



# Minutes

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Council Meeting held at 12.30 PM on Monday 7 March 2022 in the Perry Room, St Arnaud Town Hall.

## **Present**

Cr Tony Driscoll (Mayor)  
Cr Lauren Demspey  
Cr Murray Emerson  
Cr Kevin Erwin  
Cr Trevor Gready  
Cr Rob Haswell  
Cr Eddy Ostarcevic PhD

Ms Liana Thompson, Chief Executive Officer  
Mr Vaughan Williams, Director Corporate and Community Services  
Mr Trenton Fithall, Director Infrastructure and Amenity

## **Affirmation**

We recognise the traditional owners of the land.  
We are inspired by the early pioneers and by those who gave their lives for our country.  
We now ask God's blessing on our deliberations  
and on our commitment to build a better lifestyle and environment.

Confirmed at the meeting of Council on Monday 4 April 2022.

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**1. Apologies**

Nil

**2. Confirmation of Minutes**

Council Meeting held on Monday, 7 February 2022.

**RESOLUTION**

**That the minutes as listed, copies of which have been circulated, be confirmed and adopted.**

**Moved: Cr Murray Emerson**

**Seconded: Cr Trevor Gready**

**Carried**

**3. Matters Arising from the Minutes**

Nil

**4. Presentations/Awards**

Nil

**5. Presentation of Petitions and Joint Letters**

Nil

## **6. Disclosure of a Conflict of Interest at a Council Meeting**

**A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she-**

**(i) is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or**

**(ii) intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice-**

- advising of the conflict of interest;**
- explaining the nature of the conflict of interest; and**
- detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the-**
  - name of the other person**
  - nature of the relationship with that other person or the date on receipt, value and type of gift received from the other person; and**
  - nature of that other person's interest in the matter;**

**and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer.**

**The Councillor must, in either event, exclude themselves from the decision-making process, including any discussion or vote on the matter and any action in relation to the matter and leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.**

### **Members of Staff**

**A member of Council staff must disclose any conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a report for a Council meeting. They must immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining its nature.**

Nil

## 7. Informal Meetings of Councillors

[Liana Thompson, Chief Executive Officer]

Council's Governance Rules require that if there is a meeting of Councillors that-

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, delegated committee meeting or community asset committee meeting

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

The records for the period since the last Council Meeting are listed below.

◆ Date	Meeting Description	◆ Matters Considered At The Informal Meeting:	Conflict Of Interest Disclosures		
14/02/2022	Economic Growth Briefing	8.1 Section 173 Agreement - Sloane Street Development	<b>Councillor/Officer Item</b>	<b>Number</b>	<b>Left Meeting?</b>
		8.2 Update on the Sloane Street Development			
		8.3 11am Presentation - Victorian Farmers Federation	Nil	Nil	Nil
		8.4 St Arnaud Structure Plan Update			
07/02/2022	Lifestyles and Community Briefing	8.1 OPAN Project - Migration Update	<b>Councillor/Officer Item</b>	<b>Number</b>	<b>Left Meeting?</b>
		9.1 Council Agenda Review			
			Nil	Nil	Nil
31/01/2022	Organisational Effectiveness Briefing	8.1. Quarterly Council Action Plan Report	<b>Councillor/Officer Item</b>	<b>Number</b>	<b>Left Meeting?</b>
		8.2. Stawell Tourism Action Plan			
		8.3. Appointment of Stawell and St Arnaud Recreation Advisory Groups	Nil	Nil	Nil
		8.4. Advocate for Funding and Delivery of Great Western Football and Netball Clubrooms			
		8.5. Stawell Grampians Gate Caravan Park New Lease			
		8.6. S11A Instrument of Authorisation and Appointment			
		9.1. C2 2021/22 - Provision of Street Cleaning Services			

## RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Kevin Erwin

Seconded: Cr Murray Emerson

Carried

## 8. Items Brought Forward

Nil

## **9. Consideration of Reports of Officers**

### **9.1. Enhance Lifestyle and Community**

#### **9.1.1. Great Western Future Committee Action Plan and MoU**

**Author/Position:** Justine Kingan, Manager Economic and Community Futures

#### **Purpose**

To approve the Memorandum of Understanding (MoU) between Great Western Future Committee (The Committee) and Northern Grampians Shire Council (NGSC) and endorse the annual Committee Action Plan (Action Plan).

#### **Summary**

On the 4 August 2014, NGSC endorsed the Great Western Future Plan 2014-2024 (GWFP). To ensure governance and advocacy, the GWFP recommended the establishment of a Great Western Future Committee. The Committee incorporates existing groups and associations under an umbrella organisation to oversee the progression of the GWFP and to provide a platform for various interest groups to have an opportunity to participate and be involved in strategic projects for Great Western.

The intent of the proposed MoU and Action Plan is to formally acknowledge the partnership between NGSC and The Committee, foster a strong working relationship, framework, and guideline principles of how The Committee and NGSC work together to ensure a successful outcome for the community.

#### **Recommendation**

##### **That Council**

- a) adopts the Memorandum of Understanding between Great Western Future Committee and Northern Grampians Shire Council
- b) endorses the annual Committee Action Plan.

## **RESOLUTION**

##### **That Council**

- a) adopts the Memorandum of Understanding between Great Western Future Committee and Northern Grampians Shire Council
- b) endorses the annual Committee Action Plan.

**Moved:** Cr Trevor Gready

**Seconded:** Cr Murray Emerson

**Carried**

## **Background/Rationale**

In 2014 with Victorian Government funding under the Putting Locals First Program together with a financial contribution from NGSC, a consulting organisation was engaged to undertake community consultation, background research, investigation, and analysis to develop a ten-year strategic plan, the GWFP.

The undertaking aligned with the NGSC Council Plan 2017-21 strategic objective, Improved social and economic viability of the shire.

This was defined by the Northern Grampians Shire Council Industry Sector Development Summary 2010 - Development of Great Western as a drawcard wine village with supporting art and culturally based investments and activities.

On 4 August 2014, the GWFP was presented to NGSC by the Director Economic and Community and the following was resolved:

That Council:

- a) endorses the Great Western Future Plan 2014-2024 (GWFP)
- b) seeks funding through relevant government grant programs to assist in the implementation of the plan
- c) works with the community, and relevant stakeholders, to assist with the implementation of the Great Western Future Plan 2014-2024 where appropriate

The GWFP identified strong community support for some level of rationalisation of Great Western clubs, groups and associations to help deliver sustainability for groups and to support community projects and initiatives.

To ensure governance and advocacy the GWFP recommended the establishment of a Great Western Future Committee that incorporates existing groups and associations under an umbrella organisation to oversee the progression of the GWFP and to provide a platform for various interest groups to have an opportunity to participate and be involved in strategic projects for Great Western.

The GWFP also outlined that The Committee, in partnership with NGSC and other peak agencies, be an advocate for community issues including ongoing planning for the Bypass and future investment and community development and growth. The Committee would also provide oversight for the implementation, evaluation and achievement of the GWFP.

## **The primary purpose of the MoU:**

- To formally acknowledge the partnership between NGSC and The Committee.
- To foster and support a respectful and trusting working relationship between NGSC and The Committee.
- To provide a framework of understanding on which all other documents, agreements and partnerships between the parties can be formulated.
- To map out guiding principles of how The Committee and NGSC work together to ensure a successful outcome for the community of Great Western in line with the GWFP

The purpose of the Action Plan is to identify annual actions, including activities, project leads, key partners, indicative cost and timeframes along with the strategic link to the GWFP.

## **Legislation, Council Plan, Strategy and Policy Implications**

Council Plan 2021-24 - Enhance Lifestyle and Community  
Great Western Future Plan 2014-2024

## **Options**

### **Option 1**

That Council adopts the Memorandum of Understanding between Great Western Future Committee and Northern Grampians Shire Council and endorses the annual Committee Action Plan. **[recommended]**

## **Option 2**

That Council does not adopt the Memorandum of Understanding between Great Western Future Committee and Northern Grampians Shire Council and does not endorse the annual Committee Action Plan. **[not recommended]**

## **Implications**

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications.

## **Procurement**

This report has considered social, heritage/cultural, amenity, human rights/privacy, environmental, economic and marketing, risk management, financial and asset management implications where applicable. Any identified implications have been addressed in this report.

## **Community Engagement**

The MoU and Action Plan was prepared in collaboration with members of The Committee.

## **Innovation and Continuous Improvement**

The MoU and Action Plan will enhance efficiency in the delivery of the GWFP, through a stronger partnership with The Committee.

## **Collaboration**

Not applicable

## **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Justine Kingan, Manager Economic and Community Futures

In providing this advice as the author, I have no disclosable interests in this report.

## **Attachments**

1. NGSC GWFC MoU [9.1.1.1 - 9 pages]
2. GWFC Annual Action Plan 2021-22 [9.1.1.2 - 1 page]



# Memorandum of Understanding



## THIS MEMORANDUM OF UNDERSTANDING is made between:

Northern Grampians Shire Council (NGSC)  
AND  
Great Western Future Committee (The Committee)

### 1. Context

In 2014 with Victorian Government funding under the **Putting Locals First Program** together with a financial contribution from the Northern Grampians Shire Council, a consulting organisation was engaged to undertake community consultation, background research, investigation, and analysis to develop a ten-year strategic plan, the Great Western Future Plan 2014-2024 (**The Futures plan**)

The undertaking aligned with the Council's Council Plan 2017-21 strategic objective of **Improved social and economic viability of the shire.**

This was defined by the Industry Sector Development Summary 2010 Northern Grampians Shire Council: development of Great Western as a drawcard wine village with supporting art and cultural based investments and activities.

On the 4th August 2014, the plan was presented to Council by Director Economic and Community and the following was resolved:

That Council:

1. endorses the Great Western Future Plan 2014-2024;
2. seeks funding through relevant government grant programs to assist in the implementation of the plan; and
3. works with the community, and relevant stakeholders, to assist with the implementation of the Great Western Future Plan 2014-2024 where appropriate.

The Futures Plan identified strong community support for some level of rationalisation of Great Western clubs, groups and associations to help deliver sustainability for groups and to support community projects and initiatives.

To ensure governance and advocacy the Futures Plan recommended the establishment of a Great Western Future Committee that incorporates existing groups and associations under an umbrella organisation to oversee the progression of the Futures Plan and to provide a platform for various interest groups to have an opportunity to participate and be involved in strategic projects for Great Western.

The Futures Plan also outlined that the Committee, in partnership with Council and other peak agencies, be an advocate for community issues including ongoing planning for the Bypass and future investment and community development and growth. The Committee would also provide oversight for the implementation, evaluation and achievement of the Futures Plan.

### **Intent**

The primary purpose of the Memorandum of Understanding (MOU):

- To formally acknowledge the partnership between Northern Grampians Shire Council and the Great Western Future Committee.
- To foster and support a respectful and trusting working relationship between Northern Grampians Shire Council and the Great Western Future Committee; and
- To provide a framework of understanding on which all other documents, agreements and partnerships between the parties can be formulated.
- To map out guiding principles of how the Great Western Futures Committee and Northern Grampians Shire Council work together to ensure a successful outcome for the community of Great Western in line with the Great Western Future Plan.

### **Definition of Partnership**

For this document, the term 'partnership' is deemed to be the process by which Northern Grampians Shire Council and the Great Western Future Committee combine their capacities and resources to achieve a commonly agreed set of objectives (outlined in the MOU Annual Action Plan - Appendix 2).

(See Appendix 1 for Partnership Framework diagram).

### **Term and Scope of the Memorandum of Understanding**

- The MOU is an ongoing agreement, subject to review and evaluation every four years, in line with the Council's Council Plan.
- The MOU does not preclude the rights of either party to engage in other partnerships and alliances.
- The MOU is deemed a public document.

### **Legal Status of the Memorandum of Understanding**

- This MOU is not legally binding on either or both parties.

### **Benefits of the Memorandum of Understanding**

- Greater levels of trust, respect and understanding between the parties.
- Enhanced planning processes for community development and the delivery of dynamic programs, activities and services involving the broader community.
- Increased knowledge, information and resource sharing between the parties.
- A vibrant, diverse and effective program to benefit all Great Western residents.

- Achievement of mutually desired outcomes.

### 2. Guiding Principles

Parties to the MoU agree to work in partnership based on the following guiding principles:

#### **Recognition and respect**

##### **Great Western Future Committee recognises and respects: -**

1. The common vision and principles between the Council and the Committee
2. The Council is imperative to meet the social, environmental, physical and financial objectives outlined in Council planning documents, policies and legislation.
3. The diversity and competing interests of services, activities and programs which the Council is required to provide, and its support and advocacy on behalf of the wider community.
4. The decision-making processes and formal practices to which Councillors and Council staff are bound.
5. The political and legislative context in which the Council operates.
6. The Council's commitment to be consultative about areas of its operations where the community can influence its decisions.
7. The level of accountability that applies to the Council's activities.

##### **Northern Grampians Shire Council recognises and respects:**

1. The common vision and principles between the Council and the Committee
2. The diversity, autonomy and self-determination of the members of the Committee.
3. The strong commitment to community development principles and practices (Appendix 4 – Public participation spectrum) resulting in an inclusive, flexible 'whole of community' response to the community's diverse needs and interests.
4. That the Committee is tasked with oversight and governance of the Great Western Future Plan.
5. The integral nature of community participation and volunteering in all levels of the Great Western community
6. That the Committee is a whole volunteer organisation.
7. The limited resources and facilities by which the Committee are constrained.

### **Responsibility**

##### **Great Western Future Committee accepts responsibility for:**

1. Remaining inclusive and encouraging of community participation at all levels and with all community groups.
2. Ensuring that good governance processes and practices are in place, including financial management, risk management and strategic planning in the operation of the Committee
3. Advocating with and on behalf of members of local communities to the Council.
4. Keeping the Council informed about social trends, issues and opportunities which affect local communities and groups.

5. Participating in Council planning and policy development opportunities where possible.
6. Utilising council customer service system (MERIT) for community related queries to ensure all correspondence is documented.
7. Partnering with the Council in a positive, constructive and respectful manner.
8. Acting in the spirit of this MOU.

### **Northern Grampians Shire Council accepts responsibility for:**

9. Supporting and enabling the Committee's participation in all relevant planning, policy development and consultation processes specifically relating to activities that fall under the Great Western Future Plan.
10. Ongoing communication in relation to funding and planning decisions and access to relevant discussions and resources which contribute towards development opportunities of Great Western amenities.
11. Creating opportunities to promote to all Councillors and Council staff the role and partnership that the Council has with the Committee.
12. Advocating with and on behalf of Great Western at state and federal government levels when necessary to access funding.
13. Partnering with the Committee in a positive, constructive and respectful manner.
14. Providing project progress reports including budget status to the Committee at agreed frequencies in relation to Great Western Future Plan projects.
15. Acting in the spirit of this MOU.

### **Mutual Accountability**

#### **Great Western Future Committee and Northern Grampians Shire Council will be accountable via:**

1. Timely and quality communication.
2. Participation in and implementation of the collective Northern Grampians and Great Western MOU and adherence to the Future Plan.

3. The development of an annual action plan (Appendix 2). The reporting of the Future Plan will be defined within the plan and will be undertaken by Council officers. Reports will be made by Council officers to the Committee on the progress of the Future Plan Action Plan and the planned improvements in the year ahead. Both parties agree to abide by the dispute resolution procedure (Appendix 3).
4. Either party may identify and take lead in funding opportunities for activities that progress the Future Plan. Both parties agree to support and consult with the other in line with the spirit of this MOU.
5. Public participation spectrum (Appendix 4) language should be used whenever describing activities to be undertaken.

### 3. Definitions

#### Memorandum of Understanding

A statement of understanding only and is not intended to create binding or legal obligations on any party.

#### Partnership

*For this document, the term 'partnership' is as the process by which Northern Grampians Shire Council and the Great Western Future Committee combine their capacities and resources to achieve the priorities projects for action set out in the St Arnaud Community Plan (outlined in the MOU Annual Action Plan)*

### 4. Term

The MOU is an ongoing agreement, subject to review and evaluation every four years, in line with the Council's Council Plan.

### 5. Scope

- The MOU does not preclude the rights of either party to engage in other partnerships and alliances.
- The MOU is deemed a public document.

### 6. Dispute Resolution Procedures

Should a dispute arise over any aspect of the MOU, the parties involved will adopt the following procedures to negotiate a satisfactory resolution.

Points of references for determining whether or not the MOU has been breached will be:

- the understandings and the responsibilities contained in the MOU.

In the event of a dispute between the Committee and the Council:

- Either party may request a meeting within seven days of the disagreement to discuss the matter in dispute and negotiate a mutually acceptable resolution.

