

AGENDA

MEETING OF THE **HORSHAM RURAL CITY COUNCIL**

**To be held on
28 January 2025
At 5.30pm**

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



COUNCILLORS are respectfully requested to attend the Council Meeting of the Horsham Rural City Council to be held on Tuesday 28 January 2025 in the Council Chamber, Civic Centre, Horsham at 5.30pm

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

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

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people. We recognise the important and ongoing place that all Indigenous people hold in our community.

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

3. OPENING AND WELCOME

Chairman, Cr Ian Ross formally welcomed those in attendance to the meeting. The Mayor advised that the meeting will be recorded to maintain a video archive, which will be available on the Horsham Rural City Council website as soon as practicable.

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 16 December 2024 be adopted.

7. CONFLICTS OF INTEREST

Declarations of Interest

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

Members of Staff

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

8. PUBLIC QUESTION TIME

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| <i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(g) – Private Commercial Information</i> | |
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| <i>Defined as confidential information in accordance with Local Government Act 2020 - Section 3(1)(f) –Personal Information</i> | |

CLOSE


CRAIG NIEMANN
Chief Executive Officer

REPORTS FOR COUNCIL DECISION

9. OFFICERS REPORTS

9.1 COMMUNITY HALLS' ASSET COMMITTEE

| | | | |
|------------------------|---|---------------------|-----------------------|
| Author's Name: | Mandy Kirsopp | Director: | Kevin O'Brien |
| Author's Title: | Coordinator, Recreation and Open Space Planning | Directorate: | Communities and Place |
| Department: | Arts, Culture and Recreation | File Number: | F06/A13/000001 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Endorsed Minutes of annual meeting held 23 November 2023 (**Appendix 9.1A**)

Draft Minutes of meeting held 20 November 2024 (**Appendix 9.1B**)

Purpose

To receive the endorsed Minutes of the Annual meeting of the Community Halls' Asset Committee held 23 November 2023, note the draft Minutes of the annual meeting, held 20 November 2024 and consider recommendations from the Committee.

Summary

- The Community Halls' Asset Committee (the 'Committee') was established 29 September 2021.
- The Committee meets in November each year for an annual meeting to receive reports, make recommendations re: hire fees for the community halls and transact other business as required.

Recommendation

That Council:

1. Note the endorsed Minutes of the annual meeting held 23 November 2023 (**Appendix 9.1A**)
2. Note the draft Minutes of the annual meeting held 20 November 2024 (**Appendix 9.1B**)
3. Adopt fees and charges for use of Community Halls, as recommended by the Community Halls' Asset Committee for the 2025-2026 financial year as follows:

| | |
|---|---------------|
| 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 |

and that, if approved by a Motion from the sub-committee (i.e.: individual hall) fees 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.

REPORT

Background

A Community Halls' Committee of Management was established 4 September 2017, under Section 86 of the Local Government Act (1989). An Instrument of Delegation authorised by Horsham Rural City Council, described the roles and responsibilities of both Council and the Committee of Management.

As a result of changes to the Local Government Act (2020) a review of the Committee governance structure occurred and on 24 August 2020, Council endorsed the establishment of a Community Asset Committee (the Committee) with a revised Instrument of Delegation. The revised Instrument delegates specific decision-making responsibilities from the Chief Executive Officer to the Committee.

The Committee is comprised of single representatives from ten Council owned community halls/ facilities across the HRCC municipality. The ten halls represented on the Committee are:

- Dadswell's Bridge Hall
- Hamilton lamb Memorial Hall
- Jung Hall
- Laharum Hall
- Mitre Hall
- Natimuk Community Centre (NC2)
- Natimuk Soldiers' Memorial Hall
- Sailors' Home Hall
- Taylor's Lake Hall
- Telangatuk East Hall

In November each year, representatives meet to discuss the operation of the halls, community usage, and operational and administrative matters. Facility hire fees are included in the HRCC budget process and at the annual meeting, Committee representatives recommend fees for the next financial year.

The meeting also provides an opportunity for hall representatives and Council officers to share information, identify and work through issues and concerns and to work collaboratively and in partnership to provide important community infrastructure across the municipality.

Discussion

The Committee recognises the challenges associated with an ageing and declining volunteer base. This includes changes to the concentration and composition of rural populations and changing workforce patterns.

Annual reports and financial statements provided by the hall representatives mirror changes occurring in the various settlement areas of the municipality (decreasing levels of activity). Despite demographic changes, some halls groups have been able to positively respond to the changing needs of their communities and activity type, frequency and participation numbers have increased.

A representative from the HRCC Facilities' team attends the annual meeting and shares information re: completed and future maintenance planned for each of the halls. The maintenance review and update has contributed to a deeper understanding of budget constraints and the importance of working collaboratively to achieve shared goals.

The Australian Taxation Office (ATO) has recently introduced new reporting requirements for entities with an Australian Business Number (ABN). Every hall committee represented on the Community Asset Committee holds an ABN and is subject to the reporting requirements.

Members of the HRCC Finance team attended the annual meeting and facilitated a discussion re: options to satisfy ATO requirements. Committees will continue to work independently to meet ATO reporting requirements and this will be monitored.

Committee members discussed annual fees and noted conditions confirmed in 2023 by HRCC re: possible waiving of fees. It was agreed that these conditions be continued.

MOTION

The Community Halls' Asset Committee recommends:

1. The adoption of the suggested range of fees and charges for use of Community Halls for the 2025-26 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 |

2. And that, if approved by a Motion from the sub-committee (ie: individual hall) fees 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

Options to Consider

Fees

There are three options to consider:

1. Accept the recommended fee structure as presented,
2. Apply the HRCC facility pricing schedule used for sporting facilities within the Horsham urban area
3. Develop and apply a different fee structure for the 10 community halls.

Option 1 is recommended.

The fees have been identified as being appropriate for the various rural local communities and fees collected are adequate to pay for hall expenses, (power, water).

Conditions where fees might be waived (part 2 of the Motion) were established by HRCC and the Motion includes a continuation of an established process.

Option 2 is not recommended.

The Facility Pricing schedule for sporting facilities is for time usage only. Although initial establishment of the fees included consideration of utility expenses, power, gas and water expenses are paid separately by HRCC (not by a community committee). The proposed fee structure provides adequate income for each of the halls to pay annual operating expenses.

Option 3 is not recommended

A review of all HRCC facility-managed fees and charges is linked to broader work being undertaken through the review of the Property Strategy. A review of fees and charges for Community Halls will be guided and informed by this work. In the interim, it is recommended that the 2025-26 fees and charges remain as suggested by the Committee.

Sustainability Implications

Community halls provide an important opportunity for people living in rural areas to gather for family and community events. Social wellbeing and community connection are strengthened by the existence of community gathering places and safe, accessible facilities.

The on-going maintenance of community assets (community halls) with low utilisation rates creates budget pressure and is an area of future work, (facility review and recommendations).

Community Engagement

Community engagement is not required for the annual meeting.

Each representative provides a summary of activity at the respective hall (year in review) and shares planning regarding future activities. The annual process of sharing information has contributed to the development of a positive working relationship between Council and the ten community groups.

Innovation and Continuous Improvement

The model of a Committee of Management representing a collective of representatives from the different halls was developed in 2017 and was recognised as a Victorian state-wide initiative responding to the previous Local Government Act (1989).

In response to changes associated with the Local Government Act (2020), the model was modified to reflect requirements of Community Asset Committee. The model provides a process to share and receive information with community volunteers, and for volunteers and Council to work collaboratively in the provision of community assets.

Collaboration

Collaboration with agencies who are not part of the ten-member Community Asset Committee was considered but was not required.

Financial Implications

Volunteer committees assisting with the operation of community halls provide a valuable community service and support community cohesion and wellbeing, community pride and practical resources that improve local amenity.

There is a cost in the provision of maintenance of community facilities, but it could be argued the cost is off set by the health and well-being value of community gathering places being distributed throughout the municipality.

Regional, State and National Plans and Policies

Victorian Volunteer Strategy 2022-2027

Goal 3 - Supporting volunteers to be resilient, supported and empowered

Priority outcomes:

- Volunteers have safe, effective and rewarding experiences. Their rights are understood and protected
- Volunteers have the right resources, tools and supports

Council Plans, Strategies and Policies

2021-2025 HRCC Council Plan

Theme 2 – Liveability

Initiatives and Priorities

Create engaging spaces and places for social connection and wellbeing to build community resilience

Theme 5 – Leadership

Strategies:

Good governance, through leadership and connection with community

Initiatives and Priorities

Enable a customer/stakeholder-focused approach that delivers efficient and responsive service

HRCC Open Space Strategy 2019

Goal 4 – Enhance Collaboration

4.1.2 Engage and partner with user groups on Council managed and Crown land to enhance community accessibility and multi-use of facilities.

Risk Implications

Changes regarding facility maintenance have resulted in HRCC assuming greater responsibility for building maintenance. Changes recognise and mitigate risks associated with asset maintenance and provide increased opportunity for communities to focus on event planning for their community.

Declining rural population and changing age structures and the under-utilisation of community facilities create a long-term risk to the operation of community halls, and this is being monitored.

