls.

5.2. EXTERNAL AUDIT

- Annual Performance Statement 2023-24
- Annual Financial Statement 2023-24
- Final Management Letter 2023-24

5.3. COMPLIANCE and LEGISLATION

- CEO Expenses Report
- Audit and Risk Committee Charter
- Audit and Risk Committee Annual Work Plan
- Internal Control Environment (ICE) Plan

5.4. REPORTING

- Quarterly Finance and Performance Report for Quarter 4: 1 April to 30 June 2024
- 2023-2024 HRCC Annual Report

5.5. GOVERNANCE

- Annual Work Program updates
- 1 Jan – 30 Jun 2024 Gifts, Benefits and Hospitality report
- Update on previous Municipal Monitor's review of Audit and Risk Committee
- Audit and Risk Committee Self-Assessment
- 2025 Meeting Schedule
- Annual Election of Chair

5.6. RISK MANAGEMENT, FRAUD MANAGEMENT & OTHER

- Insurance Report Updates
- Insurance Presentation by JLT Risk Solutions
- IT Biannual Report
- IT Cybersecurity CrowdStrike Incident – Global outage

5.7. POLICIES REPORTING

- Nine policies and procedures adopted or reviewed for the reporting period to 23 Sept 2024
- Six policies and procedures adopted or reviewed for the reporting period to 5 Dec 2024

5.8. CEO BRIEFING

- Horsham Rural City Council Election

- Strategic Plans and 2025/26 Budget
- CEO Recruitment
- Dyurrite Cultural Landscape – Mount Arapiles Draft Management Plan
- Mineral Sands
- Solar Park announcement
- 2022 Flood claim

6. MINUTES OF THE AUDIT AND RISK COMMITTEE

In accordance with Section 54(6) of the *Local Government Act 2020* the Chief Executive Officer must ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee. The Chief Executive Officer must also table reports and annual assessments of the Audit and Risk Committee at Council meetings when required and when requested by the Chairperson of the Audit and Risk Committee. Accordingly, all minutes of the Audit and Risk Committee are presented to the next available Council meeting.

7. CONCLUSION

This report provides the ninth biannual update on the activities and recommendations from Council's Audit and Risk Committee and represents reporting for the six-month period from 1 July to 30 December 2024. It is prepared in accordance with the requirements of Section 54(5) of the Act.

Note the Council's internal audit provider has concluded its contract with Council and council officers are about to commence the process of procuring an internal audit service following the conclusion of the contract for the previous provider in late 2024'

It is the view of the Audit and Risk Committee that the information provided to the Committee throughout the reporting period meets the required objectives of the committees work as outlined in the legislation and various plans reports and the charter.

The Committee looks forward to continuing to fulfil its role and working with the Council and its auditors during the 2024-25 financial year and will provide its next Biannual report following the June 2025 Audit and Risk Committee meeting.

This report has been reviewed and approved by all members of the Committee.

Marilyn Kearney
Chair
Horsham Rural City Council Audit and Risk Committee

1. PURPOSE

Horsham Rural City Council (HRCC) provides annual assistance to a range of community groups on a recurrent basis to support the activities of these groups within the municipality. These community donations are included in the Council Budget adopted each year.

This policy provides the framework for Council's annual donations program including where corporate donations are made to support Council programs.

2. INTRODUCTION

In each annual budget process, HRCC allocates recurrent funding assistance to support the activities of a range of community organisations that provide community facilities, services, social support and recreational opportunities for the municipality.

From time to time, Council may also receive donations or sponsorship from corporate organisations to support Council programs.

This policy outlines the rationale for community donations, eligibility, donation requests, assessment criteria, donation approval (including corporate donations or sponsorship) and payment processes.

3. SCOPE

This policy is applicable to community groups that operate in or provide activities for the benefit of the residents of Horsham Rural City Council and receive a donation from Council. The policy also applies to corporate organisations seeking to donate to support Council programs

4. PRINCIPLES

HRCC provides a range of community donations to local community groups. Council recognises there are many community groups that work to make our municipality a better place to 'live, work and play'. The key principle is that the donation supports recurrent operational aspects of organisations within our community that provide community facilities, services or recreational activities that benefit the health and wellbeing of residents of our municipality. The donations program supports Theme 1 of the Council Plan to "*Develop the municipality as a diverse, inclusive and vibrant community*".

4.1 Eligibility

Community donations are allocated under the following categories:

A. Recreation Reserve – maintenance of grass playing surfaces

This is an annual cash donation to assist recreation reserve Committees of Management maintain the standard of watered grass playing surfaces for the benefit of wider community use. Donations are based on whether a recreation reserve maintains a **watered** grass playing surface for competition sport during summer and/or winter, for example, a reserve that is watered for **both** summer and winter competition will receive two allocations. A reserve that is watered for **either** summer or winter will receive one allocation.

A smaller pre-determined allocation is provided for recreation reserves with no competition sport or that have a **non-watered** grass playing surface.

Recreation reserves that receive direct support and maintenance via Council recreation staff are not eligible for recurrent cash donations.

B. Kindergartens (Council owned) – annual maintenance

Council provides a general maintenance allocation to all Council-owned kindergartens.

Council also provides a recurrent grant to support the operations of the Horsham District Kindergarten Association (Emerge).

C. Public Halls – insurance

Council provides Industrial Special Risk (ISR) insurance for public halls. ISR insurance essentially provides property damage cover for buildings and (in cases where these have previously been nominated and accepted by Council) contents. In addition, Council also provides public liability cover for “casual” (and some designated “regular”) hirers of community halls, together with public liability insurance cover for the delegated activities of the HRCC Community Halls Community Asset Committee (noting that public liability is provided through the Crown, for any Crown Land Committees of Management).