If the dispute cannot be resolved between the parties through direct communication within 28 days of the initial meeting, the parties will appoint a mediator. If no agreement can be reached about a suitable mediator, the matter will be referred to the Dispute Settlement of Victoria (DSV) to appoint a mediator. The parties must agree to equally share any fees and costs associated with the mediation process.

Both parties must agree to follow the terms of the agreement made at mediation.

### Execution

Signed on behalf of Great Western Future Committee

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ 2022

Signed on behalf of Northern Grampians Shire Council

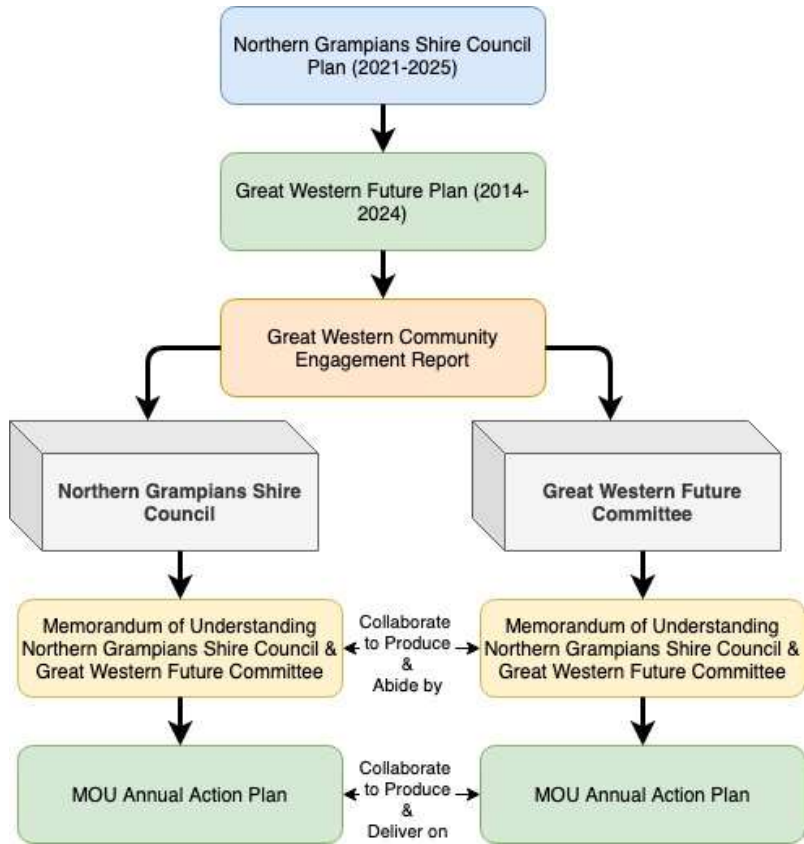
Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ 2022

APPENDIX 1 - Partnership Framework



### **APPENDIX 2 - Great Western Action Plan**

The Great Western Action Plan is a document which outlines the year's goals and objectives for progressing the Great Western Future Plan.

The action plan will be developed in partnership by the Council and the Committee on an annual basis.


The action plan will set out activities that will be planned to be undertaken in the upcoming year. The activities may not necessarily be already funded but the approach will be documented as to how the activities may be funded.

The action plan is a fluid document and may be amended throughout the year, with agreement between the Committee and the Council, based on opportunities that present themselves.



## APPENDIX 4 - Public participation spectrum

The following principles are deemed to apply when reference is made to Community Development principles.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

## Great Western Future Committee Action Plan 2021/22

Action	Activities	How	Key Partners	Cost/Budgeted	Time	Source
Implement Great Western Trail Stage 2 signage	Administer installation of 18 signs and Memorial park lighting Install benches Lay crushed granite around	Projected managed by NGSC	NGSC Infrastructure, GWFC, Challis Designs	\$15,000 Rate subsidy	31 August 2021	GWFP NGSC Council Plan 2021-25 (Wellness and Welfare - Enhance Lifestyles and Community)
Cycle trail flyer		GWFC work with Oregional	Oregional Collective GWFC NGSC	\$5,000 Rate subsidy	31 August 2021	GWFP
Bests to Seppelts path	Install a bike path from Bests to Seppelts along main street	Projected managed by NGSC	NGSC Infrastructure, GWFC	\$280K Rate subsidy \$212K Grant application	June 2022	GWFP NGSC Council Plan 2021-25 (Wellness and Welfare - Enhance Lifestyles and Community)
Marketing plan GWFP	Develop marketing plan for trail	GWFC work with Oregional	Oregional Collective GWFC	No	June 2022	GWFP
Advocate for funding for Memorial park precinct/master plan	Quote Engage consultant	GWFC to advocate for funding with support from NGSC	NGSC, GWFC, Community	No	June 2022	GWFP NGSC Council Plan 2021-25 (Wellness and Welfare - Enhance Lifestyles and Community)
<b>Total Cost</b>				\$300K Rate Subsidy \$212 Grant Application		

## **9.2. Boost Economic Growth**

Nil

### 9.3. Providing Sustainable Infrastructure

#### 9.3.1. Electrical Line Clearance Management Plan 2022-23

**Author/Position:** Heath Pohl, Acting Manager Operations

##### **Purpose**

The purpose of the Electrical Line Clearance Management Plan is to document how the Northern Grampians Shire Council will maintain electrical line vegetation clearances in the declared areas of Stawell and St Arnaud.

##### **Summary**

The Electrical Line Clearance Management Plan is to document how the Northern Grampians Shire Council will maintain electrical line vegetation clearances in the declared areas of Stawell and St Arnaud as required by the *Electricity Safety Act 1998*. The Electrical Line Clearance Management Plan is developed by the responsibilities as outlined by the *Energy Safe Victoria Regulations 2020*.

##### **Recommendation**

**That Council adopts the Electrical Line Clearance Management Plan 2022-23.**

##### **RESOLUTION**

**That Council adopts the Electrical Line Clearance Management Plan 2022-23.**

**Moved:** Cr Eddy Ostarcevic

**Seconded:** Cr Kevin Erwin

**Carried**

## Background/Rationale

Council must ensure a current management plan to maintain electrical line vegetation clearances is prepared as required by the *Electricity Safety Act 1998*, outlined in the *Electricity Safety (Electric Line Clearance) Regulations 2020*. The plan is to be prepared before 31 March 2022.

An annually revised NGSC Electrical Line Clearance Management Plan must be adopted and made available for public viewing on council's website as required by Energy Safe Victoria's *Electricity Safety Regulations 2020* as per Code Part 2 clause 9 (2).

The following are identified as the key objectives of this plan in fulfilling our stated commitment and the duties set out in the *Electricity Safety (Electric Line Clearance) Regulations 2020* for the Northern Grampians Shire Council as Responsible Person under the *Electrical Safety Act 1998*:

- Public Safety
- Compliance with the *Electricity Safety (Electric Line Clearance) Regulations 2020*.
- Protection of areas of important vegetation which may be deemed as such on the basis of those areas containing botanically, historically, or culturally important vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Management of vegetation to maximise the amenity of value of Council's trees.
- Community satisfaction with the manner in which the necessary works are carried out.
- Provide a safe workplace for employees and contractors.

## Legislation, Council Plan, Strategy and Policy Implications

Council Plan 2021-25 - Providing Sustainable Infrastructure

*Electricity Safety (Electric Line Clearance) Regulations 2020*

*Electricity Safety Act 1998*

*Code of Practice of Electrical Safety For Work On or Near High Voltage Electrical Apparatus (Blue Book)*

## Options

### Option 1

That Council adopts the Electrical Line Clearance Management Plan 2022-23. **[recommended]**

### Option 2

That Council does not adopt the updated Electrical Line Clearance Management Plan 2022-23. **[not recommended]**

## Implications

Any identified sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications have been addressed in this report.

## Procurement

Not applicable.

## Community Engagement

The annually revised Electrical Line Clearance Management Plan must be available for public viewing on council's website as required by Energy Safe Victoria regulations. The Electrical Line Clearance Management Plan was presented to Councillors on 28 February 2022.

## Innovation and Continuous Improvement

There are no changes to the plan from the last update March 2021.

## Collaboration

Nil

### **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Heath Pohl, Acting Manager Operations

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

1. Electrical Line Management Plan 2022-23 [9.3.1.1 - 40 pages]



# Electrical Line Clearance Management Plan

2022-23



Northern Grampians Shire Council  
LIVE | WORK | INVEST | VISIT

#### CONTACT US

✉ [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)  
🌐 [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)  
☎ (03) 5358 8700  
✉ PO Box 580 Stawell VIC 3380

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## Version Control

Version	Date Prepared	Approved By	In compliance with
Version 1.0	March 2018	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 2.0	March 2019	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.0	March 2020	NGS Council	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic) Electricity Safety Act 1998
Version 3.1	October 2020		ESV Audit
Version 3.2	December 2020	John Hunt	
Version 3.3	February 2021	John Hunt	
Version 3.4	February 2022	John Hunt	

## Authorisation Table

<b>This document complies with:</b>	Electricity Safety Act 1998	
	Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic)	
	Electrical Safety (General) Regulations 2019	
	Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity Supply Industry (The Blue Book 2017)	
<b>Reference</b>	Prepared by:	John Hunt
	Preparation date:	December 2020
	Date requested by ESV:	October 2020
	Date submitted to ESV:	February 6, 2021
<b>Version 3.4</b>	Amended plan approval date:	
	Date available on website:	



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## **1. Introduction - r.9(2)**

This plan details the Northern Grampians Shire Council's processes in complying with the Electricity Safety Regulations 2020 (Vic) and is relevant to vegetation in the vicinity of overhead powerlines that may encroach on the minimum clearance space of the powerlines, as prescribed in the Electricity Safety Act 1998 and the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).

The regulations are in place to prescribe the management of vegetation around electric lines to minimize the risk of overhead electric lines causing fire, disruption to power or other risks to the Community.

Northern Grampians Shire Council's is responsible under the Act for trees in the "DECLARED" areas of the municipality these are predominately street trees in urban areas but also include trees on public land.

This plan details the management responsibilities, procedures and practices to be adopted and observed by the Northern Grampians Shire Council's in managing vegetation in the vicinity of overhead electric lines within the declared areas of Stawell and St Arnaud.

## 2. Preparation - r.9(2)

The document will be updated annually to ensure it always complies with the relevant Electricity Safety Act 1998 and Electricity Safety (Electric Line Clearance) Regulations or its preceding Documents.

A process has been developed to ensure before 31 March in each year, a responsible person must ensure that a management plan relating to compliance with the Code for the next financial year is prepared.

### 2.1. Process

- The preparation and authorization of the ELCMP is listed as an action under the responsibilities of the Coordinator of Parks & Facilities.
- The review, amendment and authorisation process will commence in February each year and an electronic task/action reminder is automated to the responsible officer in Councils Document management system Doc Assembler.
- An authorisation table has been included in this document to ensure each component is completed.
- The authorisation table acts as a record of the process.

### 2.2. References

The annual plan preparation will include a review of associated regulations, standards and other source material including but not limited to those listed below:

- Electricity Safety Act 1998
- Electricity Safety (Electric Line Clearance) Regulations 2020 (VIC)
- Electrical Safety (General) Regulations 2019
- The Blue Book 2017
- Environment Protection and Biodiversity Conservation Act 1999
- Flora and Fauna Guarantee Act 1988 (Vic)
- Aboriginal Heritage Act 1995
- Planning Provisions and Planning Schemes
- Pruning of Amenity Trees AS4373 (current version)

The plan will be reviewed in February each year by the Operations department. The annual review will include verifying current Australian Standards, training codes and that all other documentation is current.

The revised plan will be submitted to Council for approval prior to 31 March each year.

In the event of a request for the plan to be submitted to ESV it must be submitted within 14 days. The plan will be submitted by the Manager Operations.

The following sections are as per the *Electricity Safety (Electric Line Clearance) Regulations 2020*.

A copy of the plan is available on Council's website at <https://www.ngshire.vic.gov.au/Your-Council/Governance-and-transparency/Council-publications/Electrical-Line-Clearance-Management-Plan>.

### **3. Contacts - r.9(4)(a)**

#### **3.1. Name, address and telephone numbers of the responsible person – r.9(4)(a,b,c)**

Name of Chief Executive Officer: Liana Thompson  
Organisation: Northern Grampians Shire Council  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700  
Email address: [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)

#### **3.2. Name, position, address and telephone number of the individual who was responsible for preparation of the management plan – r.9(4)(a,b,c)**

Name: Trenton Fithall  
Position: Director Infrastructure and Amenity  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700 or 0459 027 636  
Email address: [trenton.fithall@ngshire.vic.gov.au](mailto:trenton.fithall@ngshire.vic.gov.au)

#### **3.3. Name, position, address and telephone number of the persons who are responsible for carrying out the management plan – r.9(4)(a,b,c)**

Name: John Hunt  
Position: Manager Operations  
Address: 59-69 Main Street, Stawell 3380  
Telephone: 03 5358 8700 or 0409 334 898  
Email address: [john.hunt@ngshire.vic.gov.au](mailto:john.hunt@ngshire.vic.gov.au)

#### **3.4. The telephone number of a person who can be contacted in an emergency that requires clearance of an electrical line that the responsible person is required to keep clear of trees – r.9(4)(a,b,c)**

Name: Heath Pohl  
Position: Coordinator Parks & Facilities  
Address: 59-69 Main Street, Stawell 3380  
Emergency Telephone Number: 03 5358 8700 or 0417 582 261  
Email address: [heath.pohl@ngshire.vic.gov.au](mailto:heath.pohl@ngshire.vic.gov.au)

The After Hours number 03 5358 8700 is the 24/7 contact number.

#### 4. Objectives – r.9(4)(e)

The following are identified as the key objectives of this plan in fulfilling our stated commitment and the duties set out in the *Electricity Safety (Electric Line Clearance) Regulations 2020*:

- To ensure that conflict between Council's managed trees and the electrical lines is minimized to maintain a reliable power supply to Council's residents, visitors and industry and that the fire safety of the declared areas within its townships is not compromised by Council managed trees and electrical line interactions.
- To maintain and enhance the existing tree population for inheritance by future generations by preserving tree health, aesthetic appearance and amenity value.
- To achieve compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.
- To ensure all tree pruning works are carried out comply with the Australian Standard AS4373 – 2007 Pruning of Amenity Trees.
- Protection of areas of important vegetation, which may be deemed as such on the basis of those areas containing botanically, historically or culturally important vegetation, remnant vegetation or vegetation of outstanding aesthetic or ecological significance, and/or the habitat of rare or endangered species.
- Management of vegetation to maximise the environment, biodiversity and amenity value of Council's trees.
- To achieve community satisfaction with the way the necessary works are carried out.

#### 5. The land to which the management plan applies – r.9(4)(f)

This plan covers all Council managed trees located within road reserves, parks, gardens, facilities surrounds and other public open spaces managed by Council in the declared areas of Stawell and St Arnaud which are located in the Northern Grampians Shire. **See Appendix 1 (Stawell) and Appendix 2 (St Arnaud) for the plans.** The Declared Area map is consistent with the ESV database. The responsible person will ensure that an annual review of the CFA bushfire mapping is undertaken prior to the declared fire season to inform itself of any alterations to the 'High Bushfire Risk Area' boundaries' within NGSC declared areas. Any boundary anomalies found will be relayed to the cutting crews and revised mapping will be provided to the crews.

## 6. Tree Type and Locations – r.9(4) s.1(10)

Trees that may be included in the ELC program total 1680. **Refer to Appendix 6 (Stawell) and Appendix 5 (St Arnaud).** The location of trees and tree types under powerlines which may need to be cut or removed to ensure compliance with the code can be identified on Councils mapping system Pozi.

### 6.1. Weblink to tree types and locations of trees that may need to be cut or removed to ensure compliance with the code – r.9(4) s.1(10).

[https://northerngrampians.pozi.com/#/x\[142.77624\]/y\[-37.05715\]/z\[18\]/feature\[streettrees,TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[info\]/](https://northerngrampians.pozi.com/#/x[142.77624]/y[-37.05715]/z[18]/feature[streettrees,TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[info]/)

### 6.2. Indigenous Trees – r.9(4)(g)(i)

For the purpose of this plan, the definition of a ‘indigenous tree’ is a tree that is indigenous and remnant to the area.

Council managed trees within the declared area townships of Stawell and St Arnaud are a mix of indigenous and exotics.

The location of “Indigenous” trees that fall within the ELC program that may require cutting or removal to ensure compliance with the code can be identified on Councils mapping system Pozi.

