

MINUTES of the Council Meeting of the Horsham Rural City Council held online and livestreamed at www.hrcc.vic.gov.au at 5.30pm on 11 May 2020.

PRESENT

Cr Mark Radford, Mayor, Cr Pam Clarke, Cr David Grimble, Cr Alethea Gulvin, Cr Josh Koenig, Cr Les Power, Cr John Robinson.

ALSO IN ATTENDANCE

Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure Services; Kevin O'Brien, Director Communities and Place; Sue Frankham, Governance Officer; Diana McDonald, Co-ordinator Governance.

1. PRAYER

Chairman, Cr Mark Radford recited the following pledge on behalf of all Councillors:

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

Chairman, Cr Mark Radford read the following Acknowledgement of Country Statement:

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

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

3. OPENING AND WELCOME

Chairman, Cr Mark Radford formally welcomed those in attendance to the meeting. The Mayor advised that the meeting will be recorded to maintain an audio archive, which will be available on the Horsham Rural City Council website as soon as possible.

The Mayor also advised that Councillors participating in the meeting by electronic means will be taken to be present and part of the quorum for the meeting, provided that they can hear proceedings, they can see and be seen by other members in attendance and they are able to speak and be heard by those in attendance. The Mayor asked Councillors individually to confirm that they could see and hear other members in attendance and be able to speak. Confirmed by all Councillors.

Recommendation

That Council:

1. Agree to hold its meetings on a Virtual on-line platform, in order to address Councillors concerns around COVID-19 and social distancing requirements.
2. Note that in accordance with Section B.5.1 of Councils Meeting Procedure, the Mayor will elect to follow the amended practises as set out in the Administrative Procedure *“Temporary measures for conduct of Virtual Council Meetings”*.

Council Resolution

MOVED Cr Josh Koenig, Seconded Cr Les Power

That Council:

1. Agree to hold its meetings on a Virtual on-line platform, in order to address Councillors concerns around COVID-19 and social distancing requirements.
2. Note that in accordance with Section B.5.1 of Councils Meeting Procedure, the Mayor will elect to follow the amended practises as set out in the Administrative Procedure *“Temporary measures for conduct of Virtual Council Meetings”*.

CARRIED

Council Resolution

MOVED Cr John Robinson, Seconded Cr Alethea Gulvin

That agenda item 14.1 Notice of Motion No 179 be brought forward to the earliest possible time.

CARRIED

14.1 NOTICE OF MOTION NO 179

Given by Cr John Robinson

TAKE NOTICE that it is my intention to move the following motion at the Ordinary meeting of the Horsham Rural City Council to be held at the Civic Centre, Roberts Avenue, Horsham, on Monday 23 March 2020.

“As a result of the Corona Virus pandemic and the community-wide threat to life as recognised by the declaration of a State of Disaster by the Premier for the State of Victoria, Council takes the following actions:

- Maximise the focus of our personnel, equipment and other resources in supporting the community.
- Take direct action to support and protect the most vulnerable people in the community.
- Continue direct action to support and protect our staff including contractors.
- Take direct action to protect the community and staff by minimising risks of spread of the disease by a range of methods including but not limited to:
 - Council meetings be confined to dealing with “Urgent Business” or mandated requirements such as Budget approval
 - Cancelling all non-urgent Council facilitated meetings or events where people assemble
 - Maximising the use of technology to minimise the need for face-to-face meetings.”

Cr John Robinson BM OAM

CIVIC CENTRE
HORSHAM 3400
19 March 2020

Council Motion

MOVED Cr John Robinson, Seconded Cr David Grimble

As a result of the Corona Virus pandemic and the community-wide threat to life as recognised by the declaration of a State of Disaster by the Premier for the State of Victoria, Council takes the following actions:

- Maximise the focus of our personnel, equipment and other resources in supporting the community.
- Take direct action to support and protect the most vulnerable people in the community.
- Continue action to support and protect our staff including contractors.
- Continue to take direct action to protect the community and staff by minimising risks of spread of the disease by a range of methods including but not limited to:
 - Council meetings be confined to dealing with “Urgent Business” requirements such as Budget approval
 - Cancelling all non-urgent Council facilitated meetings or events where people assemble
 - Maximising the use of technology to minimise the need for face-to-face meetings.”

MOTION LOST

Cr David Grimble called for a division of Council

For the Motion:

Cr David Grimble

Cr Alethea Gulvin

Cr John Robinson

Against the Motion:

Cr Pam Clarke

Cr Josh Koenig

Cr Mark Radford (casting vote)

Cr Les Power abstained from voting

4. APOLOGIES

Nil

5. LEAVE OF ABSENCE REQUESTS

Nil

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Ordinary Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 24 February 2020 be adopted.

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Les Power

That the minutes emanating from the Ordinary Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 24 February 2020 be adopted.

CARRIED

7. CONFLICTS OF INTEREST

Cr Mark Radford declared a conflict of interest for agenda item 9.5 Grampians Tourism Visitor Servicing Review. Conflict of Interest Declaration Form provided. Cr Radford left the meeting at 7.09pm and returned at 7.26pm. Cr Radford was absent while the matter was being discussed and considered.

Cr Alethea Gulvin declared a conflict of interest, Section 78 of the *Local Government Act 1989* for agenda item 9.10 Waste Services Road Map in relation to discussion around turbine blade waste disposal. The nature of the interest being that Cr Gulvin's partner has an involvement with Murra Warra Windfarms. Cr Gulvin left the meeting at 7.51pm and returned at 7.53pm. Cr Gulvin was absent while the matter of turbine waste disposal was being discussed.

8. PUBLIC QUESTION TIME

SUSPEND STANDING ORDERS

MOVED Cr Alethea Gulvin, Seconded Cr Les Power

That the Council meeting be suspended for public question time.

CARRIED

The Council meeting was suspended at 6.09pm for Public Question Time.

RESUME STANDING ORDERS

MOVED Cr Josh Koenig, Seconded Cr Pam Clarke

That the Council meeting resume.

CARRIED

The Council meeting resumed at 6.19pm.

9. OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER'S UPDATE – COVID-19 PANDEMIC

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

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Nil

Purpose

To receive and note the report on impacts of the COVID-19 pandemic.

Summary

- The COVID-19 Pandemic has challenged the way Council delivers its services, a number of facilities have been closed and services ceased.
- Council has implemented its Business Continuity Plan and Pandemic Plan to ensure no essential services are at risk, and to provide an appropriate level of support to the most vulnerable members of the community.
- Council has implemented a softer approach on all current debt collections and on any follow-up with overdue payments. A Financial Hardship Co-ordinator has been appointed as a single point of contact within the organisation for all hardship matters.
- The financial impact of the pandemic is being continually assessed and measures put in place to manage in the short to medium term.

Recommendation

That Council receive and note the report on impacts of COVID-19 Pandemic and Council's response to date.

SUSPEND STANDING ORDERS

MOVED Cr Pam Clarke, Seconded Cr Josh Koenig

That Standing Orders be suspended.

The meeting was suspended at 6.26pm.

RESUME STANDING ORDERS

MOVED Cr Josh Koenig, Seconded Cr Les Power
That Standing Orders resume.

The meeting resumed at 6.33pm.

Council Resolution

MOVED Cr Josh Koenig, Seconded Cr Les Power

That Council receive and note the report on impacts of COVID-19 Pandemic and Council's response to date.

CARRIED

REPORT

Background

The COVID-19 emergency has challenged our Council, just as it has challenged all organisations within our community and the world at large. In a very short period, the organisation has dealt with closing some services and moving its operations to be home based (working from home) wherever possible and helped to keep the community and staff stay safe.

It has also been necessary to be mindful of the role that Council plays in looking after the vulnerable members of our community and keeping economic activity happening during these challenging times. Maintaining “business as usual” as much as is physically possible is also critical at this time.

Discussion

Impact on Council Operations and Services

Council Operations:

- Council has implemented its Business Continuity processes to ensure that services can continue to be delivered as much as possible, and that no essential services are at risk.
- Some services have closed because of State and Federal Government directives, whilst others have been indirectly impacted.
- There are a significant number of Industrial Relations and OH&S matters to consider and resolve with services ending or being undertaken in new ways.
- Most civic centre and other office based staff are working from home and have been given the IT resources and others resources required to undertake their jobs.
- There are very few tasks that cannot be done from home, but there are a number that are inefficient when done remotely.
- Outdoor workers are still operating and complying with social distancing requirements, etc.
- Council has implemented its Pandemic Plan.

Council Services

- The following services have ceased:
 - Horsham Town Hall Performing Arts
 - Aquatic Centre (members are being supported in a limited way by on-line programs delivery in some areas through YMCA centrally)
 - Library (library closed, however, service still being delivered but no face-to-face)
 - Senior Citizens Centre
 - Basketball Stadium
 - Community Halls
 - Visitor Information Centre
 - Outdoor Recreation Spaces (Team Sports Activities)
 - Playgrounds
 - Cinema
 - Lakes and Waterways.

- The following services have had their facilities closed, some services have been reduced and some services have transitioned to other means of delivery:
 - Horsham Regional Art Gallery – some programs have transitioned to on-line.
 - Customer Service Counter at the Civic Centre and Natimuk – still taking phone calls and on-line payments and queries.
 - Kalkee Road Children's and Community Hub – The majority of Maternal and Child Health Services are being delivered remotely via phone or face time. Immunisation Services continue to be delivered with the service delivery adjusted to minimise risk to families and staff. Kindergarten programs delivered by Horsham and District Kindergarten Association continue to operate from the venue.
- The following services have been indirectly impacted:
 - Parks and Gardens
 - Caravan Park
 - Reduction in parking control.
- A range of other events and workshops have also been cancelled or have a restricted level of access.

