

AGENDA

MEETING OF THE
HORSHAM RURAL CITY COUNCIL

To be held on

24 April 2023

At 5.30pm

In the

Council Chamber, Civic Centre

18 Roberts Avenue, HORSHAM



COUNCILLORS are respectfully requested to attend the Council Meeting of the Horsham Rural City Council to be held on 24 April 2023 in the Council Chamber, Civic Centre, Horsham at 5.30pm

Order of Business

PRESENT

ALSO IN ATTENDANCE

1. PRAYER

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

2. ACKNOWLEDGEMENT OF COUNTRY STATEMENT

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

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

3. OPENING AND WELCOME

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

4. APOLOGIES

5. LEAVE OF ABSENCE REQUESTS

6. CONFIRMATION OF MINUTES

Recommendation

That the minutes emanating from the Council Meeting of the Horsham Rural City Council held in the Council Chamber, Civic Centre, Horsham at 5.30pm on 27 March 2023 be adopted.

7. CONFLICTS OF INTEREST

Declarations of Interest

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

Members of Staff

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

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CLOSE



SUNIL BHALLA
 Chief Executive Officer

REPORTS FOR COUNCIL DECISION

9. OFFICERS REPORTS

9.1 PROPOSAL TO RELOCATE VISITOR SERVICES TO HORSHAM TOWN HALL CAFÉ SPACE

| | | | |
|------------------------|---------------------------------|---------------------|---------------------|
| Author's Name: | Michelle Rethus | Director: | Kevin O'Brien |
| Author's Title: | Creative Services & Events Lead | Directorate: | Communities & Place |
| Department: | Arts, Culture & Recreation | File Number: | F34/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 seek Council endorsement to establish a fit for purpose Visitor Services (and Box Office) in the Horsham Town Hall Café Space.

Summary

- Upgrades to the Horsham Town Hall is reaching its 8th year of operation.
- The space at the Pynsent Street end of the building was originally designated as a commercial café space.
- Unfortunately, the original design and fit out of the café store, kitchen preparation, servery, waste handling and space for toilets limit on how the space can be used commercially.
- The space was vacated for the second time late last year and has only had a 42% occupancy since when the town hall opened.
- Council staff at the Horsham Town Hall have completed program and venue wide consultation regarding options to fully and appropriately utilise this space, informed by the operations of Visitors Services in the venue since 2020. A number of locations, options and data have been analysed.
-
- Visitor numbers have steadily increased at the Horsham Town Hall since Covid and improved from the previous site.
- HRCC has specific obligations regarding its' VTIC accreditation around provision of parking, space, service times and levels that we need to maintain to meet VTIC accreditation.
- The proposed plan provides further services using the same level of staffing.

Recommendation

That Council endorse the establishment of a fit for purpose Visitor Services (and Box office) space in the Horsham Town Hall Cafe space as outlined in the report.

REPORT

Background

The Horsham Town Hall Café Space recently became vacant with ownership handed back to HRCC in late February 2023. Since the opening of the Horsham Town Hall in 2016, the café space has experienced a fluctuation of tenancy with two tenants occupying the space for a total of approximately three years across the past seven.

Given the current vacancy, it has given pause to review and reconsider options for the space, noting the following previous limitations and issues:

- Previous low occupancy rate of the café site across the 7 years (42%)
- Limits of building occupancy rates impacting on the profitability of lessee business model,
- Sheer physical limits of the kitchen preparation space, larder/dry store area and the safe and appropriate storage, management, handling and disposal of waste from the café operations.

Simultaneously, the Horsham Town Hall team have been working to integrate the services, staff and programs provided by the Visitors Services Team into the venue. This project has progressed with a focus on the existing Pynsent Street end, but has been further informed by the café vacancy. This report seeks to enable works to be completed and Visitors services to operate in line with visitor and community expectations.

Background of Visitor Services relocation to the Horsham Town Hall

In November 2020, Visitor Services moved from the previous location in O'Callaghan's Parade to the Horsham Town Hall. Visitor Services joined the Horsham Town Hall Box Office space and it was clear that a number of adjustments were required to improve the effectiveness of operations. Wayfinding remains an ongoing issue with numerous complaints received weekly around difficulty in finding Visitor Services (accessible parking being another common complaint). A project was established to look at the Visitor Services layout, however, during scoping of this project, it is clear the box office and staff accommodation is sub-optimal. An example is the local produce display and 'store' that is tucked into a corner on three shelves and is not obviously viewable. Sales of local produce are compromised when they could be a key selling point. They also need to be secured when performances occur after hours. Additionally, the simple and recent addition of a couch in the Visitor Services space has resulted in many visitors lingering, browsing with brochures and planning their trips and potentially length of stays longer. There is potential for a suitable space be established that invites visitors to maximise their planning and visitation experience.

Discussion

A Strength, Weakness, Opportunities and Threats (SWOT) analysis was performed to properly review the proposal.

The proposed shift of Visitor Services and Box Office (VSBO) into the Café Space would see normal operation hours of Monday to Sunday; 10am to 4pm. (Box Office services prior to an event will still occur at the current desk in the Venue space). With VSBO operating from the Café space, it provides Visitor Services with street frontage (addressing many of the complaints currently received from visitors) and would see all Visitor Services activities being located from here including the local produce shop. This positions the local produce shop to be a drawing card. There is also the opportunity to explore combining the Art Shop into the Visitor Services space.

The Art Shop is currently hidden at the Gallery end and gives the impression of being part of the office space and not accessible. By locating this, at least in part, to the Visitor Services, the profile of local produce and local art is elevated. This option allows for the creation of a true Visitor Services space, promoting an inviting environment for visitors to spend more time in the space, read their information and charge devices. The operating model could see the set up to sell coffee via a simple push button machine (and thereby not be in competition with local cafes) and to sell slices or similar (from a local producer and thereby support local business).

SWOT ANALYSIS:

| | |
|--|---|
| <p>Strengths:</p> <ul style="list-style-type: none"> ▪ This option finally gives the Visitor Services a home that has not been optimized since the transition to the Horsham Town Hall. ▪ It allows for a clearly defined space versus the current set up which sees brochure stands and furniture shifted for events. ▪ Gives the Visitor Services team a clear identity recognizing the importance of Visitor Services in promoting and maintaining our municipality as place to explore and visit in line with the HRCC Council Plan strategies. ▪ Visitor Services in this space will assist wayfinding for the public (addressing the complaints received) by having a street frontage. ▪ Breaks the cycle of the commercial tenancy which has a number of management issues. | <p>Opportunities:</p> <ul style="list-style-type: none"> ▪ Street frontage and a designated space allows for the elevation of the profile of the local produce shop. Since the move from O’Callaghan’s Parade, sales have increased and it is believed sales could increase further should there be street frontage and proper marketing. This, thereby, supports the municipality’s local providers. ▪ Potential for the Art Shop to be combined completely, or in part, into this space. It is currently hidden at the Gallery end in what looks to be an office space. Location of some creative wares into the Visitor Services space would allow for a higher profile and likely increased sales. There is also the potential to explore commissioned pieces as requested by public and visitors. ▪ Sale of kitchen equipment – large market for this and would recoup much of the investment based on initial investigation. ▪ Opportunities for ‘value – add’ options to events such as cheese boxes/platters that can be purchased with ticket. ▪ Local produce tasting evenings to showcase what is available. ▪ Better marketing for special occasion gifts – particularly Christmas hampers |
| <p>Weaknesses:</p> <ul style="list-style-type: none"> ▪ No separate commercial rental income. This has equated to \$\$69,274.00 in total. However, any lost opportunity to receive rental income will be likely offset by local produce sales as outlined in the “Opportunities” section | <p>Threats:</p> <ul style="list-style-type: none"> ▪ Confusion in marketing as to where Visitor Services/Box Office is located. ▪ Confusion as to where Box Office is located prior to an event. (Note: it is proposed to sign the Box Office desk) |

Officers Reports

| | |
|--|---|
| <ul style="list-style-type: none"> ▪ Wayfinding to toilets – signage is being investigated to assist people in finding toilets. | <ul style="list-style-type: none"> ▪ Liquor license – this is unknown as to if the liquor license could be extended to the Café Space and outdoor eating area. |
|--|---|

In summary, this proposal allows for the establishment of a clearly defined space for Visitor Services operations – something that has not been realised since the move to the Horsham Town Hall. Additionally, there are a number of opportunities that this move presents for increasing income and increasing positive visitor experiences. There is budget allocated to retro fit the space and some work had already been undertaken in this space. It uses the same level of staffing but maximises our spaces to provide an even better customer experience and range of services.

Furthermore, the move into the Café Space supports Visitor Information Servicing Accreditation that outlines a number of guidelines including spaces having a clearly delineated high profile location be easy to see, accessible, be well signed from the entrance point and separate from other services.

Options to Consider

As per discussion above.

Sustainability Implications

Nil

Community Engagement

Nil

Innovation and Continuous Improvement

The premise of this report is one of continuous improvement - to pause and assess the past performance of a commercial tenancy, consider options and propose a new way forward.

Collaboration

This process has seen collaboration with a number of Council Officers including the Horsham Town Hall team. All are aligned with the recommendation of this report.

Financial Implications

The establishment of the Visitor Services in the café space can be achieved within the existing budget allocation.