D. Charitable Retail Premises – refund of rate payments

In recognition of the outstanding community service work provided to our municipality, Council refunds payments for the general rate and municipal charge levied against eligible charitable retail premises.

E. Sponsorship of Prizes

Council sponsors a number of annual prizes to support the activities of schools and local events.

F. Specific Other Donations

Council recognises the important role that certain not-for-profit organisations play within our community to enhance the physical, recreational and/or social attributes of our municipality, through an annual cash donation.

The eligibility and amount of community donations is reviewed each year as part of Council’s annual budget process. A full list of yearly community donations is included in Council’s Annual Budget (available on the Horsham Rural City Council website – www.hrcc.vic.gov.au).

Note - groups receiving a community donation may also apply under the Community Grants Program if they require cash support for a specific project.

4.2 Application for a Community Donation

The allocation of recurrent community donations is only made to community groups in accordance with Section 4.1. If a community group believes that they fit under one of the eligible categories for a community donation or if a current donation recipient requests a variation, they may lodge a request in writing to:

Chief Executive Officer
Horsham Rural City Council
PO Box 511
HORSHAM Vic 3402

The request must provide details of their organisation, including current membership, and details of community facilities and services provided including public access. The request must state the reasons why the organisation is seeking on-going operational support from Council.

The Chief Executive Officer will make a recommendation to Council. Council must approve any new community donations as part of the annual budget process.

4.3 Payment of a Community Donation

Once approved and listed in Council's adopted budget for a financial year, the grant funds will be paid in October of that year, unless an alternative payment schedule is requested and approved by Council's Chief Financial Officer.

5. CORPORATE DONATIONS

Council may choose to receive corporate donations or sponsorship that support Council programs and Theme 1 of the Council Plan to "Develop the municipality as a diverse, inclusive and vibrant community".

Any donations or sponsorship Council accept must not compromise its reputation, image, probity or ability to fulfill its functions and responsibilities. Council retains the right to decline a donation or sponsorship agreement with any external party, in respect to particular products or services for which Council considers inappropriate, inopportune or if costs outweigh the benefits.

Council will not, under any circumstances enter into a donation or sponsorship agreement with external parties who:

- Conflict with Council's principles of equity, access, participation, rights and accessibility for all community groups.
- Pose a conflict with the broader policies and practices of Council or may be perceived in conflict.
- Undertakes any illegal or unethical activity that negatively impacts the community and/or natural environment.

Where Council receives offers of corporate donations or sponsorship to support Council's programs, such offers will be considered on a case-by-case basis. If approved, a Memorandum of Understanding for use of the funds will be developed and approved by Council.

6. COMMUNICATION

A list of Community Donations is contained in the Operating Budget adopted by Council each year. This policy will be available on the Horsham Rural City Council intranet and website.

7. RESPONSIBILITY

Policy Owner: Coordinator Community Relations and Advocacy

This Policy will be reviewed every 12 months or earlier as required by changed circumstances including changes to legislation and plans, strategies or policies of HRCC.

8. DEFINITIONS

Term	Meaning
Community donation	For the purposes of this policy, a community donation means HRCC giving a cash payment or other Council resources to assist the recurrent operations of community groups

9. SUPPORTING DOCUMENTS

Document	Location
HRCC Community Development Grants Policy (C04/024)	Internet/Intranet

10. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	<ul style="list-style-type: none"> • New Policy 	
02	January 2017	Council	<ul style="list-style-type: none"> • Removal of refund of rate payments for service clubs as properties no longer rateable • Clarification of eligibility D – refund of rates for charitable <u>retail premises</u> i.e. Opportunity shops • Removal of listing of organisations – this is now noted as included in Council budget 	
03	19 March 2018	Council	<ul style="list-style-type: none"> • Clarification of donations to watered and non-watered grass playing surfaces 	
04	14 December 2020	Council	<ul style="list-style-type: none"> • Minor grammatical changes • Addition of new name for Horsham District Kindergarten Association • Minor clarification of the Public Halls Insurance category • Minor clarification to Charitable retail premises category 	14 December 2021
05	24 January 2022	Council	<ul style="list-style-type: none"> • Change in Council Plan wording 	24 December 2022
	November 2022	Not required	<ul style="list-style-type: none"> • Reviewed by EMT – no changes required 	24 December 2023
5.1	March 2023	n/a	<ul style="list-style-type: none"> • New logo 	24 December 2023
06	29 January 2024	Council	<ul style="list-style-type: none"> • Inclusion of provision for corporate donations 	24 December 2024
6.1	28 January 2025	Council	<ul style="list-style-type: none"> • Annual review • Addressed grammatical and numbering errors 	24 December 2025

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

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

This policy provides the framework for the delivery of Council's four community grants streams. This policy should be read in conjunction with the guidelines for each stream:

1. Community Development
2. Community Events
3. Youth
4. Urgent Need Small Grants

2. INTRODUCTION

The HRCC Community Grants Program allocates grants to local not-for-profit organisations each year, across four streams.

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

3. SCOPE

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

4. PRINCIPLES

The HRCC Community Grants program is allocated as part of Council's yearly budget process to not-for-profit community organisations. The amount allocated for each stream is determined as part of the yearly budget process and may vary from year to year.

4.1 Funding Priorities

4.1.1 *Community Development Grants and Community Events Grants*

The funding priorities for the Community Development Grants and Community Events Grants streams align with the key priorities of the current Council Plan, Youth Strategy, Reconciliation Action Plan, Disability Access and Inclusion Plan and Age Friendly Plan.