To date, the impact on staff levels has been on reducing the use of casuals where services have been impacted, and then re-allocating ongoing staff to tasks that require extra resourcing. All new appointments to vacant positions have been temporarily frozen until the full impact on existing staff is understood. No ongoing staff member has been stood down.

Pandemic Relief and Recovery

Under the Emergency Management Manual Victoria (EMMV), Emergency Management Victoria (EMV) and Department of Health and Human Services (DHHS) have responsibility for co-ordination of relief at State and regional level, respectively, and local governments have responsibility at local level. Support agencies including Australian Red Cross, Salvation Army, Victorian Council of Churches Emergency Ministries and Foodbank play a critical role in supporting provision of relief to vulnerable people.

The key staff member to co-ordinate support for vulnerable members in our community is Council's Municipal Recovery Manager. There may be additional support required depending on what extent the impact of COVID-19 has on the local community.

At this stage, there have been some costs associated with preparedness and relief in relation to Council's relief and recovery responsibilities. Expenses relate to administration support, additional communications support and development of information that has been sent to vulnerable members of the community. It is not clear at this stage what the overall financial implications will be in relation to carrying out these responsibilities.

Assistance to Businesses

The current COVID-19 emergency has proven to be a Health and Economic event. Significant impacts are being felt across small business particularly retail, hospitality and tourism, but it is expected to affect most areas of the economy in the long term.

State and Federal Government have announced extensive economic support and stimulus to assist communities across the board, but the social and economic impacts are yet to be fully understood. A number of businesses are currently feeling very vulnerable and there is a lot of uncertainty about the future. Information and advice can be overwhelming at this stage in a crisis and emotions can run high similar to a bushfire and it is important to provide simple information and support where possible. There has been a focus on event cancellations, explanation of isolations rules, direct contact with business and positive messaging where possible.

Council has implemented a softer approach on all current debt collections and on any follow-up with overdue payments. Accrual of interest on payments outstanding post 1 April 2020 has also been suspended. A Financial Hardship Co-ordinator has been appointed as a single point of contact within the organisation for all hardship matters.

Paid parking has also been suspended to make it easier for the shoppers to do the essential purchases in the Horsham CBD. Fees for tables and chairs on footpaths have also been suspended.

Council's current approach has been to focus on continuity of development services and direct contact with businesses to discuss issues and opportunities.

The following activities are being undertaken and considered

Short Term – immediate

1. Key messages – campaign to support business to come together (Horsham Together)
<https://mailchi.mp/hrcc/working-together-to-support-local-businesses?fbclid=IwAR3iLuZaLr6quWlQGLJsidAveF2Q7JlDzB5YgvWVt8auNdk2ys22ueszX0>
2. Reach out to the business community – phone contact/ email/ social media
3. Provide information to assist planning and preparation -
https://www.hrccc.vic.gov.au/Business/Business_Support
4. Development of database of affected business and communication plan – newsletter, Facebook, online resources
5. Collect information and data around the impact on staff, cash flow, logistics and potential impacts - WDA
6. Work with industry bodies including Business Horsham, Wimmera Development Association, and Grampians Tourism to consider actions and advice and develop a coordinated approach.

Medium Term – 1-4 months

1. Establish business support teams to work with industry sectors
2. Consolidate information for assistance and stimulus
3. Advocacy to state and federal government for regional assistance i.e. Agriculture, Tourism, Retail, Regional Liveability, Major Projects, etc.
4. Seek support for existing state and federal commitments
5. Establish a regional economic working group across Horsham Rural City Council, Wimmera Development Association, Regional Development Victoria, Business Horsham, Grampians Tourism and other agencies.

Long Term – 6-12 months

1. Evaluate economic impacts and prioritize regional needs
2. Develop regional framework for monitoring recovery and issues
3. Seek private and public investment in region.

Financial Implications

Understanding the financial impacts of this ever-changing environment is difficult, but Officers have undertaken some broad modelling to estimate both the cost savings from having closed or reduced some of the services, and the additional costs for the extra resourcing needed.

Further details of the financial impacts will be provided in the monthly financial reports.

Links To Council Plans, Strategies, Policies

All aspects of the 2019-2023 Council Plan and Strategies.

Consultation/Communication

Council has been spending a considerable amount of time and effort in keeping open communications with all of its staff and the community through regular updates, press releases, public notices pages in the local papers, and through the Facebook and Council's website.

Risk Implications

Service closures i.e. Aquatic Centre, Community Halls, Senior Citizens, Library, Art Gallery and Performing Arts Centre have led to increased social isolation resulting in the increased likelihood of mental health, drug and alcohol related harm and family violence issues.

There is a risk of poorer health outcomes due to a reduction in physical activity.

There are impacts as a result in change in job status or business activity i.e. financial

Environmental Implications

Decreased economic activity in the broader community is certainly expected to contribute to lower carbon emissions, other environmental implications are not yet clearly understood.

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

The COVID-19 Pandemic has caused a major disruption to council services and operations. The highest priority has been to ensure continuity of essential services and support for the vulnerable members of the community. A range of measures have been implemented, including support for financial hardship and local businesses impacted by the pandemic.

9.2 DELEGATIONS UPDATE

Author's Name:	Diana McDonald	Director:	Graeme Harrison
Author's Title:	Co-ordinator Governance	Directorate:	Corporate Services
Department:	Governance and Information	File Number:	F19/A12/000001

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Council to Staff Delegation (**Appendix “9.2A”**)

Council to Staff Delegation – changes only (**Appendix “9.2B”**)

Purpose

To approve updates to Council's delegations to staff with changes arising from the Maddocks Lawyers delegation service and for any new and changed position titles or responsibilities that have occurred.

Summary

- Council updates its delegations every six months following receipt of information provided by Maddocks Lawyers.
- This update includes the Maddocks Lawyers update from January 2020.
- There are three Acts with changes in the delegations from Council to Staff - *Rail Safety Act*, *Residential Tenancies Act* and *Road Management Act*.
- There are a number of changes in delegation from CEO to Staff and from Municipal Building Surveyor to Staff, which do not require a resolution of Council. Summary information is provided of these.
- The provisions of the *Local Government Act 1989* in relation to delegation remain in place until 1 September 2020, however, some provisions of the 1989 Act are not to be revoked until a number of years in the future, so Council will need to maintain delegations under both Acts.
- The new *Local Government Act 2020*, provides similar powers of delegation which will be updated in approximately July 2020.

Recommendation

That Council exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the instrument of delegation (**Appendix "9.2A"**).

Horsham Rural City Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Council Resolution

MOVED Cr David Grimble, Seconded Cr John Robinson

That Council exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the instrument of delegation (**Appendix "9.2A"**).

Horsham Rural City Council (Council) resolves that:

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument, all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. Delegations from Council to the CEO relating to the *Road Management Act 2004* S.14(7) Power to appeal against decision of the Head, Transport for Victoria – Director Infrastructure (page 80) shall remain the responsibility of Council and not delegated to the CEO.

CARRIED

REPORT

Background

Powers to Council are granted through Part 1A of the Act which defines the Charter for Local Governments. This states the purpose of Local Government, its objectives, role, functions and powers. Under Section 3F, Council's powers are defined and are essentially very wide in nature. Section 3F (1) states *"Subject to any limitations or restrictions imposed by or under this Act, a Council has the power to do all things necessary or convenient to be done in connection with the achievement of its objectives and the performance of its functions"*.

Because these powers are very wide, Council cannot operate by means of passing a resolution every time that it wishes to act. So, for day-to-day operations, Council needs others to make decisions and act on its behalf.

Under Section 98 (1) of the Act, a Council may, by Instrument of Delegation, delegate to members of its staff, any power, duty or function of a Council under the Act "or under any other Act". Other Acts, however, may have provisions relating to delegation also. If there is any conflict in delegation or authorisation between Acts, then those relevant to the more Specific Acts will prevail over the General Acts.

Any delegation made under Section 98(1) of the Act to a member of staff, or to the Chief Executive Officer (CEO), must be made by a resolution of Council.

Under Section 98(2) and (3) of the Act, the Chief Executive Officer is specifically given the power to delegate to any member of the Council staff any power, duty or function of their office other than the power of delegation.

Delegations made by the Chief Executive Officer to members of staff do not need to be made via a resolution of Council. They do, however, need to be maintained in a register.

Under Section 98 (4) of the Act, Council must keep a register of delegations to members of Council staff. As new legislation is adopted or amendments made to existing legislation, delegations will change.

Under Section 98(5) of the Act, delegations may be made to individual persons, or to the holder of an office or position. Council has always taken the approach to delegate to the position wherever possible, rather than the individual staff member.

Section 98 (6) of the Act requires Council to review delegations within 12 months of a general election, however, regardless of this statutory requirement, delegations should be made carefully and reviewed regularly to ensure:

- Decision-makers are clearly identified
- Accountability and responsibility is clearly identified
- Conditions, limitations and guidelines are well documented
- Precision in the making of decisions that will be defensible under legal scrutiny.

Some Acts contain specific powers of delegation to persons other than the Chief Executive Officer. In these cases, there is a presumption that a power of delegation cannot be sub-delegated in the absence of express authority to do so, hence, Council must delegate these items direct to individual staff members.

Under the *Building Act 1993*, Municipal Building Surveyors may also delegate their powers to other officers. This is therefore not a delegation by Council, but by the Municipal Building Surveyor to Staff, and is signed-off by the Municipal Building Surveyor.