Because each of the ten halls is a member of a delegated committee of Council, compliance with ATO reporting requirements is a potential reputational risk to HRCC. This is being monitored and will be reviewed as required.

Conclusion

The annual meeting of the Community Halls' Community Asset Committee provides an insight into the operation of ten community halls across the municipality. The annual meeting also provides an opportunity to share information and strengthen both the halls' network and the operational relationship between Council and our community.

Hall members are reporting changes and challenges to the operation of rural halls, but also recognise the important role of community halls, providing opportunities for community wellbeing and social connection.

Hall representatives are appreciative of the support provided by HRCC and the collaborative partnership that has developed.

9.2 SAFER LOCAL ROADS AND STREETS PROGRAM FUNDING APPLICATION

| | | | |
|------------------------|--|---------------------|----------------|
| Author's Name: | Akshay Rajput / John Martin | Director: | John Martin |
| Author's Title: | Coordinator Engineering / Director Infrastructure | Directorate: | Infrastructure |
| Department: | Infrastructure | File Number: | F20/A02/000001 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Safer Local Streets and Roads Program Fact Sheet (**Appendix 9.2A**)

Outline plans of each project (**Appendix 9.2B**)

Purpose

To propose the application for \$2M of funding for a series of road and pedestrian safety works across the municipality.

Summary

- The Victorian Government through the Transport Accident Commission (TAC) has made available \$2M to each Victorian Council to fund road, cycling and pedestrian safety program initiatives.
- This program is known as the Safer Local Roads and Streets Program (SLRSP)
- Existing strategies and community identified concerns were reviewed to identify a series of projects that may be eligible for this funding.
- A report to the previous Council at its briefing on 5 August 2024 led to the shortlisting of projects which have become the focus of the intended grant application.
- Planning and design has continued since then, to develop detailed project scopes that align with the objectives of the program, and which are likely to be supported by the TAC.
- It is now proposed to formally apply for funding for these projects.
- Further community consultation and education is also proposed for these projects.

Recommendation

That Council:

1. Approve the submission of a grant application to the Safer Local Roads and Streets Program fund for the seven projects identified in this report.
2. Request a subsequent report on the outcomes of further consultation on these projects, including the improvements to specific designs that have been informed by the feedback received, prior to Council giving its approval to proceed with construction work on these projects.

REPORT

Background

The 9 December 2024 briefing to Councillors provided extensive background in relation to two rounds of State and Federal Government funding aiming to improve road safety on Council roads.

The first round of funding led to a program of safety works in Horsham's CBD aiming to improve pedestrian safety, primarily including wombat crossings at a number of locations. The briefing also included preliminary information relating to the temporary pin-down crossings in Firebrace St, i.e. the mid-block location between Roberts Ave and McLachlan St, and the four crossings at the McLachlan / Firebrace roundabout. A report to a subsequent Council meeting is proposed to inform a decision on the future of those temporary works.

The second round of funding aims to continue the focus on reducing road fatalities and serious injuries. As stated in the Fact Sheet (**Appendix 9.2A**) "the target is to halve deaths on our roads by 2030 and put us on a strong path to eliminate all road deaths by 2050". While the first round of (Federal) funding focussed on pedestrian safety in the CBD area, this round of State funding is aimed more broadly across the municipality, with projects identified based on several existing Council strategies and community identified concerns.

The table below lists the projects that are being advanced for this funding:

Table 1

| Sl. No. | Location | Type | Total (\$) | Council Contribution |
|----------------|---|-----------------------------------|--------------------|----------------------|
| 1 | O'Callaghans Parade/Urquhart Street/Bolton Street: Double Roundabout & (south side) Shared Use Path | Double Intersection & SUP | \$848,000 | |
| 2 | Albert Street, Bowden Street & Railway Ave, Horsham: Speed Treatments | Wombat & Speed Humps | \$116,100 | |
| 3 | Noradjuha-Tooan East Road, Noradjuha: Speed Reduction, Curve Treatments, Culvert Protection, Intersection Realignment | Guard Rail treatment | \$152,438 | \$76,219 |
| 4 | Three Bridges Road, Horsham: Speed Reduction, Curve Treatments | Guard Rail treatment | \$450,400 | |
| 5 | Elmes Street, Natimuk: Pedestrian Bridge over Creek | Pedestrian Bridge | \$136,137 | |
| 6 | Bennett Road, Horsham – Shared Use Path on east side | Bike Path Design and construction | \$194,359 | \$9,000 |
| 7 | Wimmera Highway / Natimuk Road – On-road Bicycle Lane | Bike Path Design and construction | \$144,887 | \$17,450 |
| Total = | | | \$2,042,321 | \$102,669 |

Appendix 9.2B to this report provides further details about these projects including diagrams of the sites of the works.

The combined cost of these projects is about \$2.15 M (including consultant's fee), which exceeds the nominal grant amount, however TAC has indicated there may be some flexibility in the amount available if other Councils don't identify projects full their full \$2M allowance. Note that design costs for these works are also being funded through the TAC funding.

As part of this process, the TAC has been advocating for Council to consider further wombat crossing treatments at CBD intersections. The TAC considers wombat crossings, i.e. pedestrian crossings with a ramp approach for vehicle, and a flat crossing for pedestrians, to provide the highest crash reduction factor potential for pedestrian safety. Given the high level of complaints from the public about the pin-down Firebrace St wombat crossings, no further such treatments were selected for this round of TAC funding. The subsequent report to Council will explore this issue further.

Discussion

The following notes are provided about each of the specific projects, in support of the general project outlines provided in **Appendix 9.2B**.

1. O'Callaghans Parade Double Roundabout and Shared Use Path

O'Callaghans Parade is one of the busiest entrances to Horsham's CBD area, and provides a connection from the south of Horsham to Horsham's west. A high traffic volume creates the potential for safety risks, in particular at the acute intersections (45 degree angle) at Urquhart St and Baker St where visibility is poor, and for cyclists.

This project has been identified through Council's Horsham CBD Streetscape Plan and Horsham Bicycle and Shared Paths Infrastructure Plan. This project is part of a broader project to upgrade the full length of O'Callaghans Parade, part of the adjoining section of Firebrace St and Urquhart St for general safety and amenity benefits.

The double roundabout design significantly improves vehicle safety at the acute intersections, and the incorporation of a 2.5 m wide shared path on the south side of O'Callaghans Parade will improve cyclist safety, and provide a link to the proposed Urquhart St improvements.

Initial consultation has occurred with businesses along O'Callaghans Parade, and the design ensures continued access for trucks, up to semi-trailer size, which are required for deliveries to certain businesses in this area.

2. Albert St, Bowden St and Railway Ave Speed Treatments

These sites have been included based on community requests for treatment to address concerns about speed and pedestrian safety, in particular at Albert St adjoining the primary school.

The works include a full pedestrian wombat crossing in Albert St, and speed humps in Bowden Street and Railway Avenue based on the requests from the community.

3. Noradjuha – Tooan East Rd Culvert Protection

The priority for upgrading this road was identified in Council's Rural Road Network Plan. The general road widening is being funded through the Federal Government's Heavy Vehicle Safety and Productivity Program (HVSPP), with Council having recently awarded the contract for these works. This project includes a separate scope to widen the culverts and install guardrails for vehicle safety. These works are proposed to be funded jointly through the HVSPP and SLRSP programs.

4. Three Bridges Rd Curve Treatment

Council has identified this road as a concern due to poor delineation of curves and high traffic speeds. This location was identified as a priority in the Rural Road Network Plan.

Over the past 10 years there have been two crashes, including one serious injury crash reported in Three Bridges Rd. The sharp curves make this road unsafe for vehicles travelling at 100 km/h.

The treatments provided include a speed limit reduction, improved line marking and signage and guardrails to improve safety on these tight bends which experience significant levels of truck traffic accessing the Golf Course Rd industrial area.

5. Natimuk Creek Pedestrian Bridge

Historically a fallen log provided limited access over Natimuk Creek in the Elmes St area. In response to community concerns, it is proposed to install a pedestrian bridge over the creek to provide safe access for all users, including wheelchairs and mobility scooters. This will provide pedestrians an alternative to the Lake Ave bridge, enabling separation of pedestrians from vehicle traffic

6. Bennett Rd Bicycle Lanes

The 2024 Horsham Bicycle and Shared Paths Infrastructure Plan identified upgrades to this bicycle path as one of its priorities. Generally, the works are improvements to the existing path, with significant work required in the front of the West Side Tabaret building where there is currently no separate path.

7. Natimuk Rd Bicycle Lane

These works are also a priority from the 2024 Bicycle Plan, and involve upgrades on the existing sections of path, and installation of a new separated bicycle lane on the southern side of the service road section between Bennett Rd and Hillary St.

Community Engagement

As indicated in the project descriptions above, the projects have been identified in Council strategies that have undergone detailed engagement processes, or in response to specific community requests, hence they represent identified community needs.

Initial consultation has occurred in relation to the O'Callaghans Parade works, which has led to some refinement.

It is now planned that consultation will proceed on the basis of the recently completed detailed designs with stakeholders, nearby residents / businesses and the broader community for each of the projects. A report on the outcome of this consultation will be presented to Council for further consideration as a basis for its final approval for the works proceeding. Feedback from this consultation will be also used to fine tune the detailed designs to address any issues that may be raised.

