



Minutes

Council Meeting held at 12.30 PM on Monday 6 March 2023 in the Perry Room, St Arnaud Town Hall.

Present

Cr Kevin Erwin (Mayor)
Cr Lauren Dempsey
Cr Murray Emerson
Cr Trevor Gready
Cr Rob Haswell
Cr Karen Hyslop
Cr Eddy Ostarcevic PhD

Mr Brent McAlister, 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 3 April 2023.

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1. Apologies

Nil

2. Confirmation of Minutes

Council Meeting held on Monday, 6 February 2023

Unscheduled Council Meeting held on Monday, 20 February 2023

RESOLUTION

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

Moved: Cr Rob Haswell

Seconded: Cr Murray Emerson

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

[Brent McAllister, 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		
			Councillor/Officer	Item Number	Left Meeting
01/02/2023	Advisory Committee St Arnaud Recreation Advisory Group	1.1 Sporting Club 1.2 Lord Nelson Park Community Sports Centre 1.3 Football and Hockey Lighting 1.4 User fees and Agreements	Nil	Nil	Nil
08/02/2023	Advisory Committee Walkers Lake Advisory Group	1.1 Environmental and Heritage Management Advice 1.2 Walkers Lake Management Action Plan	Nil	Nil	Nil
20/02/2023	Councillor Briefing	7.1 Resilient Roads 7.2 Electrical Line Clearance Management Plan 2023-24 7.3 11am Presentation - Watta Wella Renewable Energy Project 7.4 Rate Exemption Application - Housing Choices Australia Ltd 7.5 Waiving and Refunding Development Approval Permit Application Fees Policy 7.6 Environmental Health Fee Waiver 7.7 Planning Application Fee Waiver 8.1 Council Agenda Review	Nil	Nil	Nil
20/02/2023	Councillor Briefing Councillor and CEO Meeting	Grampians Health Meetings on 22 February.	Nil	Nil	Nil
13/02/2023	Councillor Briefing Councillor and CEO Meeting	CEO introduction and listening tour approach	Nil	Nil	Nil
13/02/2023	Councillor Briefing	8.1 10.30am Presentation - PassivePlace 8.2 St Arnaud and Stawell Tourism Plan Implementation: Brand Story Update 8.3 Event Strategy - Decision 8.4 Rebalance the Nation - Northern Grampians Pledge	Nil	Nil	Nil
06/02/2023	Lifestyles and Community Briefing	9.1 C6 2022/23 - Implement and Support Enterprise Resource Planning Part 2 7.1 Community Services Essentials 7.2 Open Space and Active Transport Strategy and Implementation Plan 7.3 Sport and Active Recreation Strategy Update 7.4 NGSC Electoral Structure Review 8.1 Council Agenda Review	Nil	Nil	Nil
30/01/2023	Organisational Effectiveness Briefing	8.1 Renewable Energy Transition Action Plan 8.2 Quarterly Council Action Plan Report - Quarter 2 8.3 Fee Waiver Request - Planning Permit 5.2022.26.2 8.4 S11A Instrument of Authorisation and Appointment 9.1 C2 2021/22 - Provision of Street Cleaning Services	Nil	Nil	Nil

RESOLUTION

That the report on Informal Meetings of Councillors be approved.

Moved: Cr Murray Emerson

Seconded: Cr Karen Hyslop

Carried

8. Items Brought Forward

Nil

9. Consideration of Reports of Officers

9.1. Enhance Lifestyles and Community

Nil

9.2. Boost Economic Growth

9.2.1. Event Strategy

Author/Position Justine Kingan, Manager Economic and Community Futures

Purpose

To seek Council endorsement of Northern Grampians Event Strategy 2023-33 and Action Plan.

Summary

The Event Strategy details the proposed approach and framework to nurture emerging tourism events and existing tourism events in the shire. Successful implementation of the action plan is supported by commentary on mature major events and community events, including key observations and next steps for Council.

The strategy will guide Council's work to grow the Northern Grampians Shire calendar of tourism events and extend visitor length of stay by:

- Ensuring Northern Grampians Shire offers diverse, unique, high quality and enriching experiences, that are dispersed appropriately throughout the shire.
- Protecting, enhancing, and celebrating our natural, cultural and heritage assets.
- Providing access to a diverse range of offerings, including arts, culture and entertainment.

Background research and stakeholder engagement found that leveraging and nurturing local events would likely deliver outcomes more effectively and with greater effect.

The document provides Council with a 10-year strategy and implementation plan that provides a framework and recommendations for how Northern Grampians Shire Council could best enable, along with event stakeholders, the growth of events for the economic and social benefit of the Northern Grampians Shire.

Recommendation

That Council endorses Northern Grampians Event Strategy 2023-33.

RESOLUTION

That Council endorses Northern Grampians Event Strategy 2023-33.

Moved: Cr Lauren Dempsey

Seconded: Cr Karen Hyslop

Carried

Background/Rationale

The Event Strategy details the proposed approach and framework to nurture emerging tourism events and grow existing tourism events in the shire.

Objective

The strategy will guide Council's work to grow the Northern Grampians Shire calendar of tourism events and extend visitor length of stay by:

- Ensuring Northern Grampians Shire offers diverse, unique, high quality and enriching experiences, that are dispersed appropriately throughout the shire.
- Protecting, enhancing, and celebrating our natural, cultural and heritage assets.
- Providing access to a diverse range of offerings, including arts, culture and entertainment.

The document provides Council with a 10-year strategy and implementation plan that:

- Provides a framework and recommendations for how Council could best enable, along with event stakeholders, the growth of events for the economic and social benefit of the Northern Grampians Shire.
- Identifies the capacity and capabilities of Northern Grampians Shire Council to host existing events in both currently owned venues and assets and external venues.
- Provides an assessment of existing events in the shire, including opportunities, challenges and barriers.
- Identifies events that align with our current offering as our target market – e.g., nature-based, cultural, agriculture, wine and produce events.

The direction outlined in the Events Strategy was also informed by Council resource availability and consultation with key stakeholders including key Council staff, event owners and community groups found that leveraging and nurturing local events would likely deliver outcomes more effectively and with greater effect. All long-standing major events delivered in Northern Grampians are evidence of the success of this approach. The strategy defines three event categories: mature major events, nascent events (potential tourism events in their early years) and community events.

In simple terms, by taking the 'leverage and nurture' approach, we are investing with two goals in mind:

1. investing in our mature existing events to help them remain sustainable, grow, and/or with specific Northern Grampians Shire Council focused outcomes in mind, and
2. finding and nurturing an event in its early stages that have the potential to become our next major event

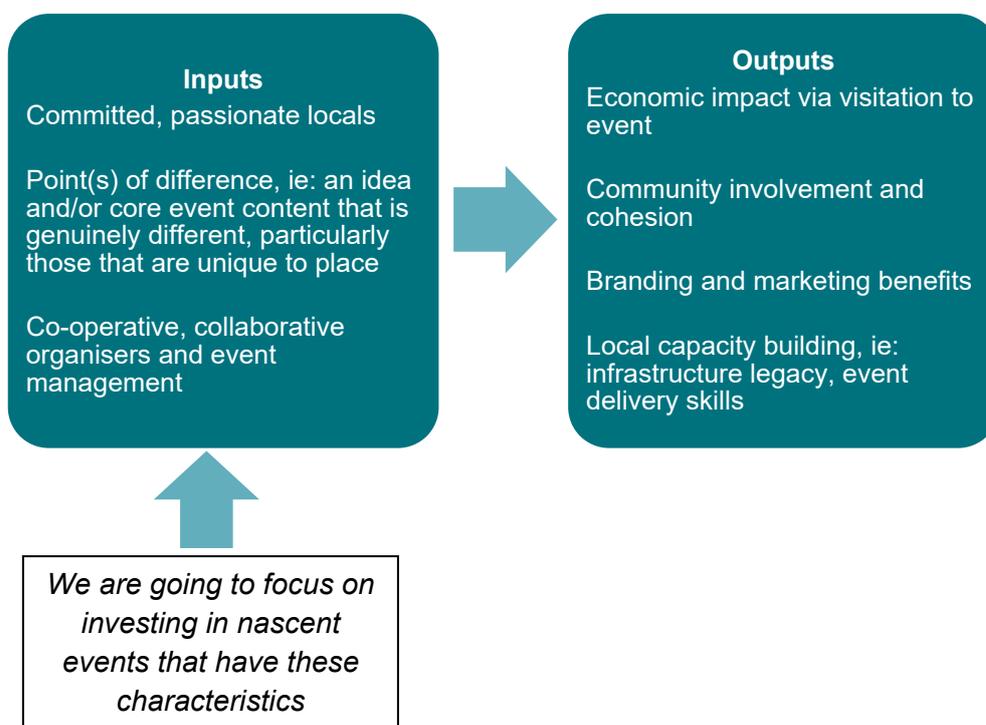
Section three, 'Our 'Leverage and Nurture' Approach in Action', outlines the approach Northern Grampians Shire Council can take to investing in mature major events, nascent events and community events in a way that will directly help deliver on the desired objectives.

Throughout November 2022 Council engaged with the community to provide feedback on the draft approach, framework and overarching direction before the details of the action plan were finalised.

Key action targeting mature events includes:

- Investing in sponsorship (that is picked up in the event marketing campaign) as a way of raising awareness among patrons of Northern Grampians being an ideal place to live, work and invest.
- Invest in an at event presence (stall or something of the like), where a local community representative can talk to people potentially interested in moving to Northern Grampians.

Where our investment in mature existing events is focused on driving specific outcomes, when it comes to nurturing nascent events (a young event or event concept), we will focus on investing in events with core fundamentals that are at the heart of long-term event sustainability.



The strategy sets out a decision-making tool designed to identify nascent (young) events that have the potential to become “major events” over time. The assessment tool consists of three fundamental inputs:

1 – Local ownership

Extent to which the event is owned and driven by a locally based individual, organisation or group of individuals/organisations

2 – Point of difference / Unique selling proposition

Extent to which the event centres on a genuine point of difference within our community that they are proud to call their own

3 – Spirit of collaboration

Extent to which the event owner has, or has the potential to have, positive and constructive relationships with others in the community

The strategy supports the continuation of Council's community events fund, having been successfully implemented in recent years.

Engagement included:

- feedback form - 7 responses
- targeted interviews - as part of the development of the Event Strategy, Stu Speirs, the consultant from events strategy firm Silver Lining Strategy interviewed one on one with 23 stakeholders

Taking into consideration all the consultation feedback, the final Events Strategy:

- provides a top-line assessment of each event on our annual calendar of events highlighting how each event is positioned, their growth aspirations and the role Council could potentially play in helping them realise that growth
- identifies the capacity and capabilities of Council to host existing events in currently owned venues and assets and external venues
- identifies events that align with our current offering as our target market – eg: Nature-based, cultural, agriculture, wine and produce events

To provide a short-term focus within a long-term framework, the event strategy is being done with two specific time frames in mind:

- two years – an action plan that details specific actions that feed into the broader direction detailed in this strategy
- ten years – broadly aligned with the Economic Development Strategy’s timeframe (2021-31)

The 10-year Strategy has supported overarching principles and a two-year action plan.

The Action Plan says that:

In two years, we will have been successful if:

- a. Clear plans for investment and partnership with mature major events are in place. In these plans, council’s role in their ongoing health is clear, as are the outcomes Council is looking to drive by investing in them.
- b. We have focused most of our major event funding on a select number of events. These events will have been selected using either:
 - their ability to help Council deliver on KPIs 1, 2 or 5 of the EDS: A review of existing events and their potential to drive Council objectives, prioritising KPIs 1, 2 and 5 from the Economic Development Strategy.
 - Nascent events evaluation framework: The “three fundamentals” assessment criteria.
- c. We have agreements in place with each of the selected events, and wherever possible, have multi-year agreements in place as a reflection of a “whole of community” approach that is done in the spirit of true partnership.
- d. We have actively engaged with each of our 8 biggest communities (Great Western, Halls Gap, Stawell, Marnoo, Glenorchy, Navarre, St Arnaud and Stuart Mill), and they understand our “three fundamentals” framework for investing in new event ideas.
- e. We publish annually our Shire’s events calendar (suggest this is done in October – Early November of each year), and actively communicate with the community as to how they can get involved with events (eg: key contacts if they’d like to volunteer for or sponsor an event, suggestions on how businesses can get involved with and/or leverage the event).

In ten years, we will have been successful if:

- a. Council played an active role in nurturing two events to become annual recurring major events on our annual calendar. These events will have either not existed, or will have been in their infancy (ie: less than five years old) at the time of this strategy being published in early 2023,
- b. We have actively engaged with our mature major events and played our role in helping them remain sustainable and/or grow,
- c. We have invested with selected mature major events in a manner that focuses specifically on leveraging the platform they provide to drive specific KPIs within our Economic Development strategy,
- d. We have measured the Return on Investment that has been delivered by Council’s investments in events.

Northern Grampians Shire Council townships, event hosting assets, points of difference and event ideas are captured in section five of the report including (but not limited to):

- North Park sporting facilities
- Dark Matter Festival
- Accessibility inspired by Stella Young
- St Arnaud’s creative community – Mural and painted art and music
- Great Western Wine Village
- Halls Gaps established events including GrampianArts events/workshops, Run the Gap, Wonderland Run and Grampians Grape Escape
- Marnoo Merino Sheep Field Days

Successful implementation of the action plan is supported by commentary on mature major events and community events, including key observations and next steps for Council.

The proposed Tourism Events Strategy and Action Plan is a comprehensive document, that is based on solid research and stakeholder engagement. It provides Council with clear direction and practical, achievable action to grow a calendar of sustainable events that attract visitors and new residents to Northern Grampians.

Legislation, Council Plan, Strategy and Policy Implications

Council Plan, 2021-25 - Boost Economic Growth

Northern Grampians Economic Development Strategy 2021-31 - Strategic Direction

- 1.a. The rural region of choice
- 2.a. Iconic Destinations

Municipal Health and Wellbeing Plan 2021-25 - Goal 1: Improve Mental Health and Wellbeing

- Strategy 1: Increase Social Connectedness for residents
- Strategy 2: Create safe environments that are inclusive of the growing diversity of the municipality

Options

Option 1

That Council endorses Northern Grampians Event Strategy 2023-33 and Action Plan. **[recommended]**

Option 2

That Council does not endorse Northern Grampians Event Strategy 2023-33 and Action Plan. **[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

In addition to an extensive document review and assessment of existing and potential events, Northern Grampians Events Strategy 2023-33 and Action Plan was informed by feedback collected during three weeks of engagement on the final draft between 7 - 28 November including:

- 7 responses to the online feedback form
- 23 target one on one stakeholder interviews with key stakeholders including events organizers, tourism businesses and key tourism sector organisations.

Innovation and Continuous Improvement

The report raises opportunities for improvements in Council's activities to effectivity increase Council's calendar of tourism events.

Collaboration

Northern Grampians Shire Council collaborated with the Victorian State Government in the preparation of the Strategy.

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 Event Strategy FINAL DRAFT DE C 22 **[9.2.1.1 - 49 pages]**

Northern Grampians Event Strategy, 2023-33

FINAL





Acknowledgement:

Northern Grampians Shire Council acknowledges Traditional Owners; Wotjobaluk, Jaadwa, Jadawadjali, Wergaia, Jupagalk and Dja Dja Wurrung peoples who are the Traditional Custodians of the land we call Northern Grampians Shire.

We pay our respects to the Elders both past and present and extend that respect to our other Aboriginal clans.

We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

Version	Date	Author	Reviewer	Rationale
V.1.	31 October	Stu Speirs, Silver Lining Strategy	Northern Grampians Shire Council Officers Justine Kingan, Manager Economic and Community Futures and Kate Kirkpatrick, Events Specialist.	Draft for public comment
V.2	30 November	Stu Speirs, Silver Lining Strategy	Northern Grampians Shire Council Officers Justine Kingan, Manager Economic and Community Futures and Kate Kirkpatrick, Events Specialist.	FINAL Draft for ELT approval

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1. Introduction and context

NGSC recognises the role that events play in uplifting economic wellbeing and quality of life within our community.

This event strategy has been written to deliver on the Council Plan, 2021-25 and objectives, strategic direction and aligned KPIs in the Northern Grampians Shire Council's Economic Development Strategy (EDS) and Action Plan, 2021-2030.

Objective

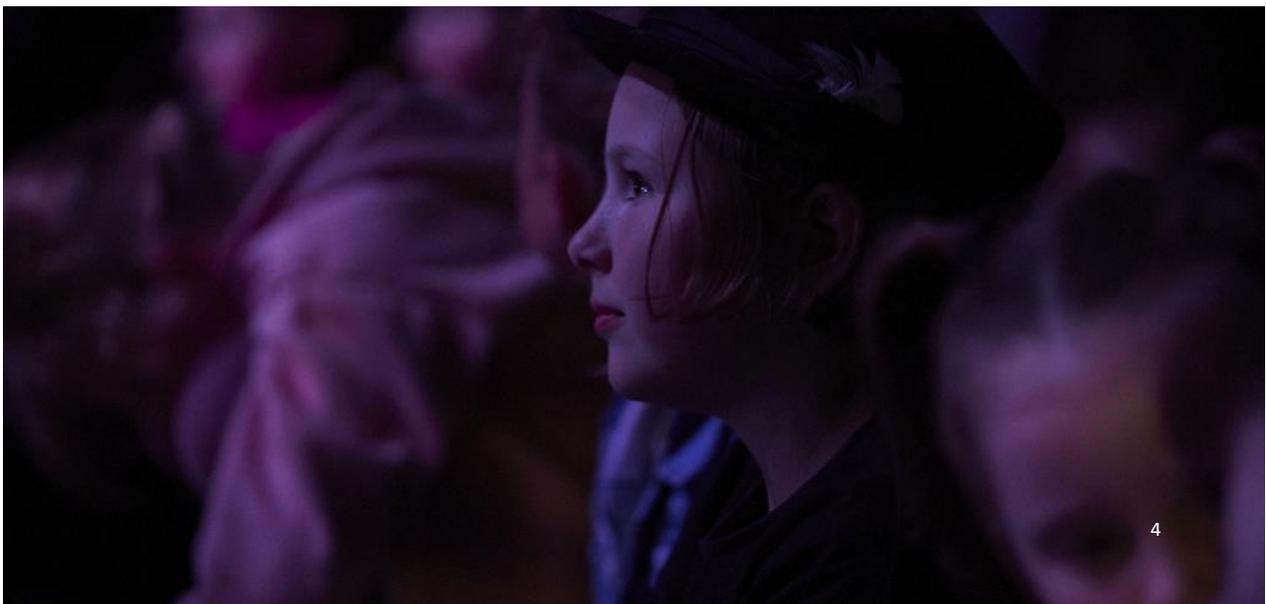
The strategy will guide council's work to grow the Northern Grampians Shire (NGS) calendar of tourism events and extend visitor length of stay by:

- Ensuring NGS offers diverse, unique, high quality and enriching experiences, that are dispersed appropriately throughout NGS.
- Protecting, enhancing, and celebrating our natural, cultural and heritage assets.
- Providing access to a diverse range of offerings, including arts, culture and entertainment.

Deliverables

A 10-year strategy and implementation plan that:

- Provides a framework and recommendations for how NGSC could best enable, along with event stakeholders, the growth of events for the economic and social benefit of the NGS.
- Identifies the capacity and capabilities of the NGSC to host existing events in both current owned venues and assets and external venues.
- Provides an assessment of existing events in the NGS, including opportunities, challenges and barriers.
- Identifies events that align with our current offering as our target market – e.g., nature based, cultural, agriculture, wine and produce events.





a. **Strategy parameters**

Important points to understand and provide context include:

- I. **“Major Events”** to be included in the scope of this strategy are defined as those that attract, or have the potential to attract in time, 500 or more attendees.
- II. **“Community Event”** means an event managed and delivered by a not-for-profit organisation for the purpose of education, fundraising, social, fun and entertainment value, civic and ceremonial events for the local community, but may attract patrons from outside the region. These events are generally run by volunteers.
- III. On an annual basis, NGSC will have the following resources to invest in events:
 - Financial support and sponsorship in events
 - In-kind support (e.g., road closures, traffic management and waste management) to a level judged on an event-by-event basis
 - Permit Concierge.
- IV. The existing **community events stream** administered by the Community Futures team will remain. Doing so will see it continue to fill the need for Council to provide visible support to local, volunteer run organisations, and the community events they run. Using our “three fundamentals” framework (see page 14), we will work to identify events that could grow to become major events.

b. The defining question of this strategy

With the above parameters in mind, the core question that needs answering to inform the overriding direction of our strategy is:

How do we invest our limited financial and human resources into events?

In broad terms, there are two directions available for us to take:

1. Event sourcing and acquisition
This direction would focus on how NGSC should attract and host events in existing venues and places, leveraging existing assets. That is to say, attracting existing events and external event deliverers with event content and ideas.
2. Leverage and nurture events that speak directly to who we are as a shire
This direction would focus on how NGSC should leverage existing events, and nurture nascent events or ideas that are true to place and have the potential to grow into "major events"

Whilst it would be ideal to pursue both, our limited resources simply don't allow us to do so.

A full analysis of merits of each approach can be found on pages 43-45 of the appendix, but by way of summary, the most compelling arguments for pursuing each approach when viewed in the context of the Economic Development Strategy are:

1. Event sourcing and acquisition

By acquiring events that have existing content and established audiences, we would be more likely to drive visitation to events in isolation, particularly in the short term. As such, our return on investment in a pure visitation and economic impact sense would likely be more immediate. Further, by pursuing a focus on acquisition, we would likely undertake initiatives and work that would make us "an easy place for event owners to invest". This would align with our core commitment to "ensure Northern Grampians is an easy place to invest".

2. Leverage and nurture local events

By taking this approach we will align our approach to the core commitments of "developing a culture that recognises economic development is a whole of community business" and "Fostering economic development outcomes that 'grow from within'...".

As this "leverage and nurture" approach depends upon local relationships, and in some cases, building from the ground up, the downside of this approach would be the likely lack of tangible quantitative results (such as significant attendance and visitation) in the early stages of the strategy.

The consultation with key stakeholders including key Council staff, event owners and community groups for this strategy's development found that leveraging and nurturing of local events would likely deliver outcomes more effectively and with greater effect.



Further, it's worth reflecting on the origins and history of our two most significant events, Grampians Grape Escape and The Stawell Gift.

- Grampians Grape Escape was started 30 years ago by five local winemakers that came together with a shared desire to showcase their product to a wider audience,
- The Stawell Gift was started 140 years ago by passionate community members whose presence in Stawell can be attributed to our town's history as a gold mining community.

In the early years when visitation and economic impact from these two events was limited, taking an acquisition investment approach would likely have meant that neither event would have been invested in by local or state Government in their nascent years. So, if a key outcome of this event strategy is to add long-term sustainable major events to our region's annual calendar, by definition, we must take a different approach.

To conclude, when putting together the direction and core commitments of Council's Economic Development Strategy, key stakeholder feedback, the limited legacy of an acquisition focused approach, along with what has delivered long-term, sustainable results for our region in years gone by, our event strategy must revolve around a "leverage and nurture" approach.

In simple terms, by taking the 'leverage and nurture' approach, we are investing with two goals in mind:

1. Investing in our mature existing events to help them remain sustainable, grow, and/or with specific NGSC focused outcomes in mind, and
2. Finding and nurturing an event in its early stages that has the potential to become our next major event

2. The Northern Grampians event calendar - classifying NGSC's role in events

Classifying each event on our calendar helps clarify the role Northern Grampians Shire Council will play within our "leverage and nurture" approach.

To that end, each event on the calendar (see next page) has been categorised as either: a. Mature major events, b. Nascent events, or c. Community events. For each of these three, NGSC's overarching objective of working with them can be seen in the table below.

Event category	Definition	NGSC investment intent	NGSC investment intent
a. Mature major events	Existing events that are commercially viable for the foreseeable future. As such, they provide NGSC with an opportunity to partner with them to drive specific Economic Development KPIs	Leverage	Invest to drive specific objectives aligned with the EDS, namely KPIs 1, 2 and 5
a. Nascent events	Events that are in their early years (less than five years old) or new event concepts, and are still developing into long term commercially sustainable events	Nurture	Invest in events with potential to become major events in time. Assess that potential using our "3-fundamentals" assessment framework (See page 13-14)
a. Community events	Events such as race days and agricultural shows that most Australian towns host (and therefore don't have a point of difference that will drive visitation), yet attract significant local attendance and as such are important to the community	Support	Continue to support community groups in delivering the events important to their organisations and the wider community

A top-line assessment of each event on our annual calendar of events highlighted how each event is positioned, their growth aspirations and the role NGSC could potentially play in helping them realise that growth.

The outcomes each event's top-line assessment, and next steps for NGSC can be found in the appendix of this report.

Event *	Month	Township	Event category	NGSC investment intent
Seppelt Great Western Cup	January	Great Western	Community	Community
Grampians Texture	March	Halls Gap	Mature	Leverage (KPI 5)
Stawell Gift	April	Stawell	Mature	Leverage (KPIs 1&2)
Stuart McGregor Stawell Gold Cup	April	Stawell	Community	Community
Easter Carnival Umbrella**	April	Various	Community	Community
Grampians Grape Escape	May	Halls Gap	Mature	Leverage (KPIs 1&2)
Run the Gap	May	Halls Gap	Mature	Leverage (KPIs 1&2)
Lights On	June / TBC	St Arnaud	Nascent	Nurture
Victorian State Merino Field Day	July	Marnoo	Nascent	Nurture
Pacific Islander Talent Show	July	Stawell	Nascent	Nurture
Wonderland Run	August	Halls Gap	Mature	Leverage (KPI 5)
Grampian Brushes	September	Halls Gap	Mature	Leverage (KPI 5)
Annual Spring (Orchid) Show	September	Stawell	Community	Community
Weirs St Arnaud Cup	October	St Arnaud	Community	Community
St Arnaud Show	October	St Arnaud	Community	Community
Stawell Show	October	Stawell	Community	Community
Grampian Lakes Fishing Comp	November	Lake Fyans	Community	Community
Wild Horses***	December	Carapooee	Mature	Leverage (KPIs 1&2)

* This calendar includes major events (ie: those that attract 500 people or more). It does not include civic or ceremonial events such as Christmas celebrations, Australia Day activities, NAIDOC week celebrations, local sporting club events and other small community event

** As per 2022, all public events staged anywhere in the NGSC LGA included in the Carnival and associated promotional materials should they wish

*** Wild Horses will be excluded from the public facing annual events calendar (see Action Plan) due to its specific audience that includes few, if any locals

3. Our 'leverage and nurture' approach in action

a) Mature Major Events – leveraging the platform they provide us

Depending on the individual dynamics of each event, NGSC will invest in each of them with a specific objective(s) in mind that feed in to one of the following three KPIs in our EDS.

KPI In EDS	How NGSC's investment in an event can feed in to KPI
KPI # 1 Population growth	Communicating with a large existing audience For events with a significant existing audience, use our relationship with event owner to communicate directly with that audience about the benefits of living in the relevant township
KPI # 2 Reduce median age	Communicating with a younger audience For events with a large younger audience (or specific ambition to appeal to a younger audience), use our relationship with the event owner to help them grow that audience and/or communicate directly with that audience about the benefits of living in the relevant township
KPI # 5 Grow GRP year on year	Increasing visitation to an event Investing in an event to help them grow the size of their audience. That would likely include highly targeted above the line marketing, or enhancement of the event experience

The complete analysis of each major event and suggested next steps for NGSC can be seen in pages 19-31 in the appendix. By way of summary, below is the approach NGSC can take to investing in each in a way that will directly help deliver on the three KPIs outlined above.

By way of example, four of our region's most significant events, and the age profile of the visitors each deliver can be seen in the table below.

Event	Total number of unique attendees	Number of attendees from outside of NGSC LGA		
		Under 37	Aged 37-48	Aged 48+
Run the Gap	1,434	493	287	224
Grampians Art (x2 events)	703	53	300	350
Stawell Gift	5,955	1,233	1,310	2,816
The Grape Escape	6,059	1,158	1,549	2,806

**Grampian Arts – including
Summer Brushes (January),
Grampians Texture (March), and
Grampians Brushes (September)**

GrampianArts

Key insight	GrampianArts want to grow their audience by specifically targeting a younger audience
NGSC key action	Invest with GrampianArts to help them extend their marketing plan that specifically targets a younger audience.
NGSC outcome	Increased visitation to Halls Gap and overnight visitor spend (KPI 5)

The Stawell Gift (Easter weekend)



Key insight	The event delivers a large audience via at event attendance and television/online broadcast
NGSC key action	Invest in: a. Race sponsorship that is picked up in the television broadcast, and b. an at event presence (stall or something of the like).
NGSC outcome	Raise awareness of Stawell as a potential place to live, work and invest (KPI 1)

Grampians Grape Escape (May)



Key insight	The event delivers over 2,500 out-of-region visitors aged under 50, up to half of which would likely consider moving in the next year
NGSC key action	Invest in: a. Sponsorship that is picked up in the event marketing campaign, and b. Invest in an at event presence (stall or something of the like), where a local community representative can talk to people potentially interested in moving to Halls Gap (and surrounds)
NGSC outcome	Raise awareness of Halls Gap as a potential place to live, work and invest amongst younger consumers (KPIs 1 & 2)

Run the Gap (May)



Key insight	Event (and Halls Gap) is almost at capacity in terms of participant numbers, so growth in participants is secondary
NGSC key action	Invest in an at event presence and communications with participant database positioning Halls Gap as a place to move.
NGSC outcome	Raise awareness of Halls Gap as a potential place to live, work and invest amongst a younger demographic (KPIs 1 & 2)

Wonderland Run (August)



Key insight	New event owner has strong connections and audience in South Australia. Interstate visitors likely to stay longer
NGSC key action	Invest with organiser to ensure marketing and communications in South Australian Trail Running community is strong.
NGSC outcome	Drive interstate visitation to Halls Gap, in turn delivering increased overnight visitor spend (KPI 5)

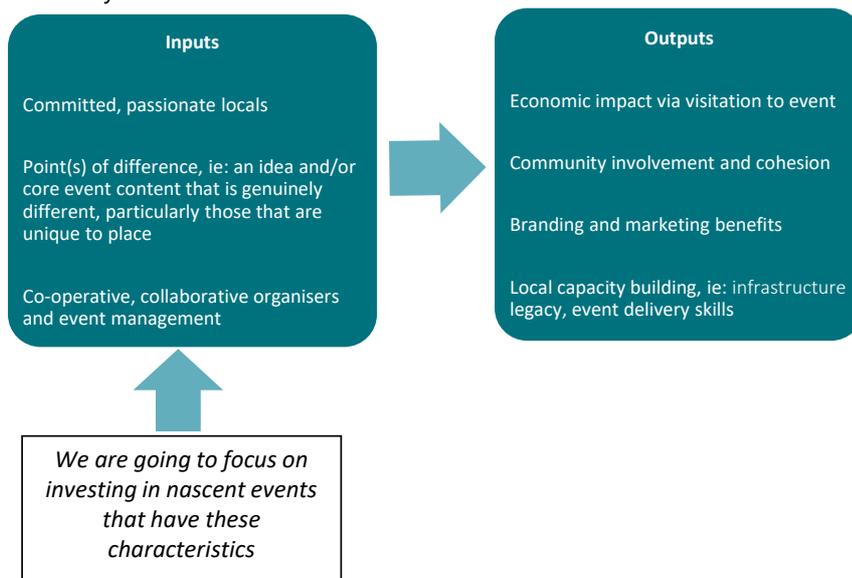
Wild horses (December)



Key insight	Audience almost entirely made up of visitors to the region. Demographic skews younger and creative
NGSC key action	Invest in an at event presence (eg: stall), where a local artist or creative from St Arnaud can talk to people potentially interested in moving to the area
NGSC outcome	Raise awareness of St Arnaud as a potential place to live, work and invest amongst demographic younger (KPIs 1 & 2)

b. Nascent events – Investing to nurture and develop our next major event

Where our investment in mature existing events is focused on driving specific outcomes, when it comes to nurturing a nascent event (young event or event concept), we will focus on investing in events with core fundamentals that are at the heart of long-term event sustainability.



This approach reframes these outputs as outcomes of getting the inputs right, as opposed to them being the primary focus of investing in an event in the first place.