There will be a loss of income through not leasing the Horsham Town Hall Cafe Space. Noting the average income received since the Town Hall has opened per annum is approx. 10k.

There is also further potential income generated by Visitor Services dependent on the operating model. There is potential for income derived from the sale of simple coffee and tea and cakes/slices. The local produce store will also be able to further market and benefit from street frontage and proper layout. It is expected sales to increase from these optimisations. Data shows the shift of Visitor Services from O’Callaghan’s Parade (2018/2019 data) to Horsham Town Hall (2022/2023 actuals and projected) has generated ~\$10k more in local produce sales.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 1 – Community

Initiative/Priority: Promote and support the municipality's key tourism, events and local and cultural offerings

Risk Implications

Low Financial risk (Likelihood = unlikely; Consequence = minor)

This is low risk option which sees the Visitor Services Building Works project (WO7586) budget allocated to establishing the space effectively.

Conclusion

Appropriate review and evidence-based approaches have been undertaken to address the history of low commercial tenancy in the HTH Café Space and seek to address issues currently being experienced by visitors to our municipality. Therefore, it is proposed that Council endorse the establishment of a fit for purpose Visitor Services (and Box office) space in the Horsham Town Hall Cafe space as outlined in the report.

9.2 DISABILITY ACCESS AND INCLUSION PLAN 2023 - 2026

| | | | |
|------------------------|-------------------------------------|---------------------|-----------------------|
| Author's Name: | Daniel Rees | Director: | Kevin O'Brien |
| Author's Title: | Project Officer Community Inclusion | Directorate: | Communities and Place |
| Department: | Community Services and Safety | File Number: | F09/A03/000002 |

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

Disability Access and Inclusion Plan 2023 – 2026 (**Appendix 9.2A**)

Disability Access and Inclusion Plan Consultation Feedback (**Appendix 9.2B**)

Disability Access and Inclusion Plan submissions (**Appendix 9.2C**)

Purpose

To seek adoption of the Disability Access and Inclusion Plan 2023 – 2026.

Summary

A Disability Access and Inclusion Plan has been developed based on research and engagement with our community and with Council staff. A community consultation period has taken place since Council approved the initial draft to be made available to the community for feedback. Changes have been made based on feedback received during the community consultation period. The Plan is an update of the Community Inclusion Plan adopted by Council in 2019 and is a requirement of the Victorian Disability Act 2006.

Recommendation

That Council adopt the Disability Access and Inclusion Plan 2023 - 2026 (attached as **Appendix 9.2A**).

REPORT

Background

According to the Victorian Disability Act 2006, Local Governments must have a Disability Action Plan or similar. It is a plan that identifies how the organisation is improving inclusion and reducing discrimination for people living with disability.

In the initial stages of this project a consultant was engaged. Projectura, the selected consultant, provided a project plan with planned engagement sessions and timelines for completing milestones including the final plan.

Engagement sessions were successful, however some sessions that were going to be 'in person' became online, due to Covid-19 concerns. Some in person sessions did go ahead, this included focus groups with disability support and advocacy groups.

Feedback from community members identified a range of barriers that exist in our community. At the staff engagement sessions, discussion involved how HRCC can reduce these barriers through projects, systems, and initiatives that we implement.

An action plan was developed based on these discussions. Further feedback was sought after Council approved a four week community consultation period. Five submissions were received from interested community members and organisations.

The most recent changes to the draft plan were made based on the key feedback provided in the community consultation period submissions. A summary of the key feedback and recommended changes to the plan can be found in the Community Engagement Summary (**Appendix 9.2B**). Individual submissions received as a result of the recent 4-week community engagement period on the draft Disability Access and Inclusion Plan are also provided (**Appendix 9.2C**).

Discussion

We need a Disability Access and Inclusion Plan to ensure that we develop and deliver inclusive and accessible projects, services and facilities.

Key opportunities to improve access and inclusion for people living with disability include improving or increasing:

- Attitudes and reducing stereotypes around people with disability
- Tailored support and the accessibility of information
- Accessibility of infrastructure, particularly paths, crossings, and buildings
- Accessibility of events
- Accessible and inclusive employment.

Four overarching goals have been identified for the Plan:

Goal 1: To improve understanding of the barriers faced by people with disability and the value they bring to the community.

Goal 2: To provide tailored support and information to improve access to Council services for people with disability.

Goal 3: To continually improve access and inclusion in the built environment and at events for people with disability.

Goal 4: To provide meaningful opportunities for people with disability to participate in the workforce

The actions included in the plan were developed based on engagement with the community and staff.

Options to Consider

Nil

Sustainability Implications

Nil

Community Engagement

Feedback from Community Consultation Period:

After Council approved a four-week community consultation period, Council received five submissions from interested community members and organisations (**Appendix 9.2C**).

The most recent changes to the draft plan were made based on the feedback provided in the community consultation period submissions.

Feedback prior to first draft:

The details of community engagement undertaken prior to developing the draft is outlined in the Draft Disability Access and Inclusion Plan.

Community engagement including online workshops, interviews, an online survey, and face to face focus groups reached 110 people. Including:

- 21% (n.23) who had lived experience of disability.
- 69% (n.77) community members.
- 30% (n.34) HRCC staff.
- 20% (n.22) carers, family or friends of people that live with disability.

Note: Some people may have participated multiple times in the engagement.

Innovation and Continuous Improvement

As an organisation we must lead and set an example of good community inclusion. There are significant barriers that people with a disability face in this community around accessing services, accessing information and participating economically.

Providing equal employment opportunities at this organisation for people with disability is one thing we must do just to keep up with innovative organisations. To do this we need to consider our policies / processes, recruitment strategies, how we support staff and the need for staff training around disability awareness. If we successfully become an inclusive employer, we can then set an example for other local organisations and businesses to provide the same opportunities.

Collaboration

Some support will be provided to local businesses for them to become more inclusive. Opportunities to collaborate with organisations who provide services to people with disability within the community is also proposed. Most other actions in the plan are internally focused.

Financial Implications

Some actions within the plan will require funding and staff resources to implement.

Regional, State and National Plans and Policies

The Disability Discrimination Act 1992 makes it a legal requirement for local government agencies to provide equal access to employment, public buildings, goods, services and facilities.

In line with the Disability Act 2006, all Victorian councils are required to have a disability action plan or similar. A disability action plan identifies actions to remove physical barriers for people with a disability, promotes inclusion and changes in attitudes and practice which discriminate against persons with disability, and reduces barriers to employment.

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 1 - Community

Enhance the inclusivity, accessibility and safety of our places and spaces.

Risk Implications

The only risk is that we may commit funding and resources that ends up being spent because we do not complete the required tasks. This will be mitigated by effective project management.

Conclusion

This plan will ensure HRCC becomes an increasingly inclusive organisation. It will provide the organisation with a platform to encourage other community organisations, groups and businesses to consider how they can become more inclusive.

9.3 HORSHAM SKATE PARK

| | | | |
|------------------------|--|---------------------|-----------------------|
| Author's Name: | Mandy Kirsopp | Director: | Kevin O'Brien |
| Author's Title: | Coordinator, Recreation and Open Space | Directorate: | Communities and Place |
| Department: | Arts, Culture and Recreation | File Number: | F06/A09/000001 |

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

Concept Plan and Schematic Images (**Appendix 9.3A**)

3D imagery of the park – Southern, Central and Northern views (**Appendix 9.3B**)

Engagement report (**Appendix 9.3C**)

Gender Impact Assessment (**Appendix 9.3D**)

Purpose

To present the final draft concept plan and associated costings for the Horsham Youth Park Enterprise (HYPE) known more commonly as the Horsham Skate Park.

Summary

- Horsham Skate Park is classified as a regional level play space (Open Space Strategy 2019).
- The site is located on Crown Land managed by Council.
- The space is in a highly visible location, but has poor shade and amenity, is prone to vandalism and is accessed by limited users, mostly boys and young men
- A Gender Impact Assessment (GIA) (**Appendix 9.3D**) identified opportunities to improve diversity of community use of the park
- A Skate Park Community Reference Group (CRG) was established in August 2021 and has been collaborating with the ROSP team on the development of the concept plan.
- The CRG's vision is that the Park will be a hub of activity for a diverse range of people who will use the site for a range of active recreation and social activities.
- A regional park will attract visitation and economic benefit from outside the municipality, informally and through event hosting.
- There is widespread support for the concept plan with 435 positive responses received (from a total of 438 completed responses).
- The updated draft concept plan reflects the feedback and is now complete. Costings have also been provided.

Recommendation

That Council

1. Adopt the Horsham Skate Park Concept Plan (**Appendix 9.3A**) as presented.
2. Note the costings associated with the concept plan and refer these to the Long Term Capital Works Program.

REPORT

Background

The Horsham Skate Park is located in an area of high visibility, on the corner of Natimuk Rd and Park Drive. The park is categorised in the HRCC Open Space Strategy as a regional level play space, but currently does not currently meet minimum standards of being a regional play space. An audit against the Open Space Development Guidelines identified the following gaps in service provision:

- Open areas for informal play, natural play, irrigated grass, landscaping
- Accessible equipment, pathways, Universal Design
- Structured shade / shelter, picnic tables, BBQs
- Signage – wayfinding and history, public art

The park is a site of regular activity by people using scooters, skateboards and bikes.