This next phase of community engagement is also proposed to include an information / education program to explain to the broader community the intent behind each of the works, and how they would be used. Key aspects of this phase are:

- How the double roundabout planned for O'Callaghans Parade will work – how to navigate it as a driver, pedestrian or cyclist.
- How to safely share paths for the bike lane treatments in Bennett Rd and Natimuk Rd.
- And an explanation of the rationale for each of the projects.

Options to Consider

The projects selected for the TAC SLRSP funding have been identified through consideration of a large number of potential projects recommended in a range of strategies, including:

- Horsham CBD Streetscape Plan
- Horsham Bicycle and Shared Paths Infrastructure Plan
- Horsham Urban Transport Plan
- Rural Road Network Plan

The potential projects also considered community requests.

All of these were then considered as options to feed into the recommended projects, based on their safety merit and alignment with the objectives of the funding program.

Sustainability Implications

Nil

Innovation and Continuous Improvement

Historically, road safety treatments were often proposed in response to crash or incident statistics. The current approach, based on the Safe System principles, is aimed at proactively identifying risks and applying proven techniques to situations where there is a likelihood of incidents, aiming to avoid incidents or reduce their impact.

Collaboration

Council has been working with a consultant funded by TAC to develop designs for the nominated sites. These are being progressively reviewed by TAC and DTP officers to ensure they are aligned with modern design standards.

Financial Implications

The projects identified in this report are proposed to be fully funded either through the TAC SLRSP funding or for one project partially with HVSPF funding. There are some minor exceptions where a co-contribution is required. The details of the co-contribution are provided in Table 1 in this report.

To secure the funding, an application is required to be made to TAC. Sufficient design work and costing has been completed to inform this grant application.

Regional, State and National Plans and Policies

Funding for these will come from the Safer Local Roads and Streets Program as outlined in **Appendix 9.2A**.

Council Plans, Strategies and Policies

Most of the projects identified have been sourced from the existing Council strategies as identified within the report.

Risk Implications

Key risks with these works include:

- Ensuring a sound engagement process on the detailed designs.
- Construction risks. These are generally able to be managed. Interruptions to business or traffic will need to be considered for some sites.

Conclusion

A package of road, cycling and pedestrian safety works has been developed based on existing strategies and community input. A grant application is now proposed to be submitted to secure funding for these projects.

9.3 WASTE SERVICES REVIEW – HAVEN 4-BIN EXTENSION SURVEY

| | | | |
|------------------------|-------------------------------|---------------------|----------------|
| Author's Name: | Luke Mitton | Director: | John Martin |
| Author's Title: | Manager Waste and Environment | Directorate: | Infrastructure |
| Department: | Waste Services | File Number: | F29/A11/000003 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To provide information on the outcome of the community survey conducted in August 2024 regarding the potential extension of 4-bin services to parts of Haven.

Summary

- The Victorian Government's 2020 Policy, Recycling Victoria – A New Economy, led to the requirement for introduction of a 4-bin kerbside waste collection system.
- The introduction of the 4-bin service in Horsham in April 2023 included parts of the Haven area.
- Feedback from some customers raised the prospect of whether the extent of this service should be extended further south in the Haven area.
- An initial survey led to a split result, but with limited response.
- A more detailed survey was subsequently undertaken aiming to get a larger response to more accurately understand the views of the Haven community.
- This report presents the result of the Haven Survey for extension of the 4-bin service
- The report also outlines key areas of the broader waste service review

Recommendation

That Council:

1. Not extend the 4-bin kerbside waste collection to additional parts of the Haven area.
2. Present the outcomes of the feedback to the community.

REPORT

Background

Council introduced the 4-bin waste collection service in April 2023 with the aim to promote segregation of waste streams and divert organic and recyclable materials from being disposed of in landfill.

The four waste streams are:

- General waste – disposed to landfill
- Commingled recyclables
- Food organic and garden organic (FOGO) waste
- Glass waste

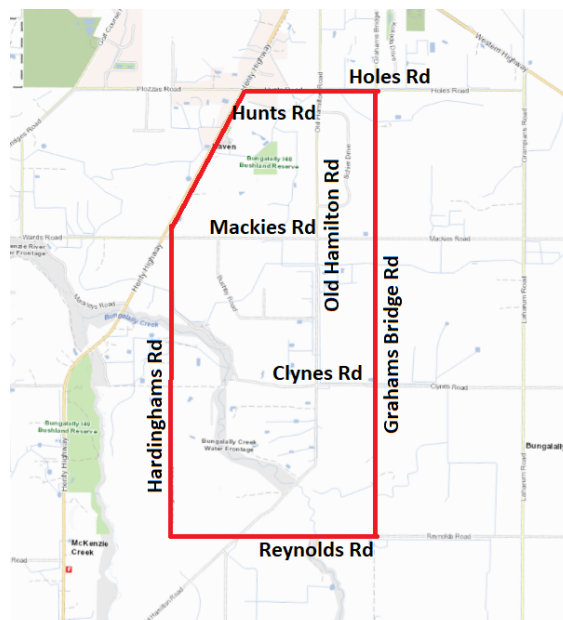
The 4-bin waste collection service is provided to households located in urban areas within the municipality. Households located in rural areas still receive a 2-bin service which includes general waste and commingled recyclables only.

The Haven community comprises a mixture of property sizes. The area is considered a rural living/semi rural area with lot sizes typically in the range of 4000 m² – 10,000 m². These lots often attract residents from urban areas who desire slightly more space than a typical urban lot of 400 m² – 1200 m². The initial boundary between urban and rural services for the introduction of the 4-bin service recognised that the larger lots in the Haven area may have the capacity to manage their own green waste.

In the initial Kerbside Services Review, conducted in October 2023, 32 responses were received to the question asking if the urban (4-bins) service boundary should be extended from Hunts Road / Holes Road generally along Old Hamilton Rd and Grahams Bridge Rd as far south as Clynes Rd with a 50:50 split between yes and no responses – 16 responses each. Given this equal response no change was made initially and it was decided to ask this question again later, when the service had been in place longer.

Discussion

Surveys were sent out to residents located in Haven in the area shown in the map below with online and hardcopy options available for completion of the survey. The survey included an additional question requesting residents to provide comments on their preference.



Council received 63 completed surveys by the due date of 23 August 2024.

The results of this survey were:

- 54 (86%) respondents indicated that they **did not** want the 4-bin waste collection service
- 9 (14%) respondents indicated that they **did** want the 4-bin waste collection service

The main reasons for not wanting the 4-bin service included:

- Residents would not use the extra bins and service
- They already have measures in place to manage FOGO waste, including:
 - Feeding waste to chickens
 - Using onsite compost bins for use in gardens
 - Ability to store and manage larger amounts of garden waste onsite
- The extra cost of the service
- Residents would end up with too many bins to manage.

Some comments were received that a glass collection service would be useful and that residents would use this bin for the collection of glass waste. Haven residents are relatively close to the Kenny Rd transfer station which provides for no-cost glass waste disposal.

It is clear from the survey results that the Haven residents do not want a 4-bin waste collection service to their households

It is proposed that Council will periodically review the level of interest in the 4-bin waste collection service in the Haven area as the area develops.

The extension of the 4-bin service is one component of a current review of Council's waste services. The following areas are also being reviewed to improve and refine the delivery of this service to the community:

- Developing a master plan for the Dooen Landfill
- Investigating the reopening the Hard Waste Cell at Dooen Landfill – Ladlow's Site (south)
- Redesign of the Horsham Transfer Station
- Operating hours of rural transfer stations
- Changes to waste collection routes aiming to reduce the number of trucks required to perform this function
- The glass collection service following introduction of the Container Deposit Scheme (CDS)
- Council's waste education program, including periodic bin audits.

Options to Consider

The option of obtaining a 4-bin waste service was presented to the Haven community for their consideration. The survey results indicate that they do not wish it extended further.

Sustainability Implications

Introduction of the 4-bin waste collection system with wastes being separated results in less waste being disposed of in landfill and recyclable/green wastes being recycled into other products.

This extends the usable life of current landfill cells and a reduction in green waste reduces the amount of landfill gases generated.

Community Engagement

The Haven 4-bin survey engaged residents in the Haven area. Surveys were posted to each household giving the option for completion of the hard copy survey or an online version of the survey. The survey was open for 4 weeks and closed on 23 August 2024.

In addition to questions asked in the previous survey, Council also requested that respondents provide a reason for their response. This was included to understand their response and to assist in planning waste services into the future. This question was optional.

The presentation of the results to Council was delayed as the report was not ready prior to the election caretaker period in September 2024.

Innovation and Continuous Improvement

Council is committed to improving our waste services and continuing to meet the community's needs. The purpose of the broader review is to ensure that Council continues to be compliant with the Circular Economy and Environment Protection legislation as well as meeting the waste needs of the community and improving overall waste operations.

Collaboration

Council's Waste Infrastructure and Communications teams worked together to conduct this survey, ensuring that it was consistent with Council's communication policies and procedures.

Financial Implications

Changing customers over to the 4-bin service would have led to changes in garbage charges for those residents.