Event ideas, or those in their first five years, as they build awareness and brand equity, will rely almost solely on local support to be successful. To that end, the assessment framework below is our decision-making tool designed to identify nascent (young) events that have potential to become “major events” over time.

Fundamental 1 – Local ownership	
Extent to which the event is owned and driven by a locally-based individual, organisation or group of individuals/organisations	
Score	Definition
5	Wholly owned by NGS local/s and event aligns strongly with core business/activity of the event owner/s
4	Wholly owned by NGS local/s. Event stretches event owner/s slightly beyond their core business/activity
3	Wholly owned by NGS local/s. The event does not comprise part of the event owner/s existing core business/activity
2	Ownership lies with individual/organisation in surrounding council areas that have interests in NGS town/s
1	Ownership lies with individual/organisation outside of NGSC and surrounding council areas

Fundamental 2 – Point of difference / Unique selling proposition	
Extent to which the event centres on a genuine point of difference within our community that they are proud to call their own	
Score	Definition
5	Highlights a community asset that is genuinely different from elsewhere, and represents something the broader community is proud to own and to be known for
4	Few other events of its type exist in Victoria. Contains some genuinely unique content that is true to place
3	Contains unique content, or content that would appeal to a specific audience. Not necessarily reflective of place or wholly aligned to the values locals aspire to.
2	Contains content comparable to that of other events. Isn't necessarily reflective of, or unique to place. Has limited potential to attract visitation or deliver branding benefits.
1	Similar events with comparable content already exist in surrounding areas. Contains content that is not aligned with the community value set.

Fundamental 3 – Spirit of collaboration	
Extent to which the event owner has, or has the potential to have, positive and constructive relationships with others in the community	
Score	Definition
5	Well established in the community, with a strong reputation for being collaborative and constructive to work with
4	Well known in the community for being collaborative, or in the case of a new resident/organisation, are collaborative and constructive in their spirit
3	Known in the community for having the ability to be collaborative when the circumstances suit. For those new to the community, show signs of being collaborative
2	Rarely seek the assistance or guidance of others, and generally protective in their decision making. Have shown signs of potentially being collaborative
1	Not known for being collaborative. Protective and centralised in their decision making.

The complete assessment of each nascent event using this framework and suggested next steps for NGSC can be seen in pages 35 – 37 in the appendix. By way of summary, the scoring for each can be seen in table below.

Event	i. Local Ownership	ii. Point of difference	iii. Spirit of collaboration	Total (out of 15)
Gatherings Festival	2	4	3	9
Victorian State Merino Field Day	5	4	4	13
Pacific Islander Talent Show	4	4	4	12

c. Community events – Supporting major events that are important to our communities

The community events funding program has been successfully implemented in recent years and has a good reputation amongst key events. Suggested NGSC actions for each of these events can be seen on Pages 38 – 40.

4. Two-year action plan and ten-year strategy – Defining success for NGSC

NGSC's core roles in supporting events

There are four overarching roles for NGSC to play in maintaining and growing a healthy, sustainable calendar of events.

1. *Leverage*

Invest in existing events to:

- a. help them remain financially and operationally sustainable,
- b. drive key outcomes in the Economic Development Strategy. Specifically, KPIs 1, 2 & 5.

2. *Uncover, nurture and collaborate*

Uncover our various communities' genuine points of difference. Explore and invest in how these points of difference can be used in the creation of events.

3. *Support*

Continue to support community and civic events that are of importance to key organisations within NGSC townships and their broader communities

4. *Welcome and facilitate*

Be open, amenable, and collaborative with any event owners that make contact with Council looking to host their event in the region.



To provide short term focus within a long-term framework, this event strategy is being done with two specific time frames in mind, namely:

- **Two years – An action plan that details specific actions that feed into the broader direction detailed in this strategy, and**
- **Ten years – Broadly aligned with the Economic Development Strategy’s timeframe (2021-2031)**

How we will define success in delivering this strategy

In two years, we will have been successful if:

- a. Clear plans for investment and partnership with mature major events are in place. In these plans, NGSC’s role in their ongoing health is clear, as are the outcomes NGSC is looking to drive by investing in them,
- b. We have focused the majority of our major event funding on a select number of events. These events will have been selected using either:
 - o Their ability to help NGSC deliver on KPIs 1, 2 or 5 of the EDS: A review of existing events and their potential to drive NGSC objectives, prioritising KPIs 1, 2 & 5 from the Economic Development Strategy,
 - o Nascent events evaluation framework: The “three fundamentals” assessment criteria,
- c. We have agreements in place with each of the selected events, and wherever possible, have multi-year agreements in place as a reflection of a “whole of community” approach that is done in a spirit of true partnership.
- d. We have actively engaged with each of our 8 biggest communities (Great Western, Halls Gap, Stawell, Marnoo, Glenorchy, Navarre, St Arnaud and Stuart Mill), and they understand our “three fundamentals” framework for investing in new event ideas.
- e. We publish annually our Shire’s events calendar (suggest this is done in October – Early November of each year), and actively communicate with the community as to how they can get involved with events (eg: key contacts if they’d like to volunteer for or sponsor an event, suggestions on how businesses can get involved with and/or leverage the event)

In ten years, we will have been successful if:

- a. NGSC played an active role in nurturing two events to become annual recurring major events on our annual calendar. These events will have either not existed, or will have been in their infancy (ie: less than five years old) at the time of this strategy being published in early 2023,
- b. We have actively engaged with our mature major events and played our role in helping them remain sustainable and/or grow,
- c. We have invested with selected mature major events in a manner that focuses specifically on leveraging the platform they provide to drive specific KPIs within our Economic Development strategy,
- d. We have measured the Return on Investment that has been delivered by NGSC’s investments in events.

With those objectives in mind, below is the detailed two-year action plan

Two-year action plan

Time period	Action
First 6 months (Feb – Jul 2023)	Set budgets for two streams of funding: <ul style="list-style-type: none"> Stream 1: Mature and Nascent events fund Stream 2: Community events fund <p>nb: Funding for Stawell Gift and Lights On will come from separate pools of funding specific to each event</p> Review and refine process for supporting of Community events. Feedback from a number of existing events included: <ul style="list-style-type: none"> Confirmation of event permit often takes weeks to come through, or on occasion doesn't come through at all Simplify the administration required for venue hire, particularly for events that hire the same venue year after year In-kind support in the following areas would greatly assist generally: <ul style="list-style-type: none"> Collection and sorting of rubbish and recycling Traffic management Venue hire
	Proactively engage with each of the event on the annual calendar to map out partnership, individual actions from 2023 onwards, and where relevant, table a multi-year agreement Agree on event evaluation framework and start measuring the impact of each event on the calendar. See next page for KPIs and methodology to measure each Hold "town hall" meetings in each of the 8 townships to provide an overview of the events strategy, with the primary focus of the session being on how NGSC will invest in new event ideas using the "three fundamentals" framework
6-12 months (Aug 2023 – Jan 2024)	Compile and publish 2024 annual event calendar via NGSC channels Develop guide that details how the community can get involved with events on the annual calendar. Derived from meetings with each event, this may include: <ul style="list-style-type: none"> Who to contact if a community member would like to volunteer at a specific event Who to contact if a community member, business or organisation would like to contribute content to an event and/or sponsor an event Ideas as to how businesses can get involved and/or leverage specific events Engage with Stawell Amateur Athletics Club and the Stawell Athletics Club with a view to taking a united front and overarching strategy to engaging with state and national athletics bodies. Connect and nurture relationships with events managers at Athletics Australia, Little Athletics Victoria and Athletics Victoria with a view to securing events for North Park once the track is established as an eight-lane venue. Take a long-term view to how the venue and events are leveraged to add to the legacy of the Stawell Gift.
	Re-visit the 8 townships to: <ul style="list-style-type: none"> Provide update on event calendar, Show results from measurement of impacts of major events, Provide the guide outlining how the community can get involved with an event on the calendar, and Discuss/develop new event ideas in each community

Time period	Action
12-24 months	Re-engage with each event on the annual calendar to discuss results of most recent event, impact of NGSC's investment and next steps
	Compile and publish 2025 event calendar via NGSC channels
	Update events guide detailing how community can get involved in events
	Re-visit the 8 townships to:
	<ul style="list-style-type: none"> • Provide update on event calendar, • Show results from measurement of impacts of major events, • Provide updated guide outlining how the community can get involved with an event on the calendar, and • Discuss/develop new event ideas in each community
Using the results derived from our evaluation framework, report on the impact of events in NGSC area over the past two years. Take that report to Grampians Tourism, and our economic development colleagues at Ararat Rural City, Horsham Rural City and Southern Grampians Shire Councils with a view to developing a region-wide events calendar that can be pushed by Grampians Tourism	

Event evaluation framework

Critical to any meaningful evaluation of the impact had by events is the ability to compare like with like. As such consistency in the way it is measured year-to-year and across events is key. The table below outlines the suggested KPIs for each of our three event categories along with the suggested methodology to collect the relevant data.

KPI	Methodology
Mature major events	
Direct overnight spend *	Number of attendees from outside of NGSC x Average length of stay x Average daily spend
Unique attendance (Including breakdowns by postcode and age)	Ticketing and/or registration databases If event is a multi-day event, cumulative attendance to be divided by average number of days attended *
Online statistics	For events where NGSC will communicate with event attendees about moving to the region, eg: grampianslife.com will be monitored during the event and post-event to gauge the impact of the event. Likewise, interaction with social media posts and eDMs to event attendee databases will be tracked and benchmarked
<ul style="list-style-type: none"> Website traffic Engagement with social media posts and eDMs 	
Number of people interested in moving to township	Qualitative feedback gained from community members on the ground at events
Nascent events	
Local ownership	NGSC subjective, qualitative assessment of: <ol style="list-style-type: none"> The extent to which “ownership” of the event has been taken on by individuals and organisations within the local community, The extent to which the event aligns with existing activity and business within the community
Point of difference	NGSC subjective, qualitative assessment of: <ol style="list-style-type: none"> Extent to which event content aligns with local community’s values, and is reflective of the community’s points of difference, The extent to which the event contains content that is genuinely different to events in other places within the Shire and beyond
Spirit of collaboration	NGSC subjective, qualitative assessment of: <ol style="list-style-type: none"> The extent to which the event owner was collaborative and cooperative with NGSC The extent to which the event owner worked with other members of the community to create and deliver the event

KPI	Methodology
Community events	
Attendance (Including breakdowns by postcode and age)	<ul style="list-style-type: none"> • Ticketing databases • Organiser estimates

* NGSC to work with event owners to insert key questions into post-event surveys to the event's ticketing and subscriber databases. Questions required to deliver data required for methodology calculation can be seen on page 45 in the appendix.

In addition to the above metrics, NGSC will measure the extent to which event owners have delivered on specific actions agreed to within individual event agreements.

Ten-year strategy – Overarching principles

In order to deliver on our four key measures of success we will apply the following principles.

1. We will work collaboratively with our mature major event owners to find mutually beneficial ways in which to invest NGSC resources into their event.
2. We will take a medium (5 years) to long (10+ years) term view when we invest in our “Nascent events”. As such, we will be brave and invest significant resource into worthy ideas with sound fundamentals in their early years. We will do so knowing that the tangible benefits of that investment will likely only become evident in the medium to long term.
3. We understand that the most powerful marketing tool our events have is the event experience itself, and the repeat visitation and word of mouth that a great experience generates. To that end, we will err on the side of investing with our event partners in a manner that helps them enhance their event attendee experience. This will take precedence over investing in above the line marketing activity. Investing in this manner aligns with our philosophy of investing for medium to long term success.
4. Data and feedback will help us make better decisions. To that end, we will carry out cost effective research in partnership with each of our key event partners. This will give us a more robust understanding of the impact our events have. We'll use this data to:
 - a. present back to the community and illustrate the value of events to our communities, and
 - b. collaborate with our tourism and economic development colleagues in neighbouring Council areas.



5. NGSC's townships, event hosting assets, points of difference and event ideas

Stawell

Stawell has three clear points of difference and event hosting assets on which events could be centred. By basing core content of a festival on these points of difference, we ground the event in place and build an asset that compliments and enhances something that is an existing strength.

1. *North Park sporting facilities*

After recent upgrades to the North Park multi-purpose Sporting Hub and Netball Courts, the precinct continues to go from strength to strength. The next step in the development of the precinct is the anticipated addition of two lanes to the six-lane athletics track. Doing so will see the facility become one of the premium athletics venues in regional Victoria. When ready, it will present the opportunity to strengthen the town's reputation as a home of athletics. Ideally in partnership with the Stawell Athletics Club and Stawell Amateur Athletics Club, establishing and building on relationships with events managers at Little Athletics and Athletics Australia at both a National and State level would likely yield significant results once the track has been upgraded.

Depending on the direction of those discussions, thought may be given to creating an overarching strategy of how the securing of regular athletics events at North Park can connect to and enhance the Stawell Gift.

2. *Dark Matters festival*

The Stawell Underground Physics Laboratory provides a genuinely unique point of difference that has been embraced by the community (Fundamentals 1&2). Exploring the opportunity for it to be the centrepiece of a public facing event is the next step. Gauging the interest of the Stawell Gold Mines and SUPL in deepening its connection with the community (Fundamental 3) via a public facing event, along with identifying what the lynchpin content of that festival would be, are the next steps to explore.

3. *Accessibility*

Stella Young and her legacy provide the Stawell community with a unique opportunity. To our knowledge, a festival that has been built from the ground up to cater to all levels of ability does not exist (Fundamental 2). Further, the existing work the NGSC and a range of local groups are doing around accessibility presents a stream of existing activity that would likely add content to a public facing event that champions people of all abilities. The next step here is to explore what the lynchpin content could be. A comedy festival that showcases exclusively neurally diverse and disabled comedians in tribute to Stella? This exploration of likely event content would likely best be carried out with local disability advocacy groups (eg: Grampians Community Health) and with the state-based Arts Access Victoria.

St Arnaud

St Arnaud has a number of points on which it can differentiate itself. Each of these points represents an opportunity for an event to be created and/or hosted by the community.

1. The creative community – Mural and painted art

With groups and individuals such as the Raillery Gallery, ArtSpace, the St Arnaud Arts Council and Kyle Torney, all doing quality work in either creating or showcasing creative work, the community has a core of passionate people that, if united under an agreed Vision, could produce remarkable results for their township.

Whilst other places have silo and mural art, the consistent greyscale palette and the deep connection to place each piece has sets this art apart from what can be seen elsewhere. In a recent Griffith University report entitled [Australian Silo Art and Wellbeing](#) it is noted that less than a third of the silo art across Australia was done with a level of community consultation that was considered “very good” by the community itself. That lack of consultation has led to many towns having silo art in place that is not grounded in local stories and culture. The importance of this should not be underestimated. Having such public displays of a place’s people and culture is perhaps the most prominent opportunity a place can have to tell the world who it is, and by extension attract them to visit, work and live there. The deep connection to place that the St Arnaud silo and mural art has should be seen as a significant point of difference, beyond simply just having it in the first place.

To that end, an event that highlights and builds on the work done to date, leaving the town with a growing legacy of publicly available art will likely continue to yield results. As the public gallery grows, so too will the word of mouth about St Arnaud as a town.

Light On provides an opportunity to create an event that unites the town’s various creative forces under an agreed vision.

2. The creative community – Music

Stu Robinson, a Stuart Mill local was a very well known and loved “one man band” musician in St Arnaud and beyond across Australia. An online search indicates that there isn’t a festival in Australia that dedicates itself to one-man bands.

Using Stu Robinson’s legacy as a point of authenticity to ground the event in place, NGSC may plant the concept with the likes of Mulligans Music, the well-loved music café in the heart of Napier St. In floating the idea, it should be kept in mind that it does not need to be big in its initial years. Tropfest, which now markets itself as *The World’s Largest Short Film Festival Australia’s* started in the Tropicana Café in Darlinghurst Sydney. In its first year it had 200 people in attendance. In time, it outgrew the café and was moved to a park.

The main street of St Arnaud would be an ideal backdrop to a form of live music performance that perhaps had its heyday in years gone by. By contemporising the definition of a “one man band”, an event grounded in the legacy of a famous local could straddle the divide between St Arnaud’s rich history and a more contemporary future.

3. *Victoria's oldest fire station*

St Arnaud's old fire station, the oldest remaining station in Victoria, along with the state's last remaining bucket and ladder carriage provides two genuinely unique points of difference for the town. Whilst the Volunteer Fire Brigades Victoria (VFBV) State Championships are held in different locations from year to year, (which St Arnaud last hosted in 2015), there may be an opportunity to create an event in partnership with the VFBV that leverages these two unique assets. In partnership with the Historical Society and the local CFA, NGSC could connect with the VFBV and have a conversation about what event the town could create and/or host that would deliver mutual benefit to all parties involved.

4. *Concentration of churches and The Bible Museum*

Within two blocks are the Church of Christ, The Immaculate Conception, St Arnaud Anglican and St Arnaud Uniting churches. Coupled with Australia's only Bible Museum on Napier St, this also represents another point of difference for St Arnaud. When the "town hall" meetings are held as part of the two year action plan, NGSC may give thought to facilitating a session with representatives from each of the churches and the owners of The Bible Museum to discuss whether they could come together to create a contemporary celebration of the Christian faith and its various denominations.

5. *The St Arnaud lawn tennis club*

Whilst there are a number of regional towns across Victoria with lawn tennis court facilities, the heritage of St Arnaud and its town centre lends well to tennis events that hark back to yesteryear in tennis. Under the banner of Tennis Victoria, a coalition of lawn tennis clubs has formed an grass court forum. In partnership with the St Arnaud Tennis Club, and potentially local hotels, NGSC could initiate a conversation about bringing lawn tennis court conferences and meetings to town on a regular basis.

Great Western

The wine producers of Great Western are clearly the town's point of difference and unity within the community itself. To that end, any focus on NGSC supporting events in the town should continue to focus on wine events.

In doing so however, looking for a genuine point of difference to other wine festivals should be a point of renewed focus. By way of example, one of the few plantings of an "old" grape varietal Ondenc, exists in Great Western today. Creating a festival around a genuine point of difference like a varietal that simply isn't grown anywhere else, would be a hook that would likely create a cut-through in wine circles.

Meeting with the various wineries of Great Western to get a better understanding of what they have that no one else does may illicit event ideas that NGSC could be able to support via it's Nascent Events three fundamentals framework.

Halls Gap

With the two GrampianArts events/workshops, Run the Gap, Wonderland Run and Grampians Grape Escape, Halls Gap has an impressive existing events calendar that works well within the peak tourism periods it experiences as a tourist hub. Gaps in the visitation calendar arguably exist in July, and from October through until early November. There are a wide range of unique assets and in turn, potential events in Halls Gap. Two of these have been highlighted below.

1. Wildflowers

The recent ceasing of the Grampians Wildflower Show after going for more than 80 years was an unfortunate necessity. Representatives from the show have notified the community that a mobile application is currently under development and due for release in 2023. NGSC would benefit from understanding the design and thought behind the application. If it has functionality that allows smartphones to automatically recognise certain flowers, it may open up an opportunity to create an event around it. See the "Cross regional asset" paragraph on page 26 for more detail.

2. Local business initiatives

Local businesses such as Flame Brothers and Paper Scissors Rock Brew Co are entrepreneurial and inventive in their thinking. Quirky events ideas such as the Brewery's large-scale Rock, Paper, Scissors competition are unique enough to show potential for growth. Any events such as that which have a grounding in stories of the place and the businesses themselves are worth NGSC exploring further.

Glenorchy

The upcoming engagement with the Glenorchy community about the creation of a community plan not dissimilar to that developed by and for Marnoo and Navarre will be the ideal opportunity to raise the idea of events in the township. If there is an interest shown by locals, identifying a point of difference in the township that they can work with would be the starting point for discussions around what sort of event they could create and host.

Navarre

The football club and the local school are the clear pillars in the community. To that end, events that tap into the sense of community and strength they bring should be prioritised.

Given the 37th parallel runs almost halfway between Navarre and Stawell, thought may be given to staging an annual competition that pits the two towns against each other. Whether that be a competition between the football clubs, the netball clubs or two primary schools, creating a centrepiece bit of content to build a large community celebration around could be a starting point for discussion with the community when holding the "town hall" meetings as part of the two-year action plan.

Marnoo

The town's identity is clearly deeply rooted in Merino sheep. As such, working with the community to build the Field Day (as per the event-by-event analysis in the appendix) and capitalise on the potential it has to grow should be the priority.

Stuart Mill

The proximity to the Kara Kara National Park coupled with the Stuart Mill Conservation Area provide Stuart Mill with the opportunity to be part of a wildflower trail (see Cross-regional assets heading).

Further, the local olive farmers at 4000 olives would be the most obvious local employer that could provide capacity and ideas to create and drive an event that is centred on Stuart Mill.

Cross-regional asset

There are wildflowers to be found in the Shire area's two National Parks and other conservation reserves that can't be found elsewhere. Creating a springtime event with wildflowers unique to the area has the potential to be a drawcard for nature and flower lovers across the country. Potentially in collaboration with the Orchid societies, locally based conservation groups and Halls Gap Botanic Gardens, this event could be developed in a way that utilises technology.

A [recent event in Mackay Queensland](#) used the diversity of fish species and types of fishing locations to its advantage by offering prizes and incentives for anglers to "catch them all" via a mobile application. Held over 30 days, it spread out visitation across locations and the thirty days and ensured that the fishing experience wasn't compromised by crowding.

Taking the same principles, offering a time period in which wildflower lovers could take photos to "collect them all" by hiking across the region to find wildflowers specific to the area, all for incentives or prizes that would likely appeal to that market segment, could deliver significant benefit to the region in time.

6. Appendix

i. Event by event audit – Insights and recommended approach for our existing major events

Key observations and the first steps on engaging with and investing in each existing major event are outlined below. These first steps as detailed in the 2-year action plan (pages 17-18) will be explored and adjusted by the NGSC's events and economic development team as the relationship between Council and the event owners evolve.



a. Mature Major Events

Grampian Arts

The logo for GrampianArts, featuring the text "GrampianArts" in a white, sans-serif font on a black rectangular background.

Grampians Textures (March) and

Grampians Brushes (September)

Key observations

- A well connected, professionally run organisation
- Its workshops program is well established and one of very few of its type across the country
- With up to 360 participants plus entourage staying for an average of a week, each workshop delivers very strong direct spend (estimated to be between \$500k-\$1M in direct overnight visitor spend for each event) to Halls Gap visitor economy businesses
- They are looking to attract a younger audience and have specific plans in mind to do so
- Willing to look at other spaces in the region to host workshops (St Arnaud with its connection to mural and painted art is an obvious candidate), with the key requirements being an adequate space(s) to run the workshops, and accommodation
- The recent state government commitment of \$6.75M toward the development of WAMA (Wildlife Art Museum of Australia) may present opportunities for collaboration

NGSC next steps

Overarching objective of NGSC investment: Boost visitation to workshops. Aligns with KPI #5.

- Help Grampian Arts start to attract a younger audience, potentially targeting NGSC cash investment directly towards funding advertising in artistic publications with a younger audience (eg: [Galah](#), [Frankie](#)).
- Facilitate conversations between Grampian Arts, and potential partners in St Arnaud such as Kyle Torney, the Raillery and accommodation providers to explore the opportunity of hosting Grampian Arts workshops in St Arnaud and surrounds.
- Connect with WAMA, understand their plans, and identify synergies between their activity and Grampian Arts. Facilitate meetings and cooperation where synergies are identified

Potentially include in any agreement with Grampian Arts the capacity to communicate directly with their database with the objective of positioning the townships of NGSC as ideal places to move to and live.

This would be particularly relevant if NGSC cash investment is directed towards attracting a younger audience.

The Stawell Gift (Easter Weekend)



Key observations

- Attracts over 2,500 people aged under 50 to the region each and every year. As such, it provides an ideal opportunity to present Stawell (and potentially other NGSC townships) to this audience as a place to live and invest in.
- The connection and pride locals feel towards the event could be strengthened.
- There remains an opportunity to leverage and activate the event further throughout the town. Doing so successfully would likely deepen the pride locals feel in hosting the event, and also extend the economic impact delivered by the event into more businesses.
- With naming rights sponsor (Powercor) secured until 2025, and the television broadcast confirmed through until 2024, the short-medium term future of the event is strong.
- As accommodation occupancy in the region is close to, or at capacity over Easter, investment in the event does not need to be targeted at boosting visitation to the event

NGSC next steps

Given the strong short-medium term outlook for the event, NGSC may have the opportunity to target it's in investment in event at initiatives that address the first three observations by:

Delivering targeted messaging to attendees about Stawell and the wider Northern Grampians Shire (and potentially other townships), as a place to work and live.

Communication of these messages could be done:

- Onsite (via a stall that is hosted by a dynamic, enthusiastic community member),
- Via eDMs to the database
- Social media posts
- Signage that highlights a URL (eg: grampianslife.com.au/location/stawell)
- In broadcast placements (eg: on screen logos, postcards) that include a call to action such as mometostawell.com – See examples on following page

Creating content that would likely deepen the engagement of locals.

Initial ideas include:

- A foot race (only open to locals, between The Gift and The National. An idea that taps into the origins of gift racing that is believed to have started in Sheffield as a race between two pubs. A first step here would be to meet with the publicans of each hotel to float the concept.
- An all-abilities event(s) to be included in the event program. Local stakeholders to engage as a first step in exploring this idea would likely include Skene Street Specialist School, those at the heart of the Stella Young project, the Grampians Giants Football team, VALID, and the Stawell Neighbourhood House.

Maximising the impact of NGSC's signage and branding during the Stawell Gift television broadcast

Currently

Powercor Stawell Gift | Day 3

POWERCOR STAWELL GIFT 2022		VICTORIA
NORTHERN GRAMPPIANS SHIRE COUNCIL 800M HANDICAP - FINAL		
1	COOPER LUBECK	52m
2	MARCUS OVERMAN	52m
3	LONAIN BURNETT	58m
4	LIAM HANRAHAN	62m
5	ALEX JONES	62m
6	JOSEPH BANGURA	66m
7	JORDAN WALKER	68m
8	NICHOLAS CALLANAN	70m
9	SAMUEL SABBATUCCI	84m
10	TIM HALPIN	98m

START LIST



Change to

Powercor Stawell Gift | Day 3

POWERCOR STAWELL GIFT 2022		VICTORIA
grampianlife.com 800M HANDICAP - FINAL		
1	COOPER LUBECK	52m
2	MARCUS OVERMAN	52m
3	LONAIN BURNETT	58m
4	LIAM HANRAHAN	62m
5	ALEX JONES	62m
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7	JORDAN WALKER	68m
8	NICHOLAS CALLANAN	70m
9	SAMUEL SABBATUCCI	84m
10	TIM HALPIN	98m

START LIST



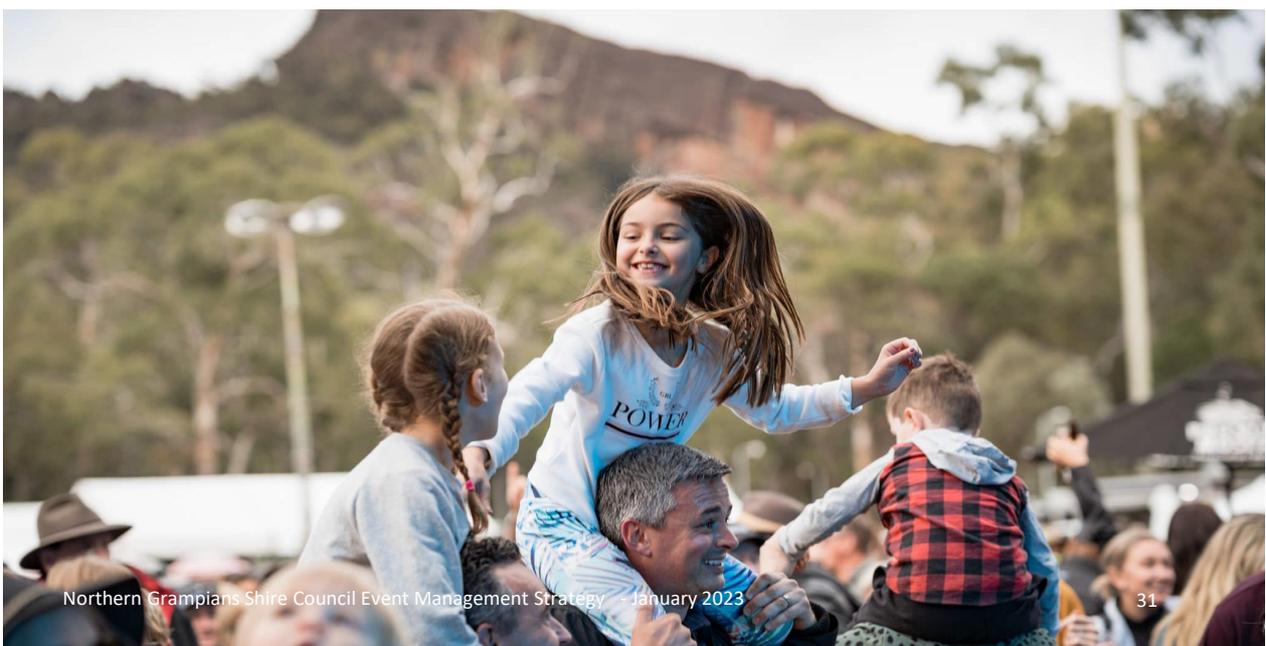
Grampians Grape Escape (May)

Key observations

- The event keeps growing, evolving and going from strength to strength
- Drives an estimated \$3M in overnight visitor spend to Halls Gap, exhibitors and surrounds,
- It is the ideal platform for local food and beverage producers to showcase their product to a new audience, and in turn, a significant driver of economic benefit beyond the festival itself
- Of the 6,000+ unique attendees, over 2,500 are under the age of 50 and from outside of the region. As with the Stawell Gift, this audience provides an ideal opportunity to present Halls Gap (and potentially other NGSC townships) as a place to live and invest in.
- With a database of close to 8,000 consumers, the event has a large existing audience with which NGSC can engage

NGSC next steps

- Continue to support the event and support it to maintain its reputation and continue to evolve to include new initiatives such as the Friday night activities in 2022
- Leverage NGSC's investment in the event to deliver targeted messaging to attendees as Halls Gap (and other townships where relevant) as a place to live and invest. Like those suggestions under the Stawell Gift, platforms to communicate that message could include:
 - Onsite (eg: via a stall that is hosted by a dynamic, enthusiastic community member),
 - Via eDMs to the database,
 - Social media posts,
 - Signage at the event that highlights a URL grampianslife.com.au/location/halls-gap





Run the Gap (May)

Key observations

- Established to assist with the recovery from the 2011 floods in the township and surrounds, it is an event that has deep roots in the local community
- After ten years, the event continues to attract up to 1,200 participants
- Each participant is generally accompanied by at least one family member or friend, and as such, the event attracts over 2,500 people to the town
- The event attracts young families with more than half of the participants aged under 48 (the threshold age in KPI 2 of the Economic Development strategy)
- There is a fatigue emerging amongst the volunteer run committee and a handover of certain responsibilities would likely safeguard its future
- Key to its success is timing, and more specifically, the Great Ocean Road Running Festival which is also generally held in May
- The strong sense of community and family friendly approach the event has is what sets it apart. Indeed, as a showcase of the Halls Gap community at its best, it has helped attract previous participants to live in Halls Gap some of whom are on the event committee now.
- Given the origins of the event are in building the Halls Gap community, organisers are open to discussing using their participant database and social media channels to position Halls Gap as a place to live

NGSC next steps

- Leverage the existing audience the event delivers by actively promoting Halls Gap as a place to live, work and invest in
- Engage with organisers to understand how Council can play a role in helping the event to evolve. Initial discussions with organisers have identified the resolution of traffic management issues, enhancing of the “community vibe” with more on-site activation, and highlighting to competitors what else is on offer in the surrounding area as areas that would enhance the event experience, and by extension, help position Halls Gap as a desirable place to live

Wonderland Run (August)

Key observations

- First run in 2015, the event has built up a loyal following and now boasts over 700 participants and enlists the help of 90 volunteers.
- The event attracts an estimated 1,500 people to town after the participants' entourage are accounted for
- The ownership of the event is being passed over to South Australian based company, Adelaide Trail Runners. They are a well-established business that has a number of races on their books, with over 2,500 Facebook followers and 1,200 entrants to their existing events.
- The new event owner sees attracting South Australians to participate as the most efficient way to increase participation in the coming years
- The Wonderland Run has a reputation firstly as a particularly tough, undulating course, and secondly as a visually spectacular run with incredible views.
- Its reputation as an event is still building and it has the potential to become a genuine destination event for trail runners across Australia
- Assistance from Council for road closures, the hire of temporary infrastructure (ie: toilets) and venue hire (Centenary Hall) are the primary needs identified by the new event organiser that Council could assist with

NGSC next steps

- With the most likely growth of participants coming from South Australia (and therefore likely to stay longer in region), there is a genuine opportunity for the event's economic impact to increase in the years ahead
- Connect with new event owner to discuss how Council can best assist their growth plans. Supporting them, particularly to help drive interstate visitation would likely generate significant visitation and economic impact

Wild Horses (December)

Key observations

- Started in 2016, the event and its community continues to grow organically, now capping their attendances at 2,000 people
- On the surface, the culture and audience at the heart of the event has little to no alignment to the culture of the communities in closest proximity to the event site, namely St Arnaud and Stuart Mill
- The community that is at the heart of the event makes a point of their community being respectful and loving. Further, organisers and the community itself makes a point of spending money in local communities wherever possible
- Whilst the event is not an obvious fit for local communities to get involved in and attend themselves, the NGSC's positive engagement with the festival to date ensures that the region is at the very least, welcoming to a younger demographic. This in turn ensures that NGSC are not alienating people that may contribute over time to the increase in the Shire's population, and the decrease in its average age (KPIs 1 & 2 of the EDS)
- The Wild Horses Facebook page is followed by 7,300 people

NGSC next steps

- Continue to work with the event as they develop it over the course of the recently approved three-year permit to run the festival on its current site
- Should an appropriate opportunity arise, work with the festival organisers to communicate with their followers messaging about NGSC's various townships as places to invest in and live



b. Nascent events (ie: events five years old or less, or new event concepts)

Grampians Gatherings – St Arnaud Lights On – St Arnaud

The confirmation of \$48,000 of State Government funding to stage the second year of Lights On presents a significant opportunity for the community of St Arnaud to cement it as an annual fixture on the community's calendar. The assessment of the event is detailed below.