Applicants are asked to indicate which priorities their applications support on the application form.

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

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

4.1.2 Youth Grants

Youth grants aim to support activities and projects that benefit young people who live, work or study in our municipality.

Minimum grant request is \$200

Maximum grant request is \$2,500.

The funding priorities for the Youth Grants stream align with Council's Youth Strategy.

Applications must identify project priorities relevant to Council's [Youth Strategy](#) (more than one priority area might apply).

4.1.3 Urgent Need Small Grants

The Urgent Need Small Grants stream aims to support urgent and short-term requests for funding support from not-for-profit groups within our community.

Applicants should first consider if they can apply within the timelines of other grant programs (refer Section 4.7). If these timelines are restrictive, applicants may apply for an Urgent Need Small Grant.

Minimum grant request is \$200

Maximum grant request \$1,000

Applications must support priorities in the current Council Plan and detail the urgent nature of the grant request.

4.2 Eligibility

The funding guidelines for each stream provide full details of eligibility and what will and won't be funded for each stream.

4.2.1 Community Development Grants, Community Events Grants and Urgent Need Small grants streams

All not-for-profit organisations, groups and associations based within Horsham Rural City Council may apply for these Grants.

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

4.2.2 Youth Grants stream

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

The applicant must be auspiced by an incorporated not-for-profit community organisation.

4.3 Incorporation and Public Liability Insurance

All applicants or auspice organisations must be incorporated as a not-for-profit organisation and have public liability insurance that covers the proposed project.

Council wants to ensure that all projects can be delivered safely and that community groups are protected from potential compensation claims if something goes wrong. Applicant organisations have a legal responsibility to provide a safe environment for participants and the general public in any activity, event or service being delivered by the proposed project. Public Liability Insurance financially protects not-for-profit organisations against claims of third-party property damage or injury.

As part of the application process, applicants (or auspice) will be asked to confirm that they are an incorporated not-for-profit organisation that has public liability insurance. During the assessment process, applicants may be required to provide evidence of incorporation and public liability insurance, depending on the nature of the project and perceived risk.

4.4 Application Process

Applications to all four funding streams are to be lodged on-line. The Guidelines and on-line application forms can be found at <https://www.hrcc.vic.gov.au/Community-Services/Grant-Information/Community-Development-Grants-Program>.

Council's Customer Service Team and Community Grants Team can provide assistance to community organisations to lodge an application on-line if required.

All applications must include:

- Completed details of what the grant funds will be spent on
- An indication of other funds that will be put towards the project
- An estimate of volunteer in-kind support for the project
- A quote for all goods and services over \$1,000 (if applicable)
- A copy of the organisation's most recent audited financial statements where the application shows a cash contribution from the organisation of >\$5,000 (Community Development and Community Events streams only)
- A copy of any permits required for the project i.e. planning/building
- Landowner consent for all building works and activities on land not owned by the project applicant, including private and Crown Land
- Endorsement of all groups/organisations who will use or benefit from the project.

Stream Guidelines provide details of specific requirements for each stream.

4.4.1 Urgent Need Small Grants

The application process and form are simpler for this stream.

To receive an urgent need grant, applicants must:

- a. Discuss the project with the Community Grants Team (contact Customer Service on 53829777)
- b. Complete the short version application form and lodge on-line.

4.5 Assessment Criteria

The assessment criteria are different for the four Community Grants streams and are detailed in the relevant Guidelines for each stream.

4.6 Assessment Process

- All applications are received online and saved electronically.
- The Community Grants Team prepares a grants summary by funding stream and provides administration support for the assessment panels.
- All applications relating to building works and activities on Crown Land or Council Owned Land are reviewed by the Coordinator Property Management, the Coordinator Recreation and Open Space Planning and the Coordinator Facilities Management. This will include assessment of project risk and requirement for applicant to provide additional documentation such as proof of public liability insurance.

4.6.1 Community Development Grants Assessment

- Initial assessment panel consisting of:
 - One representative from Corporate Services – Chief Financial Officer (or delegate).
 - Two representatives from Infrastructure – Coordinator Projects Office and Manager Operations (or delegate).
 - Three representatives from Communities and Place – Managers Investment Attraction and Growth, Community Services and Safety, and Arts Culture and Recreation (or delegates).
- The initial assessment panel makes recommendations to the Executive Management Team who endorse the final grants list.
- Final approval by Council.

4.6.2 Community Event Grants Assessment

- Initial assessment panel consisting of:
 - Two representatives of the Investment and Business Development Team
 - Coordinator Community Relations and Advocacy
- Recommendations approved by the Executive Management Team
- Final approval by Council.

4.6.3 Youth Grants Assessment

- Initial assessment panel consisting of:
 - Youth Services Planning & Engagement Officer
 - Coordinator Community Relations and Advocacy
- Recommendations approved by the Executive Management Team
- Final approval by the Chief Executive Officer.

4.6.4 Urgent Need Small Grants Assessment

- The application will be assessed by the Community Grants Team.
- The grant allocation will be approved by the Chief Executive Officer.

For all funding streams:

- Council may only allocate part funding for a project rather than the full amount requested in the application.
- A grant allocation by Council does not mean any ongoing funding commitment or obligation by Council.
- HRCC assistance should be acknowledged on any promotional material or media coverage relating to the successful project.

4.7 Timelines

Funding Stream	Funding cycle	Open dates	Grant allocation
Community Development	Annual	February	From 1 July
Community Events	Six monthly	May November (if funds not exhausted in May round)	From approval date
Youth	Ongoing	Until funding exhausted	From approval date
Urgent Need	Ongoing	Until funding exhausted	From approval date

4.8 Grant Payment

Payment of grants will be made upon receipt of invoices or evidence of project payments by the organisation. These invoices and payments must coincide with the grant period as detailed in the four stream guidelines.