Council may also delegate powers to Special Committees established under Section 86 of the Act or Section 188 of the *Planning and Environment Act 1987*. Each committee must have an Instrument of Delegation that clearly articulates the nature of the delegation, and any conditions or limitations under which the delegation is to be exercised.

In summary, there are five delegation types:

A. Delegations of Council:

1. Council to Chief Executive Officer
2. Council to Staff
3. Council to Special Committees

B. Delegations by others:

4. Chief Executive Officer to Staff*
5. Municipal Building Surveyor to Staff

*The Chief Executive Officer to Staff delegation also includes a section on Miscellaneous and Administrative Powers which are best described as operational in nature and do not arise out of specific legislation.

Council has put in place detailed guidelines that help staff understand their obligations and responsibilities when it comes to exercising a delegated power. Each staff member receives a copy of their individual delegations and they are reminded to read and understand the guidelines for the exercising of these delegated powers.

Discussion

Council manages its delegations by subscribing to a service from Maddocks Lawyers which provides Council with amendments to existing legislation and updates on new legislation. These updates are received approximately every six months and as such, an update was received in January 2020, which takes account of legislative changes since June 2019.

Changes made in this update are as follows:

1. From Council to Members of Council Staff

- 1.1 The *Rail Safety (Local Operations) Act 2006* (Vic) was repealed by s 118 of the *Rail Safety Legislation Amendment (National Services Delivery and Related Reforms) Act 2019* (Vic).
- 1.2 The *Residential Tenancies Act 1997* (Vic) has had a number of amendments.
- 1.3 The *Road Management Act 2014* (Vic) (RMA) have been amended to reflect the changes made by the *Transport Legislation Amendment Act 2019* (Vic).

2. From Council's CEO to Staff

The following Acts have had some changes as a result of new or amended legislation:

- 2.1 The *Audit Act 1994* (Vic) has been amended as a consequence of s 5(1)(e) of the *Audit Amendment Act 2019* (Vic).
- 2.2 The *Audit Act 1994* (Vic) has been amended as a consequence of s 5(1)(e) of the *Audit Amendment Act 2019* (Vic).

- 2.3 The *Building Act 1993* (Vic) has new clauses arising from the *Building Amendment (Enforcement and Other Measures) Act 2017*; the *Planning and Building Legislation Amendment (Housing Affordability and Other Matters) Act 2017*, the *Building Amendment (Registration of Building Trades and Other Matters) Act 2018*.
- 2.4 The *Children's Services Act 1996* (Vic) has been amended because of the *Children's Services Amendment Act 2019*.
- 2.5 The *Flora and Fauna Guarantee Act 1988* (Vic) has been included as a result of the *Flora and Fauna Guarantee Amendment Act 2019*.
- 2.6 The *Local Government Act 1989* has had some changes because of the *Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019*.
- 2.7 The *Professional Engineers Registration Act 2019*.
- 2.8 The *Road Management Act* powers, duties and functions have been amended by the *Transport Legislation Amendment Act 2019* and this has also impacted on the *Road Safety Act 1986*.
- 2.9 Powers under the *Transport (Safety Schemes Compliance and Enforcement Act 2014)* (Vic) have been removed to reflect changes made from other legislation.
- 2.10 The *Water Act 1989* (Vic) has been impacted by changes made by the *Water and Catchment Legislation Amendment Act 2019*.
- 2.11 A number of powers, duties and functions have been inserted under the *Building Regulations 2018* as a consequence of the *Building Amendment (Swimming Pool and Spa) Regulations 2019*.
- 2.12 The title of the *Public Health and Wellbeing Regulations 2009* (Vic) was changed to the *Public Health and Wellbeing (Prescribed Accommodation) Regulations*.
- 2.13 The *Road Safety (Traffic Management) Regulations 2009* (Vic) have been removed because they were revoked the *Road Safety (Traffic Management) Regulations 2019*.

3. From the Municipal Building Surveyor

A number of changes have been picked up due to amendments in the *Building Act*, by the *Building Amendment (Cladding Rectification) Act 2019* and the *Building Regulations*.

Financial Implications

The financial impact of the review of delegations is limited to staff time and the cost of the Maddocks Lawyers delegation service which has been included in the 2019/20 budget.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Consultation/Communication

The attached delegations (**Appendix "9.2A"**) have been updated using the Maddocks Lawyers delegation service, with consultation with relevant Council Officers and from feedback from Councillors.

Risk Implications

The risk to Council of having inadequate instruments of delegation is that actions are carried out without appropriate authority and therefore are subject to be challenged in a court of law.

Also, the fact that a delegation has been made, does not affect the Council's powers in relation to the issue concerned. A delegate's decision (once made) is taken to be the decision of the Council itself. The Council can therefore find itself bound by a decision which it may not itself have made. This risk is mitigated by having in place appropriate policies and guidelines under which delegation should be exercised. Guideline G04/004 (Delegations and Authorisations to Members of Council Staff) has been put in place to address this issue and was reviewed in 2017 by the Executive Management Team.

Environmental Implications

Not applicable

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

This update takes into account legislative changes which were assented to, or made, after 24 June 2019, that affect Council's powers, duties and functions.

9.3 QUARTERLY PERFORMANCE REPORT – JANUARY TO MARCH 2020

Author's Name:	Graeme Harrison/Diana McDonald	Director:	Graeme Harrison
Author's Title:	Director Corporate Services / Co-ordinator Governance	Directorate:	Corporate Services
Department:	Corporate Services	File Number:	F18/A10/000001

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* –
Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance
with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Quarterly Performance Report – January to March 2020 (**Appendix “9.3A”**)

Purpose

To receive and note the Quarterly Performance Report for the three months to 31 March 2020.

Summary

- This is the second Quarterly Performance Report and is part of the continual improvement process of reporting back to Council and the community.
- The Quarterly Performance Report brings together a range of previous reports into a single document that is easy to read and understand.
- It reports all items over a consistent quarterly reporting timeline.

Recommendation

That Council:

1. Receive and note the Quarterly Performance Report for the three months to 31 March 2020.
2. Note that the paid parking in Horsham CBD and charging for footpath trading permits are now suspended, and the financial impact of these actions and other service disruptions will be reported in the next Quarterly Performance Report.

Council Resolution

MOVED Cr David Grimble, Seconded Cr Alethea Gulvin

That Council:

1. Receive and note the Quarterly Performance Report for the three months to 31 March 2020.
2. Note that the paid parking in Horsham CBD and charging for footpath trading permits will remain suspended until changed by resolution of Council. The financial impact of these actions and other service disruptions will be reported in the next Quarterly Performance Report.

CARRIED

REPORT

Background

Council's operations are large and complex, with over 80 different broad service delivery areas from road maintenance and construction, waste collection, parks, building and planning, to early years, visual and performing arts. This diversity in services creates challenges in many facets of Council's operations, which then create challenges in reporting on these to Council and the broader community.

There are a number of statutory obligations under various legislation to report to Council and the community within specific timeframes:

- *The Local Government Act 1989* – requires quarterly financial reports at a meeting open to the public.
- *The Local Government Act 1989* – requires a half yearly review of Council's performance against actions in the Council Plan
- Reporting Regulations – provide at least a half yearly report on progress against the Local Government Performance Reporting Framework.

Council has in place a Financial and Performance Reporting Framework that provides some guidance on Council's reporting processes. These guidelines state the following:

"Councillors take ultimate responsibility for the performance of Council and are accountable to the ratepayers and community of the municipality. As Councillors are not involved in the day-to-day operations of the Council, they rely on policies, procedures and internal controls to provide assurance about the information reported to them and in turn reported to the community and other stakeholders."

The provision of relevant information on a regular basis is an important part of that internal control process and is necessary for the various levels of Council to carry out their responsibilities and obligations to the community in the management of Council business.

Central to Council's Financial and Performance Reporting Framework, are the following objectives:

- Council is committed to providing accurate, correct and quality information to the Community around its performance.
- Council is committed to providing high quality relevant internal and external reporting, in a timely manner.
- Council is committed to providing regular targeted reporting to Management, its Audit and Risk Committee, Council and the Community.
- Council is committed to sound governance through the alignment of performance reporting with its strategic direction.
- Performance reporting is not just a compliance exercise but is integral to better understanding of how Council is performing in its delivery of key strategies and operations from the Council Plan.

Discussion

As a part of the continual improvement process, this report takes the approach of reporting back to Council and the community on these key strategic items, in what is hopefully a clear and concise manner that is readable and informative.

The report contains the following sections:

1. CEO Overview
2. Council Plan Actions and Local Government Performance Reporting Framework

3. Customer Service Targets
4. Business Improvements
5. Capital Works
6. Audit and Risk
7. Financials

The COVID-19 Pandemic has had a significant impact on Council operations, with number of facilities closed and services ceased. Paid parking in the Horsham CBD and charging for footpath trading permits have been suspended as part of the assistance to the local retailers. Financial impacts of the service disruptions and closures will be reported in future performance reports.

The format for this reporting will evolve over time and may include additional sections, but essentially will be mindful of the need to be relevant, reliable, comparable and understandable. This is the second Quarterly Performance Report and is essentially bringing together and aligning a number of reports that have been provided individually to Council in the past, but with different timeframes.

Financial Implications

This report is prepared using existing staff resources.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Four-Year Outcome 4.1 – Continuously improve communication and engagement with the community through effective consultation

Consultation/Communication

The Quarterly Performance Report has been developed by the Governance Team, in consultation with the Executive Management Team and Departmental Managers. It has been reviewed by Council's Audit and Risk Committee and by Council, at a Council Briefing Meeting.