1 – Local Ownership	2 – Point of difference	3 – Spirit of collaboration	Total (out of 15)
2	4	3	9

- i Local ownership
The delivery of the 2022 Lights On event ACT Natimuk, a local creative group based in the neighbouring Horsham Rural City Council LGA. To maximise the chances of the event becoming a fixture within St Arnaud, ownership of the event's delivery must be transferred into the hands of locally based organisations (eg: the Raillery Hub)
- ii Point of difference
The silo & mural art and paintings in St Arnaud coupled with local groups such as the Raillery Hub, ArtSpace and the St Arnaud Arts Council provides a concentration of artistic activity that is a clear point of difference for the community.
- iii Spirit of collaboration
Whilst there is great passion within the St Arnaud artistic community, there hasn't been a recent example of disparate groups in the community coming together to deliver something for the greater good of the township.

NGSC next steps

Establishing the event as a permanent fixture in the community, irrelevant of state government funding, is the primary objective of Lights On 2023. Handing over responsibility for the event's delivery with a view to fostering a true sense of ownership amongst the community will be at the heart of achieving this.

Through the lens of our three fundamentals assessment framework, we will work to transfer ownership of the event to locals (Fundamental 1) and foster a sense of collaboration within the community and between the community and Council (Fundamental 3).

Doing so successfully will maximise the probability of the community creating an event that leverages a clear point of difference (Fundamental 2).

Pacific Islanders Traditional Talent Show – Stawell

The rapidly growing islander population, primarily as a result of the employment provided by the Frew Foods abattoir, represents an opportunity for Stawell to showcase itself as a welcoming, inclusive community. The successful staging of the first Pacific Islanders Traditional Talent Show in July 2022 proved the concept worked at a local, community level. An initial assessment based on stakeholder interviews and desktop research using our three fundamentals is detailed below.

i. Local Ownership	ii. Point of difference	iii. Spirit of collaboration	Total (out of 15)
4	4	4	12

- i Local ownership
Organisers are passionate about the Islander culture(s) and the community living in the region. In particular they are focused on providing the Islander community with ways to contribute positively during their time living in the region (generally for 3-4 years as per the “PALM” visa). Despite their time living in the community being limited by the duration of their visa, there is a real passion to create a framework that assists newly arrived workers from the Pacific Islands integrate into the community, and by extension avoid the downsides of the “culture shock” that many are prone to experiencing on arrival in Australia.
- ii Point of difference
The local Islander community and its leaders appear to have a drive, passion and capability that sets them apart from Islander communities in other parts of Victoria. They have numerous event ideas grounded in Islander culture ranging from sport through to cultural events. The talent show could be the core of what has the potential to develop into a broad celebration of Islander culture. Highland gatherings provide an example of events with a foreign culture at their core that drive significant visitation. Brigadoon, “the premier Scottish gathering in Australia”, each April in Bundanoon, NSW, attracts over 12,000 visitors annually.
- iii Spirit of collaboration
In the short time they’ve been part of the community, the organisers of the talent show have established relationships with the Pioneers soccer club, several church groups and indeed, the Northern Grampians Shire Council itself.

NGSC next steps

There is significant potential within Stawell’s Islander community to have lasting impact on the wider community. The drive and energy they have is evident. Council’s role is to harness and provide direction to that energy. More specifically, Council is ideally placed to assist this group in:

- Defining their objectives and a path to realising them, including plans for their event(s)
- Facilitating the creation of incorporated entity that can apply for funding independently and act in an official manner as the representative of the Islander community,
- Helping facilitate meetings with other likely stakeholders including Frews and State and Federal Government bodies

Victorian State Merino Field Day – Marnoo

With an attendance of over 500 people in 2022, the event continues to grow and clearly has potential to continue that growth. The assessment of the event is detailed below.

1 – Local Ownership	2 – Point of difference	3 – Spirit of collaboration	Total (out of 15)
5	4	4	13

- I Local ownership
Run by local Merino farmers with significant history in the area, the event is wholly aligned with the day-to-day activities of the township’s dominant industry.
- ii Point of difference
Despite only being three years old, the event has an excellent reputation amongst Marino studs in the west of Victoria. The one-day format is tailored to meet their needs as farmers and is a clear point of difference with comparable field days (Bendigo and Hamilton) that demand farmers be in place for several days. Further, organisers heard from studs in attendance that the rapid growth of Hamilton’s *Sheepvention* has seen the focus it used to have on Merinos become diluted. This opens up an opportunity for the Marnoo field day to take ownership of the Western Victoria’s premier Merino event.
- iii Spirit of collaboration
Organisers have a strong reputation and existing relationships with local Merino studs. Further, this reputation extends to studs across the west of Victoria. Continuing to develop relationships with NGSC and the committee that oversee the running Marnoo Recreation Reserve is the next step in developing the event’s spirit of collaboration.

NGSC next steps

Continue to build the relationship with the event owner and support them in building to their objective of surpassing *Sheepvention* becoming the state’s premier Merino event. Steps NGSC can take to ensure the event continues to thrive whilst maximising its outcomes include:

- In cooperation with the Infrastructure and Amenity team, liaise with the community to continue carrying out town maintenance and beautification in the weeks prior to the event
- Invest funding into the event to ensure its growth continues
- Discuss ways in which NGSC can assist or invest in a way that attracts more studs to stay in Stawell and St Arnaud on the night prior to the event
- Discuss and agree on the split of roles and responsibilities between Council and the Reserve committee when it comes to maintenance and capital works at and around the Marnoo Recreation Reserve. Discuss potential future capital improvements with a view to increasing the site’s capacity to host over 1,000 people

c. Community Events

Major events under the Easter Festival umbrella

(Including major events under the Easter Carnival umbrella such as the Great Western Rodeo, Lindsay Kent Memorial Fun Run and the Stuart McGregor Stawell Gold Cup)

Key observations

- The critical mass of events staged across many NGSC communities provides an opportunity to present the region as a hive of activity across the Easter period
- Significant goodwill was created amongst a range of event owners and stakeholders by packaging events in 2022 under the “Easter Festival” banner. This packaging proved it as a concept, and as such, it is worth continuing

NGSC next steps

- Continue to package events under the “Easter Festival” banner and push out via Council channels

Stawell Gold Cup (Easter), Great Western Cup (late Jan) and St Arnaud Cup (Cox Plate Day)

Observations

- All three clubs and their annual race days are steeped in up to 170 years of history
- They all enjoy significant support from local businesses for their premier race days
- The respective days appeal to a broad audience and are important occasions for the community to come together, and welcome visitors to town for the weekend

NGSC next steps

- Maintain relationships where they currently exist. Build relationships where they don't.
- Understand the type of support each club could use from Council



Annual Spring (Orchid) Show

Observations

- Started more than 30 years ago, it is one of the most well-established Orchid Societies in Western Victoria. They are known as pioneers in Orchid circles
- They work collaboratively having helped other communities establish clubs and support their activities
- Active in the community and managing to maintain strong membership numbers
- Benefited greatly from the open house
- The relationship with NGSC is seen as being very positive, and well received. The waving of fees for venue hire, along with grant monies ensure the spring events are viable and can continue to be known in the orchid loving community as one of Victoria's best
- Many of the society's members are wildflower fans, their knowledge of which could present an opportunity to leverage one of our region's great points of difference, our wildflowers

NGSC next steps

- Continue to invest community event grant money in the Spring Show
- Encourage the society to keep networking and being innovative with their programming and events they host and create (eg: Victorian Clubs Challenge)
- Explore potential for collaboration on wildflower events and connections with other parties such as the Halls Gap Botanic Gardens

Stawell Show (Fourth Saturday of October)

Key observations

- With the assistance of State Government grants and a strong year in 2022, the show has recovered losses associated with the COVID disruptions in 2020 and 2021
- Event generally clashes with the Bendigo show and when it does, it has difficulty securing carnival rides and attractions
- In 2022 Bendigo was cancelled and it appeared as though that benefited the Stawell Show
- Part of that benefit was securing the state titles of a woodchopping event

NGSC next steps

- Create a relationship with the agricultural society and see where Council may be able to provide support.
- Assistance with rubbish collection and potentially funding to ensure the return of the state woodchopping titles are the most likely areas where Council assistance could be of benefit

St Arnaud Show (First weekend of October)

Key observations

- 142 years old. The 2022 event drew an estimated crowd of 3-4,000 people
- The event's speed shearing and horse riding events are widely known as some of the state's best and most prestigious
- Frustration with recent development on site. The old buildings that were fit for purpose for the agricultural show's purposes have been removed and replaced with buildings that are designed for use by the sporting clubs, not the agricultural society
- This has led to an overall feeling within the society that the Council isn't interested in the society or the show's ongoing viability
- There is a fear that the show may cease to exist in the near future

NGSC next steps

- Engage with the society face-to-face onsite at Lord Nelson Park with representatives from relevant NGSC departments to understand their frustrations and ambitions

Grampian Lakes Fishing Competition

Observations

- Organisers (Stawell and District Angling Club) are well organised with a committed and well-connected committee
- They hold a strong relationship with VRFish, Victoria's recreational fishing peak body. As a well-resourced organisation, this is a particularly valuable relationship to have in place
- Competition attracts up to 300 entries at this point
- Committee contemplating whether the event should be annual or every two years
- Low-cost entry and camping are a big part of the appeal to visiting anglers and their families. This translates through to the event delivering limited economic impact to local businesses beyond the Angling Club itself.
- Potential exists to create a competition that spans the Shire's five key waterbodies, namely, Lake Batyo Catyo, Lake Bellfield, Lake Fyans, Lake Lonsdale and Walkers Lake

NGSC next steps

- Continue to invest in event as per recent years, particularly in the coming year with the event on April 22, 2023. With VRFish behind the event, it will have a large reach and holds significant potential to raise the awareness of Lake Fyans across the state.
- Explore possible extension of events that take in several locations across the Shire.



ii. Assessment of potential investment approaches against Economic Development Strategy

In weighing up the merits of pursuing event acquisition and comparing them to that of an approach that focuses on investing in events that are grounded in our place(s), comparing how each approach delivers against the EDS's Objectives, Strategic Directions, aligned core commitments and the 2031 KPIs provides important context.

To that end, below is an assessment of the two approaches and the extent to which they align with the Objectives, Strategic Directions and KPIs in our Economic Development Strategy (EDS).

1. Event sourcing and acquisition	1. Leveraging and nurturing of local events
Objectives	
Nil	<ol style="list-style-type: none"> 1. Increased productivity and a prosperous future for all 2. Sustained economic growth 3. Investment in enabling infrastructure
Strategic Directions	
<p><u>1a. The rural region of choice</u></p> <p>Ensure diverse and enriching places and experiences that offer an attractive lifestyle alternative</p>	<p><u>1a. The rural region of choice</u></p> <p>Attract and retained talented, skilled, and productive people Ensure diverse and enriching places and experiences that offer an attractive lifestyle alternative Foster communities that are inclusive, welcoming and supportive of diversity – where all people feel valued</p> <p><u>1b. Grow the economic capacity and engagement of our own people</u></p> <p>ii. To ensure our young people have equitable access to opportunities and support to participate fully in social, economic, educational, and civic life</p>
<p><u>2a. Iconic Destinations</u></p> <p>i. Ensure our visitor economy offers diverse, unique, high quality and enriching experiences, disperse across Northern Grampians</p> <p>ii. Protect, enhance, and celebrate our natural, cultural and heritage assets</p>	<p><u>2a. Iconic Destinations</u></p> <p>Ensure our visitor economy offers diverse, unique, high quality and enriching experiences, disperse across Northern Grampians Protect, enhance, and celebrate our natural, cultural and heritage assets</p> <p><u>2b. A magnet for innovation and investment</u></p> <p>iii. Support businesses to be strong, innovative, resilient, and sustainable</p>
<p><u>3a. Strong economic development governance, leadership, collaboration, and advocacy</u></p> <p>vi. Ensure Northern Grampians is an easy place to invest</p>	<p><u>3a. Strong economic development governance, leadership, collaboration, and advocacy</u></p> <p>a. Development of a combined voice for leadership that leverages the ability of Government and the power of private investment to move the region in the desired direction</p> <p>b. Developing a culture that recognises economic development is a whole of community business</p> <p>c. Making hard calls on holding an economic development course that reflects a collective vision</p> <p>d. Development of partnerships, communication and networking to impact cultural change that can then drive a strategic direction for a location</p> <p>e. Fostering economic development outcomes that 'grow from within' will ultimately lead to improved wealth distribution for all community members</p>
KPIs	
5. Grow GRP year on year, from a \$730m economy to \$920m	<ol style="list-style-type: none"> 1. Achieve population growth from 11,400 to 14,400 2. Reduce median age to equal the state (from 48 to 37 years) 5. Grow GRP year on year, from a \$730m economy to \$920m 7. Increase (private and government) capital investment

Commentary on the extent to which each approach aligns with the Objectives, Strategic Directions and KPIs in the EDS is detailed below.

iii. Objectives and Strategic Directions



Approach 1 – Event sourcing and acquisition

All three of the above objectives are inherently defined with a medium to long-term timeframe in mind. To that end, they are largely at odds with the event acquisition approach which would demand that Council be continually looking for events to attract to the region. Further, the event acquisition space is extremely competitive. When considering that most peer councils across Victoria and beyond have significantly larger event budgets than NGSC, the dedication of resource to event acquisition would be an inherently short-term approach. As such, there is limited alignment between an event acquisition approach and the three overarching objectives of the EDS.

Of the core commitments under each Strategic Direction, the acquisition approach, if focused on leveraging our natural assets, would likely deliver on 1.a.ii, 2.a.i, and 2.a.ii. That said, the event experiences offered by pursuing an acquisition approach would likely be fleeting in nature as the events would not be wholly grounded in place, and as such, may in time find alternative host locations.

The one core commitment that the acquisition approach would likely yield stronger results than the leverage and nurture approach would be 3.a.vi – *Ensure NG is an easy place to invest*. By working consistently with external event owners and delivery experts, NGSC's processes and manner of working with events would likely improve over time.

Approach 2 – Leverage and nurture local events

With Council acting in a role of an investor and collaborator, this approach builds event delivery capacity within our communities over time (as opposed to the acquisition approach which in essence buys in the event delivery capacity of an external party).

To that end, it feeds directly in to the “growing of the economic capacity and engagement of our own people” that sits under our first objective.

The “place-based” spirit inherent to this leverage and nurture approach also increases the likelihood that our assets will be used in a manner that protects and celebrates them in a more authentic way (2.a.ii.).

Finally, the collaborative nature of this approach will help see us deliver on numerous core commitments, namely:

- 2.b.iii. We’ll work with local businesses when pursuing this approach by providing them with the information required for them to activate and deliver content as part of events we help facilitate.
- 3.a.ii. Bringing together numerous stakeholders in the community to contribute to events will provide highly visible demonstrations of the “economic development being a whole of community business” culture in action
- 3.a.iii. By transparently focusing our energies on events with well-defined key characteristics we will be putting in to practice the discipline of “making hard calls...that reflects a collective vision”.
- 3.a.iv. By facilitating and building relationships within the community to deliver our events we will help ensure a place’s unique cultural characteristics come to the fore, and in turn, provide a common point of identity for our communities to unite under.
- 3.a.v. Pursuing a leverage and nurture approach will be an overt illustration of how we are pursuing an event strategy that is about “growing from within”

<p>1.a </p> <p>The rural region of choice</p> <ul style="list-style-type: none"> i. Attract and retain talented, skilled and productive people. ii. Ensure diverse and enriching places and experiences that offer an attractive lifestyle alternative. iii. Foster communities that are inclusive, welcoming and supportive of diversity - where all people feel valued. iv. Foster positive outcomes for our indigenous community. v. Develop a greater understanding of the significance of indigenous culture in Northern Grampians and meaningful partnerships with traditional owners. vi. Tackle climate change and its impacts on health and wellbeing. <p>1.b </p> <p>Grow the economic capacity and engagement of our own people</p> <ul style="list-style-type: none"> i. To support vulnerable people and ensure our children have the best start in life. ii. To ensure our young people have equitable access to opportunities and support to participate fully in social, economic, educational and civic life. iii. To ensure integrated and diversity of access to health and human services. 	<p>2.a </p> <p>Iconic destinations</p> <ul style="list-style-type: none"> i. Ensure our visitor economy offers diverse, unique, high-quality and enriching experiences, disperse across Northern Grampians. ii. Protect, enhance and celebrate our natural, cultural and heritage assets. <p>2.b </p> <p>A magnet for innovation and investment</p> <ul style="list-style-type: none"> i. Ensure land use policy and infrastructure that enables investment. ii. Reduce costs of energy on business and impact on climate change. iii. Support businesses to be strong, innovative, resilient and sustainable. iv. Attract new and emerging rural and resources industries. v. Ensure development is environmentally sustainable and key assets are protected. vi. Attract research and development organisations. 	<p>3.a </p> <p>Strong economic development governance, leadership, collaboration, and advocacy.</p> <ul style="list-style-type: none"> i. Development of a combined voice for leadership that leverages the ability of Government and the power of private investment to move the region in the desired direction. ii. Developing a culture that recognises economic development is a whole of community business. iii. Making hard calls and holding an economic development course that reflects a collective vision. iv. Development of partnerships, communication and networking to impact cultural change that can then drive a strategic direction for a location. v. Fostering economic development outcomes that 'grow from within' will ultimately lead to improved wealth distribution for all community members. vi. Ensure Northern Grampians is an easy place to invest.
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2031 KPIs

Approach 1 – Event sourcing and acquisition

The KPI that this approach would focus on assisting would be to Grow GRP (KPI 5) year on year. In the short term (ie: 1-5 years), an event acquisition approach would likely provide more immediate boosts to GRP.

Approach 2 – Leveraging and nurturing of local events

By investing in our existing events and the platform they provide to communicate with outsiders, we can directly pursue KPIs 1&2 via our investment in events.

In the case of increasing of GRP, in years 1-5 of this strategy, whilst nascent events are building awareness and equity in their brands, the GRP delivered by this strategy would likely be lower than that of an identify and acquire strategy. However, should our approach add one or more events to our annual calendar on an ongoing basis, their contribution would likely grow exponentially (and more sustainably than the first approach) from years 6-10 of this strategy's lifetime.

Taking this direction may on the surface feel contrary to the status quo when considering the approach various levels of Government take to investing in events. Using the creation of the Victorian Major Events Company (now part of Visit Victoria) as a case study, we see an example of how the ethos of acquiring events has become the dominant approach taken by Government bodies

Case Study – The Victorian approach to major event investment

Victorian Major Events Company
Melbourne the world's event city



Created in 1991, the Victorian Major Events Company (VMEC) was set up with the mandate: "to identify and pursue major events that are seen to bring economic, broadcast/media exposure, cultural and social benefits to the state of Victoria."

In subsequent years it went on describe itself as "the world's leading event acquisition group". To that end and by way of example, it set itself the objective in the 2000s to secure two major sporting world championship events each and every year.

In 2016, in line with peer organisations in other states, the VMEC was merged with Tourism Victoria to form Visit Victoria. The merge did not dilute the acquisition focused approach to event investment. This is evident in Visit Victoria's investment guidelines for events. In reading these guidelines, events that don't currently deliver visitation, particularly from interstate and overseas, simply don't qualify for support. Any potential an event may have to drive visitation in future years is not taken into account.

To highlight the outcome of this approach, it is worth noting that Melbourne (and surrounds) does not have a major recurring event that has existed for more than 2 years on its annual calendar that was not in place before the advent of the Victorian Major Events Company in 1991.

iv. Current major events calendar

A preliminary assessment of event ideas and events in their first two years has been conducted. Those judged as having potential to grow into major events have been included in *blue italics*.

 JANUARY	 FEBRUARY	 MARCH
		<ul style="list-style-type: none"> • Grampians Textures • Easter Program depending on when Easter falls
 APRIL	 MAY	 JUNE
<ul style="list-style-type: none"> • Stawell Gift • Easter events (major events under the Easter Carnival umbrella) <ul style="list-style-type: none"> - Great Western Rodeo - Stawell Gold Cup - Lindsay Kent Memorial Fun Run 	<ul style="list-style-type: none"> • Grampians Grape Escape • Run the Gap 	<ul style="list-style-type: none"> • <i>St Arnaud Lights On (Grampians Gatherings)</i>
 JULY	 AUGUST	 SEPTEMBER
<ul style="list-style-type: none"> • <i>Pacific Islanders Traditional Talent Show</i> • Marnoo Sheep Breeders Show 	<ul style="list-style-type: none"> • Wonderland Run 	<ul style="list-style-type: none"> • Grampians Brushes
 OCTOBER	 NOVEMBER	 DECEMBER
<ul style="list-style-type: none"> • Lake Fyans Fly Fishing Competition • Stawell Show 	<ul style="list-style-type: none"> • <i>Grampians Lakes Fishing Competition</i> 	

v. Questions for inclusion in post-event surveying

Question for calculation of unique attendee figure:

- Which days of the event did you attend?
 - The average number of days attended derived from this question is used to divide by the cumulative attendance figure to calculate the unique attendance figure

Questions for calculation of Overnight Visitor Expenditure

- Where are you from?
 - Northern Grampians Shire Council Area
 - Regional Victoria
 - Melbourne
 - Interstate or Overseas
- Was <<name of event>> a major reason for you deciding to come to <<town>> on this trip?
 - Yes
 - No
- How many nights did you spend in <<town>> during the trip?
- And did you spend any other nights in any of the following towns?
 - Enter other NGSC towns
- Taking in to account all money you spent during your time on this trip, can you please tell me how much money you and your party spent in total on...
 - Accommodation
 - Meals, food and drinks
 - Retail purchases (including petrol, groceries, souvenirs, gifts and so on)
 - Any other expenses
- Including yourself, how many people do these amounts cover?
- Of those people, how many, including yourself, attended <<event name>>?
- What type of accommodation did you stay in?
 - Stayed in home of friend or relative
 - Campsite / Caravan Park
 - Rented house, apartment
 - Standard hotel, motel, motor inn
 - Luxury hotel, serviced apartment
 - AirBNB

vi. Methodology and Consultation

The Tourism Events Strategy has been formed in accordance with a review of existing documents and targeted stakeholder engagement.

As part of the development of the Events Strategy, Stu Speirs, the consultant from Events Strategy firm Silver Lining Strategy met with and held discussions with the below stakeholders:

- Northern Grampians Event Specialist
- Northern Grampians Community Engagement and Futures team
- Northern Grampians Tourism Development Officer
- Northern Grampians Manager Economic and Community Futures
- Northern Grampians Major and Councillors
- Pacific Islander Talent Show and the wider Pacific Islander community
- The Stawell Gift
- Stawell Orchid Society
- Lake Fyans Angling Club
- St Arnaud Raillery Hub
- Marnoo Merino Field Day
- Stawell Gold Mines
- Run the Gap
- Wonderland Run
- St Arnaud and Stawell Historical Society representatives
- General Public from Halls Gap, Stawell and St Arnaud communities
- St Arnaud Agricultural Society
- Stawell Agricultural Society
- Grampians Grape Escape Festival
- GrampianArts
- Grampians Community Health
- Grampians Tourism
- Visit Victoria
- Flame Brothers Halls Gap



in Grampians Shire Council
HARRIS LAKE

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9.3. Providing Sustainable Infrastructure

9.3.1. Electrical Line Clearance Management Plan 2023-24

Author/Position: Heath Pohl, Coordinator Parks and Facility Maintenance

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 2023-24.

RESOLUTION

That Council adopts the Electrical Line Clearance Management Plan 2023-24.

Moved: Cr Eddy Ostarcevic

Seconded: Cr Rob Haswell

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 2023.

An annually revised Northern Grampians Shire Council 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 based on 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 the value of Council's trees
- community satisfaction with how 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 2023-24. **[recommended]**

Option 2

That Council does not adopt the updated Electrical Line Clearance Management Plan 2023-24. **[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.

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Officer's Declaration of Interest

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

Heath Pohl, Coordinator Parks and Facility Maintenance

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

Attachments

1. Electrical Line Management Plan 2023-24 [9.3.1.1 - 40 pages]



Electrical Line Clearance Management Plan

2023-24

 <p>NORTHERN Grampians SHIRE COUNCIL</p> <p>Northern Grampians Shire Council LIVE WORK INVEST VISIT</p>	<p>CONTACT US</p> <p> ngshire@ngshire.vic.gov.au</p> <p> www.ngshire.vic.gov.au</p> <p> (03) 5358 8700</p> <p> PO Box 580 Stawell VIC 3380</p>	<p>CONNECT WITH US</p> <p> facebook.com/ngshire</p> <p> @ngshire</p> <p> @northerngrampiansshire</p> <p> #ngshire #liveworkinvestvisit #wandervictoria</p>
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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	
Version 3.5	February 2023	John Hunt	

Authorisation Table

This document complies with:	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)	
Reference	Prepared by:	John Hunt
	Preparation date:	December 2020
	Date requested by ESV:	October 2020
	Date submitted to ESV:	February 6, 2021
Version 3.5	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: Brent McAlister
Organisation: Northern Grampians Shire Council
Address: 59-69 Main Street, Stawell 3380
Telephone: 03 5358 8700
Email address: 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

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 0492 891 554
Email address: 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

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](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.

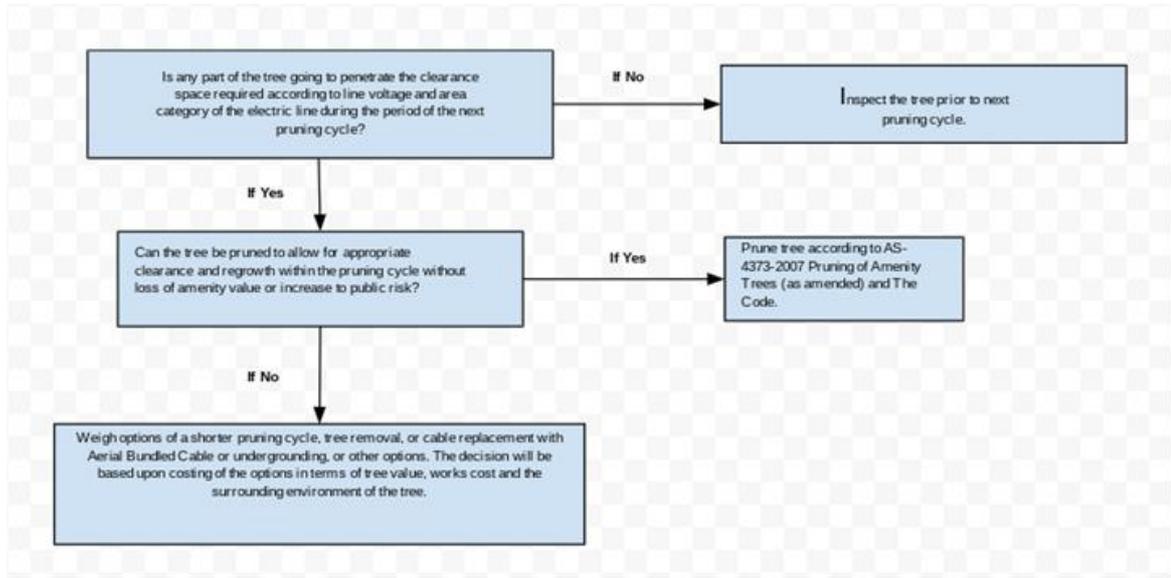
The degree of tree pruning will be adjusted in light of observed growth rates, depending on the significance of the tree, to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.

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.

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:	LHourigan@powercor.com.au

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	UETTDRVC25A	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	UETTDRVC23A	Refresher not required
Monitor safety compliance of vegetation control work in an ESI environment	UETTDRVC27A	Refresher not required
Perform EWP controlled descent escape	UETTDRRF08B	Annual
Apply pruning techniques to vegetation control near live electrical apparatus	UETTDRVC33A	Refresher not required
Control traffic with stop-slow bat	RIIWS205D	Refresher every 5 years
Implement traffic management plan	RIIWS302D	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. Council's 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).

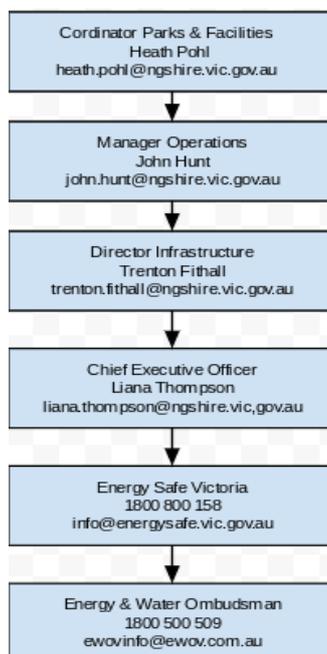
In extenuating circumstances where clearing does not occur within the 60 days period, renotification will occur through Council's social media network and be posted on Council's website.

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.



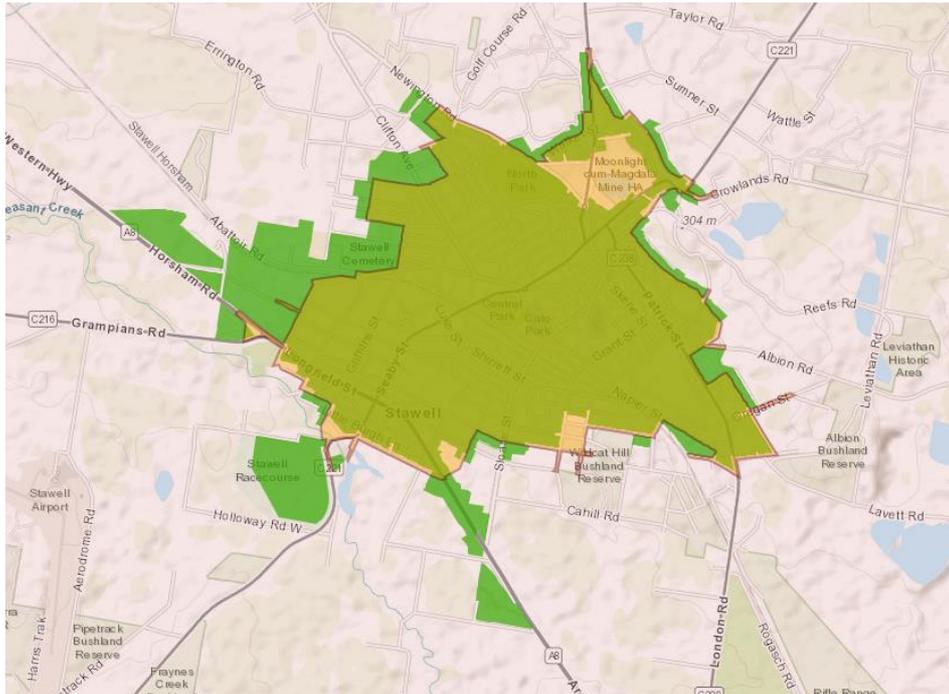
14. Exceptions – s.1(4,5,6)

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.