### 6.3. Weblink to trees that can be identified as “indigenous” that fall within the ELC program that may require cutting or removal to ensure compliance with the code r.9(4)(g)(i)

[https://northerngrampians.pozi.com/#/x\[142.77624\]/y\[-37.05715\]/z\[18\]/feature\[streettrees,TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.77624]/y[-37.05715]/z[18]/feature[streettrees,TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[layers]/)

### 6.4. Informing ELC Personnel – r.9(4)(h)

All ELC personnel are provided with specific instruction for the relevant cycle of cutting from the Parks & Gardens Supervisor regarding “indigenous” trees (indigenous or non-planted indigenous species) within the declared areas that the ELC program encompasses. Each member of the cutting crew is inducted on the current ELC program (cutting list) and any trees that are identified as significant, indigenous or habitat are identified to ELC crew. Refer to Appendix 12 ELC Induction proforma.

## **6.5. Informing Significant Trees – r.9(4)(h) & r.9(4)(g)(iii) s.1(11)**

Indigenous trees (indigenous or non-planted indigenous trees), trees of ecological, historical or aesthetic significance, or trees of cultural or environmental significance will be identified in a number of ways including:

As identified by Council's Arborist during the ELC program inspection who is a qualified arborist who holds a National Certificate Level III in Horticulture (Arboriculture) or an equivalent qualification; and at least 3 years of field experience in assessing trees.

- As listed on a Council planning scheme overlay.
- Cultural sensitive overlay -Pozi.
- As listed in the Heritage Register within the meaning of the Heritage Act 1995.
- Included in the Victorian Aboriginal Heritage Register established under the Aboriginal Heritage Act 2006.
- Flora or a habitat of fauna listed as threatened in accordance with section 10 of the Flora and Fauna Guarantee Act 1988.
- Flora listed in the Threatened Flora List with a conservation status in Victoria of 'endangered' or 'vulnerable' or 'critically endangered'.
- A habitat of fauna which is listed in the Threatened Invertebrate Fauna List.

## **6.6. Web Links to source information – r.9(4)(h)**

Councils cultural sensitive overlay - Pozi

[https://northerngrampians.pozi.com/#/x\[142.78668\]/y\[-37.05274\]/z\[14\]/layers\[culturalsensitivity\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78668]/y[-37.05274]/z[14]/layers[culturalsensitivity]/tab[layers]/)

Councils planning scheme overlay - Pozi

[https://northerngrampians.pozi.com/#/x\[142.78668\]/y\[-37.05259\]/z\[14\]/feature\[whatshere.MULTIPOINT\(\(142.73208250233435%20-37.05086141398042\)\)\]/layers\[planningoverlays\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78668]/y[-37.05259]/z[14]/feature[whatshere.MULTIPOINT((142.73208250233435%20-37.05086141398042))]/layers[planningoverlays]/tab[layers]/)

The Victorian Heritage Register

<http://vhd.heritagecouncil.vic.gov.au/>

The Victorian Aboriginal Heritage Register

<https://www.aboriginalvictoria.vic.gov.au/>

Department of the Environment, Land, Water and Planning, Flora and Fauna Guarantee Act 1988, Threatened List

<https://www.environment.vic.gov.au/conserving-threatened-species/threatened-list>

The DEPI Biodiversity Interactive Mapping Website

[Biodiversity 2037 \(environment.vic.gov.au\)](Biodiversity 2037 (environment.vic.gov.au))

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act), List of threatened flora, List of threatened ecological communities, List of threatened fauna

[Environment Protection and Biodiversity Conservation Act 1999 \(EPBC Act\) Home Page | Department of Agriculture, Water and the Environment, Australian Government](#)

Protected Matters Search Tool website

<http://www.environment.gov.au/webgis-framework/apps/pmst/pmst.jsf>

Council records, including the relevant zoning and overlay controls in the planning scheme.



### **6.7. Informing ELC Personnel of significant tree information – r.9(4)(g)(i)**

All ELC personnel are provided with specific instruction for the relevant cycle of cutting. The cutting list is reviewed by the Parks and Gardens Team Leader and significant or “indigenous” trees that require cutting are highlighted and the cutting of these trees will be restricted to the minimum extent necessary to ensure compliance with the requirements of this Code or to make an unsafe situation safe. Restrict cutting to AS 4373 – 2007 Pruning of Amenity Trees; and cut frequently if required to maintain clearance space.

### **6.8. Trees of aesthetic significance – r.9(4)(g)(ii)**

A number of trees have been identified as being of aesthetic significance to the Council which are within the ELC program.

- Cato Park, Stawell (Aesthetic)
- Seaby Street, Stawell (Aesthetic)
- Skene Street, Stawell (Aesthetic)
- Queen Mary Gardens, St Arnaud (Aesthetic)

For map locations of trees with aesthetic significance refer to Appendix 3 (Stawell) and Appendix 4 (St Arnaud).

## **7. The management procedure that the responsible person is required to adopt to ensure compliance with the Code, which must include details of the methods proposed to be adopted for – r9(3)(i)(i)**

### **7.1. Managing Trees**

- Two inspections and pruning (where required) of all trees within the declared areas of Northern Grampians Shire. (refer to web link 7.2).
- Cycle one Inspection and clearance - Inspection conducted in April Clearance pruning conducted in May.
- Cycle two Inspection and clearance - Inspection conducted in October clearance pruning conducted in November.
- Council managed trees that are within the Hazardous Bushfire Risk Areas (HBRA) declared area only are inspected and pruned during cycle one and two.
- Council appointed Contractor and or Council staff will carry out the inspections and pruning works.
- Coordinator Parks & Facilities will manage and monitor the inspection and pruning works performed by Council staff or the contractor.
- The use of appropriate plant selection for new and replacement plantings as per the Council's *Urban Tree and Nature Strip Management Plan*.
- Work with power supply authority to achieve better outcomes.
- Maps showing the pruning maintenance zones are shown in Appendix 5 & 6.
- Trees that may need to be cut or removed to ensure compliance with the code can be located on Councils mapping system Pozi.

## **7.2. Web link to trees located under powerlines in the declared areas of Stawell & St Arnaud**

[https://northerngrampians.pozi.com/#/x\[142.78257\]/y\[-37.05841\]/z\[15\]/feature\[streettrees.TRE001465\]/layers\[powercorlinescables\]/layers\[streettrees\]/tab\[layers\]/](https://northerngrampians.pozi.com/#/x[142.78257]/y[-37.05841]/z[15]/feature[streettrees.TRE001465]/layers[powercorlinescables]/layers[streettrees]/tab[layers]/)

## **7.3. Maintaining the minimum clearance space required by the code, between electrical lines trees – Pruning Works – R9(3)(i)(i)**

All powerline pruning works are conducted in accordance with AS 4373-2007 “Amenity Tree Pruning” and clearance distances are determined as referenced in the code of practice for electric line clearance, (Schedule 2).

See Appendix 7 – Minimum Clearance Spaces.

All staff engaged in powerline clearance activities are appropriately trained and qualified.

Council has a well-established and open dialogue in place with Powercor’s Council Liaison Officer to ensure both parties have a clear understanding of each organisation’s priorities.

Pruning results are recorded manually identifying the tree’s location and other attributes as per pro-forma. Refer to Appendix 8- ELC Veg Cutting & Inspection Sheet.

Trees are pruned to ensure foliage will remain free of the prescribed Clearance space until the next pruning cycle, trees that staff consider cannot be successfully pruned as outlined above will be brought to the attention of the Council’s Coordinator Parks and Facilities.

The Coordinator Parks and Facilities will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

Reports of non-compliance from Powercor, residents or other sources will be investigated by Council’s nominated responsible person and works will be carried out to rectify any non-conformances where required.

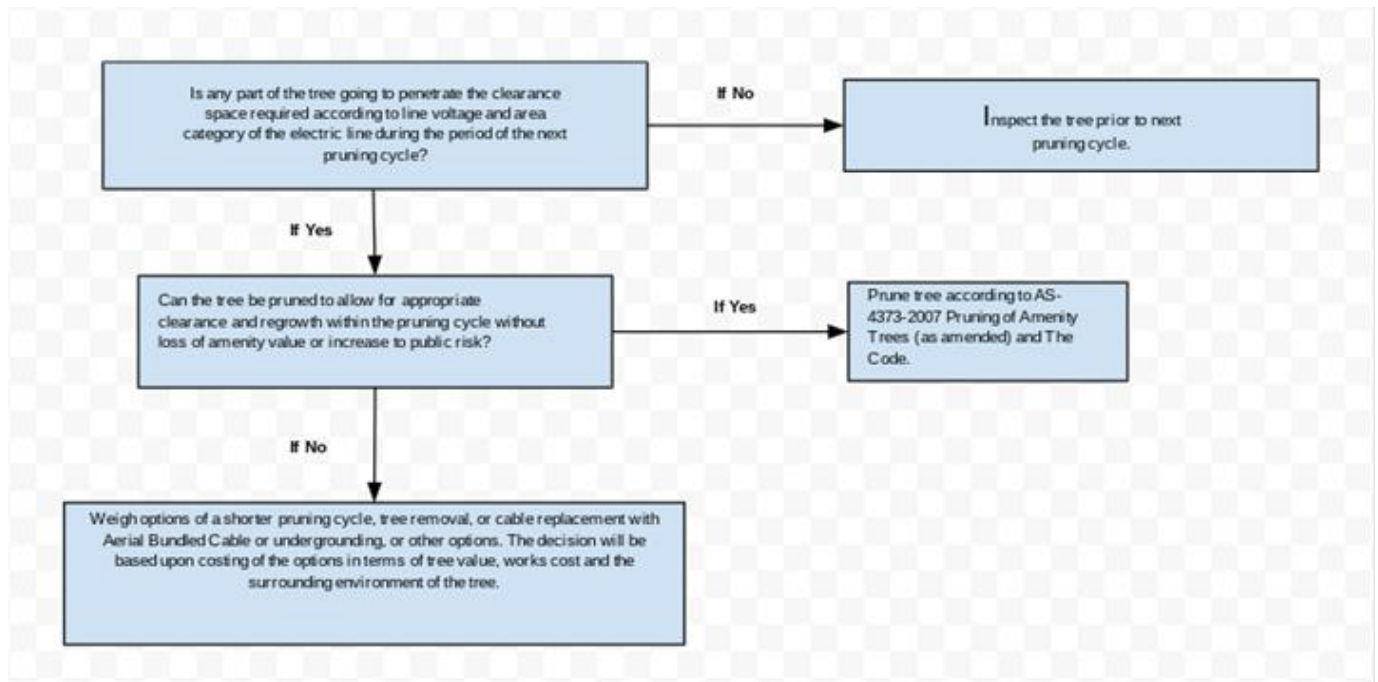
The degree of tree pruning will be adjusted in light of observed growth rates, depending on the significance of the tree, to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.

The formula used to calculate the amount of vegetation to be removed is:

- Clearance (m) = regrowth (m/year) X cycle (1 year) in line with schedule.
- The species of any new trees or other vegetation planted in the vicinity of overhead powerlines will be specifically selected to mature well below the powerlines.

Council is also in regular contact with Powercor through Leo Hourigan, mobile 0408 304 984, email: [lhourigan@powercor.com.au](mailto:lhourigan@powercor.com.au).

The following diagram broadly outlines the decision-making process with regard to maintaining line Clearance.



#### 7.4. Safety Concerns – S.1(21)

In situations where Council has concerns around safety relating to the cutting or removal of a tree in the declared areas for which Council has responsibility Council will consult with the local distribution company.

## 8. Allowance for Cable Sag and Sway – r.(9)(3)(ii)13

Unexpected conductor movement may occur under moderate wind, network faults or changes in conductor heating or cooling factors.

The code includes minimum clearance space detail for line spans up to 100m within LBRA and those up to 45m in HBRA. For spans exceeding 100m in LBRA or 45m in HBRA, the minimum clearance space must include an additional allowance for sag and sway.

Appropriate allowance for sway and sag changes must be applied in accordance with advice sought from the electrical asset owner.

Under Council's ELCMP it is the authorized officer's duty to ensure trees are pruned to maintain the Clearance Space free of vegetation for the period of the program.

Previous performance indicates that clearances within the declared areas of Stawell & St Arnaud are able to be maintained without an additional allowance for sag and sway.

If required, Council will determine an additional distance for sag and sway in consultation with Powercor as the relevant Distribution Business in the declared area. There is no electric rail or tramway supply within the area.

Distribution Business:	Powercor
Name of Contact:	Leo Hourigan
Position: Council Liaison Officer:	Powercor
Address:	740 Ballarat Road, Ardeer 3022
Office Telephone No:	(03) 9683 4851
Email:	<a href="mailto:LHourigan@powercor.com.au">LHourigan@powercor.com.au</a>

Should an allowance for sag and sway be determined as necessary under the above process, this will be documented on the inspection records proforma refer to Appendix 8 - ELC Veg Cutting & Inspection Sheet.

At completion of the works specific to lines requiring additional pruning to compensate for sag and sway the actual additional pruning distance will also be recorded on the Daily Works Report (Appendix 8) and kept on file for a minimum of 7 years.

## 9. Procedures – If impractical to Comply – r.9(4)(j)

This section addresses the procedures to be adopted if it is not practicable to comply with the requirements of AS4373 while cutting a tree in accordance with the Code.

In situations where trees cannot be effectively pruned in accordance with AS4373 the Coordinator Parks and Facilities will be notified, the coordinator will then inspect the tree and if it is determined that the tree cannot be pruned to comply with the Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic), Council will investigate and implement an alternative method to ensure compliance.

### 9.1. Alternate Compliance Mechanisms – r.9(4)(k-l)

At no stage in the past has a situation as described above in Item 9 been encountered and there is no reason to expect this will occur in the short-term future, as such, Council does not propose to request alternative compliance mechanisms.

## 10. Performance Measures – r.9(4)(m)

The following sets out the key performance indicators and the relevant measure for each item: The records that inform the performance measures of the ELCMP are stored in Councils electronic inspections management system “ElementOrg” ‘Electrical Line Vegetation Clearance’.

Item	KPI	Measure
1	Review of the ELCMP	Must be completed by 31 March each year
2	Completion of inspection cycles according to schedule	Inspections to be completed within the nominated month for that cycle
3	Completion of all pruning according to schedule	All pruning to be completed within the nominated month for that cycle
4	The number of trees in breach of the code between pruning cycles	No trees should be in breach
5	Quality of work (pruning techniques)	All work must be in line with AS4373
6	The number of customer complaints/ requests for pruning	No more than 3 customer requests annually(excluding Powercor non-compliance report)
7	Emergency Clearances	Nil annually

## **11. Audit Process – RP Compliance – r.9(4)(n)**

The Coordinator of Parks & Facilities will ensure random audits are conducted of the contractor and or Council staff performance and pruning works for both cycles of clearance works.

The audit assesses if the pruning works are compliant with Council and Australian Standards and the Electric Line Clearing Code of Practice. The audit results are regularly discussed with the contractor and or Council staff and the records are stored in Council's electronic audits management system "ElementOrg". Any non-compliance issues are discussed with the contractor or Council staff and the contractor or Council staff are required to provide information on remedial measures to rectify the noncompliance.

The Council shall ensure that all trees are pruned according to AS 4373-2007 - Pruning of Amenity Trees as a minimum standard. They further shall ensure that all contractors and employees hold appropriate certificates for both themselves and their equipment that legally entitles them to undertake the work.

### **11.1. Appendix 13 – ELC Worksite Audit – Example:**

### **11.2. Action in the event of non compliance**

Where remedial action can be satisfactorily carried out by Council Staff or Council's contractor this work shall be put in hand at the earliest possible date.

Where assistance is required by others such as the Distribution Company, then the consultation with the necessary authorities shall be used to assist in attending to the non-compliance as soon as possible.

Following investigation of the non-compliance and the establishment of the cause, the importance of compliance with the Management Plan and the Code will be drawn to the attention of the persons concerned.

- On the first occasion they will be given verbal instruction, and the incident recorded on file.
- If a second occasion occurs the notification shall be in writing, and incident recorded on file.
- After a third occasion, the training program will be reviewed, and more serious action considered if it is the same offender.

### **11.3. Audit Roles & Responsibilities**

Responsibility for internal auditing of compliance lies primarily with the Council's Coordinator of Parks & Facilities and is Council's primary liaison officer with Powercor. The Manager of Operations has more than 5 years of involvement with ELVC program and will review the audits to ensure compliance and also if any non - conformance is recorded that they are actioned as per Item 11.2 - Action in event of non-compliance.