Regional, State and National Plans and Policies

The 4-bin kerbside collection system is a key part of the Victorian Government's 2020 Recycling Victoria – A New Economy policy and subsequent legislation.

Council Plans, Strategies and Policies

Council's Solid Waste Code was developed to provide the framework for the 4-bin service in urban areas and the 2-bin service in rural areas.

Risk Implications

There are no immediate risks of not introducing the 4-bin system to parts of Haven. However, in the longer term, further separation of wastes may be required with the imminent introduction of Recycling Victoria's Regulations and Service Standards. Future bin audits will aim to identify opportunities to improve recycling rates.

Conclusion

The recent survey of households in Haven indicates that, on balance, residents do not want the 4-bin waste collection system in this area.

Council will continue to promote the 4-bin waste collection system within the municipality and consider other areas where this system can be rolled out. Further operational improvements to waste services will be introduced as part of the broader review of waste services.

9.4 AUDIT AND RISK COMMITTEE CHARTER AND ANNUAL WORK PLAN

| | | | |
|------------------------|--------------------|---------------------|--------------------|
| Author's Name: | Andrea Coxon | Director: | Kim Hargreaves |
| Author's Title: | Governance Officer | Directorate: | Corporate Services |
| Department: | Governance | File Number: | F18/A13/000001 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Revised Audit and Risk Committee Charter (**Appendix 9.4A**)

Annual Work Plan (**Appendix 9.4B**)

Purpose

To seek Council's adoption of the updated Audit and Risk Committee Charter upon recommendation by the Audit and Risk Committee that it be approved and note the Annual Work Plan endorsed by the Committee.

Summary

- The Audit and Risk Committee reviewed and endorsed the updated Audit and Risk Committee Charter and Annual Work Plan at their meeting on 5 December 2024.
- The Charter has been updated to align more closely with best practice sector template provided to Councils as a reference guide for meeting the requirements under the *Local Government Act 2020* - as suggested by the previous Municipal Monitor, Jude Holt.
- The Annual Work Program has been updated to reflect:
 - The best practice sector template provided to Councils as a reference guide for meeting the requirements under the *Local Government Act 2020*
 - The updates made to the Charter
 - Recommendations from the Victorian Auditor-General's Office *Results of 2022–23 Audits: Local Government* report
 - Key elements of the recently adopted Accounting for Assets Policy

Recommendation

That Council:

1. Adopt the revised Audit and Risk Committee Charter (**Appendix 9.4A**)
2. Note the updated Annual Work Plan endorsed by the Audit and Risk Committee at their meeting on 5 December 2025 (**Appendix 9.4B**).

REPORT

Background

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

The *Local Government Act 2020* at s54(1) requires that the Audit and Risk Committee must prepare and approve an Audit and Risk Committee Charter. The Audit and Risk Committee Charter must specify the functions and responsibilities of the Audit and Risk Committee including the following as outlined in s54(2):

- (a) monitor the compliance of Council policies and procedures with—
 - (i) the overarching governance principles; and
 - (ii) this Act and the regulations and any Ministerial directions;
- (b) monitor Council financial and performance reporting;
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;
- (d) oversee internal and external audit functions.

There is also the requirement for the Audit and Risk Committee to adopt an annual work program as per the requirements of s54(3).

Discussion

The current Charter was last updated in September 2022 and endorsed by Council on 24 October 2022. The updates included minor revisions to address strategic risk reviews and amended wording. As part of the biennial review process specified in the Charter, a comprehensive update has now been undertaken. The review assessed the current Charter against the best practice sector template provided to Councils as a reference guide for meeting the requirements under the *Local Government Act 2020*, as per the suggestion by the previous Municipal Monitor. The updated Charter was presented to the Audit and Risk Committee for consideration at their meeting on 5 December 2024

The updating of the Charter to align with these sector templates will enhance the effectiveness, efficiency, and accountability of the Committee's activities. It will also ensure that our practices are aligned with industry standards and best practice, ultimately strengthening Council's governance and risk management capabilities.

Charter Updates:

- **Sections 1 to 3:** Revised for alignment with the sector template.
- **Sections 3.4.10 and 3.4.11:** New clauses to ensure a Committee representative (independent member) is included on the Tender Evaluation Panel for appointment of an Internal Auditor and is granted voting rights. Designates the Director Corporate Services as the Chair of the Tender Evaluation Panel.
- **Section 3.6:** Inclusion of a Compliance Management section to align with the sector template.
- **Section 5 - Committee Governance:** Updated with the addition of a new clause in Section 5.2.12 relating to the provision of notice for any period of extended leave.
- **Section 4:** Committee Operations remains unchanged.

Annual Work Plan Updates

In line with the requirements of s54(3), the Annual Work Plan has also been updated as part of the annual update. The review of and updates to the Annual Work Plan also align with the sector template.

Finance and Performance Reporting Section – Items 2,3 &5

Additional items added in line with recommendations from the Victorian Auditor-General's Office *Results of 2022–23 Audits: Local Government* report and to incorporate key elements of the Accounting for Assets Policy relating to revaluations, anticipated end of year values and final end of year values.

Removed from Annual Work Plan

1. Review the Strategic Risk Register twice a year to provide a level of assurance that these risks are being managed appropriately
 - a. This item is now monitored under the ICE Plan and Risk Management Framework KPI's
2. Report annually through Council's Annual Report
 - a. Council views this as a function of Council and not a responsibility that sits with the Committee
3. Effectiveness of secretariat support
 - a. This is monitored in the self-assessment survey
4. Confirm annually that all responsibilities outlined in this charter have been carried out
 - a. This is now being monitored through the ICE Plan under the "Scheduled Reports" section, with additional quarterly out-of-session monitoring conducted by Secretariat support. Real-time updates will also be available to the Committee via the Committee portal.
5. Appointment and selection of Councillor members by Council (following a Council election or meetings to elect the Mayor)
 - a. This is a requirement of Council and not of the Committee

The specific benefits of updating the Charter and Annual Work Plan (AWP) based on the sector templates will assist as follows:

1. Alignment with Best Practice:
 - By endorsing the updated Charter and AWP, the Committee will align its functions with widely recognised standards, improving the overall quality of key governance documents for the Committee.
2. Regulatory Compliance:
 - Updating the Charter ensures that all requirements of the Act are satisfied while updating the AWP ensures that the requirements of the Charter are met while minimising the risk that the Committee do not satisfy the requirements of the Act over the course of the year.
3. Enhanced Clarity and Transparency:
 - The revised Charter provides clearer definitions of roles, responsibilities, and processes. This clarity will improve transparency, accountability, and communication within the Committee and with other stakeholders.
4. Strengthened Oversight:
 - The revised Charter will enhance the Committee's oversight capabilities by providing a more structured approach to monitoring financial reporting, internal controls, and risk management systems.

Options to Consider

Council can opt not to approve the updated Charter and Annual Work Plan however should note the legislative obligations outlined in the report. It should also be noted that the changes made have been done to ensure Council better aligns with the best practice sector templates provided to ensure Councils are compliant with these obligations.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

Council applies the principles of continuous improvement in the operation of the Audit and Risk Committee. The review and update to both the Charter and Annual Work Plan reflect this commitment to continuous improvement by aligning Council practices with sector standards, enhancing Committee operations and governance.

Collaboration

Council's Audit and Risk Committee consists of five members: three independent members and two Councillors. Consultation and communication are undertaken with Internal Auditors and external (Victorian Auditor-General's Office – VAGO) Auditors.

Financial Implications

The effective functioning of the Audit and Risk Committee contributes to the financial integrity and risk management of Council. While there are no direct financial implications associated with the adoption of the revised Charter, there are costs associated with some of activity within the Annual Work Plan however this work forms part of the annual adopted budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

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

2. Good management for financial sustainability

4. Accountable and transparent decision making

Risk Implications

The *Local Government Act 2020* requires Council to have both an Audit and Risk Committee Charter and an Annual Work Plan. The revised Charter ensures that Council has adequately specified the functions and responsibilities of the Audit and Risk Committee in line with sector best practice guidelines. The updated Annual Work Program also more clearly articulates the timing of reporting against those responsibilities. Both updates further mitigate the risk for Council to ensure completion of obligations and compliance with the Act.

Conclusion

The proposed amendments to the Audit and Risk Committee Charter and Annual Work Plan have been undertaken with the intention to better align Council's documents with best practice guidance to meet our regulatory obligations. By adopting these changes, the Council and the Audit and Risk Committee demonstrate a commitment to robust governance and effective oversight.

9.5 AUDIT AND RISK COMMITTEE BIENNIAL REPORT – 1 JULY TO 31 DECEMBER 2024

| | | | |
|------------------------|--------------------------|---------------------|--------------------|
| Author's Name: | Andrea Coxon | Director: | Kim Hargreaves |
| Author's Title: | Governance Officer | Directorate: | Corporate Services |
| Department: | Governance & Information | File Number: | F18/A13/000001 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Audit and Risk Committee's Biannual Report to Council (**Appendix 9.5A**)

Purpose

To present the Audit and Risk Committee's Biannual Report for the period July to December 2024 to Council.