4.9 Grant Reporting

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

The Completion Report template can be downloaded from the HRCC website:

<https://www.hrcc.vic.gov.au/files/assets/public/v/2/document-resources/services/community-grants/completion-report-template.pdf>

5. COMMUNICATION

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

The annual Community Development Grants Program is promoted during February each year across all Council media platforms. Community information sessions are coordinated by the Community Grants Team in February each year.

Other grant streams are promoted regularly throughout the year across all Council media platforms.

6. RESPONSIBILITY

Policy Owner: Coordinator Community Relations and Advocacy

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

7. DEFINITIONS

Nil

8. SUPPORTING DOCUMENTS

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

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
01	3 March 2014	Council	New Policy	
02	February 2017	Council	<ul style="list-style-type: none"> Disability Access Criteria Revised notification month Inclusion of project ranking Inclusion of Grants Information Session 	
03	19 March 2017	Council	Changes to funding categories	
04	N/A	N/A	Change in Departmental titles only	
05	16 Dec 2019	Council	<ul style="list-style-type: none"> Addition of Youth category References to new strategies and plans Removal of S86 reference Copy of any permits required for project Projects that require ongoing funding from Council Projects seeking funding for religious assets 	
06	14 December 2020	Council	<ul style="list-style-type: none"> Several minor changes to reflect organisational changes Assessment criteria – extent of previous assistance, shortened to be more readable 	December 2021
07	24 January 2022	Council	<ul style="list-style-type: none"> Assessment Criteria – changes to reflect the new Council Plan Project Assessment Team Crown Land Assessment Requirements 	December 2023
08	Nov 2022	N/A	<ul style="list-style-type: none"> Minor administrative changes only 	31 December 2023
8.1	March 2023	N/A	<ul style="list-style-type: none"> New logo 	31 December 2023
09		Council	<ul style="list-style-type: none"> Major re-write for inclusion of new streams 	31 December 2023
10	January 2025	Council	<ul style="list-style-type: none"> Change of title of Quick Response Grants to Urgent Need Grants Youth Grants (maximum grant \$2,500) to be approved by CEO rather than Council November round of Community Event grants only open if funds not exhausted in May Urgent Need Small Grants required to support Council priorities (identification of specific priorities not required) 	January 2026



**MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS
MONDAY 20 JANUARY 2025 AT 5:30PM**

TO ATTEND: Cr Ian Ross (Mayor), Cr Brian Klowss (*virtual attendance*), 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 (Monitor)

APOLOGIES: Nil
Meeting commenced at 5:31pm

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. COUNCIL MEETING REPORTS FOR DISCUSSION

3.1 ARC Chair - Biannual report to Council (**Appendix 3.1**) **5:30pm – 5:50pm**

Attending: Marilyn Kearney (*virtual attendance*)

3.2 Audit and Risk Committee Charter and Annual Work Plan (**Appendix 3.2**)

3.3 Audit and Risk Committee Minutes & Annual Self-Assessment (**Appendix 3.3**)

Marilyn Kearney left the meeting at 5.47pm

4. CONFIDENTIAL REPORTS

4.1 Road Materials Tenders (**Appendix 4.1**) **5:50pm– 6:00pm**

4.2 Fuel Tender (**Appendix 4.2**) **6:00pm – 6:10pm**

5. PRESENTATIONS

5.1 WAL Hub Briefing – CONFIDENTIAL (**Appendix 5.1**) **6:10pm – 6:50pm**

Attending: Potential Development Representations; Fiona Gormann (Manager Investment Attraction & Growth) & Joel Hastings (Co-ordinator Statutory Planning and Building) (*all attending in person*)

5.2 SEC Renewable Energy Park – Horsham: Overview (**Appendix 5.2**) **6:50pm – 7:30pm**

Attending: Fiona Gormann (Manager Investment Attraction & Growth) & Joel Hastings (Co-ordinator Statutory Planning and Building)

6. REPORTS FOR INFORMATION ONLY

6.1 VCAT, Building and Planning Permits Report (**Appendix 6.1**) **7:30pm – 7:40pm**

Attending: Fiona Gormann (Manager Investment Attraction & Growth) & Joel Hastings (Co-ordinator Statutory Planning and Building)

7. COUNCIL MEETING REPORTS FOR DISCUSSION (CONT.)

- | | | |
|--|---|------------------------|
| 7.1 | WIFT (WAL Hub) Development Plan Amendment (Appendix 7.1) | 7:40pm – 7:55pm |
| Attending: Fiona Gormann (Manager Investment Attraction & Growth)
& Joel Hastings (co-ordinator Statutory Planning and Building) | | |
| 7.2 | Community Halls Asset Committee (Appendix 7.2) | 7:55pm – 8:05pm |
| 7.3 | Waste Review - 1. Haven 4-bins area (Appendix 7.3) | 8:05pm – 8:10pm |
| 7.4 | Community Grants Policy Review (Appendix 7.4) | 8:10pm – 8:20pm |
| 7.5 | Community Donations Policy Review (Appendix 7.5) | 8:20pm – 8:30pm |

8. GENERAL DISCUSSION (Craig Niemann) **15mins**

9. CLOSE

The meeting closed at 8.55pm

DINNER

CRAIG NIEMANN
Chief Executive Officer



**MINUTES OF INFORMAL MEETINGS OF COUNCILLORS
COUNCIL BRIEFING HELD IN THE COUNCIL CHAMBERS
TUESDAY 21 JANUARY 2025 AT 5:30PM**