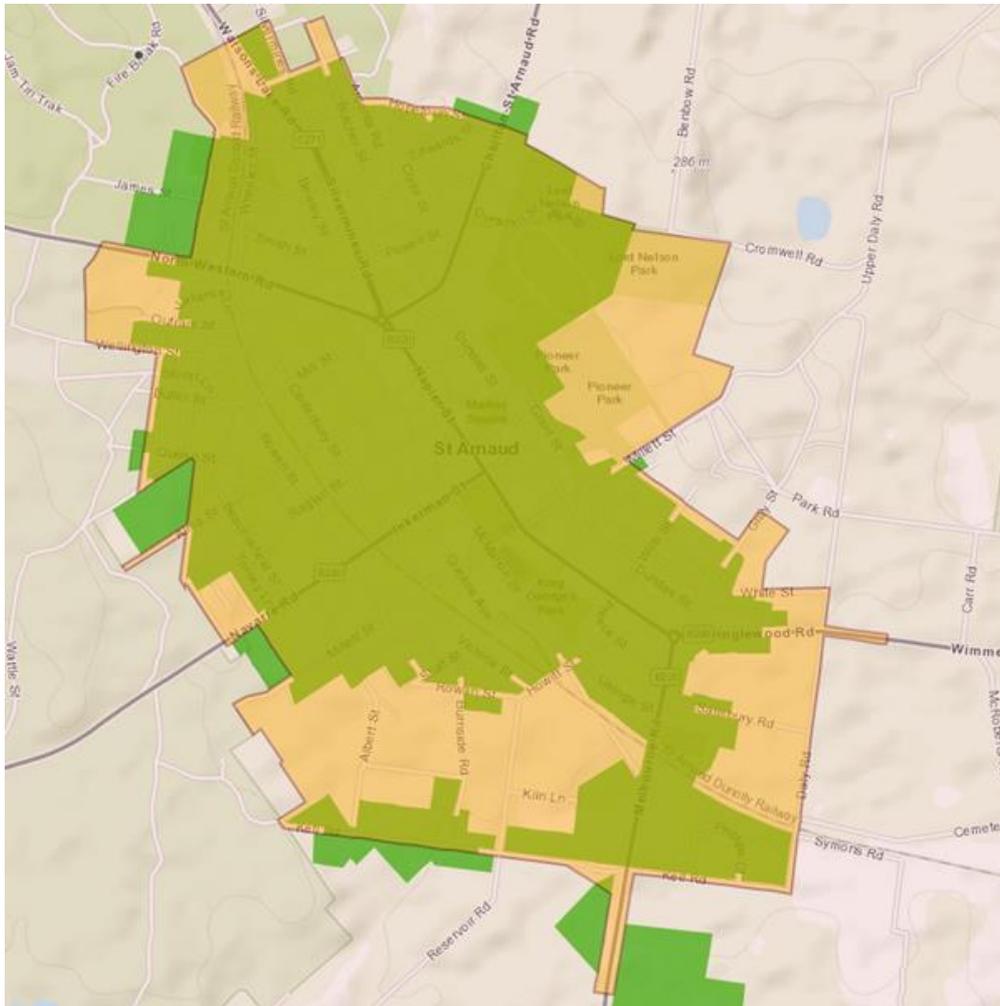
15. Appendix

Appendix 1 – Maps of Declared Areas – Stawell Declared Area



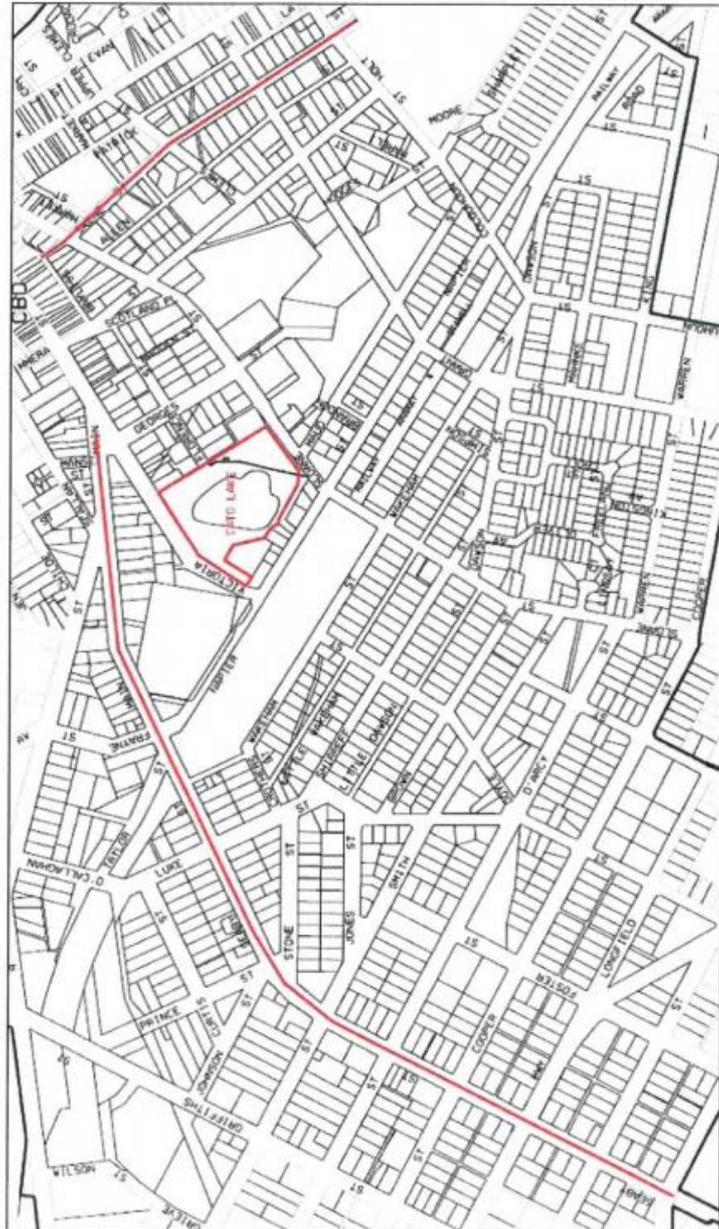
	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

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

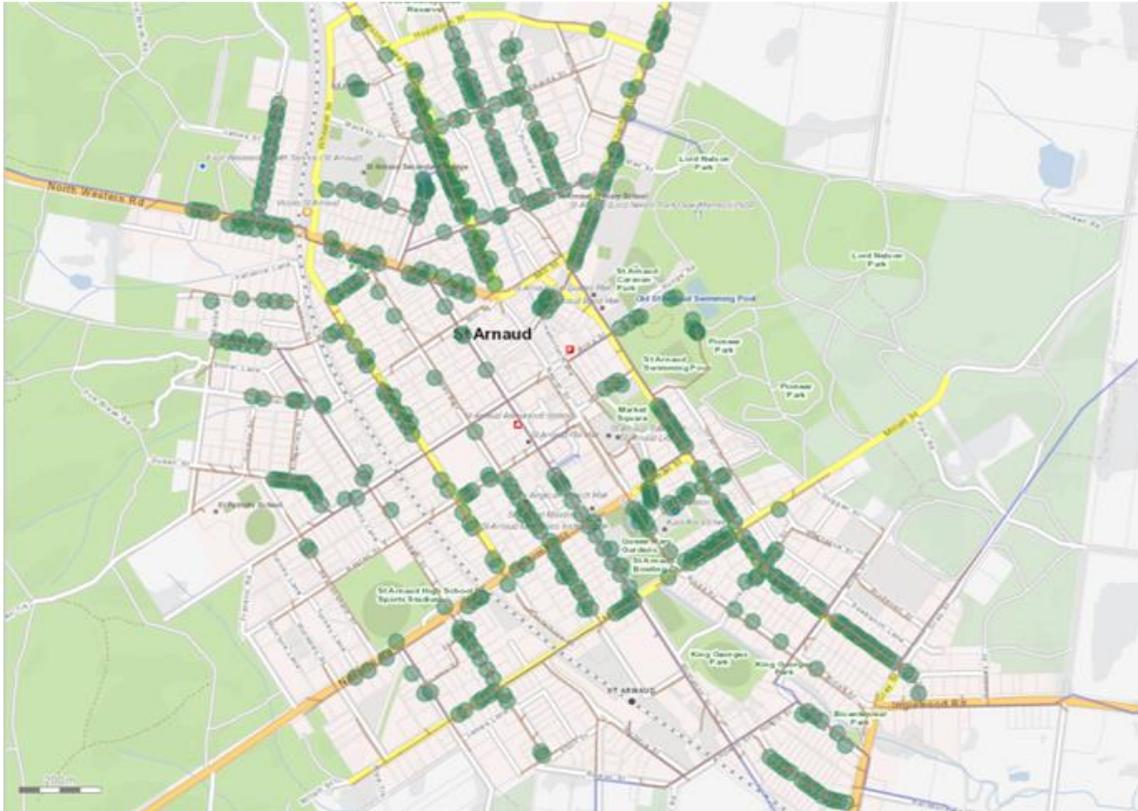


	LBRA within Council Declared Area
	HBRA within Council Declared Area
	Non-Declared LBRA

Appendix 3 – Stawell Aesthetic Significant Trees Locations



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



Total – 525

Appendix 6 – Stawell – Tree Locations Affected By The Plan

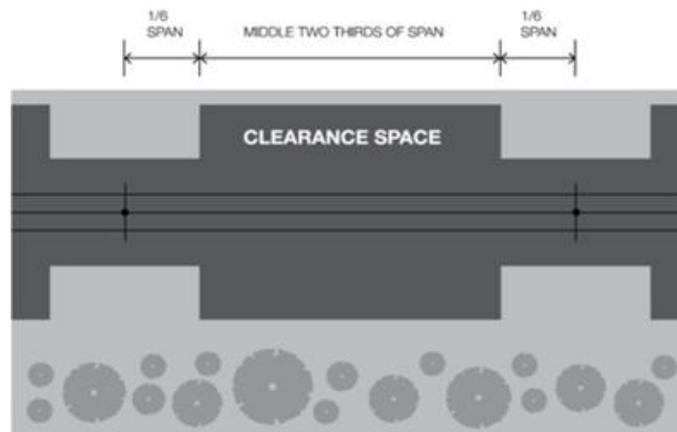


Total – 1155

Appendix 7 – Minimum Clearance Spaces

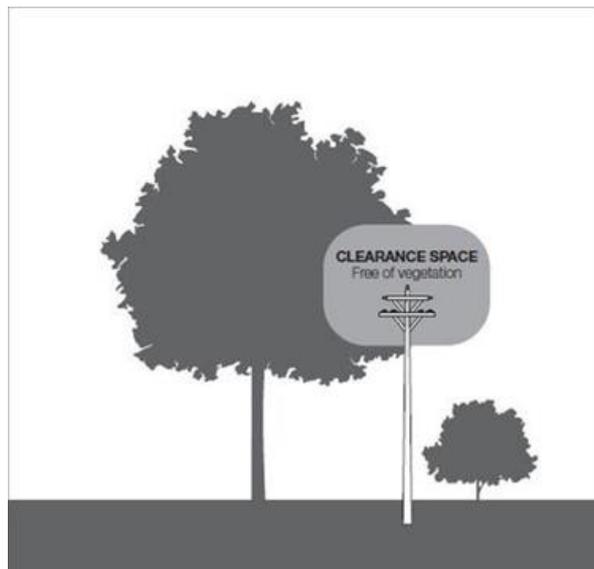
Source – Electrical Safety (Electrical Line Clearance) Regulations 2020

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

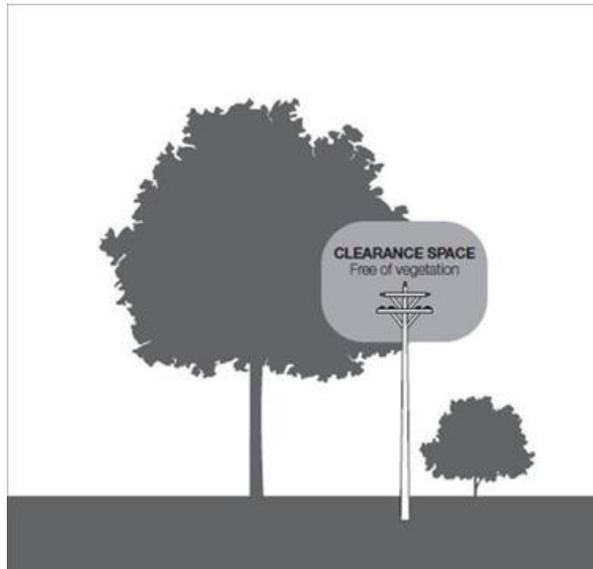




NOT TO SCALE

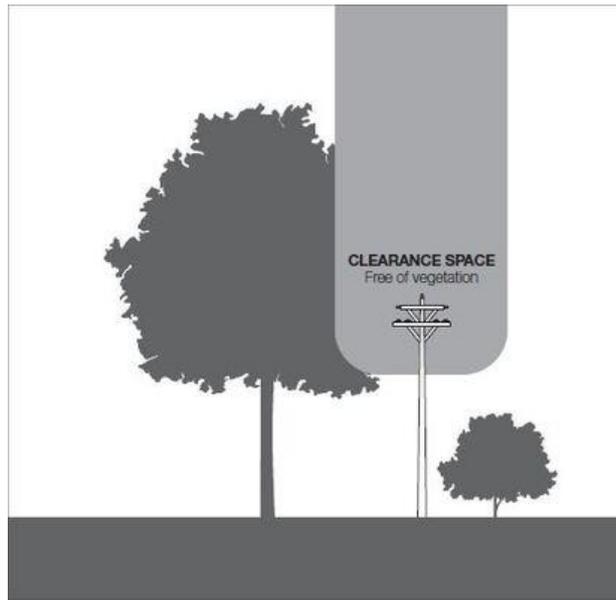
UNINSULATED LOW VOLTAGE ELECTRIC LINE IN A LOW BUSHFIRE RISK AREA

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

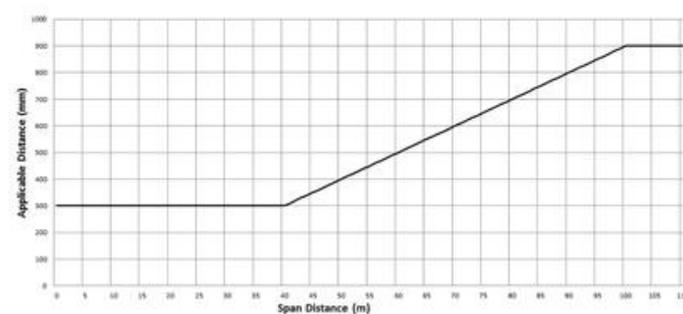
Clauses 27, 28 & 29 – Graphs 4,5 & 6



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

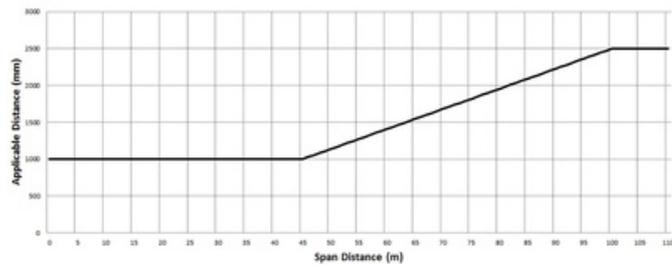
GRAPH 1 – INSULATED ELECTRIC LINES IN ALL AREAS

Clauses 3 & 24



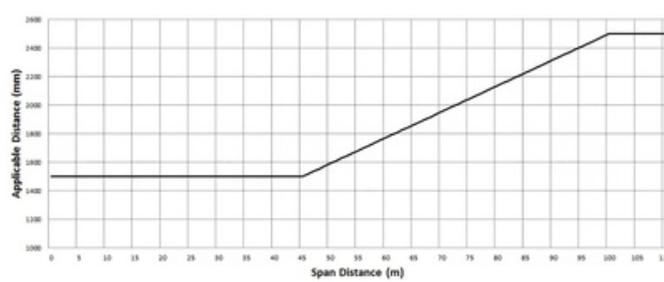
GRAPH 2 – UNINSULATED LOW VOLTAGE ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 & 25



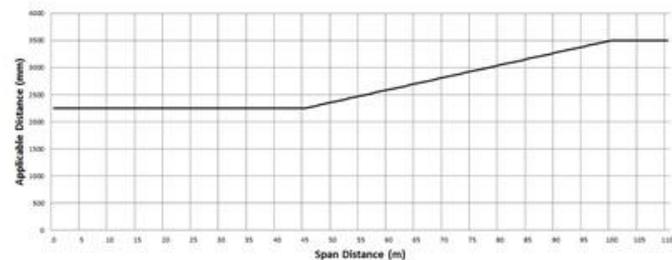
GRAPH 3 – UNINSULATED HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 VOLT ELECTRIC LINE) IN LOW BUSHFIRE RISK AREA

Clauses 3 & 26



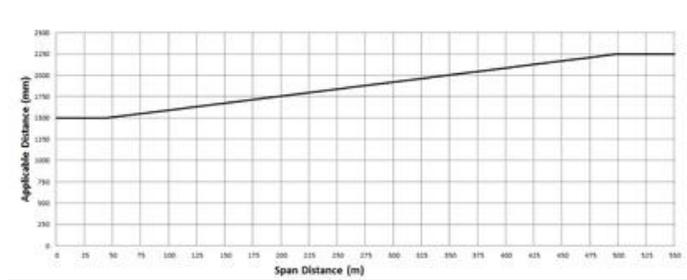
GRAPH 4 – UNINSULATED 66,000 VOLT ELECTRIC LINE IN LOW BUSHFIRE RISK AREA

Clauses 3 & 27



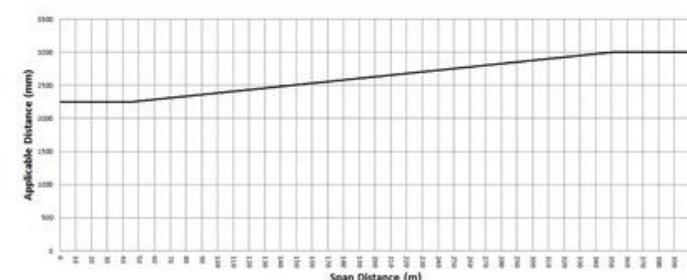
GRAPH 5 – UNINSULATED LOW VOLTAGE AND HIGH VOLTAGE ELECTRIC LINE (OTHER THAN A 66,000 ELECTRIC LINE) IN HAZARDOUS BUSHFIRE RISK AREA

Clauses 3 & 28



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

Clauses 3 & 29



Appendix 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.

Brent McAlister
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.

Brent McAlister
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

CONTACT US

 ngshire@ngshire.vic.gov.au

 www.ngshire.vic.gov.au

 (03) 5358 8700

 PO Box 580 Stawell VIC 3380

CONNECT WITH US

 facebook.com/ngshire

 [ngshire](https://twitter.com/ngshire)

 [northerngrampianshire](https://www.instagram.com/northerngrampianshire)

 [ngshire](https://www.linkedin.com/company/ngshire) #weworkinvestvisit #standvictoria

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
Worksite Documentation Audit	
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
Worksite Operations Audit	
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
Step 2: Electric Line Clearance Inspections	
Audit List	
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: Brent McAlister

Signed: _____ Date: _____

Chief Executive Officer
Northern Grampians Shire Council

9.3.2. Waiving and Refunding Development Approval Permit Application Fees Policy

Author/Position: Jorine Bothma, Coordinator Sustainable Development

Purpose

To seek approval to make minor updates in the *Waiving and Refunding of the Development Approval Services Fees Policy*.

Summary

The following minor changes are required to be made to the *Waiving and Refunding of the Development Approval Services Fees Policy* (May 2022):

- addition of Health Services to the policy and associated legislation governing this section
- change of name of the policy
- addition of “or in other exceptional circumstances which could be considered on its merits”

Recommendation

That Council:

1. approves the proposed changes to be made to the *Waiving and Refunding of the Development Approval Services Fees Policy*, and
2. adopts the new *Waiving and Refunding of Planning, Building and Environmental Health Fees Policy*.

RESOLUTION

That Council:

1. approves the proposed changes to be made to the *Waiving and Refunding of the Development Approval Services Fees Policy*, and
2. adopts the new *Waiving and Refunding of Planning, Building and Environmental Health Fees Policy*.

Moved: Cr Eddy Ostarcevic
Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

The *Waiving and Refunding of the Development Approval Services Fees Policy* was recently reviewed in May 2022.

The changes required came about from an Environmental Health Services fee refund request received. The current *Waiving and Refunding of the Development Approval Services Fees Policy* does not allow for any consideration to be given to any fee waivers and refunds from an Environmental Health Services perspective and needs to be referred to Council for decision making in all instances.

The following changes are requested to be made to the policy:

- addition of Health Services to the policy and associated legislation governing this section
- change of name of the policy to *Waiving and Refunding of Planning, Building and Environmental Health Fees Policy*
- addition of “or in other exceptional circumstances which could be considered on its merits”

The change in name of the policy is required as the Environmental Health Services section is issuing registrations, not development approvals.

The addition of the Environmental Health Services section will ensure consistency across all three sections (planning, building and environmental health services) in terms of considering fee waivers and refunds.

The addition of the wording to the policy “or in other exceptional circumstances which could be considered on its merits” is also required to be made. Currently, the policy allows for fee waivers and refunds to be considered for not-for-profit community organisations and applications relating to council owned land or buildings. Council officers have recently received requests for fee refunds/waivers in circumstances that do not fit comfortably in the mentioned provisions, and which were felt could be considered favourably.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25 – Boost Economic Growth – Growing Local Business – Support Existing Business

Options

Option 1

That Council approves the changes to the *Waiving and Refunding of the Development Approval Services Fees Policy*. **[recommended]**

Option 2

That Council does not approve the changes to the *Waiving and Refunding of the Development Approval Services Fees Policy*. **[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

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

No innovation or continuous improvement issues are raised by this item

Collaboration

No collaboration required

Officer's Declaration of Interest

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

Jorine Bothma, Coordinator Sustainable Development

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

Attachments

1. Waiving and Refunding Development Approval Permit Application Fees Policy CLEAN [9.3.2.1 - 4 pages]

Waiving and Refunding of Planning, Building and Environmental Health Fees Policy



February 2023



Northern Grampians Shire Council
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Refunding of Planning, Building and Environmental Health Fees Policy

Council Policy

Responsible director	Director Infrastructure and Amenity
Responsible officer	Manager Community Safety and Amenity
Functional area	Sustainable Development
Date adopted by Council	2 May 2022
Review date	May 2026

Purpose

The purpose of this policy is to ensure that requests for waivers and refunds of fees related to planning, building and environmental health are decided in a transparent and consistent manner by Council and in accordance with Council's plans and priorities.

Background

Council commonly receives requests to waive or refund development permit application fees.

Fee waivers for development are mostly in relation to not-for-profit organisations, but requests for refunds are often received for unsuccessful applications, where applications are not acted upon or in other exceptional circumstances which could be considered on its merits.

Planning, building and environmental health fees are all statutory (set by the relevant acts and regulations) and non-statutory fees set by Council. Council can exercise discretion in some instances and refund or waive fees.

Scope

This policy applies to fees for planning, building and environmental health services undertaken by the Council in accordance with the fees and charges as set from time to time.

Staff and Councillors of the Northern Grampians Shire Council are responsible for the implementation of this policy.

Policy Objective

This Policy aligns with the Council Plan 2021-2025, Boost Economic Growth Objectives by ensuring housing and commercial investment. and support existing business

Policy

Council may consider waiving and refunding building, planning and environmental health fees for:

Waiving and Refunding Development Approval Permit Application Fees Policy

- Not-for-profit community organisations endeavouring to improve facilities and delivering benefit for residents and businesses; or
- Applications relating to Council-owned land or buildings (with Council permission for the proposed application).
- Written requests to refund fees where an application has been withdrawn, Or
- In other exceptional circumstances which could be considered on its merits

In limited circumstances, Council may consider waiving other planning, building and environmental health fees which do not meet the above criteria and any such decision must be recorded in Council's document management system and in the delegation report (if applicable).

No fees or levies payable by Council to other organisations or bodies may be refunded or waived.

Conditions

All applications to waive or refund fees must be made in writing to the Chief Executive Officer by an Authorised Officer of the not-for-profit organisation or the owner/holder of a valid planning permit, building permit or health registration.

All decisions will be at the discretion of Council.

An application for the waiving of fees for a new application must be made at the time when the application is made.

Power to Waive or Refund Fees

For fees \$400 or less (excluding fees for new applications) the decision to waive or refund a fee under this policy can be made by the Executive Leadership Team.

For fees greater than \$400 (including all fees for new applications) the decision to waive or refund fees under this policy can only be made by Council resolution.

In order for Council to commence consideration of the application, the applicant will be asked to pay the full fee at time of lodgement. A refund will then be made to the applicant if Council resolves to support the fee waiver. If Council resolves not to support the application for a fee waiver, the relevant fee paid will not be refunded.

Limitation of the Power to Waive or Refund Fees

The delegated officer of Council must not exercise his or her power under this Policy if an application for the refund of fees is not made within 12 months of the application being lodged to Council.

Legislation and Standards

*Local Government Act 2020,
Planning and Environment Act 1987,
Planning and Environment (Fees) Regulations 2000,
Building Regulations 2018
Food Act 1984 & Food (Forms and Registrations) Regulations 2015,
Public Health & Wellbeing Regulations 2019,
Environment Protection Act and Regulations,
Residential Tenancies (caravan parks and movable dwellings standards and registration) Regulations.*

Responsibilities

The Director Infrastructure and Amenity is responsible for the development and management of this policy.

Review

Assessment of the policy will be undertaken every four years to align with the Council term to ensure it remains current with the Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

Communication and implementation

This policy will be made available on Council's website.

References

Local Government Act 2020, Planning and Environment Act 1987, Planning and Environment (Fees) Regulations 2000, Building Regulations 2018, Food Act 1984 & Food (Forms and Registrations) Regulations 2015, Public Health & Wellbeing Regulations 2019, Environment Protection Act and Regulations, Residential Tenancies (caravan parks and movable dwellings standards and registration) Regulations

Compliance

This policy requires relevant State Government legislative compliance with:

- ✓ *Local Government Act 2020*
- ✓ *Planning and Environment Act 1987*
- ✓ *Building Regulations 2018*
- ✓ *Food Act 1984 & Food (Forms and Registrations) Regulations 2015*
- ✓ *Public Health & Wellbeing Regulations 2019*
- ✓ *Environment Protection Act and Regulations*
- ✓ *Residential Tenancies (caravan parks and movable dwellings standards and registration) Regulations*

Privacy and Data Protection compliance

This policy considers the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security Standards* and the risk of unauthorised disclosure of personal information. Council's procedures and IT systems will be used to protect security across the domains of information, personnel, ICT and physical.

Gender Equality compliance

This policy considers relevant gender equity principles, workplace gender equality of rights, opportunities, responsibilities, outcomes and the promotion of gender equality in the policies, programs and services it delivers.

Charter of Human Rights compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights & Responsibilities Act 2006*.

Definitions

Nil

Review history

Date	Review details	Action
26 April 2022	Reported to Councillor Briefing	
2 May 2022	Reported to Council	Adopted
20 February 2023	Reported to Councillor briefing	

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 2022.

Summary

The Financial Report for the period ending 31 December 2022 shows the forecasted end-of-year result for the current financial year based on actual results to 31 December 2022.

It is projected that the Council will end the year with \$16.8 million in cash. It should be noted that the report only reflects spending to 31 December 2022.

Under 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 2022-23 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 2022**
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2022-23 financial year is not required.**

RESOLUTION

That Council:

- a) notes the Financial Report for the second quarter ended 31 December 2022**
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2022-23 financial year is not required.**

Moved: Cr Karen Hyslop
Seconded: Cr Trevor Gready

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 2022-23 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 2022 together with percentage variations to the adopted budget.

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 2022 without amendments
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2022-23 financial year is not required. **[recommended]**

Option 2

That Council:

- a) notes the Financial Report for the second quarter ended 31 December 2022 with amendments
- b) notes that the Chief Executive Officer advises that the formal adoption of a revised budget for the 2022-23 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. Quarterley Finance Report - December 2022 [9.4.1.1 - 14 pages]

Financial Report

30 DECEMBER, 2022



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Executive Summary as at 31 December, 2022

It should be noted that this report only reflects spending to 31 December, 2022.

The actual variation shows a favourable movement of \$-2.1M in expected closing cash held at the end of the financial year compared to budget.

Council ended the period with \$23.7M cash.