Performance measures for the implementation of the Electrical Line Clearance Management Plan are:

- Number of pruning requests from the distribution company. They are recorded on the Merit electronic system.
- Number of pruning requests from the community. They are recorded on the Merit electronic system.
- Two annual clearance inspections completed by the responsible person. The records are stored in Council's electronic audits management system "ElementOrg".
- Number of vegetation clearance breaches to the code being kept to a minimum. The records are stored in Council's electronic audits management system "ElementOrg".
- An audit is completed on the works carried out. The records are stored in Council's electronic audits management system "ElementOrg".
- All pruning and clearing programs are carried out per schedules. The records are stored in Council's electronic audits management system "ElementOrg".
- All emergency clearances carried out by Council are recorded on the Merit electronic system.

## 12. Qualifications and Experience – r.9(4)(o)

This section details the qualifications and experience that the responsible person must require of the persons who are to carry out the inspection cutting or removal of trees.

Only **qualified persons** can prune or clear the whole or any part of a tree within 2 metres of a low voltage wire or 6 metres of a high voltage wire.

All persons inspecting and pruning trees under this plan must have qualifications, experience, training and assessment to ensure competency in the performance of vegetation management work and have:

- Completed a training course approved by ESV.
- Technical knowledge or sufficient experience to perform the duty concerned.
- Been endorsed in writing by the organisation (e.g. the employer) to perform the work.
- Undertaken formal training.

As well as appropriate knowledge of, and where applicable training in:

- Electricity Safety Act 1998.
- Electricity Safety (Electric Line Clearance) Regulations 2020 (Vic).
- Electrical Safety (General) Regulations 2019.
- Code of Practice on Electrical Safety for the Distribution Business in Victoria Electricity.
- Supply Industry (The Blue Book 2017).

A **qualified person** is defined as a person who holds a current certificate specifying satisfactory completion of a training course in tree clearing, approved by Energy Safe Victoria.

ELC staff have the same training competencies as roles within the team and are not role specific.

The Council shall ensure that suitably trained workers conduct the work on trees with Council authorisation and maintain specified body clearances.



The following certificates appropriate for the individual tasks carried out will be a minimum standard for any workers onsite.

Description	Unit Code	Refresher
Certificate II ESI Vegetation Control	UET20319	Refresher not required
Apply Occupational Health Safety regulations, codes and practices in the workplace	UEENEEE101A	Refresher not required
Comply with sustainability, environmental and incidental response policies and procedures	UETTDREL13A	Refresher not required
Working safely near live electrical apparatus as a non-electrical worker	UETTDREL14A	Refresher not required
Operate and maintain chainsaws	AHCARB205A	Refresher not required
Use elevated platform to cut vegetation above ground level near live electrical apparatus	UETTDRCV25A	Refresher not required
Operate mobile chipper	FWPHAR2206	Refresher not required
Licence to operate boom type EWP	LF WP (High Risk Work) Worksafe	Refresher not required
Perform EWP rescue	UETTDRRF03	Annual
Safe approach distances - vegetation work	UETTDREL14	Refresher not required
Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus	UETTDRCV23A	Refresher not required
Monitor safety compliance of vegetation control work in an ESI environment	UETTDRCV27A	Refresher not required
Perform EWP controlled descent escape	UETTDRRFO8B	Annual
Apply pruning techniques to vegetation control near live electrical apparatus	UETTDRCV33A	Refresher not required
Control traffic with stop-slow bat	RIIWH205D	Refresher every 5 years
Implement traffic management plan	RIIWH302D	Refresher every 5 years
Provide first aid in an ESI Environment	UETTDRRF10	Annual
Provide cardiopulmonary resuscitation	HLTAID001	Annual

### **12.1. Monitoring Qualifications and Experience**

The following training and authorisation requirements and actions will be applied to ensure acceptable levels of competence required to demonstrate skills, knowledge and experience both upon appointment and ongoing:

- Both initial and refresher training are to be provided
- Skills and competence shall be maintained through regular refresher training
- All training to be provided by a Registered Training Organisation
- A record of the sighting of required certificates and associated documents shall be kept by the Operations Department and shall be updated annually.

Council maintains a training register for all employees including staff engaged in the ELC program to ensure all certifications are up to date. This is an automated system (Elumina) that flags the requirement for any refresher training.

Should any employee be found actively engaged in ELCM work without the appropriate qualification and/or training, they will immediately be removed from the site. Councils disciplinary procedure will be applied, and this can result in termination of employment should the breach be of sufficient magnitude.

### **12.2. Qualifications for assessment of ‘hazard trees’ – s.(1)(9)**

If a person identifies a tree as likely to fall onto or otherwise come in to contact with an electric line the tree may be cut or removed provided that the tree has been assessed by a suitably qualified arborist and that assessment confirms the likelihood of contact with an electric line having regard to foreseeable local conditions. This assessment must take into consideration local conditions Including:

- significant vegetation
- protected flora and fauna
- habitat
- local knowledge
- visual assessment
- environmental conditions
- vegetation regrowth patterns

A ‘suitably qualified arborist’ must have a National Certificate Level III in Horticulture (Arboriculture) including the “Assess Trees” module, or an equivalent qualification; and at least 3 years of field experience in assessing trees.

### 13. Notification and Consultation – r.9(4)(p) s.1(16)18

As a minimum resident/owner consultation is required prior to the annual line clearance program and if trees are to be cut or removed or if there is a change of pruning practice.

Resident/owner consultation will be in the form of notification on Northern Grampians Shire Council's website and social media with a minimum of 14 days prior to commencing works with all works being completed within 60 days of the end of the 14 days notification period. (See Appendix 9 - Standard Notice Commencement).

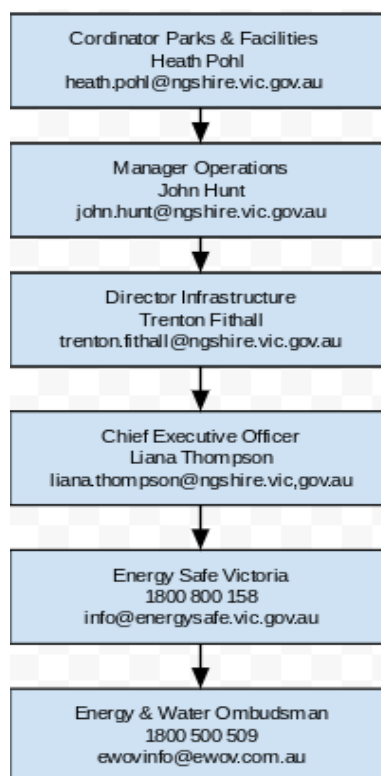
In extenuating circumstances where clearing does not occur within the 60 days period, renotification will occur through Council's social media network and be posted on Council's website.

If a tree is to be removed a letter will be sent to the nearest property address of the street tree and to a minimum of 5 neighbouring properties on either side of the street (i.e. minimum of 10 properties). A copy of notification letter proforma is included in Appendix 11- Vegetation Removal.

#### 13.1. Dispute Resolution – r.9(4)(q)

All enquiries received by Council are recorded on Council's customer enquiry management system (Merit). Each enquiry has a unique identification number that is monitored electronically until the enquiry is resolved. If initially a customer is not satisfied, a clear, hierarchical process is followed.

Dispute resolution workflow.



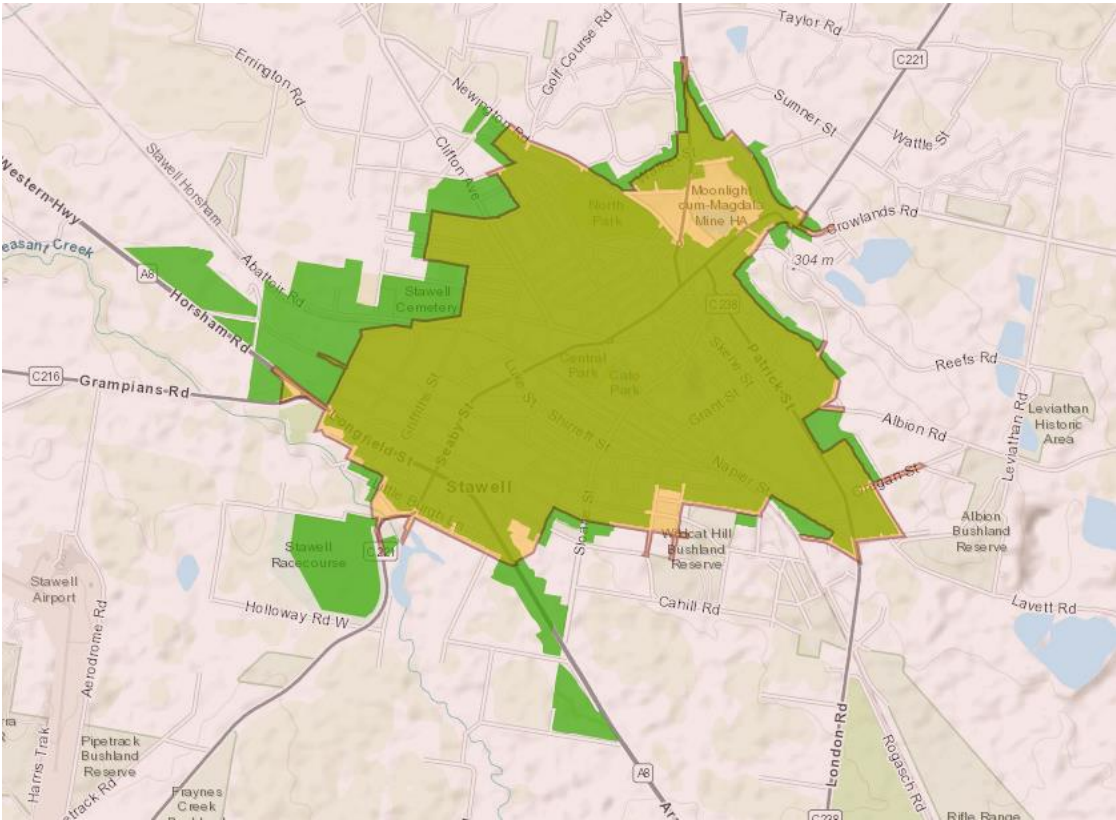
## **14. Exceptions – s.1(4,5,6)**

Northern Grampians Shire will **not** be seeking exceptions in relation to minimum clearance spaces for:

- structural branches around insulated low voltage electric lines.
- small branches around insulated low voltage electric lines.
- structural branches around uninsulated low voltage electric lines in low bushfire risk areas.