TO ATTEND: Cr Ian Ross (Mayor), Cr Brian Klowss (*virtual attendance*), Cr Cam McDonald, Cr Angie Munn, Cr Dean O'Loughlin, Cr Bec Sluggett, Cr Todd Wilson, Craig Niemann, Chief Executive Officer (*virtual attendance*); Kim Hargreaves, Director Corporate Services; Kevin O'Brien, Director Communities and Place; John Martin, Director Infrastructure; Steven Kingshott, Monitor

APOLOGIES: Nil

Meeting commenced at 5.32pm

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 TAC Road Safety Program | 5:30pm – 6:15pm |
| Attending: Chris Hall (<i>virtual attendance</i>) | |
| 3.2 TAC Road Safety Funding (Appendix 3.2) | 6:15pm – 6:30pm |
| Attending: Akshay Rajput | |
| 3.3 Deliberative Engagement Approach for Community Vision and Council Plan | 6:30pm – 7:00pm |
| Attending: Karina Dooley (Projectura) (<i>virtual attendance</i>) & Dianna Blake | |
| 3.4 Revenue and Rating Plan – Part 2 (Kim) | 7:00pm – 7:30pm |
| Attending: Belinda Johnson | |
| 3.5 Impact of Changes to Fire Services Levy (Kim) | 7:30pm – 8:00pm |
| Attending: Belinda Johnson | |
| 3.6 Budget Development Timelines (Kim) | 8:00pm – 8:30pm |
| Attending: Belinda Johnson | |

4. GENERAL DISCUSSION (Craig Niemann) 15mins

5. CLOSE

The meeting closed at 9.02pm

DINNER

CRAIG NIEMANN
Chief Executive Officer



**WIMMERA INTERMODAL FREIGHT TERMINAL
ADVISORY COMMITTEE**

MINUTES

10:30 am, Wednesday, 21 August 2024

TEAMS ONLINE

Meeting No. 2024/3*

Attendees

John Martin	Director Infrastructure Services HRCC
Fiona Gormann	Manager Investment Attraction and Growth HRCC
Matt Eryurek	GM Head of Ports Development SCT
Jess Scott	DJSIR
Damian Paynter	Operations SCT
David Hill	Department Transport and Planning
Lyn Barnes	Department Transport and Planning
Jo Tait	ARTC
Annie Mintern	Minute taker

Apologies

Bryce Spittle Department Transport and Planning (Roads)

Confirmation of previous Minutes (15 May 2024)

Moved: **Fiona Gormann** **Seconded:** **David Hill**

Actions arising from previous meetings

Action	Responsible Member	Date Completed
Maintenance report to be shared with advisory committee when received.	Matt/Fiona	Prior to each meeting
Throughput figures report to be shared for next quarter with advisory committee	Matt/Fiona	Prior to each meeting



1. Operational Update – (SCT)

1.1. Maintenance

- External contractors were doing reports however SCT do their own maintenance
- Reporting has now become inhouse
- Issues graded on a priority scale
- Degradation of rail sleepers – 2 put on watch and brief will review in a month on a millimetre level
- Report is very positive
- HRCC has a reserve for sleeper renewal
 - ACTION: John to investigate

1.2. Throughput Figures

- July/August shift in numbers due to delay in shipping lines
- 1100 containers a month
- Expecting September number to drop due to shipping issues
- Trend will continue while there are Red Sea issues
- Shuffling vessels so not coming in as frequently
- Creating shortage of equipment and rates of export going up
- Looking at neighbouring freight companies to collaborate to get more freight on rail at Dooen

1.3. General

- 50th year this year, highlighting achievements
- Gala event in October
- Advocating heavily for the modeshift incentive
- Adelaide handling rail and road becoming very competitive
- Melbourne handling costs averaging \$400 vs \$200 in Adelaide
- Trying to attract more tenants to WAL HUB
- Previous plans to reopen line to Mt Gambier however never transpired
- Upgrade to Portland line? How will that affect SCT?
- Getting enquiries now especially Mineral Sands companies
- Portland terminal needs to enable better handling for it to be successful
- Can do 2 trips a day and faster trains, however efficiency is lost without terminal upgrades
- Grain trains have direct access but nothing else currently
- Problem with space for upgrades which causes problems for mineral sands
- Waiting for line upgrades prior to terminal upgrades
- Mt Gambier broad gauge – Dooen only fixed to standard gauge
- Limits connection to Mt Gambier
- Borg industries building manufacturing hub in Mt Gambier
 - ACTION: Invite Greg from Port of Portland to a meeting to discuss



1. WAL HUB Development (Fiona)
 - Interest in Bergin Drive still remains positive
 - Getting ready for stage 3
 - Development plan and master plan for WAL Hub needs to be reviewed to ensure it's up to date and supportive of what we are doing
 - Entrance signs are ready to be installed – will include names of businesses at site
 - More tree planting to occur during Spring
 - Making sure spraying is occurring prior to fire season
 - Waiting for announcement of EES for WIM Resource
 - Astron - Donald has been approved and likely to commence first
 - Grant Clark will work with Damien at SCT to assist with education of mineral sands
 - Fiona has created 2 fact sheets which will be available on HRCC website
 - We should work with other LGA's to ensure the messaging is consistent
 - Fiona to work with Jess on this
 - ACTION: Fiona to share fact sheets with the advisory committee

2. Regional Development Advocacy (Jess)
 - New team
 - Have identified a new Chair for the regional partnership and awaiting approval from department
 - Organised meeting with LGA's to introduce new team over the next few weeks
 - ACTION: Jess to share contact details of the new team