A Gender Impact Assessment, (GIA) required under the Gender Equity Act 2020, identified that the main demographic currently using the park are males aged 4-30 years and that design changes are required to make the park inclusive and accessible to a broader range of people (**Appendix 9.D**).

To address shortfalls in standards, limited community use and perceptions of safety, a concept plan developed in consultation with our community and supported by the CRG has been developed. The plan satisfies a range of outcomes - upgrading the park to a regional level and creating a shared community space that is inclusive and welcoming for different community groups. Proposed upgrades to the park will result in:

- Improved participation outcomes (increased usage)
- More diverse usage (people of different ages, abilities and genders)
- Improved safety – perceived and real
- Greater accessibility across and throughout the park regardless of ability
- Increased visitation to the city (activate a regional park).

Proposed upgrades will complement actions and improvements to other parks that will be identified in the Public Play Spaces' Strategy currently being developed. The Skate Park is classified as a regional level facility but does not meet required design and infrastructure expectations of a regional facility.

Discussion

An early stage of planning involved consultation with a broad range of community groups (**Appendix 9.3C**).

Strengths, weaknesses, opportunities and threats of the site were identified and it became evident that the current limited infrastructure (concrete skate bowl and concourse) caters only for a small group of users; people dedicated to skate boarding or riding scooters, with a separate group of people using the dirt jumps. There is little use of the park by the broader community.

The park currently lacks a range of essential amenities including; universal access to and through the park, (wide paths accessible for people using mobility aids) seating, shade, greened areas and gathering opportunities (BBQs and shelters).

The lack of diversity of activity options and the grey concrete of the skating bowl and concourse and all-year exposure to the weather makes the site inhospitable and unwelcome to many.

There are perceived safety issues associated with the skate park. When speaking with approximately 170 Horsham College Year 8 students (as part of the community engagement program) only c10 reported they visit or use the skate park. The main reasons cited for not attending was that the students' parents would not allow them to go to the skate park, or the students did not feel safe going to the park, or there was 'nothing to do' at the skate park. The limited activity options available at the park, (skating/scooting) requiring a high level of skills, with territory dominated by boys and young men is not welcoming and for many people, not regarded as a safe place to visit.

Vandalism is occurring at the skate park. HRCC maintenance data reveals conservatively, that costs associated with resourcing and equipment repairs totalled almost \$6,700 in the 2022 calendar year. (Data supplied by the Operations' Team).

Proposed upgrades will increase usage by a greater diversity of people (ages and interests). Increased diversity of use reduces vandalism and other anti-social behaviours. The proposed park upgrades satisfy Crime Prevention Through Environmental Design (CPTED) guidelines including the promotion of territorial definition, access control and surveillance. Park upgrades also satisfy urban design criteria of comfort (sit, stay, socialise) enjoyment (dimensions at the human scale – smaller, aesthetic quality) and protection (feeling safe) (**Appendix 9.B**).

Additional design elements identified as missing through the Gender Impact Assessment include:

- Social seating options – where people can gather to socialise and talk
- Family-friendly options – BBQs and universal access throughout
- Shelter from the weather – wind, rain and sun
- Creation of separated activity areas – where people of different ages and interests can simultaneously use the spaces
- Art work throughout the area
- Natural areas throughout and greened where possible
- Opportunities for creative play – improvised rather than structured play
- Independent transport options.

Health and wellbeing outcomes

Research commissioned by Sport and Recreation Victoria (2018) *Active impacts – The economic impacts of active recreation in Victoria* identified that active recreation makes up a larger proportion of Victorians' physical activity than organised sports and that active recreation accounts for significantly more physical activity sessions, time and energy expenditure than organised sport.

Increasing regular individual participation in active recreation creates the following financial benefits:

- Healthcare savings for each person who becomes physically active are on average \$100 over their lifetime;
- Workforce production benefit per person who becomes physically active range between \$200-\$1,250 over their lifetime.

Each Victorian (aged 15+ years) changing from being insufficiently physically active to being physically active will deliver benefits (healthcare, employment and social) in the range of \$300-\$1,350 over the individual's lifetime.

New or improved infrastructure at the skate park: multi-generational playground, skate park, pump track, dirt jumps, basketball and fitness equipment could conservatively increase physical activity levels for an additional 100 people per week with associated health and wellbeing benefits, representing a health care saving/workforce benefit of at least \$30,000 for each cohort of 100 people who become regularly active).

Tourism opportunities

A regional park or facility attracts visitors from outside the city or municipality. Visitors generate income for local businesses and the broader economy. Income generated offsets the investment (cost) of developing and maintaining regional facilities.

A REMPLAN analysis has been completed and identifies that 100 people attending a single day event (such as a skate boarding competition) could be expected to generate almost \$25,000 for the local economy. If 200 people attended a two-day event (such as a weekend BMX competition), REMPLAN analysis suggests that \$33,000 could be generated for the local economy.

When fully developed, the park could reasonably be expected to host 3-4 events each year and could generate a minimum of \$75-100k for local businesses.

Accessing the park

The GIA identified the importance of creating opportunities for independent travel. Access to the park is primarily via a shared pathway along the northern side of Natimuk Rd and a pathway along the western side of Park Drive. Many people access the park by car. A bus stop is located approximately 80m east of the Park Drive/Wilson St intersection.

Within a 150m walking area of the skate park there are 36 designated car parking bays (and three disability bays) in the skate park carpark, and an additional 44 bays located along Park Drive. Approximately the same number of unmarked car parks are available in the combined areas of the car park north of the netball courts, along the eastern side of Park Drive and along the northern side of Natimuk Rd. (Total of approximately 160 car parking spaces available). The western carpark of Horsham Plaza is adjacent to the skate park, on the eastern side of Park Drive, and has not been included in these figures.

The southern side of Natimuk Rd has a concrete path (good for wheeled activity equipment: bikes, roller skates, scooters) but Natimuk Rd has limited crossing options for people not in cars: with a pedestrian crossing at Bennet Rd, a crossing at Gardenia St and another at Wilson St. The high volume of traffic along Natimuk Rd creates significant access barriers for pedestrians and cyclists living south of Natimuk Rd and wanting to access the skate park.

The CRG identified the need for improved and safer access to the park and recommends a review and upgrade of the traffic island near the Gardenia St intersection and upgrades to the shared path (smoother surface) on the northern side of Natimuk Rd. A smoother surface would improve access for a variety of wheeled activities – play (roller-skating, scooting etc), mobility (gophers and walking aids) and for active transport (walking and cycling). This would improve active transport access to the skate park and into the central activity district and support greater independence of movement through the area.

Throughout 2022, negotiations occurred with the Horsham and District Racing Club with an agreement that the fence (from Natimuk Rd to the fence behind the netball courts) between the Skate Park and the licensed area of the racecourse will be re-located 20m west of its current location, creating an additional 2500m² of available public space.

The agreement also involves the installation of safety gateways along the southern, eastern and northern sides of the perimeter fence. The changes will enable development of the dirt jump area (creation of a circuit) currently not possible with the limited land area. Expanding the western land mass of the park will also enable easier maintenance for HRCC staff (enabling use of ride on mowers in the western area of the park).

Because separate funding has not yet been identified to assist with the re-location of the fence and installation of pedestrian gateways, the CRG endorsed concept plan has been developed to reflect the current, smaller sized regional park (**Appendix 9.3A & 9.3B**).

Options to Consider

There are two options to consider:

1. Endorse the concept plan so implementation can progress to refinements of the planning and detailed design, costings and the identification of funding options;
2. Receive the plan – with no further action;

Option 1 is recommended.

Option 1 addresses a range of concerns:

- A regional park that is currently under-utilised both for our community and as a regional asset
- Costs of frequent vandalism and perceptions of a lack of safety at the site
- Public funds invested in an asset that is not welcoming, safe and interesting to many groups in our community, particularly, girls, women and families.

Because of the:

- high level of community interest and input into the design,
- high level of community support for the upgrade
- demonstrable health and well-being and economic benefits of the project
- park under the management of Council,

It is recommended that the project be elevated in the HRCC schedule of ‘shovel ready,’ fundable projects.

Sustainability Implications

The proposed park upgrade creates opportunities relating to economic, social, environmental and climate change implications.

Economic

- Upgrades to the park will require an initial investment but REMPLAN modelling reveals the return on investment possible if 3-4 events are held annually at the park.
- Creating a green, colourful entrance to the central activity district complements branding of the municipality and supports positive economic messaging regarding the prosperity of our community.
- It is expected that vandalism costs will reduce significantly as a result of increased community use of the park. Increase in social capital increases when public spaces are improved through collaborative design.
- The health benefits of the park upgrade – increases in participation rates, opportunities for social connection will result in improved health/ wellbeing outcomes for people currently not using the park.

- Landscaping will require additional maintenance from HRCC staff.
- Programming and activation of the site has not been included in event planning. Currently, programming is undertaken separately from HRCC activities and is initiated by external agencies and community groups.

Environmental

- Discussions are occurring with GWM Water regarding access to Class C water to keep the park green and vegetated.
- Revegetation of the park will support the creation of a green corridor along Natimuk Rd and into the town centre. Plantings will be carefully selected to complement the activities of the site, be locally sourced and will meet CPTED guidelines.
- Eventual changes to the perimeter fence between the racecourse area and Park Drive will enable increased access and connection to the wetlands located to the north-west of the skate park.