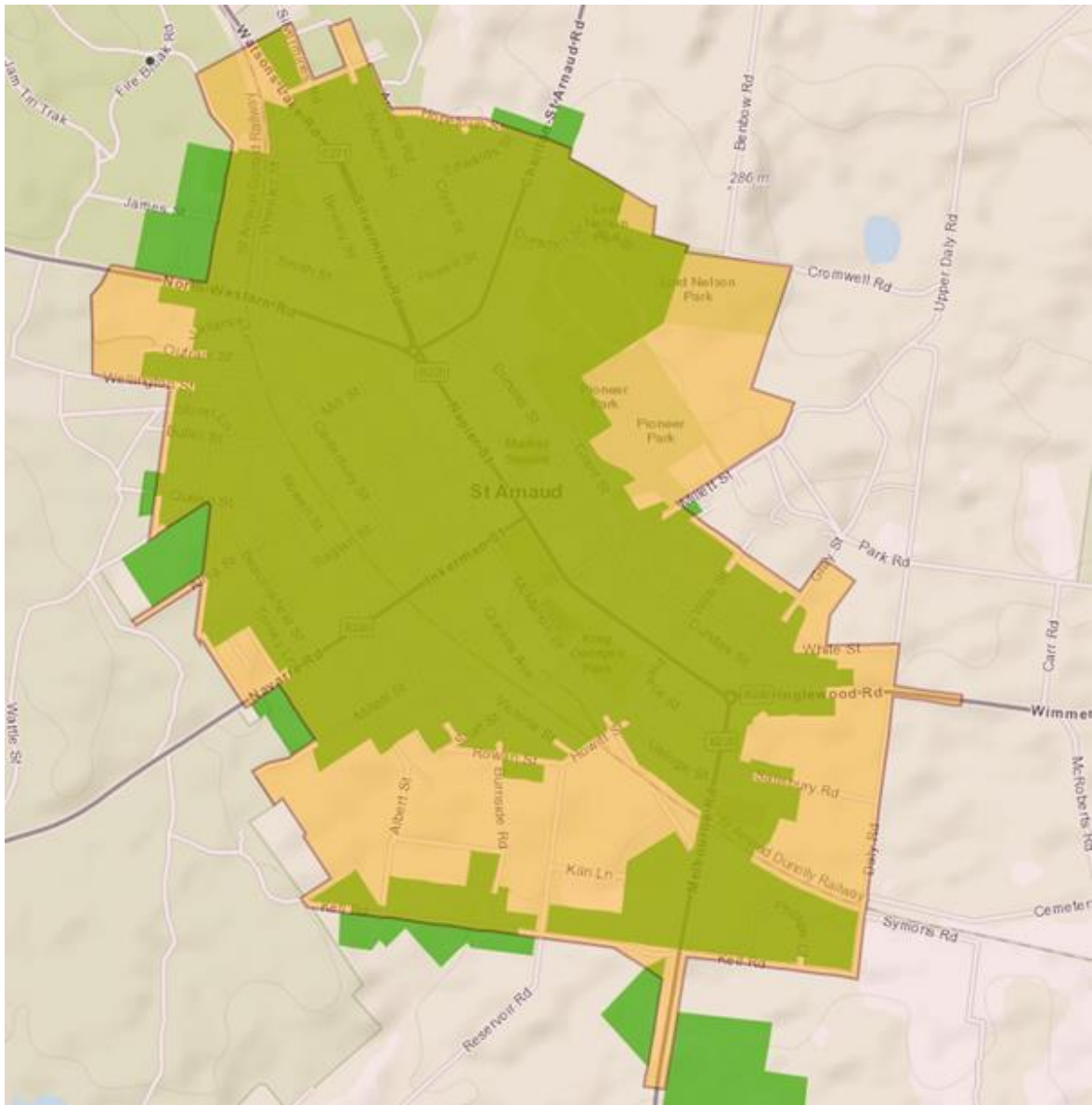
# 15. Appendix

## Appendix 1 – Maps of Declared Areas – Stawell Declared Area



	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

Appendix 2 – Maps of Declared Areas – St Arnaud Declared Areas



	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA



### Appendix 3 – Stawell Aesthetic Significant Trees Locations

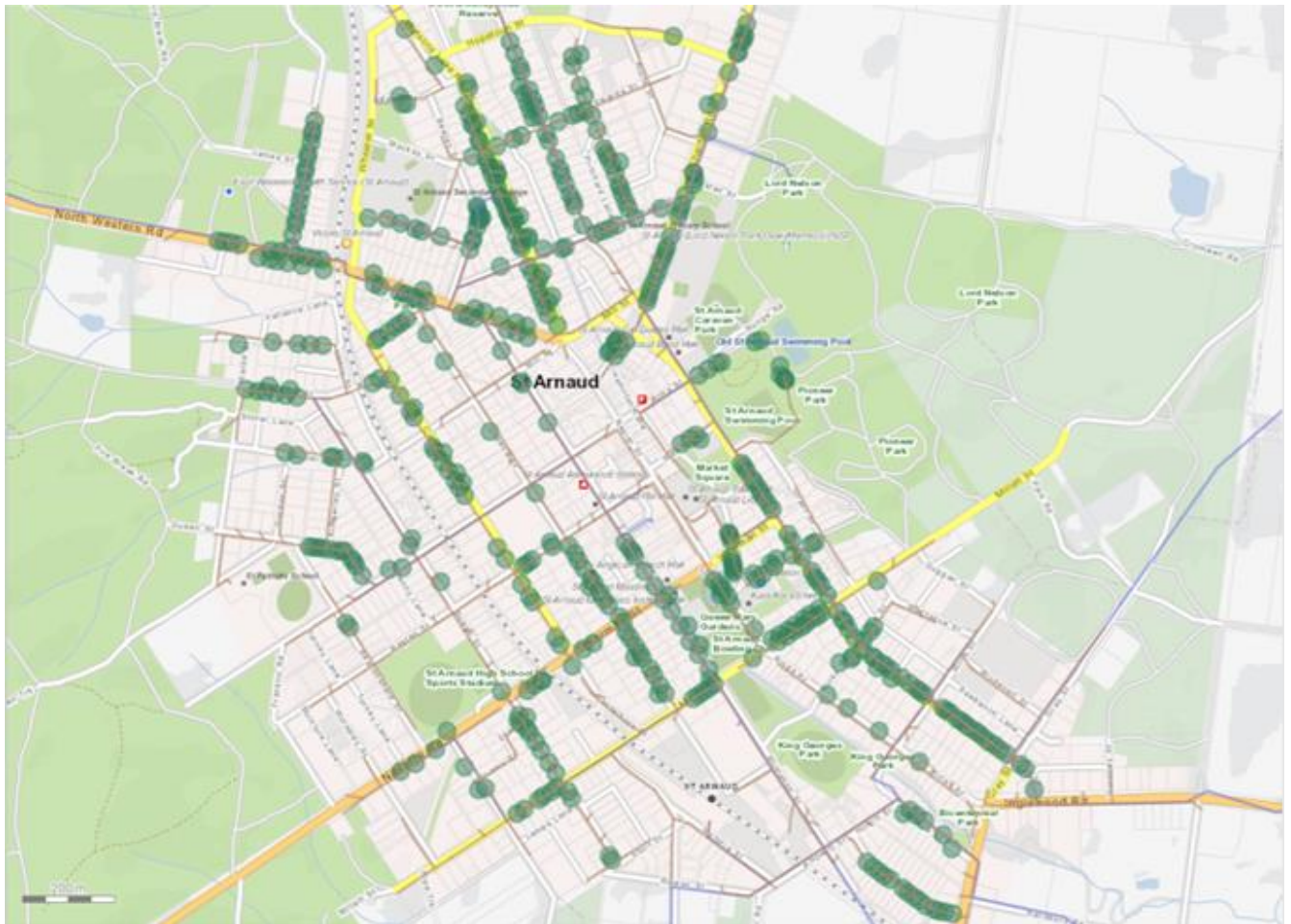


## Appendix 4 – St Arnaud Aesthetic Significant Trees Locations



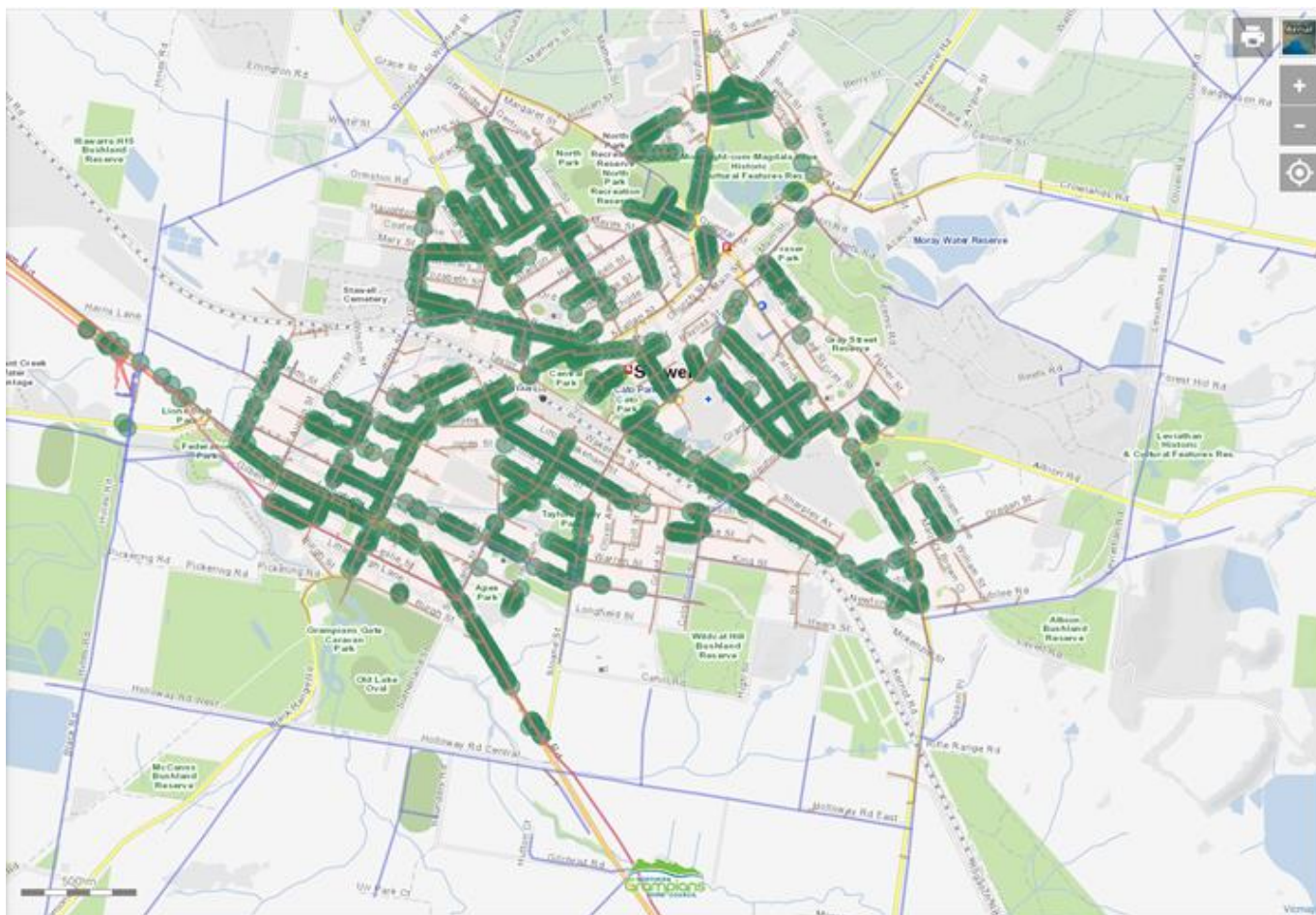


## Appendix 5 – St Arnaud - Tree Locations Affected By The Plan



**Total – 525**

## Appendix 6 – Stawell – Tree Locations Affected By The Plan

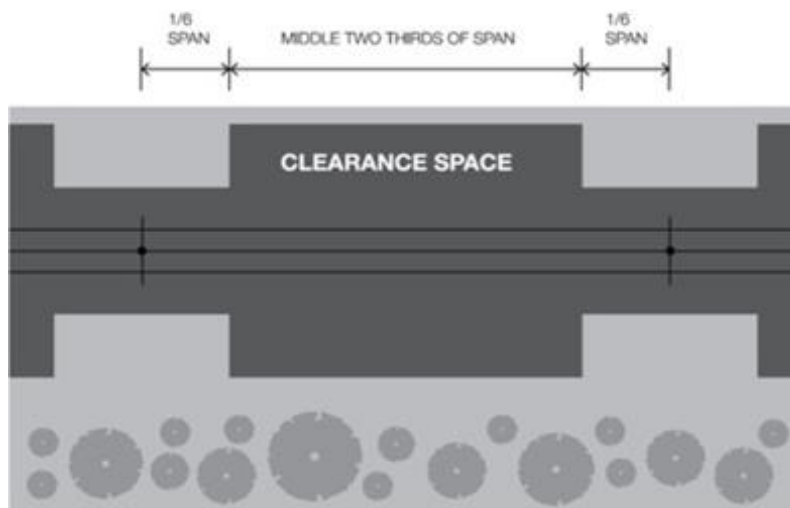


**Total – 1155**

## Appendix 7 – Minimum Clearance Spaces

Source – Electrical Safety (Electrical Line Clearance) Regulations 2020

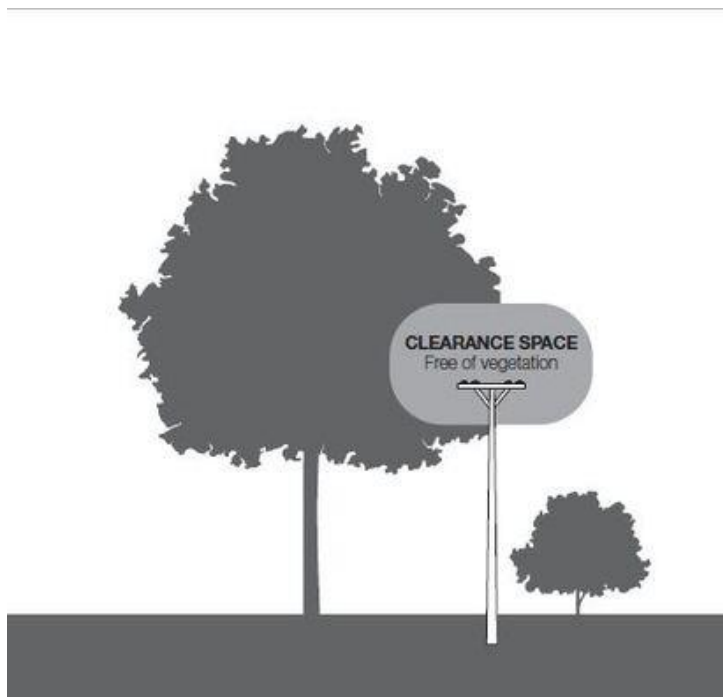
### PLAN VIEW OF ELECTRIC LINES IN ALL AREAS



**INSULATED ELECTRIC LINES IN ALL AREAS AND UNINSULATED HIGH VOLTAGE ELECTRIC LINES (OTHER THAN 66 000 VOLT ELECTRIC LINES) IN LOW BUSHFIRE RISK AREAS**

Clauses 24 & 26 – Graphs 1 & 3





**NOT TO SCALE**

**UNINSULATED LOW VOLTAGE ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA**

Clause 25 – Graph 2



## UNINSULATED 66,000 VOLT ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA & UNINSULATED ELECTRIC LINE IN A HAZARDOUS BUSHFIRE RISK AREA

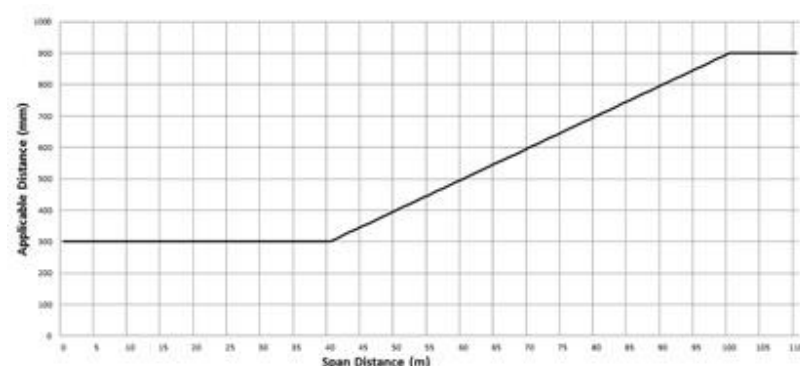
Clauses 27, 28 & 29 – Graphs 4,5 & 6



Note – all graphs represent the applicable distance for the middle two thirds of a span of an electric line.

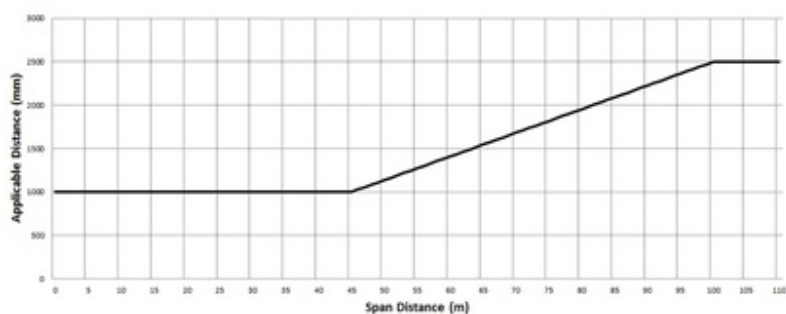
### GRAPH 1 – INSULATED ELECTRIC LINES IN ALL AREAS

Clauses 3 & 24



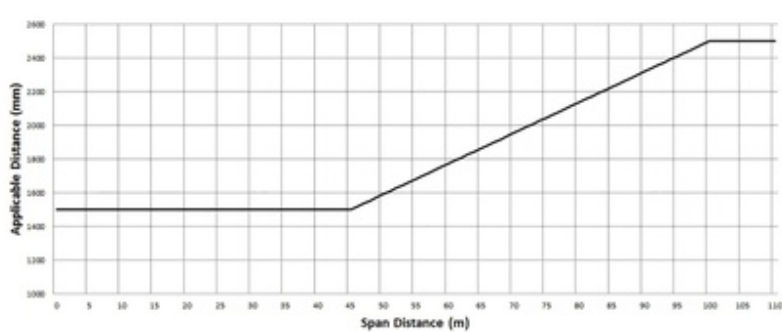
### GRAPH 2 – UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 & 25



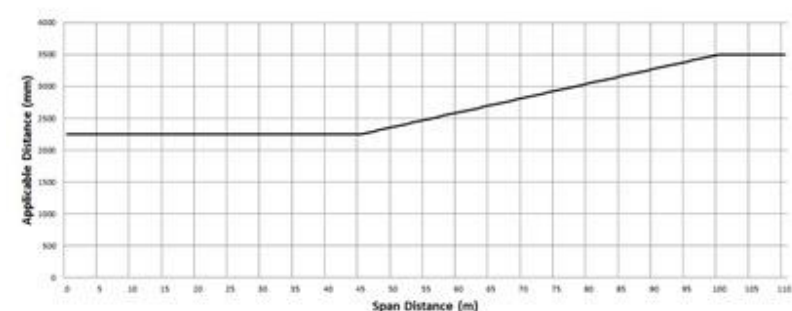
**GRAPH 3 – UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA**

Clauses 3 & 26



**GRAPH 4 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA**

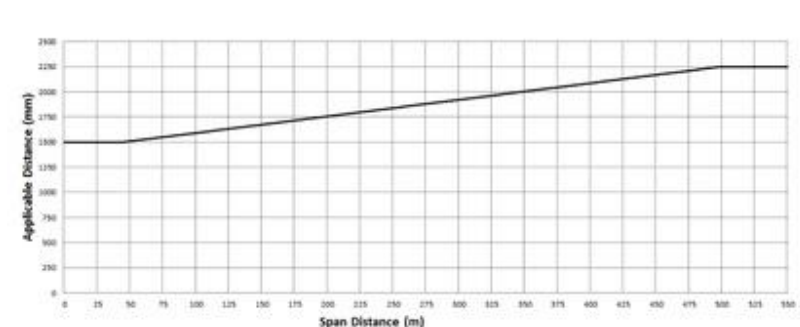
Clauses 3 & 27





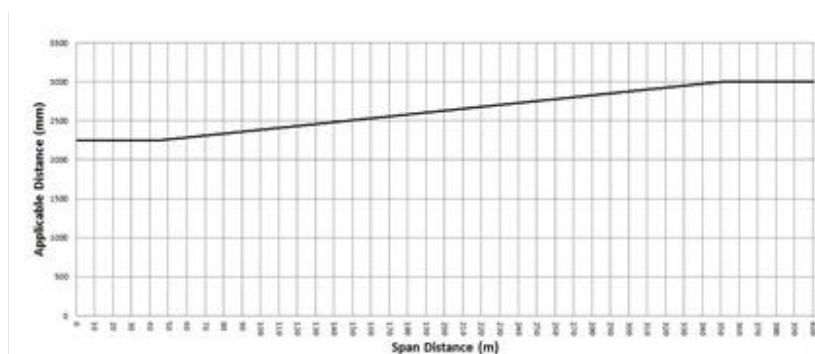
### GRAPH 5 – UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA

Clauses 3 & 28



### GRAPH 6 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN HAZARDOUS BUSHFIRE RISK AREA

Clauses 3 & 29



## Appendix 8 – ELC Veg Cutting & Inspection Sheet

[illegible]



## **Appendix 9 – Standard Notice Commencement**

### **ELECTRICAL LINE VEGETATION CLEARANCE WORKS**

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will commence 14 days from the date of this notice and the program is to be completed within 60 days.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am – 4.00pm, Monday – Friday.

**Liana Thompson**  
**CHIEF EXECUTIVE OFFICER**

## Appendix 10 – Standard Notice Delayed Works

### ELECTRICAL LINE VEGETATION CLEARANCE WORKS

Notice is hereby given by Northern Grampians Shire Council of pruning works to trees located on public land managed by Council to meet statutory vegetation clearance space requirements around electricity lines.

Council will be conducting tree pruning works within the declared areas of Stawell and St Arnaud.

The program will require an additional 60 days to be completed.

Council's Electrical Line Clearance Management Plan can be accessed via Council's website.

Should you require further information please contact the Coordinator Parks & Facilities on 5358 8700 during business hours 8.00am - 4.00pm, Monday – Friday.

**Liana Thompson**  
**CHIEF EXECUTIVE OFFICER**

## Appendix 11 – Nature Strip Tree Removal Notice



To The Owner/Occupier

### **Nature Strip Tree Removal Notice**

Council wishes to advise that the nature strip tree at XXXX has been scheduled for removal for the following reason:

- ☐ WATER MAIN/SEWER DAMAGE
- ☐ FOOTPATH/KERB DAMAGE
- ☐ IMPACTING ON RESIDENTS PROPERTY
- ☐ DANGEROUS TO PUBLIC SAFETY
- ☐ UNSUITABLE, POOR PERFORMING, REACHED THE END OF USEFUL LIFE
- ☒ INTERFERENCE WITH ELECTRICAL LINES
- ☐ INTERFERENCE WITH UNDERGROUND SERVICES
- ☐ UNSUITABLE SPECIES FOR THIS LOCATION
- ☐ UPGRADE STREET WORKS

The tree scheduled for removal is identified with a dot of pink paint on the trunk.