Summary

The report outlines key

- Audit and Risk Committee meetings – 100% attendance rate by independent members and Councillor Representatives.
- Two Committee meetings held during the reporting period – 23 September 2024 and 5 December 2024
- Fifteen policies and procedures adopted or reviewed across the two meetings (nine and six respectively).
- Progress noted against outstanding audit actions.

Recommendation

That Council receive and note the Biannual Report of the Audit and Risk Committee for the period July to December 2024 (**Appendix 9.5A**).

REPORT

Background

This report is prepared in accordance with the Horsham Rural City Council's Audit and Risk Committee Charter 2022 (section 3.15) and fulfils the obligations under the *Local Government Act 2020* (s 54(5)).

The specific requirements of that section are that:

(5) An Audit and Risk Committee must—

- a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

The biannual report covers the period July to December 2024 and includes the Committee meetings held on 23 September and 5 December 2024. The minutes of the September meeting were tabled at the October 2024 Council Meeting and the minutes of the December meeting have been tabled as a separate report to this Council Meeting.

Discussion

This report provides a summary of the work the Committee performed to discharge its responsibilities and includes a summary of Council's progress in addressing the results of internal and external audit reports.

For the topics covered in the period under review, the report includes an overall assessment of risks, controls, and compliance processes, including consideration of a wide range of reports that indicated Council's continued monitoring of developments.

Options to Consider

There are no options other than to consider as the report is required by legislation (section 54(5) of the *Local Government Act 2020*).

Sustainability Implications

Not applicable

Community Engagement

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

Innovation and Continuous Improvement

Council applies the principles of continuous improvement in the operation of the Audit and Risk Committee with a strong process of regular review and evaluation of the Committee's operations. From this regular review and evaluation, processes and practises are changed as required to deliver improved and effective outcomes. The biannual report represents one such mechanism of evaluation of operations.

Collaboration

Not applicable

Financial Implications

Costs associated with Council's Audit and Risk Committee are within the 2024-25 operational budget allocation.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

2021-2025 Council Plan: Theme 5 – Leadership

1. Good governance, through leadership and connection with community
2. Good management for financial sustainability
4. Accountable and transparent decision making

Risk Implications

An Audit and Risk Committee is required under the *Local Government Act 2020* so having a properly functioning or constituted committee ensures Council meets its legislative obligations and is well placed to mitigate risk noting the Committee's responsibilities. These include monitoring compliance with Council policies and procedures, Council's financials and performance, risk management and fraud prevention systems and controls, and overseeing internal and external audit functions.

Conclusion

The Audit and Risk Committee is a legislated requirement under the *Local Government Act 2020*. Other obligations are placed on the Committee by the Audit and Risk Committee Charter. This report meets our obligations under the Act that requires the Audit and Risk Committee to prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and provide a copy of that report to the next Council meeting.

9.6 COMMUNITY DONATIONS POLICY REVIEW

| | | | |
|------------------------|--|---------------------|--------------------|
| Author's Name: | Susan Surridge | Director: | Kim Hargreaves |
| Author's Title: | Coordinator Community Relations and Advocacy | Directorate: | Corporate Services |
| Department: | Community Relations and Advocacy | File Number: | F20/A01/000016 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Community Donations Policy (**Appendix 9.6A**)

Purpose

To recommend to Council the continuation of the current Community Donations Policy following the recent annual review.

Summary

- A review of the Community Donations Policy is undertaken annually.
- Following the recent review, there are no changes to the policy recommended this year.

Recommendation

That Council adopt the Community Donations Policy (**Appendix 9.6A**) for another year.

REPORT

Background

The Community Donations Policy provides the framework for the delivery of Council's annual community donations program. It outlines the eligibility criteria, application and payment process. The Policy also provides for the option for Council to consider corporate donations and sponsorship to support Council's Grants programs on a case-by-case basis.

The Donations Policy is reviewed and updated annually as part of the budget process. In late 2023 there was a major review of the Policy following Council's resolution to develop a Sponsorship Policy to facilitate future corporate sponsorship and co-funding of the Community Development Grants Program and other possible Council/Community projects.

Corporate sponsorship or donations is a strategy currently used in local government as a way of leveraging Council funds with corporate support to provide greater benefits for our community. The proposed partnership with ESCO provided the first opportunity for Council to partner with private industry to increase funding of community projects or enhance Council projects for the community.

Discussion

The amendments to the Donations policy adopted by Council at the meeting on 29 January 2024 provided the option for Council to consider future donations or corporate sponsorship on a case-by-case basis, thereby replacing the need for a separate, standalone sponsorship policy.

Section 5 of the adopted policy outlines the principles for this case-by-case assessment noting that the primary principle is that any donation must support Theme 1 of the Council Plan to "Develop the municipality as a diverse, inclusive and vibrant community". Any actual or perceived Conflict of Interest will be considered as part of the recommendation to approve or reject a corporate donation/sponsorship.

As per the provisions of the current policy, any donations/sponsorship must not compromise Council's reputation, image, probity or ability to fulfil its functions and responsibilities. Council retains the right to decline a donation or sponsorship agreement with any external party, in respect to products/services for which Council considers inappropriate, inopportune or where any costs outweigh the benefits.

Council confirmed by the adoption of the current policy that it will not, under any circumstances, enter into a donation/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 has considered and accepted offers of corporate donations/sponsorship to support Council's programs, there is a requirement for a Memorandum of Understanding (MOU) to be established for use of the funds.

As per the review requirements outlined in the Community Donations Policy, the policy is reviewed and updated annually as part of the budget development process. The current Policy has recently been reviewed as part of this process and there are no recommendations for any changes to be made to the policy this year. Council is therefore asked to adopt the Policy for a further year.

Options to Consider

Council can choose to adopt the current policy for a further 12 months or request revisions to the policy.

Sustainability Implications

Nil

Community Engagement

Community donations are included in Council's Annual Budget and provided on the HRCC website.

Innovation and Continuous Improvement

The annual review of the policy ensures that Council's approach to Community Donations remains contemporary. Noting the significant review and revision to the policy last year it is considered that no further changes are required this year.

Collaboration

Not applicable

Financial Implications

The current policy provides an avenue to enable Council to accept external funds from corporate entities that support the Community Development Grants Program and other possible Council/Community projects. Community Donations are also considered for adoption as part of the annual budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan (including the Health and Wellbeing Plan)

Risk Implications

Having formal structures in place to manage the offer and receipt of corporate donations/sponsorship ensure that Council can address any risks related to such an offer and address issues relating to conflict of interest process and broader risk mitigation. Where an actual or perceived risk is identified as part of the review process, the donation/sponsorship will not proceed. Further having a clearly articulated Community Donations Policy, where donations form part of the approved annual budget, ensure transparency in the recording of these donations.

Conclusion

The annual review of the current Community Donations Policy has identified that no further changes are required to the policy and the policy is therefore recommended to be adopted for the coming year.

9.7 COMMUNITY GRANTS POLICY REVIEW

| | | | |
|------------------------|--|---------------------|--------------------|
| Author's Name: | Susan Surridge | Director: | Kim Hargreaves |
| Author's Title: | Coordinator Community Relations and Advocacy | Directorate: | Corporate Services |
| Department: | Community Relations and Advocacy | File Number: | F20/A01/000016 |

Officer Conflict of Interest

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

☐ Yes ☒ No

Reason: Nil

Status

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

☐ Yes ☒ No

Reason: Nil

Appendix

Revised Community Grants Policy (**Appendix 9.7A**)

Purpose

To provide Council with an amended Community Grants Policy for adoption.

Summary

- A review of the Community Grants Policy is undertaken annually
- Last year's review included a peer review of grant-making processes across other Victorian Councils. That review resulted in additional grant streams.
- The review undertaken this year focuses on any changes required as a result of the introduction of new grant programs.
- The review indicates only minor changes are required to the policy so an updated policy is provided to Council for adoption.

Recommendation

That Council adopt the amended Community Grants Policy (**Appendix 9.7A**).

REPORT

Background

The Community Grants Policy provides the framework for the delivery of Council's annual Community Grants Program. It outlines the funding priorities, eligibility, application process, assessment criteria and process, timelines and reporting. Guidelines and application forms are also produced to assist community groups in completing applications. The guidelines and application forms align with the policy.

Discussion

The Community Grants Policy is reviewed and updated annually as part of the budget development process. Following an extensive review in 2023, which resulted in significant changes to the policy, this year's review focused on consideration of any further revision necessitated by the introduction of the Events, Quick Response and Youth Grants noting they have now been in place for twelve months.

A summary of the proposed changes to the policy are outlined below:

1. *Minor amendment to document titles*

Correction to the titles of key strategic documents referred to within the document

2. *Change in naming convention of Quick Response Small Grants (section 4.1.3)*

The objective of this small grants program was to provide a framework for the approval of grants to support ad-hoc urgent or time pressured projects, as clearly stated in the guidelines. Several applications received did not meet the funding criteria as the applicant was seeking a quick response outcome for a project that would more appropriately have been funded by the Community Grants or Community Events programs. To make the objectives of this grants program clearer, it is recommended that the Quick Response Small Grants be renamed as Urgent Need Small Grants.