3. Wimmera Regional Port Logistics Industry Event (Matt)
 - Great to see so many people on site
 - Feedback very positive from a regional and SCT point of view
 - Key follow ups with new customers have occurred
 - Lots of momentum with regional customers which is really positive
 - Good for HRCC to do a presentation and has lead to follow up with businesses interested in finding out more
 - Networking was very positive
 - Key highlight for SCT was that non rail operators were in the audience and has lead to some key follow ups

4. General Business
 - Main hurdle for rail is weight
 - If it's heavy it's more viable on rail, however lighter weight will remain on road
 - Jo Tait – working in business development, freight on rail development at ARTC
 - ACTION: Jo to investigate TAL and speed and timing of upgrade for Portland line
 - Jo Tait advised following the meeting in regards to the timing of the Maroona to Portland line upgrade. Her understanding is that this work will bring the line up to 23 TAL standard. The project startup is underway and the works to improve the condition of the track will provide incremental improvements with the expectation these will be complete in three years.



- David – looking at future of closed rail
 - Future of Heywood Mt Gambier line
 - Putting case together that line could be reopened probably needs the most work to reopen
 - At least retaining reservation Shires pushing very strongly and strong support from State
 - ACTION: David to send background information to group
 - DTP Organisational Structure
 - David shared document to the group
 - Lyn - Modeshift further funding notice should be received by SCT soon
5. Next Meeting:
- 20 November 2024
6. Future Meetings:
- 19 February 2025
 - 21 May 2025
 - 20 August 2025

Wimmera Intermodal Freight Terminal Advisory Committee meetings are held quarterly on the third Wednesday of the month.

* Please note the meeting numbers have been reset to reflect year and the meeting number.



Minutes

Natimuk Economic & Social Plan Project Advisory Committee

11 December 2024 at 6pm

NC2 Community Centre

Attending:

Gary Rasmussen, Alex Williams, Gloria McRae, Annie Mintern, Bill Lovel

Apologies: Jed Haustorfer, 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

Addressed in business arising

5. Business arising from previous meeting

5.1. Annie to send link to draft One Hour Out Campaign page

- Link sent and video posted on Nati Facebook page

5.2. Annie to check the terms of reference to see whether committee has input into new member

- Council officer makes selection

5.3. 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 a later date

5.4. Annie to contact Dave Brennan and Bernie Dunn to invite to a future meeting to address the issue of accessing water to the lake

- WCMA rep will attend in February
- Waiting to hear from Bernie Dunn

5.5. Annie to investigate heritage grants to upgrade the clocktower

- Waiting for funding to open

Australia Day Event Actions

5.6. Annie to ask Mel Janetzki if Headrush might be available for the Australia Day event

- Unavailable due to basketball tournament
- Prue Heard might be available and Alex has a couple of options as well

5.7. Annie to send Alex the number for Patchwork Jungle

- Natimuk footy club doing slushies so we won't worry about Patchwork Jungle

5.8. Bill to Contact Bill Schmidt about potential for temporary container deposit for Australia Day

- Contacted and happy to drop off and pick up if they can have the cans

- 5.9.** Annie to follow up more food trucks
- Check with coffee vans about morning coffee
 - Follow up with Snak Shack
 - Confirm with Hotbox Kebabs
 - Power available in pavilion
- 5.10.** Annie to talk to Environmental Health regarding sunscreen or insect repellent
- Will buy big bottles and make available at first aid table with merchandise
- 5.11.** Alex to check with Lynne Dale regarding the Australian flag
- Have received the flag and some other merchandise
- 5.12.** Annie to organise flyer
- Complete and distributed to Natimuk Post Office
- 5.13.** Annie to purchase first aid kit
- Will purchase this week
- 5.14.** Annie to complete risk management plan
- Will finish off tomorrow and send to the committee
 - Evacuation point at front gate
 - Alex has organised a bus from Horsham and a circuit in Natimuk to mitigate risk of drink driving
- 5.15.** Annie to complete Intention to hold event form
- Complete and landowner consent received from DEECA
- 5.16.** Shaun to check if we can get a lighting tower from SES
- Annie to get a quote to hire
- 5.17.** Bill to loan his marquee for the event
- 5.18.** Annie to check if Council has a marquee
- Yes trying to find it
- 5.19.** Annie to send contacts for games and check what Council youth team have
- Council youth team have outdoor games we can borrow
- 6. Other Business**
- Annie follow up what is happening with the creek clean up
 - Stand pipe has been fixed
- 6.1. Committee Members**
- Annie to ring Keith to confirm Jed's resignation
 - Will commence advertising new positions in new year
- 6.2. Australia Day Event**
- Schedule as follows:
- 10-11am Brass band, flag raising followed by national anthem
- 11-2pm Free BBQ lunch - Lions
- 2-3pm Emily Pritchard \$100
- 3-4 Keith Lockwood – Special guest speaker
- 4-5 Dog and Bass \$200
- 5:30-6:30 – need to source a band
- 7pm – The Last Stand \$1500
- Footy club doing soft drink and has a slushie machine.
 - Annie to follow up with GWM water
- 6.3. Other**

- Annie to invite Lisa from Parks to our next meeting
- Council have put more bins but there's still not enough
- Invite Keith Haustorfer and John Martin to the meeting when Parks and WCMA attend
- Bus is stopping across the road from post office instead of at the new bus stop
 - Annie to contact him and follow up signage error and tree trimming.

