

**MINUTES of the Council Meeting of the Horsham Rural City Council held in person and livestreamed at [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au) at 5.30pm on 14 December 2020.**

**PRESENT**

Cr Di Bell, Cr David Bowe, Cr Penny Flynn, Cr Robyn Gulline, Cr Claudia Haenel, Cr Les Power, Cr Ian Ross

**ALSO IN ATTENDANCE**

Sunil Bhalla, Chief Executive Officer; Graeme Harrison, Director Corporate Services; John Martin, Director Infrastructure; Kevin O'Brien, Director Communities and Place; Fiona Kelly, Executive Assistant to CEO and Councillors.

**1. PRAYER**

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

**2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT**

The Horsham Rural City Council acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, 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**

Welcome to distinguished guests or persons in the public gallery. The public are advised that the Council meeting will be recorded to maintain an audio archive.

**4. APOLOGIES**

Nil

**5. LEAVE OF ABSENCE REQUESTS**

Nil

**6. CONFIRMATION OF MINUTES****Recommendation**

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 30 November 2020 be adopted.

**Council Resolution****MOVED Cr David Bowe, Seconded Cr Di Bell**

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 30 November 2020 be adopted.

CARRIED

**7. CONFLICTS OF INTEREST****Declarations of Interest**

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

**Members of Staff**

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

Cr Ian Ross declared a conflict of interest for agenda item 9.3 COVID-19 Support Grants Program Review. The nature of the interest being that Cr Ross is an applicant for a business support grant. Cr Ross left the meeting at 5.51pm and returned at 5.56pm. Cr Ross was absent while the matter was being discussed and considered.

**8. PUBLIC QUESTION TIME**

Nil

## 9. OFFICERS REPORTS

### 9.1 FOUR LOT SUBDIVISION: 1 ROSE STREET, HORSHAM

<b>Author's Name:</b>	Nicholas Carey	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Senior Statutory Planner	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Investment Attraction and Growth	<b>File Number:</b>	F24/A04/000001

#### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

#### Status

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

Yes  No

**Reason:** Nil

#### Appendix

Delegate report (**Appendix "9.1A"**)

Plan of Subdivision (**Appendix "9.1B"**)

#### Purpose

To determine Planning Permit application PA2000093 for a four (4) lot subdivision.

#### Summary

1. The proposal is to subdivide the land so as to create four (4) lots. Lot sizes range from 245 square metres to 362 square metres and common property of 221 square metres.
2. Following notification of the proposal, two objections have been received.
3. The proposal as submitted is considered an appropriate planning outcome that supports further residential infill development in the township of Horsham. The subdivision will assist in providing diversity in housing supply.

#### Recommendation

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, and referral responses, and the relevant provisions of the Horsham Planning Scheme, issue a Notice of Decision to Grant a Planning Permit for the subdivision of land (4 lot subdivision): 1 Rose Street, Horsham (Lot 2 on Plan of Subdivision 014215) subject to the conditions contained in the Delegate Report.

#### Council Resolution

##### **MOVED Cr Claudia Haenel, Seconded Cr Penny Flynn**

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, and referral responses, and the relevant provisions of the Horsham Planning Scheme, issue a Notice of Decision to Grant a Planning Permit for the subdivision of land (4 lot subdivision): 1 Rose Street, Horsham (Lot 2 on Plan of Subdivision 014215) subject to the conditions contained in the Delegate Report.

CARRIED

## REPORT

### Background

The subject site is located at 1 Rose Street, Horsham and is more particularly described as Lot 2 on Plan of Subdivision 014215. The land is 1,338m<sup>2</sup>, contains an existing dwelling, carport and shed (to be removed), generally flat and has access to Rose Street, which is a sealed road. There is an existing crossover to Rose Street.

The subject site is located within an existing residential precinct with the Horsham CAD approximately 200m to the northeast. Surrounding the subject land are residential allotments comprising single dwellings on a single lot of a similar size to the subject land with some residential infill development.

Figure one below details the pattern of residential development.



### Discussion

A detailed assessment of the proposal against the Horsham Planning Scheme provisions is contained in the attached delegate report.

The subject land is located in the General Residential Zone where the purpose of the Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
  - *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

It is apparent from the purpose of the Zone that a diversity of housing types is encouraged in locations offering good access to services and transport. The site of the proposed subdivision is well located to existing services being in close proximity to the Central Activity District. Accordingly, it is apparent that the proposed development is one encouraged by the Planning Scheme.

The proposal is considered to meet the relevant objectives contained in Clause 56 of the Horsham Planning Scheme

**Options to Consider**

Option 1 – Resolve to Issue a Notice of Decision to Grant a Planning Permit. This option is recommended by officers as it is considered that the proposal is consistent with the relevant controls, objectives and policies of the planning scheme.

Issuing a Notice of Decision to Grant a Planning Permit may result in the objectors seeking a review of Council's decision with VCAT.

Option 2 – Resolve to refuse the application on the grounds that it does not comply with the planning scheme provisions and will result in an unacceptable impact on the amenity of the neighbourhood. This option is not recommended by officers.

Refusing the application may result in the applicant lodging an application for review of Council's decision with VCAT.

Option 3 - Defer a decision on the application. This option is not recommended by officers as it is considered that all required information is available to form a position on the application.

Deferring a decision may result in the applicant lodging an application under S79 of the *Planning and Environment Act 1987* with VCAT for failure to decide. Should the applicant take this action then an application for reimbursement of the application fee to VCAT may be made.

**Sustainability Implications**

The proposal is consistent with sustainability principles of creating a compact urban centre and minimising urban sprawl. Its proximity to the Central Activity District will assist in reducing the reliance on motor vehicle use.

**Community Engagement**

As required under the Planning and Environment Act 1987 notice of the application was given to adjoining owners/occupiers.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Report has been prepared in collaboration with council officers and has sought the advice of referral authorities as required by the Horsham Planning Scheme.

**Financial Implications**

- The site is well serviced by infrastructure and no implication beyond maintenance and asset renewal has been identified
- Should a review be sought at VCAT there may be costs associated with defending Council's decision.

**Regional, State and National Plans and Policies**

Delegate report provides assessment against relevant plans and policies

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

2.2 Cultivate opportunities for the municipality to prosper and pursue possibilities for new development.

**Risk Implications**

The decision may be overturned by appeal to the Victorian Civil and Administrative Tribunal.

**Conclusion**

The proposed development to subdivide the land so as to create four (4) lots, when considered against the relevant provisions of the Planning Policy Framework, Local Planning Policy Framework, zoning controls and the decision guidelines at Clause 65 of the Horsham Planning Scheme, is considered an appropriate form of development supported by the relevant controls, objectives and policies of the planning scheme.

Accordingly, it is recommended that a Notice of Decision to Grant a Permit be issued for the reasons contained in the attached delegate report.

## 9.2 PA1900124 – 153 BAILLIE STREET, HORSHAM

<b>Author's Name:</b>	Joel Hastings	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Coordinator Statutory Planning and Building	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Communities and Place	<b>File Number:</b>	PA1900124

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

### Appendix

Delegate Report (**Appendix "9.2A"**)

### Purpose

To determine Planning Permit application PA1900124 for the Use and Development of Serviced Apartments.

### Summary

The planning application proposes the Use and Development of Serviced Apartments within the CAD of Horsham at 153 Baillie St, Horsham (Lots 1 and 2 on Title Plan 915640X) and was received on 16 December 2019.

A preliminary assessment of the proposal was undertaken and a request for further information was made with regard to traffic and car parking, urban character, amenity and infrastructure and resulted in the submission of amended plans. The application was placed on public notice on 8 September 2020 and total of 5 submissions were received raising issues with development.

A full assessment against the Horsham Planning Scheme considering the relevant policy, objections and views of the referral authorities has been undertaken highlighting the economic benefits of visitation to the region, the provision of car parking and design quality of the proposal that will contribute to the urban character of Horsham and meets the requirements of the Horsham Planning Scheme.

### Recommendation

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, and referral responses, the objections and the relevant provisions of the Horsham Planning Scheme, **issue a Notice of Decision to Grant a Planning Permit** for the **Serviced Apartments** on land known as **153 Baillie St, Horsham** being **(Lots 1 and 2 on Title Plan 915640X)** subject to the conditions contained in the Delegate Report.

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Claudia Haenel**

That Council, being the Responsible Authority under the Horsham Planning Scheme and the Planning and Environment Act 1987 and having considered the application, and referral responses, the objections and the relevant provisions of the Horsham Planning Scheme, **issue a Notice of Decision to Grant a Planning Permit** for the **Serviced Apartments** on land known as **153 Baillie St, Horsham** being **(Lots 1 and 2 on Title Plan 915640X)** subject to the conditions contained in the Delegate Report.

CARRIED

**Cr Bell called for a Division of Council**

**For the motion:**

Cr Claudia Haenel

Cr David Bowe

Cr Penny Flynn

Cr Les Power

Cr Robyn Gulline

**Against the motion:**

Cr Ian Ross

Cr Di Bell



## REPORT

### Background

The proposed site is 153 Baillie Street Avenue, Horsham and is described as Lots 1 and 2 on Title Plan 915640X. The land is approximately 1467m<sup>2</sup> and vacant with frontage to Baillie St on the northern edge of the Horsham CAD.



The proposal is for the Use and Development of Serviced Apartments and full description of the project is contained the officers Delegate Report (**See attached Delegate Report**).

### Discussion

The proposed development is a major development for Horsham and provides an opportunity to further capitalise on its role as a regional city and the economic benefits of visitation for agriculture, health, business, tourism and events.

As outlined in the delegate report there is strong support in both state and local policy for the proposal and the key issues for consideration have been associated with Urban Character, Car Parking, Amenity and Infrastructure.

It also a requirement to consider the four objections and one submission received which raised the following issues:

- Building Height and Horsham's urban character
- Car Parking and traffic congestion;
- Overlooking and impact on adjoining property
- Lack of Public Art
- Building aesthetics
- Construction impact
- Submission on height of underground water table

The application and planning assessment have highlighted that all key issues have been adequately addressed and that the apartments have been well designed and responds to the site and location and is consistent with policy to encourage multi-level development and will form one of Horsham's future landmarks.

**Options to Consider**

Option 1 – Resolve to Issue a Notice of Decision to Grant a Planning Permit. (This option is recommended by officers as it is considered that the proposal is consistent with the relevant controls, objectives and policies of the planning scheme).

Option 2 – Refuse the application on the ground that it does not comply with the planning scheme provisions and will result in an unacceptable impact on the character and traffic movement in the neighbourhood. (Refusing the application may result in the applicant lodging an application for review of Council's decision with VCAT).

Option 3 - Defer a decision on the application (This option is not recommended by officers as it is considered that all required information is available to form a position on the application).

**Sustainability Implications**

The proposal is consistent with sustainability principles of a compact urban centre and will be required to meet the relevant energy efficiency rating under the building code.

**Community Engagement**

As required under the Planning and Environment Act 1987 notice of the application was given to adjoining owners/occupiers. Five submissions have been received and the all parties have had an opportunity to meet with council to discuss the proposal.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

The report has been prepared in collaboration by council officers within the Planning department and has sought the advice of referral authorities including Infrastructure, Regionals Roads, GWMwater, etc.