Risk Implications

Provision of good quality, regular reporting of financial and non-financial information to the community mitigates against the risk of poor financial governance and possible financial mismanagement. The Municipal Association of Victoria's Good Governance Guide states "the Council is ultimately accountable for the financial management ... it should not have a hands-on role ... but it needs to ensure that it has sufficient information to be satisfied that finances are in order and that budgetary and financial planning goals are being met".

Environmental Implications

Not applicable, although reporting on Council's environmental targets could possibly be incorporated into the Quarterly Performance Report, once strategies have been updated during 2020.

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

The quarterly reporting format will provide a regular and succinct quarterly report for Council and the community to assess how Council is performing financially and against its key objectives.

9.4 PROCUREMENT POLICY

Author's Name:	Diana McDonald	Director:	Graeme Harrison
Author's Title:	Co-ordinator Governance	Directorate:	Corporate Services
Department:	Governance and Information	File Number:	F13/A01/000003

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Procurement Policy (Appendix “9.4A”)

Purpose

To adopt the revised Procurement Policy, following its annual review, in accordance with Section 186A (7) of the *Local Government Act 1989*.

Summary

- Under Section 186A (7) of the *Local Government Act 1989*, Council must review its current Procurement Policy at least once in each financial year.
- The new *Local Government Act 2020* will require a more significant review of this policy during 2020/21.
- The most significant change has been to the procurement thresholds which have been revised following significant consultation with an internal procurement working group that was facilitated by an external procurement expert.
- This draft revised Procurement Policy was tabled at the Audit and Risk Committee meeting on 19 March 2020.

Recommendation

That Council adopt the revised Procurement Policy.

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Josh Koenig

That Council adopt the revised Procurement Policy.

CARRIED

REPORT

Background

Under Section 186A (7) of the *Local Government Act 1989*, Council must review its current Procurement Policy at least once in each financial year. Council's Procurement Policy was last reviewed in June 2019, where several changes were made, including the introduction of the Request for Quotation process for all procurement between \$10,001 and \$80,000 and the inclusion of a Tender Initiation Form for all procurement above \$80,000.

Discussion

The annual review and continuous improvement of the Procurement Policy and processes has further strengthened the probity, transparency, accountability and risk management of Council's procurement activities across the organisation. In addition, it has further aligned Council's Procurement Policy with Procurement Best Practice principles.

There are several changes recommended following an internal working committee and Procurement workshop with key staff. A summary of the changes include:

1. Revised Procurement Thresholds – Noting in particular that the threshold to go out to Public Tender has been lifted to \$150,000 in accordance with Local Government Procurement Best Practice (Victorian Local Government Best Practice Procurement Guidelines 2013)

Changes to the procurement thresholds are as follows:

Threshold	Previous Policy
\$0 to \$1,000	No quotes required
\$1,001 to \$10,000	Minimum of 1 quote
\$10,001 to \$40,000	Request for Quote process with a minimum of 2 written quotes
\$40,001 to \$80,000	Request for Quote process with a minimum of 3 written quotes
\$80,001+	Public Tender

Threshold	Revised Policy
\$0 to \$1,000	No quotes required
\$1,001 to \$3,000	Minimum of 1 verbal quote
\$3,001 to \$15,000	Minimum of 1 written quote
\$15,001 to \$150,000	Public Request for Quote process with minimum of 3 written quotes
\$150,001+	Public Tender

2. Revised Request for Quotation processes, in-line with the new thresholds
3. Revised Tender processes, in-line with the new thresholds
4. Inclusion of Authority to approve financial contract variations
5. Inclusion of VicFleet procurement
6. Noting that all amounts are now inclusive of GST
7. Several other changes of a minor nature around language and terminology.

Financial Implications

It is expected that these changes will bring efficiencies to the procurement process and assist Council in achieving best value through procurement. The costs to this review were covered in the 2019/20 budget, involving staff time at workshops and \$3,080 for the procurement specialist.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 4 – Governance and Business Excellence

Consultation/Communication

Revision to the Procurement Policy aligns with the State Government's Best Practice Procurement Guidelines, and has been developed with input from an internal staff working group and external procurement expert, and has been reviewed by Council's Audit and Risk Committee.

Risk Implications

Regular reviews of Council's Procurement Policy ensures that the policy is up to date and reflects best practice in procurement, thereby limiting the risk to Council from poor procurement processes.

Environmental Implications

Not applicable

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

This update brings Council into closer alignment with the Victorian Local Government Best Practice Procurement Guidelines 2013 and should deliver efficiencies and better practise with Council's procurement activities.

9.5 GRAMPIANS TOURISM VISITOR SERVICING REVIEW

Council Resolution

MOVED Cr Les Power, Seconded Cr Alethea Gulvin

That Cr Pam Clarke be appointed as Temporary Chair.

CARRIED

Cr Pam Clarke took the Chair at 7.09pm.

Cr Mark Radford left the meeting at 7.09pm.

Author's Name:	Kevin O'Brien	Director:	Kevin O'Brien
Author's Title:	Director Communities and Place	Directorate:	Communities and Place
Department:	Investment Attraction and Growth	File Number:	F15/A15/000001

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Grampians Tourism Visitor Servicing Review Report (**Appendix "9.5A"**)

Grampians Tourism Visitor Servicing Review 2019 (summary) (**Appendix "9.5B"**)

Proposed Parking Plan (**Appendix "9.5C"**)

Visitor Centres Regional Cities (**Appendix "9.5D"**)

Purpose

To receive and note the Grampians Tourism Visitor Servicing Review Report.

Summary

- Grampians Tourism commissioned a review of regional visitor servicing in March 2019.
- The review considers the provision of Visitor Servicing through Visitor Information Centres and the growing ease of access to online information.
- The report makes recommendations for future provision of visitor servicing across the Grampians tourism region.

Recommendation

That Council:

1. Receive and note the Grampians Tourism Visitor Servicing review report
2. Enter into a service level agreement to:
 - (a) Consolidate Horsham Rural City Council tourism marketing activities with Grampians Tourism across all distribution channels
 - (b) Ensure Horsham specific marketing is delivered
3. Implement the recommendations for a Horsham Visitor Servicing Inspiration Centre at the Horsham Town Hall, including noting the proposed parking arrangements, and development of a key stakeholder communication plan addressing steps and timelines.

Council Resolution**MOVED Cr Josh Koenig, Seconded Cr Les Power**

That Council:

1. Receive and note the Grampians Tourism Visitor Servicing review report
2. Enter into a service level agreement to:
 - (a) Consolidate Horsham Rural City Council tourism marketing activities with Grampians Tourism across all distribution channels
 - (b) Ensure Horsham specific marketing is delivered
3. Implement the recommendations for a Horsham Visitor Servicing Inspiration Centre at the Horsham Town Hall, including noting the proposed parking arrangements, and development of a key stakeholder communication plan addressing steps and timelines.

CARRIED

Cr John Robinson called for a Division of Council***For the Motion:***

Cr Pam Clarke
Cr Josh Koenig
Cr Les Power
Cr Alethea Gulvin

Against the Motion:

Cr David Grimble
Cr John Robinson

Council Resolution**MOVED Cr David Grimble, Seconded Cr Alethea Gulvin**

That Council review the Horsham specific marketing and the parking provisions in 12 months' time.

CARRIED

*Cr Mark Radford returned to the meeting at 7.26pm.**Cr Mark Radford assumed the Chair at 7.26pm.*

REPORT**Background**

- A Victorian State-wide Review of Visitor servicing was undertaken in 2018 that concluded there was a clear need to pool visitor servicing resources in regions.
- In March 2019 Grampians Tourism commissioned a report to consider the role and relevance of Visitor Information Centres and the Visitor Services operating model with a view to improving cost efficiencies, exploring partnership and co-location opportunities.
- The report is the culmination of work following extensive industry and local government stakeholder consultations.

Discussion

- In the year ending December 2018, Visitor Information Centres in the Grampians had a total of 155,955 visitors. Horsham had 16,294 visitors for the same period.
- Domestic overnight visitors to the Grampians Tourism region were 1.1 million (up by 11.7% on the previous year).
- Visitor Information Centres (VICs) in the Grampians had a total of 155,955 visitors representing less than 15% of domestic overnight visitors.
- Visitors that use VICs value the service highly, 99% of visitors will recommend an accredited VIC to friends and family (Victorian Accredited Visitor Information Servicing survey, Half Yearly Results 2018/19).
- Access to information has changed with the increased use of the internet and more recently mobile technology.
- The report recommends the Horsham Visitor Information Centre be relocated into the Arts Precinct and incorporates stronger links to online information (through a Grampians wide Omnichannel Strategy).
- A Grampians Omnichannel Strategy would consolidate tourism marketing across the region providing clarity for visitors and reduce duplicated effort, including for tourism operators.
- Tourism operators are asked to participate in multiple opportunities. Currently:
 - Horsham Rural City Council manages a visitor focussed website, www.visithorsham.com and produces a number of hard copy brochures and guides
 - Grampians Tourism manages a website, www.visitgrampians.com, Facebook page, Instagram, Twitter and a Youtube channel. Additionally they produce a number of hard copy brochures and guides.
- Utilising the marketing channels managed by Grampians Tourism will provide access to greater levels of professional resourcing and external funding.
- Consolidated online information is a prerequisite of any relocation of Visitor Servicing.

Financial Implications

- Horsham Visitor Information Centre has an annual budget allocation of around \$240,000.
- Moving Visitor Servicing functions to integrate with other existing council services will provide ongoing operational efficiencies.