3. *Support Council Plan Priorities (section 4.1.3)*

The Urgent Need Small Grants program is designed as a quick and easy grant application process. Applicants are merely asked to confirm that their project supports priorities in the Council Plan but are not asked to identify which specific priorities are supported. It is recommended that the Policy be amended to reflect this requirement.

4. *Assessment process for Youth Grants (section 4.6.3)*

As the maximum youth grant amount for each grant is only \$2,500, it is recommended that the approver for these grants be changed from Council to the Chief Executive Officer. It is also recommended that one rather than two representatives of the Youth Team are on the assessment panel noting the Youth Officer position is dependent on grant funding.

5. *Timelines for Community Events Grants (section 4.7)*

While there are two funding rounds intended for the events grants, in May and November each year, it is recommended that the policy reflect that the November round will only proceed if funds are not exhausted following the funding round in May.

Options to Consider

Council may choose to accept all, part, or none of the recommended changes. It is recommended that the proposed changes are accepted noting they have been informed by a review following the first year of delivery of the new Events, Quick Response and Youth Grants.

Sustainability Implications

Nil

Community Engagement

Community education sessions will be provided to the community in February 2025, to coincide with the annual opening round of the Community Development Grants Stream. There will be communications across all available media platforms around the Community Development Grants programs.

The guidelines and application forms will also be updated to reflect these proposed changes to the Policy upon adoption and will form part of the community education undertaken.

Innovation and Continuous Improvement

The changes represent a commitment to continuous improvement to the administration and delivery of the community grants program.

Collaboration

Not applicable

Financial Implications

There are no direct financial implications relating to the recommended changes to the Community Grants Policy. The financial allocation proposed for inclusion in the 2025-2026 budget will be presented to Council as part of the budget development process.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

- 2021-2025 Council Plan (including the Health and Wellbeing Plan)
- Disability Access and Inclusion Plan
- Reconciliation Action Plan
- Youth Strategy
- Age-Friendly Plan

Risk Implications

The annual review of the policy and associated processes by which these funds are allocated ensures Council can address any issues identified and do so in a timely manner. This improves both the administration and delivery of the community grants program thereby further reducing any risks associated with the funding allocated.

Conclusion

The annual review of the Community Grants Policy has been completed and makes recommendation to Council for improvements to that Policy. The revised Policy incorporating those changes is now presented to Council for adoption.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Ian Ross (Mayor)

| Committee Representation | |
|--------------------------|--|
| Date | Description |
| | Nil |
| Other Council Activities | |
| 16.12.24 | Attended Council Meeting |
| 18.12.24 | Attended HRCC Staff Christmas Party at the Showgrounds |
| 29.12.24 | Prime Minister and Premier's Visit- Grampians Bushfire |
| 29.12.24 | Laharum Community Meeting – Grampians Bushfire |
| 20.01.25 | Tour and meeting at the WIM Resource Community hub |
| 20.01.25 | Attended Council Briefing |
| 21.01.25 | Attended Council Briefing |

Cr Bec Sluggett

| Committee Representation | |
|--------------------------|-------------------|
| Date | Description |
| | Nil |
| Other Council Activities | |
| 20.1.25 & 21.1.25 | Council Briefings |

Cr Cam McDonald

| Committee Representation | |
|--------------------------|--|
| Date | Description |
| 17.12.24 | WSMDA Online meeting; Apology due to other commitments. |
| Other Council Activities | |
| 2.12.24 | Met with John Martin Re Horsham West School Crossing parking plan. Council Briefing 5.30pm – 8pm |
| 3.12.24 | Meeting with Horsham West Primary School Principal and School Council re parking plan. Councillor training 5.30pm-8.30pm Revenue and rating plan |
| 5.12.24 | Attended Grampians Wimmera Mallee Tourism conference at Moyston 2pm – 6pm |
| 6.12.24 | Meeting with Horsham Historical Society re new licence. Met with Anne Webster council chambers re local issues. Attended Horsham Art Gallery opening with Cr Wilson and Cr Klowss. |
| 9.12.24 | Meeting with Steven Kingshott 3.00pm Council Briefing 5pm-8pm |
| 10.12.24 | Council training 5.30pm – 8.30pm |
| 12.12.24 | Attended HRCC Depot Breakfast |
| 16.12.24 | Council Meeting, moved Notice of Motion to suspend parking meter operations, carried. |
| 18.12.24 | 12pm CEO Recruitment meeting council chambers 3.00pm HRCC Christmas Party at Maydale Pavilion 6.00pm HRCC Executive Christmas Dinner at Natimuk |
| 29.12.24 | 10.00am – 4.00pm Met individually with Wartook Tourism operators re fire situation. 7.30pm Attended a CFA community briefing session including HRCC Exec at Laharum Hall re; Grampians Bushfires. Lobbied Glen Rudolph DEECA for firebreaks around Wartook. |

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on 20 and 21 January 2025 at 5:30pm

Refer to **Appendix 13.1A**

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

- Wimmera Intermodal Freight Terminal Advisory Committee meeting held on 21 August 2024
- Natimuk Economic & Social Plan Project Advisory Committee meeting held on 11 December 2024
- Disability Advisory Committee Meeting held on 12 December 2024
- Horsham Regional Livestock Association meeting held on 12 December 2024
- Natimuk Economic & Social Plan Project Advisory Committee meeting held on 9 January 2025

Refer to **Appendix 13.4A**

Recommendation

That Council receive and note agenda items:

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

14. NOTICE OF MOTION

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 |
|--------------|-----------|

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Round | No. of LGAs | Q1 | | | | Q2 | | | | Q3 | | | | Q4 | | | | Q1 | | | | Q2 | | | | Q3 | | | | Q4 | | | | Q1 | | | | Q2 | | | | Q3 | | | | Q4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 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 | J | A | S | O | N | D | J | F | M | A | M | J | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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*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.*

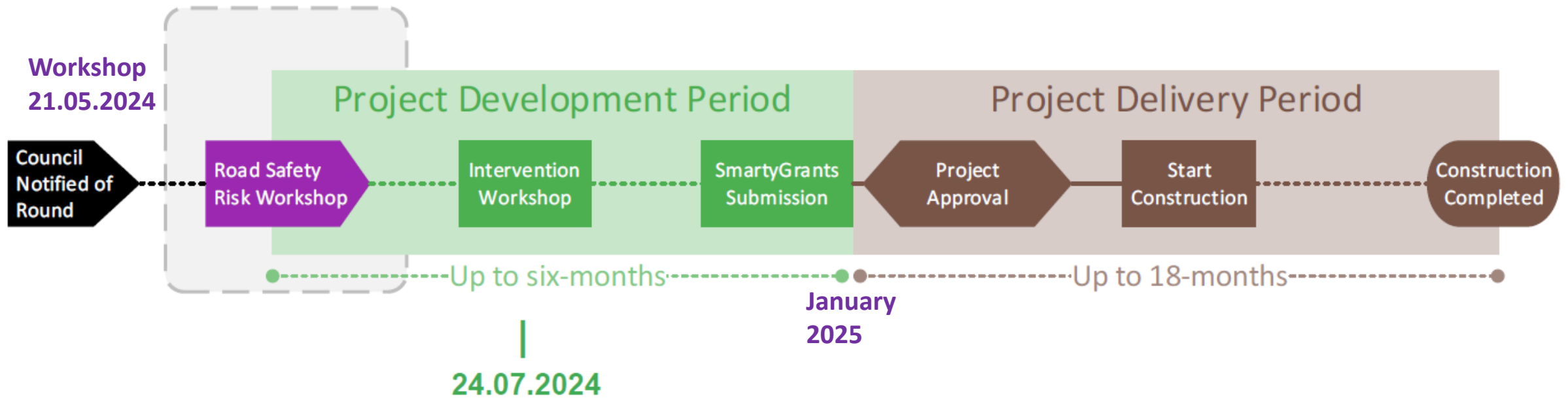
About Program

Program
Timeline

Council
Responsibilities

List of Projects

Program Timeline



About Program

Program
Timeline

Council
Responsibilities

List of Projects

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

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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