**Financial Implications**

The decision on the application is unlikely to have any financial implications beyond potential infrastructure upgrades and assets around the site. It should also be noted that the supply and demand implications for tourism are part of the standard market forces and not something the planning scheme is required to assess.

**Regional, State and National Plans and Policies**

The Delegate report provides assessment against relevant plans and polices.

**Council Plans, Strategies and Policies**

The report aligns with 2020-2024 Council Plan - Goal 2 – Sustaining the Economy

**Risk Implications**

The decision may be overturned by appeal to Victorian Civil and Administrative Tribunal.

**Conclusion**

Planning Permit application PA1900124 for the Use and Development of Serviced Apartment has been assessed against the relevant provisions of the Horsham Planning Scheme council and Council is requested to make a decision on the application on the basis of Clause 65:

*Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:*

*The matters set out in section 60 of the Act.*

*The Municipal Planning Strategy and the Planning Policy Framework.*

*The purpose of the zone, overlay or other provision.*

*Any matter required to be considered in the zone, overlay or other provision.*

*The orderly planning of the area.*

*The effect on the amenity of the area.*

*The proximity of the land to any public land.*

*The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

### 9.3 COVID-19 SUPPORT GRANTS PROGRAM REVIEW

<b>Author's Name:</b>	Fiona Gormann	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Manager Investment Attraction and Growth	<b>Directorate:</b>	Communities and Places
<b>Department:</b>	Investment Attraction and Growth	<b>File Number:</b>	F20/A02/000006

#### Officer Conflict of Interest

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

Yes  No

Reason: Nil

#### Status

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

Yes  No

Reason: Nil

#### Appendix

Business and Community COVID-19 Support Grants Funding Guidelines (**Appendix "9.3A"**)

Business and Community Support and Outdoor Eating and Entertainment Package (**Appendix "9.3B"**)

#### Purpose

To receive an update on the COVID-19 Business and Community Support, and Outdoor Eating and Entertainment package.

#### Summary

- Council developed the Business and Community Support Package to support the municipality to recovery from the COVID-19 Pandemic. A budget allocation of \$484,000 was allocated to this financial year's budget; achieved through using two per cent of the Council's rates revenue.
- Council also received \$500,000 from the Victorian Government to deliver the Outdoor Eating and Entertainment package.
- The COVID-19 Support Grants Program commenced in August 2020 and forms part of the Business and Community Support package.
- The Stronger Business stream review suggests Council strengthen the program by developing additional funding streams and related guidelines.
- Council allocated \$234,000 to support the grants program which included \$84,000 for the Stronger Business stream, \$75,000 for the Arts and Events Stream and \$75,000 for the Recreation and Community Stream.
- The \$35,000 provided by the former Councillors who opted not to take their allowance could be used to fund the new COVID-19 Support Grants Program streams.

#### Recommendation

That Council:

1. Include new guidelines in all grant streams that the application has to clearly demonstrate that the grant will be used to mitigate the impacts of COVID-19 as an eligibility criteria.
2. Allocate the former Councillors' allowance of \$35,000 and the remaining \$20,000 from the Stronger Business Support Package targeted for health and wellbeing initiatives to fund the two new COVID-19 Support Grants Program streams being Business Fronts and Health and Wellbeing.
3. Note the activities currently being undertaken to support the municipality to recover from the impacts of the COVID-19 pandemic.

Cr Ian Ross declared a conflict of interest, Section 130 of the *Local Government Act 2020*. The nature of the interest being that Cr Ross is an applicant for a business support grant.

*Cr Ian Ross left the meeting at 5.51pm*

**Council Resolution**

**MOVED Cr Di Bell, Seconded Cr Les Power**

That Council:

1. Include new guidelines in all grant streams that the application has to clearly demonstrate that the grant will be used to mitigate the impacts of COVID-19 as an eligibility criteria.
2. Allocate the former Councillors' allowance of \$35,000 and the remaining \$20,000 from the Stronger Business Support Package targeted for health and wellbeing initiatives to fund the two new COVID-19 Support Grants Program streams being Business Fronts and Health and Wellbeing.
3. Note the activities currently being undertaken to support the municipality to recover from the impacts of the COVID-19 pandemic.

CARRIED

*Cr Ian Ross returned to the meeting at 5.56pm*

**REPORT****Background**

Council developed the Business and Community Support Package to support the municipality to recover from the COVID-19 Pandemic. A budget allocation of \$484,000 was allocated in this financial year's budget; achieved through using two per cent of the Council's rates revenue.

Council also received \$500,000 from the Victorian Government to deliver the Outdoor Eating and Entertainment package.

**Projects Being Delivered**

<b>Business and Community Support Package - Projects</b>	<b>Description of Project</b>	<b>Budget Allocation</b>	<b>Percentage of project delivered</b>
Discover your Backyard (Host with the Most)	Educate the locals for a Visiting Friends and Relatives (VFR) Campaign/ Self-drive routes and attractions	\$25,000	100%
Horsham Accommodation	Promotion of short stay and profile of Horsham city accommodation to travellers. Partnership fund with industry	\$10,000	0%
Wimmera Lakes	Investment in facilities and promotion of Wimmera Lakes and Parks	TBC	0%
Grampians Way	Cooperative destination marketing, Encourage dispersal of potential visitors \$12,000 existing funding	\$12,000	0%
Digital Horsham	Training and Mentoring- Basic Marketing by Facebook. LinkedIn, Instagram, Online Store	\$20,000	25%
Virtual Main Street	Online platform for Horsham products and shopping. Localised/Wimmera Online Market	\$20,000	0%
Stronger Business	Business Innovation and sustainability. Business assistance grants program to support innovation and change.	\$84,000	75%
Love Your Community	Marketing Campaign, Business Toolkit- music/art/pop up media and stay safe. banners \$8,000	\$90,000	10%
Shopfronts	Fund for shopfront improvements. Lighting/ Heritage upgrades. Grants program to be developed \$30,000 Existing Budget	\$30,000	0%
City Centre Activation	Public Space Activation for City Centre upgrades and improvements (Short term wins, Street Furniture/ Pop up/ Minor Works) \$60,00 existing budget	\$60,000	100%

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Conference	Events and Conference Attraction. Promotional Material. Business Events Victoria	\$20,000	0%
Covid safe	Covid safe adaption. Support program and grants support for events meeting Covid safe requires or provision of hygiene material and equipment	\$20,000	2%
Forum	Event's organizer support. \$5,000 existing budget	\$5,000	0%
Grampians Resident Attraction Strategy /Live the Grampians Ways	Resident Attraction and Retention Strategy and Marketing. Roll out of marketing plan and development of Welcome Packs and Images of Horsham. \$30,000 Existing funding	\$30,000	100%
Business Sustainability	Business Horsham (BH) and Industry Networking support grants program.	\$20,000	100%
Arts and Events Activation	Grants Program targeting community groups, events, clubs, arts organization, etc.	\$74,000	13%
Community Health and Wellbeing	Program to support community connections and resilience.	\$30,000	30%
Recreation and Community Recovery	Grants Program for clubs and groups facing financial challenges, COVID adaptations and supporting community wellbeing. Impacts on Membership, Junior Sport. Grants Program	\$74,000	100%

<b>Outdoor Eating and Entertainment Package - Projects</b>	<b>Description of Project</b>	<b>Budget Allocation</b>	<b>Percentage of Project Delivered</b>
<b>Councillors' project as a result of allowances not used</b>	Councillors who opted not to receive their Council allowance and requested that it be used to support small businesses	\$35,000	0%
<b>Outdoor Dining</b>	Coordination of footpath trading and outdoor dining opportunities for business. Software to roll-out footpath permits purchased	\$6,000	100%
<b>Needs Assessment / CAD activation</b>	To increase outdoor dining footprint / Permanent Furniture	\$242,000	10%

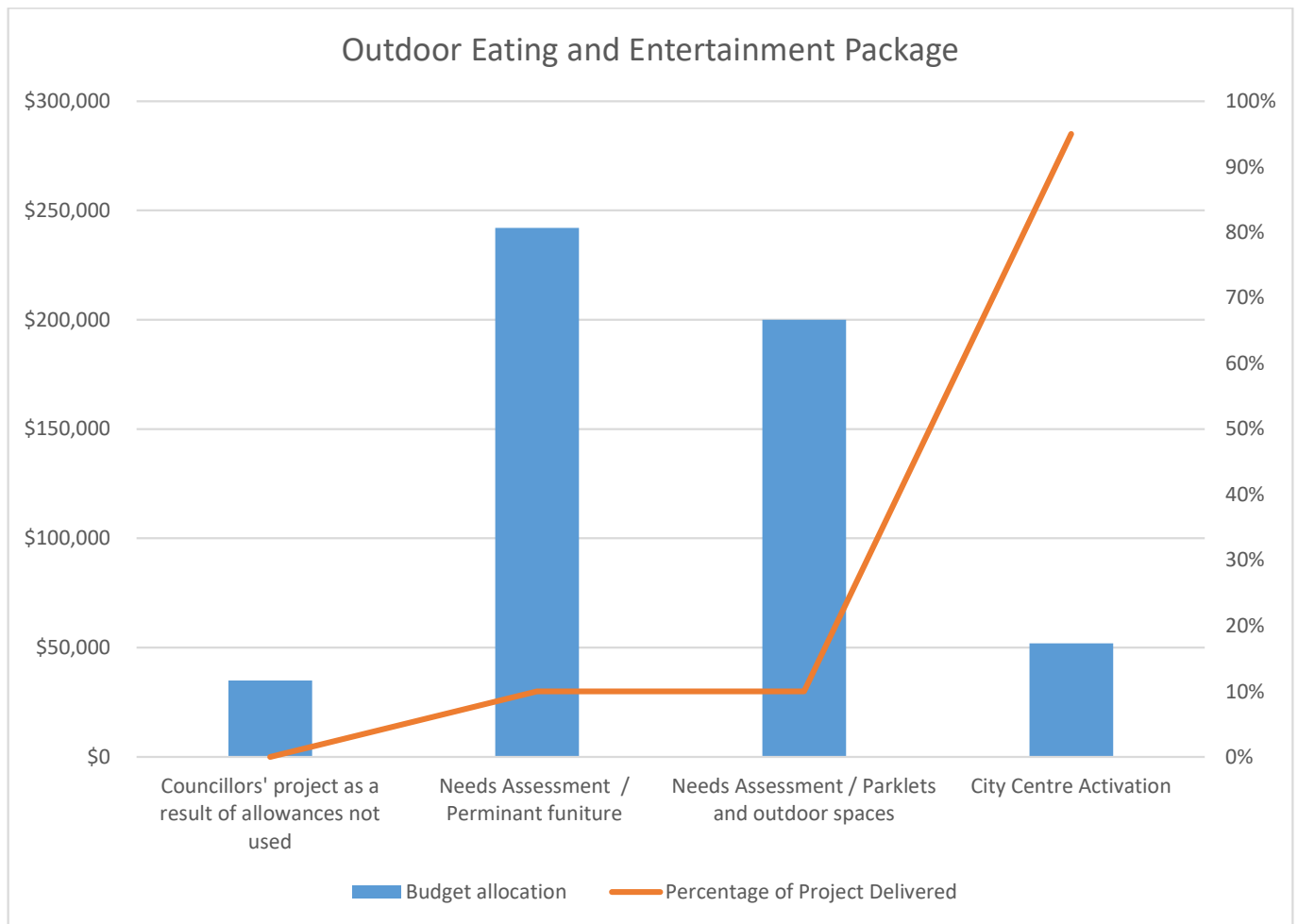
**Horsham Rural City Council****Council Meeting**

<b>Needs Assessment / CAD Activation</b>	Parklets and Outdoor Spaces	\$200,00	10%
<b>City Centre Activation</b>	Public Space Activation for City Centre upgrades and improvements (Short term wins, Street Furniture/ Pop up/ Minor Works)	\$52,000	95%
<b>Totals</b>		<b><i>\$1,019,000 (excluding existing funding)</i></b>	

**Business and Community Support Package**



## Outdoor Eating and Entertainment Package



## COVID-19 Support Grant

In August 2020 Council opened its COVID-19 Support Grants Program for individuals, businesses and community organisations to help prepare, respond and build resilience to face the challenging situations that have arisen during the COVID-19 pandemic. The restrictions have had significant economic impacts on local arts, events, and recreation, hospitality, tourism, retail and community groups. The grant program was designed to provide support to affected people and groups located in the Horsham municipality through the following streams.