7. Meeting Close – 6:53pm

8. Next Meeting – 8 January 2025 at the Lake Foreshore. Annie will arrange with Brenda.

Unconfirmed



MINUTES
Disability Advisory Committee
Thursday 12 December 2024 at 2pm
Council Reception, 18 Roberts Ave, Horsham

Present:

Matthew De Gruchy (Chairperson), Alma McKenzie, Andrea Cartwright, Bernie O'Shannessy, Fiona Sanderson, Peter Bermingham, Tiffany Warren.

Apologies:

Jeremy Miles Buerfeind, Karl Mitton, Kirsten Ridgeway.

Council Staff in attendance:

Daniel Rees, Mandy Kirsopp, Josh Hammond.

1. Welcome / introductions

The chairperson welcomed members to the meeting.

2. Disclosure of Conflicts of Interest

Nil

3. Review previous minutes and actions

The committee discussed issues arising from the previous minutes.

A summary of updated actions is at the bottom of the document.

4. Progress update on Disability Access and Inclusion Plan

Daniel provided an update on progress HRCC have made on actions in the Disability Access and Inclusion Plan.

Members will have the opportunity to consider their priorities for the plan and make recommendations at the January meeting around what actions should be progressed in 2025.

Action: Profile DAC members in e-newsletter.

Action: Invite Statutory Planning staff to future meeting to discuss support for people completing permits / building applications etc.

Action: Invite People & Safety staff to a future meeting to discuss Goal 4 actions in DAIP.

5. Accessibility at City Oval

Following the City Oval tour on Wednesday 11 December, members of the committee shared their ideas, discussed and made recommendations regarding temporary viewing

options at City Oval. Service Requests have also been lodged regarding separate accessibility concerns identified while on site.

Grandstand Viewing Option

Observations include:

- The area provides only 4 spaces.
- The proposed space allocation and location reinforced concerns re: segregation from friends, family and other attendees.
- The suggested location does not allow viewing of the western end of the oval. (interchange box blocks viewing).
- The small, confined space that was identified generated feelings of claustrophobia.
- Being trapped in the event of a fire was raised as a concern.
- Catering for different sized (wider and longer) mobility chairs was raised.
- People seated would not be able to see over people standing along the boundary fence and enforcement of 'No Standing' signs would be difficult.

Suggestions include:

- Removal of the flight of stairs (to the centre left) on grandstand would create a wider viewing area.
- Providing a deeper viewing area would alleviate concerns re: access into and out of the space.
- Providing a deeper viewing area (closer to the fence), would enable better viewing of the whole oval.

After discussion the committee agreed that segregation is likely to occur with the current option and viewing the whole oval will be difficult with only 4 spaces along the southern side of the grandstand.

Disability Advisory Committee Recommendation:

Make the space wider and deeper (closer to the fence) than the suggested 4 spaces, and ensure the area has roof covering. This will ensure people using the area can share the space with friends and family, socialise and not be segregated. Being closer to the boundary fence will also enable people to have a better view of the western end of the oval.

This recommendation will be put to the Project Control Group for consideration.

Viewing from the stage

Observations include:

- The handrail at the start of the ramp is too close to the fence and needs adjustment.
- The (black) tactile matting at the base of the ramp can be difficult to see for people with vision impairments.
- A member indicated they didn't go on stage due to not feeling safe because of a previous experience of falling from a stage. Some people will only use the stage for viewing if there is a protective barrier at the edge of the stage.
- If people can sit on the front of the stage it is a viewing area, so it needs to be an area that everyone can feel safe to use.

- If the area was adapted to be an accessible viewing platform, this would ensure the area is used for more than just 1-2 performances a year.
- The lack of weather protection was not regarded as an issue because 'people rug up' if watching winter sports

Suggestions include:

- Place a yellow strip on the front of the stage to improve visibility of edge.
- Consider installing playground matting on ground surface to mitigate falls.
- Install a removable or retractable barrier/fencing at the front of the stage.
- A removable barrier around the edge of the stage would make it a safe space for everyone, not just people who are able to sit on the front.

Disability Advisory Committee Recommendation:

After all members had an opportunity to share their suggestions, the committee agreed the stage should be considered an accessible viewing platform during sporting events. A safe viewing platform would include fencing across the front and sides of the stage that would be removed when the stage was being used for music events.

This recommendation will be put to the Project Control Group for consideration.

6. Business Arising

Action: Include agenda item for Jan to discuss priorities for 2025.

Action: Include future agenda item to discuss International Day of People with Disability.

Members posed the question of how they can most effectively connect with the community, and to be contacted community members.

Action: Consider the most appropriate way for DAC members to be contacted by community members.

7. Next Meeting

The next meeting will be held on **Thursday 13 March 2024 at 2pm.**

Action List

Meeting Date	Action	Responsibility	Update
December	Profile DAC members in e-newsletter.	Daniel	
December	Invite Statutory Planning staff to future meeting to discuss support for people completing permits / building applications etc.	Daniel	
December	Invite People & Safety staff to a future meeting to discuss Goal 4 actions in DAIP.	Daniel	
December	Include agenda item for Jan to discuss priorities for 2025.	Matt	
December	Include future agenda item to discuss International Day of People with Disability.	Matt	
December	Consider the most appropriate way for DAC members to be contacted by community members.	Daniel	



Minutes

Horsham Regional Livestock Exchange Board Meeting

To be held on **12 December 2024**

At the Canteen, HRLE

1. Welcome / Apologies

Present

David Grimble
 Tim Martin
 John Martin
 Kevin Pymer
 Sid Thomas (Elders)
 Paul Christopher
 Ray Zippel

Apologies

Brittany Price
 Richard Emmerson

2. Disclosure of Conflicts of Interest

3. Minutes of previous meeting – **15 August 2024**

Motion: That the minutes of the previous meeting be accepted as a true and accurate representation of that meeting. Moved Kevin Pymer / Seconded Tim Martin. Carried

4. Business arising from previous minutes

4.1 JM update on Burnt Ck Developments (Nil)

- No major news. O'Neills are beginning some work on site

4.2 Visit to Frew – Thomas Foods (Paul)

- Still working on organising. We will invite the Crs.