Climate change

- Natural shade is being retained and enhanced throughout the site. Shade and wind protection structures (for seating, gatherings and activity areas) will be added to the site.
- 'Soft fall' areas have the potential to create 'heat island' impacts of increased temperatures if exposed to direct sunlight. Temperatures will be managed through a combination of natural and constructed shade options over soft fall and activity areas.
- Shelters will be constructed over the concreted area of the skate bowl and concourse.

Community Engagement

Extensive community engagement has occurred. This includes engagement over a six-week period, speaking with 12 community groups and receiving feedback from 438 people/groups.

Full details of the engagement process are available in the attached Skate Park Engagement Report. **(Appendix 9.3C).**

Respondents supported the inclusive elements of the upgrade and expressed appreciation that a place for families and younger (toddlers) and older people (seniors and grandparents) was being provided. The central, high visibility of the location was acknowledged with comments that the park would provide an easy to find meeting place for visitors to the region.

From the 438 responses only three responses were critical of the project. Two responses supported the proposed park upgrade but wanted changes to occur immediately and a third respondent questioned investment in a play space.

Innovation and Continuous Improvement

The GIA identified opportunities to address an imbalance in the provision of public infrastructure for girls and women. Proposed upgrades at the skate park will provide a model for changes in other public spaces throughout our municipality.

Simple improvements include the creation of accessible spaces that can be used for people of different ages, for active and quiet play and or individuals and groups. The development of discrete areas of activity (enabling simultaneous, yet separate activities to occur) and grouping of seating to encourage conversations will transform the use of our public spaces.

Negotiations with the Horsham and District Racing Club (relocation of the fence) provide an example of organisations working together to improve community outcomes.

Collaboration

Collaboration with Government agencies has occurred.

The Skate Park is situated on Crown Land and land owner consent is required from the Crown prior to changes impacting on the land. Consultation with the Crown occurred with the relocation of civil infrastructure associated with the installation of a new toilet block and will occur prior to any future development of the land.

The Wimmera Catchment Management Authority (Wimmera CMA) has been consulted re: storm water levels that may impact on the site.

Advice has been sought from Victorian Police regarding safety of the site and CPTED considerations.

Collaborative planning has also occurred with the Horsham and District Racing Club, the Harness Racing Club and the Horsham Country Fire Authority (CFA) to ensure planned developments do not negatively impact on the operations of any of the Clubs.

Financial Implications

The project's progression is shown in the stages below:

1. Development of a concept plan – COMPLETED
2. Identification of staging and high-level costings associated with the Concept Plan –COMPLETED
3. Staged implementation via the Long Term Capex Plan (LTCP) with identification of funds (internally) and sourcing of funds (externally)
4. Development of detailed construction drawings with costings, in the years prior to when the designated components are due for construction as per the LTCP forecast
5. Staged construction as planning and funding permits.

High-level, probably costs (provided by Laimiga Design Studio):

Overall estimate \$1,539,165 ex GST

Break up as follows:

- Skate Park and Parkour \$554,320 ex GST
- Pump Track and Multipurpose Court \$288,290 ex GST
- Play and Gather \$450,885 ex GST
- Fitness and Ninja / Dirt Track and Jumps / Picnic space \$245,670 ex GST.

Estimate for the following items that were not included in the cost estimate above is \$65,000.00 ex GST:

- Conditions and Feature Survey Plan
- Design fees for overall site (only concept plan developed so far)
- Engineering – structural and civil
- Arborist advice
- Signage.

Improvements to active recreation opportunities and the development of an endorsed concept plan meet planning requirements of our external funding partners where it is expected that multiple plans of varying complexity, targeting different sectors of our community will be simultaneously developed. This creates a 'pipeline' of funding opportunities to help achieve strategic community outcomes.

Regional, State and National Plans and Policies

Active Victoria 2017-2021

Strategic Directions:

- Increase the capacity of sport and active recreation infrastructure
Create flexible and innovative participation options
- Invest in infrastructure that enables active recreation

Council Plan 2021-2025

Theme 1 Community

Horsham Rural City Council will develop the municipality as a diverse inclusive and vibrant community

Initiatives and Priorities

- Enhance the inclusivity, accessibility and safety of our places and spaces
- Develop a principles based and community need driven planning approach for our infrastructure
- Promote and support the municipality's key tourism, events and local and cultural offerings
- Support gender equity initiatives in the prevention of family violence

Theme 2 Liveability

Horsham Rural City Council will actively work to create a healthy and connected community that is a great place to live, work, invest and explore for all ages, abilities and backgrounds.

Initiatives and Priorities

- Promote opportunities for life long social interactions and enjoyment
- Create engaging spaces and places for social connection and wellbeing to build community resilience Encourage participation, diversity and growth in sports, events, arts and culture
- Respond to key community needs, ensuring our municipality is child and youth friendly and encourages positive aging

Theme 3 Sustainability

Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy.

Initiatives and Priorities

- Support our community and region in adapting to reduce emissions, build resilience to climate change and respond to environmental challenges
- Advocate for protection, conservation and management of our natural environment to sustain biodiversity and habitats.
- Promote recreational and social environments for people to enjoy (open spaces, waterways etc)

Theme 4 Accessibility

Horsham Rural City Council will meet community needs through connected transport networks and the provision of accessible and welcoming places and spaces.

Strategies

- Diverse services, programs and facilities that are accessible to all

Initiatives and Priorities

- Planning for places and spaces to provide connectedness and social inclusion

HRCC Open Space Strategy 2019

- 3.2.4 Prepare and/or update master plans for all existing and new neighbourhood, municipal and regional open spaces in the municipality to guide development.
- 3.2.5 Identify gaps in facilities and amenities at all existing public open spaces to prioritise and guide upgrades to meet the open space principles in line with facilities required for each type/size of open space
- 3.2.6 Improve quality of existing play spaces using the open space principles by identifying and addressing gaps in provision, quality and variety to ensure the needs of all ages are met.
- 4.1.2 Engage and partner with user groups on Council managed and crown land to enhance community accessibility and multi-use of facilities.

Risk Implications

Water tank

An underground water tank and pump shed are located west of the skate bowl but are central in the activity area of the skate park. Concrete ramps connect the lower concourse area to the lid of the underground water tank. The water tank and shed are outside the area licensed by the Horsham and District Racing Club. The tank is 17m x 12m and is 2.5m deep and is permanently filled with water.

Discussions have commenced with the Horsham and District Racing Club regarding the relocation of the water tank and shed. The preferred option is that the water tank and shed be re-located to within the area under license to the Racing Club. If the tank and shed cannot be relocated an engineering solution will be required to address safety issues associated with the integrity of the concrete lid, ensuring security of access to the water and addressing other hazards (pipes, lids, metal fixtures where people gather) associated with the infrastructure and shed.

Skate bowl

The concreted area of the skate bowl and concourse and activities associated with rolling sports (skate board, scooting and roller skates) creates intrinsic risks that are accepted as part of participation in the activity. Consultation with current users of the spaces and with HRCC maintenance staff identified additional risks associated with design elements of the existing skate bowl. Design elements to be addressed as part of the proposed upgrades include the:

- Steep entrance to the bowl (rather than a roll-in option) creates access difficulties for emergency services and maintenance staff. The depth of the bowl prevents many people (learners) from using the bowl and the skate bowl in Wotonga Drive is preferred for a learner experience.
- Location of the concrete wall between the skate bowl and the concourse creates risk to users exiting the bowl and bystanders standing on the concourse area.
- The height of a rail beside concrete steps connecting the bowl to the concourse are not suitable for skate boarding use.

Proposed upgrades will address these issues.

Conclusion

A Community Reference Group was established in August 2021 and has been working with members of the Recreation and Open Space Planning team to develop a concept plan for upgrades to the Horsham Youth Park Enterprise (HYPE) known as the Horsham Skate Park.

The vision developed by the CRG is that the park will be used not just by existing groups but by younger people, older members of the community, people who want to be active and people who want to gather with family and friends.

The CRG has developed a concept plan that is inclusive, welcoming to a broader range of people and addresses gaps in the infrastructure provision of the existing park. The outcome is that the Horsham Skate Park will be a play and recreational space of regional significance, will generate health outcomes and economic activity and will provide a model for inclusive public space design.

9.4 ELECTRONIC SIGNATURE PROCEDURE - REVISED

| | | | |
|------------------------|------------------------|---------------------|--------------------|
| Author's Name: | Diana McDonald | Director: | Kim Hargreaves |
| Author's Title: | Coordinator Governance | Directorate: | Corporate Services |
| Department: | Corporate Services | File Number: | F19/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

Revised Electronic Signature Procedure (**Appendix 9.4A**)

Purpose

To provide Council with a copy of the revised Electronic Signature Procedure for adoption given it now refers to the use of Councillors signatures.

Summary

- The Electronics Signature Procedure was first developed in October 2017.
- The revised procedure now clearly articulates how the electronic signatures of Councillors will be used and the approval process for use of those signatures
- Removes the statement referring to a document required to be signed and sealed
- General administrative changes, including those required to position titles (e.g. Chief Executive to Chief Executive Officer), Executive Assistant to Executive Assistant to CEO and Councillors.

Recommendation

That Council adopt the revised Electronic Signatures Procedure P04/184 (**Appendix 9.4A**).