- Stronger Business
- Recreation and Community Recovery
- Arts and Events Activation

Council allocated \$234,000 in the 2020/2021 Financial Year to support the grants program with \$84,000 to support businesses impacted by COVID-19 within the municipality. Grants are capped at \$5,000 for individual businesses.

### Stronger Business

At the end of November through the Stronger Business Grant stream 30 applications have been successful with 26 approved for part funding and four being fully funded. There were four applications which were recommended to be assessed against the other streams within this grants program, as these applications better aligned with the criteria. Of the 51 Stronger Business applications received 21 have been unsuccessful. Total value to date is \$59,143 with \$24,857 funds remaining.

### Arts and Events Activation

At the end of November through the Arts and Events Activation Grant stream there has been nine applications. Out of the nine applications seven have been successful in receiving full funding. The two applications which have not been assessed as successful are related to the following:

- One application is successful pending the success of another grant outside of Council that would ensure the project can run. The other application was recommended to be assessed against the Stronger Business stream as this application better aligns with this criteria (application is still waiting final outcome).

At the end of November \$32,372 has been granted with an additional \$2,500 provisional for the application that is pending a grant submission outside Council.

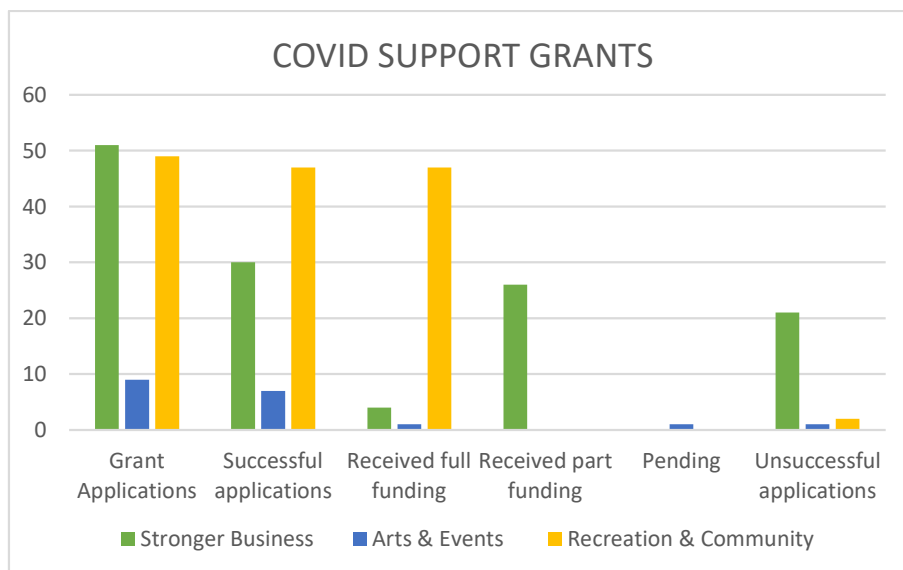
### Recreation and Community Recovery

At the end of November through the Recreation and Community Recovery Grant stream there has been 49 applications. Out of the 49 applications 47 have been successful in receiving funding. At the end of November \$69,900 has been granted with an additional \$5,100 remaining.

Streams	Grant Applications	Successful applications	Received full funding	Received part funding	Pending	Unsuccessful applications	Funding Expenditure	Remaining Funding
Stronger Business	51	30	4	26		21	\$59,143	\$24,857
Arts & Events Activation	9	7	1		1 (\$2,500)	1	\$32,372	\$40,128
Recreation and Community Recovery	49	47	47	0	0	2	\$69,900	\$5,100
<b>Totals</b>	<b>109</b>	<b>84</b>	<b>52</b>	<b>26</b>	<b>1</b>	<b>24</b>	<b>\$161,415</b>	<b>\$70,085</b>

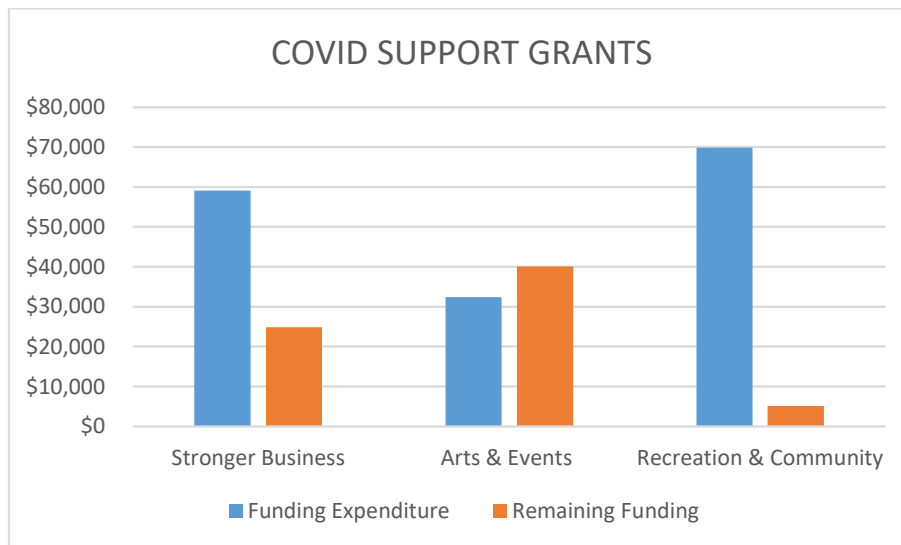
Figures as at 30 November 2020

### Number of Applications Received and Outcomes of Applications



Note: Application where appropriate deemed being unsuccessful are referred to other streams.

## Expenditure of the COVID-19 Support Grants Program at 30 November 2020



Applications assessed as not meeting the criteria have fallen within the following categories and which made them ineligible to receive funding.

- Submitted by an employee of Council who is affiliated with a local business
- Had made purchases prior to applications being assessed
- Had applied for signage or street improvements which are not identified as a funded activity/item
- Advised that the project could not be undertaken unless the full amount was provided and this amount exceeded the \$5,000 cap
- Non-compliant because applications did not meet the State Statutory regulation or requirements
- Applications applied for employee wages.

The Business Support Team has work extremely closely with local businesses to strengthen their applications to align with the grant criteria. However with every effort made the aforementioned were unable to meet the criteria and were assessed as unsuccessful.

In addition to the \$234,000 currently allocated to the program, Council received \$35,000 from the outgoing Councillors who opted not to take their allowance and requested that it be used to support our businesses within the municipality. This allocation has not be assigned to any COVID-19 Support Grants program at this stage.

### Discussion

Horsham Rural City Council as a result of the impact of COVID-19 has been required to develop programs and initiatives to support businesses and communities across the municipality; the grants program being one. In hindsight if the Stronger Business eligibility included improvements to business fronts, a number of unsuccessful applications possibly would have meet the criteria and received part or full financial support to \$5,000.

### Options to Consider

To improve the COVID-19 Support Grants Program it is suggested that Council

1. Include new guidelines in all grant streams that the application has to clearly demonstrate that the grant will be used to mitigate the impacts of COVID-19 as an eligibility criteria.
2. Create a new COVID-19 Business Front stream and allocate the former Councillors' allowance of \$35,000 to fund successful applications.

3. Create a new grants stream targeted to health and wellbeing initiatives. To fund this stream it is suggested to use the remaining \$20,000 allocated to health and wellbeing within the current Stronger Business Package.

**Sustainability Implications**

By supporting our local business Council is supporting the local economy and our community.

**Community Engagement**

Three unsuccessful applicants raised concerns and advised of their disappointment in regards to not receiving funding. Concerns raised have been articulated within in this report.

**Innovation and Continuous Improvement**

This report raises concerns with public members and identified an improved method for delivering the Stronger Business stream.

**Collaboration**

Not applicable

**Financial Implications**

To support businesses and the community recover from the COVID-19 pandemic Council through rates revenue (\$424,000) and a Victorian Government grant of \$500,000 will delivery initiatives in the vicinity of \$1 million.

As part of the COVID – 19 Grants Program Council allocated \$234,000 of the aforementioned to mitigate the impacts within our municipality.

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

The Report aligns with 2020-2024 Council Plan - Goal 2 – Sustaining the Economy

**Risk Implications**

Not applicable

**Conclusion**

The Business and Community Support and Outdoor Eating and Entertainment Packages were established to support local businesses and community to mitigate the impacts of COVID-19 pandemic. By expanding the COVID-19 Support Grant Program grant streams, Council is supporting additional businesses and community who otherwise would be assessed as unsuccessful obtain much needed financial support.

## 9.4 SOCIAL INFRASTRUCTURE FRAMEWORK

<b>Author's Name:</b>	Michelle Rethus, Carolynne Hamdorf	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Community Wellbeing Strategic Projects Officer; Manager Arts Culture and Recreation	<b>Directorate:</b>	Communities and Place
<b>Department:</b>	Arts, Culture and Recreation	<b>File Number:</b>	F10/A04/000010

### Officer Conflict of Interest

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

Yes  No

Reason: Nil

### Status

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

Yes  No

Reason: Nil

### Appendix

CDM Smith - Social Infrastructure Framework (**Appendix "9.4A"**)

CDM Smith - Social Infrastructure Framework – Background Paper (**Appendix "9.4B"**)

### Purpose

To adopt the Horsham Rural City Council Social Infrastructure Framework.

### Summary

The *Social Infrastructure Framework* provides a strategic approach to asset management ensuring a fair, transparent and consistent approach to renewal and upgrades. The document provides:

- Hierarchy categorisation and guiding principles
- Audit of existing infrastructure highlighting where supply meets needs, or if there is an oversupply/under supply both currently and in the future
- Summarises community engagement output.