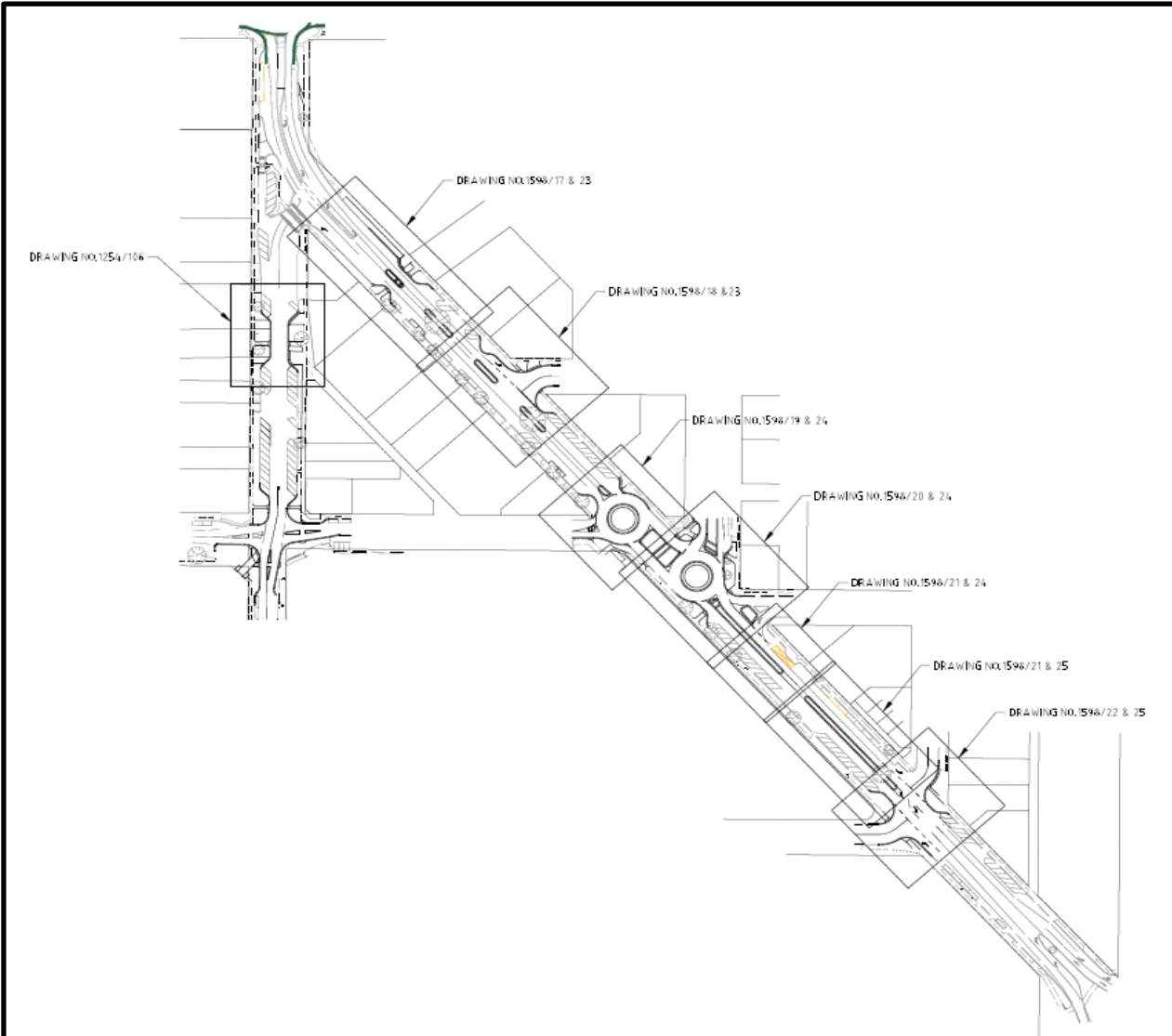
Program
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List of Projects

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

Proposed Upgrade



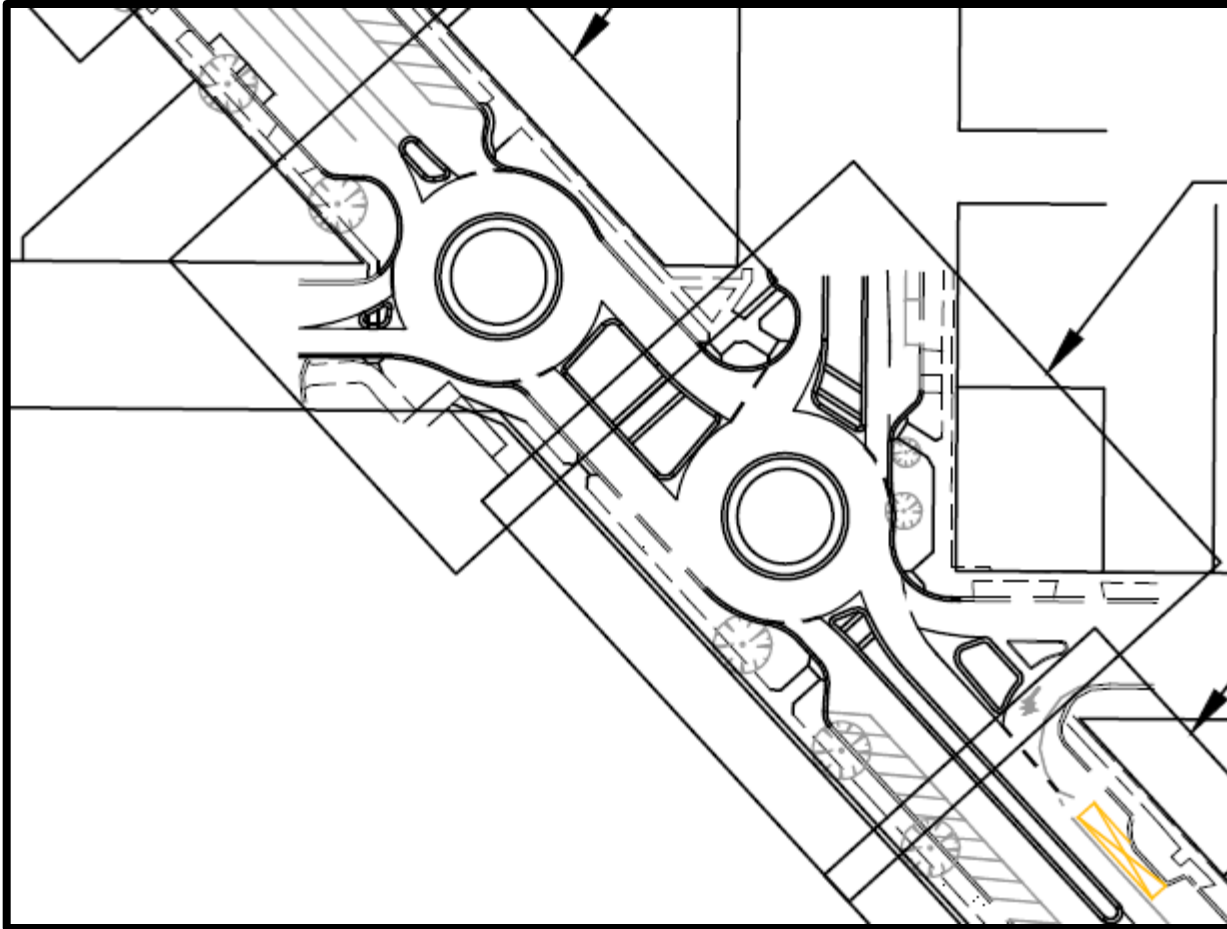
Description:

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

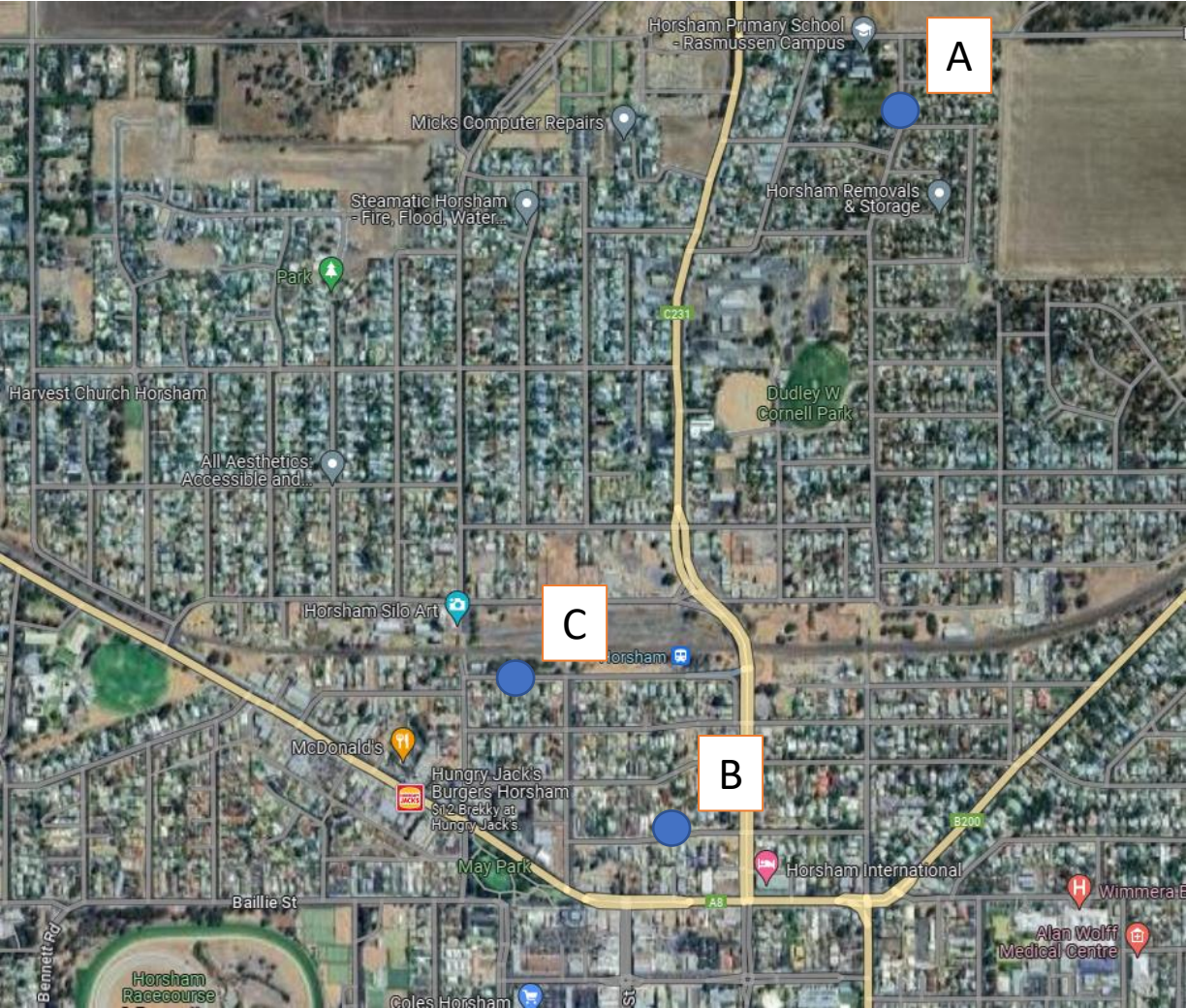
Project 1 – O’Callaghans Parade – Double Roundabout & (south side) Shared Use Path