REPORT

Background

This purpose of this procedure is to outline the processes relating to the use and sharing of electronic signatures at Horsham Rural City Council.

Discussion

The Electronics Signature Procedure was first developed in October 2017. Since then there has been significant change to the way in which documents can be signed noting the specific risks and risk mitigations required for varying documents.

This procedure relates to the signing of low to medium risk documentation only and refers to the application of an electronic signature (or e-signature) on an electronic document that is intended to perform the same purpose as a handwritten signature on a paper document. For the purposes of this procedure we are referring to the placing a digitised image of a handwritten signature on a scanned copy of a document or a born-digital document.

For documents that are of a higher risk (such as contracts or financial documents) Council has adopted systems that enable a digital signature. This is a cryptographic technique that creates a unique and unforgeable identifier in an electronic document. A digital code (generated and authenticated by public key encryption) is attached to an electronically transmitted document to verify the contents of the document and the sender's identity.

With the procedure now relating to the use of all Councillor signatures, rather than just the signature of the Mayor, the procedure is now required to be presented to Council for adoption.

Options to Consider

This procedure is provided for adoption give the inclusion of Councillors and the articulation of the process by which their signatures will be applied. While Councillors have the option not to adopt the procedure doing so would hinder the ability to expediently manage any correspondence or other documentation where a signature is required.

Sustainability Implications

Nil

Community Engagement

Not applicable

Innovation and Continuous Improvement

This revised procedure reflects commitments against LGA 2020 s.9(e) Overarching governance principle – Innovation and continuous improvement is to be pursued.

Collaboration

Not applicable

Financial Implications

Not applicable

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Risk Implications

The use of electronic signatures for general correspondence enables Council to achieve significant operating efficiencies. It also carries a level of risk so needs to be used for approvals that are low to medium risk only.

The adoption of this procedure reduces the risk associated with the application of electronic signatures for low to medium risk documents noting that a different method of approval is applied for the signing of high risk documentation within Council.

Conclusion

That Council adopt the revised Electronic Signatures Procedure (P04/184).

9.5 ANNUAL ACTION PLAN YEAR 2: 2023-2024 - REVISED

| | | | |
|------------------------|--------------------|---------------------|--------------------|
| Author's Name: | Kim Hargreaves | Director: | Kim Hargreaves |
| Author's Title: | Corporate Services | Directorate: | Corporate Services |
| Department: | Corporate Services | File Number: | F06/A13/000001 |

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Annual Action Plan – Year 2: 2023-2024 (**Appendix 9.5A**)

Annual Action Plan – Year 2: 2023-2024 Consultation Feedback (**Appendix 9.5B**)

Annual Action Plan – Year 2: 2023-2024 Submissions (**Appendix 9.5C**)

Purpose

To present the Annual Action Plan 2023-2024 to Council following Community feedback.

Summary

- The Council Plan 2021-2025 was adopted by Council at the meeting held on 25 October 2021 following extensive community engagement and feedback.
- The adopted Council Plan included the requirement for the development of an Annual Action Plan to detail how the initiatives and priorities identified in the Council Plan will be implemented.
- The Annual Action Plan – Year 2: 2023-2024 represents the second iteration of the Plan adopted by Council in 2022.
- The draft Plan was presented to the community for their feedback upon Council's recommendation at the February Council meeting.
- The Plan been updated in response to the feedback received from the Community.

Recommendation

That Council:

1. Note the summarised consultation feedback (**Appendix 9.5B**) and the detailed submissions (**Appendix 9.5C**).
2. Adopt the Annual Action Plan – Year 2: 2023-2024 (**Appendix 9.5A**).

REPORT

Background

Following a comprehensive community engagement process in 2021 both the Council Vision and the Council Plan 2021-2025 were adopted by Council. Development of an Annual Action Plan was then undertaken to identify the key activities that would be implemented to achieve the priorities and initiatives outlined in the Council Plan. .

Discussion

Broad consultation was undertaken with Councillors, Executive, Managers, Co-ordinators and staff to develop actions that aligned to the priorities and initiatives in the Council Plan, including measures and expected timeframes.

The initial Annual Action Plan was constructed following feedback from Councillors at several briefings in late 2021 and early 2022. This year represents the second iteration of the Annual Action Plan and will provide an opportunity to review and capture appropriate changes or additions to actions and agreed delivery timeframes.

The draft plan was presented to Council at the February Council meeting with a recommendation that Council 'receive and note the draft Annual Action Plan 2023-2024 and make it available to the public from 1 to 15 March 2023 to enable the community to provide feedback'. This recommendation was amended to enable Community to provide feedback until 5pm Friday 31 March 2023 with the community consultation period promoted on Council's website and on social media.

Council received a total of seven submissions during the consultation period, six of these were from individuals and one was from a community interest group.

The submissions have been collated and are presented as an attachment to this report for Council to consider. Once approved by Council the final version of the Annual Action Plan - Year 2: 2023-2024 will be used throughout the financial year to help guide Council priorities, projects and activities.

Options to Consider

Nil

Sustainability Implications

The Annual Action Plan relates to all elements of Council's operations so will impact all sustainability, environmental, climate, social and economic matters.

Community Engagement

Council developed the Community Vision and Council Plan using deliberative processes with a Community Panel in 2021. Community feedback was sought and considered in the development of the Council Plan which included the Health and Wellbeing plan. The initiatives and priorities listed in the Council Plan fall under the five long-term strategic objectives and themes of Community, Liveability, Sustainability, Accessibility and Leadership.

The Annual Action Plan - Year 2: 2023-2024 represents the second iteration of the plan and outlines how Council will deliver the Council Plan to the community. It was made available via Council's *Have Your Say* page for the period 1-31 March 2023 to enable the community to provide feedback to further inform the Plan.

Innovation and Continuous Improvement

The work undertaken to develop the Council Plan 2021-2025 represented a significant change from previous years and led to better connection between the community priorities and their implementation by the organisation. The addition of an Annual Action Plan to steer the implementation of the Council Plan, and provide regular reporting to the community, represented a new innovation for Council. As anticipated at adoption, the plan will naturally evolve over time as our strategic planning processes become more embedded within the organisation.

Collaboration

The Annual Action Plan - Year 2: 2023-2024 was developed from the Council Plan and created in collaboration with a range of stakeholders including input from the Council and Council officers.

Financial Implications

The activities within the Annual Action Plan - Year 2: 2023-2024 will be financially resourced from various methods including available resources, new initiatives, reserves and grants. The financial resourcing will be considered as part of the annual Budget development process.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

Council Plan 2021-2025 – all strategic objectives

Risk Implications

Strong and robust planning allows Council to align its objectives with those of the community and in turn ensures that the operations of Council are also working towards the same goals as the community that it is working for.

Conclusion

The Annual Action Plan - Year 2: 2023-2024 outlines how Council officers will implement the next phase of the Council Plan 2021-2025. Feedback from the community on the 2023-2024 plan has been sought and considered. It is recommend to Council that they adopt the HRCC Annual Action Plan - Year 2: 2023-2024 as presented noting the inclusion of feedback from the Community in this plan.

9.6 GOVERNANCE RULES (REVISIONS 2023)

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

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix

Revised Governance Rules (May 2023) (**Appendix 9.6A**)

Governance Rules Table of Amendments (**Appendix 9.6B**)

Purpose

To present amended Governance Rules following the revised Governance Rules (May 2023) community engagement.

Summary

- Eleven changes are proposed. These are either clarifications, minor procedural changes, or updates that reflect an existing practice.
- A proposed 14-day community engagement period will commence in late April 2023. Community feedback will be provided to Council for consideration before any changes are adopted.
- The draft builds on a model document originally produced by Maddocks lawyers, with proposed updates informed by contemporary best practice and recent Municipal Monitor recommendations.

Recommendation

That Council receive and note the amended Governance Rules (**Appendix 9.6A**) and seek community feedback over a 14-day period.

REPORT

Background

Governance Rules provide an essential framework to ensure the effective conduct of Council Meetings at Horsham Rural City Council. The Rules are a cornerstone of good governance for all Victorian councils and a legislative requirement under the *Local Government Act 2020*.

HRCC is committed to maintaining high standards of integrity and transparency at its formal meetings. This includes maintaining a contemporary set of rules that safeguard open, robust and orderly debate, valid and ethical decision-making, and effective recordkeeping.

The Governance Rules are routinely reviewed. The last review was August 2022.

Discussion

There are 11 changes proposed for the current Governance Rules, aimed at improving and clarifying Council Meeting processes. In some cases, the changes capture practices already in place. In other cases there are administrative or procedural changes, such as: inserting a definition inadvertently omitted from the previous version, deleting inapplicable clauses, and creating minor process efficiencies.

Recent recommendations by Council's independent Municipal Monitor have been considered and actioned as part of this review.

The proposed amendments are attached (**Appendix 9.6A**) and shown as tracked changes.

A Table of Amendments provides further detail of the 11 substantive amendments proposed (**Appendix 9.6B**).

In addition, there are some more minor administrative changes, as follows:

- (a) Updated logo, style and formatting; and
- (b) Updated Table of Contents, clause numbering and pagination, where applicable.

Options to Consider

Nil

Sustainability Implications

Nil

Community Engagement

In developing and amending its Governance Rules, Council is to deliver an effective process of community engagement as per section 60(4) of the *Local Government Act 2020*.