Whilst the document provides a summary of needs assessment findings, it does not outline an action plan, which is the next step. This will see the Framework used in the development of a *Tool* to identify and prioritise assets along with a thorough, targeted community engagement approach to gain an understanding of how each individual asset is used by the community and whether it meets needs.

### Recommendation

That Council adopt the Horsham Rural City Council Social Infrastructure Framework.

### Council Resolution

**MOVED Cr Di Bell, Seconded Cr Penny Flynn**

That Council adopt the Horsham Rural City Council Social Infrastructure Framework.

CARRIED

## REPORT

### Background

In 2019, consultancy firm *CDM Smith* was engaged to develop a Social Infrastructure Framework (SIF) for Horsham Rural City Council.

This is HRCC's first strategic document for delivering social infrastructure (focussed primarily on the 'built infrastructure') and resets the approach from looking purely at the structural elements of an asset to also looking at the purpose of an asset and how it assists the community.

The SIF aims to provide a framework and vision for social infrastructure and to implement a fair, transparent and consistent approach to asset management. It will help to inform key decision making by Council along with other strategic documents and tools such as the HRCC Asset Management Tool to inform long-term planning and asset prioritisation.

### Discussion

The initial scope provided to *CDM Smith* was to deliver a Social Infrastructure Plan inclusive of short, medium and long-term actions. However, this scope was revised to the delivery of a Framework (i.e. minus actions) given the recognised need for thorough targeted community engagement to inform the development of an action plan.

The final SIF provides:

- **Hierarchy categorisation** to identify assets as regional, municipal, neighbourhood or local, which will then inform the method and level in which they are managed
- **Guiding principles** to inform the strategic approach to asset management. In particular the focus for co-location of assets (promoting more return for the invested dollar) and multi-use, accessible facilities (promoting use of a facility by a number of different community groups)
- **Audit of existing infrastructure** based on indicative quantitative benchmarks for both the current and future (2036) need. The SIF identifies where there is an overprovision, meets needs or under supply
- A summary of **Engagement Findings** from an online survey for general community and community organisations/facility managers, discussions with major community organisations and facility managers along with internal HRCC stakeholder discussions
- A summary of **Needs Assessment Findings**. This highlights some council owned assets are ageing and may not be fit for purpose. It also states the provision of new facilities should be predicated on the closure and sale, or removal, of existing underutilised and ageing facilities to reduce maintenance and ongoing operational costs to Council

The next step in this work is the development of a SIF Asset Prioritisation Tool, utilising the SIF inputs along with input from a comprehensive, targeted deliberative community engagement process. This engagement will be one of fact finding with each community group to determine how the building (those identified in the SIF) is used (ie frequency of use, time of use and how the building does/does not meet needs of the group). This work will inform an Action/Implementation Plan to guide asset prioritisation and also serve as a communication tool to assist staff and Councillors to respond to community enquiries about Council owned assets. It will also maintain a fair, consistent and transparent approach at all times. Work to develop the Action/Implementation Plan will occur once the principles and approach of the SIF is approved by Council.

### Options to Consider

Nil

**Sustainability Implications**

The SIF outlines a set of guiding principles which have both social implications (highlighting 'need of multi-use' and 'accessible facilities') and economic implications (highlighting 'co-location' and 'performing as a network' can lead to increased efficiencies in running costs).

**Community Engagement**

Engagement conducted to date is outlined in the Discussion section above & detailed in the attached Background Paper.

The next step of development of the SIF Action Plan will see the use of a SIF Asset Prioritisation Tool which utilises input from the SIF along with input from a comprehensive deliberative community engagement process. The objective is one of fact finding to understand how assets are currently used by the community and how they do/do not meet needs now and to inform future use and planning. The engagement approach to develop the Action Plan will be 1 to 1, ie HRCC staff and one community group at a time to ensure meaningful conversations.

**Innovation and Continuous Improvement**

The principle-based approach outlined in the SIF is an example of continuous improvement in a process – transforming the method in which HRCC assesses and manages not only social infrastructure assets but all assets, thereby simplifying assessment across asset categories.

**Collaboration**

Not applicable

**Financial Implications**

Not applicable

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan; Goal 3 – Asset Management

**Risk Implications**

Not applicable

**Conclusion**

The *Social Infrastructure Framework* provides a strategic overlay to social infrastructure asset management. The use of this Framework will move HRCC to a strategic approach in SIF asset management and ensures a fair, transparent and consistent process for our community users. The Framework will be used in conjunction with the Asset Management Tool to inform the Long Term Capital Works Plan.

The next step of the Social Infrastructure works involves development of a SIF Action Plan which requires comprehensive, targeted deliberative community engagement with community users of the identified buildings.

## 9.5 KNOW YOUR COUNCIL WEBSITE – 2019/20 DATA

<b>Author's Name:</b>	Zac Gorman	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Management Accountant	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F06/A13/000001

### Officer Direct or indirect Conflict of Interest

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

Yes  No

Reason Nil

### Status

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

Yes  No

Reason: Nil

### Appendix

Nil

### Purpose

To receive and note the details surrounding the publication of the 2019/20 Local Government Performance Reporting Framework (LGPRF) indicators on the Local Government Know Your Council website [www.knowyourcouncil.vic.gov.au](http://www.knowyourcouncil.vic.gov.au)

### Summary

- The Local Government Know Your Council website is available for the public to compare Council's performance with similar Councils within their groupings.
- Horsham Rural City Council is part of the Regional Cities grouping.
- Four years of comparative data is now available to the public on the website.
- The website also includes valuable background information on all Councils, with links to key performance documents such as community satisfaction surveys and Council's annual report.

### Recommendation

That Council receive and note that the Local Government Performance Reporting Data for 2019/20 is now available on the Local Government Know Your Council website.

### Council Resolution

#### MOVED Cr Claudia Haenel, Seconded Cr Les Power

That Council receive and note that the Local Government Performance Reporting Data for 2019/20 is now available on the Local Government Know Your Council website.

CARRIED



**REPORT****Background**

Reporting for the LGPRF began on 1 July 2015 and has been included as part of Council's Annual Reports for the last four years. The Know Your Council website was developed as part of the LGPRF to enable the publication of Council performance reporting data, and information to the public.

The Know Your Council website is designed to give an open and transparent view of 10 Council Services, Council's Financial Performance, Sustainable Capability, and a Governance and Management Checklist. The site also provides general background information on all Councils and links to other key documents such as the Community Satisfaction Survey and Council's Annual Report.

There is a section that provides a comprehensive guide to what Councils do and how they operate. It is a great source of general information for the public to better understand Councils generally.

Each Council within Victoria has been grouped according to standardised "Victorian Local Government Comparator Groups" (VLGCG) with Horsham Rural City Council being a part of the Regional Cities group. This group consists of:

<b>Regional City</b>	<b>Approx. Population</b>
1. Greater Geelong	252,217
2. Greater Bendigo	116,045
3. Ballarat	107,325
4. Latrobe	75,211
5. Greater Shepparton	66,007
6. Mildura	55,515
7. Wodonga	41,429
8. Warrnambool	34,862
9. Wangaratta	29,087
10. Horsham	19,875

The general public is able to compare any four Councils at a time but only against Councils within the same group. If Horsham is chosen, it can only be compared against three other Councils from the Regional Cities group. The public is unable to compare Horsham with Metropolitan, Interface, Large or Small Shires.

**Discussion**

For the most part, Horsham Rural City Council's services compare well with other Councils in the Regional Cities group, however, there are, of course, many variances. It is possible that many of the differences may simply be a factor of size and economies of scale, however, detailed analysis is required with other Councils to discuss specifics of their operations and to understand how and why performance may vary.

**Options to Consider**

Not applicable

**Sustainability Implications**

Not applicable

**Community Engagement**

The Know Your Council Website provides an excellent source of information to the public on various service performance indicators and financial indicators. The website enables users to compare Council's results against those of other councils.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

The LGPRF Performance Indicators are compiled by the Department of Jobs, Precincts and Regions for the Know Your Council website using data provided by all Victorian Local Governments.

**Financial Implications**

There are no direct costs to Council from the Know Your Council website.

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Horsham Rural City Council on an ongoing basis will:

Continue to improve performance reporting and regular management reporting across all areas of Council.

**Risk Implications**

Not applicable

**Conclusion**

The community is encouraged to review the available data on the website.

## 9.6 QUARTERLY PERFORMANCE REPORT – JULY TO SEPTEMBER 2020

<b>Author's Name:</b>	Faith Hardman	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Corporate Planner	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F18/A10/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Quarterly Performance Report – July to September 2020 (**Appendix “9.6A”**)

### Purpose

To receive and note the Quarterly Performance Report for the three months to 30 September 2020.

### Summary

- This is the first Quarterly Performance Report of the financial year 2021 and is part of the continual improvement process of reporting back to Council and the community.
- The Quarterly Performance Report brings together into a single, easy to read document, a range of reports including:
  - Quarterly Budget Report
  - Council Plan Goals and Actions
  - Local Government Performance Framework Indicators
  - The tracking of any major initiatives
  - Councillor Expenses
  - Audit & Risk Committee minutes
- It reports all items over a consistent quarterly reporting timeline.

### Recommendation

That Council receive and note the Quarterly Performance Report for the three months to 30 September 2020.

### Council Resolution

**MOVED Cr Les Power, Seconded Cr Claudia Haenel**

That Council receive and note the Quarterly Performance Report for the three months to 30 September 2020.

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.

The *Local Government Act 2020* at section 97 requires that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. The Quarterly Performance Report encapsulates a quarterly budget report, Council Plan Goals and Actions, the tracking of any major initiatives, Council Expenses and Audit & Risk Committee minutes for the relevant quarter.

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 (LGPRF)
3. Customer Service Targets
4. Business Improvements
5. Capital Works
6. Councillor Expenses
7. Audit and Risk
8. Quarterly budget report

The COVID-19 Pandemic has had a significant impact on Council operations, with number of facilities closed and services ceased during the quarter. Gradually services have commenced reopening but with limitations as dictated by State and Federal Government Directives on social distancing and gathering of numbers.

The format for this reporting has been evolving over time and may include additional sections, but essentially will be mindful of the need to be relevant, reliable, comparable and understandable. There have been some further developments on this report from the previous in terms of providing context around data.

**Options to Consider**

Not applicable

**Sustainability Implications**

Not applicable save and except included reporting on council's environmental and sustainability goals.

**Community Engagement**

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 at a Council Briefing Meeting.

**Innovation and Continuous Improvement**

The Quarterly Performance Reports intention is to continuously improve communication and engagement with the community through effective and succinct reporting on key strategic items, in a clear and concise manner that is readable and informative.

**Collaboration**

Not applicable

**Financial Implications**

This report is prepared using existing staff resources.

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

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

**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 the budgetary and financial planning goals are being met".

**Conclusion**

The Quarterly Performance Report 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.