If you require any further information regarding this matter please contact me on 5358 8700 during office hours within 5 working days from the above date.

Yours faithfully

Kevin Rickard  
PARKS AND GARDENS TEAM LEADER STAWELL

 Northern Grampians Shire Council LIVE   WORK   INVEST   VISIT	<b>CONTACT US</b>	<b>CONNECT WITH US</b>
	 <a href="mailto:ngshire@ngshire.vic.gov.au">ngshire@ngshire.vic.gov.au</a>	 <a href="https://facebook.com/ngshire">facebook.com/ngshire</a>
	 <a href="http://www.ngshire.vic.gov.au">www.ngshire.vic.gov.au</a>	 <a href="https://www.instagram.com/ngshire">ngshire</a>
	 (03) 5358 8700	 <a href="https://twitter.com/northerngrampiansshire">@northerngrampiansshire</a>
	 PO Box 580 Stawell VIC 3380	 #ngshire #thetowninvestylife #wandervictoria

## Appendix 12 – Plant, Equipment & Task Induction Checklist

### PART B - PLANT, EQUIPMENT & TASK INDUCTION CHECKLIST

This Checklist (**Part B**) is to be used to induct employees on items of plant, equipment and task's.  
You can find **who can induct** in the Depot shared drive folder (Plant & Equipment Training register)

**Task: Electrical Line Clearance Program**

**Electrical Line Clearance Management Plan Supplied: Yes**

1.	Allow the inductee to read through the current Electrical Line Vegetation Management Plan.	<input type="checkbox"/>
2.	Identify any changes to the plan from the previous year.	<input type="checkbox"/>
4.	Explain the implications of not following the plan.	<input type="checkbox"/>
5.	Explain the safety & environmental requirements of the task with the assistance of the Electrical Line Clearance Management Plan.	<input type="checkbox"/>
6.	Highlight to the inductee any trees of significance, indigenous or habitat importance that are identified on the cutting list.	<input type="checkbox"/>
7.	Has the inductee been inducted onto the high level SWMS for this task?	<input type="checkbox"/>
8.	Has the Inductee been inducted onto all the plant and equipment associated with the task?	<input type="checkbox"/>
9.	Has the inductee read the electrical safety rules for vegetation management work near overhead powerlines by non - electrical workers 2013?	<input type="checkbox"/>
10.	Does the inductee have all current RTO competencies required for the task?	<input type="checkbox"/>
11.	Does all plant and equipment being used for the task have the current testing certificates required to perform the task?	<input type="checkbox"/>
12.	Ask if there are any questions or areas that they would like answered or clarified.	<input type="checkbox"/>

Inductee : .....  
(print name)

I acknowledge that I have received information, instruction and training in respect to a site induction and/or instruction and induction in the safe operation of the listed plant/task. I have been provided with a copy of the safe operating procedure and manufacturer's operating manual if applicable.

Signed: .....

Dated:     /     /2020

I: ..... find ..... competent to operate this piece of equipment & perform the task.

**Disclaimer :** The person performing this induction is not responsible for any non compliance and or incidents after this induction has taken place.

Supervisors Name: .....

Supervisors signature: .....

## Appendix 13 – ELC Worksite Audit

Audit Date	24/06/2020
Audit Location	Victoria Street stawell
Audit Type	Internal - NGSC employee
NGSC Employee	Anthony Holden
<b>Worksite Documentation Audit</b>	
Do All Onsite Workers Hold The Appropriate Tickets To Undertake The Works?	Yes
Is There A Current Weight Test Certificate For The EWP?	Yes
Is There A Current Electrical Testing Certificate For The EWP?	Yes
Is There An Appropriate Traffic Management Plan Onsite?	Yes
Is There An Appropriate SWMS Onsite?	Yes
<b>Worksite Operations Audit</b>	
Is All The Necessary Signage In Place?	Yes
Is Entry To The Worksite Restricted Appropriately?	Yes
Do All Onsite Workers Have Appropriate PPE?	Yes
Is The Safety Harness Being Used Correctly?	Yes
Is The Site Cleared Of Debris To A Safe Standard?	Yes
Is All Pruning Undertaken To Australian Standards?	Yes
General Worksite Inspection Comments:	Site audit checked appropriate documentation and signage ppe qualified personnel
<b>Step 2: Electric Line Clearance Inspections</b>	
<b>Audit List</b>	
Road 1	Victoria Street, Stawell
Road 2	Walker st, Stawell
Road 3	Williams street, Stawell
Road 4	Millet Street, St Arnaud
Road 5	Kings Avenue, St Arnaud
Road 6	Butcher Street, St Arnaud

### Electric Line Clearance Audit - 6 Of 6

Location	Butcher Street St Arnaud
Date	25/06/2020
Bushfire Risk	LBRA - low bushfire risk area
Line Voltage	Up to 22 KV
Span Length	Up to and including 45 meters
Pole Clearance Compliant	Yes
Span Clearance Compliant	Yes
Span Clearance Photo(S)	



## 16. Authorisation Page

Authorised by: Liana Thompson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Executive Officer  
Northern Grampians Shire Council

## 9.4. Improve Organisational Effectiveness

### 9.4.1. Quarterly Finance Report

**Author/Position:** **Graham Haylock, Manager Financial Services**

#### **Purpose**

To advise Council of the Financial Report for the second quarter ended 31 December 2021.

#### **Summary**

The Financial Report for the period ending 31 December 2021 shows the forecasted end of year result for the current financial year based on actual results to 31 December 2021.

It is projected that the Council will end the year with \$24.5 million in cash. It should be noted that the report only reflects spending to 31 December 2021.

In accordance with Section 97(3) of the *Local Government Act 2020*, the second quarter financial report requires a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

Under Section 95 of the Act, the adoption of a formal revised budget is required if Council intends to:

- make a variation to the declared rates or charges
- undertake any borrowings that have not been approved in the budget
- make a change to the budget that the Council considers should be the subject of community engagement.

The Chief Executive Officer advises that the formal adoption of a revised budget for 2021-22 is not required as Council does not intend to make changes to the budget that would trigger the requirement to adopt a revised budget.

#### **Recommendation**

**That Council:**

- a) **notes the Financial Report for the second quarter ended 31 December 2021**
- b) **notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2021-22 financial year is not required.**

## **RESOLUTION**

**That Council:**

- a) **notes the Financial Report for the second quarter ended 31 December 2021**
- b) **notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2021-22 financial year is not required.**

**Moved:** Cr Kevin Erwin  
**Seconded:** Cr Eddy Ostarcevic

**Carried**

## Background/Rationale

As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer is required to provide Council with a financial report, comparing the actual and budgeted results to date and an explanation of any material variations.

This report is the second financial report for the 2021-22 financial year that will assess council's performance against the adopted budget.

The report shows the forecast end of year result for the current financial year based on actual results to 30 December 2021 together with percentage variations to the adopted budget.

The quarterly financial report includes the following key highlights:

- \$23.75 million total cash balance at the end of December 2021 predominantly to fund capital works and other scheduled projects.
- \$24.54 million forecast capital works that is an increase compared to the adopted budget of \$15.65 million. The increase is mainly due to projects carried forward from the prior 2020-21 financial year as well as additional grant funding not available at the time of budget adoption.
- \$11.09 million debtors (rates and sundry) balance outstanding at the end of December 2021. This balance is comparable to the prior 2020-21 year with minimal impact due to the pandemic.
- \$1.10 million loan balance forecast to the end of the 2021-22 financial year with \$1.09 million of scheduled repayments during the 2020-21 financial year.

## Legislation, Council Plan, Strategy and Policy Implications

*Local Government Act 2020*

Council Plan 2021-25 – Improve Organisational Effectiveness

## Options

### Option 1

That Council:

- a) notes the Financial Report for the second quarter ended 31 December 2021 without amendments
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2021-22 financial year is not required. **[recommended]**

### Option 2

That Council:

- a) notes the Financial Report for the second quarter ended 31 December 2021 with amendments
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2021-22 financial year is not required. **[not recommended]**

## Implications

The subject matter has not raised any sustainability issues (economic, social, environmental or climate change) or heritage/cultural, amenity, human rights/gender equality, privacy, risk management, budgetary and asset management implications.

## Procurement

The report does not raise any procurement agreement matters.

## Community Engagement

No community engagement was required

## Innovation and Continuous Improvement

This report incorporates the impact of new accounting standards and better practice reporting.

## Collaboration

No collaboration was required in completing this report.



### **Officer's Declaration of Interest**

All officers providing advice to Council must disclose any interests, including the type of interest.

Graham Haylock, Manager Financial Services

In providing this advice as the author, I have no disclosable interests in this report.

### **Attachments**

1. Quarterly Finance Report - December 2021 [**9.4.1.1** - 15 pages]

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# Financial Report

31 DECEMBER, 2021



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<b>Cash and Investments.....</b>	<b>13</b>
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## Executive Summary as at 31 December, 2021

It should be noted that this report only reflects spending to 31 December, 2021.

The forecast shows a favourable movement of \$12.9M in expected closing cash held at the end of the financial year compared to budget.

It is projected that the Council will end the year with \$24.5M cash.

## Cash Flow Statement as at 31 December, 2021

	Actuals to December, 2021 \$ '000	Total Forecast \$ '000	Budget 2021-22 \$ '000	Variations to Budget Fav (Unfav) \$ '000
<b>Operating Activities</b>				
<b>Revenue</b>				
Rates & Charges	(9,683)	(19,073)	(18,756)	317
Operating Grants	(3,124)	(10,664)	(10,493)	171
Statutory Fees & Fines	(178)	(462)	(455)	7
User Fees	(1,732)	(1,443)	(1,813)	(370)
Contributions	(87)	(87)	(50)	37
Other Revenue	(368)	(871)	(883)	(12)
<b>Total Revenue</b>	<b>(15,172)</b>	<b>(32,600)</b>	<b>(32,450)</b>	<b>150</b>
<b>Expenses</b>				
Employee Costs	9,245	17,502	17,166	(336)
Materials & Services	1,437	8,428	9,388	960
Borrowing Costs	48	75	75	-
Other Expenses	505	1,542	1,608	66
<b>Total Expenses</b>	<b>11,235</b>	<b>27,547</b>	<b>28,237</b>	<b>690</b>
<b>Net Operating</b>	<b>(3,937)</b>	<b>(5,053)</b>	<b>(4,213)</b>	<b>840</b>
<b>Investing Activities</b>				
Capital Expenditure	11,564	18,172	15,649	(2,523)
Capital Grants	(1,926)	(8,081)	(8,081)	-
Capital Income	-	-	(155)	(155)
Capital Contributions	(258)	(510)	(510)	-
Proceeds from investment in associates	-	-	-	-
Repayment of Loans & Advances	-	9	(63)	(72)
<b>Net Investing Activities</b>	<b>9,380</b>	<b>9,590</b>	<b>6,840</b>	<b>(2,750)</b>
<b>Financing Activities</b>				
New Loans	-	-	-	-
Principal Repayments	1,045	1,092	1,092	(0)
Interest Paid - Lease Liability	-	3	3	-
Repayment of Lease Liability	-	198	87	(111)
Net Trust Movement	(6)	(117)	-	117
<b>Net Financing Activities</b>	<b>1,039</b>	<b>1,176</b>	<b>1,182</b>	<b>6</b>
<b>Net Movements for Year</b>	<b>6,482</b>	<b>5,713</b>	<b>3,809</b>	<b>(1,904)</b>
Opening Cash	30,232	30,232	15,450	14,782
<b>Closing Cash</b>	<b>23,750</b>	<b>24,519</b>	<b>11,641</b>	<b>12,878</b>

# Operating Statement as at 31 December, 2021

50% through the year

	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
<b>Revenue</b>				
<b>Rates &amp; Charges</b>				
Residential	(8,009)	(7,999)	(7,738)	100%
Farm/Rural	(5,359)	(5,359)	(5,562)	100%
Commercial	(754)	(755)	(725)	100%
Industrial	(494)	(494)	(291)	100%
Cultural & Recreational	(11)	(11)	(11)	100%
Municipal Charge	(1,338)	(1,337)	(1,330)	100%
Garbage Charge	(2,847)	(2,842)	(2,830)	100%
Rates in Lieu	(24)	(24)	(326)	100%
<b>Rates &amp; Charges</b>	<b>(18,836)</b>	<b>(18,821)</b>	<b>(18,811)</b>	<b>100%</b>
<b>Grants Capital</b>				
Capital Grants	(2,141)	(8,081)	(8,081)	26%
<b>Grants Capital</b>	<b>(2,141)</b>	<b>(8,081)</b>	<b>(8,081)</b>	<b>26%</b>
<b>Grants Operating</b>				
Aged & Disability Services Grants	(522)	(880)	(868)	59%
Child Care Grants	(473)	(973)	(853)	49%
Environmental Grants	(75)	(75)	(75)	100%
Untied Grants	(2,128)	(8,205)	(8,205)	26%
Operating Grants	(275)	(408)	(368)	67%
Public Safety Grants	(1)	(123)	(123)	1%
<b>Grants Operating</b>	<b>(3,474)</b>	<b>(10,664)</b>	<b>(10,493)</b>	<b>33%</b>
<b>User Fees</b>				
Aged and Disability Service Fees	(239)	(384)	(382)	62%
Building Fees	(0)	(0)	0	100%
Child Care Fees	(142)	(277)	(276)	51%
Leisure Fees	(187)	(460)	(698)	41%
Local Law Fees	(17)	(116)	(115)	15%
Other Fees	(33)	(142)	(142)	23%
Public Health Fees	(43)	(46)	(46)	92%
Rental Income	(66)	(116)	(116)	57%
Private Works Infrastructure	(16)	(17)	(17)	96%
Waste Management Fees	(26)	(26)	(22)	100%
<b>User Fees</b>	<b>(769)</b>	<b>(1,584)</b>	<b>(1,813)</b>	<b>49%</b>
<b>Statutory Fees and Fines</b>				
Building Fees	(101)	(285)	(285)	36%
Local Law Fees	(2)	(4)	(4)	47%
Other Fees	(19)	(37)	(29)	51%
Planning Fees	(101)	(137)	(137)	74%
<b>Statutory Fees and Fines</b>	<b>(223)</b>	<b>(462)</b>	<b>(455)</b>	<b>48%</b>
<b>Contributions</b>				
Contributions to Capital	(258)	(510)	(510)	51%
Contributions Other	(87)	(87)	(49)	100%
<b>Contributions</b>	<b>(345)</b>	<b>(597)</b>	<b>(559)</b>	<b>58%</b>
<b>Other Revenue</b>				
Interest Income	(0)	(175)	(175)	0%
Other Revenue	(367)	(696)	(652)	53%
<b>Other Revenue</b>	<b>(368)</b>	<b>(871)</b>	<b>(827)</b>	<b>42%</b>
<b>Revenue</b>	<b>(26,155)</b>	<b>(41,080)</b>	<b>(41,039)</b>	<b>64%</b>
<b>Revenue (excl Rates &amp; Charges)</b>	<b>(7,319)</b>	<b>(22,260)</b>	<b>(22,228)</b>	<b>33%</b>