It is recommended the draft Governance Rules be advertised on Council's website and promoted through social media and local news media, and community feedback sought over a 14-day period, to commence on or after 28 April 2023.

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

2021-2025 Council Plan

Theme 5 – Leadership:

Strategy 1: Good governance, through leadership and connection with community

Strategy 3: High organisational standards focussing on continuous improvement

Strategy 4: Accountable and transparent decision-making

Risk Implications

To appropriately manage corporate risks including statutory non-compliance and reputational risk, Council must maintain a set of effective Governance Rules in line with contemporary best practice. Accordingly, the proposed amendments build on a model document originally provided by Maddocks lawyers, with changes informed by contemporary best practice and recent recommendations from an independent Municipal Monitor.

Conclusion

Council's approval of the recommended draft changes allows for community engagement on the Governance Rules to commence. Once consultation is complete, the next steps are for Council to receive and consider community feedback, then determine which changes to the Governance Rules to formally adopt.

9.7 COMMUNITY GRANTS AND DONATIONS 2023-2024

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

Officer Conflict of Interest

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

Yes No

Reason:

At all levels of the assessment process, those on the assessment panels and at briefings have been requested to declare any conflict of interest and to not discuss or vote on any particular applications where there may be a real or perceived conflict of interest. Details of conflict of interest declarations made by Officers and others involved in the process is attached **(Appendix 9.7B)**

Status

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

Yes No

Reason: Nil

Appendix

Community Grants and Donations 2021-22 **(Appendix 9.7A)**

Community Grants and Donations Conflict of Interest Declarations **(Appendix 9.7B)**

Community Grants Application Form **(Appendix 9.7C)**

Community Grants Guidelines 2023-2014 **(Appendix 9.7D)**

Purpose

To seek approval of the proposed Community Grants and Donations for inclusion in the 2023-2024 budget.

Summary

This report details approved community grant allocations and donations for the 2023-2024 budget:

- Grant allocation to increase by CPI factor of 3.5% from 2022-2023 bringing total allocation for donations and grants to \$441,269.
- 80 applications received, 4 less than 2022-23 – a 5% decrease
- Total grant funds requested is \$335,277 a 15% increase from 2022-2023
- 69% of the total dollar grant requests have been funded
- \$185,068 allocated for Community Donations
- \$226,201 allocated for Community Grants.

Recommendation

That Council:

1. Allocate funding of \$441,269 in the 2023-2024 Budget for approved community grants and donations.
2. Approve allocations to various community grant and donation recipients as detailed in **Appendix 9.7A**, with the exception of allocations to U3A, Rotary Club of Horsham East, Blue Ribbon Foundation and Horsham Rockers (conflict of interest declarations – by Councillors at Briefing).
3. Approve a community grant allocation of \$3,000 to U3A Horsham and District Inc.
4. Approve a community grant allocation of \$8,000 to the Rotary Club of Horsham East.
5. Approve a community grant allocation of \$2,700 to the Blue Ribbon Foundation Horsham Branch.
6. Approve a community grant allocation of \$2,500 to Horsham Rockers.
7. Advise all successful and unsuccessful community grant applicants of the outcome of their applications during May 2023.

REPORT

Background

Council has annually allocated funding to support community and sporting groups in the municipality as part of its budget process. These funds cover both recurrent 'Donations' (in accordance with Council's Donations policy) for sporting groups, halls, kindergartens, groups and events to assist them with their operations as well as 'Community Grants' for specific projects (in accordance with Council's Community Development Grants Policy).

Applications for the 2023-2024 Community Grants Program were invited in February, with a closing date of 1 March 2023.

Discussion

Following the closing date, applications have been considered by: an interdepartmental working group of Council Officers; the Executive Management Team; and at a Council Briefing meeting (16 April 2023).

This year, Council received 80 community grant applications requesting total grants of \$335,277. This was a 5% decrease in applications and a 15% increase in overall grant funds requested.

A ranking system used in previous years, has been used again in the assessment of applications for 2023-2024 and reflects the assessment criteria in the grant guidelines. The objective of the ranking system is to provide some general guidance for assessors and greater transparency in the assessment process. A copy of the grant application form (**Appendix 9.7C**) and the grant guidelines (**Appendix 9.7D**) outline the assessment criteria.

A final list of proposed Community Grants and Donations has been developed for the consideration and approval of Council (**Appendix 9.7A**).

Options to Consider

Council can consider allocating either more or less funding to the Community Grants Program for 2023-2024.

Sustainability Implications

Nil

Community Engagement

In line with previous practice, upon adoption of the Community Grants and Donations for 2023-2024, it is proposed that groups be advised as soon as practicable to assist them in preparing for the implementation of their projects and budgets for the 2023-2024 financial year.

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Financial Implications

Proposed allocations are \$185,068 to Community Donations and \$226,201 to Community Grants. This represents 69% of grant funds requested. The proposed total allocation of \$411,269 represents a 3.5% CPI increase on the previous year's allocation. This allocation has been included in Council's Draft 2023-2024 Budget.

Regional, State and National Plans and Policies

Not applicable

Council Plans, Strategies and Policies

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

Community Inclusion Plan

Innovate Reconciliation Action Plan

Youth Strategy

Age-Friendly Communities Implementation Plan

Risk Implications

This is an established annual Council Program. There is a low level of risk in advising organisations that they are successful with a Community Grant before Council's Draft Budget is adopted.

Conclusion

The 2023-2024 Community Grants and Donations program will release over \$400,000 into the local community and economy. The local expenditure resulting from this Council support will provide an important stimulus to our not-for-profit sector.

9.8 AUDIT AND RISK COMMITTEE BIENNIAL REPORT – 1 JULY TO 31 DECEMBER 2022

| | | | |
|------------------------|-------------------------|---------------------|--------------------|
| Author's Name: | Diana McDonald | Director: | Kim Hargreaves |
| Author's Title: | Co-ordinator Governance | Directorate: | Corporate Services |
| Department: | Governance | File Number: | F18/A13/000001 |

Officer Conflict of Interest

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

Yes No

Reason: Nil

Status

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

Yes No

Reason: Nil

Appendix:

Audit and Risk Committee's Biannual Report to Council (**Appendix 9.8A**)

Purpose

To present the Audit and Risk Committee's Biannual Report for the period July to December 2022.

Summary

- Audit and Risk Committee meetings – 90% attendance rate by independent members and Councillor Representatives.
- Two Committee meetings held during the reporting period- 21 September and 14 December 2022
- Seventeen policies and procedures adopted or reviewed across the two meetings (nine and eight respectively).
- Changes to Committee members and Officers during reporting period.
- The Municipal Monitor, Jude Holt completed her term and her input to the ARC as well as Councillors and Officers also assisted in getting a number of improvements progressed.
- The report also highlights some of the key activities completed which are legislative or policy requirements of the ARC.

Recommendation

That Council receive and note the Biannual Report of the Audit and Risk Committee for the period July to December 2022.

REPORT

Background

This report is prepared in accordance with the Horsham Rural City Council's Audit and Risk Committee Charter (section 3.15). It is the fifth biannual report and covers the period July to December 2022 (including the Committee meetings held on 21 September and 14 December 2022). The minutes of these meetings were tabled at the subsequent Council Meeting and have therefore previously been provided to Council.

Discussion

The report fulfils the obligations under Section 54(5) of the *Local Government Act 2020* (the Act) that requires Council's Audit and Risk Committee to prepare a Biannual Audit and Risk Report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations.

Options to Consider

There are no options to consider as the report is required as per legislation.

Sustainability Implications

Not applicable

Community Engagement

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

Innovation and Continuous Improvement

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

Financial Implications

Operations of Council's Audit and Risk Committee is covered within the 2022-23 operational budget allocation.

Regional, State and National Plans and Policies

Nil

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme 5 – Leadership

Strategies

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

Risk Implications

An Audit and Risk Committee is required under the *Local Government Act 2020* therefore not having a properly functioning or constituted committee would be a breach of the requirements of the Act. The Committee has an important role in monitoring Council's financial governance and risks and the Committee therefore helps mitigate Council's risk of fraud and corruption.

Conclusion

The Audit and Risk Committee is a legislated requirement under the *Local Government Act 2020*. Other obligations are placed on the Committee by the Audit and Risk Committee Charter 2020. This report meets our obligations under the Act that requires Council's Audit and Risk Committee to prepare a Biannual Audit and Risk Report.

REPORTS FOR INFORMATION

9.9 INVESTMENT ATTRACTION AND GROWTH DEPARTMENT REPORT

| | | | |
|------------------------|--|---------------------|-----------------------|
| Author's Name: | Fiona Gormann | Director: | Kevin O'Brien |
| Author's Title: | Manager Investment Attraction and Growth | Directorate: | Communities and Place |
| Department: | Communities and Place | File Number: | F15/A06/000001 |

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

SpendMapp Report February 2023 (**Appendix (9.9A)**)

Purpose

To receive and note the Investment Attraction and Growth Department Report for February 2023.

Summary

The Investment Attraction and Growth Department Report provides the progress and outcomes achieved through the delivery of the investment attraction strategy and implementation plan during the reporting period.

Recommendation

That Council receive and note the Investment Attraction and Growth Department Report for February 2023.