## 9.7 DRAFT COMMUNITY ENGAGEMENT POLICY

<b>Author's Name:</b>	Martin Bride	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Community Facilitator	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance & Information	<b>File Number:</b>	F06/A13/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Draft Community Engagement Policy (including Commitments and Principles of engagement)  
**(Appendix "9.7A")**

### Purpose

To receive and note the Draft Community Engagement Policy and release to the community for comments and feedback.

### Summary

- The *Local Government Act 2020* (The Act) has specific requirements relating to community engagement and the content of Council's Engagement Policy, for these requirements to be met the Engagement Policy needs to be updated.
- Under Section 55 (3) of the Act a Council must adopt the first community engagement policy on or before 1 March 2021.
- The Act requires Council to engage with the community on the Community Engagement Policy.
- That engagement is proposed to focus on the Commitments and Principles and be at the Consult and Involve level on the IAP2 spectrum

### Recommendation

That Council:

1. Receive and note the Draft Community Engagement Policy.
2. Seek community feedback and comments on the Draft Community Engagement Policy until close of business 23 January 2021.

### Council Resolution

**MOVED Cr Penny Flynn, Seconded Cr Di Bell**

That Council:

1. Receive and note the Draft Community Engagement Policy.
2. Seek community feedback and comments on the Draft Community Engagement Policy until close of business 23 January 2021.

CARRIED

**REPORT****Background**

Council currently has a Community Engagement policy in place which was adopted in June 2015.

The Act Section 55 (2) requires that:

*A community engagement policy must—*

- (a) be developed in consultation with the municipal community; and*
- (b) give effect to the community engagement principles; and*
- (c) be capable of being applied to the making of the Council's local laws; and*
- (d) be capable of being applied in relation to the Council's budget and policy development; and*
- (e) describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and*
- (f) specify a process for informing the municipal community of the outcome of the community engagement; and*
- (g) include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and*
- (h) include any other matters prescribed by the regulations.*

The Act Section 56 also defines the Community Engagement Principles as follows:

- (a) a community engagement process must have a clearly defined objective and scope;*
- (b) participants in community engagement must have access to objective, relevant and timely information to inform their participation;*
- (c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;*
- (d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;*
- (e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.*

The existing policy has been reviewed to take in to account the new Act requirements and to reflect the recommendation of an externally facilitated 'health check', conducted in March 2019, and the Victorian Auditor General's report, Public Participation and Community Engagement: Local Government Sector.

**Discussion**

Sections of the policy such as the Introduction, Purpose, Scope and Responsible Officer are administrative in nature and therefore not open to change in response to community input.

It is proposed that, the community is engaged on the two main elements of the policy, the commitments and the principals. It is these parts of the policy that guide council's engagement activities and are also the sections of the policy that should be most readily understood by the community.

Comments and feedback will be sought on the draft commitments and principles for the period from 15 December 2020 to 23 January 2021. Whilst this period is less than ideal given the Christmas holiday period, Council has been constrained by the timing of the election of the new Council and the deadlines contained in the Act.

This engagement would be at the consult or involve IAP2 level, with opportunities to input communicated through the print media, on council website and social media.

**Options to Consider**

Instead of having an engagement process focussed on the commitments and principles only, the whole policy could be presented to the community. This engagement would be at the Consult level on the IAP2 spectrum.

**Sustainability Implications**

Nil

**Community Engagement**

Council were briefed on this report on December 2, 2020. As described above there is community engagement proposed for the engagement policy and this report seeks Council's endorsement for that engagement to take place.

Engagement will take place between 15 December 2020 and 23 January 2021, this engagement period will be promoted via a range of mediums and opportunities to provide feedback will be made available through written and on-line submissions.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Not applicable

**Financial Implications**

The adoption of the policy has no direct financial implications however, individual project budgets will continue to need to include allocations for community engagement activities.

**Regional, State and National Plans and Policies**

LGA 2020 Part 3 Division 1 S.55&56

**Council Plans, Strategies and Policies**

The organisational values of Accountability and Integrity are directly linked to the reasons we engage and should guide our practice when engaging.

The Council Plan 2020-2024 includes the guiding principles "Consult, engage and work transparently with the community" and "Provide information to the community in a variety of formats using plain language where possible".

**Risk Implications**

The failure to adopt a Community Engagement Policy that is compliant with the requirements of The Act would put Council in breach of The Act. An effective Community Engagement Policy that is properly implemented, should reduce the risk of poorly designed projects and lessen reputational risk.

**Conclusion**

It is essential that Council adopt a Community Engagement Policy that is compliant with The Act and that we engage with the community about the content of that Policy. The recommendation within this report are a way of ensuring that occurs.



## 9.8 COMMUNITY VISION & COUNCIL PLAN – COMMUNITY ENGAGEMENT

<b>Author's Name:</b>	Graeme Harrison	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Director Corporate Services	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F06/A13/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil

### Purpose

To receive and note the proposed engagement plans for the development of the Community Vision and 4 year Council plan.

### Summary

- The new *Local Government Act 2020* (The Act) Section 88 requires Council to adopt a 10 Year Community Vision
- Section 90 of the Act requires Council to adopt a Council Plan for at least the next 4 years
- Both documents must be developed utilising deliberative engagement practices

### Recommendation

That Council note the proposed engagement plans for the development of the Community Vision and 4 year Council plan and promotional campaign that will commence to inform the community of the planned activities.

### Council Resolution

#### **MOVED Cr Di Bell, Seconded Cr Claudia Haenel**

That Council note the proposed engagement plans for the development of the Community Vision and 4 year Council plan and promotional campaign that will commence to inform the community of the planned activities.

CARRIED

## REPORT

### Background

The new *Local Government Act 2020* (The Act) Section 88 & 90 require Council to adopt a 10 Year Community Vision and 4 year Council Plan and to develop these documents using deliberative engagement practices.

Council will shortly be adopting a Community Engagement Policy that will assist in defining deliberative engagement practices that can be utilised for significant strategic engagement activities in the community.

Council undertook a competitive quotation process to select the consultancy firm i.e. Community in partnership with Max Hardy Consulting, to oversee the process and lead the engagement. The consultancy team have a wealth of experience in the fields of deliberative community engagement and will bring a new and enhanced approach to this important work for our community.

A core focus of Council beyond 2020 is to improve community consultation and align with the community on the direction and decisions made by Council. The consultants will seek to guide Council and the community to carve out a Vision and Council Plan that elaborates further on this goal, whilst identifying and addressing areas of tension and key trade-offs that could benefit from deeper deliberative discussion.

A key focus will be to build community confidence in the process, strengthen connections and the relationship between Council and the community and ensure that community members feel confident their input has been valued and is ultimately reflected in the key council planning documents.

### Discussion

A detailed project plan and engagement plan is being developed and an internal working group has been formed to oversee the activities. These activities will take place from project inception until approximately June/July 2021. Following which further deliberative engagement will occur on Councils other important strategic documents of the Long Term Financial Plan and Asset Plans.

A summary of the proposed activities at this stage are:

- The consultants will be undertaking a background review to take stock of the extensive information already available about the concerns, interests and aspirations of the community.
- A promotional campaign to get the community talking about the vision for the future of the entire Horsham municipality to cut through the everyday noise and use every opportunity to get the people of Horsham Rural City Council thinking and talking.
- A range of opportunities will be provided to make it possible for any resident in the municipality to make a contribution, such as:
  - Community conversations
  - Community Group Conversations using existing groups and networks
  - Online engagement using a variety of accessible tools
  - Targeted engagement and listening posts
  - A deliberative Community Panel
- The deliberative Community Panel will consist of between 20 to 40 people (taking into account COVID restrictions and safe distancing). The panel will be recruited through an EOI process and targeted invitations to achieve a stratified representative mini-public.
- Facilitated Councillor planning sessions

**Options to Consider**

Throughout the planned Community Engagement activities there will be many opportunities to take on diverse and new approaches to how we might encourage the community to engage in the process.

**Sustainability Implications**

The Community Vision & Council plan will set the key direction for our community going forward and hence is likely to touch on issues of importance involving the local economy, social issues, environmental issues and climate change.

**Community Engagement**

This report is the first step for the engagement of the Community in this important project, placing on the public record the plans to be undertaken over the next 6 to 8 months.

**Innovation and Continuous Improvement**

The i.e. Community proposal will seek to bring some innovative approaches to engagement to get the whole municipality talking about the future of Horsham through community conversations, online engagement, campaigns and dynamic deliberative gatherings. It will seek to provide a comprehensive opportunity for the community to think, discuss and debate their future.

**Collaboration**

The development of the Community Vision and Council Plan will be a collaborative arrangement between all sectors of the Community, Councillors and council officers.

**Financial Implications**

Council has allocated \$50,000 to assist in the facilitation and development of the Community Vision and Council Plan, carried forward from the 2019-20 Budget for a Community Plan.

**Regional, State and National Plans and Policies**

The State Government's review of the Local Government Act has clearly set the new 2020 Act to be based around some general clear principles:

- Transparency
- Accountability Openness
- Commitment
- Fairness
- Clarity

**Council Plans, Strategies and Policies**

The Community Vision is the most important strategic document that informs the direction of the council Plan, whilst the Council Plan is the centre piece of the integrated planning framework for all that Council does.

**Risk Implications**

Not bringing the Community and Council together effectively can give rise to community conflict and lack of confidence in the future of the community thereby leading to negative outcomes for all.

**Conclusion**

This is the start of an exciting process that will seek to engage and capture the core 10 year Vision for the Community, and the focus for Council for the next 4 years using contemporary and constructive deliberative engagement practices.

## 9.9 FINANCIAL HARDSHIP REPORT – NOVEMBER 2020

<b>Author's Name:</b>	Andrea Hogan	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Financial Hardship Coordinator	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Corporate Services	<b>File Number:</b>	F15/A07/000001

### Officer Conflict of Interest

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

Yes  No

**Reason:** Nil

### Status

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

Yes  No

**Reason:** Nil

### Appendix

Nil

### Purpose

To receive and note an update on requests for financial relief for council rates and other fees and charges due to COVID-19.

### Summary

- A summary of the requests received to date
- Health Registration renewals have been waived for 17 applicants for the current financial year for a total of \$4,505
- Virtual meetings including Centre for Participation and Rural Financial Counselling Service Victoria

### Recommendation

That Council receive and note the Financial Hardship Support report.

### Council Resolution

**MOVED Cr Ian Ross, Seconded Cr Claudia Haenel**

That Council receive and note the Financial Hardship Support report.

CARRIED

**REPORT****Background**

The Financial Hardship Officer was established as an initial point of contact for all residents, commercial tenants, sporting groups and ratepayers who are experiencing immediate problems or seeking information on meeting their commitments to Council. Some customers have payment obligations with more than one department or more complex requirements.