# Operating Statement as at 31 December, 2021

50% through the year

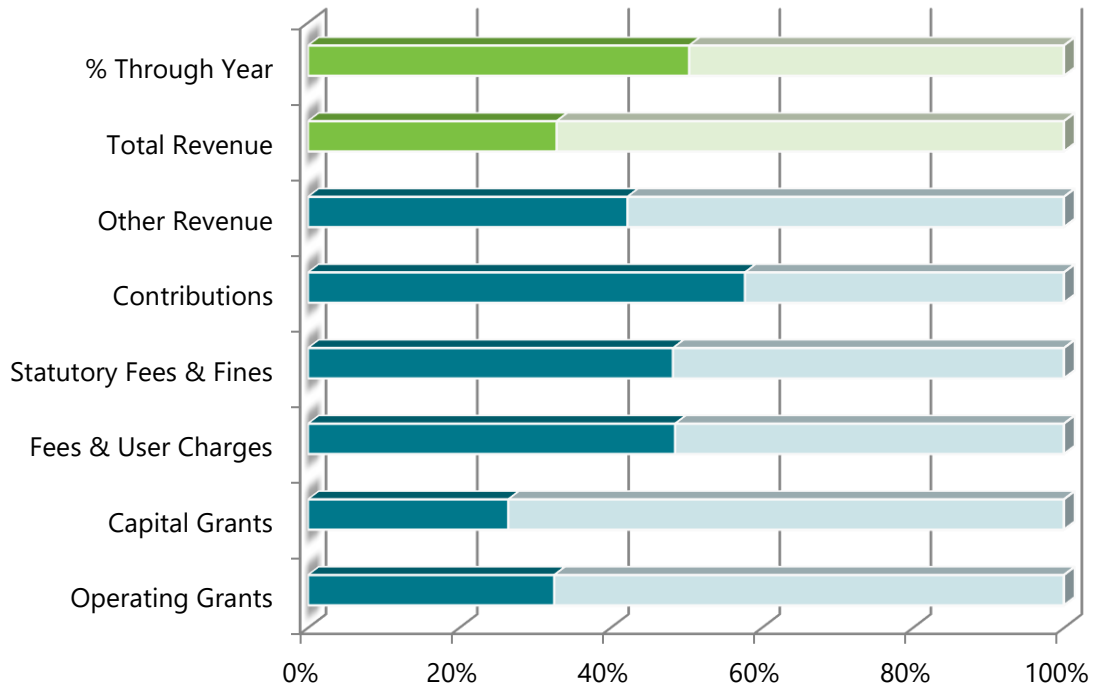
	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
<b>Expenses</b>				
<b>Employee Benefits</b>				
Salary & Wages	8,023	15,105	14,910	53%
Superannuation	724	1,466	1,463	49%
LSL Provision Movement	0	429	429	0%
Fringe Benefit Tax	(16)	33	33	-49%
Workcover	469	469	331	100%
<b>Employee Benefits</b>	<b>9,200</b>	<b>17,501</b>	<b>17,166</b>	<b>53%</b>
<b>Materials &amp; Services</b>				
Advertising	46	123	122	37%
Audit Fees	67	86	86	78%
Bank Fees	26	66	66	40%
Catering	9	46	45	19%
Communications	67	162	162	42%
Professional Advice	229	582	554	39%
Contractors	1,475	2,890	2,721	51%
Contributions - Reciprocal	47	116	116	40%
Cost of Goods Sold	82	175	175	47%
Equipment Mtc & Repair	362	687	680	53%
Fuel	253	557	556	46%
Insurance	555	586	586	95%
Leases	152	368	368	41%
Legal Expenses	12	123	117	10%
Memberships & Subscriptions	125	144	144	87%
Minor Equipment	39	74	73	52%
Office Supplies	3	10	10	30%
Other Materials and Services	935	935	800	100%
Postage & Freight	13	37	37	35%
Printing	16	81	81	20%
Recruitment & Retention Expenses	5	21	21	23%
Security Expenses	17	58	58	30%
Software Costs	383	1,000	1,000	38%
Uniforms & Protective Clothing	112	136	96	82%
Utilities	175	443	427	40%
Apprentice Reimbursements	302	377	337	80%
<b>Materials &amp; Services</b>	<b>5,507</b>	<b>9,882</b>	<b>9,435</b>	<b>56%</b>
<b>Depreciation</b>				
Depreciation	0	13,818	13,818	0%
<b>Depreciation</b>	<b>0</b>	<b>13,818</b>	<b>13,818</b>	<b>0%</b>
<b>Amortisation</b>				
Amortisation	0	86	86	0%
<b>Amortisation</b>	<b>-</b>	<b>86</b>	<b>86</b>	<b>0%</b>
<b>Finance Costs</b>				
Borrowing Costs	48	75	75	65%
Lease Costs	0	3	3	0%
<b>Finance Costs</b>	<b>48</b>	<b>78</b>	<b>78</b>	<b>62%</b>
<b>Other Expenses</b>				
Contributions - Non Reciprocal	267	979	1,001	27%
Councillor Allowances	106	214	214	49%
Other Expenses	132	349	391	38%
<b>Other Expenses</b>	<b>505</b>	<b>1,542</b>	<b>1,606</b>	<b>33%</b>
<b>Bad &amp; Doubtful Debts</b>				
Other Debtors	2	2	0	100%
<b>Bad &amp; Doubtful Debts</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>100%</b>
<b>Expenses</b>	<b>15,262</b>	<b>42,909</b>	<b>42,189</b>	<b>36%</b>
<b>Expenses (excl Depreciation)</b>	<b>15,262</b>	<b>29,005</b>	<b>28,285</b>	<b>53%</b>

## Operating Statement as at 31 December, 2021

50% through the year

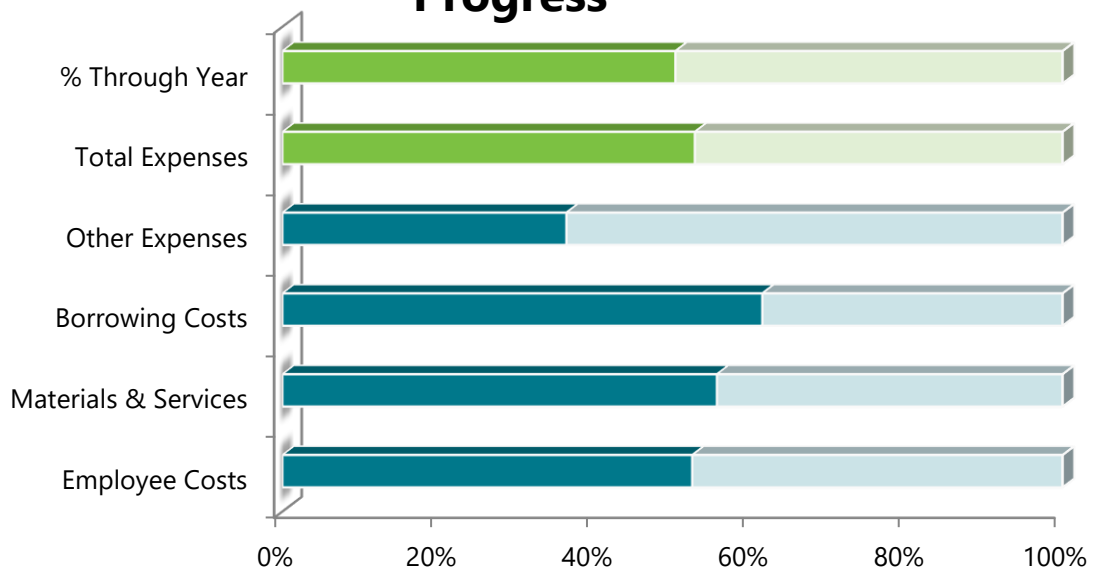
	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
<b>Other Income Statement Items</b>				
Proceeds of Asset Sales	-	-	-	0%
Written Down Value of Assets Sold	-	(155)	-	0%
Net (Increment) Revalued Assets	-	-	-	0%
<b>Other Income Statement Items</b>	<b>0</b>	<b>(155)</b>	<b>0</b>	<b>0%</b>
<b>Operating Statement</b>	<b>(10,894)</b>	<b>1,674</b>	<b>1,150</b>	

## Ordinary Operating Revenue Progress



*This graph excludes rates & charges, with the details for this area shown in the Debtors Report.*

## Ordinary Operating Expenditure Progress





# Capital & Project Expenditure Summary

Programs	Actuals \$000's	Forecast \$000's	% Complete	Remaning
Major Emergency Restoration	14	14	100%	0%
Roads	3,898	7,616	51%	49%
Bridges	518	2,190	24%	76%
Building	3,584	5,986	60%	40%
Drainage	231	352	65%	35%
Open Spaces	1,461	4,985	29%	71%
Land & Land Improvements	762	1,260	60%	40%
IT	30	30	100%	0%
Plant, Vehicles & Equipment	1,294	1,295	100%	0%
Projects	416	809	51%	49%
<b>Total Capital &amp; Projects</b>	<b>12,207</b>	<b>24,536</b>	<b>50%</b>	<b>50%</b>

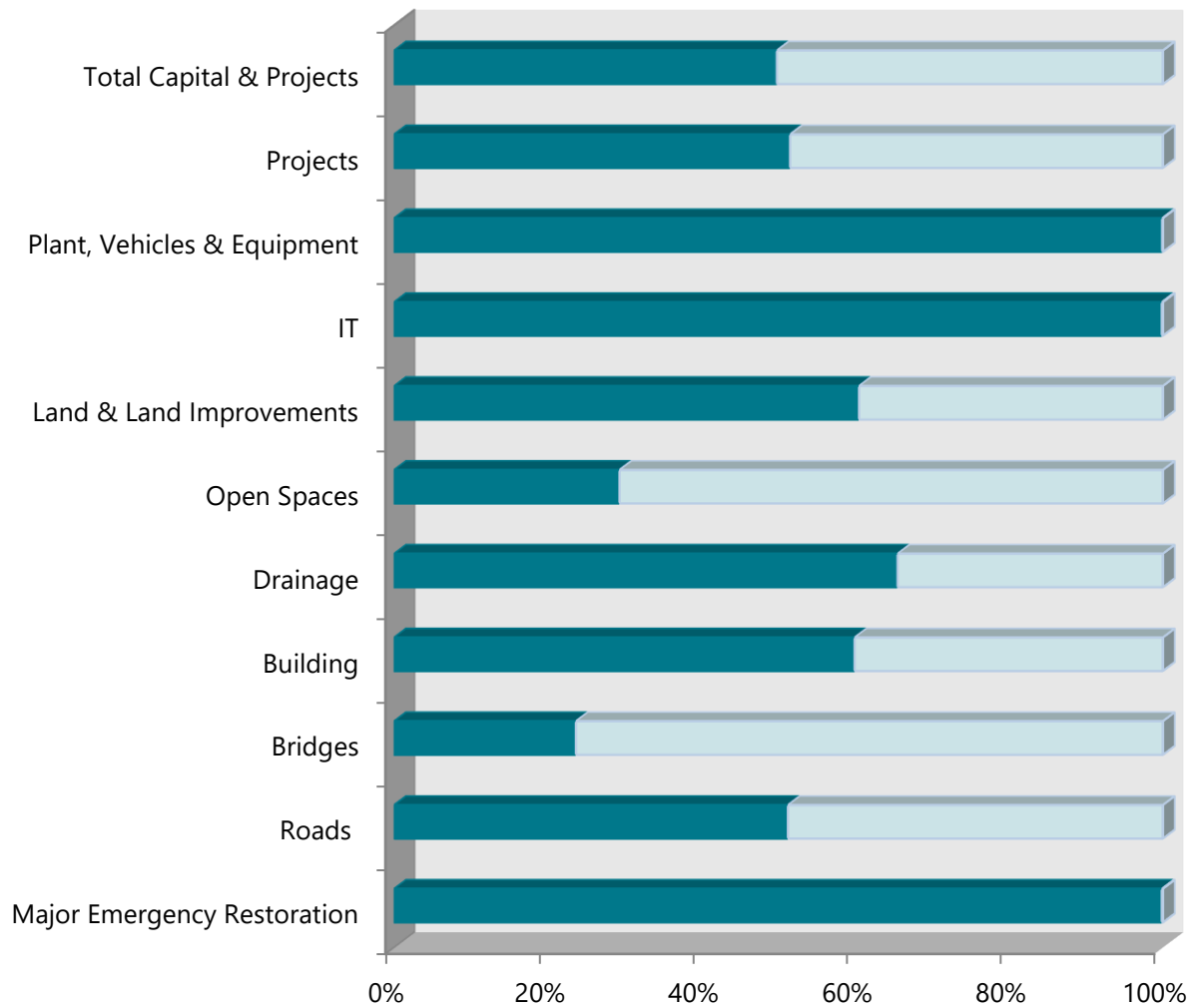
## 2021/22 Capital Program

Capital Projects	11,545	23,231
Expensed Projects	648	1,262

## 2021/22 Major Emergency Restoration

Capital Projects	12	-
Expensed Projects	2	-
<b>Total Capital &amp; Projects</b>	<b>12,207</b>	<b>24,492</b>

## Capital & Project Expenditure Progress



## Summary of Major Variations for December 2021

	Forecast Variation Fav/(Unfav)
--	--------------------------------------

### Unfavourable movements

User fees - SSAC (COVID impact from centre closure)	(\$238,000)
Capital - IT - Security Upgrade (firewall) and radio communications equipment St Arnaud	(\$30,000)

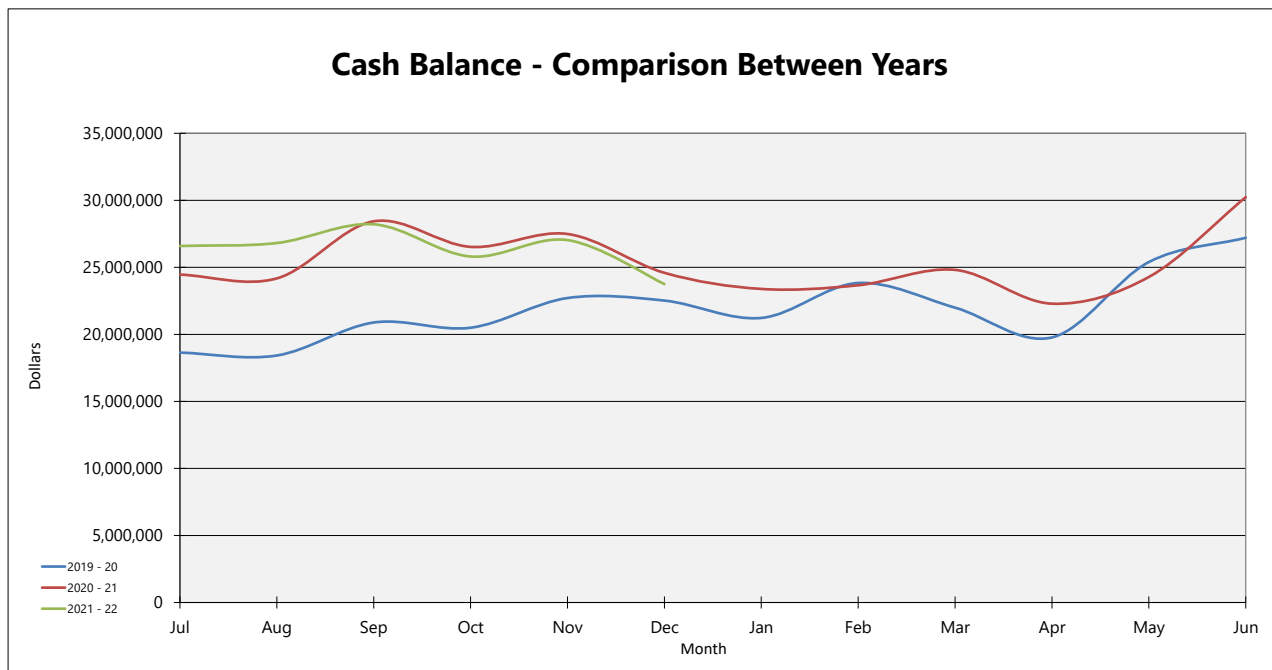
## Capital & Project Expenditure Summary as at 31 December, 2021

Capital and Projects	Forecast	Adopted Budget	Variation
<b>02 - Capital</b>			
1112 - B - Roads - Aerodrome Program	656,530	300,000	356,530
1101 - B - Roads - Final Seal Program	403,607	323,607	80,000
1110 - B - Roads - Footpaths Program	629,599	408,100	221,499
1100 - B - Roads - Kerb & Channel Program	563,017	228,750	334,267
1102 - B - Roads - Major Rural Roads Program	398,000	398,000	0
1104 - B - Roads - Resealing Program	1,269,238	1,198,400	70,838
1105 - B - Roads - Resheeting Program	939,464	939,464	0
1106 - B - Roads - Rural & Residential Program	320,544	240,000	80,544
1111 - B - Roads - Streetscapes	976,568	540,387	436,181
1107 - B - Roads - Town Street Sealing Program	82,000	82,000	0
1108 - B - Roads - Transport Dev Program	797,337	408,000	389,337
1109 - B - Roads - Urban Rd Improvement Program	175,000	82,000	93,000
1103 - B - Roads - Rehabilitation Program	373,619	252,000	121,619
1113 - C - Bridge & Major Culverts Program	2,190,166	1,028,120	1,162,046
1114 - C - Floodway Program	31,000	21,000	10,000
1115 - D - Building Program	5,985,623	3,496,000	2,489,623
1116 - E - Drainage Program	352,283	164,250	188,033
1122 - F - Open Spaces Program	4,984,842	4,087,500	897,342
1120 - G - Land & Land Improvement Program	1,260,000	600,000	660,000
1119 - H - IT Program	30,200	0	30,200
1118 - H - Plant, Vehicles & Equipment Program	1,294,885	810,000	484,885
1121 - J - Projects	809,041	40,000	769,041
<b>Total 02 - Capital</b>	<b>24,522,563</b>	<b>15,647,578</b>	<b>8,874,985</b>
<b>04 - Emergency Capital</b>			
0257 - 11/19 Bushfire Recovery	1,620	0	1,620
0258 - 11/21 Flood Recovery - St Arnaud	11,900	0	11,900
<b>Total 04 - Emergency Capital</b>	<b>13,520</b>	<b>0</b>	<b>13,520</b>
<b>Grand Total</b>	<b>24,536,083</b>	<b>15,647,578</b>	<b>8,888,505</b>