Links To Council Plans, Strategies, Policies

Council Plan 2019-2023

Goal 2 – Sustaining the Economy

Four-Year Outcome 2.3 – Increase visitors to the municipality

Goal 3 – Asset Management

Horsham Rural City Council on an ongoing basis will:

- Improve and enhance facilities in Horsham including the Horsham and Grampians Visitor Information Centre

Horsham Rural City Council Economic Development Strategy 2017-2021

Strategy 18 – Ensure the region is providing adequate visitor information services

Consultation/Communication

The Grampians Tourism Visitor Servicing Review engaged directly with Councils, volunteers, operators and State agencies.

Discussions between Visitor Servicing and Town Hall staff is ongoing to begin assessment of options and issues associated with any potential integration.

Consultation has occurred with the Tourism Advisory Committee and Business Horsham Executive and ongoing dialogue is occurring with volunteers.

The accreditation guidelines for Visitor Information Services states that the facility be accessible (i.e. easy access for visitors to access via public transport or their own vehicle) and have adequate car and coach parking in close proximity to meet demand.

Definition of close proximity:

- Within five minute walk of the facility
- If a shared tenancy is in place, designated visitor parking with adequate signage is required
- Where the facility is located in a highly populated area, drop off zones are required in front or as close to the Visitor Information Centre building as possible.

Consultation with neighbours regarding three long vehicle parking in the vicinity of the Town Hall has occurred, and a proposed layout is attached (**Appendix “9.5C”**) for Council’s information. There is also drop- off zone and coach parking available.

Visitor Information Centres in some other regional cities are located in their Central Activity Districts, with Ballarat’s Centre located in Sturt Street with one long vehicle parking bay and Bendigo’s Centre in McCrae Street with two long vehicle parking bays in close proximity. A copy of their facility location plans are attached (**Appendix “9.5D”**).

Risk Implications

Management of any changes to the operations of the Visitor Information Centre have potential reputational risks, particularly where these impact on volunteers.

Environmental Implications

Not applicable

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

Globally, visitors are finding information from a range of sources and the nature of visitor servicing is changing. Traditional models of Visitor Information Centres are catering for a small market sector.

Adopting a regional visitor servicing model has service benefits for operators and visitors. It also has the potential to increase the economic value of tourism in the Grampians Region.

9.6 INVESTMENT ATTRACTION POLICY

Author's Name:	Kevin O'Brien	Director:	Kevin O'Brien
Author's Title:	Director Communities and Place	Directorate:	Communities and Place
Department:	Investment Attraction and Growth	File Number:	F15/A01/000004

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Draft Investment Attraction Policy (**Appendix "9.6A"**)

Purpose

To endorse the Horsham Rural City Council Investment Attraction Policy.

Summary

- Council's Investment Attraction Policy requires review.
- This policy relates to provision of incentives to attract investment for new business development and expansion of existing business and employment growth.
- Council's Wimmera Intermodal Freight Terminal Precinct is currently under construction for enabling infrastructure and is available for development, and is now included in the draft policy.

Recommendation

That Council endorse the Investment Attraction Policy.

SUSPEND STANDING ORDERS

MOVED Cr Les Power, Seconded Cr Alethea Gulvin

That Standing Orders be suspend.

The meeting was suspended at 7.28pm

RESUME STANDING ORDERS

MOVED Cr Les Power, Seconded Cr Alethea Gulvin

That Standing Orders resume.

The meeting resumed at 7.29pm.

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Alethea Gulvin

That Council endorse the Investment Attraction Policy.

CARRIED

REPORT**Background**

The Investment Attraction Policy relates to economic development, new business and employment growth. The policy was endorsed in 2012, and requires updating to meet the current and future needs of Council and developers.

The Policy Framework allows for the provision of investment attraction incentives to either new business investment or the significant expansion of existing business in the Horsham Rural City Council area.

Discussion

Council's Investment Attraction Policy provides guidance on incentives to support new and existing business development and new jobs in the municipality.

This policy is particularly relevant with the Wimmera Intermodal Freight Terminal Precinct under development, enabling infrastructure (road, drainage, water and power) to be completed in June 2020 and available for sale.

A revision of this policy will ensure that the incentives proposed are relevant and consistent with the Council Plan and Economic Development Strategy. The level of possible incentives available is influenced by the degree of economic, social and environmental benefits the new development will bring to the municipality, and the businesses ongoing and independent sustainability.

Financial Implications

A Council subsidy will be required where the market price of Council land for development is less than full cost recovery of development of Council's Industrial Estates including the Wimmera Intermodal Freight Terminal Precinct.

Environmental Implications

Not Applicable

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 2 – Sustaining the Economy

Lead in sustainable growth and economic development

Four-Year Priority 2.1 – Cultivate opportunities for the municipality to prosper and pursue possibilities for new development

Economic Development Strategy 2017-2021

Wimmera Intermodal Freight Terminal Development Plan 2019

Consultation/Communication

Feedback has been sought from other Councils on their Investment Attraction Policy Framework.

Risk Implications

A Council subsidy will be required where the market price of Council land for development is less than full cost recovery of development of Council's Industrial Estate including the Wimmera Intermodal Freight Terminal Precinct.

Environmental Implications

Not applicable

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

The Policy Framework allows for the provision of investment attraction incentives to either new business investment or the significant expansion of existing business in the Horsham Rural City Council area.

9.7 DRAFT WIMMERA REGIONAL LIBRARY CORPORATION BUDGET 2020/21 AND FIVE YEAR INDICATIVE BUDGET

Author's Name:	Kevin O'Brien	Director:	Kevin O'Brien
Author's Title:	Director Communities and Place	Directorate:	Communities and Place
Department:	Not applicable	File Number:	F11/A02/000001

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Wimmera Regional Library Corporation Draft Budget 2020/21 and Five Year Indicative Budget (**Appendix "9.7A"**)

Purpose

To inform Council of the proposed 2020/21 budget for the Wimmera Regional Library Corporation (WRLC), including Horsham Rural City Council's contribution to the library service.

Summary

- The 2020/21 Draft Budget was discussed at the February Board Meeting of the WRLC.
- Horsham Rural City Council's contribution needs to be included as a line item in Council's 2020/21 Budget.

Recommendation

That Council refer the proposed Wimmera Regional Library Corporation Budget for 2020/21 to Council's budget process and advise the Wimmera Regional Library Corporation Board accordingly.

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Les Power

That Council refer the proposed Wimmera Regional Library Corporation Budget for 2020/21 to Council's budget process and advise the Wimmera Regional Library Corporation Board accordingly.

CARRIED

REPORT**Background**

The WRLC Board considered its draft budget for 2020/21 on 14 February 2020 and resolved that the budget be referred to member Councils for consideration in accordance with the Regional Library Agreement.

Discussion

The draft budget includes:

- Maintaining 48.5 hours per week in the Horsham Library
- Capital allocation to purchase a small van to maintain a library service at Laharum and Natimuk
- Collections budget, including e-resources of \$155,032
- Maintaining an IT environment that allows the public free access to personal computers and relevant information/educational databases
- Maintaining a WiFi environment that allows the public free access to personal computers and relevant informational/educational databases
- Wage increase of 2% as per the WRLC Enterprise Bargaining Agreement
- Continuation of Library Victoria shared library consortia arrangements
- Continuation of State Government library grants of \$177,648 which for Horsham, has been calculated based on actual funding received in the 2019/20 financial year with a 1% increase.

Financial Implications

The contribution required for Horsham Rural City Council for 2020/21 is \$568,654, an increase on the current year's contribution of \$518,473. This is mainly due to purchasing a new vehicle to provide library services to Laharum and Natimuk as a result of the sale of the mobile library truck due to the withdrawal of three Councils.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 1 – Community and Cultural Development

2017-2021 Health and Wellbeing Plan

2019 Early Years Plan

Consultation/Communication

The WRLC Board comprises five member Council representatives who have participated in the draft budget discussions. To be noted, is that three of these member Councils are withdrawing as of 30 June 2020. Cr Pam Clarke and Kevin O'Brien (Director Communities and Place) represent Horsham Rural City Council and are WRLC Board members.

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

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

9.8 BITUMINOUS SUPPLY – CONTRACT 20/021

Author's Name:	Keith Emmerson	Director:	John Martin
Author's Title:	Co-ordinator Civil works	Directorate:	Infrastructure
Department:	Operations	File Number:	20/021

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 89(2)(d):

☐ Yes ☒ No

Reason: Nil

Appendix

Nil (refer to confidential report on this subject)

Purpose

To award a contract for the supply and delivery of a range of asphalt, bituminous cold mix and bulk emulsion as required to support Council's Road Construction and Maintenance Program.

Summary

- Council develops period supply contracts to capture best value from the market for a specified period.
- This contract relates to the supply of emulsion, asphalt and bituminous cold mix as required.
- Public tenders were sought and evaluated through Council's normal procurement process.
- This report presents a summary of the tender evaluation process and proposes the award of the contract to Fulton Hogan.

Recommendation

That Council award Contract 20/021 for the supply of bituminous products to Fulton Hogan for two years, at the rates nominated in its tender for each product, at an estimated annual value of \$200,000 per year.

Council Resolution

MOVED Cr Alethea Gulvin, Seconded Cr Pam Clarke

That Council award Contract 20/021 for the supply of bituminous products to Fulton Hogan for two years, at the rates nominated in its tender for each product, at an estimated annual value of \$200,000 per year.