**Discussion****Total Requests Received to date:**

The following table summarises the total requests received to date and the status of these enquiries by month:

Row Labels	3-Mar	4-Apr	5-May	6-Jun	7-Jul	8-Aug	9-Sep	10-Oct	11-Nov	Grand Total
Lease - Commercial	6	4		3	5	1	6			25
Lease - Community		6			1	16				23
Animals		12		3	1		1	2		19
Health Registration		1						1	17	19
Rates - Residential		5		2	1	1	6			15
Rates - Business		1	1		1		2			5
General Enquiry		2			2					4
Planning Permit				1	1					2
Valuation							1			1
Other				1						1
Health Registration Rates - Business			1							1
Council charges						1				1
Rates Business						1				1
Lease amenities					1					1
Planning									1	1
Recreation Reserve Operations			1							1
Infringement		1								1
<b>Grand Total</b>	<b>6</b>	<b>32</b>	<b>3</b>	<b>10</b>	<b>13</b>	<b>20</b>	<b>16</b>	<b>3</b>	<b>18</b>	<b>121</b>

There were 18 requests received in November with 17 being requests for waiver of the Health Fee registrations all of who have been succesful in their application. There is a request to refund a Liquor Licence through the Planning Department which is now under consideration through the Business Support Unit. There have been no applications made for rate relief during November.

The highest number of requests overall have come from commercial leases followed by rent relief to community groups.

Of the 121 requests, 112 have been actioned and are complete with 9 still being in progress awaiting further information and discussion with other areas.

Row Labels	Completed	In progress	Grand Total
3-Mar	5	1	6
4-Apr	30	2	32
5-May	3		3
6-Jun	8	2	10
7-Jul	13		13
8-Aug	20		20
9-Sep	14	2	16
10-Oct	2	1	3
11-Nov	17	1	18
<b>Grand Total</b>	<b>112</b>	<b>9</b>	<b>121</b>

The following The following table summarises the completed actions by category and by the action undertaken:

Row Labels	Payment Plan	Referred	Waived	No Waiver Given	No Action Required	Practical support	Deferred	General Enquiry	Grand Total
Animals	1				10		4		15
General Enquiry			1		3				4
Health Registration			18		1				19
Lease - Commercial			18	3	1	1	1		24
Lease - Community	1		18		4				23
Lease amenities			1						1
Other		1							1
Planning Permit			2						2
Rates - Business	4							1	5
Rates - Residential	10				1		2		13
Recreation Reserve Operations					1				1
Infringement	1								1
Health Registration Rates - Business	1								1
Council charges					1				1
Rates Business								1	1
<b>Grand Total</b>	<b>18</b>	<b>1</b>	<b>58</b>	<b>3</b>	<b>22</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>112</b>

Approximate costs to council of the relief provided are as follows:

Row Labels	Cost to Council
<b>Payment Plan</b>	
<b>Infringement</b>	<b>262</b>
<b>Payment Plan Total</b>	<b>262</b>
<b>Waived</b>	
<b>General Enquiry</b>	<b>80</b>
<b>Health Registration</b>	<b>4,505</b>
<b>Lease - Commercial</b>	<b>14,734</b>
<b>Lease - Community</b>	<b>34,491</b>
<b>Planning Permit</b>	<b>2,636</b>
<b>Waived Total</b>	<b>56,446</b>
<b>Practical support Roadways Funding Opportunities</b>	
<b>Lease - Commercial</b>	<b>45,474</b>
<b>Practical support Roadways Funding Opportunities</b>	<b>45,474</b>
<b>Grand Total</b>	<b>102,182</b>

Key activities undertaken to date by the Financial Hardship officer, are:

- Ongoing communication and assistance for rent relief with holders of commercial leases in council facilities
- Businesses enquiries regarding what options may be available if needed when rates in full become due
- Continue to have personal contact with individuals to discuss their circumstances and payment or deferral options
- Supporting applicants to formally complete requests for assistance
- Mention in media articles and the Council public notices continue to appear in local papers and also Council social media. Health registration renewals provided information and contact points for assistance

### **Rates – Collections Summary**

At 30/06/2020 there were 346 assessments with outstanding rates of \$545,913. 137 of these assessments have since paid their arrears in full.

Between 30/06/2020 and 18/08/2020 interest was calculated against 75 assessments where no contact has been made with Council and no payments have been made. 17 of these debts have now been cleared in full (4 of these properties were sold).

As at 27/11/2020 there were 209 assessments with rates arrears for 2019/2020, totalling \$324,583. Of these 23 have a balance of less than \$100, and 99 have a payment plan in place or are making regular payments of their own accord.

At 02/12/2019 there was a total of \$208,031 in rate arrears outstanding, and at 27/11/2020 there is a total of \$302,706. The variance to this time last year is **\$94,675**.

There have been no financial hardship requests for rates during November.

### **Health Registrations - Summary**

280 Health Registrations renewals for 2020/21 were sent out in October/November of which 50% have been paid. Applications for the waivers have been received from 17 businesses for 19 applications which are currently being assessed for eligibility. Some businesses such as motels have accommodation and food registrations and have made 2 applications.

### **Environmental Sustainability Implications**

Nil

### **Community Engagement**

- Public Notices section of the local papers
- Conversations with community holders of commercial leases, commercial and residential ratepayers, Business Horsham, animal owners and debtors

### **Innovation and Continuous Improvement**

Nil

### **Collaboration**

Nil

**Financial Implications**

The financial impact of the various deferrals, waivers and late payments are not yet clearly quantifiable and the full impact will be understood and reported at a later date.

**Regional, State and National Plans and Policies**

Nil

**Council Plans, Strategies and Policies**

Debt Collection Review for Council Rates and Charges, COVID-19 Hardship Policy & Procedure

**Risk Implications**

Continuing to build Council's relationship with the residents and ratepayers by being proactive and providing personal contact with each applicant.

**Conclusion**

Regular reporting will provide a snapshot of the financial impact of COVID-19 on our community who have financial obligations with Council. Providing extension of time and/or payment arrangements is relieving some financial pressure on the community.



**9.10 MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

<b>Author's Name:</b>	John Martin / John Hutchins	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Director Infrastructure / Wimmera Emergency Management Co-ordinator	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Infrastructure	<b>File Number:</b>	F16/A10/000001

**Officer Conflict of Interest**

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

Yes  No

**Reason:** Nil

**Status**

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

Yes  No

**Reason:** Nil

**Appendix**

Municipal Emergency Management Planning Committee Terms of Reference (**Appendix "9.10A"**)

**Purposes**

- To revoke the existing Municipal Emergency Management Planning Committee (MEMPC)
- To establish a new MEMPC as required under the provisions of the Emergency Management Act

**Summary**

- Recent changes to the Emergency Management Act (2013) require Council to revoke its existing MEMPC and replace it with a new MEMPC.
- The new Act sets a range of requirements for the membership and function of the new MEMPC.
- Upon Council approval of the proposals, the new arrangements can be implemented by the Chief Executive Officer or other officers under delegation.
- The new Committee will report to the Regional Emergency Management Planning Committee.

**Recommendation**

That Council:

1. Revoke the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986.
2. Authorise the CEO to facilitate the establishment of a new MEMPC in accordance with the provisions of s59 of the Emergency Management Act 2013.
3. Note that under the MEMPC Terms of Reference, and in accordance with s59 and s59F of the Emergency Management Act 2013, Council's role is to establish the committee.
4. Note that MEMPC exists separately to Council and is not a committee of Council.

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Claudia Haenel**

That Council:

1. Revoke the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986.
2. Authorise the CEO to facilitate the establishment of a new MEMPC in accordance with the provisions of s59 of the Emergency Management Act 2013.
3. Note that under the MEMPC Terms of Reference, and in accordance with s59 and s59F of the Emergency Management Act 2013, Council's role is to establish the committee.
4. Note that MEMPC exists separately to Council and is not a committee of Council.

CARRIED

## REPORT

### Background

The *Emergency Management Legislation Amendment Act (2018)* significantly changed many aspects of the *Emergency Management Act (2013)*, which continues in operation with these amendments.

Changes to the Act which have taken effect from 1 December 2020 include provisions relating to the establishment, membership and conduct of the MEMPC.

Council has chaired, organised and been a key participant in the MEMPC. The MEMPC comprised representatives of Council staff and emergency management agencies in Horsham and across the greater Grampians region.

Key functions of the MEMPC have included:

- Preparation of a Municipal Emergency Management Plan (MEM Plan)
- Identification of Horsham municipality specific risks and hazards that need to be addressed in the MEM Plan.
- Conduct of training and establishment of sound relationships between emergency management personnel in agencies to facilitate effective operation during emergency incidents.

A resolution from Council is required to disestablish the current MEMPC and to authorise the CEO to establish a new MEMPC.

### Discussion

The new legislation addresses known and documented risks in emergency management planning by establishing an integrated, comprehensive and coordinated framework for emergency management planning at a state, regional and municipal level.

In the past, the MEMPC was made up of response and recovery agencies. There was no limit to who could be a member however only certain members were afforded voting rights. The new legislation makes this a lot clearer for all agencies and Council.

The new Committee must consist of members or officers from the following organisations:

- Council
- Victoria Police
- Country Fire Authority
- Fire Rescue Victoria
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Health and Human Services

After the Committee is established, it can invite others to join including community members, members from industry and a member from a recovery agency.

Previously, the MEMPC was normally chaired by a Councillor, however the new legislation requires the committee to be chaired by the CEO or delegate. The CEO has nominated the Director Infrastructure to chair the Horsham MEMPC.

### Options to Consider

Nil – this is a legislative requirement.

**Sustainability Implications**

Issues relating to sustainability can be considered by the MEMPC through its risk and hazard identification process.

**Community Engagement**

Section 59A (3) (a) of the Act requires the MEMPC to invite “one or more community representatives” onto the Committee. Advertising for these representatives is proposed to occur in early 2021.

**Innovation and Continuous Improvement**

The changes to the Emergency Management Act reflect a process of continuous improvement, based on experiences from a range of major events and inquiries in response to these events.

**Collaboration**

The current and the new MEMPC reflect strong collaboration between the emergency management agencies in the region.

**Financial Implications**

No material change to existing internal resourcing is anticipated.

**Regional, State and National Plans and Policies**

This change to the MEMPC arrangements is driven by changes to State legislation.

**Council Plans, Strategies and Policies**

The Council Plan 2020-24 acknowledges (p19) that Council will, on an ongoing basis:

*Provide municipal emergency management services in accordance with Council's Municipal Emergency Management Plan and Emergency Recovery Plan.*

**Risk Implications**

Establishing a new MEMPC is a legislative requirement.

Specific emergency management risks are identified and addressed through the MEMPC's risk processes and Municipal Emergency Management Plan.

**Conclusion**

Council is required to disestablish the existing MEMPC and establish a new MEMPC in accordance with requirements of the Emergency Management Act 2013 (as amended).

**9.11 ROAD MAKING MATERIAL SUPPLY CONTRACT 21-016**

<b>Author's Name:</b>	Robyn Evans	<b>Director:</b>	John Martin
<b>Author's Title:</b>	Operations Manager	<b>Directorate:</b>	Infrastructure
<b>Department:</b>	Operations	<b>File Number:</b>	21-016

**Officer Conflict of Interest**

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

Yes  No

**Reason:** Nil

**Status**

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

Yes  No

**Reason:** Nil

**Appendix**

Nil (refer to confidential report on this subject)

**Purpose**

To award contracts to several companies for Council's essential supply of quarry and road making materials.