Cash Flow Statement as at 31 December, 2022

	Actuals to December, 2022 \$'000	Total Forecast \$'000	Budget 2022-23 \$'000	Variations to Budget Fav (Unfav) \$'000
Operating Activities				
Revenue				
Rates & Charges	(10,682)	(19,164)	(19,367)	(203)
Operating Grants	(5,138)	(13,237)	(10,753)	2,484
Statutory Fees & Fines	(143)	(358)	(356)	2
User Fees	(1,046)	(2,365)	(2,023)	342
Contributions	(120)	(120)	(49)	71
Other Revenue	(716)	(749)	(749)	-
Total Revenue	(17,845)	(35,993)	(33,297)	2,696
Expenses				
Employee Costs	9,998	18,454	18,427	(27)
Materials & Services	8,578	11,679	10,843	(836)
Borrowing Costs	22	70	73	3
Other Expenses	551	880	941	61
Total Expenses	19,149	31,083	30,284	(799)
Net Operating	1,304	(4,757)	(3,013)	1,744
Investing Activities				
Capital Expenditure	7,299	20,163	11,644	(8,519)
Capital Grants	(6,597)	(6,597)	(6,210)	387
Capital Income	(170)	(170)	(90)	80
Capital Contributions	(199)	(199)	(10)	189
Proceeds from investment in associates	-	-	-	-
Repayment of Loans & Advances	-	-	(5)	(5)
Net Investing Activities	332	13,196	5,329	(7,867)
Financing Activities				
New Loans	-	-	-	-
Principal Repayments	48	97	97	(0)
Interest Paid - Lease Liability	-	3	-	(3)
Repayment of Lease Liability	-	9	-	(9)
Net Trust Movement	(1)	(0)	-	0
Net Financing Activities	47	109	97	(12)
Net Movements for Year	1,684	8,549	2,413	(6,136)
Opening Cash	25,347	25,347	21,277	4,070
Closing Cash	23,663	16,798	18,864	(2,066)

Operating Statement as at 31 December, 2022

50% through the year

	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
Revenue				
Rates & Charges				
Residential	(8,554)	(8,554)	(8,494)	100%
Farm/Rural	(5,495)	(5,495)	(5,488)	100%
Commercial	(793)	(793)	(766)	100%
Industrial	(428)	(428)	(402)	100%
Cultural & Recreational	(12)	(12)	(12)	100%
Municipal Charge	(1,008)	(1,008)	(1,003)	100%
Garbage Charge	(2,873)	(2,873)	(2,848)	100%
Rates in Lieu	(357)	(357)	(355)	100%
Rates & Charges	(19,522)	(19,522)	(19,367)	100%
Grants Capital				
Capital Grants	(6,597)	(6,597)	(6,210)	100%
Grants Capital	(6,597)	(6,597)	(6,210)	100%
Grants Operating				
Aged & Disability Services Grants	(394)	(809)	(809)	49%
Child Care Grants	(659)	(791)	(791)	83%
Environmental Grants	(75)	(75)	(75)	100%
Untied Grants	(1,165)	(8,718)	(8,718)	13%
Operating Grants	(2,719)	(2,719)	(237)	100%
Public Safety Grants	(125)	(125)	(123)	100%
Grants Operating	(5,138)	(13,237)	(10,752)	39%
User Fees				
Aged and Disability Service Fees	(305)	(399)	(399)	76%
Building Fees	(1)	(10)	(10)	10%
Child Care Fees	(141)	(336)	(336)	42%
Leisure Fees	(277)	(716)	(716)	39%
Local Law Fees	(32)	(120)	(120)	27%
Other Fees	(67)	(160)	(160)	42%
Public Health Fees	(95)	(95)	(87)	100%
Rental Income	(84)	(153)	(153)	55%
Private Works Infrastructure	(12)	(21)	(21)	59%
Waste Management Fees	(31)	(31)	(22)	100%
User Fees	(1,046)	(2,041)	(2,023)	51%
Statutory Fees and Fines				
Building Fees	(84)	(182)	(182)	46%
Local Law Fees	(6)	(6)	(4)	100%
Other Fees	(7)	(30)	(30)	23%
Planning Fees	(91)	(140)	(140)	65%
Statutory Fees and Fines	(188)	(358)	(356)	52%
Contributions				
Contributions to Capital	(199)	(199)	(10)	100%
Contributions Other	(120)	(120)	(49)	100%
Contributions	(319)	(319)	(59)	100%
Other Revenue				
Interest Income	(87)	(151)	(151)	58%
Other Revenue	(377)	(599)	(599)	63%
Other Revenue	(463)	(749)	(749)	62%
Revenue	(33,273)	(42,822)	(39,518)	78%
Revenue (excl Rates & Charges)	(13,751)	(23,301)	(20,150)	59%

Operating Statement as at 31 December, 2022

50% through the year

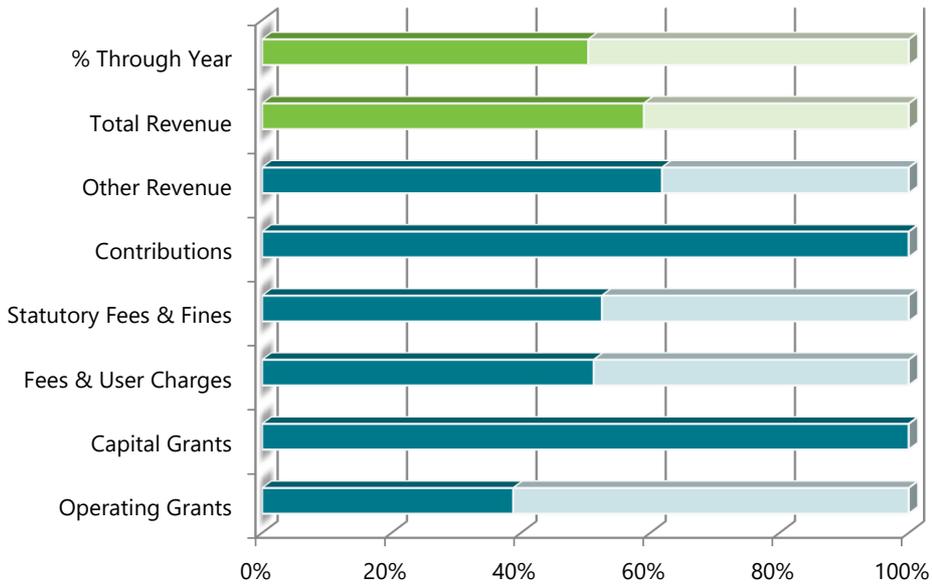
	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
Expenses				
Employee Benefits				
Salary & Wages	8,615	15,810	15,810	54%
Superannuation	853	1,763	1,763	48%
LSL Provision Movement	0	463	463	0%
Fringe Benefit Tax	11	33	33	33%
Workcover	346	359	359	96%
Employee Benefits	9,824	18,428	18,428	53%
Materials & Services				
Advertising	87	119	119	73%
Audit Fees	0	55	55	0%
Bank Fees	28	58	58	48%
Catering	7	28	28	27%
Communications	46	133	133	35%
Professional Advice	290	473	473	61%
Contractors	1,588	2,747	3,099	58%
Contributions - Reciprocal	569	569	39	100%
Cost of Goods Sold	113	175	175	65%
Equipment Mtc & Repair	371	680	680	55%
Fuel	365	509	509	72%
Insurance	595	715	715	83%
Leases	197	387	387	51%
Legal Expenses	28	102	102	27%
Memberships & Subscriptions	142	266	266	53%
Minor Equipment	112	112	105	100%
Office Supplies	8	9	9	89%
Other Materials and Services	944	1,166	1,166	81%
Postage & Freight	14	36	36	38%
Printing	17	58	58	29%
Recruitment & Retention Expenses	9	21	21	41%
Security Expenses	23	66	66	35%
Software Costs	594	1,644	1,644	36%
Uniforms & Protective Clothing	145	145	88	100%
Utilities	194	438	438	44%
Apprentice Reimbursements	216	376	376	57%
Materials & Services	6,701	11,086	10,843	60%
Depreciation				
Depreciation	0	14,139	14,139	0%
Depreciation	0	14,139	14,139	0%
Amortisation				
Amortisation	0	86	86	0%
Amortisation	-	86	86	0%
Finance Costs				
Borrowing Costs	22	70	70	32%
Lease Costs	0	3	3	0%
Finance Costs	22	73	73	30%
Other Expenses				
Contributions - Non Reciprocal	323	370	370	87%
Councillor Allowances	111	233	233	48%
Other Expenses	117	277	337	42%
Other Expenses	551	880	940	63%
Bad & Doubtful Debts				
Other Debtors	0	0	0	100%
Bad & Doubtful Debts	0	0	0	100%
Expenses	17,098	44,691	44,509	38%

Operating Statement as at 31 December, 2022

50% through the year

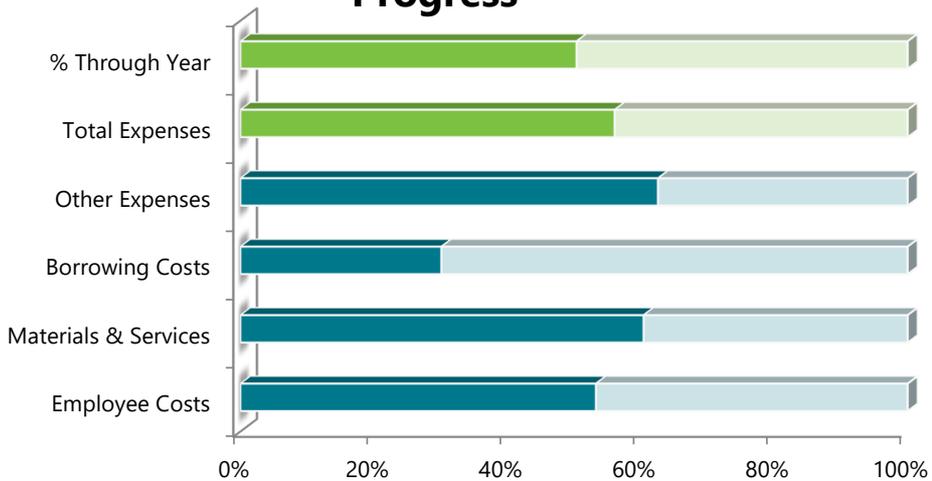
	YTD Committed Actuals \$000's	Forecast \$000's	Adopted Budget \$000's	% Actuals to Forecast %
Expenses (excl Depreciation)	17,098	30,466	30,284	56%
Other Income Statement Items				
Proceeds of Asset Sales	(170)	-	-	100%
Written Down Value of Assets Sold	-	-	-	100%
Net (Increment) Revalued Assets	-	-	-	0%
Other Income Statement Items	(170)	0	0	100%
Operating Statement	(16,345)	1,869	4,991	-875%

Ordinary Operating Revenue Progress



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

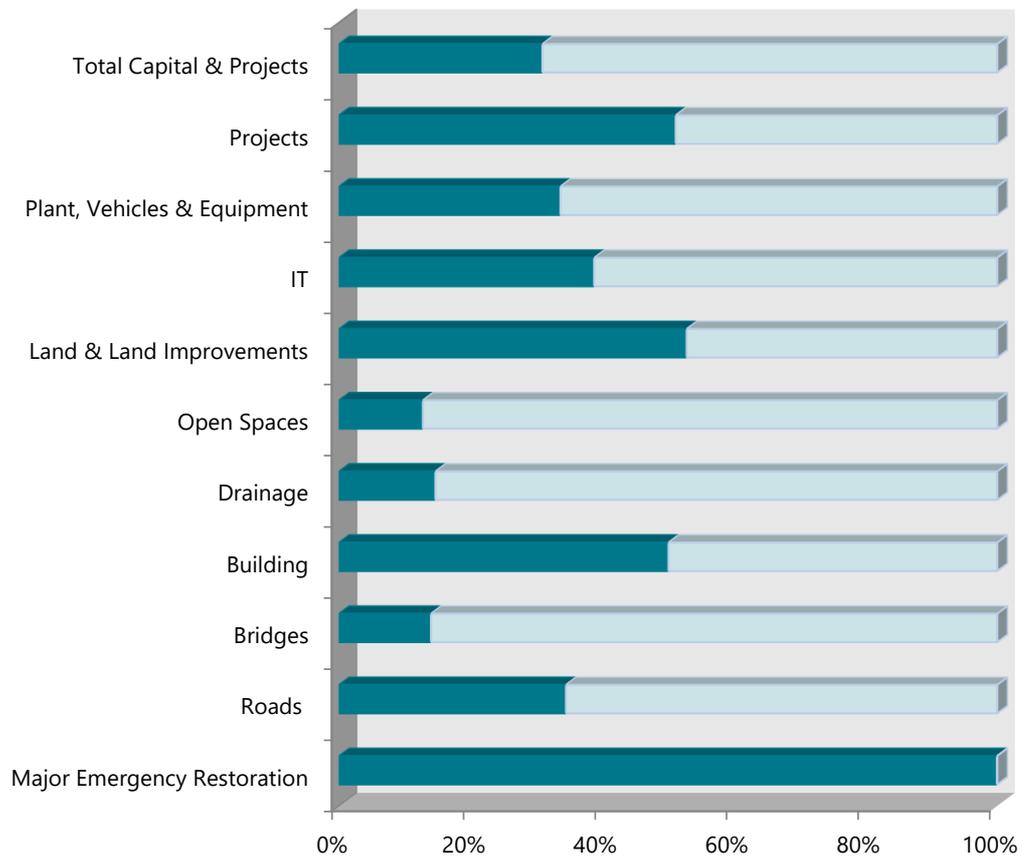
Ordinary Operating Expenditure Progress



Capital & Project Expenditure Summary

Programs	Actuals \$000's	Forecast \$000's	% Complete	Remaning
Major Emergency Restoration	506	506	100%	0%
Roads	2,228	6,469	34%	66%
Bridges	296	2,123	14%	86%
Building	1,325	2,650	50%	50%
Drainage	16	107	15%	85%
Open Spaces	782	6,144	13%	87%
Land & Land Improvements	305	579	53%	47%
IT	27	69	39%	61%
Plant, Vehicles & Equipment	369	1,100	34%	66%
Projects	608	1,189	51%	49%
Total Capital & Projects	6,462	20,935	31%	69%

Capital & Project Expenditure Progress



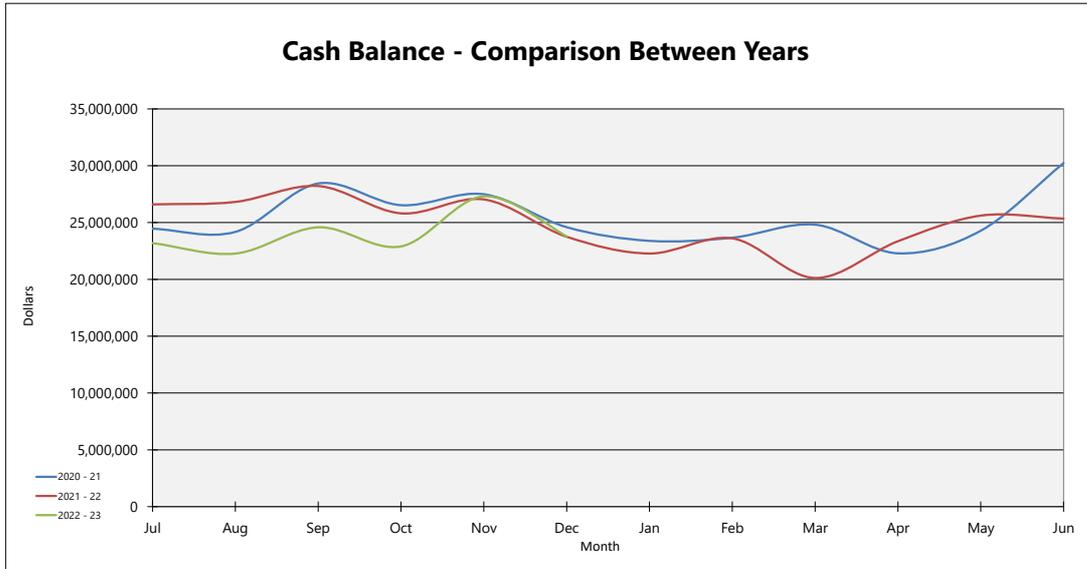
Capital & Project Expenditure Summary as at 31 December, 2022

Capital and Projects	Forecast	Adopted Budget	Variation
02 - Capital			
1112 - B - Roads - Aerodrome Program	375,734	300,000	75,734
1101 - B - Roads - Final Seal Program	325,289	328,000	(2,711)
1110 - B - Roads - Footpaths Program	134,200	228,000	(93,800)
1100 - B - Roads - Kerb & Channel Program	525,000	503,000	22,000
1102 - B - Roads - Major Rural Roads Program	796,984	406,984	390,000
1104 - B - Roads - Resealing Program	1,261,751	1,205,000	56,751
1105 - B - Roads - Resheeting Program	1,047,800	948,000	99,800
1106 - B - Roads - Rural & Residential Program	345,000	245,000	100,000
1111 - B - Roads - Streetscapes	228,304	0	228,304
1107 - B - Roads - Town Street Sealing Program	21,646	84,000	(62,354)
1108 - B - Roads - Transport Dev Program	920,810	416,000	504,810
1109 - B - Roads - Urban Rd Improvement Program	82,000	84,000	(2,000)
1103 - B - Roads - Rehabilitation Program	404,000	254,000	150,000
1113 - C - Bridge & Major Culverts Program	2,122,713	1,066,000	1,056,713
1114 - C - Floodway Program	0	0	0
1115 - D - Building Program	2,585,082	680,000	1,905,082
1116 - E - Drainage Program	106,980	78,000	28,980
1122 - F - Open Spaces Program	6,209,159	3,960,000	2,249,159
1120 - G - Land & Land Improvement Program	578,845	0	578,845
1118 - H - Plant, Vehicles & Equipment Program	1,099,638	790,000	309,638
1121 - J - Projects	1,189,249	0	1,189,249
Total 02 - Capital	20,428,683	11,644,484	8,784,199
04 - Emergency Capital			
0257 - 11/19 Bushfire Recovery	153,020	0	153,020
0260 - Flood Recovery - St Arnaud Emg Works	353,000	0	353,000
Total 04 - Emergency Capital	506,020	0	506,020
Grand Total	20,934,703	11,644,484	9,290,219

Capital & Project Revenue Summary as at 31 December, 2022

Capital and Projects	Forecast	Adopted Budget	Variation
02 - Capital			
1112 - B - Roads - Aerodrome Program	(300,000)	(300,000)	0
1101 - B - Roads - Final Seal Program	(219,000)	(157,000)	62,000
1110 - B - Roads - Footpaths Program	0	0	0
1100 - B - Roads - Kerb & Channel Program	0	(270,000)	
1102 - B - Roads - Major Rural Roads Program	(212,000)	0	212,000
1104 - B - Roads - Resealing Program	(955,000)	(880,000)	75,000
1105 - B - Roads - Resheeting Program	(532,984)	(520,984)	12,000
1106 - B - Roads - Rural & Residential Program	(100,000)	0	
1111 - B - Roads - Streetscapes	0	0	0
1108 - B - Roads - Transport Dev Program	(392,000)	(208,000)	184,000
1109 - B - Roads - Urban Rd Improvement Program	(51,000)	0	51,000
1103 - B - Roads - Rehabilitation Program	0	(140,000)	(140,000)
1113 - C - Bridge & Major Culverts Program	(510,000)	(160,000)	350,000
1114 - C - Floodway Program	0	0	0
1115 - D - Building Program	(973,000)	(620,000)	353,000
1116 - E - Drainage Program	0	0	0
1122 - F - Open Spaces Program	(3,461,427)	(2,953,927)	507,500
1120 - G - Land & Land Improvement Program	0	0	0
1118 - H - Plant, Vehicles & Equipment Program	(90,000)	(90,000)	0
1121 - J - Projects	(390,000)	0	390,000
Grand Total	(8,186,411)	(6,299,911)	2,056,500

Cash and Investments as at 31 December, 2022



Total Cash Balance at Month End

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
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	22,274,406	23,607,188	20,121,050	23,354,913	25,609,380	25,346,744
2022 - 23	23,190,093	22,271,414	24,579,815	22,898,950	27,307,669	23,789,682						

Restricted Cash required as at 31 December, 2022

\$ 5,681,000

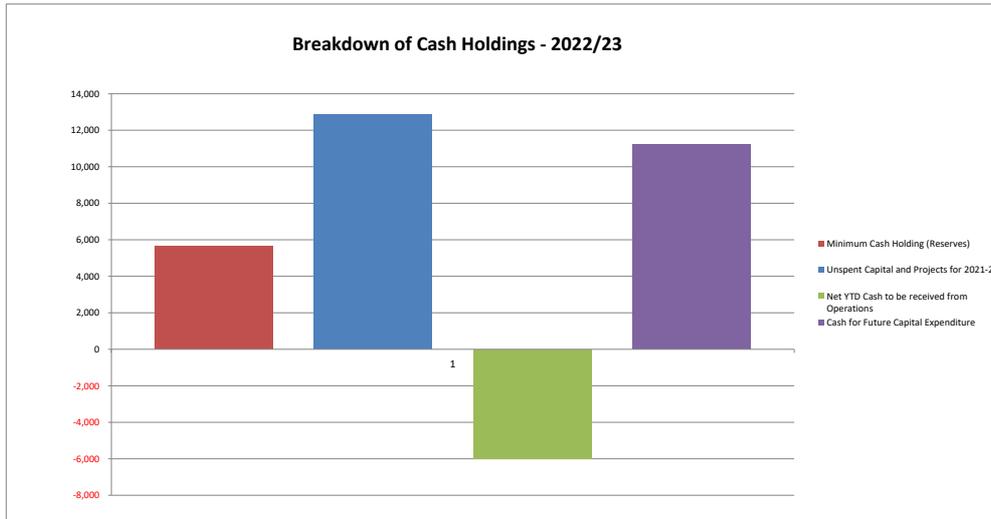
Available Cash as at 31 December, 2022

\$ 18,108,682

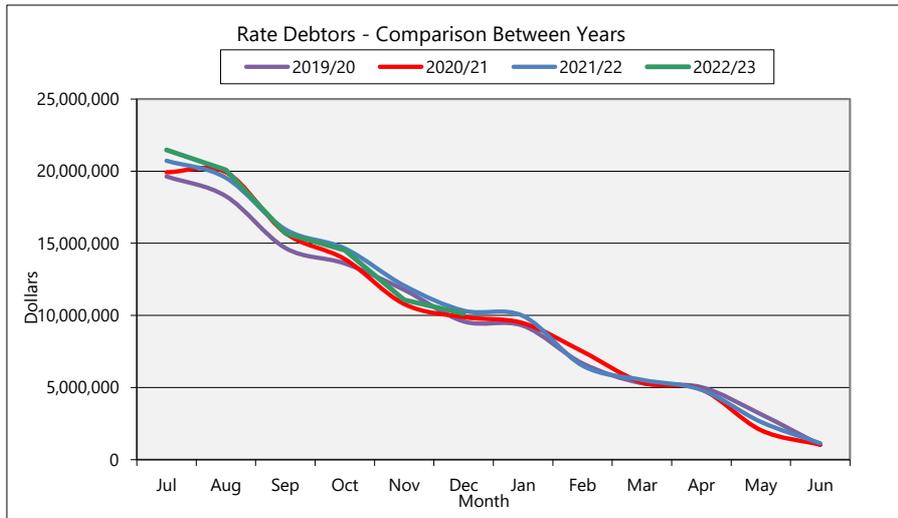
\$ 23,789,682

Breakdown of Cash Holdings

Minimum Cash Holding (Reserves)	\$000's 5,681
Cash for Future Capital Expenditure	11,243
Unspent Capital and Projects for 2021-22	12,864
Net YTD Cash to be received from Operations	-5,999
Total Cash held as at 31 December, 2022	23,790



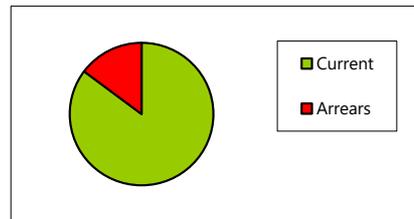
Debtors Reports as at 31 December, 2022



Rates Debtors YTD

Current
Arrears
Total

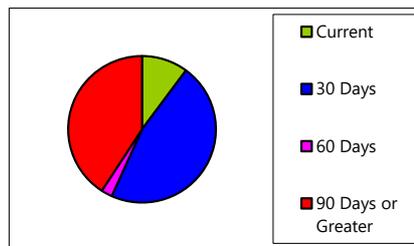
	\$	%
Current	8,632,825	85%
Arrears	1,496,785	15%
Total	10,129,610	100%



Sundry Debtors YTD

Current
30 Days
60 Days
90 Days or Greater
Total

	\$	%
Current	87,193	10.1%
30 Days	400,565	46.6%
60 Days	20,942	2.4%
90 Days or Greater	351,097	40.8%
Total	859,797	100%



Details:

Current	SRO invoice for Fire Service Levy funding, subsequently paid in January.
30 days	Department of Jobs, Precincts and Regions for Heath Street Bridge Project & Stawell Gift \$ 377.5k of funding still outstanding.
60 days	Bendigo Trade Centre \$ 20k invoice is unpaid. It is the trade in value of a Council truck, awaiting delivery of new truck before completion of transaction
90 Days or Greater	Balances outstanding on several sundry debtors including \$61k due from Stawell Cemeteries and \$27.5k from CFA West Region subsequently paid in January.

Loan Report - Budget 2022/23

Borrowing Principles:

Indebtedness

Our level of debt will not exceed 60% or \$11.6 million of rates and charges revenue.

Indebtness Calculation Check 5.4% ✓

Debt Servicing Costs

Our level of annual debt servicing costs (principal plus Interest) will not exceed 5% or \$1.7 million of our total operating revenue.

Debt Servicing Calculation Check 0.4% ✓

Loans Budgeted 2022/23

Principal

	\$000's
Loans Outstanding as at 30 June, 2022	1,097
Add proposed new loans 2022/23	-
Less scheduled repayments 2022/23	(97)
Loans Outstanding as at 30 June, 2023	1,000

Expiry of Existing Loans

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

9.4.2. Fraud Prevention Policy

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

Purpose

To adopt the revised *Fraud Prevention Policy*.

Summary

The purpose of the *Fraud Prevention Policy* is to demonstrate Council's commitment to the prevention, detection, and investigation of any fraudulent activity. Northern Grampians Shire Council takes a zero-tolerance approach to fraud and corruption. The policy was last adopted in June 2017 and was due for review.

Recommendation

That Council adopt the updated *Fraud Prevention Policy*.

RESOLUTION

That Council adopt the updated *Fraud Prevention Policy*.

Moved: Cr Eddy Ostarcevic

Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

Council is the custodian of significant public funds and assets therefore it is important all stakeholders have the assurance that these are adequately protected from fraud. Whilst trust is an essential component of Northern Grampians Shire Council, this is not sufficient as fraud does happen and often where it is least expected.

Fraud is characterised by dishonest conduct or misuse of position or authority to obtain an unjust advantage, the theft of funds, assets or information, or the unauthorised use of Council assets for personal gain. Most acts of fraud are criminal offences. Persons inside or outside the organisation, or both, can perpetrate fraud.

Fraud could have a significant impact on Council and the community, potentially reducing the quality of services delivered and adversely affecting Council's ability to achieve its objectives as set out in the Council Plan. In addition, Council's financial sustainability may be threatened and its reputation damaged.

Northern Grampians Shire Council takes a zero-tolerance approach to fraud and corruption.

The policy summarises the responsibilities and expected behaviours of councillors, employees, contractors, volunteers and all other associated external parties of the Northern Grampians Shire Council in relation to fraud prevention.

The key updates from the previous policy include:

- new section on notifications – internal or external
- new section on IBAC Mandatory Notifications
- process for investigation of allegations is outlined
- new section on protection now included – public interest disclosures

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

That Council adopts the *Fraud Prevention Policy*. **[recommended]**

Option 2

That Council does not adopt the *Fraud Prevention Policy*. **[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 matters.

Community Engagement

No community engagement was required.

Innovation and Continuous Improvement

The updated *Fraud Prevention Policy* incorporates best practice principles.

Collaboration

A draft version of this policy was provided to the Audit and Risk Committee for comment.

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. Fraud Prevention Policy [9.4.2.1 - 7 pages]

Fraud Prevention Policy

Council Policy

December 2022



Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

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FRAUD PREVENTION POLICY



Council Policy

Responsible director:	Director Corporate and Community Services
Responsible officer:	Manager Financial Services
Functional area:	Financial Services
Date adopted by Council:	June 2017
Review date:	June 2025

Purpose

The purpose of this policy is to demonstrate Council's commitment to the prevention, detection and investigation of any fraudulent activity. The policy provides a framework for both the responsible and effective protection of public money and assets and protection of the integrity, security and reputation of the Council, its management and employees and the services it provides to the community.

This policy summarises the responsibilities and expected behaviours of Councillors, employees, contractors, volunteers and all other associated external parties of the Northern Grampians Shire Council in relation to fraud prevention.

Background

Council is the custodian of significant public funds and assets therefore it is important that all stakeholders have assurance that these are adequately protected from fraud. Whilst trust is an essential component of Northern Grampians Shire Council, this is not sufficient as fraud does happen and often where it is least expected.

Fraud is characterised by dishonest conduct or misuse of position or authority in order to obtain unjust advantage, the theft of funds, assets or information, or the unauthorised use of Council assets for personal gain. Most acts of fraud are criminal offences. Persons inside or outside the organisation, or both, can perpetrate fraud.

Fraud could have a significant impact on Council and the community, potentially reducing the quality of services delivered and adversely affecting Council's ability to achieve its objectives as set out in the Council Plan. In addition, Council's financial sustainability may be threatened and reputation damaged.

Scope

The policy commits all stakeholders to protect public monies and assets from fraud. Fraud and corruption control is a shared responsibility of all Council representatives, regardless of their employment status.

This policy applies to all Council business activities.

Policy Objective

Council is committed to protecting its revenue, expenditure, employees, property and intellectual capital from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees or elected representatives to gain by deceit, any financial or other benefits.

Council is committed to developing and maintaining an organisational culture which supports and requires the highest standards of moral and ethical behaviour from its employees. At all times, all employees must act with integrity and must not engage in fraudulent activity of any kind, including fraudulent activities which may benefit Council.

Policy

Northern Grampians Shire Council takes a zero-tolerance approach to fraud and corruption.

Council representatives must act at all times in accordance with the relevant Code of Conduct that applies to their role.

All Council representatives have a responsibility to be constantly vigilant and to report in confidence any suspected fraud or corruption to either their manager, the Chief Executive Officer or Director Corporate and Community Services. All suspected instances of fraud or corrupt conduct will be investigated.

Prevention

Fraud and corruption are significant risks that can harm Council's operations, as well as its reputation and trust with residents and businesses. Council is committed to managing these risks and will meet its commitment to fraud protection by:

- establishing and maintaining effective internal control systems and enforcing compliance with controls
- providing appropriate training to all employees to ensure awareness of responsibilities and expectations
- appropriately resourcing the Audit and Risk Committee, including the internal audit program, the Risk Committee and other fraud minimisation measures
- identifying business processes that are potentially at risk of exposure to fraud and corrupt conduct taking appropriate action to investigate reports of suspected fraud or corruption
- instigating disciplinary procedures in respect of any employee involved in fraudulent activities (as per Council's Disciplinary Action Policy)
- taking court action to recover losses incurred by Council where appropriate

Notifications

Persons, including staff, who wish to disclose allegations of fraud and/or improper conduct may do so by either:

- Internal notification – Chief Executive Officer in the first instance who will determine the resource requirements for the purposes of conducting an investigation. An investigation may be conducted by a nominated officer of the Council or a suitably qualified external advisor.
- External notification – Disclosures may be made directly to the Independent Broad-based Anti-corruption Commission (IBAC) particularly regarding improper conduct and fraud related activities in relation to the activities of Council. Disclosures to IBAC are protected pursuant to the *Public Interest Disclosures Act 2012*.

IBAC Mandatory Notifications

The *IBAC Act 2011* requires principal officers (Chief Executive Officer) of a public sector body to notify IBAC on reasonable grounds of any matter they suspect is occurring or has occurred that constitutes corrupt conduct. The threshold for notification to IBAC requires the conduct to be:

1. Corrupt conduct as defined in section 4 of the IBAC Act; and
2. Be an indictable offence or a prescribed common law offence committed in Victoria; and
3. Lead a reasonable person to suspect that corrupt conduct has occurred or is occurring (reasonable suspicion).

Investigation of Allegations

Where an allegation or internal disclosure is received by the Chief Executive Officer as 'principal officer' the following procedures shall apply:

1. Allegation received or 'principal officer' (CEO) suspicion:
2. Determine if allegation satisfies IBAC mandatory reporting requirements:
 - a. If yes, report to IBAC and await outcome;
 - b. If no, proceed to step 3;
3. CEO determines if formal investigation required:
 - a. If no, refer to Director Corporate and Community Services or Manager People and Culture for process improvement if appropriate;
 - b. If yes, CEO determines resources (internal or external) to complete investigation then proceed to step 4;
4. Director Corporate and Community Services or Manager People and Culture to coordinate investigation;
5. Update Councillors and Audit and Risk Committee;
6. Report findings and actions to be reported to CEO, Councillors and Audit and Risk Committee.

Protection – Public Interest Disclosures Act 2012

Council has established processes under the Public Interest Disclosures Act 2012, for reporting any allegations of suspected fraud or corruption with utmost confidentiality. The Public Interest Disclosures Coordinator and Public Interest Disclosures Officer have a statutory obligation to assess disclosures and protect people making disclosures in line with the Act.

Council is committed to protecting the welfare of those who have brought to attention possible fraud or corruption. In the event of an investigation, informants as well as those under investigation will be protected against possible victimisation and discrimination. If appropriate, a welfare manager will be appointed.

All reports of suspected fraud and corruption will be treated in strict confidence. All relevant parties will be kept apprised of the outcome of any investigations or deliberations of management.

Legislation & Standards

Northern Grampians Shire Council Plan 2021-25 – Improve organisational effectiveness
Local Government Act 2020

Public Interest Disclosure Act 2012

ISO 31000:2018 Risk management—Principles and guidelines

ISO 8001:2021 Fraud and Corruption Control

Responsibilities

The Manager Financial Services is responsible for the review and management of this policy, however for fraud prevention controls to be effective the responsibility for ownership of the policy must not be one employee or group of employees, but must include all levels of management and employees.

Council Responsibility:

Council is responsible for the good governance of the municipality and for the protection of public money and assets, and Council's reputation. It is responsible for setting the highest standards of honesty and integrity in the provision of services to the community and the management of the organisation.

Council will ensure that Management has appropriate resources and measures in place to detect and prevent fraud and or corruption.