CARRIED

REPORT

Background

Council's Operations Depot has an emulsion tank that the patching trucks draw on for maintenance works. This needs to be regularly filled to keep works progressing. Periodically, asphalt and cold mix are also used for certain jobs.

Discussion

Tenders were advertised through the normal process, including Council's website (/tender portal) and the Wimmera Mail-Times.

Three submissions were received, all of which, were evaluated based on the criteria specified in the tender. Fulton Hogan scored the highest overall. The other two companies only tendered for supply of the emulsion, and Fulton Hogan had the cheapest price for this product.

A detailed tender evaluation has been completed and is included as an appendix to the confidential report on this subject (**Appendix "15.1A"**), which includes details of the tender pricing from each company.

Financial Implications

The cost of emulsion supplied is covered by the funds allocated to the Sealed Road Maintenance Program, both rural and urban. The supply of asphalt or cold mix is booked to the individual job number for the works being undertaken. The average annual expenditure for these products is approximately \$200,000.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 3 – Asset Management

Consultation/Communication

No community consultation occurred on this tender. The roads program is developed based on community-driven customer requests, as well as Council's own maintenance inspections.

Risk Implications

The nominated tenderer, Fulton Hogan, has a well-established track record with Council, and is considered a low-risk supplier.

Environmental Implications

The Operations Team has procedures to avoid impacts on the environment when using these products.

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

The nominated tenderer submitted the lowest price for supply of emulsion, and was the only tenderer for other products. The company has a track record of high quality customer service and is recommended for award of this contract.

9.9 PROVISION OF PLANT HIRE – CONTRACT 20/003

Author's Name:	Keith Emmerson	Director:	John Martin
Author's Title:	Co-ordinator Civil Works	Directorate:	Infrastructure
Department:	Operations	File Number:	20/003

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Nil (refer to confidential report on this subject)

Purpose

To award a three-year contract for the hire of various plant items to support Council's Operations Program.

Summary

- Council has previously sought period supply contracts for plant hire to gain access to a variety of plant that are generally used for short periods throughout the year, and for which it is not justified to have in Council's own fleet.
- A range of plant items are accessed through such a contract including water carts, rollers (of various sizes), tip trucks, excavators and front-end loaders, often for individual projects, or parts of a project.
- Contracting with a panel of preferred suppliers gains better pricing and availability of plant items to suit Council's needs.
- Public tenders were sought and evaluated through Council's normal procurement processes.
- A good response was received to the tender with significant local content.

Recommendation

That Council award contract 20/003 for the provision of plant hire to the following suppliers at the rates nominated in their tender submissions:

- PJM Earthmoving, Horsham
- Glover Earthmoving, Longerenong
- K and J Baker, Murtoa
- Dickerson Earthmoving, Horsham
- MF and JL Wilmore, Horsham
- DSM Equipment, Horsham
- Porter Plant, Cambrian Hill.

Council Resolution**MOVED Cr Alethea Gulvin, Seconded Cr Josh Koenig**

That Council award contract 20/003 for the provision of plant hire to the following suppliers at the rates nominated in their tender submissions:

- PJM Earthmoving, Horsham
- Glover Earthmoving, Longerenong
- K and J Baker, Murtoa
- Dickerson Earthmoving, Horsham
- MF and JL Wilmore, Horsham
- DSM Equipment, Horsham
- Porter Plant, Cambrian Hill.

CARRIED

REPORT

Background

Private plant hire equipment is used at times when Council's own fleet is not available, or where Council doesn't have a suitable item. The use of hired equipment provides economic efficiency, in particular, where selected items are used for only relatively short periods of the year, to help with peak periods of different types of work, or to keep work programs going if Council's own fleet items have breakdowns.

Council has maintained plant hire contracts using a panel of suppliers for many years. This is a new contract for the next three-year period.

Access to a panel of suppliers gives Council the ability to compare prices and quality of the plant offered from various suppliers.

Discussion

Details of the tender evaluation process are included in the appendix to the confidential report on this subject (**Appendix "15.2A"**).

Tenders were advertised through the normal process, including Council's website (/tender portal) and the Wimmera Mail-Times. A total of 14 tenders were received.

Suppliers were evaluated on a range of parameters including availability of plant items and price. Price evaluations were conducted by developing a spreadsheet comparing the price of the 10 most used plant items. It should be noted that no supplier tendered on being able to provide all items of plant sought by Council.

The seven nominated companies listed below, were found to have the combination of range of products, availability and pricing to best suit Council's needs:

- PJM Earthmoving, Horsham
- Glover Earthmoving, Longerenong
- K and J Baker, Murtoa
- Dickerson Earthmoving, Horsham
- MF and JL Wilmore, Horsham
- DSM Equipment, Horsham
- Porter Plant, Cambrian Hill.

Financial Implications

Plant items that are hired are booked to a specific job number across the range of programs conducted by the Operations Team, and to a lesser extent, the Project Office, that is, there is no single budget line just for plant hire.

The typical annual spend on plant hire is approximately \$300,000, with the maximum on any single company in recent years being around \$100,000 per year.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan

Goal 3 – Asset Management

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

Consultation/Communication

No community consultation occurred on this tender. Regular communication with contracted suppliers will occur to ensure the timely availability of hired plant items.

Risk Implications

Risks are consistent with those normally associated with construction works. Operators will be inducted in the use of any plant items, which will be required to be mechanically sound and meet OH&S standards.

Environmental Implications

Nil

Human Rights Implications

This report complies with the rights listed in *the Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

A panel of plant hire suppliers will provide the opportunity to select items from multiple suppliers to get the right and cheapest plant item for particular jobs.

9.10 WASTE COLLECTION SERVICES ROAD MAP

Author's Name:	John Martin	Director:	John Martin
Author's Title:	Director Infrastructure	Directorate:	Infrastructure
Department:	Infrastructure	File Number:	F29/A03/000001

Officer Direct or indirect Conflict of Interest

In accordance with *Local Government Act 1989* – Section 80C:

☐ Yes ☒ No

Reason: Nil

Status

Information classified confidential in accordance with *Local Government Act 1989* – Section 77(2)(c):

☐ Yes ☒ No

Reason: Nil

Appendix

Recycling Victoria – A New Economy, Victorian Government Strategy Document (**Appendix “9.10A”**)

Purpose

To receive and note the recently released Victorian Government waste policy “Recycling Victoria – A New Economy” and a potential program to implement relevant actions from the new policy.

Summary

- Council had been working towards a new set of waste collection arrangements, including a green waste service, during 2019. This had been in conjunction with the Grampians Central West Waste and Resource Recovery Group (Regional Waste Group), which had been developing a collaborative procurement approach for new collection and waste management contracts.
- As the recycling crisis deepened, the Government advised Regional Waste Groups to defer their collaborative procurement processes until a new waste policy was introduced.
- The Government released its new policy in late February 2020, with significant media attention.
- A key element of the policy of particular relevance to Council, is the introduction of a standard four-bin waste collection framework across the State.
- Many of the details of the introduction of this new service standard are not yet clear, although there are some broad timing targets established.
- A potential road map for introduction of relevant aspects of the policy for our municipality is presented in this paper.
- As it is not possible for the new collection services to be in place before 1 July 2021, it is proposed to extend Council's existing recycling collection (and disposal) contract with Wheelie Waste until that date.

Recommendation

That Council receive and note the recently released Victorian Government's “Recycling Victoria – A New Economy” waste policy and the potential road map for its implementation.

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Alethea Gulvin

That Council receive and note the recently released Victorian Government's “Recycling Victoria – A New Economy” waste policy and the potential road map for its implementation.

CARRIED

Discussion ensued in relation to turbine blade waste disposal and Cr Alethea Gulvin declared a conflict of interest, Section 78 of the *Local Government Act 1989*. The nature of the interest being that Cr Gulvin's partner has an involvement with Murra Warran Windfarms.

Cr Alethea Gulvin left the meeting at 7.51pm.

Cr Alethea Gulvin returned to the meeting at 7.53pm.

REPORT

Background

A briefing report was presented to Councillors in September 2019 outlining the planned approach to implementation of an organics collection service in the municipality. Appendices to that report provided further details of the relationship of the potential organics collection service to the general waste and recycling bin services. The report identified that the Regional Waste Group's collaborative procurement process would be used to secure contracts for provision of the relevant services.

Subsequent to that report, the Victorian Government advised the Regional Waste Group to defer its collaborative procurement process as challenges with recycling processing increased. The Victorian Government advised that it would develop a new policy framework aiming to address these challenges and implement an improved approach to recycling generally.

The Victorian Government released its policy "Recycling Victoria – A New Economy" in late February 2020. This report presents a preliminary discussion and road map for Council's potential implementation of priority elements from the policy. The policy document is included as an attachment to this report (**Appendix "9.10A"**).

Discussion

There are many elements in the new policy of relevance to Council. Central to the policy is the concept of a circular economy, which aims to establish greater levels of reuse of materials, then recycling of as much as possible of the remainder. Establishment of better products and markets for recycled materials will be encouraged through investment in industry. The policy also sets specific targets for reductions in waste volumes to landfill.

The following elements are of particular relevance to Council's waste operations:

- Introduction of a common four-bin kerbside collection service, the four bins being:
 - Food and garden organics
 - Glass
 - Recyclable paper, metals and plastics
 - Residual waste
- Introduction of a container deposit scheme
- Increased landfill levies
- Establishment of a new Waste Authority.

Each of these elements is discussed in greater detail below, with a potential road map for how these elements may be introduced.

These elements will be supported by a range of measures, including State level education and behaviour change programs.