## Capital & Project Revenue Summary as at 31 December, 2021

Capital and Projects	Forecast	Adopted Budget	Variation
<b>02 - Capital</b>			
1112 - B - Roads - Aerodrome Program	(360,000)	(300,000)	60,000
1101 - B - Roads - Final Seal Program	(157,000)	(157,000)	0
1110 - B - Roads - Footpaths Program	(371,200)	(194,100)	177,100
1104 - B - Roads - Resealing Program	(880,000)	(880,000)	0
1105 - B - Roads - Resheeting Program	(520,984)	(520,984)	0
1111 - B - Roads - Streetscapes	(425,387)	(425,387)	0
1108 - B - Roads - Transport Dev Program	(204,000)	(204,000)	0
1103 - B - Roads - Rehabilitation Program	(140,000)	(140,000)	0
1113 - C - Bridge & Major Culverts Program	(377,500)	(150,000)	227,500
1114 - C - Floodway Program	(10,000)	(10,000)	0
1115 - D - Building Program	(3,231,000)	(1,571,000)	1,660,000
1116 - E - Drainage Program	(88,000)	(88,000)	0
1122 - F - Open Spaces Program	(5,626,719)	(3,550,500)	2,076,219
1120 - G - Land & Land Improvement Program	(600,000)	(400,000)	200,000
<b>Grand Total</b>	<b>(12,991,790)</b>	<b>(8,590,971)</b>	<b>4,400,819</b>

## Cash and Investments as at 31 December, 2021



**Total Cash Balance at Month End**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2017 - 18	12,943,095	11,722,616	12,402,540	10,045,586	11,871,466	10,298,760	8,070,124	10,076,254	10,520,858	9,157,008	11,843,662	16,202,519
2018 - 19	14,662,878	13,696,212	14,814,349	19,043,239	19,466,664	18,213,979	17,049,983	19,275,427	18,514,123	16,357,309	18,298,119	20,785,979
2019 - 20	18,642,143	18,424,373	20,885,437	20,496,673	22,711,437	22,520,759	21,226,659	23,831,676	21,993,073	19,771,946	25,394,596	27,206,212
2020 - 21	24,458,405	24,173,971	28,436,358	26,525,969	27,490,366	24,592,324	23,388,847	23,663,702	24,811,535	22,290,630	24,280,838	30,230,677
2021 - 22	26,594,594	26,813,020	28,211,375	25,807,441	27,033,930	23,750,045						

**Restricted Cash required as at 31 December 2021**

**\$ 5,681,000**

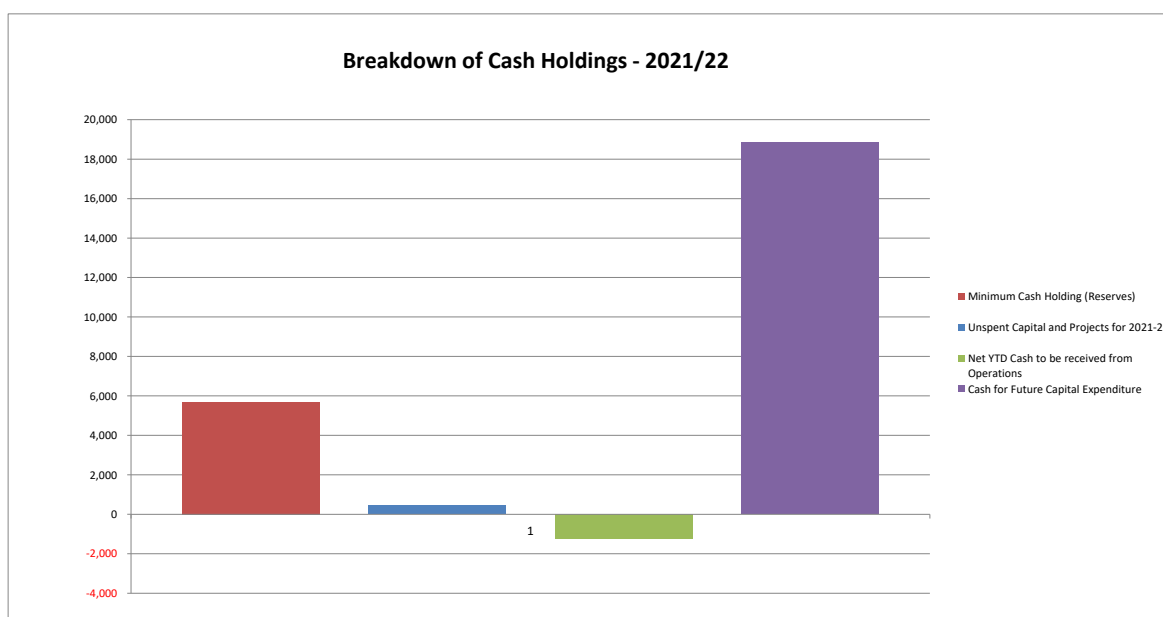
**Available Cash as at 31 December, 2021**

**\$ 18,069,045**

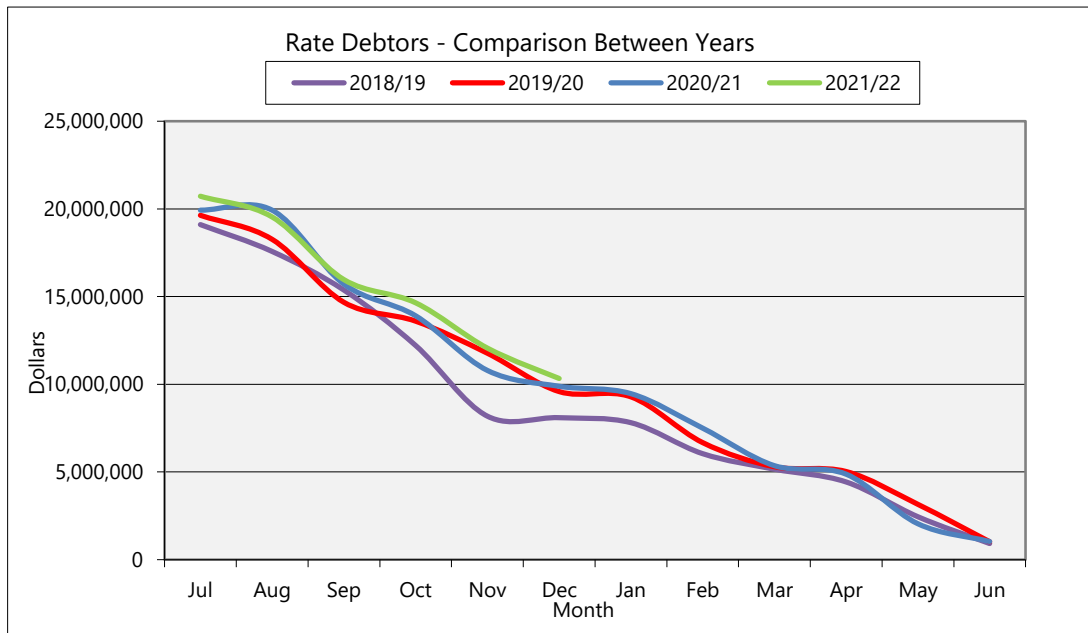
**\$ 23,750,045**

### **Breakdown of Cash Holdings**

	\$000's
Minimum Cash Holding (Reserves)	5,681
Cash for Future Capital Expenditure	18,838
Unspent Capital and Projects for 2021-22	453
Net YTD Cash to be received from Operations	-1,222
<b>Total Cash held as at 31 December 2021</b>	<b>23,750</b>



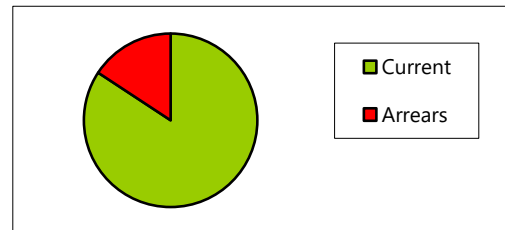
# Debtors Reports as at 31 December, 2021



## Rates Debtors YTD

Current  
Arrears  
Total

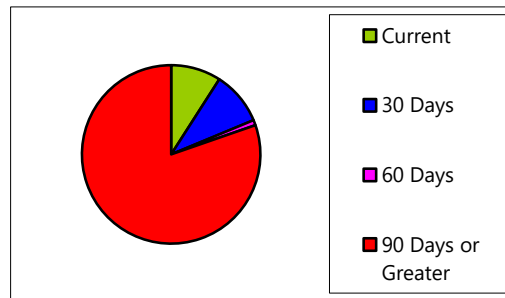
\$	%
8,704,081	84%
1,627,099	16%
10,331,181	100%



## Sundry Debtors YTD

Current  
30 Days  
60 Days  
90 Days or Greater  
Total

\$	%
68,757	9.1%
73,156	9.7%
7,212	1.0%
608,403	80.3%
757,528	100%



Details:

Current	No major debtors as a \$ 36k invoice has recently been paid.
30 days	Relates to Caravan Park upgrade funding of \$ 60k from the Department of Jobs, Precincts and Regions.
60 days	No major debtors
90 Days or Greater	Balances outstanding on several sundry debtors including \$ 61k due from Stawell Cemeteries and \$ 525k for road upgrade funding from the Department of Transport.

# Loan Report - Budget 2021/22

## Borrowing Principles:

### Indebtedness

Our level of debt will not exceed 60% or \$11.3 million of rates and charges revenue.

Indebtedness Calculation Check 6% ✓

### Debt Servicing Costs

Our level of annual debt servicing costs (principal plus Interest) will not exceed 5% or \$2.1 million of our total operating revenue.

Debt Servicing Calculation Check 3% ✓

## Loans Budgeted 2021/22

### Principal

	\$000's
Loans Outstanding as at 30 June, 2021	2,189
Add proposed new loans 2021/22	-
Less Scheduled Repayments 2021/22	(1,092)
Loans Outstanding as at 30 June, 2022	1,097

### Expiry of Existing Loans

	Expiry	Current Balance \$000's
Loan 16	Jun-23	97
Loan 20	Jun-26	1,000
		1,097



## 10. Notices of Motion or Rescission

Nil

## 11. Reports from Councillors/Committees

Councillors provided brief reports on their activities on behalf of Council since the last Council meeting.

Cr Dempsey reported on her activities including a few councillor coffee sessions in her ward in Stawell to provide accessibility to a councillor. She said community members come along to meet with her in a public setting and bring up issues which she has brought back to councillors. She said she was involved with the ALGWA Vic to contribute to cultural review survey and attended meetings of the Stawell Neighbourhood House and Stawell Recreation Advisory Group. She said she was also involved in bringing together an idea for videos of the Stawell Gift to encourage the local community to attend. She said in conjunction with council, the Victorian Athletics League, the Stawell Athletic Club and community members we have been able to develop a series of videos where community members have been interviewed on what they like the Stawell Gift and why they attend. The promotional videos are currently being edited and will be available down the track and Cr Dempsey said it was a really good opportunity to find out how passionate the community is about such a great event and its history.

Cr Erwin reported that the Wimmera Southern Mallee Transport Group had received advice from Minister Carroll regarding C Class roads and hopefully there will be some announcements coming soon. He said we were successful in getting funding for the Glenorchy-Murtoa Road and the Donald-Stawell Road and hopefully more funding announced in the not too distant future. He said he has a meeting scheduled with Minister Allan regarding the Western Highway later this month.

Cr Ostarcevic said he attended the St Arnaud CWA group meeting and spoke highly of their 'voice' and activity advocating for their sector. He said he and Cr Driscoll had attended the launch of the St Arnaud Structure Plan and commended the pre planning work by the consultants.

Cr Emerson said he has attended several meetings over the last month and expressed his disappointment at council's request to meet with the Minister of Planning. He said the Minister has blatantly declined our offer for a face to face meeting on what we believe are very important matters of concern for the Northern Grampians Shire and the region.

Cr Gready reported on his attendance at the AGM of the Halls Gap Residents and Ratepayers Group at which the Executive remained unchanged. He had reported on matters raised by the committee including E bikes and the local law review. He said he missed the Great Western Future Committee meeting but would provide an update when available.

## RESOLUTION

**That the reports be received.**

**Moved: Cr Murray Emerson**

**Seconded: Cr Eddy Ostarcevic**

**Carried**

## 12. Urgent Business

Nil

### 13. Public Question Time

#### **Mrs Anne Hughes, 51 Shearing Shed Road, Carapooee 3777**

1. Wild Horses Festival 25-27 March 2022 Carapooee West.

*5. Music may operate for the duration of the festival commencing at 4pm 25 March 2022 and noise reduced by 15 decibels between the hours of 4am and 10am Sunday 27 March 2022 and is only permitted to operate for the main stage between these hours, unless otherwise approved in writing by the Responsible Authority.*

What does this mean for local residents and the National Park?

Mr Fithall provided the following response: Noise emanating from the music stage area typical of music festivals, specifically bass components of the music may be audible inside many of the adjacent dwellings. By reducing 15 decibels between the hours of 4am - 10am Sunday morning, it is expected to reduce the noise level to a degree wherein it will be unlikely heard from dwellings as a dominant noise source. These controls should ensure that any music does not cause unreasonable sleep disturbance at dwellings, noting the applicant has also agreed to offer surrounding residents/objector's opportunity to stay in alternative accommodation for the period of the event. Mr Fithall said the festival has also received an Environmental Protection Authority (EPA) approved permit for the event.

2. Wild Horses Festival 25-27 March 2022 Carapooee West.

*External lighting must be located, directed and shielded, and of such intensity so that no unreasonable nuisance is caused to nearby residents, to the satisfaction of the Responsible Authority.*

What is the definition of "reasonable"; what recourse do residents have if we consider the lighting to be unreasonable; what impact will this lighting have on the denizens of the National Park?

Who is the Responsible Authority and to whom do we complain?

Mr Fithall provided the following response:

Council considers reasonable to be as much as is appropriate or fair, in this case for a music festival. Complaints regarding the event need to come to the Planning Department within Council. If the event holder is found to be in breach of the Planning Conditions, warnings, and fines could be administered. Any breaches would also be considered if the applicant wishes to apply for further Planning permits of similar nature in the future. Because of the short-term nature of the event, there is not anticipated to be any long-term impacts on inhabitants of the park. Any short-term impacts are considered to be isolated and low-effect or impact. Council's Planning Department is the Responsible Authority.

3. Wild Horses Festival 25-27 March 2022 Carapooee West.

Two local communities are opposed to this sort of event in our area, yet we are ignored. When will Council engage with these festival proposers and get them to choose appropriate sites, if any can be found?

Mr Fithall provided the following response: The Planning Application was received, reviewed and objector's sort. Council has resolved to issue the Planning Permit with conditions, on that basis, if the applicant meets the requirements of the planning permit the site is deemed appropriate for this activity from a land use planning perspective.

#### 14. Closure of Meeting Pursuant to Section 66(2)(a) of the Local Government Act 2020

A Council or delegated committee may resolve that the meeting be closed to members of the public if it considers it necessary because a circumstance specified below apply:

The circumstances are-

- (a) the meeting is to consider confidential information; or
- (b) security reasons; or
- (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

If the circumstances specified in subsection (b) or (c) apply, the meeting can only be closed to the public if the Council has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.

##### 14.1. C8 2019/20 - Provision of Quarry Products and Concrete Supplies

#### RESOLUTION

That item 14.1 be considered in Closed Council as it deals with confidential information as detailed in section 3(1) of the *Local Government Act 2020*.

Moved: Cr Murray Emerson

Seconded: Cr Kevin Erwin

Carried

#### RESOLUTION

That the meeting be closed to consider the item listed pursuant to section 66 of the *Local Government Act 2020*.

Moved: Cr Murray Emerson

Seconded: Cr Kevin Erwin

Carried

#### OPEN COUNCIL

The Chief Executive Officer reported on the item discussed in Closed Council.

14.1 Council has resolved to extend Contract C8 2019/20 - Provision of Quarry Products and Concrete Supplies for the second and final one year option.

#### 15. Close

There being no further business the Mayor declared the meeting closed at 12.59pm.

Confirmed



CR TONY DRISCOLL  
MAYOR

Date: 4 April 2022