Chief Executive Officer Responsibility:

The Chief Executive Officer is responsible for setting the highest standards of honesty and integrity in the provision of services to the community and must:

- oversee the coordination, implementation, monitoring, review and communication of Council's fraud prevention policy and associated strategies and procedures
- develop an organisational culture which supports and requires the highest standards of moral and ethical behaviour from its employees
- ensure all employees are aware of their responsibilities in relation to fraud and corruption through the provision of appropriate training
- determine the appropriate action for suspected fraud or corruption investigations
- attend Audit and Risk Committee meetings

Management Responsibility:

Management is responsible for setting the highest standards of honesty and integrity in the provision of services to the community and must:

- coordinate, implement, monitor, review and communicate Council's fraud prevention policy and associated strategies and procedures
- identify fraud risks that may occur within their area of responsibility and exercise due diligence and control to prevent potential fraudulent activity
- be alert to any irregularities or indicators and report suspected fraud
- set an example and advise employees of the acceptability or otherwise of any particular conduct that may compromise this policy

Employee Responsibility:

Employees are responsible for acting with honesty and integrity in all council activities and must:

- not use their position with the council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity
- safeguard Council assets against theft, waste or improper use
- understand what behaviour constitutes fraud and / or corruption
- familiarise themselves with and adhere to Council's policies and procedures
- be vigilant and report any suspected fraud to their manager, Chief Executive Officer or Director Corporate and Community Services

Audit Responsibility:

Audits have an important advisory role in assisting Council to achieve good control and review processes over all Council activities, and can aid fraud prevention.

Audits will be undertaken as determined by the Audit and Risk Committee and will be performed by suitably qualified people from relevant fields of expertise.

Audits conducted by the Victorian Auditor General's Office give an opinion on whether the financial statements are fairly stated and consider whether Council resources have been wasted or if there has been a lack of probity or financial prudence in the management or application of public resources.

Stakeholders

The stakeholders directly affected by the policy and responsible for implementation and compliance monitoring are the Mayor, Councillors, Chief Executive Officer, all management and staff members, volunteers, contractors, the community and State and Federal Governments.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Communication and implementation

The policy will be communicated to all stakeholders through the Northern Grampians Shire Council's EDRMS and made available via the Council's website, GoverniNG and Councillor Portal sites. The policy will also be referred to in Councillor, staff, volunteer and contractor inductions and/or training and refresher sessions.

References

Fraud Control Plan
Fraud Awareness (induction checklist)
Fraud Management (induction checklist)
Risk Management Strategy
Fraud Risk Register (developed as part of the organisational risk register)
Employee Code of Conduct
Councillor Code of Conduct
Public Interest Disclosures Procedures
Audit and Risk Committee Charter and Audit and Risk Committee Guidelines
Procurement Policy and Procurement Guidelines
Recruitment Procedure

Compliance

This policy requires relevant State Government legislative compliance with:

- Local Government Act 2020*
- Privacy and Data Protection Act 2014*
- Freedom of Information Act 1982*
- Public Records Act 1973*

Privacy and Data Protection compliance

All Council policies must consider the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Framework* which adopts a risk-based approach to protective data security. Governance arrangements are in place to protect security to minimise the risk of fraud across the domains of information, personnel, ICT and physical.

Gender Equality compliance

Council has determined that gender equality principles, opportunities, responsibilities and outcomes and the promotion of gender equality are not relevant to this policy and associated programs.

Charter of Human Rights compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

Definitions

For the purpose of this policy, 'employee' includes Councillors, Council employees (including full-time; part-time temporary and casual), Contractors, Volunteers or the employees of any body providing services on the Council's behalf.

Review history

Date	Review details	Action
30 June 2017	No updates to Policy	Sent to Councillor Bulletin
14 December 2022	Updated	Tabled at Audit & Risk Committee

Background/Rationale

Financial Reserves are created where surplus operating cash is put to one side to be allocated to future expenditures. Reserves are not mandated but if they exist the cash held in the reserves is required to be available for its specified use.

The following minor changes have been made to the policy:

- removal of gravel pits restoration reserve
- removal of long service leave reserve
- added trigger to review the level of the capped balance of the Defined Benefit Reserve based on the Vested Benefit Index (VBI)

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

That Council adopts the *Financial Reserves Policy*. **[recommended]**

Option 2

That Council does not adopt the *Financial Reserves Policy*. **[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 matters.

Community Engagement

No community engagement was required.

Innovation and Continuous Improvement

The updated *Financial Reserves Policy* incorporates best practice principles.

Collaboration

A draft version of this policy was provided to the Audit and Risk Committee for comment.

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. Financial Reserves Policy **[9.4.3.1 - 5 pages]**

Financial Reserves Policy



February 2023



Northern Grampians Shire Council

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Financial Reserves Policy



Council Policy

Responsible director	Director Corporate Services
Responsible officer	Manager Financial Services
Functional area	Financial Services
Date adopted by Council	TBC
Review date	February 2027

Purpose

The purpose of this policy is to outline Council's commitment to the creation and maintenance of financial reserves to record future commitments for specific purpose expenditures. The policy will provide a rationale for the purpose of financial reserves and detail how the reserves funds will be increased and decreased.

Background

Reserves are created where surplus operating cash is put to one side to be allocated to future expenditures. Reserves are not mandated but if they exist the cash held in the reserves is required to be available for its specified use.

Scope

This policy applies to Council and Council employees who make decisions regarding financial reserves.

This policy excludes the Asset Revaluation Reserve that arises under the Australian Accounting Standards because it relates to the change in asset values rather than the collection of funds.

Policy Objective

The objective of this policy is to ensure the sustainable and responsible management of Council's cash balances and financial reserves. The policy provides direction regarding the creation, management and use of Reserves.

Policy

Council will set aside funds in the reserves with amounts to be decided during the annual budget process and at any other time by Council, with the amounts to be transferred accordingly.

During the annual budget process Council outlines the expected transfers to reserves and transfers from reserves. These transactions will be in line with this policy. However, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes subject to Council approval.

The following are reserves currently used by Council and specifies their purpose and conditions around annual movements:

Reserve name and purpose	Council transfers to the reserve	Council transfers from the reserve
<p>Development Reserve: The Development Reserve is used to assist with Social infrastructure Capital initiatives that Council wishes to financially support. Social infrastructure is defined as:</p> <ul style="list-style-type: none"> ● Community and sports facilities ● Support for housing developments ● Local Government facilities ● Infrastructure to support the use of recreational water 	<p>Annually an amount determined during the budget process as income from revenue in lieu of rates, generally raised through renewable energy projects and the sale of Council properties</p>	<p>The investment in social infrastructure and community assets during the financial year and as determined by the annual budget process</p>
<p>Community/Heritage Loan Reserve: The Community/Heritage Loan Reserve is used to provide low interest loans for community groups or heritage streetscapes in retail precincts in our towns, to enable repair and maintenance of those streetscapes with the aims of quality appearance and public safety.</p> <p>The amount available for lending is restricted to \$150,000.</p>	<p>Movements are reflected by repayments of loan balances</p>	<p>Lending made under the Community Loans Policy whereby the cumulative effect is restricted to \$150,000</p>
<p>Waste Program Reserve: The waste program reserve is used to assist with the cost of strategic projects, compliance and long term planning for Council's landfills, transfer stations and waste management responsibilities.</p>	<p>Annually any surplus of revenue raised in any one year less the operating costs of providing the waste service</p>	<p>The cost of strategic projects, compliance and long-term planning within Council landfills, transfer stations and capital investments specifically related to waste management</p>
<p>Defined Benefit Reserve: The defined benefit reserve is used to assist with the funding of any call that may be made on Council as a result of a shortfall in the defined benefit superannuation entity.</p> <p>The reserve is currently capped at \$300,000.</p>	<p>Annually an amount determined during the budget processes sufficient to fund potential future calls by the superannuation authority in relation to unfunded superannuation liability. Any annual assessment of the Vested Benefit Index (VBI) falling below 100% will trigger a review of the capped balance.</p>	<p>Any funds required to finance a call made upon Council by the superannuation authority. A reduction in funds as a result of the Vested Benefit Index (VBI) raising well above 100%</p>
<p>Loan Repayment Reserve: The loan repayment reserve is used to set aside funds for the repayment of the interest only loans.</p>	<p>Annually an amount determined during the budget processes for future repayments and any additional interest only loans obtained by Council</p>	<p>Any funds required to finance the repayment of the principal on the due dates of the outstanding interest only loans</p>

<p>Stawell Gift Reserve: The Stawell Gift reserve is used to set aside funds for the annual contribution towards the event delivery costs of the Stawell Gift.</p>	<p>As determined by the State Government funding agreement between The State of Victoria, Stawell Athletic Club Inc and Northern Grampians Shire Council</p>	<p>As determined by the milestones set within the signed funding agreement between The State of Victoria, Stawell Athletic Club Inc and Northern Grampians Shire Council</p>
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Legislation and Standards

There is no specific legislative requirement to maintain internally restricted financial reserves, however internally restricted cash is disclosed in the financial report.

Responsibilities

The Manager Financial Services is responsible for the review and management of this policy.

Review

Assessment of the policy will be undertaken every four years to align with the Council term to ensure it remains current with the Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

Communication and implementation

Community Organisation Application for Loan Funding
InfoXpert (EDRMS)

References

Nil

Compliance

Nil

Privacy and Data Protection compliance

All Council policies must consider the *Privacy and Data Protection Act 2014* and the *Victorian Protective Data Security (VPDSS) Standards* which adopt a risk-based approach to protective data security. Policies must include, where relevant, identified security risks and governance arrangements in place to protect security across the domains of information, personnel, ICT and physical.

Gender Equality compliance

As required under Part 3 of the *Gender Equality Act 2020*, officers have completed a gender impact assessment as the policy impacts the public. Gender impact assessments assess the effects that the policy may have on people of different genders to ensure the policy better supports Victorians of all genders.

Charter of Human Rights compliance

It is considered that this policy does not impact on any [human rights](#) identified in the *Charter of Human Rights & Responsibilities Act 2006*.

Definitions

Nil

Review history

Date	Review details	Action
09/09/19	Presented to Audit Committee	Recommend to Council
30/09/19	Reported to Councillor Briefing	
07/10/19	Reported to Council Meeting	Adopted by Council
04/03/19	New reserve created for Stawell Gift - presented to Audit Committee	
14/09/22	Presented to Audit Committee	

9.4.4. Delegations Update

Author/Position: Lauren Homden, Acting Manager Governance

Purpose

That Council resolves to adopt the updated S5 and S6 Instrument of Delegations.

Summary

To consider various delegations of Council's powers and duties to members of Council's staff.

Recommendation

A. S5 Instrument of Delegation from Council to CEO

In the exercise of the powers conferred by section s 11(1)(b) of the *Local Government Act 2020* (the Act) Council resolves that:

1. There be delegated to the person holding the position or acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and Mayor.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

B. S6 Instrument of Delegation from Council to members of Council staff

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that:

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

RESOLUTION

A. S5 Instrument of Delegation from Council to CEO

In the exercise of the powers conferred by section s 11(1)(b) of the *Local Government Act 2020* (the Act) Council resolves that:

1. There be delegated to the person holding the position or acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that instrument.
2. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and Mayor.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.

4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

B. S6 Instrument of Delegation from Council to members of Council staff

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Council resolves that:

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

Moved: Cr Eddy Ostarcevic
Seconded: Cr Lauren Dempsey

Carried

Background/Rationale

Council subscribes to the Maddocks Delegations and Authorisations Service which allows for regular updates to keep abreast of changes in legislation and to ensure the effective allocation and control of decision making powers.

As a result of the most recent update minor changes to the existing delegation from Council to Members of Council staff have been necessary to ensure references to legislation are current and the following Instruments of Delegation have been prepared for Council's consideration:

The amendments are noted in red in the S5 and S6 Instruments, which are attached to the report.

A. **S5 Instrument of Delegation from Council to Chief Executive Officer**

It is recommended that Councils remake the Instrument of Delegation to the Chief Executive Officer with every update of the service, irrespective of what changes (if any) are made to the Instrument.

1. Changes include:

- Section 11(5) of the *Local Government Act 2020* states that a delegation that includes the power to make any expenditure must specify a maximum monetary limit that cannot be exceeded. The S5 Instrument has been updated to provide Council where specific amounts appropriate to exceed the maximum value only.

Council's S5 Instrument has been updated to include the CEO's ability to approve payment of council's insurance renewal policy with a limit of \$400,000. The limit for the CEO to approve under a contract that is already entered into or approved by Council, or if it is a requirement by legislation has been removed.

B. **S6 Instrument of Delegation from Council to Members of Council staff**

1. Changes include:

- The execution of the S6 Instrument has been amended to enable the Chief Executive Officer (CEO) to sign the Instrument, where a **resolution** has been made by Council for the CEO to sign the Instrument.
- Regulations 25(a) and (b) of the *Planning and Environment Regulations 1987* have been slightly amended by the *Planning and Environment Amendment Regulations 2022*, to refer to the public availability requirements.
- Section 52 of the *Cemeteries and Crematoria Act 2003* has been inserted relating to the duty to report annually to the Secretary.

Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

That Council agrees to the delegation of powers as set out in the Instruments and authorises the Mayor and Chief Executive Officer to sign the Instruments. **[recommended]**

Option 2

That Council rejects the recommendation and seeks additional information. **[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

Not applicable

Community Engagement

Not applicable

Innovation and Continuous Improvement

Not applicable

Collaboration

Not applicable

Officer's Declaration of Interest

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

Lauren Homden, Acting Manager Governance

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

Attachments

1. S5 Instrument of Delegation Council to CEO January 2023 Update [9.4.4.1 - 4 pages]
2. S6 Instrument of Delegation Council to members of staff January 2023 update [9.4.4.2 - 66 pages]

S5 Instrument of Delegation to Chief Executive Officer

Northern Grampians Shire Council

**Instrument of Delegation
to
The Chief Executive Officer**

Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, the Northern Grampians Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 6 March 2023;
2. the delegation
 - 2.1 comes into force immediately the Instrument of Delegation is signed;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by the Chief Executive Officer of Council)
in the presence of:)

.....
Witness
Date:.....

Signed by the Mayor in the presence of:)
)

.....
Witness
Date:.....

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 entering into a contract exceeding the value of \$150,000 for goods or services, and \$200,000 for works; is outside the allocated budget; changes the intended outcome(s) of the contracted works or services; is not approved by both the relevant Director and the Chief Executive Officer;
 - 1.2 making any expenditure that exceeds \$150,000 (excl GST);
 - 1.3 unless it is expenditure for the renewal of insurance in which case it must not exceed \$400,000 per policy, or it is expenditure made under a contract already entered into or approved by Council, or is expenditure which Council is, by or under legislation, required to make;
 - 1.4 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.5 electing a Mayor or Deputy Mayor;
 - 1.6 granting of a reasonable request for leave under section 35 of the Act;
 - 1.7 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.8 approving or amending the Council Plan;
 - 1.9 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.10 adopting or amending the Governance Rules;
 - 1.11 appointing the chair or the members to a delegated committee;
 - 1.12 making, amending or revoking a local law;
 - 1.13 approving the budget or revised budget;
 - 1.14 approving the borrowing of money;
 - 1.15 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, act or thing which is required by law to be done by Council resolution;

Commented [KG1]: Graham Haylock are you happy with this wording?

Commented [GH2R1]: Yep, happy with this wording :)

Commented [KG3R1]: Perfect, thank you

3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The Chief Executive Officer is empowered to delegate his or her powers, duties or functions to other Council officers and in the event the Chief Executive Officer is unable to perform the duties or functions that the delegation is cascading to other members of the Council's Executive Management Team.

S6 Instrument of Delegation – Members of Staff

Northern Grampians Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. records that references in the Schedule are as follows:

"BI" means	: Building Inspector
"CECS" means	: Coordinator Environment and Community Safety
"CEO" means	: Chief Executive Officer
"CES" means	: Coordinator Engineering Services
"CSD" means	: Coordinator Sustainable Development
"EHO" means	: Environmental Health Officer
"DIA" means	: Director Infrastructure and Amenity
"GE" means	: Graduate Engineer
"IE" means	: Infrastructure Engineer
"MBS" means	: Municipal Building Surveyor
"MCSA" means	: Manager Community Safety and Amenity
"MG" means	: Manager Governance
"MI" means	: Manager Infrastructure
"MO" means	: Manager Operations
"SPO" means	: Senior Planning Officer
"P" means	: Strategic Planner and Statutory Planning Officer
"TLPS" means	: Team Leader Permit Support
"TLCS" means	: Team Leader Community Safety

3. declares that:

3.1 this Instrument of Delegation is authorised by "**a resolution**" of Council passed on **6 March 2023**; and

3.2 the delegation:

3.2.1 comes into force immediately after Mayor and Chief Executive Officer signatures are applied;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

..... Mayor/Councillor

..... Chief Executive Officer/Senior Officer

..... Date

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CEMETERIES AND CREMATORIA ACT 2003

[[[The provisions of this Act apply to Council appointed as a cemetery trust under s 5 of this Act, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THINGS DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	CEO, DIA, MCSA	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	CEO, DIA, MCSA	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	CEO, DIA, MCSA	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	CEO, DIA, MCSA	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	CEO, DIA, MCSA	
s 15(4)	Duty to keep records of delegations	CEO, DIA, MCSA	
s 17(1)	Power to employ any persons necessary	CEO, DIA, MCSA	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	CEO, DIA, MCSA	
s 17(3)	Power to determine the terms and conditions of employment or engagement	CEO, DIA, MCSA	Subject to any guidelines or directions of the Secretary

s 18(3)	Duty to comply with a direction from the Secretary	CEO, DIA, MCSA	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	CEO, DIA, MCSA	Where Council is a Class A cemetery trust

s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	CEO, DIA, MCSA	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	CEO, DIA, MCSA	
s 20(1)	Duty to set aside areas for the interment of human remains	CEO, DIA, MCSA	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	CEO, DIA, MCSA	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	CEO, DIA, MCSA	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	CEO, DIA, MCSA	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	CEO, DIA, MCSA	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	CEO, DIA, MCSA	Subject to the Minister approving the purpose

s 40	Duty to notify Secretary of fees and charges fixed under s 39	CEO, DIA, MCSA	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	CEO, DIA, MCSA	Provided the street was constructed pursuant to the Local Government Act 2020
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	CEO, DIA, MCSA	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	CEO, DIA, MCSA	Report must contain the particulars listed in s.57(2)
s 59	Duty to keep records for each public cemetery	CEO, DIA, MCSA	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	CEO, DIA, MCSA	
s 60(2)	Power to charge fees for providing information	CEO, DIA, MCSA	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	CEO, DIA, MCSA	
s 64B(d)	Power to permit interments at a reopened cemetery	CEO, DIA, MCSA	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	CEO, DIA, MCSA	The application must include the requirements listed in s.66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	CEO, DIA, MCSA	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	CEO, DIA, MCSA	
s 70(2)	Duty to make plans of existing place of interment available to the public	CEO, DIA, MCSA	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	CEO, DIA, MCSA	

s 71(2)	Power to dispose of any memorial or other structure removed	CEO, DIA, MCSA	
s 72(2)	Duty to comply with request received under s72	CEO, DIA, MCSA	
s 73(1)	Power to grant a right of interment	CEO, DIA, MCSA	
s 73(2)	Power to impose conditions on the right of interment	CEO, DIA, MCSA	
s 74(3)	Duty to offer a perpetual right of interment	CEO, DIA, MCSA	
s 75	Power to grant the rights of interment set out in s 75 (a) and (b)	CEO, DIA, MCSA	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	CEO, DIA, MCSA	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	CEO, DIA, MCSA	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	CEO, DIA, MCSA	
s 80(2)	Function of recording transfer of right of interment	CEO, DIA, MCSA	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	CEO, DIA, MCSA	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	CEO, DIA, MCSA	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	CEO, DIA, MCSA	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	CEO, DIA, MCSA	

s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	CEO, DIA, MCSA	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	CEO, DIA, MCSA	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	CEO, DIA, MCSA	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	CEO, DIA, MCSA	
s 84I(6)(a)	Power to remove any memorial on the place of interment	CEO, DIA, MCSA	
s 84I(6)(b)	Power to grant right of interment under s 73	CEO, DIA, MSCA	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	CEO, DIA, MCSA	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	CEO, DIA, MCSA	Does not apply where right of interment relates to remains of a deceased veteran
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	CEO, DIA, MCSA	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86(1)	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	CEO, DIA, MCSA	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	CEO, DIA, MCSA	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	CEO, DIA, MCSA	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	CEO, DIA, MCSA	

s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	CEO, DIA, MCSA	
s 86(5)	Duty to provide notification before taking action under s 86(4)	CEO, DIA, MCSA	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	CEO, DIA, MCSA	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	CEO, DIA, MCSA	
s 88	Function to receive applications to carry out a lift and reposition procedure at a place of interment	CEO, DIA, MCSA	
s 91(1)	Power to cancel a right of interment in accordance with this section	CEO, DIA, MCSA	
s 91(3)	Duty to publish notice of intention to cancel right of interment	CEO, DIA, MCSA	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	CEO, DIA, MCSA	
s 98(1)	Function of receiving application to establish or alter a memorial or place of interment	CEO, DIA, MCSA	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	CEO, DIA, MCSA	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	CEO, DIA, MCSA	
s 100(1)	Power to require a person to remove memorials or places of interment	CEO, DIA, MCSA	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	CEO, DIA, MCSA	
s 100(3)	Power to recover costs of taking action under s 100(2)	CEO, DIA, MCSA	

s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	CEO, DIA, MCSA	
s 102(1)	Power to approve or refuse (if satisfied of the matters in (b) and (c) an application under s 101	CEO, DIA, MCSA	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	CEO, DIA, MCSA	
s 103(1)	Power to require a person to remove a building for ceremonies	CEO, DIA, MCSA	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	CEO, DIA, MCSA	
s 103(3)	Power to recover costs of taking action under s 103(2)	CEO, DIA, MCSA	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	CEO, DIA, MCSA	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	CEO, DIA, MCSA	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	CEO, DIA, MCSA	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	CEO, DIA, MCSA	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	CEO, DIA, MCSA	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	CEO, DIA, MCSA	
s 108	Power to recover costs and expenses	CEO, DIA, MCSA	
s 109(1)(a)	Power to open, examine and repair a place of interment	CEO, DIA, MCSA	Where the holder of right of interment or responsible person cannot be found

s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	CEO, DIA, MCSA	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	CEO, DIA, MCSA	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	CEO, DIA, MCSA	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	CEO, DIA, MCSA	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	CEO, DIA, MCSA	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	CEO, DIA, MCSA	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	CEO, DIA, MCSA	
s 112	Power to sell and supply memorials	CEO, DIA, MCSA	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	CEO, DIA, MCSA	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	CEO, DIA, MCSA	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	CEO, DIA, MCSA	
s 119	Power to set terms and conditions for interment authorisations	CEO, DIA, MCSA	
s 131	Function of receiving an application for cremation authorisation	CEO, DIA, MCSA	

s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	CEO, DIA, MCSA	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	REMAIN WITH CEO	
s 146	Power to dispose of bodily remains by a method other than interment or cremation with the approval of the Secretary	REMAIN WITH CEO	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	CEO, DIA, MCSA	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	CEO, DIA, MCSA	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part II are met	CEO, DIA, MCSA	
s 151	Function of receiving an application to inter or cremate body parts	CEO, DIA, MCSA	
s 152 (2)	Power to impose terms and conditions on authorisation granted under s150	CEO, DIA, MCSA	
sch1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO, DIA, MCSA	
sch 1 cl 8(8)	Power to regulate own proceedings	CEO, DIA, MCSA	Subject to clause 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	CEO, DIA, MCSA	Where council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	CEO, DIA, MCSA	Where council is a Class A cemetery trust Subject to clause 8

DOMESTIC ANIMALS ACT 1994

Column 1	Column 2	Column 3	Column 4
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	CEO, MCSA, CECS, TLCS	Council may delegate this power to a Council authorised officer

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO, MCSA, CSD, EHO	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under s19 if satisfied that an order has been complied with	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	CEO, MCSA, CSD, EHO	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c)	CEO, MCSA, CSD, EHO	Where council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CEO, MCSA, CSD, EHO	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEO, MCSA, CSD, EHO	Where Council is the registration authority

s 19E(1)(d)	Power to request a copy of the food safety program	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEO, MCSA, CSD, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEO, MCSA, CSD, EHO	Except for an assessment required by a declaration under s 19C or an inspection under s38B(1)(c) or 39
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority

			refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt ^o	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB (1)	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEO, MCSA, CSD, EHO	Where Council is the registration authority not exceeding the prescribed time limit defined under ss (5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEO, MCSA, CSD, EHO	Where Council is the registration authority

s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 39A	Power to register or renew the registration of a food premises despite minor defects	CEO, MCSA, CSD, EHO	Where Council is the registration authority Only if satisfied of matters in s 39A (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of the Secretary	CEO, MCSA, CSD, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEO, MCSA, CSD, EHO	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	CEO, MCSA, CSD, EHO	
s 40F	Power to cancel registration of food premises	CEO, MCSA, CSD, EHO	Where Council is the registration authority

s 43	Duty to maintain records of registration	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 43(1)	Duty to maintain records of the prescribed particulars	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CEO, MCSA, CSD, EHO	Where Council is the registration authority
s 45AC	Power to bring proceedings	CEO, MCSA, CSD, EHO	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CEO, MCSA, CSD, EHO	Where Council is the registration authority

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO TO RETAIN	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.
S6 Instrument of Delegation – Members of Staff

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victoria Planning Provisions	CEO, MCSA, CSD, SPO, P	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	CEO, MCSA, CSD, SPO, P	
s 4H	Duty to make amendment to the Victorian Planning Provisions available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P	
s 4I(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	CEO, MCSA, CSD, SPO, P	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CEO, MCSA, CSD, SPO, P	
s 8A(5)	Function of receiving notice of the Minister's decision	CEO, MCSA, CSD, SPO, P	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO, MCSA, CSD, SPO, P	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, MCSA, CSD, SPO, P	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, MCSA, CSD, SPO, P	

s 12B(1)	Duty to review planning scheme at least once in every three years after commencement of <i>Planning and Environment (General Amendment) Act 2004 No. 81</i>	CEO, MCSA, CSD, SPO, P	
s 12B(2)	Duty to review planning scheme at direction of Minister	CEO, MCSA, CSD, SPO, P	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	CEO, MCSA, CSD, SPO, P	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	CEO, MCSA, CSD, SPO, P	
s 17(1)	Duty of giving copy amendment to the planning scheme	CEO, MCSA, CSD, SPO, P	
s 17(2)	Duty of giving copy s 173 agreement	CEO, MCSA, CSD, SPO, P	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, MCSA, CSD, SPO, P	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s19 to a planning scheme	CEO, MCSA, CSD, SPO, P	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	CEO, MCSA, CSD, SPO, P	Where council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, MCSA, CSD, SPO, P	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	CEO, MCSA, CSD, SPO, P	

s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, MCSA, CSD, SPO, P	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	CEO, MCSA, CSD, SPO, P	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CEO, MCSA, CSD, SPO, P	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, MCSA, CSD, SPO, P	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO, MCSA, CSD, SPO, P	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, MCSA, CSD, SPO, P	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	CEO, MCSA, CSD, SPO, P	
s 28(1)	Duty to notify the Minister if abandoning an amendment	CEO, DIA, MCSA	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	CEO, MCSA, CSD, SPO, P, TLPS	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, MCSA, CSD, SPO, P, TLPS	
s 30(4)(a)	Duty to say if amendment has lapsed	CEO, MCSA, CSD, SPO, P	
s 30(4)(b)	Duty to provide information in writing upon request	CEO, MCSA, CSD, SPO, P	

s 32(2)	Duty to give more notice if required	CEO, MCSA, CSD, SPO, P	
s 33(1)	Duty to give more notice of changes to an amendment	CEO, MCSA, CSD, SPO, P	
s 33(2)	Duty to comply with request by Authority under s.33(1) for information or assistance	CEO, MCSA, CSD, SPO, P	
s 34(1)	Function of consulting with Authority where exercising its powers likely to affect Council's functions	CEO, MCSA, CSD, SPO, P	
s 36(2)	Duty to give notice of approval of amendment	CEO, MCSA, CSD, SPO, P	
s 38(5)	Duty to give notice of revocation of an amendment	CEO, MCSA, CSD, SPO, P	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CEO, MCSA, CSD, SPO, P	
s 40(1)	Function of lodging copy of approved amendment	CEO, MCSA, CSD, SPO, P	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, MCSA, CSD, SPO, P, TLPS	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, MCSA, CDS, SPO, P, TLPS	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 46AW	Function of being consulted by the Minister	CEO, MCSA, CSD, SPO, P	Where Council is responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	CEO, MCSA, CSD, SPO, P	Where Council is responsible public entity

s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO, MCSA, CSD, SPO, P	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, MCSA, CSD, SPO, P	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, MCSA, CSD, SPO, P	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, MCSA, CSD, SPO, P	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, MCSA, CSD, SPO, P	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GP	Function of receiving a notice under s.46GO	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	CEO, MCSA, CSD, SPO, P	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CEO, MCSA, CSD, SPO, P	

s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	CEO, MCSA, CSD, SPO, P	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, MCSA, CSD, SPO, P	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, MCSA, CSD, SPO, P	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, MCSA, CSD, SPO, P	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	CEO, MCSA, CSD, SPO, P	
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	CEO, MCSA, CSD, SPO, P	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	CEO, MCSA, CSD, SPO, P	

s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	CEO, MCSA, CSD, SPO, P	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan works, services or facilities	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan

	infrastructure contributions plan to that development agency		This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, MCSA, CSD, SPO, P	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, MCSA, CSD, SPO, P	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	CEO, MCSA, CSD, SPO, P	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, MCSA, CSD, SPO, P	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	CEO, MCSA, CSD, SPO, P	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZBI(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, MCSA, CSD, SPO, P	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan

s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in 46GZE(3)(a) and (b)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	CEO, MCSA, CSD, SPO, P	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	CEO, MCSA, CSD, SPO, P	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, MCSA, CSD, SPO, P	Where Council is the collecting agency under an approved infrastructure contributions plan

s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	CEO, MCSA, CSD, SPO, P	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, MCSA, CSD, SPO, P	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	CEO, MCSA, CSD, SPO, P	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CEO, MCSA, CSD, SPO, P	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CEO, MCSA, CSD, SPO, P	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, MCSA, CSD, SPO, P	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, MCSA, CSD, SPO, P	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, MCSA, CSD, SPO, P	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CEO, MCSA, CSD, SPO, P	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, MCSA, CSD, SPO, P	
s 46Q(1)	Duty to keep proper accounts of levies paid	CEO, MCSA, CSD, SPO, P, TLPS	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, MCSA, CSD, SPO, P	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	CEO, MCSA, CSD, SPO, P	

s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, MCSA, CSD, SPO, P	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	CEO, MCSA, CSD, SPO, P	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CEO, MCSA, CSD, SPO, P	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, MCSA, CSD, SPO, P	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	CEO, MCSA, CSD, SPO, P	
s 46QD	Duty to prepare report and give a report to the Minister	CEO, MCSA, CSD, SPO, P	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	CEO, MCSA, CSD, SPO, P	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	CEO, MCSA, CSD, SPO, P	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	CEO, MCSA, CSD, SPO, P	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	CEO, MCSA, CSD, SPO, P	

s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CEO, MCSA, CSD, SPO, P, TLPS	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 50(4)	Duty to amend application	CEO, MCSA, CSD, SPO, P	
s 50(5)	Power to refuse to amend application	CEO, MCSA, CSD, SPO, P	
s 50(6)	Duty to make note of amendment to application in register	CEO, MCSA, CSD, SPO, P, TLPS	
s 50A(1)	Power to make amendment to application	CEO, MCSA, CSD, SPO, P	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CEO, MCSA, CSD, SPO, P	
s 50A(4)	Duty to note amendment to application in register	CEO, MCSA, CSD, SPO, P, TLPS	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO, MCSA, CSD, SPO, P	
s 52(1)(b)	Duty to give notice of the application to other municipal Council where appropriate	CEO, MCSA, CSD, SPO, P	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CEO, MCSA, CSD, SPO, P	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, MCSA, CSD, SPO, P	

s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, MCSA, CSD, SPO, P	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	CEO, MCSA, CSD, SPO, P	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, MCSA, CSD, SPO, P	
s 52(3)	Power to give any further notice of an application where appropriate	CEO, MCSA, CSD, SPO, P	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CEO, MCSA, CSD, SPO, P	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CEO, MCSA, CSD, SPO, P	
s 54(1)	Power to require the applicant to provide more information	CEO, MCSA, CSD, SPO, P	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CEO, MCSA, CSD, SPO, P	
s 54(1B)	Duty to specify the lapse date for an application	CEO, MCSA, CSD, SPO, P	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CEO, MCSA, CSD, SPO, P	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CEO, MCSA, CSD, SPO, P	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, MCSA, CSD, SPO, P	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, MCSA, CSD, SPO, P	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CEO, MCSA, CSD, SPO, P	