The timing of introduction of some elements of the policy has been impacted by the COVID-19 pandemic. Some of the dates presented below will be subject to variation because of that.

1. Four-Bin Service

A key element of the Victorian Government policy is the introduction of a standard four-bin kerbside collection service around the State. There are many benefits from this common approach including:

- Common messaging and education between municipalities, for example, in relation to bin lid colours, and what materials go in each bin.
- A consistent approach to services will mean much less variation in the form of contracts between Councils, leading to simpler contract preparation and tendering processes.
- A potential for a greater quantity of products to be collected – as all Councils will be providing the services, which leads to greater market opportunities for existing and new contractors to provide relevant services. A benefit of this could be the enhanced commerciality of a local composting and other recycling services.

A key change from Council's earlier planning is that the organics service in the new policy includes both food organics as well as garden organics (FOGO). This is not considered a major issue, as a key challenge anticipated in introducing these services was effective communication. With the State-level education that will accompany implementation of the four-bin approach, and consistent services between Councils, this education should be easier. In addition, it is considered that there is currently a significant level of community awareness of, and expectation for, these new services.

This significant community expectation does present a challenge, in that the community is likely to be seeking an early introduction of the services. However, there will be a range of costs for introduction of these new services, and while the Government has announced significant funding to facilitate these new services, it is understood that this funding will be available over four years, with no initial indication of the quantity and timing of availability of these funds to any specific Council.

The policy also indicates that the new services may be introduced over an extended period, with glass recycling only required to be in place by 2027 and FOGO by 2030. This is likely to be at odds with community expectations.

The policy notes (p26) that:

"A standard four-bin service may not be suitable for some communities or dwelling types such as large apartment buildings or more remote areas, where alternative arrangements, such as transfer stations, local drop-off points, home composting support or worm farms might be more appropriate."

In this regard, our planning for enhanced services had been looking at extending recycling collection into more rural areas. Consideration of the extent of this will be required in the months ahead, in the context of the four-bin service. It may be acceptable to have additional glass (and/or organics) drop-off locations at a range of locations, to provide a recycling service that meets the Government requirements.

A broadly indicative road map for implementation of the new four-bin service is shown below. This does not take into consideration the availability of regional waste processing facilities to accommodate the collected material.

Timing	Action	Comments
June-July 2020	Planning with Regional Waste Group	A Councillor forum on this matter was attended (via zoom) on 27 March, however COVID-19 has delayed further planning on this.
August 2020	Re-formation of Council Waste Steering Committee	To provide high level consultation and advice to Council
June-July 2020	Re-establishment of collaborative procurement process	By Regional Waste Group
July-August 2020	Media information	Preliminary community information about Council's broad approach to implementation of the four-bin service after further planning with Regional Waste Group.
November-December 2020	Confirmation of services that Council will offer	Council consideration of the timing of implementation of different services, and the extent of these services. Based on advice from Steering Committee, availability of Government funding and other factors.
December 2020	Tendering of new contract arrangements	Collectively for Councils in our waste group region
January 2021	Award of contracts for new services	By individual Councils
July 2021	Commencement of new contracts	Timing of introduction of new services may be staggered over several years, based on availability of Government funding and commercial services to support the waste streams.

It will not be possible for the new services to be in place prior to July 2021. This means that Council needs to continue an alternative arrangement for recycling kerbside collection and disposal of the collected material until the new contracts are in place, as the current contract expires in June 2020.

A separate confidential report to this Council meeting discusses the recycling collection contract.

2. Container Deposit Scheme (CDS)

This Council has previously lobbied for the introduction of a CDS, and hence the Government announcement in this regard is welcomed. A CDS should reduce the quantities of glass and plastic needing to be collected and managed in our kerbside collection services.

However, details of the arrangements for implementation of a CDS have not yet been developed. Page 27 of the Government policy states:

"We are learning from the experience of other jurisdictions as they develop and implement their schemes so that we can adopt the best mix of approaches in our model. As with other states, the beverage industry pays for this scheme, refunding a small amount of money for each bottle returned to collection points for recycling. Where containers are collected at the kerbside, councils and recyclers will share the deposit refund."

It is not clear if there will be an obligation placed on Councils to play a role in the collection/refund process for these containers.

3. Landfill Levies

Victoria's landfill levies are lower than neighbouring states. This is considered to give an incentive for waste operators in those states to target disposal in Victoria to reduce their costs. This is clearly undesirable – there should be a consistent basis for levies which does not create market distortions between the States.

The Government also considers that the higher landfill levy will provide an incentive to reduce waste and encourage recycling and innovation in new technologies and products.

The immediate impact on Council and ratepayers will be a directly higher cost. The levy increases are proposed to be phased in over a three year period, as shown in the table below (from p29 of the policy).

Table 1: Landfill levy changes 2020-2024

Rate (\$/t)	2019/20 (current)	2020-21	2021-22	2022-23
Metropolitan - municipal	65.90	85.90	105.90	125.90
Metropolitan - industrial	65.90	85.90	105.90	125.90
Regional - municipal	33.03	42.95	52.95	62.95
Regional - industrial	57.76	75.59	93.19	110.79
Priority waste (PW) - Category C	70.00	85.90	105.90	125.90
Priority waste (PW) - Category D	Proposed to come into effect 1 July 2020	85.90	105.90	125.90

Rows 3 and 4 relating to regional levies, and rows 5 and 6 (priority waste – previously called prescribed waste) are of relevance to Council's operations at Dooen Landfill. These charges, alone, will lead to an approx 6-8% increase in waste charges per year over each of the next three years, before consideration of the costs of implementation of the four-bin system.

These increases will provide an incentive for Council's introduction of alternative services, such as green waste collection, to reduce the volumes disposed in landfill.

Note that the Government has announced that introduction of the new landfill levies will be deferred until 1 January 2021 due to the COVID-19 event.

4. A New Waste Authority

New legislation will be introduced to form a new waste authority, and waste services will be designated as an essential service. The role and function of this new waste authority has not yet been determined.

Discussion at the Regional Waste Group Forum on 27 March 2020 highlighted the need for this Authority to support Council's role in waste management, and not just be an additional regulatory agency. It is possible that the existing Regional Waste Groups may cease to exist under a new model.

The new legislation is also intended to give the EPA greater powers to manage environmental impacts of waste, including waste crime.

Financial Implications

A range of factors relating to the Government's new policy will impact on the costs of provision of waste services. Many of these costs are unknown at present. Likely costs include:

- Purchase of bins for 4-bin system – potentially \$1.0 million capital
- New contract services for collection - \$200,000 - \$400,000 per year for each additional service
- Disposal costs of collected materials - \$200,000 - \$400,000 per year
- Landfill levy costs – about \$600,000 - \$800,000 per year extra (plus more for material disposed by neighbouring Councils)

The Government has announced funding of \$300 million in relation to this policy. This will be spread over a range of areas, beyond just local government waste services.

This funding is expected to cover a reasonable percentage of the cost of purchase of bins, but will not offset new contract costs. Details of the funding, including its timing are not yet known. It is understood that this funding will be made over a four-year period, which could lead to challenges in meeting community expectations about the new services.

Preparation of the draft 2020/21 budget will need to take into account:

- Increases in landfill levy charges
- Provision for bin purchases and other potential implementation costs.

Increased service delivery (contract) costs will most likely apply only from the following financial year.

Links To Council Plans, Strategies, Policies

2019-2023 Council Plan (page 14)

For the municipality to be a good place to live and preserve our natural environments we need to ... better manage our green and hard waste and educate the community on recycling and energy efficiency

Consultation/Communication

Extensive consultation has occurred in recent years, and more will be required. Initial elements will include:

- Media about Council's planning process
- Re-activation of the Waste Steering Group to guide Council's further planning on waste services
- Consultation as part of the refinement of services, for example, extension into rural areas.

Risk Implications

There are many unknowns associated with the implementation of the Victorian Government's new recycling policy. Some of the key risks at present include:

- Meeting community expectations
- Details of the availability of funding from the Government
- Developing local capacity for managing recycled products
- Impacts of the COVID-19 event on the timing of the changes, and on community awareness of waste as a priority issue.

Participation in Regional Waste Group forums and technical groups will assist in understanding the details associated with these services.

Environmental Implications

There are a range of environmental issues associated with waste management. The *new Environment Protection Act* will give the Environment Protection Authority greater powers to enforce a range of aspects associated with waste management. This will be supported by additional resourcing of the Environment Protection Authority announced by the Government.

Council's operations, in particular at Dooen Landfill, will continue to be managed within the tight environmental framework developed by EPA.