**Summary**

- Council has an ongoing need for material for road works and maintenance.
- Historically, Council has utilised a panel of suppliers, periodically reviewed through a market process, to ensure probity in the procurement process, and competitive and current pricing.
- A panel of contractors leads to efficiencies in and certainty of supply.
- Public tenders were sought for this contract through Council's normal procurement processes.
- Four compliant responses were received, and a panel of preferred tenderers is recommended to be accepted for the provision of the required materials.
- The tender process failed to attract one critical material, limestone, however an alternative approach will be developed to secure supply of this material.

**Recommendation**

That Council appoint HED Industries, K&J Baker, McClure Rock and Conundrum Holdings, as the panel of contractors for the Supply of Quarry & Road Making Materials Contract, for a one-year contract period.

**Council Resolution****MOVED Cr Ian Ross, Seconded Cr Les Power**

That Council appoint HED Industries, K&J Baker, McClure Rock and Conundrum Holdings, as the panel of contractors for the Supply of Quarry & Road Making Materials Contract, for a one-year contract period.

CARRIED

**REPORT****Background**

Quarry and road making material supply is critical to Council's ongoing capital works and maintenance program.

Historically, Council has utilised a panel of suppliers to ensure sustainable and timely supply of material. Council periodically goes to market to ensure probity in procurement, and competitive and current pricing.

Typically, expenditure on quarry and road making material is around \$725,000 per year.

**Discussion**

A detailed tender evaluation report is provided in the appendix to the confidential report on this subject. Key aspects of the evaluation include:

- Council received four bids for the reconstruction/rectification of Council's infrastructure assets
- All four bids complied with the tender specifications, for different types of materials
- Evaluation of tenders was based on the criteria as presented in the tender documents

The panel members evaluated the tenders against:

- Schedule of rates
- Capacity to supply in quantities required,
- Standards of material supply, and
- Local sourcing and the ability to provide employment for locals.

The schedule of rates from the same suppliers under the previous contract to 30 June 2020 are reasonably adjusted. Key examples include (rates per cubic metre):

<b>Material</b>	<b>Rate to 30 June 2020</b>	<b>Proposed new rate</b>
Gre Gre Gravel	\$7.40	\$8.00
Sandstone	\$6.50	\$8.00
Class 3 crushed rock	\$18.88	\$19.35
Aggregate 10 mm	\$24.61	\$25.84
Quarry dust	\$16.60	\$17.78

Conundrum Holdings was ranked as the best value tender proposal, followed by HED Industries, K&J Baker and McClure Rock, with all tenderers being assessed as suitable to be on the panel.

The tender process failed to attract a tender offer for limestone, a critical material for the civil works program, particularly for gravel roads and shoulder resheeting. An alternative approach will subsequently be developed to source limestone.

The tender was advertised on the basis of a three-year contract, plus two optional, one-year extensions. Subsequently, it has been assessed that, given the cost of materials, a review of Council's approach to quarry materials should occur during the next 12 months, and that only a one-year contract term is proposed at this stage.

**Options to Consider**

Appointing a panel enables different companies' material to be used, and for Council to select the option best suited for a particular project based on the type of material, location and price.

**Sustainability Implications**

Council endeavours to reuse pavement material where possible.

Each year, Council reuses approximately 5,000 tonnes of concrete disposed of at Dooen Landfill in road projects.

**Community Engagement**

The key communication aspect with these projects will be the interaction between the appointed suppliers, Council's project supervisor and the adjacent landowners. Council has standard arrangements in place for this communication.

**Innovation and Continuous Improvement**

The Manager Strategic Assets Management is developing new techniques to reduce the costs of our road construction and maintenance program – these techniques still require the availability of these types of material.

Planning is also underway to investigate new quarry sites within the municipality that Council may be able to develop to reduce the cost of materials.

**Collaboration**

Not applicable

**Financial Implications**

The budget for supply under this contract is provided in individual project budgets. Estimated expenditure is about \$725,000 each year.

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

3.4 Deliver works to develop and maintain Council's physical assets for long term sustainability, amenity and safety

**Risk Implications**

Not awarding the contract puts Council at risk of breaching procurement probity.

A procedure is being developed to enhance the probity of decisions about the use of particular materials for different projects. This procedure will consider the factors described above, including price, location (hence haulage distance) and quality, used in determining the preferred material, and ensuring accountability in these decisions.

Standard supply risks apply. Supervision of supply will be conducted by Council officers to manage these risks.

Council officers will be asking the successful contractors to provide their work methodology and progressively update their OH&S plan to address COVID-19 requirements and identify their risk control measures.

**Conclusion**

Awarding the Supply of Quarry and Roadmaking Material contract to a panel of suppliers will provide continuity of supply for the majority of Council's capital works and maintenance program and ensure procurement probity.

**9.12 COMMUNITY GRANTS POLICY REVIEW**

<b>Author's Name:</b>	Susan Surrige	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Community Relations and Advocacy	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance and Information	<b>File Number:</b>	F20/A01/000012

**Officer Conflict of Interest**

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

Yes  No

**Reason:** Nil

**Status**

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

Yes  No

**Reason:** Nil

**Appendix**

Community Grants Policy (tracked changes) (**Appendix "9.12A"**)

Community Development Grants Program Funding Guidelines 2020/21 (**Appendix "9.12B"**)

Community Development Grants Program Application Form 2020 (**Appendix "9.12C"**)

**Purpose**

To adopt the amended Community Grants Policy.

**Summary**

- A review of the Community Grants Policy is undertaken annually.
- Several minor changes have been recommended to the Community Grants Policy to reflect current operational practices

**Recommendation**

That Council adopt the amended Community Grants Policy (**Appendix "9.12A"**).

**Council Resolution**

**MOVED Cr Les Power, Seconded Cr Ian Ross**

That Council adopt the amended Community Grants Policy (**Appendix "9.12A"**).

CARRIED



## REPORT

### Background

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

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

Guidelines and an application form are also produced to assist community groups in completing an application. These have also been updated and amended to reflect the any policy changes and the 2021-22 application period (**Appendix "9.12B" and "9.12C"**).

### Discussion

Minor changes have been made to the Community Grants Policy (**Appendix "9.12A"**). The changes are tracked and summarised as follows:

- Clarification of the ineligible criteria relating to expenditure and finalisation of previous grant allocations
- Clarification of Assessment Criteria – previous council support
- Clarification that funding priorities are not limited to the Council Plan or Health and Well-being Plan
- Change to Council staff titles
- Removal of assessment of Sport and Recreation applications by the Sport and Recreation Advisory Committee which is no longer active
- Assessment Panel membership to reflect current organisational structure
- Remove reference to Council's Tourism Events and Festival Funding which is not relevant to the Community Grants Program

### Options to Consider

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

### Sustainability Implications

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

### Community Engagement

The proposed changes to the Community Grants Policy and updated Guidelines and Application Form for 2021-22 were reviewed by relevant Council staff, discussed with the Senior Leadership Team and at the Councillor Briefing on 7 December 2020. This is an established Council program

### Innovation and Continuous Improvement

Continuous annual review and update of the Community Grants Program in line with best practice

### Collaboration

Not applicable

### Financial Implications

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

### Regional, State and National Plans and Policies

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Community Grants Policy funding priorities align directly with the Council Plan and Health and Wellbeing Plan.

**Risk Implications**

Not applicable

**Conclusion**

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

### 9.13 COMMUNITY DONATIONS POLICY REVIEW

<b>Author's Name:</b>	Susan Surrige	<b>Director:</b>	Graeme Harrison
<b>Author's Title:</b>	Co-ordinator Community Relations & Advocacy	<b>Directorate:</b>	Corporate Services
<b>Department:</b>	Governance & Information	<b>File Number:</b>	F20/A01/000012

#### Officer Conflict of Interest

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

Yes  No

Reason: Nil

#### Status

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

Yes  No

Reason: Nil

#### Appendix

Community Donations Policy (tracked changes) (**Appendix "9.13A"**)

#### Purpose

To adopt the amended Community Donations Policy.

#### Summary

- A review of the Community Donations Policy is undertaken annually.
- Several minor changes have been recommended to the Community Donations Policy to reflect current operational practices

#### Recommendation

That Council adopt the amended Community Donations Policy (**Appendix "9.13A"**).

#### Council Resolution

**MOVED Cr David Bowe, Seconded Cr Penny Flynn**

That Council adopt the amended Community Donations Policy (**Appendix "9.13A"**).

CARRIED

**REPORT****Background**

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

The Community Donations Policy provides the framework for the delivery of Council's annual community donations. It outlines the purpose, principles, eligibility criteria and application process.

**Discussion**

Minor changes have been made to the Community Donations Policy (**Appendix "9.13A"**). The changes are tracked and summarised as follows:

- Minor grammatical changes
- Addition of new name for Horsham District Kindergarten Association
- Clarification of the Public Halls Insurance Category under Section 5.1 (C) including removal of reference to S86 Committees that no longer exists under the new Local Government Act
- Minor re-wording of Section 5.1 (D) to enhance readability

**Options to Consider**

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

**Sustainability Implications**

There are no direct financial implications relating to the changes to the Community Donations Policy

**Community Engagement**

The proposed changes to the Community Donations Policy was reviewed by relevant Council staff, discussed with the Senior Leadership Team and at the Councillor Briefing on 7 December 2020. This is an established Council program

**Innovation and Continuous Improvement**

Continuous annual review and update of the Community Donations Program in line with best practice

**Collaboration**

Not applicable

**Financial Implications**

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

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

Community Donations Policy funding priorities align with the Council Plan.

**Risk Implications**

Not applicable

**Conclusion**

A review of the Community Donations Policy is undertaken annually. Minor changes have been recommended to the Community Donations Policy.

**9.14 REINSTATEMENT OF PARKING METER FEES**

<b>Author's Name:</b>	Lauren Coman	<b>Director:</b>	Kevin O'Brien
<b>Author's Title:</b>	Manager Community Safety and Environmental Health	<b>Directorate:</b>	Communities & Place
<b>Department:</b>	Community Safety and Environmental Health	<b>File Number:</b>	F06/A13/000001

**Officer Conflict of Interest**

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

Yes  No

**Reason:** Nil

**Status**

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

Yes  No

**Reason:** Nil

**Appendix**

Nil

**Purpose**

To reinstate parking meter fees in the Horsham Central Activity District.

**Summary**

- Parking fees encourage turnover of parking spaces in the Central Activity District, which assists customers' access businesses. Enforcement of time limits is essential to allow access to businesses.
- Prior to the COVID-19 situation, fees obtained from Parking Meters was approximately \$7,000 - \$8,000 per week, that is, approximately 390k per annum.
- Meters do require customers and staff to physically interact with meters and use coins. These are surfaces that COVID-19 can exist on for a period of time and surfaces from which Covid-19 can be transmitted. As there are no COVID-19 cases within the community, the present risk to customers and staff of contracting COVID-19 from touching meter surfaces is now negligible, but it is acknowledged this could change should Victoria experience a third wave.

**Recommendation**

That Council:

1. Reinstate the parking meter fees in the Horsham Central Activity District.
2. Note that the users will be encouraged to pay the parking fees using Eazy Park App.