4.3 Report circle work to Police (done)

4.4 Media re RFID tags (Paul)

- Not yet done

4.5 Terms of Reference to be circulated (John)

5. Correspondence

Nil

6. Reports

6.1 Chairman's Report

- Thank everyone for their input and wish them a merry Christmas. Has been a challenging year. There has been a big turnaround in the latter part of this year which has led to improved numbers.
- David's PIC number came up for a random audit. Process took around 3 hours. Was very thorough in ensuring compliance with rules and standards, e.g. in relation to risk management and record keeping. This provides re-assurance that the industry is sound.

6.2 Infrastructure Director Report

- Manager resignation
- B-triple - Some have arrived including a triple cattle load
- Need to advance the plans for this, inc re-planting trees
- Budget 2025-26 - Flagged that we will need to do something like KPI. Aim to remain competitive, but also find the funds for the ongoing operation and maintenance. We're in a better situation at the moment with meat prices than 12 months ago. We will provide a list of prices of other sites as a comparison.
- **Action: JM to clarify the reserve for HRLE**
- **Action: JM to invite Crs to attend HRLE**

6.3 Coordinator's Report

See attachment. Discussion:

- Paul to request P&G crew to assist with bindii control during the break for HRLE team
- Mark McDonald winding up with ALSA
- Gerard Leech also on Saleyards Australia board, with Paul.
- Some issues with tags – 7 years seems to be a limit. If contacted while the sheep are on farm the manufacturer will replace them. Problematic at the saleyards.
- Holding paddocks have been well used.

6.4 Horsham Stock Agents Association – Sid Thomas

- Yards have been running well. No real problems, any issues have been addressed quickly.
- Minor complaint about the dirt yards. They will be cleaned out in the new year.

6.5 VFF Representative – Kevin Pymer

- Concern about some clearly flyblown sheep being brought in to the sale.

6.6 Transport – Vacant (Acting, Richard Bansemer)

6.7 Agriculture Victoria – Brittany Price

6.8 Throughput

- 218,000 YTD compared to 185,000 YTD last year. Best numbers for December since 2020-21.

Motion: That the reports be accepted. Moved Ray Zippel / Seconded Kevin Pymer. Carried

7. General Business

7.1 Councillor representation on HRLE Board.

Motion: That the Crs be invited to the next meeting. Moved Ray Zippel / Seconded Sid Hernon. Carried.

Note that one item to discuss is a request for Councillor participation on the Board.

Mtg closed 6:03 pm, with the Chair wishing all a Merry Christmas.

8. Next Meeting

Suggest 20 February 2025

David Grimble

Chair

Horsham Regional Livestock Exchange Board



Minutes

Natimuk Economic & Social Plan Project Advisory Committee

9 January 2025 at 6pm

Natimuk Lake Foreshore

Attending:

Gary Rasmussen, Alex Williams, Gloria McRae, Annie Mintern, Bill Lovel, Shaun Taylor

Apologies: Jed Haustorfer

1. Welcome/Introductions

2. Disclosure of Conflict of Interest

Nil

3. Confirmation of Minutes from Previous Meeting

Moved: Alex Williams **Seconded:** Bill Lovel

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

5.2. Annie to invite Lisa from Parks to our next meeting

- Email sent
- Waiting for a response

5.3. Annie to ring Keith to confirm Jed's resignation

- Called Jed and Keith and left messages
- Ring 5387 1144

5.4. Annie to invite Keith Haustorfer and John Martin to the meeting with Parks and WCMA

- Done but waiting to talk to Keith

5.5. 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

5.6. 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 March meeting

5.7. Annie to contact Dave Brennan and Bernie Dunn to invite to a future meeting to address the issue of accessing water to the lake

- WCMA rep will attend in February
- Waiting to hear from Bernie Dunn

5.8. Annie to investigate heritage grants to upgrade the clocktower

- Waiting for funding to open. Haven't checked for a while will investigate.

Australia Day Event Actions

5.9. Annie to follow up GWM Water trailer

- Confirmed

5.10. Annie to ask Prue Heard if she is available for the Australia Day event

- Yes confirmed

5.11. Annie to follow up more food trucks

- Hotbox Kebabs confirmed
- Unable to get anyone else
- Check power available in pavilion

5.12. Annie to purchase first aid kit

- Purchased

5.13. Annie to complete risk management plan

- To be finalised at this meeting

5.14. Shaun to check if we can get a lighting tower from SES

- Alternative will be hire from Heath Kelm

5.15. Annie to check if Council has a marquee

- Annie to buy a pergola 6m x 3m

6. Other Business**6.1. Committee Members**

- Will start advertising both positions when Jed's resignation confirmed

6.2. Site Plan, Risk Management and Emergency Management

- To be finalised following this meeting and distributed to the group and emergency service agencies

6.3. Other

- Organise a Parking Sign
- Confirm with face painter
- More marketing this week. Need to update poster to include
 - No glass, BYO chair and drinks, add Prue Heard
- Create a booking form with times for Horsham bus
- Bus Pick Up Pub in Nati and VIC in Horsham
 - 10am Horsham – Nati
 - 2pm Nati – Horsham
 - 2:30 Horsham – Nati

7. Meeting Close

6:58pm

8. Next Meeting – 5 February 6pm at NC2