REPORT

Background

An Investment Attraction and Growth Department Report is tabled monthly at the Council Meeting.

Discussion

The work undertaken across Investment Attraction and Growth Department includes Strategic Planning, Statutory Planning, Building Services, Business Development and Tourism.

The Investment Attraction Strategy and Implementation Plan progress and key achievements for the month of February are articulated in the information and tables, as follow.

Actions are measured by goals and set timelines. The timelines are indicated by years which relate to financial years.

Year 1 - 2022-2023

Year 2 - 2023-2024

Year 3 - 2024-2025

Year 4 - 2024-2025

Year 5+ 2025+

The teams will focus on delivering actions with in the current financial year whilst carrying out the necessary planning to ensure targets are meet in sequential years.

INVESTMENT ATTRACTION

| Council Priorities | Action | Goal Measured by | Progress |
|--------------------|--|---|--|
| 2.10 (ongoing) | Undertake regular meetings between the Wimmera Development Association and Investment Attraction Department to inform and discuss economic development opportunities | 10 forums held per year | Meeting held in February between WDA and HRCC Investment & Business Development Team 7/10 meetings held at 10/2/23 |
| 2.8.1 (2 years) | Support the Development of Mt Zero Resort | Planning Permit | Planning Permit Issued |
| 5+years | Investigate with stakeholders on the potential for Burnt Creek to become a green industrial area through vegetation offsets and carbon sequestration | Investigation outcomes reported to Council | RfQ closed to develop a 10yr Off-set Reserve Management Plan. |
| 3.5.1 (2 years) | Prepare submission of the EES for the Avonbank mining project to ensure that the licence reflects world best practice | Statutory Planning to prepare submission for consideration by council | Avonbank currently preparing EES in consultation with DEECA and agencies as part of TRG. EES intended to be exhibited March/April 2022/23. |
| 4.1 (5+years) | Advocate for the use of rail as a mode for transport of materials to the Port | Increased container use on rail | Letter sent to Hon Catherine King MP 1 st February advocating for upgrades to the Portland-Maroonia Rail freight Line. |

BUSINESS DEVELOPMENT & TOURISM

| Council Priorities | Action | Goal Measured By | Progress |
|--------------------|--|---|--|
| 2.8.1 (ongoing) | Support the delivery of tourism opportunities on the Wimmera River, Mt Arapiles and lakes in our region | Tourism opportunities reported on in the Investment Attraction and Growth monthly Council Report | A meeting with Westvic Business was held in February to discuss plans for a water fountain to be installed at Green Lake. |
| 3.1.3 (2 years) | Develop and implement the Natimuk Social and Economic Plan | Plan Developed & Progress report to Council | The Natimuk Project Advisory Committee Terms of Reference will go to Council for endorsement in March |
| (ongoing) | Host seasonal workshop sessions with Grampians Tourism and Wimmera Mallee Tourism to organise and update our businesses and tourism operators about relevant information for the region | 2 industry workshops have been hosted. GT have hosted two industry forums 22/23 (target achieved) | A second Grampians Tourism (GT) Sustainable Tourism industry forum was held on 16 February in Dunkeld. |
| (ongoing) | Ensure constant communication through e-mails and business newsletters with tourism operators and local businesses regarding what is happening in the region | A minimum of 10 business newsletters distributed annually 4 business forums are held annually | 1 business newsletter was sent in February The newsletter received 356 opens and 11 clicks. |
| (yearly) | Update and audit the Council Website Business Page | The annual audit identified no outdated information | This is an ongoing review of the site ensuring relevant information is keep up to date, relating to the WBC |
| 3.4 (2 years) | Purchase equipment to support outdoor economic activity in public areas | Have outdoor cinema equipment purchased | Planning underway to install outdoor furniture at 45 Roberts Avenue |
| 3.4 (2 years) | Enhance the ambience of outdoor areas including laneways | Engage artists to activate laneways | Laneway murals have been completed. Planning underway for activation of these laneways through pop up events. |
| 3.4.2 (ongoing) | Work with local business to activate the Horsham city centre | Investment Attraction and Growth monthly Council Report | Expressions of interest for the CAD Plan Community Reference Group are currently being advertised. They will be involved in the implementation of the CAD Revitalisation Plan. |
| (ongoing) | Advocate for value-add opportunities with existing and future farmers through innovative practices such as regenerative agriculture, planting native perennial vegetation and implementing renewable energy sources on farms | Attend the Horsham Field Days to host conversations with farmers. | Investment Attraction team members will attend the Wimmera Machinery Field Days in March 2023. We will be promoting Agritourism and the Investment Attraction Strategy. |
| (ongoing) | To promote Live the Grampians Way to local businesses and engage with people who show an interest in moving to the region | Ensure every person who contacts Live the Grampians Way has received a welcome/information | Detailed information below. |

| | | | |
|--|--|--------------------------------|--|
| | | sheet and follow up phone call | |
|--|--|--------------------------------|--|

Spendmapp

February report will be available mid-March

Horsham Flight Hub Masterplan

Horsham Rural City Council will commence a conversation with the community, key stakeholders and other potential flight hub users to raise the profile and significance of the Horsham aerodrome. Through the development of the Regional City – Horsham Flight Hub Master Plan new complimentary businesses located within the flight hub precinct and opportunities to bring more visitors to the region via charter flights will be created, in turn encouraging regional dispersal and revenue from the visitor economy.



Consultants (Stafford Strategy) were appointed in January and have commenced Stage One of the project, Business Plan and Feasibility Study. Stafford Strategy have undertaken a desktop review and will visit the region to engage with key stakeholders in March.

GRAMPIANS TOURISM – February 2023 News

New Industry Training program to kick off in May

Grampians Tourism will open up Expressions of Interest mid-March for businesses to take part in a brand new industry leading Sustainable Tourism Program starting in May.

Training points:

- Build purpose-led, positive impact, climate active businesses that can thrive in the ever-changing landscape
- Develop and deliver experiences that meet the motivations and needs of future travellers
- Effectively and responsibly market their tourism experiences with impact
- Generate positive advocacy as a sustainable way to drive growth for their business

Destination Victoria Conference May 2023

Visit Victoria invites Grampians operators to save the date for Destination Victoria at the Melbourne Convention and Exhibition Centre (MCEC) on 16 - 17 May. The annual tourism conference aims to energise, educate and inspire our industry with insightful information and practical tools to ensure strong and sustainable growth for the Victorian Visitor Economy.

Live the Grampians Way

The February mid-month report has shown the following outcomes:

- 104 candidates viewed the Shift Regional website across all four councils.
- There are 20 local businesses that have registered as an employer on the site.

The last three months' candidates' views were:

| | | |
|------|----------|-----|
| 2022 | December | 86 |
| 2023 | January | 327 |
| | February | 104 |

Local Employers are looking for candidates with skill sets in the following top 6 areas:

- Plumbers
- Allied Health
- Carpenters
- Crane Drivers
- Maintenance Workers
- Occupational Health

Business Visitations for the Month of February 2023

| Month Visitation | Retail Services | Hospitality & Accommodation | Event notifications and contacts | Over all contacts for the month |
|------------------|-----------------|-----------------------------|----------------------------------|---------------------------------|
| January | 20 | 10 | 11 | 31 |
| February | 13 | 8 | 15 | 36 |
| Total | 33 | 18 | 26 | 67 |

Occupied Businesses:

| Street and Number of Businesses | January FY 22/23 Businesses Occupied | February FY 22/23 Businesses Occupied | February FY 22/23 Businesses Vacant | February FY 22/23 Percentage Businesses Occupied |
|--|--------------------------------------|---------------------------------------|-------------------------------------|--|
| Darlot St – 43 car wash and businesses operating from a house included | 41 | 41 | 2 | 95% |
| Firebrace St - 99 | 93 | 93 | 6 | 94% |
| Hamilton St - 17 | 17 | 17 | 0 | 100% |
| Wilson St – 34 | 27 | 27 | 7 | 79% |
| Pynsent St – 28 Cinema included | 25 | 24 | 4 | 86% |
| Roberts Ave – 27 Coles included | 25 | 25 | 2 | 92% |
| McLachlan St – 24 CFA & GWM included | 21 | 21 | 3 | 87% |
| Total 272 Post February 2022 there were 262 shops identified in the study area | 249/272 | 248/272 | 24 | 91% |

(Businesses are determined by whether they are 1. A premises, 2. Have customers 3. Exchange money; i.e Centre Link and the Cinema are included, and the Public Library is excluded). There are four known shops that are not suitable for occupancy as they require major renovations or are being used as a secondary business not requiring a retail front. These shops are reflected in the vacant shop numbers and unfortunately reduce the percentage of occupied businesses.