Human Rights Implications

This report complies with the rights listed in the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

Conclusion

The new Victorian Government policy on recycling will require extensive change to Council's service provision and increased costs for these services. Detailed planning will proceed on this, based on information that is becoming available from the Government and through the Regional Waste Group.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Mark Radford, Mayor

- 24 February 2020 – Meeting with Stuart Grimley MP (Derryn Hinch Justice Party)
- 24 February 2020 – Letter to Van Dyk Family re Wimmera Super Meat Market's new shop
- 24 February 2020 – Citizenship Ceremony
- 24 February 2020 – Ordinary Council Meeting
- 24 February 2020 – Pancake Tuesday, Fundraiser for Headspace Horsham
- 24 February 2020 – Wimmera Science and Engineering Challenge at Horsham College
- 24 February 2020 – Former NEXUS Building Tour
- 25 February 2020 – Waste/Recycling Tele-Conference
- 26 February 2020 – Meeting in Melbourne with Alison Lyon, General Counsel MAV
- 27 February 2020 – Regional Cities Victoria Meeting in Melbourne
- 28 February 2020 – 3HHH Radio Station interview
- 28 February 2020 – Regional Mayor's Gathering in Horsham
- 28 February 2020 – Meeting with Lindsay Smith and Jim Heard (Historical Society)
- 2 March 2020 – Meeting with Department Of Transport (RRV)
- 2 March 2020 – Council Briefing Meeting
- 3 March 2020 – Wimmera Machinery Field Days, Horsham Rural City Council site
- 3 March 2020 – Haven Recreation Reserve Advisory Committee Meeting
- 4 March 2020 – Wimmera Machinery Field Days President's Lunch
- 5 March 2020 – Wimmera Machinery Field Days, Horsham Rural City Council site
- 5 March 2020 – Winston Churchill Memorial Trust information meet at Horsham Town Hall
- 6 March 2020 – International Women's Day Breakfast at Horsham Town Hall
- 6 March 2020 – National Australia Bank Tele-Conference re Panel Discussion
- 7 March 2020 – Motocross Championships at Dooen, Opening Ceremony
- 8 March 2020 – WACK Car and Bike Show at May Park
- 8 March 2020 – Horsham Fishing Competition
- 8 March 2020 – Motocross Championships at Dooen
- 10 March 2020 – Tourism Advisory Committee Meeting
- 10 March 2020 – Holy Trinity Lutheran College Opening of new Buildings
- 10 March 2020 – Council Briefing Meeting
- 11 March 2020 – OTR Opening Ceremony, Darlot/Wilson Street Store
- 11 March 2020 – National Australia Bank Economic Update Panel Discussion
- 12 March 2020 – 2 Home Support Changes Public meetings (4/5)
- 13 March 2020 – Official opening of three projects with Danielle Green MP (Outdoor Pool Refurbishment, Sunnyside Bowling Greens, Dudley Cornell Change rooms)
- 13 March 2020 – Meeting with Andy Meddick MP (Animal Justice Party)
- 16 March 2020 – Council Briefing Meeting (Budget)
- 19 March 2020 – Audit and Risk Committee Meeting
- 23 March 2020 – Council Briefing Meeting (Zoom)
- 24 March 2020 – ABC Radio Interview
- 24 March 2020 – Visit to Horsham Plaza management
- 26 March 2020 – Regional Cities Victoria Mayor's Meeting (Zoom)
- 27 March 2020 – Triple H Radio interview

- 30 March 2020 – Council Briefing Meeting (Zoom)
- 31 March 2020 – COVID-19 Agencies Meeting (Zoom)
- 2 April 2020 – MAV Mayor's Forum (Zoom)
- 3 April 2020 – ABC Radio Interview
- 6 April 2020 – Letter to the Menadue family (former Mayor)
- 6 April 2020 – Business visits
- 6 April 2020 – Council Briefing Meeting (Zoom)
- 7 April 2020 – COVID-19 Agencies Meeting (Zoom)
- 9 April 2020 – Business visits
- 9 April 2020 – Wimmera Development Association/Media/Mayors Meeting (Zoom)
- 13 April 2020 – Wimmera-Mail Times interview
- 14 April 2020 – Council Briefing Meeting (Zoom)
- 15 April 2020 – ABC Radio Interview
- 15 April 2020 – COVID-19 Agencies Meeting (Zoom)
- 16 April 2020 – Business visits
- 17 April 2020 – ANZAC Day preparation
- 17 April 2020 – Wimmera Development Association/Media/Mayors Meeting (Zoom)
- 20 April 2020 – Business visits
- 20 April 2020 – Council Briefing/Budget preparation Meeting (Zoom)
- 21 April 2020 – ANZAC Day preparation
- 22 April 2020 – COVID-19 Agencies Meeting (Zoom)
- 23 April 2020 – Letter of support to our local police officers
- 23 April 2020 – 3WM Radio Interview
- 23 April 2020 – Business visits
- 24 April 2020 – Letter of reply to Nuijiang Prefecture China
- 24 April 2020 – Wimmera Development Association/Media/Mayors Meeting (Zoom)
- 29 April 2020 – VLGA Open Forum – Virtual Meetings (Zoom)
- 29 April 2020 – COVID-19 Agencies Meeting (Zoom)
- 30 April 2020 – Federation University Update (Zoom)
- 30 April 2020 – The Age Newspaper Interview

SUSPEND STANDING ORDERS

MOVED Cr Josh Koenig, Seconded Cr Alethea Gulvin

That Standing Orders be suspended for Verbal Councillor Reports and Acknowledged.

CARRIED

The time being 7.57pm, the Council meeting was suspended.

RESUME STANDING ORDERS

MOVED Cr Les Power, Seconded Cr Pam Clarke

That Standing Orders resume.

CARRIED

The time being 8.03pm, the Council meeting resumed.

Council Resolution

MOVED Cr Josh Koenig, Seconded Cr Alethea Gulvin

That the Councillor Reports and Acknowledgements be received.

CARRIED

11. URGENT BUSINESS

Nil

12. PETITIONS AND JOINT LETTERS

Nil

13. PROCEDURAL BUSINESS

13.1 ASSEMBLY OF COUNCILLORS – RECORD OF MEETINGS

Council Briefing held on Monday 2 March 2020 at 5.02pm in the Reception Room, Civic Centre, Horsham

Council Briefing held on Monday 10 March 2020 at 5.00pm in the Reception Room, Civic Centre, Horsham

Council Briefing held on Monday 16 March 2020 at 5.00pm in the Reception Room, Civic Centre, Horsham

Council Briefing held on Monday 30 March 2020 at 5.00pm via Zoom (Video Conferencing)

Council Briefing held on Monday 6 April 2020 at 5.00pm via Zoom (Video Conferencing)

Council Briefing held on Tuesday 14 April 2020 at 5.00pm via Zoom (Video Conferencing)

Council Briefing held on Monday 20 April 2020 at 5.00pm via Zoom (Video Conferencing)

Council Briefing held on Monday 4 May 2020 at 5.00pm via Webinar (Video Conferencing)

Refer to **Appendix “13.1A”**

13.2 SEALING OF DOCUMENTS

- Lot Subdivision and Section 173 Agreement, 558 Horsham Noradjuha Road, Lower Norton
- Horsham Rural City Council Instrument of Delegation to Members of Council Staff
- Section 173 Agreement – Four lot subdivision and development of 4 dwellings at 84 Bennett Road, Horsham by MF and JL Willmore Pty Ltd
- Jaeschke’s of Tarranyurk Pty Ltd - Purchase of Hangar from Satal Pty Ltd at 4D Harpers Way, Horsham Aerodrome, Dooen

13.3 INWARD CORRESPONDENCE

From Dr Gillian Hirth, Australian Radiation Protection and Nuclear Safety Agency, dated 3 February 2020 re public concern around 5G mobile networks and impact on people and the environment

From the Hon Stephan Knoll MP, Member for Schubert, dated 23 February 2020 re the Overland rail service

Refer to **Appendix “13.3A”**

13.4 COUNCIL COMMITTEE MINUTES

Sunnyside Park Advisory Committee Meeting held on Wednesday 6 November 2019

Horsham Racecourse Reserve Advisory Committee Meeting held on Tuesday 12 November 2019

Western Highway Action Committee Meeting held on Friday 14 February 2020

Haven Recreation Reserve Advisory Committee Meeting held on Tuesday 19 November 2019

Refer to **Appendix “13.4A”**

Recommendation

That Council receive and note agenda items:

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

Council Resolution

MOVED Cr Pam Clarke, Seconded Cr Alethea Gulvin

That Council receive and note agenda items:

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

CARRIED

14. NOTICE OF MOTION

14.1 NOTICE OF MOTION NO 179

Given by Cr John Robinson

TAKE NOTICE that it is my intention to move the following motion at the Ordinary meeting of the Horsham Rural City Council to be held at the Civic Centre, Roberts Avenue, Horsham, on Monday 23 March 2020.

“As a result of the Corona Virus pandemic and the community-wide threat to life as recognised by the declaration of a State of Disaster by the Premier for the State of Victoria, Council takes the following actions:

- Maximise the focus of our personnel, equipment and other resources in supporting the community.
- Take direct action to support and protect the most vulnerable people in the community.
- Continue direct action to support and protect our staff including contractors.
- Take direct action to protect the community and staff by minimising risks of spread of the disease by a range of methods including but not limited to:
 - Council meetings be confined to dealing with “Urgent Business” or mandated requirements such as Budget approval
 - Cancelling all non-urgent Council facilitated meetings or events where people assemble
 - Maximising the use of technology to minimise the need for face-to-face meetings.”

Cr John Robinson BM OAM

CIVIC CENTRE
HORSHAM 3400
19 March 2020

This matter was dealt with earlier in the meeting preceding Agenda Item 4 (refer to page 3).

15. CONFIDENTIAL MATTERS

Council Resolution

MOVED Cr Josh Koenig, Seconded Cr David Grimble

That the meeting close to the public to consider Confidential Matters.

CARRIED

The time being 8.06pm, the meeting closed to the public.

15.3 RECYCLING KERBSIDE COLLECTION CONTRACT EXTENSION

Council Resolution

MOVED Cr David Grimble, Seconded Cr Josh Koenig

That Council approve the extension of the Wheelie Waste recycling contract until 30 June 2021 under the provisions of the Ministerial exemption from the procurement requirements of the *Local Government Act 1989*.

CARRIED

CLOSE

The meeting closed to the public at 8.06pm.



The Mayor, Cr Mark Radford
Chairperson