**Council Resolution****MOVED Cr Di Bell, Seconded Cr Penny Flynn**

That Council:

1. Reinstate the parking meter fees in the Horsham Central Activity District.
2. Note that the users will be encouraged to pay the parking fees using Eazy Park App and an initial 30 minute free parking will be offered for the month of January.

CARRIED

## REPORT

### Background

The first confirmed COVID-19 case in Australia was identified on 25 January 2020 with Australian borders closed on 20 March to all non-residents. Following health advice regarding potential spread of virus through use of coins and touching of parking meters, and to make it easier for customers to access the shops, the paid parking was suspended in late March.

At the Council Meeting on 11 May 2020 the CEO provided an officer Report "Chief Executive Officer's Update – COVID-19 Pandemic". He noted under the heading "Assistance to Business" that "Paid parking has also been suspended to make it easier for the shoppers to do the essential purchases in the Horsham CBD..."

While the Officers have taken a lighter enforcement approach during COVID-19 (issuing verbal warning where possible), time limits have continued to be patrolled in response to early complaints from businesses that some car parks were being used all day. This enforcement has assisted businesses with customer churn.

The estimated loss of income from 31 March 2020 to 30 June 2020 was approximately \$100k. The overall loss of income for the entire suspension period (31 March 2020 up to and including 31 December 2020) is approximately \$300K.

### Discussion

Parking meters are one of a number of levers that can be used by Council to encourage churn and allow for customers to equitably access businesses in the CAD. The lifting of Covid-19 restrictions by the State Government and the absence of COVID-19 in the community means shoppers can shop for longer rather than minimising time spent in shops buying essential items.

The 2020-2021 Budget is based on a loss of income from meters to 31 December 2020. Beyond this the loss of income has not been contemplated by the approved Budget.

This loss will significantly impact the CBD and Car Park Development Reserve Fund "which is used for landscaping works throughout the CBD. Funds derived are not used for car park development but instead used broadly across the town centre for landscaping and infrastructure upgrades. Recent works completed using these funds include landscaping in Firebrace Street, Darlot Street, and Pynsent Street; footpath widening; laneway improvements; relocating power lines underground and developing carparks on the periphery."

Users will be encouraged to pay using Eazy Park App.

### Options to Consider

1. Reinstate the parking meter fees.
2. This option is recommended by Officers as the health risk from the use of meters has now significantly reduced and most businesses are starting to return to Pre-Covid operating conditions.
3. Continue the waiving of parking meter fees.  
This option is not supported by the Officers as the demand for parking is returning to a Pre-Covid level. Continual waiving of fees will hinder parking turnover, and also impact on Council budget.

### Sustainability Implications

Nil

**Community Engagement**

- The 20/21 Budget was adopted following significant community consultation.
- It is planned that an announcement to the community would be made before the meters are back online. This announcement could include an agreed grace period.

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Not applicable

**Financial Implications**

As set out above this will impact on Council's income which is applied to the CBD and Car Park Development Reserve Fund.

LGA 2020 S.9 (g) Overarching governance principle – Ongoing financial viability of the Council is to be ensured

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

Not applicable

**Risk Implications**

- There may be a further wave of COVID-19 which may impact on the safe use of meters and coin money.
- There is a risk that the meters might require more maintenance than estimated by the Community Safety Unit. This will largely be unknown until the debugging occurs.

**Conclusion**

The health risk from the use of meters has now significantly reduced and most businesses are starting to return to Pre-Covid operating conditions. It is recommended that parking meter fees be reinstated to assist parking turnover.

**9.15 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT**

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

**Officer Conflict of Interest**

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

Yes  No

**Reason:** Nil

**Status**

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

Yes  No

**Reason:** Nil

**Appendix**

Nil

**Purpose**

To receive and note the Chief Executive Officer's Operational Report for December 2020.

**Summary**

The Chief Executive Officer's Operational Report highlights issues and outcomes affecting the organisation's performance and matters which may not be subject of Council reports or briefings.

**Recommendation**

That Council receive and note the Chief Executive Officer's Operational Report for December 2020.

**Council Resolution****MOVED Cr Les Power, Seconded Cr David Bowe**

That Council receive and note the Chief Executive Officer's Operational Report for December 2020.

CARRIED



## REPORT

### Background

At the 24 June 2019 Ordinary Meeting of Council, it was resolved that the Chief Executive Officer provide an operational report to Council.

### Discussion

Key items of interest for the report period are summarised below.

#### **A. Advocacy/Funding Announcements**

**Business Horsham:** The Chief Executive Officer and Mayor attended a meeting with the Business Horsham executive team on 1 December 2020. Discussions included membership, strategic plans, COVID-19 recovery, business assistance grants and other opportunities for Business Horsham.

**Wimmera Health Care Group (WHCG):** The Chief Executive Officer and Mayor met with Catherine Morley, CEO of WHCG on 4 December 2020 regarding the proposed merger with Ballarat Health Service.

**Rural Council's Corporate Collaboration (RCCC) Board Meetings:** The RCCC Board which includes the Chief Executive Officers of Hindmarsh, West Wimmera, Buloke, Yarriambiack, Loddon and Horsham had a meeting on 10 November 2020 and discussed the Evaluation methodology Plan and Tender documents, Terms of Reference, Financial Report and Project Director's report.

**Regional Cities Victoria:** The Chief Executive Officer and Mayor attended a Regional Cities Victoria meeting on 10 December. Discussions included an introduction to the newly elected Mayors, election of the Chair and Deputy Chair, announcement by Frank McGuire, Parliamentary Secretary for Crime Prevention and an introduction to the RCV Secretariat and the Communications & Public Relations team.

#### **B. Community Engagement**

**16 Days of Activism:** The Respect Women: 'Call It Out' campaign is part of the global 16 Days of Activism against Gender-Based Violence which ended on 10 December. Council has been running a social media campaign to reflect on this year's theme 'Respect is..' and staff were encouraged to get involved in the selfie frames.

#### **C. Projects and Events**

**Victorian Youth Week:** The Horsham Youth Council facilitated an online Trivia and Music afternoon as part of the Victorian Youth Week which is being held from 15 November for a month. HRCC has also been collaborating with Hindmarsh Shire and Yarriambiack Shire on their cross shire Youth Week event – Wimmera Roll-In! This 3 day event kicked off on Sunday 29 November with a tournament at the Horsham Skate Park.

#### **D. Staff Matters**

**Art Gallery Reopening:** The Gallery reopened last with a new exhibition *FEM-aFFINITY*. This exhibition is from Arts Project Australia, an organisation that supports artists with intellectual disabilities and partners 7 artists with 7 independent contemporary artists. Together their works share an affinity of subject and process and uncovers shared perspectives on female identity and reveals how feminism materialises. The Gallery will be open every day except Christmas Day, 10am to 4pm.

#### **Options to Consider**

Not applicable

**Sustainability Implications**

Not applicable

**Community Engagement**

Not applicable

**Innovation and Continuous Improvement**

Not applicable

**Collaboration**

Not applicable

**Financial Implications**

Not applicable

**Regional, State and National Plans and Policies**

Not applicable

**Council Plans, Strategies and Policies**

2020-2024 Council Plan

Goal 4 – Governance and Business Excellence

**Risk Implications**

Not applicable

**Conclusion**

That Council receive and note the Chief Executive Officer's Operational Report for December 2020.

## 10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

### Cr Robyn Gulline, Mayor

- 30 November 2020 - Triple H Community Radio interview with Cr Power
- 1 December 2020 - ABC Wimmera Radio interview
- 1 December 2020 - Business Horsham meeting via Zoom
- 4 December 2020 - Triple H Community Radio interview with Di Trotter
- 4 December 2020 - Meeting with Catherine Morley, Wimmera Health Care Group re proposed merger via Zoom
- 7 December 2020 - Aboriginal Advisory Committee meeting via Zoom
- 8 December 2020 - Regional Development Victoria (RDV) and Regional Development Australia (RDA) Wimmera Southern Mallee (WSM) Councillor Briefing via Zoom
- 8 December 2020 - Wimmera Development Association (WDA) AGM and December meeting via Zoom
- 10 December 2020 - Regional Cities Victoria meeting via Zoom

### Cr Claudia Haenel

I wish to acknowledge the great service of Fr. Peter Hudson from St. Michael and John's Catholic Church Horsham Parish who is retiring after almost a decade of care and compassion to the people of Horsham and surrounds. We wish him all the best for the future and thank him for his dedication to our community.

At the same time we welcome as of 15 January 2021, Monsignor Glynn Murphy as the new Parish Priest of Horsham and wish him all the best for his new role in our community.

In addition we also farewell assistant Parish Priest Fr. John Pothiyittel, thanking him for over a decade of service and welcome new assistant priest Fr. Jim McKay.

### Cr David Bowe

- 2 December 2020 - Council Briefing meeting- (Virtual)
- 3 December 2020 - Municipal Association of Victoria New Councillor Training Session 2 (Virtual)
- 7 December 2020 - Council Briefing meeting- (Council Chambers/ virtual)
- 8 December 2020 - Councillors Briefing meeting with Regional Development Victoria (Virtual)
- 10 December 2020 - Council Briefing meeting (Council Chambers)

### SUSPEND STANDING ORDERS

#### MOVED Cr David Bowe, Seconded Cr Penny Flynn

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

CARRIED

*The time being 6.24pm, the Council meeting was suspended.*

### RESUME STANDING ORDERS

#### MOVED Cr David Bowe, Seconded Cr Les Power

That Standing Orders resume.

CARRIED

*The time being 6.32pm, the Council meeting resumed.*

#### MOVED Cr Di Bell, Seconded Cr Les Power

That the Councillor Reports and Acknowledgements be received.

CARRIED

**11. URGENT BUSINESS**

Nil

**12. PETITIONS AND JOINT LETTERS**

Nil

### **13. PROCEDURAL BUSINESS**

#### **13.1 INFORMAL MEETINGS OF COUNCILLORS**

Council Briefing meeting held on 2 December 2020 at 4pm

Council Briefing meeting held on 7 December 2020 at 5pm

Refer to **Appendix "13.1A"**

#### **13.2 SEALING OF DOCUMENTS**

Nil

#### **13.3 INWARD CORRESPONDENCE**

Nil

#### **13.4 COUNCIL COMMITTEE MINUTES**

Horsham Tidy Towns Committee Meeting held on 17 November 2020 at 12.30pm

Western Highway Action Committee Meeting held on 27 November 2020 at 10am

Refer to **Appendix "13.4A"**

#### **Recommendation**

That Council receive and note agenda items:

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

#### **Council Resolution**

##### **MOVED Cr Les Power, Seconded Cr David Bowe**

That Council receive and note agenda items:

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

CARRIED

**14. NOTICE OF MOTION**

Nil

**15. CONFIDENTIAL MATTERS**

**Council Resolution**

**MOVED Cr Penny Flynn, Seconded Cr Di Bell**

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

CARRIED

*The time being 6.38pm, the meeting closed to the public.*

**CLOSE**

After dealing with Confidential Matters, the meeting closed at 6.39pm

*Robyn Gulline*

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The Mayor, Cr Robyn Gulline  
Chairperson