STATUTORY PLANNING AND STRATEGIC PLANNING

| Council Priorities | Action | Goal Measured By | Progress |
|--------------------------|--|--|------------------------------|
| (4 years) | Prepare a Conservation Management Plan for the Horsham Cinema | Management plan endorsed by Council | On track to tender in March. |
| 2.10.2 (2 to 3 years) | Develop and implement a Housing Affordability and Diversity Strategy | Strategy developed and implemented through a planning scheme amendment | On track to tender in March. |

Planning Applications Determined

Below are the number of Planning Permits issued for the month of February 2023 and a comparison with the same period last year.

| Type | FEBRUARY 2023 | | FEBRUARY 2022 | |
|------------------------|---------------|-------------------|---------------|------------------|
| | No. | *Value \$ | No. | *Value \$ |
| Miscellaneous Domestic | 8 | 4,240,596 | 3 | 866,670 |
| Industrial/Commercial | 3 | 8,181,500 | 2 | 384,000 |
| Subdivisions | 6 (12 Lots) | - | 6 (32lots) | - |
| Other | 1 | - | - | - |
| Total | 18 | 12,422,096 | 11 | 1,250,670 |

(*Please note: Not all applications have a \$ figure)

Total number of planning permits issued in the Horsham Rural City Council area from 1 July 2022 to 28 February 2023 is 99 compared to 92 in the same period in 2021-2022.

Planning permits issued for subdivision have permitted 178 new lots from 1 July 2022 to 28 February 2023 compared to 82 in the same period in 2021-2022.

Building Services

Below are the number of building permits issued for the month of **February 2023** and a comparison with the same period last year.

Permits issued by Horsham Rural City Council for this Municipality

| Type | 2023 | | 2022 | |
|---------------------------------------|----------|---------------|----------|----------------|
| | No. | Value \$ | No. | Value \$ |
| Dwellings | - | - | - | - |
| Alterations to Dwellings | - | - | - | - |
| Dwelling resitings | - | - | - | - |
| Misc Domestic (Carports, Garages etc) | 1 | 30,000 | 1 | 15,735 |
| Removal/Demolish | 1 | 19,800 | 4 | 123,200 |
| Industrial/Commercial | - | - | - | - |
| Signs | - | - | - | - |
| Total | 2 | 49,800 | 5 | 138,935 |

Permits issued by other Private Building Surveyors for this Municipality or by Government Departments:

| Type | 2023 | | 2022 | |
|---------------------------------------|-----------|------------------|-----------|-------------------|
| | No. | Value \$ | No. | Value \$ |
| Dwellings | 1 | 418,500 | 11 | 4,967,720 |
| Alterations to Dwellings | 6 | 800,434 | 4 | 261,278 |
| Dwelling resitings | - | - | - | - |
| Misc Domestic (Carports, Garages etc) | 8 | 277,322 | 12 | 1,024,446 |
| Removal/Demolish | - | - | 1 | 18,950 |
| Industrial/Commercial | 2 | 1,326,868 | 5 | 4,614,517 |
| Signs | | | - | - |
| _Sub Total | 17 | 2,823,124 | 33 | 10,886,911 |

A total of **25** Building Permits have been issued by the Horsham Rural City Council at a total value of **\$2,152,501** from **1 July 2022 to 28 February 2023** compared to **59** Building Permits at a total value of **\$4,088,853** in 2020-2021.

Private Building Surveyors have issued **153** Building Permits at a total value of **\$34,475,213** from **1 July 2022 to 28 February 2023** compared to **196** at a total value of **\$50,489,054** in 2020-2021.

Options to Consider

Not applicable – no decision required

Sustainability Implications

Report provides overview of the development and business activity across the region with no direct sustainability implications.

Community Engagement

Report has been prepared in consultation with range of agencies and will be made publicly available to Wimmera Development Association, West Vic Business, and Grampians Tourism and on Council's website.

Innovation and Continuous Improvement

Report provides overview of activity and assists with continuous improvement.

Collaboration

Report has been prepared in collaboration with Council officers across Planning, Building and Business Development and Tourism Support.

Financial Implications

Nil

Regional, State and National Plans and Policies

Not applicable – no direct relationship or requirements

Council Plans, Strategies and Policies

2021-2025 Council Plan

Theme Three - Sustainability - Horsham Rural City Council will actively lead in sustainable growth and development of the community and the economy.

Strategy 2: A sustainable economy where local business, agriculture, tourism and other diverse industries thrive.

Risk Implications

Not applicable – no decision required

Conclusion

The monthly Investment Attraction and Growth Department report provides the opportunity to give Council and the community an insight into the projects being undertaken to grow our municipality and Horsham as a regional city.

9.10 CHIEF EXECUTIVE OFFICER'S OPERATIONAL REPORT

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

Officer 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 present the Chief Executive Officer's Operational Report for April 2023.

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 April 2023.

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

Joint State-Local Government CEO Forum: CEOs, Municipal Association of Victoria and Local Government Victoria attended the forum held on 5 April 2023. Discussions were held on foreign interference threat to local governments, Regulatory Reform, E-scooter regulation and a LGV update.

Rural Council's Corporate Collaboration (RCCC) Board Meeting: The RCCC board met on Thursday 6 April 2023. The implementation is progressing according to the program.

Wimmera Regional CEO Meeting: The CEOs from Horsham, Hindmarsh, Yarriambiack, West Wimmera and Hindmarsh met on Thursday 13 April 2023. Key topics of the discussion included Horsham Monitor report, Moira Shire Commission of Enquiry report and the quarterly joint Wimmera Region Mayors/CEOs meeting.

Grampians Tourism: The CEO attended a Grampians Tourism Board Meeting on Thursday 20 April 2023. The key items of discussion included 2023-24 budget and four year MOU.

Minister Horne: The CEO and Mayor attended a virtual meeting with the Hon Melissa Horne, Minister for Ports and Freight on Friday 21 April 2023 and discussed rail freight issues.

Funding Opportunities:

Nil

B. Community Engagement

Nil

C. Projects and Events

Riverfront Meeting Place Opening: On Sunday 2 April 2023 Council held the opening of the new Riverfront Meeting Place. Over 200 people came down to enjoy the new space with family and friends. The event saw local food and drink trucks Voddy n Vacay, Rightbank Brewing Society and Hot Box Kebabs serving up goodies all afternoon whilst local musicians Levi Mellington and Dylan De Jong entertained the crowd.

D. Staff Matters

Nil

Financial Implications

Not applicable

Links To Council Plans, Strategies, Policies

2021-2025 Council Plan

Theme 5 - Leadership

Consultation/Communication

Not applicable

Risk Implications

Not applicable

Environmental Implications

Not applicable

Human Rights Implications

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

Conclusion

That Council receive and note the Chief Executive Officer's Operational Report for April 2023.

10. COUNCILLOR REPORTS AND ACKNOWLEDGEMENTS

Cr Robyn Gulline

| Committee Representation | |
|--------------------------|---|
| Date | Description |
| Nil | Nil |
| Other Council Activities | |
| 28/3/23 | ABC Wimmera Radio interview with Rebekah Lowe |
| 31/3/23 | Triple H Radio interview with Di Trotter |
| 31/3/23 | Victoria 2026 Ballarat Regional Engagement Forum |
| 31/3/23 | Received 47 Year 11 Debs and their partners at the Horsham College Deb Ball |
| 1/4/23 | Welcomed the National 3 Wheelers Association to Horsham |

Cr Penny Flynn

| Committee Representation | |
|--------------------------|--|
| Date | Description |
| Nil | Nil |
| Other Council Activities | |
| Date | Description |
| 25/3/23 | Natimuk Show – Natimuk Reserve |
| 31/3/23 | VLGA FastTrack Program - Leading in Times of Chaos – Melbourne |
| 18/4/23 | Councillor Workshop – Wimmera Business Centre |

Cr David Bowe

| Committee Representation | |
|--------------------------|---|
| Date | Description |
| 14/04/23 | Wimmera Regional Library Corporation Board Meeting |
| Other Council Activities | |
| 31/03/23 | 2023 Fast Track - Victorian Local Governance Association (VLGA) Councillor Professional Development Program - Melbourne |
| 03/04/23 | Council Briefing Meeting– Council Chambers |
| 11/04/23 | Council Briefing Meeting– Council Chambers |
| 17/04/23 | Council Briefing Meeting– Council Chambers |
| 18/04/23 | Councillor Workshop with Leading Teams- Wimmera Business Centre |

Cr Claudia Haenel

| Committee Representation | |
|---------------------------------|---|
| Date | Description |
| 19/4/23 | CEO Employment & Remuneration Committee Meeting |
| Other Council Activities | |
| 31/3/23 | Victorian Local Governance Association – Fast Track 2023 'Leading in Times of Chaos' Councillor Leadership Development Program -Local Government Minister's Address -Driving Culture to 2024 -To Consult or Not to Consult -How Constructive Interactions can impact Culture and Decision Making -Behaviour Works -Networking |
| 12/4/23 | Coffee with Cr. Claudia |
| 17/4/23 | Council Briefing |
| 18/4/23 | Leading Teams |
| 19/4/23 | Coffee with Cr. Claudia |
| 24/4/23 | April Council meeting |

11. URGENT BUSINESS

12. PETITIONS AND JOINT LETTERS

13. PROCEDURAL BUSINESS

13.1 INFORMAL MEETINGS OF COUNCILLORS – RECORD OF MEETINGS

- Council Briefing Meeting held on 3, 11 & 17 April 2023 at 5:00pm

Refer to **Appendix 13.1A**

13.2 SEALING OF DOCUMENTS

Nil

13.3 INWARD CORRESPONDENCE

Nil

13.4 COUNCIL COMMITTEE MINUTES

- Horsham Regional Livestock exchange Board of Management Meeting held on Thursday 16 March 2023 at 5:00pm.

Refer to **Appendix 13.4A**

Recommendation

That Council receive and note agenda items:

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

14. NOTICE OF MOTION