s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	CEO, CSD, SPO, P, TLPS	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	CEO, MCSA, CSD, SPO, P	
s 57A(5)	Power to refuse to amend application	CEO, MCSA, CSD, SPO, P	
s 57A(6)	Duty to note amendments to application in register	CEO, MCSA, CSD, SPO, P	
s 57B(1)	Duty to determine whether and to whom notice should be given	CEO, MCSA, CSD, SPO, P	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CEO, MCSA, CSD, SPO, P	
s 57C(1)	Duty to give copy of amended application to referral authority	CEO, MCSA, CSD, SPO, P	
s 58	Duty to consider every application for a permit	CEO, MCSA, CSD, SPO, P	
s 58A	Power to request advice from the Planning Application Committee	CEO, MCSA, CSD, SPO, P	
s 60	Duty to consider certain matters	CEO, MCSA, CSD, SPO, P	
s 60(1A)	Power to consider certain matters before deciding on application	CEO, MCSA, CSD, SPO, P	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, MCSA, CSD, SPO, P	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO, MCSA, CSD, SPO, P	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act</i> 2006.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, MCSA, CSD, SPO, P	

s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, MCSA, CSD, SPO, P	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, MCSA, CSD, SPO, P	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, MCSA, CSD, SPO, P	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, MCSA, CSD, SPO, P	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CEO, MCSA, CSD, SPO, P	
s 62(2)	Power to include other conditions	CEO, MCSA, CSD, SPO, P	
s 62(4)	Duty to ensure conditions are consistent with sss (a),(b) and (c)	CEO, MCSA, CSD, SPO, P	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, MCSA, CSD, SPO, P	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	CEO, MCSA, CSD, SPO, P	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CEO, MCSA, CSD, SPO, P	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	CEO, MCSA, CSD, SPO, P	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	CEO, MCSA, CSD, SPO, P	
s 63	Duty to issue the permit where made a decision in favour of the application if objectors	CEO, MCSA, CSD, SPO, P	

s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CEO, MCSA, CSD, SPO, P	This provision applies also to a decision to grant an amendment to a permit-see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CEO, MCSA, CSD, SPO, P	This provision applies also to a decision to grant an amendment to a permit-see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	CEO, MCSA, CSD, SPO, P	This provision applies also to a decision to grant an amendment to a permit-see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, MCSA, CSD, SPO, P	This provision applies also to a decision to grant an amendment to a permit-see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	CEO, MCSA, CSD, SPO, P	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CEO, MCSA, CSD, SPO, P	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CEO, MCSA, CSD, SPO, P	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MCSA, CSD, SPO, P	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decided to grant and a copy of any notice given under s 64 or 65	CEO, MCSA, CSD, SPO, P	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	CEO, MCSA, CSD, SPO, P	
s 69(1A)	Function of receiving application for extension of time to complete development	CEO, MCSA, CSD, SPO, P	
s 69(2)	Power to extend time	CEO, MCSA, CSD, SPO, P	
s 70	Duty to make copy permit available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	

s 71(1)	Power to correct certain mistakes	CEO, MCSA, CSD, SPO, P	
s 71(2)	Duty to note corrections in register	CEO, MCSA, CSD, SPO, P, TLPS	
s 73	Power to decide to grant amendment subject to conditions	CEO, MCSA, CSD, SPO, P	
s 74	Duty to issue amended permit to applicant if no objectors	CEO, MCSA, CSD, SPO, P	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, MCSA, CSD, SPO, P	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, MCSA, CSD, SPO, P	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, MCSA, CSD, SPO, P	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, MCSA, CSD, SPO, P	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and copy of any notice given under s 64 or 76	CEO, MCSA, CSD, SPO, P	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CEO, MCSA, CSD, SPO, P	
s 83	Function of being respondent to an appeal	CEO, MCSA, CSD, SPO, P	
s 83B	Duty to give or publish notice of application for review	CEO, MCSA, CSD, SPO, P	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, MCSA, CSD, SPO, P	

s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO, MCSA, CSD, SPO, P	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, MCSA, CSD, SPO, P	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	CEO, MCSA, CSD, SPO, P	
s 84AB	Power to agree to confining a review by the Tribunal	CEO, MCSA, CSD, SPO, P	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	CEO, MCSA, CSD, SPO, P	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CEO, MCSA, CSD, SPO, P	
s 87(4)	Power to make a minor amendment to a permit	CEO, MCSA, CSD, SPO, P	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CEO, MCSA, CSD, SPO, P	
s 91(2)	Duty to comply with the directions of the VCAT	CEO, MCSA, CSD, SPO, P	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO, MCSA, CSD, SPO, P	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	CEO, MCSA, CSD, SPO, P	
s 93(2)	Duty to give notice of VCAT order to stop development	CEO, MCSA, CSD, SPO, P	
s 95(3)	Function of referring certain applications to the Minister	CEO, MCSA, CSD, SPO, P	
s 95(4)	Duty to comply with an order or direction	CEO, MCSA, CSD, SPO, P	

s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, MCSA, CSD, SPO, P	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, MCSA, CSD, SPO, P	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, MCSA, CSD, SPO, P	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, MCSA, CSD, SPO, P	
s 96F	Duty to consider the panel's report under s 96E	CEO, MCSA, CSD, SPO, P	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, MCSA, CSD, SPO, P	
s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, MCSA, CSD, SPO, P	
s96J	Power Duty to issue permit as directed by the Minister	CEO, MCSA, CSD, SPO, P	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CEO, MCSA, CSD, SPO, P	
s 96Z	Duty to keep levy certificates given to it under s 47 or 96A for no less than 5 years from receipt of the certificate	CEO, MCSA, CSD, SPO, P	
s 97C	Power to request Minister to decide the application	CEO, MCSA, CSD, SPO, P	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, MCSA, CSD, SPO, P	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, MCSA, CSD, SPO, P	

s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, MCSA, CSD, SPO, P, TLPS	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CEO, MCSA, CSD, SPO, P	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, MCSA, CSD, SPO, P	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, MCSA, CSD, SPO, P	
s 97Q(4)	Duty to comply with directions of VCAT	CEO, MCSA, CSD, SPO, P	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, MCSA, CSD, SPO, P, TLPS	
s 98(1) & (2)	Function of receiving claim for compensation in certain circumstances	CEO, MCSA, CSD, SPO, P	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, MCSA, CSD, SPO, P	
s 101	Function of receiving claim for expenses in conjunction with claim	CEO, MCSA, CSD, SPO, P	
s 103	Power to reject a claim for compensation in certain circumstances	CEO, MCSA, CSD, SPO, P	
s 107(1)	Function of receiving claim for compensation	CEO, MCSA, CSD, SPO, P	
s 107(3)	Power to agree to extend time for making claim	CEO, MCSA, CSD, SPO, P	

s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	CEO, MCSA, CSD, SPO, P	
s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, MCSA, CSD, SPO, P	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, MCSA, CSD, SPO, P	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, MCSA, CSD, SPO, P	
s 123(1)	Power to carry out work required by enforcement order and recover costs	CEO, DIA, MCSA, CSD, SPO, P	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DIA, MCSA, CSD, SPO, P	Except Crown Land
s 129	Function of recovering penalties	CEO, MCSA, CSD, SPO, P	
s 130(5)	Power to allow person served with an infringement notice further time	CEO, MCSA, CSD, SPO, P	
s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DIA, MCSA, CSD, SPO, P	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B), power to ask for contribution under s 156 (3) and power to abandon amendment or part of it under s 156(4)	CEO, MCSA, CSD, SPO, P	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	CEO, MCSA, CSD, SPO, P	

s 171(2)(g)	Power to grant and reserve easements	CEO, MCSA, CSD, SPO, P	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, MCSA, CSD, SPO, P	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	CEO, MCSA, CSD, SPO, P	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	CEO, MCSA, CSD, SPO, P	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	CEO, DIA, MCSA, CSD, SPO, P	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DIA, MCSA, CSD, SPO, P	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	CEO, MCSA, CSD, SPO, P	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	CEO, MCSA, CSD, SPO, P	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DIA, MCSA, CSD, SPO, P	
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DIA, MCSA, CSD, SPO, P	

s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s178A(1)	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principal to the proposal	CEO, DIA, MCSA, CSD, SPO, P	
s 178A(5)	Power to propose to amend or end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178B(1)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, DIA, MCSA, CSD, SPO, P	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CEO, DIA, MCSA, CSD, SPO, P	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DIA, MCSA, CSD, SPO, P	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DIA, MCSA, CSD, SPO, P	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DIA, MCSA, CSD, SPO, P	If no objections are made under s 178D Must consider matters in s 178B

s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DIA, MCSA, CSD, SPO, P	If no objections are made under s 178. Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DIA, MCSA, CSD, SPO, P	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DIA, MCSA, CSD, SPO, P	After considering objections, submissions and matters in s 178B
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DIA, MCSA, CSD, SPO, P	After considering objections, submissions and matters in s 178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO, DIA, MCSA, CSD, SPO, P	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, DIA, MCSA, CSD, SPO, P	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DIA, MCSA, CSD, SPO, P	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the tribunal has been determined or withdrawn	CEO, DIA, MCSA, CSD, SPO, P	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown Land	CEO, DIA, MCSA, CSD, SPO, P	

s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P, TLPS	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, MCSA, CSD, SPO, P	
s 181(1A)(a)	Power to apply to the Register of Titles to record the agreement	CEO, MCSA, CSD, SPO, P	
s 181(1A)(b)	Duty to apply to the Register of Titles, without delay, to record the agreement	CEO, MCSA, CSD, SPO, P	
s 182	Power to enforce an agreement	CEO, MCSA, CSD, SPO, P	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CEO, MCSA, CSD, SPO, P, TLPS	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, DIA, MCSA, CSD, SPO, P	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, DIA, MCSA, CSD, SPO, P	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, MCSA, CSD, SPO, P	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, MCSA, CSD, SPO, P	
s 184G(2)	Duty to comply with a direction of the tribunal	CEO, DIA, MCSA, CSD, SPO, P	
s 184G(3)	Duty to give notice as directed by the Tribunal	CEO, DIA, MCSA, CSD, SPO, P	

s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	CEO, DIA, MCSA, CSD, SPO, P	
s 198(1)	Function to receive application for planning certificate	CEO, MCSA, CSD, SPO, P, TLPS	
s 199(1)	Duty to give planning certificate to applicant	CEO, MCSA, CSD, SPO, P	
s 201(1)	Function of receiving application for declaration of underlying zoning	CEO, MCSA, CSD, SPO, P, TLPS	
s 201(3)	Duty to make declaration	CEO, MCSA, CSD, SPO, P	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, MCSA, CSD, SPO, P	
	Power in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, MCSA, CSD, SPO, P	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO, MCSA, CSD, SPO, P	
-	Power to give written authorisation in accordance with a provision of a planning scheme	CEO, MCSA, CSD, SPO, P	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CEO, MCSA, CSD, SPO, P	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under ss (1) as soon as possible	CEO, MCSA, CSD, SPO, P	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, MCSA, CSD, EHO	
s 522(1)	Power to give a compliance notice to a person	CEO, MCSA, CSD, EHO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO, MCSA, CSD, EHO	
s 525(4)	Duty to issue identity card to authorised officers	CEO, MCSA, CSD, EHO	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO, MCSA, CSD, EHO	
s 526A(3)	Function of receiving report of inspection	CEO, MCSA, CSD, EHO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, DIA, MCSA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	CEO, MI, DI	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, MI, DIA	
s 11(9)(b)	Duty to advise Registrar	CEO, MG	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, MI, DIA	Clause subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO, MI, DIA	where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	CEO, DIA	where Council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	CEO, MI, DIA	Power of coordinating road authority where it is the discontinuing body Unless s 12 (11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	CEO, MI	Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	CEO, DIA	Function of coordinating road authority where it is the discontinuing body Unless s 12 (11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	CEO, DIA	Duty of coordinating road authority where it is the discontinuing body Unless s 12 (11) applies
s 12(10)	Duty to notify of decision made	CEO, MI, DIA	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	CEO, MI, DIA	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DIA	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	CEO, MI, DIA	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, MI, DIA	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, MI, DIA	
s 15(2)	Duty to include details of arrangement in public roads register	CEO, MI, DIA	
s 16(7)	Power to enter into an arrangement under s15	CEO, MI, DIA	
s 16(8)	Duty to enter details of determination in public roads register	CEO, MI, DIA	
s 17(2)	Duty to register public road in public roads register	CEO, MI, DIA	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CEO, MI, DIA	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	CEO, MI, DIA	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CEO, MI, DIA	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	CEO, MI, DIA	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CEO, MI, DIA	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	CEO, MI, DIA	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, MI, DIA	

s 19(4)	Duty to specify details of discontinuance in public roads register	CEO, MI, DIA	
s 19(5)	Duty to ensure public roads register is available for public inspection	CEO, MI, DIA	
s 21	Function of replying to request for information or advice	CEO, MI, DIA	Obtain consent in circumstances specified in s11(2)
s 22(2)	Function of commenting on proposed direction	CEO, MI, DIA	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	CEO, MI, DIA	s 22(5) duty to give effect to a direction under this section. Where council is the road authority
s 40(1)	Duty to inspect, maintain and repair a public road.	CEO, MI, MO, DIA	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	CEO, MI, MO, DIA	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CEO, MI, MO, DIA	
s 42(1)	Power to declare a public road as a controlled access road	CEO, MI, DIA	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	CEO, MI, DIA	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, MI, DIA	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CEO, MI, DIA	Where Council is the of coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, MI, MO, DIA	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing Guidelines under s.48M	CEO, MI, DIA	
s 49	Power to develop and publish a road management plan	CEO, MI, DIA	
s 51	Power to determine standards by incorporating the standards in a road management plan	CEO, MI, DIA	

s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, MI, DIA	
s 54(2)	Duty to give notice of proposal to make a road management plan	CEO, MI, DIA	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CEO, MI, DIA	
s 54(6)	Power to amend road management plan	CEO, MI, DIA	
s 54(7)	Duty to incorporate the amendments into the road management plan	CEO, MI, DIA	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, MI, DIA	
s 63(1)	Power to consent to conduct of works on road	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, MO, DIA	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch7	CEO, MO, DIA	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name and address of the person responsible for distributing the sign or bill	CEO, MI, DIA	Where Council is the coordinating road authority
s 67(3)	Power to request information	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
s 68(2)	Power to request information	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	CEO TO RETAIN	
s 72	Duty to issue an identity card to each authorised officer	CEO, DIA	
s 85	Function of receiving report from authorised officer	CEO, MI, MO, DIA	

s 86	Duty to keep register re s85 matters	CEO, MI, MO, DIA	
s 87(1)	Function of receiving complaints	CEO, MI, MO, DIA	
s 87(2)	Power to investigate complaint and provide report	CEO, MI, MO, DIA	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, MI, MO, DIA	
s 112(2)	Power to recover damages in court	CEO, MI, MO, DIA	
s 116	Power to cause or carry out inspection	CEO, MI, MO, DIA	
s 119(2)	Function of consulting with the Head, Transport for Victoria	CEO, MI, MO, DIA	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of Head, Transport for Victoria)	CEO, MO, DIA	
s 120(2)	Duty to seek consent of Head, Transport for Victoria to exercise road management functions before exercising power in s120(1)	CEO, MO, DIA	
s 121(1)	Power to enter into an agreement in respect of works	CEO, MO, DIA	
s 122(1)	Power to charge and recover fees	CEO, MO, DIA	
s 123(1)	Power to charge for any service	CEO, MO, DIA	
sch 2 cl 2(1)	Duty to make a decision in respect of controlled access roads	CEO, MI, DIA	
sch 2 cl 3(1)	Power to make policy about controlled access roads	CEO, MI, DIA	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	CEO, MI, DIA	
sch 2 cl 4	Function of receiving details of proposal from Head, Transport for Victoria	CEO, MI, DIA	
sch 2 cl 5	Duty to publish notice of declaration	CEO, MI, DIA	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, MI, MO, DIA	Where Council is the infrastructure manager or works manager

sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, MI, MO, DIA	Where Council is the infrastructure manager or works manager
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, MI, MO, DIA	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, MI, MO, DIA	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO, MI, MO, DIA	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, DIA	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	CEO, MO, DIA	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7, cl 13(2)	CEO, MO, DIA	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	CEO, MO, DIA	Where Council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7, cl 13(1)	CEO, MO, DIA	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority

sch 7 cl 16(4)	Duty to consult	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch7 cl 16(8)	Power to include consents and conditions	CEO, DIA, MI, MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch7 cl 18(1)	Power to enter into an agreement	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, DIA, MI, , MO, CES, GE	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, MI, MO, DIA	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CEO, MI, MO, DIA	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7A cl 3(1)(d)	Duty to pay installation and operation costs of street lighting – where road is not an arterial road	CEO, MO, DIA	Where Council is the responsible road authority for the road
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	CEO, MO, DIA	Where Council is the coordinating road authority
sch 7A cl 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting for arterial roads in accordance with cl 3(2) and 4	CEO, MO, DIA	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to a Council appointed as a cemetery trust under s 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	CEO, MCSA, DIA	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	CEO, MCSA, DIA	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	CEO, MCSA, DIA	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	CEO, MCSA, DIA	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	CEO, MCSA, DIA	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	CEO, MCSA, DIA	
r 30(2)	Power to release cremated human remains to certain persons	CEO, MCSA, DIA	Subject to any order of a court
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	CEO, MCSA, DIA	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	CEO, MCSA, DIA	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	CEO, MCSA, DIA	

r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	CEO, MCSA, DIA	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	CEO, MCSA, DIA	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	CEO, MCSA, DIA	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	CEO, MCSA, DIA	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	CEO, MCSA, DIA	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	CEO, MCSA, DIA	
r 40	Power to approve a person to play sport within a public cemetery	CEO, MCSA, DIA	
r 41(1)	Power to approve fishing and bathing within a public cemetery	CEO, MCSA, DIA	
r 42(1)	Power to approve hunting within a public cemetery	CEO, MCSA, DIA	
r 43	Power to approve camping within a public cemetery	CEO, MCSA, DIA	
r 45(1)	Power to approve the removal of plants within a public cemetery	CEO, MCSA, DIA	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	CEO, MCSA, DIA	
r 47(3)	Power to approve the use of fire in a public cemetery	CEO, MCSA, DIA	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	CEO, MCSA, DIA	
Note: sch2 contains Model Rules - only applicable if the cemetery trust has not made its own cemetery trust rules			

sch 2, cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 11(1)	Power to remove objects from a memorial or place of interment	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 14	Power to approve an animal to enter into or remain in a cemetery	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 16(1)	Power to approve construction and building within a cemetery	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	CEO, DIA, MCSA	See note above regarding model rules
sch 2, cl 18(1)	Power to approve digging or planting within a cemetery	CEO, DIA, MCSA	See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, MCSA, CSD, SPO, P	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	CEO, MCSA, CSD, SPO, P	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge in accordance with the public availability requirements	CEO, MCSA, CSD, SPO, P	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements for inspection free of charge	CEO, MCSA, CSD, SPO, P	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, MCSA, CSD, SPO, P	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority

PLANNING AND ENVIRONMENT (FEES)-REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, MCSA, CSD, SPO, P	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, MCSA, CSD, SPO, P	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	CEO, MCSA, CSD, SPO, P	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Function of entering into a written agreement with a caravan park owner	CEO, MCSA, CSD, EHO	
r 11	Function of receiving applications for registration	CEO, MCSA, CSD, EHO	
r 13(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, MCSA, CSD, EHO	
r 13(4) & (5)	Duty to issue certificate of registration	CEO, MCSA, CSD, EHO	
r 15(1)	Function of receiving notice of transfer of ownership	CEO, MCSA, CSD, EHO	
r 15(3)	Power to determine whether notice of transfer is displayed	CEO, MCSA, CSD, EHO	
r 16(1)	Duty to transfer registration to new caravan park owner	CEO, MCSA, CSD, EHO	
r 16(2)	Duty to issue certificate of transfer of registration	CEO, MCSA, CSD, EHO	
r 17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, MCSA, CSD, EHO	
r 18	Duty to keep register of caravan parks	CEO, MCSA, CSD, EHO	

r 19(4)	Power to determine where the emergency contact person's details are displayed	CEO, MCSA, CSD, EHO	
r 19(6)	Power to determine where certain information is displayed	CEO, MCSA, CSD, EHO	
r 22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, MCSA, CSD, EHO	
r 22A(2)	Duty to consult with relevant emergency services agencies	CEO, MCSA, CSD, EHO	
r 23(2)	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, MCSA, CSD, EHO	
r 24(1)	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, MCSA, CSD, EHO	
r 25(3)	Duty to consult with relevant floodplain management authority	CEO, MCSA, CSD, EHO	
r 26	Duty to have regard to any report of the relevant fire authority	CEO, MCSA, CSD, EHO	
r 28(C)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEO, MCSA, CSD, EHO	
r 39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, MCSA, CSD, EHO	
r 39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, MCSA, CSD, EHO	
r 40(4)	Function of receiving installation certificate	CEO, MCSA, CSD, EHO	
r 42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEO, MCSA, CSD, EHO, BI	
sch 3, cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CEO, MCSA, CSD, EHO, BI	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	CEO, MI, DIA, MO	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CEO, MI, DIA, MO	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, MI, DIA, MO	Where Council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CEO, MI, DIA, MO, MCSA	
r 13(1)	Duty to publish notice of amendments to road management plan	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	CEO, MI, DIA, MO	
r 16(3)	Power to issue permit	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CEO, MI, DIA, MO	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	CEO, MI, DIA, MO, MCSA	Where Council is the coordinating road authority

r 25(5)	Power to recover in the Magistrates' Court expenses from person responsible	CEO, MI, DIA, MO, MCSA	
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ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	CEO, DIA, MI, CES, IE, GE, MO	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	CEO, DIA, MI, CES, IE, GE, MO, MCSA	Where council is the coordinating road authority

9.4.5. Property Realignment of 14 Alma Street, St Arnaud

Author/Position: Kylie Allen, Risk and Lease Management Officer

Purpose

To undertake statutory requirements for the realignment of the boundary of 14 Alma Street, St Arnaud which will amend the anomaly of improvements built over part of Northern Grampians Shire Council freehold land being Crown Allotment 11 Section O, Township and Parish of St Arnaud.

Summary

This report will provide details on the anomaly at 14 Alma Street, St Arnaud and the process undertaken to amend the land boundary whilst also providing public transparency of the sale of land required to by the *Local Government Act 2020* (the act) and the Council Sale, Transfer or Exchange of Land guideline.

Recommendation

That Council:

- 1. designates that part Allotment 11 Section O, Township and Parish of St Arnaud (being 229m2) is surplus to Council needs subject on a satisfactory outcome of the community engagement process**
- 2. resolves to sell, by private treaty, the Council owned property being part Allotment 11 Section O, Township and Parish of St Arnaud for market value to the registered proprietor of Crown Allotment 10 Section O Township and Parish of St Arnaud, conditional on a satisfactory outcome of the mandatory community engagement process, and**
- 3. authorises the Chief Executive Officer to execute the transfer instrument or other transfer documentation.**

RESOLUTION

That Council:

- 1. designates that part Allotment 11 Section O, Township and Parish of St Arnaud (being 229m2) is surplus to Council needs subject on a satisfactory outcome of the community engagement process**
- 2. resolves to sell, by private treaty, the Council owned property being part Allotment 11 Section O, Township and Parish of St Arnaud for market value to the registered proprietor of Crown Allotment 10 Section O Township and Parish of St Arnaud, conditional on a satisfactory outcome of the mandatory community engagement process, and**
- 3. authorises the Chief Executive Officer to execute the transfer instrument or other transfer documentation.**

Moved: Cr Eddy Ostarcevic

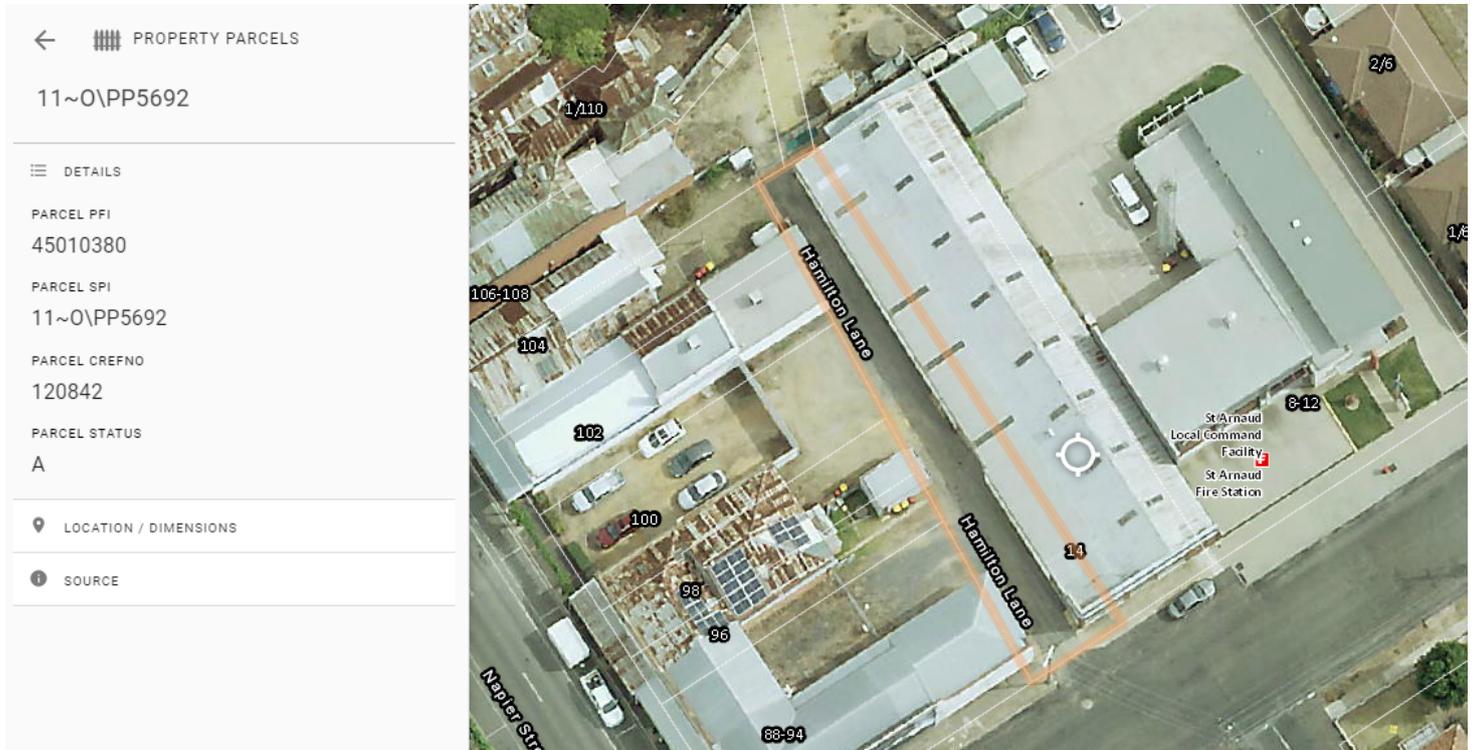
Seconded: Cr Karen Hyslop

Carried

Background/Rationale

A historic anomaly exists at 14 Alma Street, St Arnaud as the building of 14 Alma Street is currently constructed over part Hamilton Lane of which the Northern Grampians Shire Council is the registered proprietor. This anomaly has been previously managed with a lease agreement between parties. *Refer image 1.*

Image 1 – source Northern Grampians Shire Council Community Map



A recent property sale negotiation of 14 Alma Street has initiated discussions with all parties to realign the boundary and eliminate the encroachment. A licence agreement has been implemented between council and the purchaser for use of the land until such time the matter can be resolved.

A proposed two lot subdivision will effectively realign the boundary and result in Hamilton Lane (11~O\PP5692) which is currently 405 m² reduced to 176 m² post subdivision, with the balance of 229 m² to be transferred to the adjoining landowner of 14 Alma Street to ensure that the building does not encroach over the laneway boundary. *Refer image 2.*

Sale of Land details

Title: VOLUME 00764 FOLIO 601

Land Description: part Crown Allotment 11 Section O Township of St. Arnaud Parish of St. Arnaud

Plan of Subdivision: PS 913843 G

Current council valuation: \$10,000 (Ten thousand dollars) exclusive of GST (229 m²)

Date of valuation: 14 September 2022

Method of sale: Private Treaty to adjoining landowner

Recommended sale price range: market value and agreed costs associated with the transfer

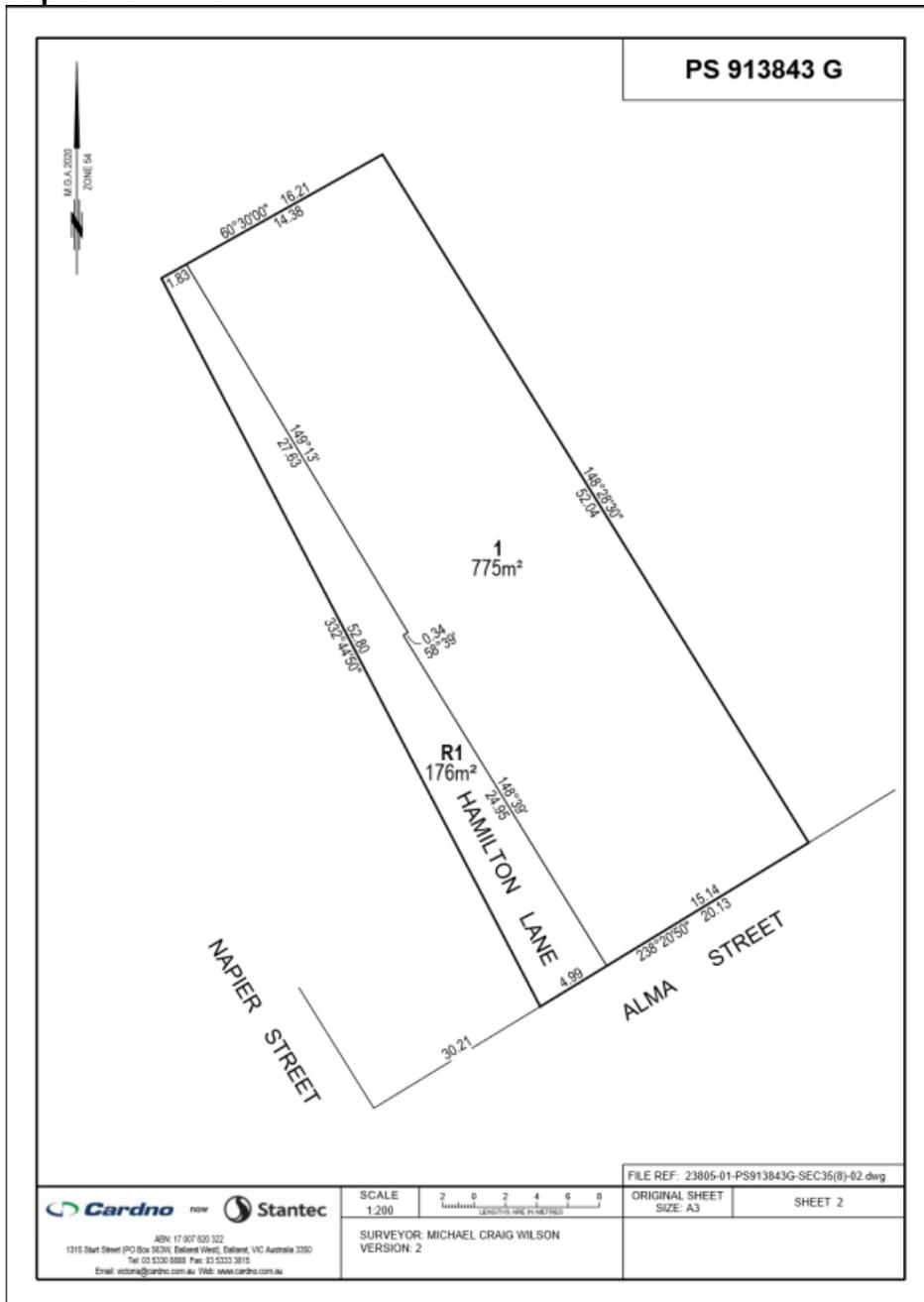
Any specific terms or conditions: satisfactory outcome of the mandatory community engagement process

Any encumbrances: Nil

Council Sale, Transfer or Exchange of Land guideline requires a review of the proposed part of the land asset for municipal usefulness prior to disposal. The land is used as a named road being Hamilton Lane and provides rear access to Napier Street traders, the proposed boundary realignment will not affect this use and no other future operational, community or recreational needs have been identified for this land. No encumbrances, caveats and notices are identified on the title for this land.