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 (HVSPF 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:

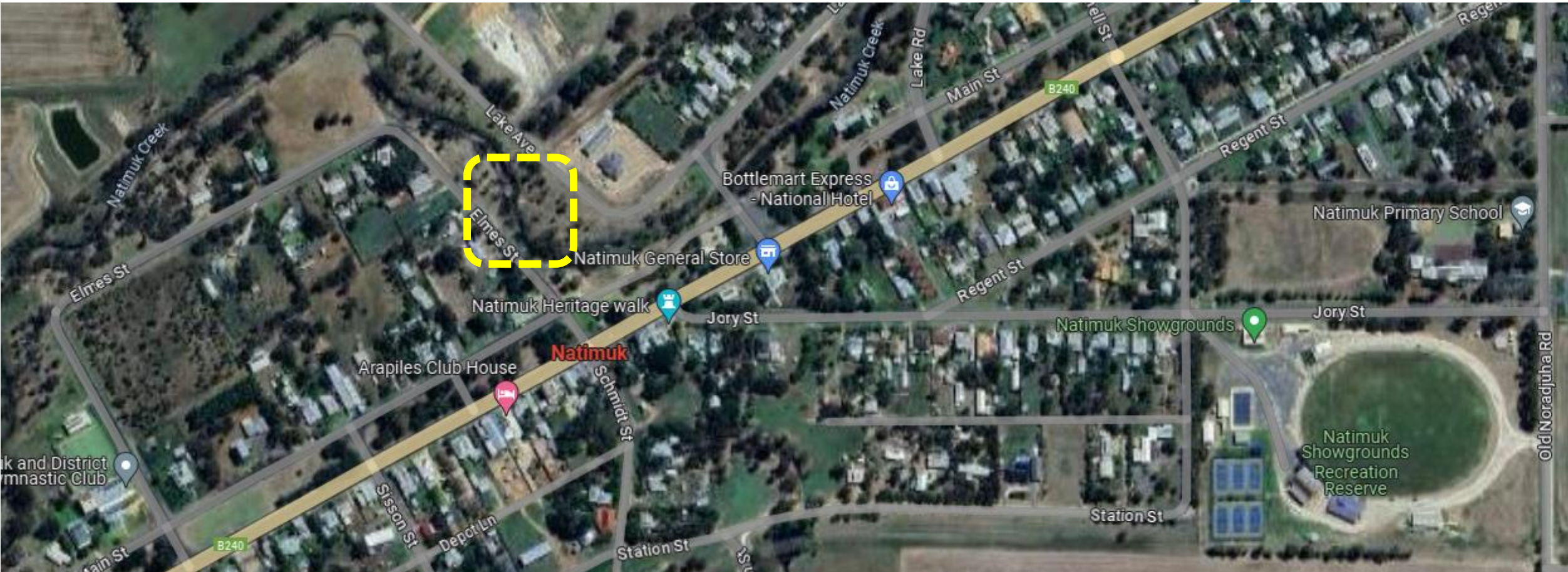
This is a Rural road with default 100 km/h speed limit. Two significant bends are identified as hazards, especially given the use by this section of road by heavy vehicles to access the Golf Course Rd industrial area.

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



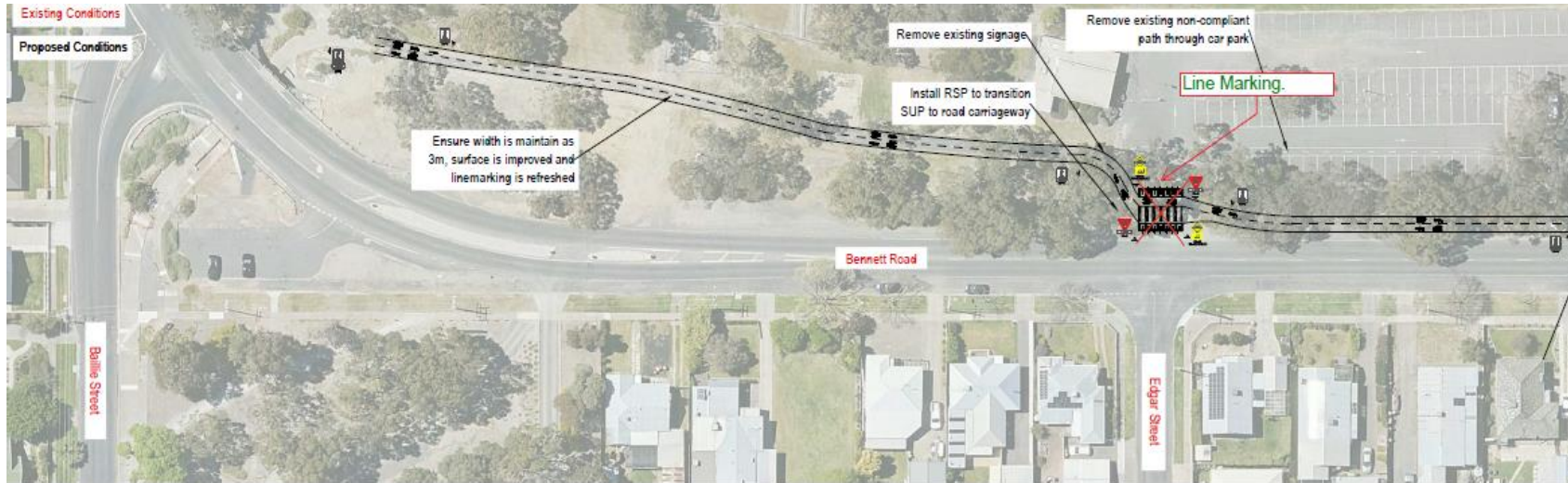
Description:

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. |

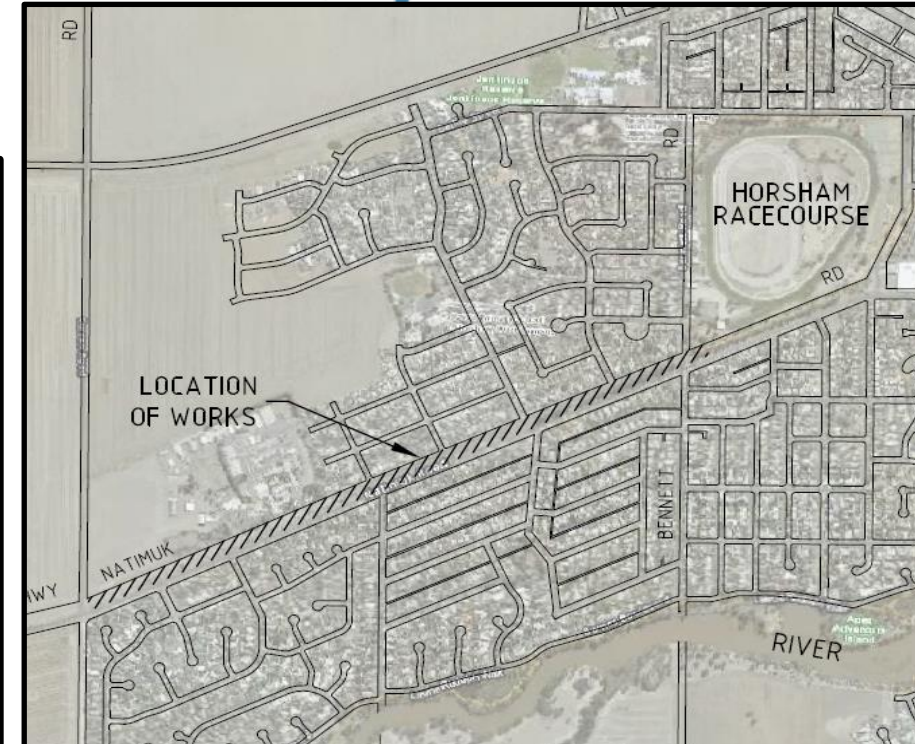
Project 6 – Bennett Road – Separated Bicycle Lanes

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 of 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: <ul 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: <ul 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: <ul 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 style="text-align: center;"><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 (*virtual attendance*)

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) (*virtual attendance*) & 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