Section 114 of the *Local Government Act 2020* (the act) states that if a council sells or exchanges any land it must publish notice of intention to do so, undertake a community engagement process and obtain a valuation of the land. In line with council's *Community Engagement Policy*, this will be undertaken in a manner modelled on section 223 of the *Local Government Act 1989* and public notice will be given in local newspaper and the Council website.

Image 2 – Proposed plan of subdivision



Legislation, Council Plan, Strategy and Policy Implications

Local Government Act 2020

Local Government Act 1989

Council Plan 2021-25 – Improve Organisational Effectiveness

Options

Option 1

To designate that part Allotment 11 Section O, Township and Parish of St Arnaud is surplus to Council needs and resolve to sell, by private treaty, for market value to the registered proprietor 14 Alma Street, St Arnaud.

[recommended]

Option 2

To resolve not to sell and manage the anomaly by lease agreement. **[not recommended as this will incur ongoing costs related to managing agreement]**

Option 3

To resolve not to sell and demand the removal of improvements on part Allotment 11 Section O, Township and Parish of St Arnaud. **[not recommended as impractical]**

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

Nil

Community Engagement

Community consultation will occur via the giving of public notice in local newspapers and on the Council website, a person has a right to make a submission to the Council under Section 223 of the *Local Government Act 1989* on the proposed sale and must do so in writing. Council is required to consider any submissions on the proposed sale.

Innovation and Continuous Improvement

Nil

Collaboration

Nil

Officer's Declaration of Interest

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

Kylie Allen, Risk and Lease Management Officer

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

Attachments

Nil

10. Notices of Motion or Rescission

Nil

11. Reports from Councillors/Committees

Queen Mary Botanic Gardens Annual General Meeting Minutes, 17 February 2022
Queen Mary Botanic Gardens Advisory Group Meeting Minutes, 7 December 2022
St Arnaud Recreation Advisory Group Meeting Minutes, 1 February 2023
Walkers Lake Advisory Group Meeting Minutes, 8 February 2023

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

Cr Gready reported that he had attended a MAV leadership course with the Mayor and Cr Hyslop. He also attended meetings with Grampians Tourism and Rail Freight Alliance. Cr Gready reported that he had attended the Grampians Health Drop-in Session and AGM. Cr Gready said he attended the Great Western Futures Meeting with the new CEO. He reported on attending the Halls Gap Response Planning session, the VLGGC Stakeholder information session and met with the Victorian Gender Equality Commissioner. Cr Gready reported that the seats and two shelters have now been installed between Halls Gap and Bellfield and the illuminated centre line on the shared path to Bellfield was now complete.

Cr Haswell reported that he had attended the Grampians Health information session. He said that there are all sorts of problems since the takeover of Grampians Health and this was shown by the sheer amount of people who came out to the session. Cr Haswell went on to say that we have a long way to go with this, that our residents are under stress and we have to be proactive in looking after our residents, especially our elderly residents. He added that it is the work of the councillors that are needed to help fix this as it is our residents that are suffering.

Cr Dempsey reported attending the Grampians Health Drop-in Session, Grampians Health Annual General Meeting, the CGLLEN Governance and Finance Subcommittee, and the Women for Council meeting with guest speaker Jessie Holmes. Cr Dempsey also noted that a "Women Leading Locally" program is currently running. Cr Dempsey reported visiting Walkers Lake with Cr Hyslop and the CEO to discuss key issues. Cr Dempsey said she met with the Gender Equality Commissioner to discuss the legislation for councils. Cr Dempsey noted two events that council is running for International Womens Day, being held in Stawell and St Arnaud.

Cr Hyslop reported on attending a VFF branch meeting with Cr Ostarcevic and the CEO to discuss the South Wimmera and Northeast Pyrenees Water Supply Feasibility Study. Cr Hyslop said that 800 letters had gone out to Northern Grampians Shire residents asking for expressions of interest regarding extending the Wimmera Mallee pipeline to provide water to parts of Northern Grampians Shire.

Cr Ostarcevic reported on two sessions that were held to engage with young people and with 43 people in attendance. He said the young people have clear ideas of what they want to do, which will be presented to councillors. One is an athletic pump track, the second is to participate in artistic endeavours and the third idea is a water resource at the Goldfields Reservoir. Cr Ostarcevic reported that the Neighbourhood House, Heather Brassington, is looking to provide elderly citizens with an opportunity to reengage and has set in motion a dance and singalong. Cr Ostarcevic reported on attending the Pebble Church Annual General Meeting and the Emu Hall Annual General Meeting.

Cr Emerson reported on the large role played in the delivery of the lighting at Lord Nelson Park and had been notified that everything was ready to go. Cr Emerson also said that he had spent a lot of time working with the Stawell Gift Event Management Board to deliver an enjoyable, viable, family-orientated Easter Gift early in April.

Cr Erwin reported on attending the Farmers Harvest break up. Cr Erwin noted that over 100 expressions of interest had been received already regarding the Water Supply Feasibility Study. Cr Erwin reported attending the Stawell Probus Meeting and met with the Deputy Premier regarding the duplication highway. Cr Erwin said he hopes the highway can get underway again in the next construction period, probably next summer.

Cr Erwin reported on meeting with the CEO and Chair of Grampians Health and we will continue to represent the community of Stawell and surrounds. Cr Erwin said he discussed with the Deputy Premier regarding the 2026 Commonwealth Games and that there was not too much distance between the running of the Games and the Stawell Gift in that period, and it would be good to have the overseas people come to Northern Grampians Shire to further their experience in Australia. Cr Erwin said the Deputy Premier was very receptive to this.

RESOLUTION

That the reports be received.

Moved: Cr Murray Emerson

Seconded: Cr Rob Haswell

Carried

AGM for Queen Mary Gardens Wednesday February 17th 2022.

Present: Jo Hamilton (Pres.) Ros Small, Lyn Box, Janelle Patching. Marg McCahon,
Brenda Proctor, Deirdre Freeman, Dot Baldwin, Dorothy Patton.

Apologies: Jason Abbott, Bev and Len Reid, Lindee Parry.

Jo read the Minutes of the previous meeting.
Passed by J Patching 2nd by L Box.

Jo then presented her President's Report which recorded the recent developments taking place in the gardens and the difficulties the Covid outbreak has had on this Committee's ability to function and on the staffing issues it has presented.

The meeting accepted her Report and thanked her for her leadership over her time as President of the Committee.

All positions were declared vacant and the following members were appointed for the coming twelve months.

Pres: Dorothy Patton
Vice Pres: Jo Hamilton
Sec: Janelle Patching

The Meeting then closed at 6.05pm.

Queen Mary Botanic Garden Advisory Committee minutes, 07th December 2022

Present Joanne Hamilton, Lyn Box, Ros Small, Deirdre Freeman, Janelle Patching (Sec)

Apologies, Brenda Proctor and Dorothy Patton (Pres)

Ros Small-moved, seconded Lyn Box

Minutes from previous meeting true and correct, moved Ros Small, seconded Jo Hamilton.

Matters arising previous meeting

Dorothy's sent a report though in her absence- report discussed and attached

Covered by insurance at working bees as long as Advisory Committee member is present.

Working bees- Dorothy report gave plant details in report.

Collection of seats Dierdre offered to collect Friday 09th December, Deirdre advised the chairs are flat packed, Ros offered to paint and stain over the coming weekend so they could then be assembled to get then installed for the Christmas holiday period to accommodate travellers.

Ros suggested a plaque be put on the chairs "Donated from Friends of the Gardens".

Jo Hamilton to follow up watering of long bed and newly planted plants.

No other items from previous minutes moved Lyn Box seconded Deirdre Freeman

Business arising

Meeting dates for the 2023 year:

Feb 15th 2023 – Annual General Meeting and General Meeting.

April 19th 2023

June 21st 2023

Aug 16th 2023

Oct 18th 2023

Dec 06th 2023

Gardeners report

Nil gardeners report – Jo spoke to Sharon and Georgina to get email address so they can come to friends meetings and they can do a garden report for meetings.

Other business

New Seats colour will be black enamel to match other new seats.

Working bee Wednesday 14th Dec to install seats if the paint is completely dry. If not the goal is before Christmas.

Discussion of removal of couch grass from long bed.

Friends sink to be taken to council depot to be removed from the cellar roof of the mechanics.

Next meeting 15th Feb Annual General Meeting and General Meeting

Meeting closed 6.15pm.

Report to Dec Meeting.

Mary Scully from the NG Shire has confirmed that Comm. member are still covered under the Shire Insurance scheme.

Members of the Friends group not on the Advisory Comm. would also be covered when working with Advisory group members.

Two working bees have been held since the last meeting.

Weeding and bed preparation was followed by planting at the 2nd one.

Salvias have been planted in groups of four and two column Crab-apples are in with a third one to be planted when available.

Small pink Dreamaria will form a border along the front of the bed.

Completing the installation of the watering system is now critical to ensure they cope with the summer ahead.

Bismarck Palm and Foxtail Palm were suggested by Jason at the last Meeting.

Bismarck Palm grows to 9 and up to 18 metres high.

Silver green - native to Madagascar and doesn't need much water once established.

Foxtail Palm grows to 6-7 metres and can be quite wide.

Look effective when planted in groups of three.

Drought tolerant.

Blue/ green in colour and native to Qld.

Dierdre has kindly offered to arrange collection of the seats to be placed in the shade under the verandah.

St Arnaud Recreation Advisory Group Meeting Minutes

The scheduled meeting held at 6pm on 1 February 2023

Chair: Cr Eddy Ostarcevic – Cr Murray Emerson in lieu of Eddy Ostarcevic

Attendees: Cr Emerson, Nicole Amos, Peter Knights, Annette Driscoll, Tara Lowe, Kaye Boyd, Sharlene Bertalli, Anita Harrington (Bendigo Stadium), Zander McDougall (NGSC), David Hwang (NGSC)

Apologies: Tony Dark (NGSC) Cr Ostarcevic, Kim Birthisel, Jason Smith, Mark MacTaggart

We would like to acknowledge Dja Dja Wurrung the Traditional Owners of the land on which we meet. Pay our respects to their elders, past, present and emerging.

1. Business arising from the previous meeting: 21 September 2022

Previous minutes

Noted that kitchen fryer being fixed was incorrect.

Other than that, all agree that the minutes are true and correct.

Nicole moves, Peter to second.

2. General Business:

Item	Topic	Discussion	Action/ Outcome
1.1	Sporting Club	Anita Harrington invited to attend to discuss: <ul style="list-style-type: none">• License<ul style="list-style-type: none">○ The Sporting Club are looking to extend their liquor license to include several outdoor tables to allow patrons to dine and drink outdoors.	Action: User groups to review their existing Liquor Licenses to see if there is any conflict with the Sporting Clubs proposed outdoor extension.

	<ul style="list-style-type: none"> ○ Raising this to allow for discussion with the Advisory and neighboring users groups. ○ Proposed redline does not overlap with other licenses. ○ May need to extra policing with alcohol not being allowed to travel between licensed locations – Club to cover costs of security of fencing when required. ○ Important to have clarity between licenses between clubs for the Police. <ul style="list-style-type: none"> ● Suggestions for the Sporting Club function room <ul style="list-style-type: none"> ○ Sporting Club is intending to renovate the function room with new carpet, wall painting and furniture. ○ Advisory was supportive of the space being freshened up. ○ Options to store Sporting Club furniture in Storage managed by the Agricultural Society was explored. This would be for tables not being used. ○ The back of the building where a storage shipping container used to reside is now underutilized and unattractive. Early ideas included garden beds. ● Council have also committed funds to upgrade the function room. <ul style="list-style-type: none"> ○ Early ideas included upgrading the Audio-Visual equipment, exploring possible digital honor boards and having more aesthetic features (such as place to hang decorations) in the function room to allow for a wider range of events. ● Playground Proposal <ul style="list-style-type: none"> ○ Anita informed the Advisory that the Sporting Club have purchased a childrens playground (similar to a McDonalds structure) that will need to be installed by April. ○ Possible locations are between the Club and the Football field. ○ Preferably this will not block lines of site from any of the buildings. <p>At 6:53PM Anita concluded her agenda item and left the meeting. The advisory thanks her for her attendance and commitment to working with the advisory and Shire.</p>	<p>User groups to raise any issues at the next Advisory meeting.</p> <p>Action: Anita to send through the redline map of proposed changes to the Advisory</p> <p>Action: Advisory to investigate with their respective groups – what is needed to in the Social Function Room at the Sporting Club to make it a better venue for community use?</p> <p>Action: Advisory to investigate with their respective groups on ideas for beautifying the back of the Sporting Club.</p> <p>Action: Council to investigate with internal departments what scope and timeframe of possible upgrades would be.</p> <p>Action: All to investigate possible locations for the Playground.</p>
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			<p>Action: Anita to circulate more detailed information on the playground (size, height, installation needs)</p>
<p>1.2</p>	<p>Lord Nelson Park Community Sports Centre</p>	<p>Project update</p> <ul style="list-style-type: none"> • Outstanding items <p>Outstanding works discussed and some extra items are to be checked:</p> <ol style="list-style-type: none"> 1. All defects fixed - Completed 2. Kitchen - Fryer – Still Outstanding <ol style="list-style-type: none"> a. ACTION: TD to Follow up with Fryers 3. Car park – 4 February 2023 4. Hot water system – Reconfigured and completed 5. Salto lock system – Completed and organising access <ol style="list-style-type: none"> a. Zander to hand out Salto keys to users present following this advisory meeting. b. Salto keys are for all external doors expect for admin and cleaners c. There are also internal keys to kitchen and bar. This will be left with the Football Club and Canteen Committee d. Toilets are on an auto un/lock 6. First aid room to be fitted out with first aid kit, defib and bed. Completed 7. Bifold doors trip hazard – Matting to be purchased. 8. Crockery and Cutlery to be purchased - Completed 9. Shelving in kitchen – Completed 10. Lockable Shelving/cupboard – To be designed – AI contacted and Tony to get back to him 11. Bins and rubbish locations to be discussed – Where are the best locations for 4 rubbish and 4 recycling. Clubs manage events/activities, and this is to be included in agreements. Public Use only not for events. Regular garbage cycle, netball? <ol style="list-style-type: none"> a. Public bins can be inadequate for needs as they often have rubbish being placed in them from outside users. 	<p>Action: (2) Council to follow up on the status of the Fryers.</p> <p>Action: (11) Zander to include Lord Nelson Park in a Waste Review.</p> <p>Action: (13) User groups to explore options for sharing a contract for a cleaner and minimize administrative burden.</p> <p>Action: (19) Council to clarify what this item refers to at the next Advisory meeting.</p> <p>Action: (Confidential Item) Council to clarify policy and engagement requirements needed to name a room in the Lord Nelson Park Community Sports Centre.</p> <p>Action: (Confidential Item) User groups to speak with their respective membership on options for naming the Social room.</p>



- 12.
13. Cleaning of facilities
14. A proposal for the TV's is to be finalised including number and placement.
 - a. Netball to explore LG TVs – 4 TVs permanently placed.
 - b. TVs to come out of fundraising money.
15. Hand Dryers – **Equipment on site, to be installed**
16. Door Signs – **Completed**
17. Footpath linking Netball to carpark and entrance – **Completed**

- 18. Opposition stairs to track/oval – **Waiting for quotes**
- 19. Telstra – To be re bored back to the school. **Quote being obtained**
- 20. **Old football rooms and toilets to be demolished Feb 23**

Budget

Completed Items since September 2022			Priority	
Hand Dryer	\$ 20,500.00		2	Completed
Signage	\$ 1,500.00		3	Completed
Footpath (connect the back of the netball to the back of the new paths that connect to the sporting club carpark)	\$ 15,000.00		1	Completed
Kitchen shelving and crockery/cutlery	\$ 4,300.00		4	Completed
SUB TOTAL		\$ 41,300.00		
Additional Items - To be completed				
Kitchen shelving (lockable cupboard)	\$ 2,000.00		4	Quote to be sought
TV's	\$ 3,000.00		5	Social space
Memorabilia solutions	\$ 10,000.00		7	Sub committee - advice, new frames, technology, infrastructure
Furniture (indoor/outdoor)	\$ 2,000.00		6	

CONFIDENTIAL ITEM

Recommendation for naming of the social room - Tony Driscoll

- Deferred until the end of the meeting to allow for Annette Driscoll to leave due to a possible conflict of interest.
- Annette left 7:56PM

No objection from those attending for the Social room to be named after Tony Driscoll.

Motion: The Advisory is to seek options from their membership and discuss at the next Advisory meeting to consolidate one recommendation endorsed by the entire Advisory Group.

Moved: Peter Knight

Seconded: Nicole

1.3	Football and Hockey Lighting	<p>Towers and Shading</p> <ul style="list-style-type: none"> • 6 Towers. 150 lux AFL and 350 lux hockey, no seesaw poles • Met with HRV on site October 2022 and Cr Emerson spoke to harness groups Jan 2023 • Shading on the track from towers after 4pm (one tower before 4pm) • Sign off from Harness organisations required • The broader Advisory is supportive of the lightning and would be appreciative of the sacrifice Harness will be making to support the lighting as described. <p>Group to advise preferred location of the lighting distribution board</p> <ul style="list-style-type: none"> • Near existing switchboards – recommended. • All present comfortable with switchboards being near existing HRV switchboards. 	<p>Action: Kaye to speak with HRV on the shading issue. Shadows on the track between 4-5PM may be outweighed by the lighting's positive impacts to other users.</p>
1.4	User Fees and Agreements	<p>Zander to provide an update</p> <ul style="list-style-type: none"> • Consultation around sporting clubs from Zander to being shortly. • Users discussed the need for fees to create a sense of responsibility, ownership and care for the facility. 	<p>Action:</p>

2. Other discussed:

- Minor issues reported to Council to be processed through Merit or Snap/Send/Solve and be passed onto the appropriate officer.
 - Zander to be the main contact for any unresolved issues if the above process is followed but the issue persists.
- **Action:** Council to reach out to Netball to discuss the process for installing a small retaining wall. Clarification on permit requirements needed.

3. Close: 8:03PM

4. Next Meeting: TBC

Northern Grampians Shire Council

Walkers Lake Advisory Group Meeting Minutes

The scheduled meeting **8 February 2023** held at 6.00 pm online via Teams.

Chair: Cr Kevin Erwin

Attendees: Cr Kevin Erwin, Haviva Perkal, Carol Campbell, Tony Hand, Tony Dark (NGSC)

We would like to acknowledge Dja Dja Wurrung the Traditional Owners of the land on which we meet. Pay our respects to their elders, past, present and emerging

Apologies: Chad Frost, Mark Costello (Dja Dja Wurrung), Austin Freeman, Steve Jesse, Rob Loats, Russell Steel, Debra Meagher, Andrew Borg, David Hwang (NGSC),

Apologies accepted and no Motion moved

1. **Previous meeting minutes:** Minutes of meeting 31 August 2022 True and correct **Moved** Haviva Perkal and Seconded Carole Campbell
2. **Business arising from the previous meeting:** Any items discussed in general business

Action item from last meeting: List of projects for submission sent to Mark and LUAA team for review

3. **General Business:**

Item	Topic	Discussion	Action/ Outcome
1.1	Environmental and Heritage Management Advice	Moved: Cr Kevin Erwin Seconded: Cr Eddy Ostarcevic The endorsement has progressed to the implementation of the action plan which is meeting item 1.2.	2022 with Carried Action: Tony to send a copy to all members

1.2	Walkers Lake Management Action Plan	<p>Agreement with Dja Dja Wurrung - Tony Dark advised that following discussions with Dja Dja Wurrung we are aligning any activities to the Land Use Activity Agreement (LUAA) formed between the State Government and Dja Dja Wurrung. This Agreement relates to certain areas of public land within Victoria and categorises certain activities that can occur on this public land as Advisory or Routine Activities. The basic rules were discussed in that routine works can be completed as a normal course of business and advisory require consent from DDW. Tony Dark advised that all works will be channelled through DDW for confirmation whether it is either type.</p> <p>Rules Signage – Discussed the rules content and that it is a priority for finalisation and installation for visitors. The sign details were circulated to the group via email and there were suggested changes to make sure we covered all aspects of what we were attempting to communicate. We discussed the heading whether it was Rules or Information so Tony Dark will send a couple of versions to the group to agree to. Tony Hand suggested we group the information in specific areas such as boating, camping etc. so this will be completed. Also discussed to include “be respectful of the environment and cultural heritage values” so this will be included in the new draft. The next step will be sign off from the group and then seek DDW input and signoff on context and then permits for installation.</p> <p>The group briefly looked at the signage relating to Recreation, Biodiversity and Cultural however this will require more in depth review and input particularly from Dja Dja Wurrung to ensure we capture all historical and significant messaging.</p> <p>Flyer update – The flyer was distributed to the group via email and meeting feedback suggested include firewood reference to plan your trip section. Include poor mobile phone reception for some providers, include more cultural heritage reference, swap item 4 with item 7 to align with purposes and update the fire section to include Catastrophic. The group was happy with the design and the messaging it delivers. Tony Dark will organise for the redraft from NGSC media and Communications person before resharing with the whole group.</p>	<p>Action:</p> <ol style="list-style-type: none"> 1. Tony Dark to circulate the new draft versions of the rules before next steps with DDW. 2. Tony Dark to resubmit flyer for feedback and signoff by the group. 3. Tony Dark to circulate the protection zone map and overview to the group for feedback and sign off. 4. Tony Dark to contact DDW for consent to implement

	<p>Projects Discussed that All projects are itemised on a spreadsheet that was circulated to the group. These works are time lined on a current understanding of when they will be planned for completion however it was stressed that these could change depending on consent, quotes, contractor availability and resourcing.</p> <p>Protection zones - Treatment or protection of specific zones throughout parts of the reserve were discussed. These zones are to manage vehicle access particularly from areas that have vulnerable or endangered flora. The important part is to keep vehicle from entering these areas however allow pedestrian access and the inclusion of signage that may display information about the particular species of flora. The group discussed fencing (farm ringlock type) vs bollards (treated pine). Whilst fencing is effective it can be over restrictive however bollards may fit better with the Walkers Lake setting. There are 4 zones identified including zone 1 near the entrance, zone 2 on the lunette, zone 3 on the south eastern extreme of the reserve and zone 4 on the southern side of the sugar gums. A map was displayed and there was a consensus that bollards would be a better fit however the whole group needs input. Bollards may also be a better option considering the proposed controlled burns. The attendees agreed to the proposal and Tony Dark to circulate the map and ideas to the whole group for feedback. Once agreed then consent will be obtained from DDW prior to progressing to implementation.</p> <p>Regeneration works and erosion controls – Two areas were discussed for regeneration work and erosion control. The first is the camp site opposite boat ramp (eastern side) where vehicles are driven over the lunette and the second is the south-eastern end where a track diversion diversion (there is already a high track open so it is just the removal of the lower track access of about 50m) is required to allow recovery of the area. The attendees agreed to the proposals and Tony Dark is to circulate to the group for approval prior to progressing with permits and discussions with DDW. Council has already had on site discussions with Djandac (a commercial arm of DDW) who will be involved in some of the works/advice. The proposed erosion controls for the old boat ramp area will be discussed at the next meeting.</p>	<p>burrow ripping as well as fumigation for rabbit control</p> <p>5. Tony Dark to organise road closure signs</p>
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		<p>Pest management – Discussed the increased numbers of rabbits on site and although fumigation has been completed in recent years there is a need to reconsider the options for managing rabbits. It was agreed by the group that a combination of fumigation and rabbit fumigation and burrow ripping however DDW will need to be involved in the decision process for this invasive action. Tony Dark to discuss with DDW and apply for consent to implement burrow ripping this season.</p> <p>Weed management - Discussed that weed mapping has taken place however the high water levels are restricting any action to be taken at this stage. The works plan will be delivered as soon as practicable and some of the Landmate (Prison Crew) may undertake removal of scotch thistle we will look at external contractors including Djandac to remove other types including manual, chemical and mechanical removal to make sure we are effective.</p> <p>Tracks – The current state of the access was discussed with high water levels there is restricted access however when the water recedes there will be a real issue for boggy tracks and vehicle moving off tracks to get around the lake. Signs will need to be installed to direct traffic and also track maintenance will need to be implemented to ensure vehicle access is kept to the formed tracks. This will need to be discussed as an ongoing concern and Tony Dark is to arrange for road closure signs to be installed as required.</p>	
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2. Other items discussed:

Blue Green Algae – There is an outbreak so Tony Dark has installed signs and it is on social media to warn visitors.

Slashing was completed recently however Landcare have noticed that the Northern track has been over slashed so they have requested this be managed in future and keep to the plan/map.

Carole had some Questions/Concerns:

- The fenced area on the north west is being accessed for wood. Fence is in poor condition Walkers road/lane needs to be reviewed for access. Discussed that visitors may not think this is a part of the reserve so signs will need to be considered to help control.
- large amount of toilet paper on ground where campers have defecated Australia Day on the north/eastern side. Discussed this as a concern and because of the high water levels and restricted track access this may have been a deterrent for people to use the designated toilet.
- Who clean up after free campers? - Tony Dark explained that he is the only staff member available and he cleans the toilet monthly as well as his monthly checklist of checking water levels, rubbish and photos of status of the lake. Discussed that signage is the first option and whilst there is signage it is small and may not be read.
- Were porta Loos provided Aus. Day? - No porta toilets were installed for this weekend.
- Are campers counted busy periods? - Visitors are counted when Tony completes his monthly check and when the community advises him of how many were there for weekends etc.
- **Day visitor area has been on the agenda for a long time and this is to be discussed at the next meeting**

Letter from Prue McAllister (sent to the group via email 8/2) with questions on water quality and actions at the lake was discussed and in general terms the group discussed the content and Tony Dark will respond. The content is as follows:

The Avon Plains Banyena Landcare Group has grave concerns regarding the management of Walkers Lake. However we recognise the work involved so highlight just two that we would like raised at your next meeting.

Water Quality

Over the past few years we seem to have seen an increasing number of cases of blue green algae at Walkers Lake and on one occasion it resulted in a major fish kill event. Not only is this disturbing for the wildlife it supports, but it impacts on the recreational use by both locals and visitors to the area.

Prior to permanent water being allocated to the lake in 2014, the water levels of the lake fluctuated with seasonal conditions. There were cases of blue green algae recorded, but certainly not as frequently as the current outbreaks.

I have attached an extract from the NCCMA in Jan 2019 regarding the need for fluctuating water levels to maintain water quality and the sustainable health of wetlands. It refers to Richardson's Lagoon, on the Murray River near Echuca, but the science is relevant to Walkers Lake. I urge you to take the time to read it. The Flora Assessment by Blue Devil Consulting in 2019 also addressed the need for fluctuating

water levels to retain the unique flora that currently exists around the lake including the old redgums and box trees that give the lake its character and appeal.

I understand that consistent higher water levels allow the amount of water required to top up the lake for the summer season to be minimised, thus reducing the cost to the council for water. It also allows for annual fish stocking by VR Fish and for consistent recreational use.

However the environmental cost of maintaining these levels needs to be considered. A toxic lake is of no value to anyone.

The Avon Plains Banyena Landcare Group would like the WLAG to seek advice from the NCCMA regarding the possible benefits of varying the water levels, including intermittent drying of Walkers Lake, to allow the natural functions of this ecosystem to be maintained.

Actions

An ongoing concern of the Avon Plains Banyena Landcare Group is the lack of action on the Action Plans that are part of the Management Plans that are regularly rolled out over the years. Very little has changed, except the dates for actions to be completed.

It seems that any actions that do occur are focused on visitor experience, often at the cost of the environment.

The Avon Plains Banyena Landcare Group would like to know what is preventing the Council from implementing the Management Plan Actions that protect the environmental and cultural values of the Management Plan?

Prue McAllister

Avon Plains Banyena Landcare Group

Action: Tony Dark will respond and advise that he will contact NCCMA to discuss the water levels, provide feedback on the proposed action plan as agreed to by the Walkers lake Advisory group, confirm that the lake is a recreation facility with a minimal water level of 1.5m being safe for recreation use and Council is working closely with the Advisory Group and DDW for advice on the management of this reserve and all values represented.

3. Close: 7.40pm

4. Next Meeting: 22 March 2023 – Prior to Easter

12. Urgent Business

Nil

13. Public Question Time

The Mayor received a Public Question Time Question With Notice submission before the meeting.

David Reynolds, 6 Williams Street, St Arnaud

In order to find out information on planning applications, residents of the Northern Grampians Shire Council are required to attend Shire Offices during business hours to view the planning documentation in hardcopy form. This process discriminates against people who work during standard business hours.

While attending the office, potential objectors or supporters cannot take photographs or copies of the planning documents. People who wish to record information are required to take handwritten or typed notes. This is a laborious process, taking many hours and is unfair against residents who have literacy issues.

Many other Shires have their planning permits available online including Buloke, Central Goldfields, Pyreiness and Ararat Rural City.

Are there plans by the Northern Grampians Shire Council to make the planning process more open, transparent, modernised and inclusive by making planning applications available online? If so, when will this occur and if not, why not?

Answer was provided by the Chief Executive Officer:

Currently, if a planning permit is on Public Notice, officers can forward the application documentation on to individuals via email or post on request.

Council has recently acquired new systems that will enable for planning applications to be made available online with the plan for the system to be live by the end of September 2023.

The Mayor received two Public Question Time Questions Without Notice submissions at the meeting.

Anne Huges, 51 Shearing Shed Road, Carapooee West

In the event strategy, it says you are protecting enhancing and celebrating our natural, cultural and heritage assets. How long will this Council allow the Wild Horses Festival or any others like it to continue to operate on an unsuitable site, within the National Park and to the detriment and aggravation of neighbours and residents?

The Mayor responded that the question would be taken on notice and that a response would be provided.

Daniel Mattsson, 62 Napier Street, St Arnaud

The March 2023 Northern Grampians Shire Council Flood Study addresses options for controlling St Arnaud in flow to catchment but no option is suggested for overflow reservoirs in town. Could the car park behind council offices be lowered to create this as an option to prevent flooding of houses and businesses in Napier Street and surrounds?

Could lowering level of channel bottom also be considered to contain floodwater better around Crone Lane?

The Mayor responded that the questions would be taken on notice and that a response would be provided.

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. Rates Exemption Application

14.2. C11 2022/23 - Heath Street Bridge Design

14.3. Environmental Health Fee Waiver

14.4. Planning Application Fee Waiver

RESOLUTION

That items 14.1, 14.2, 14.3 and 14.4 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 Rob Haswell Carried

RESOLUTION

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

Moved: Cr Murray Emerson
Seconded: Cr Rob Haswell Carried

OPEN COUNCIL

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

14.1 Council made a determination not to approve a rate exemption application.

14.2 Council agreed to award contract C11 2022/23 - Halls Gap, Heath Street Bridge Design Project to WGAVIC Pty Ltd for their submitted price.

14.3 Council agreed to waive a new food premises registration fee and requires the business to pay the annual food premises registration fee.

14.4 Council made a determination to partially refund a statutory planning application fee.

The following tender results from the 4 July 2022, 5 December 2022 and 20 February 2023 Council Meetings can now be released due to all participating councils having made their recommendations:

Council agreed to

1. award the contract to implement a new electronic document records management system to Logicalis Australia Pty Ltd
2. award the contract to implement a new Local Government property and rating system to CouncilWise Pty Ltd
3. award the contract to implement a new online permit management system to E-VIS Pty Ltd
4. award the contract to implement a new financial management system to EBS Pty Ltd
5. award the contract to implement a new budgeting and reporting system to MagiQ Software (Aust) Pty Ltd
6. award the contract to implement a new payroll system to Adroit Creations Limited.

15. Close

There being no further business the Mayor declared the meeting closed at 1.35pm.

Confirmed



CR KEVIN ERWIN
MAYOR

Date: 3 April 2023